

भारत सरकार/ Government of India  
परमाणु ऊर्जा विभाग/ Department of Atomic Energy  
सचिवालय समन्वय अनुभाग/ Secretariat Coordination Section

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No: 17/1/2022-SCS/E-File/8187

Dated: 22.06.2022

ENDORSEMENT.

**Subject:** Details of Counselling undertaken on submission of Notice of Resignation / Voluntary Retirement (VRS) (for Scientific & Technical Officers only) (To be submitted to Secretary, DAE)

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A copy of revised format of counselling form to be submitted by Scientific and Technical Officers of DAE while taking VRS / Resignation issued by TC&TSC, Trombay is forwarded herewith for information and compliance.

2. This issues with the approval of Secretary, DAE.

Encl: 1 Page.



Bipin Kurup / बिपिन कुरुप  
अवर सचिव (एस. सी. एस) / Under Secretary (S.C.S)

All Heads of Constituent Units of DAE

Copy to:

1. All Administrative Heads of Units
2. Office of Secretary, DAE
3. All Officers and Sections of DAE – Through DARPAN Portal
4. Under Secretary (Cadre), DAE – For information and necessary action w.r.t DAE Sect, Mumbai
5. Guard File: 126-SCS/DAE

UNIT: \_\_\_\_\_

Division / Group : \_\_\_\_\_

Ref No :

Date :

Sub : Details of Counselling undertaken on submission of  
 Notice of Resignation / Voluntary Retirement (VRS)  
 ( for Scientific & Technical Officers only )  
 ( To be submitted to Secretary, DAE )

Name of the Officer submitting the Notice of Resignation/ VRS			
Employee No.		Designation	
Date of Birth		Initial appointment date	
Mode of Initial appointment (through OCES/DGFS, etc.)		Years of service in DAE	
Date of submission of Notice of Resignation/ VRS		Relieving date sought for Resignation/ VRS	
Reasons for Resignation / VRS (To be specified clearly)			
Nature of work done by the above Officer			
Status of project handled by the Officer			
Date of counselling			
Counselled by (Name and Designation of the Officer)			
Comments of Head of Division			
Comments of Group Director			
Remarks of Head of Unit			