



**Institute of Human Resources Development
Chackai, Thiruvananthapuram-24**

PROCEEDINGS

IHRD - Headquarters-Deputation of IHRD employees to foreign service- employers' contribution to Gratuity Fund-instructions- orders issued.

No. EB2/607/2020/HRD

Dated, Thiruvananthapuram, 05.05.2025

- Read:-*
1. This office Proceedings No. E1/4485/99/HRD dated 07.12.2000
 2. Minutes of 79th meeting Executive committee of IHRD held on 14.02.2005
 3. This office Proceedings No. E5/10031/2003/HRD dated 01.06.2005
 4. Minutes of the 80th Meeting of the Executive Committee of IHRD held on 09.08.2006
 5. Minutes of the 83rd Meeting of the Executive Committee of IHRD held on 27.07.2009
 6. G.O (MS) No. 52/10/H.Edn dated 20.03.2010
 7. This office Proceedings No. Fin C2/6954/99/HRD dated 24.06.2010

ORDER

As per this office Proceedings read as 1st paper above terms and conditions regarding deputation of regular employees of IHRD to foreign service had been prescribed. However, as resolved by the 79th Meeting of the Executive Committee of IHRD, these terms and conditions had later been amended and detailed guidelines issued vide Proceedings read as 3rd paper above. As per these guidelines, a foreign service employer shall remit 12% of the sum of the basic pay and dearness allowance of the employee whose service has been borrowed by it or at the rate fixed by IHRD from time to time, as monthly contribution, during the period of deputation, to the CPF account of the employee maintained at IHRD. The foreign service employer shall also collect and remit the monthly subscription of the employee to the CPF account together with the employer's contribution.

(2) Later, as per the Government Order read as 6th paper above, sanction was accorded by the Government for the implementation of a Gratuity Scheme to IHRD employees w.e.f 01.04.1997 and the same was implemented in IHRD as per this office Proceedings read as 7th paper above. As per the guidelines for the implementation of the Gratuity Scheme to IHRD employees, the employer's monthly contribution to the Gratuity Scheme was fixed as 3% of the sum of basic pay, dearness allowance, personal pay and interim relief (if admissible) of the employee.

(3) However, as far as the employees who avail deputation to foreign service are concerned, no orders have so far been issued regarding employer's contribution to Gratuity Fund, since the scheme came into effect after the date of issue of guidelines regarding deputation of IHRD employees to foreign service vide 3rd paper above.

(4) In the circumstances, the following instructions are also incorporated in the guidelines issued vide 3rd paper above regarding deputation of IHRD staff to foreign service:

- i. The foreign service employer shall remit to the IHRD Gratuity Fund a monthly contribution of 3% of sum of basic pay, dearness allowance, personal pay and interim relief (if admissible) of the IHRD employee whose service is borrowed by the foreign employer, in addition to the employer's contribution prescribed in this office Proceedings read as 3rd paper above.
- ii. This contribution should be remitted before 5th day of every month by the foreign employer by demand draft drawn in favor of Director, IHRD, payable at Thiruvananthapuram.
- iii. It shall be the responsibility of every employee who avails deputation to ensure that the contribution as above has been remitted and the details of remittance shall invariably be reported to IHRD Headquarters on repatriation from deputation.
- iv. While sanctioning deputation of IHRD employees to other Government departments/institutions/organizations, the above terms and conditions shall be mentioned specifically, along with the conditions prescribed vide this office Proceedings read as 3rd paper above.


Dr. V A Arun Kumar
DIRECTOR

To ,

1. All Heads of Institutions.
2. Administrative Officer
3. Financial Consultant, IHRD (HQ), Thiruvananthapuram
4. Finance Officer IHRD (HQ), Thiruvananthapuram
5. Accounts Officer, IHRD (HQ) Thiruvananthapuram
6. Computer Engineer, IT Division, IHRD
7. P.A to Director, IHRD
8. Stock File / Office Copy