

OFFICE OF THE DIVISIONAL COMMISSIONER  
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
REVENUE DEPARTMENT: GENERAL ADMINISTRATION BRANCH  
5, SHAM NATH MARG, NEW DELHI-110054

F.1(177)/GA/DC/HQ/2018/1618

Date: 18/8/2023

CIRCULAR


Sub: Instructions for strict compliance regarding Voluntary Retirement cases in r/o officers/officials of GNCTDSS Cadre.

With reference to above cited subject, the Services Department's letter No. F.55/23/2021/S-I/1876-1880 dated 02.08.2023 is hereby circulated for strict compliance for timely processing the VRS cases. All the Revenue Districts are also requested that the vigilance status and all other relevant documents as mentioned in the communication dated 02.08.2023 of Services Department, should be sent to this office in a time bound manner.

Encl: As above.

F.1(177)/GA/DC/HQ/2018/1618

Copy for information to:-

  
(Parmod Kumar)  
Sub Divisional Magistrate-I (HQ)  
Date: 18/8/2023

1. All DCs of Revenue HQ, Revenue Department, GNCTD.
2. All District Magistrates, Revenue Department, GNCTD.
3. Dy. Secretary (Services), Services-I Branch, Services Department, Delhi Secretariat.
4. Sr. System Analyst for updation of official website of Revenue Department.
5. Guard file.

  
(Parmod Kumar)  
Sub Divisional Magistrate-I (HQ)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (SERVICES-I BRANCH)  
DELHI SECRETARIAT, 5TH LEVEL, 'B' WING,  
I.P. ESTATE, NEW DELHI - 110002.  
(<http://services.delhigovt.nic.in> : 011-23392038)

No.F.55/23/2021/S-1/1876-1880

Dated: 02/08/2023

To

The Pr. Secretary/Secretary/HODs,  
All departments of Govt. of NCT of Delhi.

**Sub: Instructions for strict compliance regarding Voluntary Retirement cases in r/o officers/officials of GNCTDSS Cadre.**

Sir,

Recently, this office has received voluntary retirement cases, 01 each from Dte. of Education and Revenue Department well after lapse of VRS notice period of 03 months. In both of these cases, the officers concerned were working in field/ District Offices. The perusal of these cases revealed that there was gross lack of coordination between field/district offices and HQ level office in processing time bound VRS cases. The Competent Authority has taken a serious view of the matter.

As such, in order to avoid repetition of above mentioned instances, following directions are issued for strict compliance in processing voluntary retirement cases:-

- 1) All the voluntary retirement application/notices shall be submitted by officers/officials intending to take VRS at HQ level only, irrespective of his/her place of posting.
- 2) It shall be the responsibility of concerned branch at HQ level to obtain vigilance status reports from school/zonal/district/field level and also HQ level offices within 14 days of receipt of VRS notice.
- 3) After receiving vigilance status report from school/zonal/field/district offices, the concerned branch at HQ level shall forward duly filled requisite proforma to Services Department for obtaining vigilance status report from Dte. of Vigilance. Meanwhile, HQ level branch shall arrange all other relevant documents required for the purpose of processing of VRS cases (see checklist as Annexure-I).
- 4) After receiving vigilance clearance report from Dte. of Vigilance, the HQ level branch shall forward complete case of VRS to Services Department for consideration and decision of appointing authority.
- 5) Before forwarding VRS case to Services Department, HOO may ensure that the VRS case is complete in all manners and every document (as per checklist) is signed by HOO.

- 6) It may also be noted that no VRS case should be submitted in Services Department for obtaining approval of Competent Authority without obtaining the approval from Head of Department concerned.
- 7) It is also requested that the above mentioned directions may be circulated among all your school/zonal/field/district offices.
- 8) Time line to be followed in r/o VRS cases:
  - (i) Date of submission of VRS notice by officer/official N
  - (ii) Vigilance clearance report from school/zone/district/field/HQ N+14 days
  - (iii) Proforma to Services Department N+21 days
  - (iv) Arranging all other documents N+35 days
  - (v) Forwarding complete set alongwith DOV VCR N+49 days
  - (vi) Processing by Services Department N+63 days

This issues with prior approval of Competent Authority.

Yours faithfully,

Encl: Annexure-I

No.F.55/23/2021/S-I/1876-1880

Copy for information to the:-

*(Signature)*  
 (Amitabh Joshi)  
 Dy. Secretary (Services)  
 Dated: 02/08/2023

- 1. S.O. to Chief Secretary, Govt. of NCT of Delhi.
- 2. PA to Pr. Secretary, Services Department, Govt. of NCT of Delhi.
- 3. All branches of Services Department, Govt. of NCT of Delhi.
- 4. Section Officer (Co-ordination), Services Department, Govt. of NCT of Delhi, with the request to upload this order on the website of Services Department.

*(Signature)*  
 (Amitabh Joshi)  
 Dy. Secretary (Services)

**Annexure-I**

**CHECK LIST TO BE SUBMITTED ALONGWITH VOLUNTARY RETIREMENT CASE**

1.	Notice for voluntary retirement (in original).	Yes	No
2.	Service verification chart upto the intended date of voluntary retirement provisionally.	Yes	No
3.	Dies-Non Certificate.	Yes	No
4.	No Dues Certificate.	Yes	No
5.	EOL Certificate.	Yes	No
6.	Vigilance Status Report (concerned administrative department).	Yes	No
7.	Vigilance Status Report from Directorate of Vigilance through Services Department.	Yes	No
8.	Approval of the HOD concerned.	Yes	No

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Signature of Head of Office  
Department .....

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