

FORMAT 5

[See Rules 35(3) and 36(4)]

Relieving order on joining a State Government or Corporation or Company or Body on immediate absorption basis

No.....
Government of India
Ministry/Department of.....

Dated the.....

ORDER

Shri/Smt./Km.(i)..... is hereby relieved to join.....(ii) as.....(iii).....on permanent absorption basis. He/she should join.....(ii).....by(iv)..... His/her resignation from Government service will be effective from the day he/she actually joins (ii)..... and it will be notified on the receipt of intimation about the date of his/her joining(ii)..... In case for some reason he/she does not join(ii).....by.....(iv)....., he/she should report back to his/her office forthwith.

2. The period between the date of relief and the date of joining in(ii).....will be regularized by grant of any type of leave due and if no leave is at credit, by extraordinary leave.

- (i) Name, designation and office of the Government servant to be relieved.
- (ii) Name of the State Government or corporation or company or body.
- (iii) Post against which the officer is to be appointed in the State Government or corporation or company or body.
- (iv) The Ministry/Department/Office should indicate the date by which the officer should join the State Government or corporation or company or body. This date will be determined by giving him/her a maximum of 15 days' time from the date of relief. The Competent Authority in the Administrative Ministry/Department/Office may allow any further extension beyond this date in case of reason beyond the control of officer like natural calamity, civil commotion, etc.

(Name and designation of the Relieving Officer)

Copy to :

1.(Officer concerned)
2., (State Government or corporation or company or body).
3. Pay & Accounts Office