



Institute of Human Resources Development
Chackai, Thiruvananthapuram-24

NOTIFICATION

IHRD - Implementation of Voluntary Retirement Scheme (VRS) in IHRD Service-Amendment to Service Rules - orders issued.

No. EB3/323/2024/HRD

Dated, Thiruvananthapuram, 19..09..2025

- Read:-
1. G.O (MS) No. 159/89/H.EDN dated 10.08.1989
 2. Resolution of the 25th Meeting of the Governing Body of IHRD held on 28.02.2024
 3. This office Proceedings No. EB3/232/HRD (2) dated 07.03.2024
 4. Resolution of the 108th Meeting of the Executive Committee of IHRD held on 13.08.2024
 5. This office letter of even No. dated 17.10.2024
 6. G.O (Rt) No. 553/2025/HEDN dated 06.05.2025
 7. Resolution of 26th Meeting of the Governing Body of IHRD held on 20.08.2025

ORDER

In exercise of the powers conferred under Sub-Rule (xxiii) of Rule (B) of the Rules & Regulations of the Institute of Human Resources Development (hereinafter called IHRD) contained in the Memorandum of Association of IHRD issued vide G.O (MS) No. 12/87/HEDN dated 14.01.1987, sanction having been accorded by the Government vide Government Order read as 6th paper above and as per the resolution of the 26th Meeting of the Governing Body of IHRD held on 20.08.2025 read as 7th paper above, the following amendment is made in the Service Rules of IHRD approved by the Government vide Government Order read as 1st paper above.

2. The amendment to the above Service Rules shall be inserted below Rule 2 (19) of the Rules therein to be numbered as Rule 2 (20) and shall be deemed to have come into force with effect from 20.08.2025.

AMENDMENT

In the said Service Rules, below Rule 2 (19), the following shall be inserted as Rule 2 (20), namely:-

2. (20) Voluntary Retirement Scheme (VRS): (a) All regular employees of IHRD including those on deputation/Leave Without Allowance, being members of IHRD Service, after completion of 20 years of regular qualifying service under IHRD, may opt for voluntary retirement from IHRD Service, subject to the following conditions:-

- i. He shall give advance notice in writing to the appointing authority of his intention to retire at least three months before the date on which he wishes to retire; provided that the employee may make a request in writing to the appointing authority to accept notice of less than three months giving reasons therefor. On receipt of such request, the appointing authority may consider it for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appointing authority may relax the requirement of notice of three months on the condition that the employee shall be liable to pay the notice pay in lieu of advance notice to the appointing authority and the notice pay shall be proportionate to the gross monthly salary including allowances and academic grade pay and personal pay, if any, for the period of curtailment. If the pay and allowances are later revised or grades/promotions/increments are granted with retrospective effect, corresponding deductions proportionate to the enhanced monthly gross salary as above shall be made from the arrears admissible. If the employee retiring voluntarily is on Leave Without Allowance as on the date of effect of Voluntary Retirement, the gross salary as above shall be that of the month, immediately preceding the commencement of leave. It is permissible for an employee to give notice for voluntary retirement even before he attains the minimum qualifying service of 20 years, provided that the retirement can take effect only from a date posterior to the date of completion of 20 years of qualifying service.
- ii. If the retirement of the employee takes place while on leave not due (if applicable), the retirement shall be effective from the date of commencement of leave and the leave salary paid, if any, shall be recovered either from the Gratuity payable to him or otherwise.
- iii. The person retiring voluntarily should make sure before applying for retirement that he has put in 20 years of qualifying service. No relaxation is permissible in any circumstances regarding minimum years of qualifying service. The upward rounding of years of qualifying service is not permissible.
- iv. Voluntary retirement of an employee shall become effective on the grant of permission to retire by the authority competent to make appointment to the post; provided that where the authority competent to make appointment to the post does not refuse to grant permission for retirement before the date on which the employee wishes to retire as specified in the notice under clause (i), the retirement shall become effective from the date specified in the notice.

- v. Permission to retire shall be given in all cases except those: (a) which are against the academic/administrative interests of IHRD; (b) in which disciplinary proceedings are pending; (c) in which prosecution is contemplated or may have been launched in a Court of Law against the officer (d) in which judicial proceedings pending; (e) in which Vigilance case is pending; (f) in which a liability is pending either towards Government or towards IHRD or towards any of its institutions.
- vi. In the case of those who apply for Voluntary Retirement while on Leave Without Allowance, the retirement shall take effect only from the date of expiry of the granted leave period and they shall not be insisted to rejoin duty.
- vii. In all cases where permission is denied subject to the sub-clauses under clause (v) above, a speaking order in that respect shall be issued by the competent authority incorporating all the grounds under which such permission is denied, within the time limit prescribed in clause (i) above.
- viii. The person retiring voluntarily shall be permitted to en-cash the leave at credit as on the date of request for voluntary retirement and / or to enter on eligible leave due (except leave not due) and commuted leave after applying for Voluntary Retirement. His salary for the period of admissible leave shall be calculated on the basis of the pay drawn by him immediately prior to the commencement of leave.
- ix. This rule shall not apply to an employee who seeks Voluntary Retirement from IHRD service for being absorbed permanently in Central/State/any other State Government service or in another autonomous body or another public sector undertaking.
- x. An employee who has elected to retire under this rule and has given necessary intimation to that effect to the competent authority, shall be precluded from withdrawing his election subsequently except with the sanction of the Executive Committee, under the recommendation of the authority competent to fill the appointment, provided his request for withdrawal is made within the intended date of his retirement.


Dr. V A Arun Kumar
DIRECTOR

To,

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