

13. Whether the employee is subject to disciplinary proceedings for unauthorised absence mentioned above. : Yes / No
14. Is there any other disciplinary action / court case pending against the employee. : Yes / No
15. Whether the applicant falls in the essential / exempted category of employees. : Yes / No
16. Has the employee taken Loans / advance from the company ? If yes, give headwise details thereof. Give details of amount of loan sanctioned and outstanding balance as on date of application. : Yes / No
17. Has the employee completed Minimum 10 years of service in WCL / Other CIL subsidiary as on date of VR application ? : Yes / No
18. Whether the employee has minimum : 150 days of physical attendance during 12 months preceding the month of VR application ? : Yes / No
19. If answer to Q. 9, Q. 17 & Q. 18 is 'No' and Q. 13, Q. 14 & Q. 15 is 'Yes', Disallow the VR application. : Allowed / Disallowed

It is certified that the particulars given above have been checked from the records (service sheet etc.) and found correct.

**Head of the Personnel
Department**

**Head of the Finance
Department**

Manager of the Mine

Mine/ Project -----

Mine / Project -----

Mine / Project -----

PART – II : BIO- DATA & VR COMPENSATION CALCULATION

A) Name (in Block letters) :

Father's / Husband's name :

I.D. Card No. :

NEIS No. :

C. M. P. F. No. :

Designation :

Date of Birth :

(as per office records)

B) GRADE /CATEGORY :

Date of Annual Increment :

Basic pay as on date of VR application Rs. _____

V. D. A. Rs. _____

S. D. A. Rs. _____

SPRA Rs. _____

Total : Rs. _____

C) DATE OF APPOINTMENT :

DATE OF BIRTH :

DATE OF NORMAL RETIREMENT :

(a) SERVICE COMPLETED (as on date of VR application) :-

No. of Years :

No. of Months :

No. of of Days :

(b) BALANCE PERIOD (as on date of VR application) :-

No. of Years :

No. of Months :

No. of Days :

D) Actual Attendance for the last 12 months preceding the month of VR application :-

Month / Year	Actual Attendance	Month / Year	Actual Attendance

E) Calculation of VR compensation as on date of application :-

- a) Salary of 45 days for every completed year of service = Salary of _____ days.
 b) Salary of the balance service left (in no. of months) = Salary of _____ days.
 c) Salary of the maximum ceiling of 36 months = Salary of 936 days
 d) Lowest of (a), (b) & (c) above = _____ days
 e) Salary of 1 day (Basic + VDA + SDA + SPRA) = Rs. _____

VR compensation payable = (d) x (e) = Rs. _____

- (1) Certified that the above particulars have carefully been checked and are correct as per the company records (Service Book etc.)
 (2) Certified that there is no disciplinary proceedings / Court cases pending against the employee.
 (3) Certified that the employee does not belong to the essential / exempted category.

The voluntary retirement case under Voluntary Retirement Scheme in respect of

Shri / Smt. _____

S/o. / W /o _____ Designation _____

Mine _____ is recommended for acceptance.

**Head of the Personnel
Department**

**Head of the Finance
Department**

Manager of the Mine

Mine/ Project -----

Mine / Project -----

Mine / Project -----

Date :

Place :

(5)

The voluntary retirement case under Voluntary Retirement Scheme in respect of
Shri / Smt. _____
S/o. / W/o _____ Designation _____
Mine _____ is recommended and forwarded to the Area for
consideration.

Sub Area Manager

Recommended for Acceptance by Area Screening Committee.

(Committee Member) (Committee Member) (Committee Member) (Committee Member)
Personnel Discipline Mining Discipline Finance Discipline Systems Discipline

Recommended for acceptance

Area Personnel Manager
(Signature with Seal)

GM of the Area
(Signature with Seal)

Recommended for Acceptance by HQ Screening Committee.

(Committee Member) (Committee Member) (Committee Member) (Committee Member) (Committee Member)

IR Department

Production
Department

Finance Department

Systems Department

Industrial Engineering
Department

ACCEPTANCE OF VRS BY THE COMPETENT AUTHORITY

Recommended for acceptance

General Manager (P&IR)

Accepted

Directed (Personnel) Competent Authority