

F.No.17/1/2009-CS-I(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(CS Division)

2nd Floor, Lok Nayak Bhavan, Khan Mkt.
New Delhi-03, dated the 20th May,2009

Office Memorandum

Subject:-Approval for seeking Voluntary Retirement from Government Service under CCS (Pension) Rules 1972 in respect of CSS Officers.

The undersigned is directed to refer to this Division's Order No.21/01/2004-CS-I dated 20-04-2005 on the above subject and to say that consequent upon restructuring of the CSS, specified number of posts of Under Secretary/Deputy Secretary and Director in various Ministries/Departments are now the cadre posts of CSS. Detailed procedures have been laid down for obtaining cadre clearance for CSS Officers of the level of Under Secretary and above for Voluntary Retirement etc.

2. Of late, instances have come to notice that requests for seeking approval of the competent authority for the above, are not forwarded timely by various Ministries/Departments with complete supporting documents. Especially in cases of voluntary retirements the cases have been received in the last week before the intended date of retirement. This creates procedural and administrative problems, as approval of competent authority in such matters takes time.

3. All Ministries/Department are requested to ensure that such proposals are sent to CS Division of DOP&T, **at least one month in advance**, except in cases where the notice for voluntary retirement is accompanied by the request for curtailment of the period of notice. All CSS Officers intending to apply for Voluntary Retirement may also take note of above time schedule.


(M.C.Luther)

Deputy Secretary to the Government of India.

☎:24629411

To :

Joint Secretary of the Ministries/Department's of Government of India
(as per list attached)

NIC Cell for uploading in the CS Division web-page under 'Circulars' head.