

No. 31-2/2019-PE-II
Government of India
Ministry of Communication
Department of Posts
Establishment Division

Dak Bhawan, Sansad Marg,
New Delhi - 110001.

Dated: the 5th September, 2019

Office Memorandum

Subject: Guidelines for engagement of retired government employees as consultant in the Department of Posts (Main Secretariat).

The undersigned is directed to convey the approval of the Competent Authority for issuance of guidelines for engagement of retired Government servants as consultant in the Department of Posts (Main Secretariat). With the objective to bring transparency and uniformity in the engagement of Consultants, the following guidelines are laid down in exercise of the powers conferred by Rule 179 of General Financial Rules, 2017. These guidelines are issued in supersession of earlier guidelines/operating instructions on the subject matter.

2. PURPOSE AND SCOPE

2.1 Purpose: The purpose of these guidelines is to define the broad policies and procedures for selection and monitoring of consultants engaged by Department of Posts.

2.2 Scope: These instructions shall apply to Department of Posts [Main Secretariat].



2.3. In Government, Consultants engaged may be classified into the following three categories:

(a) **Institutional Consultants:** Where an organization/agency/firm/ institution/ joint venture of persons are hired for doing a specific job/project.

(b) **Individual Consultants:** Where individuals having academic or professional degree and/or working experience in the particular subject are hired from open market or through consultancy firms/agencies or a specific job/project.

(c) **Retired Govt. Employees as Consultants:** Retired Govt. officers/ officials are, engaged as Consultant for all purposes including general secretariat/ administrative work & works under various schemes.

(d) Basic rules and procedures for hiring Consultants under the first two categories are prescribed in GFR, 2017 and detailed guidelines are given in Manual of Policies and Procedure for Employment of Consultants issued by Ministry of Finance. Therefore, guidelines prescribed herein shall apply to engagement of Consultants under third category only, i.e., "**Retired Govt. Employees as Consultants**".

2.4 These instructions flow from and are subordinate to GFRs, and in the event of any variance between the two, the latter shall prevail.

2.5 Definitions: -

- i) "*Department*" means Department of Posts [Main Secretariat]
- ii) "*Competent Authority*" means Secretary (Posts)

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3. REMUNERATION, ALLOWANCES AND WORKING HOURS

3.1 Remuneration: the maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants shall be as under:

Sl. No.	Level of Pay in Pay Matrix	Remuneration	Conveyance Allowance
1.	Level-6 to Level-7 (GP-4200 to 4600)	₹30,000/-	₹3,000/-
2.	Level-8 to Level-10 (GP 4800 to GP 5400)	₹40,000/-	
3.	Level-11 (GP 6600)	₹50,000/-	
4.	Level-12 to Level-13 (GP 7600 and 8700)	₹60,000/-	₹5,000/-
5.	Level-14 and above	₹75,000/-	

Note 1 - The total monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.

Note 2 - Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary, Department of Posts on account of special expertise/ experience in the concerned field.

3.2 **Allowances:** Consultants shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. However, Conveyance Allowance shall be paid at the rates mentioned in the table above [Para 3,1].

3.3 **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion, Foreign travel of Consultants is not permitted at all. However, should they require to travel inside the country in connection with the official work of the Department, TA/DA as admissible to a regular employee of the same grade, he/she retired from, will be paid to him/her after obtaining approval of the competent authority.



3.4 **Drawal of Pension:** A retired Government officer/official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as consultant, His/her engagement as Consultant shall not be considered as a case of re-employment.

3.5 **Leave:** Consultants shall be eligible for Eight (08) Days leave in a calendar year on pro rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.

3.6 **Tax Deduction at Source [TDS]:** TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the concerned DDO on demand.

3.7 **Working Hours:** Consultants may follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM), However, as per the exigency one has to sit late to complete the time bound work. Attendance would be made through Biometric Attendance System.

4. QUALIFICATION AND EXPERIENCE OF CONSULTANTS

4.1 He/ She should be a Retired Employee of Central Government/ State Government/ PSU /Autonomous Body having considerable experience of functioning of Central Government Ministries/ Departments.

4.2 He/ She should have effective communication and interpersonal skills with a strong flair for in-depth examination relating to Policy Matters/ Administration/ Finance/ Any other Requisite Field.

5. AGE-LIMIT

Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and upto 70 years may be resorted to in deserving cases with the approval of Secretary (Posts) keeping in view his/ her good health & level of expertise.

6. PROCEDURE TO BE FOLLOWED BY CONCERNED DIVISIONS

Before sending proposal(s) to Establishment Division for engagement of consultants, the following procedure/ guidelines needs to be completed/ followed by the concerned division of the Department of Posts [Main Secretariat].

6.1 Engagement of Consultants should be done only in urgent and emergent cases where expert/professional services are required for urgent and identifiable work and should not be used as a common practice.

6.2 Every proposal for engaging a Consultant shall invariably mention the following:

- a) Whether the proposed engagement is for a specific work/ project;
- b) The estimated time period required for such work/ project to complete/ Terms of Reference (ToR);
- c) Level at which consultancy is required e.g. Section officer/Under Secretary/Joint Secretary or Addl. Secretary etc. specifying the pay levels too.
- d) Eligibility criteria e.g. experience/ expertise/ skills/educational qualification, knowledge etc. in the relevant field should be possessed by the person being recommended for engagement as Consultant.

6.3 With above comments, the proposal shall thereafter be submitted to AS&FA for concurrence and approval of Secretary (Posts).

6.4 Whenever, a retired Government servant of level-12 and above is proposed to be hired, concerned Division will first submit the proposal to the Committee as mentioned in Para-7 (b)(ii) below. The Committee will assess the justification for hiring a retired Government servant. Once committee finds the proposal justified, the Committee will return the proposal to the concerned Division with its comments/inputs. Thereafter, the concerned Division will submit the proposal to AS&FA for concurrence and approval of Secretary (Posts).

6.5 Once Secretary (Posts) approves the proposal, concerned Division should submit the proposal to Establishment Division for floating advertisement.

6.6 Before engaging Consultants or extending their tenure it must be ensured that funds for payment of their remuneration are available.

7. PROCEDURE FOR SELECTION OF CONSULTANTS

Establishment Division will follow the procedure for selection of consultants as following: -

7.1 Engagement of Consultants shall be done by inviting applications on the website of Department of Posts, i.e. <https://www.indiapost.gov.in> as well as on DoPT website <https://dopt.gov.in/>, in the manner as follows:

(a) A circular/advertisement shall be uploaded on the website of the Department inviting applications from willing eligible persons for engagement as Consultants. The closing date for submission of applications should be at least 15 (fifteen) days from the date of issue of the circular. The circular calling for applications for Consultants shall invariably include the following:

- i. A model format of application as given in the **Annexure-I**.
- ii. Period of engagement[#]
- iii. Events under which engagement may be terminated prematurely.
- iv. Eligibility criteria for engagement[#]
- v. Terms and conditions of engagement
- vi. Terms of Reference (ToR) which may include brief description of duties/work, (**Annexure-II**)[#]

[#]to be given by concerned Divisions



(b) A Screening-cum-Selection Committee shall be constituted by the Department for selection of Consultants. The Committee shall consist of following members as under:

- i) Screening-cum-Selection Committee for engagement of consultants up to level-11/Grade Pay 6600: -

DDG (Estt)	Chairperson
Director (Staff)	Member
Representative of Concerned Division	Member
Representative of FA (Posts)	Member
SO (PE-II)	Convener

- ii) Screening-cum-Selection Committee for engagement of consultants for Level-12 and above: -

Member (Personnel)	Chairperson
DDG (Estt.)	Member
DDG (F&PAA)	Member
DDG Concerned Division	Member
ADG (Estt.)	Convener

(c) The Committee shall first shortlist the applications on the basis of the criteria decided by it. Thereafter, the Committee may hold a personal interaction with the shortlisted candidates, if required. All the members of the Committee will separately assign the marks (out of 10) to interviewed Consultants. Those securing highest marks out of total 40 shall be recommended by the Committee for engagement. In case of stalemate, the decision of the Chairperson shall be final. Criteria for shortlisting could be experience in the relevant field, depth of relevant knowledge, qualification, etc. These are indicative only.

(d) The Competent Authority at any time may change the composition of the Committee and increase or decrease the Members. Total marks shall be increased or decreased proportionately.



7.2 After selection of suitable candidate(s) for appointment as Consultant, the committee will submit its report for obtaining approvals of Competent Authorities i.e. Secretary (Posts). Once approval of the Competent Authority is received, an offer letter shall be issued to successful candidate clearly indicating the terms and conditions of engagement (**Annexure-III**) by the Establishment Division.

7.3 No Consultant shall be allowed to join without first submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.

8. PERIOD OF ENGAGEMENT AND EXTENTION OF TENURE

8.1 The initial engagement of a person as Consultant shall be for the period as given in the Terms of Reference (ToR) or six months, whichever is less. After expiry of initial term, engagement may be extended, based on requirement of the Division and performance of Consultant(s) concerned for another six months. No consultant can be engaged for a period of more than one year at a time.

8.2 Such extension proposals should not be sent to Establishment Division. The concerned Divisions may directly submit such proposals to concerned Member of Postal Services Board for approval. However, the final outcome of such extension proposals may be intimated to Establishment Division.

8.3 The appointment of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy in the Department of Posts.

8.4 The appointment of Consultants is of a temporary (non-official) nature against the specific jobs.

8.5 The engagement of Consultants can be terminated by the Department at any time without assigning any reason thereof by giving them 15 Days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.

9. ENGAGEMENT OF EXISTING CONSULTANTS WORKING IN DEPARTMENT

The existing consultants in the Department will continue as per their existing entitlements/ remuneration till they complete their sanctioned tenures. Such consultants, who are already engaged, after completion of their tenure, will be suitably adjusted in the new grades as per these guidelines, on request of the consultant.

10. CONFIDENTIALITY OF DATA AND DOCUMENTS

10.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.

10.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of, assignment for the Department without the express written consent of the Department.

10.3 The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.

11 CONFLICT OF INTEREST

11.1 The Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will he indulge in any activity outside the terms of the contractual assignment.

11.2 The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Department.

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12. TERMINATION OF ENGAGEMENT

Department may terminate the engagement in following conditions: -

- i. The Consultant is unable to address the assigned work;
- ii. Quality of the work is not to the satisfaction of the Department;
- iii. The Consultant fails in timely achievement of the milestones as finally decided by the Department;
- iv. The Consultant is found lacking in honesty and integrity.

Note: The Department reserves the right to terminate the engagement, by serving fifteen (15) days' written notice on the Consultant, Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.

13. COMPETENT AUTHORITY FOR TERMINATION OF ENGAGEMENT.

- i) The Head of concerned Division, in case of Consultant upto level-11.
- ii) Secretary (Posts), in case of Consultant at level 12 and above.

Note: Such termination of engagement may also be intimated to Establishment Division.

14. REVIEW OF GUIDELINES

These guidelines may be reviewed as and when the circumstances so warrant with the approval of the Secretary (Posts).

15. RIGHTS OF THE DEPARTMENT

The Department has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

16. RELAXATION

The power to relax any or all of the conditions enumerated above shall vest with the Secretary (Posts), which should be exercised giving adequate justification. The higher amount of monthly consolidated remuneration payable to Consultants of different levels can also be sanctioned with the approval of Secretary (Posts) in consultation with IFW.

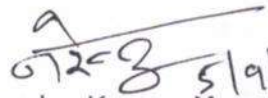
17. This OM issues with the approval of Secretary (Posts). The advice of Integrated Finance Wing was conveyed vide Diary Number 78/FA/2019-CS dated 22.08.2019.


(D. K. Tripathi) 5/9/19

Assistant Director General (Estt.)

Copy to: -

1. Sr. PPS to Secretary(Posts)/Director General Postal Services
2. PPS to all Members Postal Services Board/Addl. DG (Co-ordination)
3. AS&FA/CGM(BD)/CGM(Parcel)/CGM (PLI)
4. Secretary, Postal Services Board
5. All DDGs Postal Directorate
6. ✓ Director, CEPT with a request to upload the OM on India Post website
7. C&A(PB) Section/Budget Section of Postal Directorate
8. SO Guard file.


(Narender Kumar Meena)
Section Officer (PE-II)

ANNEXURE-I

Application for the post of Consultant in the Department of Posts, Dak Bhawan,
New Delhi

Recent
Passport Size
Photograph

Sl No.	Particulars	To filled by the applicant																																																												
1.	Full Name (in BLOCK LETTERS)																																																													
2.	Father's/Husband's Name																																																													
3.	Date of Birth (dd/mm/yyyy)																																																													
4.	Contact Details	<div>Mobile No.: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div>Tel No.: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div>E-mail ID <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>																																																												
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6.	Date of Joining of Government Service																																																													
7.	Age as on Date (yy/mm)																																																													
8.	Category (SC/ST/OBC)																																																													
9.	Whether physically handicapped																																																													
10.	Date of retirement and the post from which retired (enclose copy of retirement order)																																																													
11.	Name of the Ministry/ Department/State Government/ PSU from which retired																																																													
12.	Last Pay Drawn (please enclose copy)																																																													
13.	Education/ Technical Qualification (Please enclose copy of Certificate/ Mark Sheet)																																																													
14.	P.P.O. No (Please enclose copy)																																																													
15.	Details of Computer Knowledge																																																													
16.	Brief particulars of Experience of the last 10 years (assignment-wise). Other relevant experiences may also be provided. [A separate sheet may be annexed]																																																													

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Posts. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature

Place;
Date:

(Full name of the applicant)

Terms of Reference for Engagement of Consultants

i) Precise statement of Objectives for appointment of Consultant: -

(Discipline or the domains where engagement of consultants is required should be Indicated)

ii) Outline of tasks to be carried out: -

(Details of work required to be carried out/ specific tasks/ activities to be assigned to Consultants should be indicated)

iii) Schedule for completion of Tasks: -

(This should be framed in such a manner that both the lime frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment.)

Terms and conditions of engagement to be mentioned in the circular, offer letter as well as in appointment order: -

- i) Period of engagement
- ii) Nature of engagement
- iii) Remuneration, leave and allowance
- iv) Clause regarding confidentiality of data and documents and conflict of interest
- v) Events under which such engagement may be terminated prematurely
- vi) Any other clause/point peculiar to such engagement