



NESTS/H-1/74/Resignations /EMRS staff/2025-26

Date:26.05.2026

(Comp. No.: 29244/Note # 102)

To  
The Nodal Officer,  
All State EMRS Society.

**Subject: Guidelines for Submission of Proposals for Acceptance of Resignation Tendered by Principals of EMRS-Reg.**

Sir / Madam,

It has been observed for quite some time that there is a lack of uniformity in the submission of proposals to NESTS Headquarters for acceptance of resignations tendered by Principals of EMRS. While some proposals are received directly from the Principals, others are routed through the State EMRS Society. In order to ensure uniformity and facilitate timely processing of such proposals at NESTS Headquarters, the **following guidelines** are hereby issued:

**1. Submission of Resignation Application:**

The Principal concerned shall submit his/her application for acceptance of resignation to the **Commissioner, NESTS** through the **State EMRS Society** only. Applications received directly from the Principal shall not be entertained.

**2. Scrutiny and Forwarding by State EMRS Society:**

Before forwarding the proposal to NESTS Headquarters, the State EMRS Society shall verify the following details and clearly recommend whether the resignation may be accepted or otherwise, along with detailed reasons:

- i. Date of Joining & employee ID.
- ii. Date of probation clearance.
- iii. No Dues Certificate.
- iv. Whether advance notice is served or salary in lieu of notice period deposited.
- v. Whether the resignation is conditional or unconditional.
- vi. Whether the resignation has been submitted for taking up new assignment/post elsewhere with prior permission.
- vii. Whether the officer concerned is engaged on any work of importance; If so, the time required for alternative arrangements to fill up the post.
- viii. Whether any inquiry/investigation (department or criminal) is pending or contemplated against the officer, and whether he/she is under suspension.
- ix. Since Vigilance Clearance prior to acceptance of resignation is mandatory, the State Society shall certify that **"no disciplinary case is either pending or contemplated against the officer"** while forwarding the case to NESTS Hqrs.

This issues with the approval of the competent authority.

Yours faithfully.

-Sd-  
**(Vipin Kumar)**  
Joint Commissioner

**Copy to:**

The Principal, all EMRS for information and necessary action