

Dated: \_\_\_\_\_

To  
The Chairman & Managing Director  
Indian Drug & Pharmaceuticals Limited  
Corporate Office, Gurgaon

THROUGH PROPER CHANNEL

Subject: Request for Voluntary Retirement under Gujarat Pattern Scheme.

Sir,

I have gone through the guidelines of Voluntary Retirement Scheme (Gujarat Pattern) circulated vide Circular No. \_\_\_\_\_ dated \_\_\_\_\_.

2. I, of my own accord and without any external pressure or coercion, accept the Gujarat Pattern Voluntary Retirement Scheme. I am presently working in the pay scale Rs. \_\_\_\_\_ (IDA) and my present Basic Pay is Rs. \_\_\_\_\_ + DA Rs. \_\_\_\_\_. It is requested that my application may please be considered for acceptance under the said Gujarat Pattern Scheme.

Yours faithfully

( \_\_\_\_\_ )  
Designation

(Signature of the Controlling Officer)

(Signature of the Unit Head/Regional Incharge)

For Vigilance clearance (Local Authority)

Personnel Department

Forwarded to - Personnel Department,  
Corporate Office, Gurgaon

Sanctioning Authority \_\_\_\_\_

(While forwarding the application to corporate office units are requested to send the provisional calculation of the individual along with the consolidate fund requirement for getting the fund from the Ministry)