

No. A-41011/2/2019-ESTT.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated: 2nd March, 2022

OFFICE MEMORANDUM

Subject: Engagement of Consultant (Non-Technical) on contract basis in Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers –reg.

It is proposed to engage retired Government servants to work as full time Consultants with the following terms and conditions:-

- i. Consultant proposed for engagement must have retired from Central Government service at the level of Section Officer and above and should be well acquainted with the functioning of Central Government Ministries/ Departments.
- ii. The work profile and responsibility would be equivalent to that of an Assistant/ Section officer in Central Government.
- iii. The work would include Secretarial work related with implementation of the schemes of the Department, preparation of SFC/EFC Memos, Budget/Finance matters, drafting Cabinet Notes, Director Benefit Transfer Scheme, Result Frame Work Documents, Notes for various Schemes of the Department etc.
- iv. The Consultant would be providing senior level secretarial services, office support in order to ensure very high level of efficiency and effectiveness of office administration.
- v. The engagement shall be for a period six months, or till regular incumbent is/ are available whichever is earlier. The contract may be extended beyond six months at the sole discretion of the Department.
- vi. Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and he may be called on Saturday/ Sunday and other Gazetted holidays.
- vii. Consultant shall be compulsorily required to enroll himself in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the staff in the BAS only shall be taken as proof of their attendance in the office and on the basis of which fees/ remuneration will be paid.
- viii. The engagement may be terminated at any time by the Government or the Consultant without assigning any reason by giving a notice of fifteen days.
- ix. The remuneration of the consultants shall be regulated in terms of Department of Expenditure's OM No. 3-25/2020-E.III A dated 09.12.2020. The consultants shall be paid a fixed monthly amount as remuneration arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. In addition, an appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be

allowed not exceeding the rate applicable to appointee at the time of retirement. The amount of Transport Allowance so fixed shall remain unchanged for the term of contract. Income Tax or any other tax liable shall be deducted as per the prevailing rules at source before effecting payment.

- x. The Consultant will maintain full secrecy in respect of the official work assigned to him and will not divulge any information to any third party.

3. The person who fulfils the eligibility criteria and is willing to offer his/her services as Consultant, may submit his/her application in the prescribed proforma as Annexure within 21 days from the date of publication of advertisement in Employment News to Under Secretary (Estt.), Department of Chemicals and Petrochemicals, Room No.434, 'C' Wing, Shastri Bhawan, New Delhi-110001.



(Satender Prasad)

Under Secretary to the Govt. of India

Tele: 23386013

To,

All Ministries/ Departments of the Govt. of India
Copy to: NIC, D/o C&PC for uploading this OM on the website

ANNEXURE**PROFORMA**

Engagement as Consultant (Non-Technical) in Department of Chemicals and Petrochemicals, Shastri Bhawan, New Delhi-110001

1.	Application for the Consultant Post of	Consultant (Non-Technical)	
2.	Name in full (Block Letters)		
3.	PPO No. (Enclosed copy)		
4.	Last Pay Drawn		
5.	Date of Birth		
6.	Date of superannuation from Govt. Service & Last post held.		
7.	Whether Medically fit	Yes / No	
8.	Office Address at the time of retirement		
9.	Mailing Address		
10.	Permanent Address		
11.	E-mail address		
12.	Telephone No. / Mob. No.		
13.	Educational Qualification (copy(s) of relevant degree course).		
14.	Details of knowledge in computer		
15.	Brief particulars of Experience in the grade of Assistant and above.	Ministry/ Department	Subject Handled:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the terms and conditions for engagement as Consultant (Non-Technical).

(Signature of the Applicant)

F. No. 3-25/2020-E.IIIA
Government of India
Ministry of Finance
Department of Expenditure

Dated the 9th December, 2020

Office Memorandum

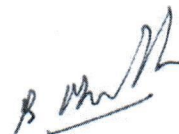
Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees.

The undersigned is directed to say that Ministries/Departments appoint retired Central Government employees on contract basis, including as Consultants on contract basis. However, at present there are no uniform guidelines for regulation of remuneration in such cases.

2. The existing instructions of Department of Personnel and Training, as contained in their Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986, as amended from time to time, provide for regulation of pay in case of re-employment. However, the instructions of Department of Personnel & Training as contained in their OM No. 26012/6/2002- Estt (A) dated 9.12.2002 provides that re-employment beyond the age of superannuation of 60 years shall not be permissible. Also, as per their OM No. 3(3)/2016-Estt (Pay II) dated 1.5.2017, the pay plus gross pension on re-employment is not to exceed Rs.2,25,000/-, i.e. Pay Level 17 as applicable to an officer of the level of Secretary to the Government of India.

3. Aforementioned instructions of Department of Personnel & Training on pay fixation in case of re-employment apply only to persons appointed on re-employment. These are not applicable to persons employed on contract basis except where the contract provides otherwise. Accordingly, in cases of appointment of retired Central Government employees on contract basis after the age of superannuation at 60 years, the instructions on pay fixation on re-employment will not directly apply.

4. Department of Personnel & Training has also informed that they are in the process of drafting a Note for Committee of Secretaries (CoS) regarding guidelines for engagement of retired Government servants as Consultant in Government Ministries and Department. In view of this, till Department of Personnel and Training finalizes their guidelines, there is a need to regulate remuneration in such cases of contract appointment of retired Central Government employees on a uniform basis. The matter has, therefore, been considered and it has been decided that regulation of remuneration in case of appointment of retired Central Government employees on contract basis, including as consultants, shall be regulated as provided hereinafter.



5. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made only in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

6. Remuneration

6.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

Example

An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs. 1,55,900. Thus, the basic pension will be Rs. 77,950. If the employee is appointed on contract basis, including as Consultant, the remuneration shall be fixed at Rs.77,950 (1,55,900-77950).

6.2 The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs. 31,180 (40% of 77,950) and the pension actually drawn shall be Rs. 46,770. However, the amount of pension to be deducted from the last salary shall be Rs 77,950.

6.3 No Increment and Dearness Allowance shall be allowed during the term of the contract.

7. Allowances

7.1 House Rent Allowances

No HRA shall be admissible.

7.2 Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.



7.3 **Leave of absence**

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

8. **Term of Appointment**

8.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

8.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

9. **Exemptions**

The terms of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.

10. These orders shall apply to appointments made in the Central Government and shall be effective from the date of issue of the orders, until further orders or until instructions are issued by DoPT regulating remuneration of retired Government employees on their engagement as consultants. The past cases shall not be reopened in the light of these orders until the normal term of those past cases. Any relaxation of the above will be required to be referred to Department of Expenditure.



(B.K.Manthan)
Deputy Secretary

To,

All the Ministries and Departments of the Government of India as per the standard list.