

## KENDRIYA VIDYALAYA:- .....

(Application for Acceptance of Resignation)

S.No.	Particulars	Remarks
1	Name of the employee (in Capital Letters)	
2	Designation	
3	Date of Appointment in KVS	
4	Whether Confirmed or not? If yes, letter number and date of KVS	
5	Grounds of Resignation	
6	Date of Birth	
7	Whether any disciplinary case is pending or contemplated against the employee? If yes, furnish complete details.	
8	Whether any outstanding dues against him? If yes, furnish details.	
9	Salary paid up to	
10	Last Date on which he/she has attended the Vidyalaya	
11	Date of submission of Resignation	
12	Date from which Resignation is to be accepted	
13	Whether he covers the stipulated period of notice	
14	Whether requested to waive off notice period or not	
15	Reason for waiving off Notice Period	

Certified that above information is correct and is verified from the Vidyalaya Record.

Signature of Principal

Name:- .....

Note:-

- 1) The above Proforma should be forwarded to this office along with application of employee, tendering the Resignation.
- 2) No Column should be left blank.