

GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF FLORICULTURE, GARDENS & PARKS, DEPARTMENT KASHMIR
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Subject: Projection of Voluntary retirement/ acceptance of resignation cases.

C I R C U L A R

It has been observed by this Directorate that the subordinate offices are simply forwarding the voluntary retirement/ acceptance of resignation cases of the officials to this office casually without supporting documents, resulting that the cases are not being considered by the authorities well in time. Later on, the officials withdraw their opinion on certain grounds either for voluntary retirement/ acceptance of resignation.

In order to overcome such situation in future, it is enjoined upon all the DDOs to forward cases of such nature in accordance with rules/ regulations governing the subject, with all supporting documents/ certificates and duly authenticated under proper seal and signatures. The following documents/ certificates shall necessarily be attached with each case: -

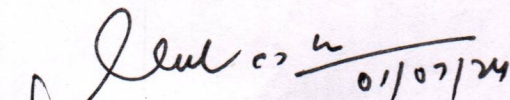
Voluntary Retirement		Acceptance of Resignation	
1	Application along with recommendations of concerned DDO.	1	Recommendations of concerned DDO.
2	Detailed Service Bio-data of the official.	2	Detailed Service Bio-data of the official
3	Complete NDC from the date of initial appointment till elected date.	3	Complete NDC from the date of initial appointment till date of resignation.
4	Posting details on prescribed of GAD for obtaining vigilance clearance.	4	Documentary evidence with regard to the submission of application from in an in-service capacity (in case of technical resignation)
5	Genuineness appointment certificate duly authenticated by the concerned DDO.	5	Genuineness appointment certificate duly authenticated by the concerned DDO.
6	Certificate to the effect that there is no case pending disposal against the official before any investigating agency like ACB/ crime branch/ Hon'ble Court/ Department.	6	Certificate to the effect that there is no any case pending before any Hon'ble Court/ Investigating agency/ Department.
7	Complete attested copy of service book.	7	Complete copy of service book.
8	Copy of title verification.	8	NOC from the concerned bank.
9	Certificate that all the conditions laid down in the title verification have been fulfilled.		
10	NOC from the concerned bank.		

Sd/=

(M. A. Qadiri), JKAS
DIRECTOR GENERAL
Floriculture Department
Kashmir

No: DOFK-AdmoCIR/2/2022/(130678) Dated: 01/07/2024

1. Floriculture Officer (DDOs) _____ (all)
2. Accounts Officer, Floriculture Department, Kashmir
for information.
3. I/c website Directorate of Floriculture, Kashmir.


(Mubashir Rafiq)
Deputy Director (Central),
Floriculture Department
Kashmir
01/07/24