

No.12035/2/2006-SSS
Government of India
Ministry of Statistics & Programme Implementation
(SSS Division)

Sardar Patel Bhawan, Sansad Marg

New Delhi, 10th Jan, 2012

Office Memorandum

Subject : Forwarding of applications of SSS officials- regarding

The undersigned is directed to refer to the subject cited above and to say that while forwarding the applications of the officials of SSS for issuing NOC for various purposes, acceptance of resignation, forwarding of application etc.the following checklist may invariably be observed by the respective administrative authorities:

1. For accepting resignation/Technical resignation

- (i) Incumbant should be free from Vigilance angle.
- (ii) No dues certificate to be enclosed.
- (iii) Due notice period to be given by the incumbent wherever applicable.
- (iv) Whether retention of lien has been applied or not.If yes, the requisite undertaking has to be furnished by the applicant.

2. For forwarding of application

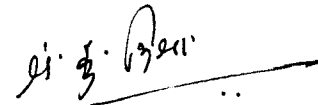
- (i) Vigilance clearance certificate
- (ii) No. of times Govt.servant has applied in a Year for other jobs(restricted to four times in a year excluding applications to UPSC and SSC).
- (iii) Copy of advertisement where the posts are published.
- (iv) Whether the applicant is eligible to the post applied for as per the eligible criteria mentioned in the advertisement.
- (v) Last date of receipt of application.
- (vi) Copies of all the relevant certificates i.e.educational qualifications, experience etc

Consd ---/-

3. Issue of NOC for appearing in interview etc.

- (iii) Vigilance clearance certificate.
- (iv) Proof of prior intimation given

All the requests received from SSS incumbants may be examined by the concerned Administrative authorities and the same may be forwarded to the Cadre Controlling Authority through proper channel.



(S.K.Misra)

Under Secretary to the Govt. of India

Distribution :

1. All participating Ministries/Departments/Organisations of SSS.
2. Computer Centre, R.K.Puram, New Delhi to place this on official Web site of the Ministry.
3. Master set 2012.