

ATOMIC ENERGY CENTRAL SCHOOL

ACCEPTANCE OF RESIGNATION

Name of the School :

1. Name of the Employee :
2. Designation and grade :
3. Date of initial appointment and grade :
4. Date of appointment to present grade. :
3. Whether permanent/quasi - permanent/ temporary :
6. Whether notice under Rule 5 of CCS (Temporary Service) Rules, 1965 given ? (in the case of temporary employee) :
7. Whether proper notice has been given (in case of permanent employee) :
8. When will the notice period expire ? :
9. Reasons for resignation and comments of the Head of the School thereon. :
10. Whether any disciplinary proceedings are pending or contemplated against the employee. :
11. Whether the employee is still on duty or absent. If absent, the last date on which he/she attended the school. :

12. Verification of service for the entire period.
13. If HBA/MVA/Cycle Advance or any other advances are outstanding against the employee.
14. Is the employee occupying government quarters? If so, dues if any towards license fee, allied charges etc.
15. If Yes to 13 & 14, how it is proposed to recover the dues from him?
16. Recommendation of the Head of the school (the date from which the resignation is recommended for acceptance may be indicated)
17. How many days leave has the employee to his credit? (as on the proposed date of relief). Please furnish the information after verifying the Service Book. : (i) EL
(ii) HPL
18. Has the employee applied for grant of terminal leave? If so recommendation of the Head of the School.

Note: No column to be left unfilled.

PRINCIPAL
AEC School No.