

**Government of West Bengal,
Department of Health and Family Welfare**

PROFORMA FOR APPLICATION FOR VOLUNTEER RETIREMENT

Sl No	Items	Particulars
1	Name (In Block Letters)	
2	Designation	
3	Employee ID	
4	Office to which attached (Full office Address & PIN Code) & Contact Number	
5	Present Scale of Pay/ Level of Pay in Pay Matrix	
6	Present Basic Pay	Rs.
7	Date of Birth (DD-MM-YYYY)	
8	Date of Joining in the service (PSC/Adhoc) (DD-MM-YYYY)	
9	If Adhoc, then date of Regularisation (DD-MM-YYYY)	
10	Whether Confirmed or not {If yes , then date of confirmation (DD-MM-YYYY) with G.O. No.}	
11	Normal date of Retirement	
12	Date of formal notice for V.R (DD-MM-YYYY)	
13	Date of V.R asked for (DD-MM-YYYY)	
14	Total length of service on the proposed date of V.R (YY-MM-DD)	
15	Whether service is continuous or not	
16	Reason for Voluntary Retirement (Attach Documents)	
17	Whether any Disciplinary Proceeding is pending till date (If yes, details of)	
18	Whether any Vigilance case pending till date, (If yes, details of)?	
19	Whether any period of 'Dies-Non' / Break in Service, (if yes details of)	
20	Whether any period of absence pending for regularisation (If yes, details of)	
21	Whether there are any dues to be recovered from incumbent or not (If yes, details of)	
22	Whether Assets Declaration for Last 03 (Three) years has been submitted (If yes, Photocopy of receipt of submission of the same to be attached)	

Full Signature of Applicant with date

23	View of the Head of the Office (HOO) regarding application for VR	
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Certified that above information have been verified from Service Book and office record of the incumbent concerned and found correct

Signature of the Head of the Office (HOO) with seal