

CHAPTER XI

11. Resignation, Superannuation and Voluntary Retirement:

11.1 Resignation:

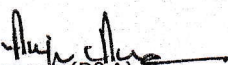
- (a) An employee who is on probation shall not leave service under the Corporation without giving at least one month's notice in writing of his intention to do so or pay in lieu thereof an amount equivalent to one-month's salary.
- (b) An employee who has completed his probation period satisfactorily shall not leave the service of the Corporation without giving at least three months notice in writing of his intention to do so or pay in lieu thereof an amount equivalent to his three months salary.
- (c) The appointing authority may at its discretion dispense with the requirement of sub-clause (a) or sub-clause (b) of sub-regulation (1), as the case may be, in appropriate cases.
- (d) The resignation submitted by an employee to leave service may be accepted by the appointing authority with immediate effect or any time before the expiry of the period of the notice and in such a case, the employee shall be paid for the period actually spent by him on duty in the service.
- (e) The appointing authority may refuse to accept the resignation if any case of defalcation or disciplinary proceedings is pending against the employee, unless the appointing authority is satisfied that acceptance of resignation in such a case will not effect adversely the interest of the Corporation in any manner.
- (f) An employee leaving the service without complying with the provisions of clause (a) or (b) of sub-regulation (1) without giving proper notice and without prior sanction of the appointing authority shall be liable to such legal, disciplinary or any other action as may be considered necessary by the appointing authority including forfeiture of service.

11.2 Superannuation:

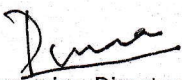
- (a) ¹Every employee shall retire on the last day of the month when he attains the age, as applicable to the employees of Chandigarh Administration from time to time;

Provided that an employee whose date of birth is the first of the month shall retire from service on the afternoon of the last day of the preceding month, on attaining the age of superannuation.

- (b) The power to re-employ an employee who has attained the age of superannuation shall be exercised by the appointing authority provided that in respect of Group "A" categories of employees prior approval of the Chairman shall be sought, in accordance with the guidelines/instructions of the Administration;


Manager (P&A)


Company Secretary


Managing Director

¹ Approved in the Board Meeting held on 17.05.2023 vide Agenda Item No. 217.7