



File No.5-ITPO(5)/E-I/2013 Vol-II
India Trade Promotion Organisation
(Administration Division, E-I Section)

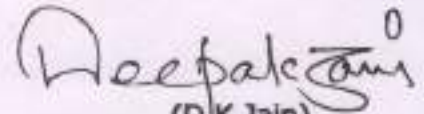
Pragati Maidan, New Delhi
06th November, 2015

Circular No. Admn/ 61 /2015

Voluntary Retirement Scheme 2015 (VRS - 2015) has been approved by the Board of Directors in 194th Meeting held on 28.10.2015. A copy of the same is enclosed for information of all regular employees of ITPO.

Officials interested in seeking voluntary retirement under the Scheme may forward their application through their respective HoDs to GM(Admn) as per format at Annexure-'A' of the Scheme for consideration.

The revised Voluntary Retirement Scheme shall remain open till further notification.


(D.K. Jain)

Dy. General Manager (Admn)

To:
All regular employees of ITPO

Copy for information to:

1. PS to CMD
2. All HoDs
3. E-I/E-II/E-III/Vigilance/Salary Section
4. All Regional Offices
5. Computer Division – To upload on ITPO website
6. Notice Board

Voluntary Retirement Scheme 2015 (VRS 2015)

1. DEFINITIONS:

- (i) *Scheme*: ITPO Voluntary Retirement Scheme 2015 (VRS 2015)
- (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 w.e.f. 1st July, 2015 and shall remain open till further notification.

3. ELIGIBILITY:

Employees who have rendered a minimum of 15 years service 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) Against whom disciplinary action is pending*

Contd....2...

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 ex-gratia compensation consisting of salary (Basic Pay + DA) of 60 days for each completed year of service and proportionately for the part of incomplete year 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.

Contd.....3...

- (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 the pay equivalent to three months notice period or part thereof.
- (iii) The VRS Optees will be entitled to following medical benefits
- (a) An amount of Rs.1,000/- per month to meet general medical expenses and diagnostic tests for five years or till date of superannuation whichever is earlier. The amount will be paid in advance. There shall be no requirement of providing proof of such expenditure to ITPO.
 - (b) In case of hospitalisation the VRS optee shall be entitled to cashless treatment / reimbursement for self and spouse from ITPO's empanelled Hospitals / Govt. Hospitals not providing cashless treatment. However, aggregate expenditure admissible shall be upto Rs.2,00,000/- per annum for five years or till the date of superannuation, whichever is earlier.
Note:- Reimbursement will be done only after due verification of bills/documents submitted.
 - (c) The VRS optee shall be entitled to medical and pension benefits as and when applicable to other retired employees as per policy launched by ITPO if they are otherwise found eligible. The medical benefits indicated at (iii) (a) and (b) shall cease as and when medical and pension benefits become applicable.
- (iv) The VRS optee will be required to furnish an undertaking to indemnify ITPO for the eventuality of loss caused on account of irregular claims of medical expenditure, if any. (as per proforma attached - Annexure A).

- (v) The VRS optee shall be entitled to receive one time amount of Rs.1.00 lakh for the purpose of skill up-gradation for self / dependant.

Note:- Payment in respect of expenses due to skill upgradation will be released after due verification of all necessary documents.

- (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 Voluntary Retirement under the scheme may submit request in the prescribed format 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, return of ITPO's property, if any, and any other outstanding dues against him and payable by him to ITPO.

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- (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 nominee of the employee.
- (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 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.

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- (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, the same 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.

APPLICATION TO SEEK VOLUNTARY RETIREMENT

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

(Through Proper Channel)

SUBJECT: VOLUNTARY RETIREMENT SCHEME'2015 (VRS 2015)

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 2015 (VRS 2015), 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 2015 (VRS 2015), 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:

INDIA TRADE PROMOTION ORGANISATION

(To be filled by the employee)

PART-I

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

13. 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.
14. Give details of amount of loan Sanctioned and the outstanding balance as on (last date of the scheme)
15. Whether the employee has been imposed any major or minor punishment during the preceding 3 years. If yes, give details
16. 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 2015 (VRS 2015), 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 2015.

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/THUMB IMPRESSION
OF THE INDEMNIFIER

In the presence of Witnesses:

1. Signature _____
Name _____
Address _____

2. Signature _____
Name _____
Address _____