

[Sample Draft of Application]

To
The Additional Chief Engineer,
Public Works (Roads) Directorate,
Writers' Buildings,
Kolkata – 700 001.

(THROUGH PROPER CHANNEL)

Sub : Application for Voluntary Retirement from Govt. Service and thereby given 3 (three) months notice for the same in terms of G.O. No. 6620—F dt. 20-8-81 from the date of submission of application i.e., 31st, 20....

Sir,

Most respectfully I beg to inform you that I am working as Sub-Assistant Engineer under, Department,

I, desire to take Voluntary Retirement with effect from afternoon due to my ill health.

I had completed more than 20 (Twenty) years continuous service.

In connection with the above, I would earnestly request your goodself kindly to consider my case sympathetically and accept my prayer as per rule laid down in G.O. No. 6620—F Dt. 20-8-81 and kindly issue necessary order, in this respect, as early as possible.

My service particulars are given below :--

1. Date of Birth :
2. Date of Entry into Govt. Service :
3. Normal Date of Superannuation :
(At the age of 60 years)

Thanking you,

Yours faithfully,