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అఖిల భారత వైద్య విజ్ఞాన సంస్థ మంగళగిరి, ఆంధ్రప్రదేశ్
अखिल भारतीय आयुर्विज्ञान संस्थान, मंगलगिरि, आंध्रप्रदेश

All India Institute of Medical Sciences, Mangalagiri, Andhra Pradesh
(An Autonomous Institute under MoHFW, Govt. of India)

F. No: AIIMS/MG/Admin/Circulars/2026/04

Date: 29.07.2026

CIRCULAR: TECHNICAL RESIGNATION

Sub: Submission of complete particulars and supporting documents along with representations for implementation of Technical Resignation – Reg.

Ref: MoHFW Letter No. Z-28016/192/2020-PMSSY-IV Part (1) (8149336) dt: 25.11.2025.

1. It has been observed that representations submitted by employees for implementation of the benefits admissible under Technical Resignation are often incomplete and are not accompanied by the requisite particulars and supporting documents. Consequently, repeated correspondence becomes necessary, resulting in avoidable delays in examination and processing of such cases.
2. In order to ensure timely disposal of such representations, all employees are hereby advised to invariably furnish the particulars as given in Annexure - I along with self-attested copies of the relevant supporting documents while submitting their representations for implementation of Technical Resignation.
3. Every representation shall be accompanied by a signed checklist as given in Annexure - I indicating all the documents enclosed. The checklist shall clearly specify the title of each document and the number of pages enclosed to facilitate verification by the Establishment Section.
4. Employees shall specifically indicate in their representation the benefits claimed under Technical Resignation, such as pay protection, counting of past service/service continuity, transfer of leave, MACP benefits, pension/NPS benefits, joining time, Composite Transfer Grant (CTG), Travelling Allowance (TTA), transportation charges, or any other admissible benefit, as applicable.
5. It is further informed that implementation of benefits such as **counting of past service, transfer of leave, pay fixation wherever dependent upon service verification, pension/NPS-related benefits, gratuity-related benefits (wherever applicable), and other consequential service benefits** shall be subject to receipt of the requisite records and financial liabilities from the previous Organization/Institute in accordance with the applicable Government of India/DoPT instructions. These include, inter alia, the Service Book/service records, Leave Account, Leave Salary, Last Pay Certificate, GPF/NPS transfer details, gratuity liability (wherever applicable), Vigilance Clearance, and any other documents required for processing the case.
6. Employees are, therefore, advised to pursue the matter with their previous Organization/Institute to ensure the timely transmission of the requisite records, documents, and financial liabilities to AIIMS Mangalagiri. Any delay in receipt of such records or liabilities from the previous Organization/Institute shall consequently delay the implementation of the corresponding benefits.

P.T.O.

7. Representations received without the prescribed checklist, complete particulars, or the requisite supporting documents shall ordinarily not be processed and may be returned to the employee or kept pending until all deficiencies are rectified.

8. All employees are requested to ensure strict compliance with the above instructions so as to facilitate expeditious processing of cases relating to Technical Resignation.

This issues with the approval of the Competent Authority.



I/c Administrative Officer
AIIMS Mangalagiri

Administrative Officer
AIIMS, Mangalagiri



Annexure – I

S. No.	Particulars	Supporting Documents	Submitted (Yes/No/NA)	Page No.
1	Name, Designation, Employee ID and Department	-		
2	Name of the previous Organization/Institute	Appointment Order		
3	Name of the present Organization	Appointment Order		
4	Date of joining the previous Organization/Institute	Joining Report/Order		
5	Date of relieving from the previous Organization/Institute	Relieving Order		
6	Date of joining AIIMS Mangalagiri	Joining Report		
7	Last Pay Certificate (LPC) (Mandatory for pay fixation)	LPC issued by the Previous Organization/Institute		
8	Service Book/Service Verification and other service records, wherever applicable	Certified copies		
9	Leave Account and status of transfer of leave salary	Leave Account/ Certificate		
10	Details of GPF/NPS transfer, wherever applicable	Relevant documents		
11	Vigilance Clearance/No Demand Certificate, wherever applicable	Relevant Certificates		
12	Previous appointment order, promotion orders (if any), and any other relevant service documents	Relevant Orders		
13	Composite Transfer Grant (CTG)	Mention the amount (80% of Basic Pay as on relieving date)		
14	Travel entitlement for self and family	As admissible on due submission of relevant claim documents		
15	Transportation charges of personal effects	As admissible on due submission of relevant claim documents		
16	Transportation charges of personal conveyance	As admissible on due submission of relevant claim documents		
17	Joining time	No. of days availed:		
18	Any other document relevant to the claim	Supporting documents		

Signature of the Candidate

Signature of HoD/ In-Charge