

GOVERNMENT OF ASSAM  
PUBLIC ENTERPRISES DEPARTMENT  
BLOCK – C, 3<sup>RD</sup> FLOOR, DISPUR

No. PE. 4 / 2008 / 145

Dated Dispur the 15<sup>th</sup> May, 2008

**OFFICE MEMORANDUM**

**Sub. : Guidelines for payment of outstanding salary / wages etc. and ex-gratia payment to the employees of public sector enterprises released under Voluntary Retirement Scheme (VRS) under the Asian Development Bank's (ADB) AGPRMP.**

In order to bring up reform to the State Public Sector Undertakings (PSUs), the Government of Assam, in the first phase, has decided to close down the unviable PSUs and to offload all employees / workers paying their all salary / wages etc. dues and ex-gratia under a revised VRS policy Notified vide No. PE. 4/ 2006/ 28 dated 15-02-2006 under ADB's AGPRMP – Public Sector Reform.

The State Government / PSUs in the Sub-programme – I has released funds to the PSUs notified as closed fully to some PSUs and partly to some other PSUs.

It has come to the notice of the State Government that some anomalies have arisen and in some cases the employees / workers Associations / Unions have contested the VRS package.

In view of this the ADB Mission in their last meeting with the concerned State Government officials insisted that the State Government is to issue guidelines for payment of VRS package. Accordingly the following guidelines are issued to be followed by the Administrative Departments / Management of the PSUs whose employees / workers have been / are being released under VRS package under ADB funds:

1. In order to ensure that employees / workers do not suffer as a consequence of closure of the PSUs, State Government has issued a revised VRS policy vide No. PE. 4/ 2006/ 28 dated 15-02-2006. All PSUs intending to release their employees / workers are to follow the above stated VRS policy and to calculate VRS benefits as per formula given in the said policy. The Chief Executive Officer (CEO) / management will be responsible for implementation of the said policy and no deviation will be accepted by the Government.
2. VRS will be funded from Government of Assam budget including funds received from ADB's AGPRMP.
3. Under no circumstances will VRS funds be transferred to / utilised for any other purpose of the PSUs.
4. Detailed VRS calculation sheets are to be submitted to the Government for verification.
5. VRS should not be given to those employees / workers against whom disciplinary proceedings / prosecution sanction / court cases or any other case like suspension / dismissal etc. is pending settlement.
6. The CEOs of PSUs are responsible for the safe custody of VRS funds received from the Government and to make payment to the accepted employees / workers under VRS or to his / her official nominee or their family authorised person (Legal heir) with due authentication of signature of the drawer. The employee / workers will have to sign the salary / wages calculation sheet.

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7. Before making payment of VRS etc. amount, the CEOs will obtain **Receipt-cum-Undertaking** in the format given at **Appendix – “A”** from the VRS accepted employees / worker in duplicate. The duplicate copy is to be submitted to the Government alongwith the Utilisation certificate for verification and record.
8. PSU management will ensure that all recoverable dues from the employees are settled before release of VRS etc. amount.
9. PSU will make payment of P.F., gratuity and other statutory dues to the respective authorities immediately against proper receipt / supporting.

All Administrative Departments / PSUs are requested to strictly follow the above stated guidelines while making payment of ex-gratia and other dues to the employees / workers opted voluntary retirement under the revised VRS policy.

Copy enclosed: **Appendix – “A”**

Sd/- H. M. Cairae  
Principal Secretary  
Public Enterprises Department

Memo No. PE. 4 / 2008 / 140 – A

Dated Dispur the 15<sup>th</sup> May, 2008

Copy forwarded to:

1. Additional Chief Secretary / Principal Secretary / Commissioner & Secretary / Secretary, to the Government of Assam, \_\_\_\_\_ Department for information and necessary action.
2. Chairman / Chairman-cum-Managing Director / Managing Director / Director,  
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----- for information and necessary action.
3. Project Director, AGPRMP, FMU & Secretary, Finance (E. A.) Department for information.

By order etc.,

Sd/- H. M. Cairae  
Principal Secretary  
Public Enterprises Department

**RECEIPT-CUM-UNDERTAKING**

**Appendix – “A”**

Received from \_\_\_\_\_ (name of enterprise) a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) by way of Cash / Cheque / Pay Order / Bank Transfer No. \_\_\_\_\_ of dated \_\_\_\_\_ drawn on \_\_\_\_\_ (Bank name) branch \_\_\_\_\_ being the full and final settlement of all dues, claims, outstanding etc towards the said \_\_\_\_\_ Enterprise where I worked and opted voluntary retirement, details of which are as follows:-

<u>Particulars</u>	<u>Rupees</u>
1. Salary including arrear salary (Basic Pay + Dearness Allowance):	
2. Earned Leave Encashment	:
3. Gratuity	:
4. Bonus	:
5. Payment in lieu of notice period	:
6. Ex-gratia payment	:
7. Others, if any (Please Specify)	:
<b>TOTAL</b>	:

I do hereby declared and solemnly affirm that:

- \* I have severed my connection with the \_\_\_\_\_ Ltd., voluntarily with effect from \_\_\_\_\_ (Date of VRS accepted),
- \* I have no further claim from the said \_\_\_\_\_ Ltd, on any account whatsoever,
- \* I shall indemnify and keep the said \_\_\_\_\_ Ltd, indemnified for all cost charges, claim etc. that may arise on the said \_\_\_\_\_ Ltd., as a result any action that may be initiated by me or anyone else on my behalf, whether individually or as a part or member of any group or union, including those by my spouse, legal heir (s), or any one else with regard to any matter relating to such severance or past employment etc., and
- \* I undertake not to seek employment either in any State Government Enterprise or any other establishment wholly or partly owned by the Government of Assam, or in any branch of the State Government of Assam.

Witness: \_\_\_\_\_

Signature \_\_\_\_\_  
( \_\_\_\_\_ )

Name & Address

Employment No:  
(If any)

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

I do hereby authorised Sri \_\_\_\_\_, My official nominee / legal heir on behalf of me, to draw my VRS etc. amount detailed above.

Signature of Nominee / Authorised person:

Signature of Sri / Smt. \_\_\_\_\_ is attested

Signature: \_\_\_\_\_