



Government of Jammu & Kashmir
Directorate of School Education Kashmir, J&K
 SP College Road, Srinagar



Sub: Projection of Voluntary retirement/acceptance of resignation cases.

CIRCULAR

It has been observed by this Directorate that sub-ordinate offices are simply forwarding the voluntary retirement/acceptance of resignation cases of the officials to this office casually without supporting documents, resulting that the cases are not being considered by the authorities well in time. Later on the officials withdraw their option on certain grounds either for voluntary retirement/acceptance of resignation.

In order to over come such situation in future, it is enjoined upon upon all the Chief Education officers/Drawing and Disbursing Officers to forward cases of such nature in accordance with rules/regulations governing the subject, with all supporting documents/ certificates and duly authenticated by the concerned Chief Education Officer under his proper seal and signatures. The following documents/certificates shall necessarily be attached with each case:-

Voluntary Retirement	Acceptance of Resignation Cases
1) Recommendations of the concerned CEO.	1) Recommendations of the concerned CEO.
2) Detailed Service Bio-data of the Official.	2) Detailed Service Bio-data of the Official.
3) Complete NDC from the date of initial appointment till elected date.	3) Complete NDC from the date of initial appointment till date of resignation.
4) Posting details on prescribed format of GAD for obtaining vigilance clearance.	4) documentary evidence with regard to the submission of application form in an in-service capacity (in case of technical resignation)
5) Genuiness appointment certificate duly authenticated by the CEO concerned.	5) Genuiness appointment certificate duly authenticated by the CEO concerned.
6) Certificate to the effect that there is no case pending disposal against the official before any investigating agency like ACB/crime branch/Hon'ble Court or parent department as well.	6) Certificate to the effect that there is no any case pending before any Hon'ble Court/ Investigating agency/Department.
7) Complete copy of Service book.	7) Complete copy of Service book.
8) Copy of title verification	
9) Certificate that all the condition's laid down in the title verification have been fulfilled.	

Any violation of these circular instructions, if noticed shall viewed seriously.


**Sd/
Director**

School Education Kashmir
Dated: 05/04/2023

No: DSEK/Estt-III/A/ 3205

Copy to the:

1. Principal Secretary to Government, School Education Department, Civil Secretariat, Jammu for favour of information.
2. Joint Director _____ for information.
3. Chief Education Officer, _____ (All) for information and necessary action with the request to circulate the circular instructions amongst all the Drawing and Disbursing Officers working under their respective jurisdiction.
4. Chief Education Officer, Budg am for information and necessary action. This is in reference to his communication dated 02/03/2023.
5. I/C Website for hosting the same on the official website of the Department.
6. Order file/Stock file.


Personnel Officer 04/2023
 Directorate of School Education
 Kashmir