

**ANNEXURE- II**

BHARAT DYNAMICS LIMITED  
KANCHANBAGH : HYDERABAD

**APPLICATION FORM FOR VOLUNTARY RETIREMENT UNDER THE  
BHARAT DYNAMICS LIMITED EMPLOYEES' VOLUNTARY RETIREMENT  
SCHEME - 2000.**

To

Date:

The Chairman & Managing Director,  
Bharat Dynamics Limited,  
Kanchanbagh, Hyderabad.

Sir,

Through : Proper Channel

**Voluntary Retirement**

I do hereby opt for and request that I may be permitted to retire voluntarily from the services of the Company in accordance with the terms and conditions of the BDL Employees Voluntary Retirement Scheme, 2000 and may be relieved from service on the close of business on \_\_\_\_\_.

2. Particulars regarding age, service etc., are furnished in the format given in ANNEXURE-III.

3. On acceptance of my request for Voluntary Retirement the dues may please be settled at the earliest as per the Scheme.

Yours faithfully,

(SIGNATURE)

Name:

St.No.:

Designation:

Dept./Divn.:

WITNESS:

(Any permanent employee of the Company)

The applicant voluntarily signed before me.

FORWARDED TO MGR (C-P&amp;A)

(Signature)

St.No.

Dept./Divn.:

SIGNATURE OF DIVISIONAL HEAD



BHARAT DYNAMICS LIMITED

Received an application, submitted by \_\_\_\_\_  
St.No. \_\_\_\_\_ Designation \_\_\_\_\_  
Deptt./Divn. \_\_\_\_\_ for Voluntary Retirement under the  
BDL Employees Voluntary Retirement Scheme, 2000.

HYDERABAD/BHANUR

DATE

SIGNATURE OF THE RECEIVER  
NAME:  
DESIGNATION :  
STAFF No.

## ANNEXURE – III

BHARAT DYNAMICS LIMITED  
KANCHANBAGH: HYDERABAD**The Bharat Dynamics Limited Employees Voluntary Retirement Scheme, 2000.**Part – I To be filled by Applicant.

1. Name :
2. St.No. :
3. Designation & Grade/Group :
4. Dept. & Division. :
5. Date of joining the Company :  
and post, Grade/Group.
6. Date of appointment to the  
present post. :
7. Date of birth (as recorded in  
the Company Records) :
8. Date of attaining age of  
Superannuation (60 Years) :
9. Age on the date of application :
10. Present emoluments :  
Grade /Scale.  
BASIC Rs.  
DA Rs.  
Total Rs.
11. a) Present Residential Address :  
b) Is it Company hired  
accommodation / own house:



12. Home town :
13. Place/address where the employee intends to settle after retirement. :
14. a) Has the employee executed any bond? If yes, please :  
give details.
- b) Is the bond period over? If yes, please give the date. :  
If not, when will it be expired?
15. Has the employee undergone any training within the last one year from the date of application for which no bond has been executed? If yes, please give details.
16. Please give the details if you were sent abroad during past two years from the date of application.
17. Past service in CPSU only      Organisation      From      To      Last pay (Rs. PM)  
Basic + DA
18. Certified
- a) That the information given above is complete and true to the best of my knowledge.
- b) That my option to seek Voluntary Retirement from Company's Service is solely voluntary and unconditional and in terms of the Bharat Dynamics Employees Voluntary Retirement Scheme-2000.



- c) That I agree for recovery from the amounts payable, under the Scheme, to me, including exgratia/compensation, of any over payments of whatever kind made to me including pay and allowance, House Rent, Electricity and Water charges, equipment/fund, tools, etc. entrusted to me but not returned and other miscellaneous recoveries and loans availed from Banks, Financial Institutions etc., based on undertaking given by BDL for its recovery from my salary, etc.

PLACE:

(SIGNATURE OF THE EMPLOYEE)

DATE :

NAME:

STAFF NO.

PART II. TO BE FILLED BY THE DEPARTMENTAL AND DIVISIONAL HEAD

- a. Nature of assignment :
- b. Is the applicant surplus in the Deptt./Divn. : YES/NO
- c. Will there be any adverse effect if the applicant is retired voluntarily? If yes, to what extent?
- d. 1. Do you agree to surrender the post held by the applicant without effecting functional requirement? If no, please give reasons thereof, in detail. YES/NO
2. If replacement is essential, what is your proposal when no surplus manpower is available from any source or no recruitment/promotion will take place.
3. Do you recommend applicant's voluntary retirement? If no, please give reasons thereof, in detail. YES/NO

Certified that the applicant can be relieved on Voluntary Retirement without any substitute and surrendering a post in the cluster. The acceptance of Voluntary Retirement of the employee is not going to affect the annual production/productivity schedule in any way during the next 3 to 4 years.

COUNTERSIGNED BY DIVISIONAL HEAD SIGNATURE (HEAD OF DEPTT.)

NAME :  
DESIGN :  
DATE:

NAME :  
DESIGN:  
DATE:

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**PART – III TO BE FILLED IN BY DIVISIONAL P&A DEPARTMENT**

1. Whether information furnished by the employee in PART-I has been verified with company records and found to be correct  
 Verified and found information given  
 (a) are correct against- all items/item No. \_\_\_\_\_  
 OR  
 (b) are not correct against- all items/item No. \_\_\_\_\_
2. Details of punishment imposed, if any, during last 3 years
3. Whether any disciplinary case/CBI case/any other type of Against the employee is pending or contemplated (if yes please give details).

NUMBER OF CASES		
DISCIPLINARY	C B I	Any other
Pending/Contemplated	Pending/Contemplated	Pending/Contemplated

4. Is there anything adverse against the employee from Security/ Vigilance angle (if yes, give details)  
 a) Security - Yes/No  
 b) Vigilance – Yes/No
5. Whether any Criminal case has been registered against the employee by CBI, Vigilance Security or Local Police? (if so, please give details).  
 a) CBI - Yes/No  
 b) Vigilance- Yes/No  
 c) Security – Yes/No  
 d) Local Police- Yes/No  
 Details enclosed
6. Over all CR Gradation for the the last three years (copies of reports to be attached in case of officers upto Grade III).  
Ist Year      II nd Year      IIIrd Year



## 7. Transfer of service benefits (when joined from CPSU)

<u>Organisation</u>	<u>CPF</u>	<u>Gratuity</u>	<u>VL/EL</u>	<u>Half Pay Leave</u>
Date/Amount	Date/Amount	Date/Amount	Date/Amount	Date/Amount

## 8. DETAILS OF EXGRATIA PAYABLE TO THE EMPLOYEE OPTED FOR VOLUNTARY RETIREMENT:

8.1 Name,  
Staff No. & Designation

8.2 Date of Birth

8.3 Date of Superannuation

8.4 Date of Voluntary Retirement

8.5 Left over service

- a) Date of superannuation :
- b) Date of Vol. Retirement:
- c) Total Period
- d) Total Period as in (c) in months:

8.6(I) Total service in BDL

- (a) Date of Vol. Retirement
- (b) Date of joining BDL
- (c) Total Period
- (d) Less LOP period
- (e) Rounded off to nearest year

(II) Total qualifying past service in CPSU (based on Item-7).

ORGANISATION	FROM	TO	TOTAL
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8.7 Total service rendered for calculation of Exgratia under the scheme.

DAY MONTH YEAR

- (a) In BDL (as per para 8.6 (I) e)  
 add (b) In CPSU (as per para 8.6 (II) )  
 (c) Total period.  
 (d) Rounded off to nearest year.

8.8 Whether completed 30 years of service (as in item 8.7 above) YES/NO (Total years of service \_\_\_\_)

8.9 Exgratia payable

(i) As per para – 8.5: Left over months X Pay Total (Rs.)

(ii) As per para – 8.7 : Year X  $\frac{\text{Months}}{2}$  X Pay

(iii) As per para-8.8 : Year X  $\frac{\text{Month}}{30}$  X  $\frac{\text{Pay}}{2}$

(iv) Exgratia payable: As para 8.9 ( )

(as per sub-para :  
 (i), (ii) or (iii) whichever  
 is less)

DATE : SIGNATURE OF HEAD OF  
 DIVISIONAL P&A DEPARTMENT

PART IV TO BE FILLED BY CORPORATE P&A DEPARTMENT.

1. Whether all items of each part  
 Of Annexure III are duly filled in YES/NO



2. Beside usual terminal benefits (eg. CPF, Gratuity, Encashment of VL, etc.) the employee is eligible for Ex-gratia payment for (a) \_\_\_\_\_ months
- (b) Pay Rs. \_\_\_\_\_
- (c) Total Exgratia (a x b) Rs. \_\_\_\_\_

Placed before the Committee for consideration.

SIGNATURE (HEAD OF CORPORATE - P&A)  
NAME :  
DESIGNATION:

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PART – V RECOMMENDATION OF THE COMMITTEE:

1. Recommended that the applicant may be permitted to retire voluntarily from the services of the Company on the close of business on \_\_\_\_\_.
- OR
2. Voluntary Retirement of the applicant is not recommended because of –

**GM of ED (P) GM (P&A) Director (Finance) Director (Technical)**  
**Concerned Division**

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PART VI APPROVAL OF THE COMPETENT AUTHORITY:

The Recommendation of Voluntary Retirement of the applicant is approved/ not approved.

COMPETENT AUTHORITY  
**CHAIRMAN AND MANAGING DIRECTOR**  
BACK TO HEAD, CORPORATE – P&A DEPARTMENT.

