

## Sub: Forwarding of Resignation for approval of Competent Authority.

Note:	1. Information in respect of all columns is compulsory for processing of application.
	2. * Strikeout whichever is not applicable.

1.	Employee code No.		2.	Name of the employee	
3.	Present	(a)	Designation		
		(b)	Place of posting		
		(c)	Status	* Regular / Probation / Ad hoc / Contract	
		(d)	Basic pay		
		(e)	Scale of pay	(f)	Basic Pay
4.	Initial	(a)	Date of Joining		
		(b)	Scale of Joining		
		(c)	Designation on Joining		

5.	Reason for resignation	
6.	Date of submission of resignation	
7.	Date of effect of resignation, as requested	
8.	Stipulated notice period, as per appointment letter / company rules* and its date of expiry	Notice period : * 1 / 2 / 3 months
		Date of expiry:
9.	Whether employee is serving upto full notice period? If not, how much short Notice period?	*Yes / No
10.	Amount of Notice period deposited, Give Details.	
11.	Details of foreign service bond, if any, including outstanding period	
12.	No Dues Certificate (No dues Certificate is to be attached'. In case any recovery is due, how the same is intended to be cleared, should be stated.	

- Encl: 1. D&AR / Vigilance Clearance duly completed and signed by employee and Functional / Project Head, in prescribed format  
2. No dues certificate, in prescribed format.

Signatures of Project / Functional Head \_\_\_\_\_  
Date : \_\_\_\_\_

\* For employees posted out of Corporate office  
Above information is authenticated. Vigilance clearance/D&A, No dues certificate and the action proposed for recovery of outstanding dues are enclosed.  
Signatures of the official dealing with HR in project Office \_\_\_\_\_

**Controlling Officer/Project Head**

**GM/HRM/Corporate Office**