



File No. 5-ITPO(2)/E-I/94-Vol-VI
India Trade Promotion Organisation
(Administration Division)

Pragati Maidan, New Delhi
06 August 2012

C I R C U L A R

The Voluntary Retirement Scheme (VRS)-2012, as approved by the competent authority, is enclosed for the information of all regular employees of ITPO. Officials seeking voluntary retirement under the Scheme may forward their application through their respective HODs to OSD (Admn.) for further submission to CMD, ITPO, as per the format placed at **Annexure-A** of the Scheme.

The Scheme shall come into force w.e.f. the date of this circular and shall remain open upto **15th September, 2012.**

(S Bahadur)
Senior Manager (Admn.)

To: All regular employees of ITPO

Copy for information to:

1. PS to CMD
2. PA to ED
3. SGM
4. All HODs
5. Regional Offices of ITPO
6. E-I/E-II/E-III/E-IV/Vigilance/Salary Section
7. Notice Board
8. Office Order Register



F. No.5-ITPO(2)/E-I/94 Vol-VI
India Trade Promotion Organisation
Pragati Bhawan, Pragati Maidan,
New Delhi

Voluntary Retirement Scheme (VRS), 2012-13

1. DEFINITIONS:

- i. *Scheme:* ITPO Voluntary Retirement Scheme (VRS) 2012-13
- ii. *Employee:* means a person employed on permanent / regular basis.
- iii. *Service:* means a period of permanent or regular employment in the organization, as per rules.
- iv. *Year:* means a financial year commencing on 1st April and ending on the subsequent 31st March.
- v. *Salary:* means Basic Pay plus appropriate % age of DA as on the date of relieving under VRS.
- vi. *Request for V.R:* means application submitted for VR, as per specimen proforma.
- vii. *Competent Authority* to approve the VRS: Chairman & Managing Director, ITPO

2. OPERATION OF THE SCHEME:

The Scheme shall remain in operation upto 15th September, 2012 from the date of issuance of notification to this effect. ITPO management may extend the scheme, if required.

3. ELIGIBILITY:

Employees who have rendered services of minimum 15 years as regular shall be eligible for seeking voluntary retirement. However, employees falling in the following categories are not eligible under the scheme:

- i. Appointed on contract basis or on deputation
- ii. Pending disciplinary action*.

Note:

** In case disciplinary action is pending/contemplated against an employee, who has sought voluntary retirement, his/her request for VRS shall not be accepted. However, in case where the inquiry has been completed and the Inquiry Officer has submitted report which has been accepted by the Disciplinary Authority, the request for VRS may be considered on merit based on case to case basis by the Competent Authority i.e. CMD, ITPO, whose decision shall be final and binding.*

4. TERMINAL BENEFITS

The following terminal benefits as per DPE guidelines are admissible to the employee:

- i. The balance in his/her Provident Fund payable as per Rules.
- ii. Cash equivalent to permissible accumulated earned leave/half-pay leave, as per Rules.
- iii. Gratuity as per payment of Gratuity Act/ITPO's DCRG Rules.

5. AMOUNT OF EX-GRATIA:

- i. An employee seeking Voluntary Retirement under the scheme will be entitled to the ex-gratia compensation consisting of salary (Basic Pay + DA) of 60 days for each completed year of service or proportionately for the part thereof **or** salary for the number of months of service left before superannuation, whichever is less.
- ii. Payment, if any, under Performance Related Pay (PRP) shall be made as per the approval of PRP Scheme for ITPO by its Board.

6. OTHER BENEFITS UNDER THE SCHEME

- i. An employee whose offer for Voluntary Retirement under the Scheme is accepted will be eligible, apart from the ex-gratia, to any benefit that would have been available to him/her upon superannuation as per the extant policy in the Organization.

- ii. The competent authority at its discretion may waive the requirement of advance notice of 3 months for employee being relieved under VRS and relieve the employee on an early date. However, in such case, there will be no liability on either the employee or the employer to furnish the pay equivalent to three months notice period or part thereof.
- iii. In case of hospitalization, the VRS optees will be entitled to medical benefits for hospitalization to the tune of Rs.50,000/- per year, if there is any such case, for the years left before retirement or 5 years, whichever is less. The spouse of the employee shall also be covered subject to the condition that he/she is not beneficiary of any other medical scheme of the government or his/her employer.
- iv. The VRS optee will be required to furnish an undertaking to indemnify ITPO against loss resulting from irregular claim of medical expenditure, if any. (as per proforma attached).
- v. The cost of training for specific skill up-gradation, if required, for self-employment or in small/medium enterprise for the optees or one dependent shall be borne by ITPO, not exceeding Rs.20,000/-, from the Micro, Small and Medium Enterprises (MSMEs).
- vi. Travelling allowance (TA) for employee and dependant members of his/her family would be admissible from station of posting to his/her home town or wherever he/she intends to settle down after taking VRS, within India. The entitlement will include transportation cost of personal effects as admissible in the entitled class.

7. MODE OF PAYMENT:

The amount shall be released at the earliest on acceptance of VRS.

8. PROCEDURE:

The employees seeking VRS under the scheme may submit request in the prescribed format opting for Voluntary Retirement under the scheme to the Competent Authority through his/her Head of Division with his/her due recommendation.

9. GENERAL CONDITIONS:

- i. The salary shall be calculated on the basis of last salary due/drawn by an employee.
- ii. No employee shall be allowed to withdraw the request made for voluntary retirement under the scheme after it has been accepted by the Competent Authority.
- iii. All payments under the scheme and any other benefit payable to an employee shall be subject to the prior settlement/re-payment in full, of loans, advances, returning the ITPO.'s property, if any, and any other outstanding dues against him and payable by him to ITPO.
- iv. All payments made under the scheme shall be subject to deduction of tax at source as per Income Tax Act, 1961 wherever applicable.
- v. An employee who seeks voluntary retirement under this scheme shall not be eligible for re-employment in Govt., any PSU or any of its subsidiaries. A complete data/record, on website, of all those Employees, who have availed the VRS shall be retained. While making future recruitments no person out of these shall be taken in service.
- vi. In the event of the death of an employee, whose request for voluntary retirement under the scheme has been accepted, the compensation, which would have become due and payable to the deceased employee, shall be paid to the person(s) nominated.
- vii. The benefits payable under this scheme shall be in full and final settlement of all claims of whatsoever nature, whether arising under the scheme or otherwise to the employee (or his nominee in case of death). An employee who voluntarily retires under this scheme will not have any claim against the ITPO of whatsoever nature and no demand or dispute or difference will be raised by him/her or on his/her behalf, whether for re-employment or compensation or back wages including employment of any of his relative on compassionate grounds in the service of ITPO or for any other benefits whatsoever.
- viii. The vacancy caused by Voluntary Retirement shall stand abolished.

- ix. The Competent Authority shall have absolute discretion either to accept or reject the request of an employee seeking Voluntary Retirement under the scheme. However, in the matter of disputes, if any, shall be under the jurisdiction of Delhi Courts.
- x. ITPO reserves the right to withdraw the scheme at any time and its decision in this respect will be final.

10. BUDGETARY SUPPORT

Budgetary Support will be provided by ITPO for implementation of scheme. No grant from DoC is being sought.

The proposal has been concurred by Finance & Accounts Division and necessary budgetary provisions have been made.

APPLICATION TO SEEK VOLUNTARY RETIREMENT

The Chairman and Managing Director,
ITPO, Pragati Bhawan,
Pragati Maidan,
New Delhi.

(Through Proper Channel)

SUBJECT: VOLUNTARY RETIREMENT SCHEME'2012-13

Madam,

I hereby opt to seek Voluntary Retirement from the services of the India Trade Promotion Organisation (ITPO) in accordance with the terms and conditions stipulated in the Voluntary Retirement Scheme (VRS) 2012-13, circulated vide No.dated.....which I have carefully read and have understood the contents of the same.

2. I accept the terms and conditions stipulated in India Trade Promotion Organisation Voluntary Retirement Scheme (VRS) 2012-13, unconditionally and irrevocably.

3. I furnish the required particulars in the APPENDIX enclosed for consideration of my offer to seek Voluntary Retirement from the services of the India Trade Promotion Organisation (ITPO) under the scheme.

Thanking you,

Yours faithfully,

Signature of the Employee

Name:

Designation:

Employee No:

Date:

Place:

APPENDIX

INDIA TRADE PROMOTION ORGANISATION

(To be filled by the employee)

PART-I

1. Name of the Employee :
2. Designation :
3. Employee No. :
4. Employee PF No. :
5. Date of Birth :
6. Age as on (Last date of the Scheme) :
7. Date of Joining regular service in ITPO :
(Excluding the temporary period, if any)
8. No. of completed years of service as :
on (last date of the scheme)
9. Date of attaining the age of :
Superannuation
10. Salary as on (last date of the scheme) :
 - a) Basic Pay :
 - b) D.A. :
 - c) Total :
11. Has the employee undergone any :
specialized intensive training within
the organisation or outside? If so,
give details thereof

12. Has the employee taken loans from :
the organisation? If yes, give details
such as amount, date of payment of last
installment thereof head-wise,
as given under
- a) HBA :
 - b) Vehicle Loan :
 - c) Any other. :
13. Give details of amount of loan :
Sanctioned and the outstanding balance
as on (last date of the scheme)
14. Whether the employee has been :
imposed any major or minor punishment
during the preceding 5years.
If yes, give details
15. Whether any disciplinary action is pending? If yes, given details.

PART-II

I hereby certify :

- a) That the information given above is complete and true.
- b) That I hereby opt to seek Voluntary Retirement from the services of the India Trade Promotion Organization (ITPO) in accordance with the terms and conditions stipulated in the Voluntary Retirement Scheme (VRS) 2012-13, circulated vide No.dated which I accept unconditionally and irrevocably.

- c) That I hereby authorize the India Trade Promotion Organisation (ITPO) to recover and adjust all loans/dues etc. payable by me, if any, whatever kind or nature.
- d) That I agree that in case any of the aforesaid statements are found to be untrue, the payment made to me by the India Trade Promotion Organization (ITPO), under this Scheme, will be recoverable from me without prejudice to any other action that may be taken against me by the India Trade Promotion Organization (ITPO).

Signature of the employee

Name of the employee

Designation :

Employee No:

Date :

Place :

INDEMNITY BOND

(Rs.100/- stamp-paper)

I, _____(name) son/ daughter/ wife of _____
Resident of _____ (hereinafter referred to as the "Indemnifier"
(which expression shall, unless it be repugnant to the context or meaning thereof,
be deemed to mean the VRS optee), has sought the Voluntary Retirement under
ITPO VRS Scheme 2012-13.

NOW, this bond of Indemnity WITNESSETH that the Indemnifier himself/ herself OR
his/her respective heirs agrees to indemnify ITPO against loss, resulting from non-
admissible/ irregular medical bills, if any, found claimed from ITPO by him/ her
hereinafter.

IN WITNESS WHEREOF the 'Indemnifier have put his/her hand on this
(date).....of.....(month)(year).

SIGNATURE/THUMP IMPRESSION
OF THE INDEMNIFIER

In the presence of Witnesses:

1. Signature _____
Name _____
Address _____

2. Signature _____
Name _____
Address _____