

PROFORMA FOR VOLUNTARY RETIREMENT

Name of KV:-

1	Name and Designation of employee	
2	Date of joining in the KVS with post	
3	Date of Birth	
4	Length of Service as on date seeking VR	
5	Less(-) EOL on Private affairs/dies-non Period	
6	Net Service period	
7	Whether CPF/GPF/NPS Optee	
8	GPF/CPF/NPS Account No.	
9	Whether any disciplinary case is pending or contemplated against the employee?	
10	Whether there are any outstanding dues ? If yes, give details.	
11	Date on which application for VRS is submitted.	
12	Date from which the employee wants to seek VR	
13	Whether requested for waiving off Notice Period.	
14	Principal's recommendation for waiving off Notice Period.	
15	Any other Remarks	

Signature of Principal with seal

Note:-While forwarding the cases of VR, particulars may be verified from Service Book.