

# GOVERNMENT OF KERALA

## Abstract

Department of National Employment Service- Special types of Applicants- Discharged State Government Employees- Registration at Employment Exchanges- Order issued

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Health and Labour Department (Labour B)

**G.O.MS.191/62/HLD**

**Dated Trivandrum 21-2-1962**

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**Read:-** Letter pro. 6724/61 date 29-12-1961 from the Director of Employment

### **ORDER**

The Director of Employment has reported to Government that the Government of India have prescribed a standard Discharge Certificate to the Employees whom they discharge and has requested Government to instruct all employers under the government of Kerala to issue Discharge Certificates to employee whom they discharge.

2. Para 11. 16 of the National employment service Manual provides as follows:-

“When a Central or State Government employee who has been retrenched or is likely to be retrenched within three months applies for employment assistance, he should be registered as a Discharged Government Employee, provided he produces certificate from the employing establishment where he was last employed to show that he has been retrenched or is likely to be retrenched. In the case of those claiming to be discharged central Government employees, the certificate should be the standard discharge certificate prescribed by the government of India (see appendix 1 (4))”.

3. As per the instructions in force, applicants who are placed in jobs of duration of six months or less will be allowed to retain their original seniority of registration provided they re register with the Employment exchange within 15 days from the date of issue of discharge Certificate by the Employer.

4. In the circumstances government are pleased to order that all employers under the Government of Kerala should issue discharge Certificates to the employees whom they discharge in the form appended.

(By Order of the governor)

Sd.  
Assistant Secretary.

**FORM OF DISCHARGE CERTIFICATE**

Department/Office

No..... (Place)

Dated.....

**DISCHARGE CERTIFICATE**

Shri/Shrimati.....has had been  
working as..... in the  
Department/Office.....  
From.....to.....He/She  
Was drawing Rs.....as pay with/without allowances  
And his/her services have been are likely to be terminated with effect  
from..... on  
Account of reduction of establishment. His/her work and conduct was satisfactory.

Signature.....

(Designation of Officer and Office seal)

Endt. E4-(F.Dis.9108/62

Office of the chief Conservator of  
Forests, Trivandrum, 4-4-1962

Copies to Officers E1 to E5 and Superintendent

Forwarded / By Order

Superintendent.