

Checklist

For processing Resignation

Sl.No.	Items	Checklist
01	Resignation Letter, with date of resignation and effective date of resignation	Check
02	Resignation letter addressed to Chairman CIL	
03	Reason for Resignation	
04	Exit Interview	
04	Date of Submission of Resignation	__/__/20__
05	Date of Forwarding, (to be forwarded within 15 days of receipt of Resignation Letter, without any delay; & various process of clearance shall be done parallel)	__/__/20__
06	Date of Appointment	
07	Notice period tenure	From To
08	Notice pay, if any, mention number of Days & Amount	Rs.
09	Effective Date of Resignation	__/__/20__
10	No Dues Certificate	
11	Last Six month Attendance Record	
12	Last Date of Attendance	
13	Whether the Executive is absenting on the date of Resignation	
14	Delay in processing the resignation, if any, and reasons thereof	
15	VC/DC/SC, as applicable (official use only)	
16	Approval of Competent Authority (official use only)	
17	Standard format duly signed by the APM with Seal (official use only)	

STANDARD FORMAT FOR PROCESSING CASE OF ACCEPTANCE OF RESIGNATION

Sl.No	Items	Check	
1	Name of the Executive & EIS No.	Name	
		EIS No.	
2	Designation & Grade	Designation	
		Grade	
3	Present Place of Posting and since when posted		
4	Date of Birth	___/___/___	
5	Date of Appointment	___/___/___	
6	Since when posted in Existing Company		
7	Previous company of posting prior to his/ her joining in existing company		
8	Date of Submission of Resignation		
9	Date of last attendance		
10	Whether the executive concerned is absenting on the date of submission of resignation		
11	if absent, action taken under CDA Rules		
12	Specify, whether submitted Notice for Three Months or paid notice –pay in lieu thereof		
13	Reason for Delay in processing, if delayed		
14	Whether completed the bond period, if applicable		
15	Details of bond money deposited & forfeiture of monthly amount deducted from salary		
16	Whether there is any amount lying outstanding		
17	Whether clear from VC/DC/Safety angle		
18	Whether 'No Claim Certificate has been obtained		
19	Effective date of resignation		
20	Approved / recommended by the Concerned CMD		

Signature of the dealing Officer

With Name & Designation

Seal