

FORMAT FOR PROCESSING APPLICATION FOR RESIGNATION/ VRS/ABSENCE

1.	Name of the doctor	
2.	Current Designation, Department and place of posting	
3.	Year of admission into MBBS/ BDS course & name of college	
4.	Mandatory Government service duration as per MBBS/ BDS bond (copy of bond to be enclosed)	
5.	Year of admission into PG course & name of college	
6.	Admission into PG course whether under All India Quota/ State Quota	
7.	Year of passing PG degree & name of college	
8.	Mandatory Government service duration as per PG bond (copy of bond to be enclosed)	
9.	Date of submission of application for resignation/VRS (Copy to be enclosed)	
10.	Date from which Resignation/ VRS is sought for.	
11.	Reasons for resignation/VRS(in brief)	
12.	Period of absence.	
13.	Whether any application from faculty forwarded with recommendation? Letter no with date (Furnish copy).	
14.	Whether the applicant is still in service. If not, absence since.	
15.	Whether any in-service sponsored study leave availed by the doctor (if yes, copy of Govt. order to be enclosed)	
16.	Date of entry into the regular Govt. service.	
17.	Whether Bond period served by the doctor.	
18.	Period of service under:-	
	(i) MER Department (appointment letter to be enclosed) :-	
	(ii) Health &FW Department:-	
	(iii) National Health Mission:-	
	(iv) Any other Govt. Agencies:-	
	(v) 17A of MHRB/ 3 (f) of APSC:-	
19.	DP pending if any.	
20.	Court cases pending if any.	
21.	Outstanding Govt. dues if any.	
22.	Specific comments of Principal-cum-Chief Superintendent whether academic activities/ patient care services will hamper subsequently in the event of acceptance of Resignation/ VRS of the doctor from the present post.	

Signature:

Joint Director of Medical Education, Assam.

Recommended/ Not Recommended

Signature:

Director of Medical Education, Assam.