

**Application for seeking permission to resign from
the service of the corporation**

- 1 Name :
- PF No. :
- 2 State whether permanent :
- 3 Designation with Grade :
- 4 Name of Unit :
- 5 Permanent Residential address :
- 6 Last duty performed :
- 7 Date of Resignation :
- 8 Purpose of Resignation :
- 9 Address of future employer :
- 10 Rank No., Page No. in the
Gradation list / Advice No., Date &
Rank No. :

I may be permitted to resign from the service of the Corporation wef, the date noted against Col.7 above. I hereby undertake that I shall clear all the liabilities in the Corporation as and when it is ascertained and intimated.

Place

Date

Signature

We as sureties, agree to recover the liabilities of the above applicant, if any, from our pay, without further notice falls to clear such liabilities.

Signature :	Signature :
Name :	Name :
Designation :	Designation :
Date of Retirement :	Date of Retirement :
Basic Pay :	Basic Pay :

Signed in my presence

Signature
Name Seal of Unit Officer and Office seal

Station
Date

Position of disciplinary cases (details of cases or 'Nil' report) furnished in covering letter.