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Government of Jammu and Kashmir
Public Works (R&B) Department
Civil Secretariat Jammu/Srinagar

Subject: Issuance of " Voluntary Retirement Notification for the calendar year.

Circular No. 04 PW(R&B) of 2020
Dated:- 29 -12-2020

It has been observed that Chief Engineers/Head of Departments of Public Works (R&B) Department, while forwarding the Voluntary Retirement cases of Government employees to the Administrative department, are not following the instructions issued vide Article 230 of the J&K CSR Vol-I.

In order to process the "Voluntary Retirement cases of the officers/officials of the subordinate departments of the Public Works (R&B) Department in a time bound manner, it is impressed upon all the Head of the Departments (HODs) under the Administrative control of Public Works (R&B) Department that the cases of Voluntary Retirement for acceptance of voluntary retirement shall come from the concerned Chief Engineers/Cadre Controlling Department alongwith following papers/documents thereby facilitating the Administrative Department for quick disposal of such cases:-

1. Service Book in original duly service verification up his active service in the department.
2. Vigilance Clearance.
3. NDC's of Housing & Urban Development Department, Estates Department and ARI & Trainings Department in favour of retiring officer.
4. Matriculation Certificate indicating the date of birth.

(Naseema Nazir)

Under Secretary to Government
Public Works (R&B) Department

Dated:- 29 -12-2020

No. PW(R&B)/G/284/2020

Copy to the:-

1. All HOD's _____
2. Additional Secretary to the Government Public Works (R&B) Department
3. Private Secretary to Principal Secretary to the Government Public Works (R&B) Department.
4. Stock file