

**Obtaining Approval for the Retirement**

1. Name of the officer-
2. Date of Birth-
3. Post-
4. Place of work-
5. Date of retirement-
6. Reason for retirement - (Indicate whether it is on completion of 60 years of age or the request of the officer)
  
7. Indicate whether the officer is confirmed in service -
8. Indicate whether the officer has signed -  
an agreement to serve for a compulsory period  
for the government
9. Indicate whether the officer has obtained no-pay/ half pay leave -
10. Are there any disciplinary inquiries in progress against  
the office? If yes, indicate the current status of the same -
  
11. Other inquiries -

It is hereby certified that the above particulars are accurate as per the personal file of the officer. I hereby recommend/ do not recommend the retirement of the Officer. A copy of the letter of request of the officer is also attached herewith.

Reference No:

Date -

Signature of the Head of the Department  
(With the Official Stamp)

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Recommendation of the Secretary of the Ministry

I hereby recommend/ do not recommend the retirement.

Reference No:

Date -

Signature  
Secretary/ Ministry  
(With the official stamp)