



Institute of Human Resources Development
Chackai, Thiruvananthapuram-24

CIRCULAR

No. EB3/323/2024/HRD

Dated, 25.10.2025

Sub:- IHRD - Implementation of Voluntary Retirement Scheme (VRS) in IHRD Service – further instructions - reg

Ref:- This office Notification No. EB3/323/2024/HRD dated 19.09.2025

As per Rule 2 (20) of the Service Rules of IHRD, if a regular employee of IHRD service intends to opt for voluntary retirement, the employee shall give advance notice in writing to the appointing authority of his/her intention to retire, at least three months before the date on which the employee wishes to retire. Conditions pertaining to the scheme have been described in detail in the Notification cited under reference. In the circumstances, the following further instructions are issued as guidelines for implementation of the scheme.

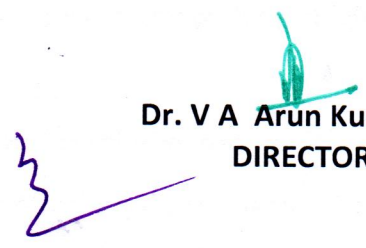
1. Applications for voluntary retirement, if found prima facie inadmissible as per the provisions contained in the rule, shall be rejected at the level of the Heads of Institutions with specific reasons recorded in writing and returned to the applicant.
2. The Head of Institution shall verify the service particulars, qualifying service, and disciplinary status of the employee before forwarding the application. Only after ensuring eligibility and correctness of records, shall the application be forwarded to the Head Office.
3. If, on preliminary scrutiny, the qualifying service of an employee is found to be less than 20 years, the application shall be rejected by the Head of Institution within seven working days without forwarding it to the IHRD Head Quarters.
4. Study leave granted as per Rule 4.13 of IHRD Service Rules, unless otherwise ordered, will count for qualifying service. Whereas, Leave Without Allowance (LWA) granted as per Rule 4.5 of IHRD Service Rules, unless otherwise specified, LWA under Rule 88

otherwise than on Medical Certificate, LWA under Rule 91, LWA under Appendix XII A/XII B/XII C of Part I of KSR etc. will not count for qualifying service.

5. Only applications duly verified and found in order by the Head of Institution shall be forwarded to the headquarters.
6. The authority competent to make appointment to the post held by the employee shall be competent to grant voluntary retirement.
7. The Appointing Authority shall obtain the Service Verification Report from the Head of Institution concerned and take a decision on the voluntary retirement before the date mentioned in the notice.
8. If no communication is received from the Appointing Authority within three months from the date of submission of the application, the employee shall not be allowed to continue in service thereafter.
9. After issue of the voluntary retirement order, the Head of Institutions shall direct the employee concerned in writing to submit the application for terminal benefits within three months.
10. If a request for withdrawal of voluntary retirement is received during the notice period, the Head of Institution shall forward the same to the Head Quarters with specific recommendation.
11. No case of voluntary retirement will be approved without obtaining the Service Verification Report from the Head of Institution.
12. Application form for voluntary retirement is appended below.

To,

1. All Heads of Institutions under IHRD
2. Administrative Officer
3. Finance Officer/ Accounts Officer
4. P.A to Director
5. Senior Superintendents under IHRD HQ
6. S.F/O.C


Dr. V A Arun Kumar
DIRECTOR

Annexure

Application For Voluntary Retirement from IHRD Service Under Rule 2 (20) Of IHRD Service Rules.

Sl No.	Particulars	Details furnished by the applicant	Remarks / Verification by the Head of Institution
1	Name of the employee		
2	PEN No		
3	Designation (in full)		
4	Name of Institution		
5	Date of birth		
6	Date of entry in service		
7	Total service as on date		
8	Total Non Qualifying service		
9	Total qualifying service as on date		
10	Date from which voluntary retirement is proposed to take effect		
11	Whether any disciplinary / vigilance proceedings pending or contemplated	(Yes*/No) — If yes, details to be specified	
12	Whether any Judicial proceedings is pending	(Yes*/No) — If yes, details to be specified	
13	Whether all dues / liabilities to IHRD have been cleared (Yes/No)	(Yes/No*) — If No, details to be specified	
14	Present address for Correspondence		
15	Telephone / Mobile Number & E-mail ID		

*Not eligible for Voluntary Retirement from IHRD Service.

Declaration

I, Shri/Smt.....(name, designation & institution) hereby declare that the particulars furnished above are true to the best of my knowledge and belief. I request that permission may kindly be granted to retire voluntarily from IHRD service with effect from

Place:

Signature of the applicant

Date:

(Name in block letters)

Verification and Recommendation of the Head of Institution

Certified that the particulars furnished in the application by Sri / Smt.....
.....(name, designation & institution)
have been verified with reference to service records of the applicant and found correct. It is also certified that no disciplinary or vigilance proceedings is pending / contemplated against the employee (or details are attached, if any). Based on the facts, voluntary retirement may be granted with effect from/ rejected to the employee as he/she is eligible / not eligible for voluntary retirement.

Place:

Signature of the Head of Institution

Date:

.....

..... (Name & Designation)

(Office Seal)

Decision of the Director, IHRD

As per the application submitted by Sri/Smt..... voluntary retirement is sanctioned with effect from / rejected.

Place:

Director, IHRD

Date:

(Office Seal)

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