

West Bengal State Electricity Distribution Company Limited

(A West Bengal Government Enterprise)

Industrial Relations Cell

Vidyut Bhavan ; Kolkata

C I R C U L A R

Date : 11.05.2007

Of late, it has come to the notice that in most of the cases applications for (A) Voluntary retirement (B) Resignation (C) A.P.S. Promotion under provision 5.5 (D) No objection Certificate to Visit/Tour abroad, in respect of intending employees are being forwarded to the Headquarters with incomplete information and thereby resulting inordinate delay in disposal of the cases.

In view of the above, all Controlling Officers are requested to furnish the following particulars/information of the respective applicants as stated against each at the time of forwarding the applications in order to dispose of the case (s) promptly.

(A) VOLUNTARY RETIREMENT

1. Whether any adverse report is lying against his/her integrity at the level of the respective Controlling Officer.
2. Confirmation of submission of declaration of assets as they stood on 1st January of the respective year (Except Class-IV employee)
3. Last date of attendance.
4. Father's / Husband's Name as per record of Service book .
5. Date of birth as per record of Service book.
6. Employee Number as per office record.
7. Date, Place of posting, Designation during initial joining in service.
8. Whether he/she has drawn H.B.L and if so, present recovery status thereof.

(B) RESIGNATION :

1. Whether required Notice or payment in lieu thereof as per rule in vogue (along with specific document i.e. Other Receipt) has been deposited.
2. Whether any adverse report is lying against his/her integrity.
3. Confirmation of submission of declaration of assets as they stood on 1st January of the respective year (except Class- IV employee).
4. Employee No. as per Office record.
5. Father's / Husband's name as per Service Book.
6. Whether he/she has drawn H.B.L and if so, present recovery status thereof

(C) APS PROMOTION UNDER PROVISION 5.5 :

1. Original Service book of the respective employee.
2. Last 3 (three) years P.A.R. in original.
3. Confirmation of submission of declaration of assets as they stood on 1st January of the respective year (Except Class-IV employee).
4. Employee No. as per Office record.
5. Formal proposal required to be submitted preferably two months before the date of retirement

(D) NO OBJECTION CERTIFICATE TO VISIT/TOUR ABROAD :

Newly prepared enclosed prescribed format should be filled in properly by the intending employees and checked thoroughly.


(A. K. Pal)
General Manager (P&A)