

No.A.12034/01/2015-Admn
Government of India
Ministry of Water Resources, River Development & Ganga Rejuvenation
Administration Section
(ISO 9001:2008 Certified)

Shram Shakti Bhavan, Rafi Marg,
New Delhi, dated 15th June, 2017

OFFICE MEMORANDUM

Subject: Engagement of Consultants/Senior Consultants in the Ministry (Main Secretariat) –
Reg.

The undersigned is directed to say that comprehensive procedure guidelines for engagement of Consultants/Senior Consultants in the Ministry (Main Secretariat) have been formulated with the approval of the Competent Authority with the purpose to bring uniformity and transparency in such engagements vide this Ministry's O.M. of even number dated 9th June, 2017.

2. The Wing Heads of this Ministry are, therefore, requested to evaluate the need for engagement of Consultants/Senior Consultants in their respective Wings and submit a detailed proposal giving number of posts, qualification, knowledge and skills required/details of the field of specification/experience required for each post along with adequate justification to the Administration Section for consideration/examination, positively by 20.06.2017.



(A.K. Kaushik)

Under Secretary to the Govt. of India

Tel.No.23738126

E-Mail:usadmn-mowr@nic.in

Copy to:

1. All Wing Heads in the MoWR, RD & GR.
2. ✓ NIC Cell for uploading in the intranet of the Ministry along with OM No. A-12034/01/2015-Admn dated 09.06.2017 (copy enclosed).

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No. A-12034/01/2015-Admn
Government of India
Ministry of Water Resources, River Development & Ganga Rejuvenation

Shram Shakti Bhawan, New Delhi
Dated June 09, 2017

Office Memorandum

Subject: Procedure and guidelines for engagement of Consultants/ Senior Consultants in the Ministry (Main Secretariat)

The matter relating to selection, engagement and terms and conditions for appointment of Consultants in the Ministry (Main Secretariat) has been considered in this Ministry. Based on the existing procedure and guidelines on this subject, it has been decided to prescribe the following guidelines and procedures for engaging Consultants, with immediate effect, till further orders:

- 1.1 It is essential to have Consultants who possess the requisite skill set. These Consultants will be expected to deliver in such areas where in house expertise is not readily available within the framework of this Ministry. They should be high quality professionals, capable of lending their expertise in the Water Resources Sector, as per the requirements of this Ministry.
2. **General conditions for engaging Consultants:**
 - 2.1 Consultants will be engaged for a fixed period for providing high quality services on specific projects, schemes, programmes, general management, housekeeping and administration.
 - 2.2 Professionals with requisite qualification and experience as prescribed would be hired as Consultants. Retired Government employees with relevant experience would also be eligible for selection as Consultants.
 - 2.3 The initial tenure of engagement for a person as Consultant would be up to three years. Extension beyond three years will be considered under exceptional circumstances with the approval of Hon'ble Minister.
 - 2.4 Consultants may be appointed on part-time or full-time basis. Consultants appointed on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with this Ministry.
 - 2.5 The appointment of Consultants is of a temporary nature and the Ministry can cancel the appointment at any time without providing any reason for it.
 - 2.6 Part-time Consultants will be appointed subject to the condition that they face no conflict of interest with respect to the work they are handling in this Ministry.

3. Number of Consultants:

The total number of Consultants to be engaged by this Ministry under different projects, schemes or, for the purpose of general management, housekeeping and administration, shall depend on the actual requirement at a particular point of time.

4. Qualifications and experience:

4.1 Consultants should be professionals having a Bachelor's/Master's/Ph.D Degree in the relevant subject with minimum post-qualification experience as prescribed by the Ministry, from time to time, in the requisite field. The work experience requirement may be relaxed in exceptional cases in respect of deserving candidates, by the competent authority in the Ministry. The job descriptions in respect of Consultants to be hired in respect of each category of Consultants will be supplied by the Subject Matter Divisions, where such a Consultant will be engaged.

4.2.1 Retired Government Servants with Grade Pay of Rs. 7600/- (6th CPC) and above or Level 12 in the Pay Matrix, having experience of 5 years in the required domain field, with a maximum age limit of 65 years, would also be eligible for the position, in respect of projects, schemes or programmes in the Water Resources Sector. In respect of General Administration and Management of Housekeeping, the ceiling of maximum Grade Pay will be Rs. 4800/- (6th CPC) would also be eligible for the position.

4.2.2 Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

5. Procedure for selection:

- (i) Selection of Consultants shall be made in accordance with the provisions contained in GFR 2017.
- (ii) Requirement of this Ministry will be advertised from time to time on the website as well in at least one local newspaper.
- (iii) Applications received as per (ii) above, shall be placed before a Screening Committee headed by officer of the level of Joint Secretary in charge of Policy & Planning in the Ministry for short-listing of applications. (See para 10)
- (iv) Short-listed applications shall be placed before a Consultancy Evaluation Committee(CEC) headed by the Secretary (See para 10)
- (v) The CEC shall prepare a panel of 3 names per vacancy which will include 2 persons in the waiting list. The panel would be valid for a period of one year.

6. Entitlements of Consultants:

- (i) Full-time Consultants will be paid a monthly consolidated remuneration as per Table 1. In the case of retired Government Servants, the remuneration shall be as per prevailing guidelines issued by the Department of Personnel & Training, in relation to conduct of pensioners, as per GFR, 2017.



- (ii) Consultants will not be eligible for Government Accommodation or House Rent Allowance, CGHS facility, LTC, Medical reimbursement claim and regular Leave, reimbursement of Telephone/Mobile/Newspaper etc. However, if the selected Consultant is already eligible for CGHS facility or has been permitted retention of Government accommodation post superannuation/retirement for a certain period, such facilities would not be affected by virtue of his engagement as Consultant.
- (iii) Full-time Consultants will however be eligible for official email id, Government identification card, internet connection in the office, office with standard equipments, Library facility, etc., depending upon availability of space, as per existing rules and orders issued by the Government, from time to time for extending such facilities to a full-time Consultant. It is reiterated that the Consultant engaged under GFR 2017 is not a Government employee and therefore, parity and perks admissible to Government officers cannot be extended to the Consultant.
- (iv) Emoluments of Part-time Consultants will be decided on a case-by-case basis, as per general guidelines prescribed in the Table-1, given below:

Table 1

Post Experience in Years	Qualification	Remuneration Range in Rs. Lakhs Per Month
0-5		0.3 - 0.4
5-10		0.4 - 0.6
10+		0.6 - 1.0

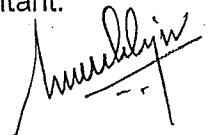
- (v) Based on the above, CEC, headed by the Secretary shall recommend the initial consolidated remuneration for one year. The CEC, on completion of one year term may re-look at their remuneration based on quantifiable deliverables of the Consultant, but not to the disadvantage of the Consultant.

7. TA/ DA to be paid to Consultants:

Consultants can be allowed to undertake domestic tours, duly recommended by their Controlling Officers and approved by the Competent Authority as prescribed in the Rules. Consultants may be paid TA/DA and Hotel Accommodation as admissible to the Central Government employees drawing grade pay of Rs. 6,600/- (6th CPC). A ceiling of reimbursement will be fixed by the Ministry for TA/DA etc to be paid to a particular Consultant and reimbursement beyond the ceiling will be decided by the Secretary, on recommendations of the Joint Secretary in charge of Administration.

8. Leave to be granted to Consultants:

Consultants shall be entitled to Casual Leave of 8(eight) days in a Calendar Year on pro-rata basis. Absence beyond eight days will result in leave without pay (LWP), i.e, deduction from the monthly consolidated remuneration on pro-rata basis. Such an absence on LWP may be permitted by the Controlling officer of the Consultant.



9. Attendance and Office Hours of Consultants:

Consultants shall be required to mark their attendance on the Aadhar Based Biometric Attendance System and will also be required to maintain their presence during normal office hours. In exigency of service, attending to office work may be required beyond office hours and on holidays, for which no additional remuneration shall be paid.

10. Screening Committee & Consultancy Evaluation Committee (CEC)

The composition of the Screening Committee for shortlisting of applications [ref. Para 5(iii)] and composition of the Consultancy Evaluation Committee [ref. Para 5(iv)] and the final approving authority are as under:

Screening Committee for shortlisting the applications

- | | |
|-------------------------------------------------------------------------------|---------------------|
| 1. Joint Secretary in charge of Policy & Planning | - Chairperson |
| 2. Director/Deputy Secretary(Finance) | - Member |
| 3. Officer of the level of Deputy Secretary
Of the Subject Matter Division | - Member |
| 4. Director/Deputy Secretary (Admn) | - Member & Convener |

Consultancy Evaluation Committee (CEC)* for selecting the candidates

1. Secretary#
2. Joint Secretary & Financial Adviser (JS&FA) or representative of JS & FA
3. Joint Secretary(Adm)

*The CEC may include an outside expert on case to case basis.

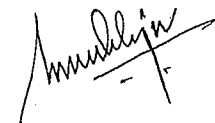
Secretary may also nominate an officer of the level of Additional Secretary as Chairman of CEC in his absence.

11. Conflict of Interest:

The Consultant shall be expected to follow all the rules and regulations of the Government of India as applicable to serving officers of the similar Grade Pay, (as in the 6th CPC), which are in force. The Consultant will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Consultant are not found satisfactory, or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.

12. Termination Notice:

The Ministry can cancel the appointment of a Consultant at any time, without providing any reason for it. However, in the normal course, it will provide one month's notice to the Consultant. The Consultant can also seek for termination of the Contract upon giving one month's notice to the Ministry.



13. Relaxation:

Under exceptional circumstances and in the case of meritorious candidates, the above guidelines may be relaxed with the approval of the Minister-in-charge, in consultation with the JS & FA and on recommendations of the Secretary.

14. Verification:

The Police verification of the Consultants shall be done as per the latest instructions issued by the Ministry of Home Affairs

15. Jurisdiction:

In case of any legal dispute in the matter of appointment of Consultants, the legal jurisdiction will be at the Court of Delhi only.

16. The Consultant shall not, except with the previous sanction of this Ministry or in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in radio broadcast, or in television, or in any other media (electronic or otherwise), contribute an article, or write a letter in any newspaper or periodical, in his/her own name, or anonymously, or pseudonymously in the name of any other person, if such book, article, broadcast/telecast or letter relates to subject matter assigned to him/her by this Ministry, or he/she has the access to the information, by virtue of his/her engagement as a Consultant in the Ministry.

17. This issues with the concurrence of JS&FA on e-office File System and approval of the Hon'ble Minister.

(Chandan Mukherjee)

Deputy Secretary to the Government of India

Tel. 23711459

To:-

1. JS & FA/JS(PP)/JS(A), MoWR, RD & GR
2. All Wing/Division/Branch/Section of the MoWR, RD & GR
3. PS to the Hon'ble Minister/PS to the Hon'ble MoS(s), MoWR, RD & GR
4. Controller of Accounts, MoWR, RD & GR
5. Pay & Accounts Officer, MoWR, RD & GR
6. PPS to the Secretary for information

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Ministry of Water Resources, River Development & Ganga Rejuvenation
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Shram Shakti Bhavan, Rafi Marg,
New Delhi, dated 13th June, 2017

CORRIGENDUM

Subject: Procedure and guidelines for engagement of Consultants/Senior Consultants in the
Ministry (Main Secretariat)

The Table 1 below guideline number 6 (iv) of this Ministry's O.M. No.A-12034/01/2015-Admn dated 9th June, 2017 on the subject cited above may be corrected to read as under:

Table 1

Post Qualification Experience in Years	Remuneration Range in Rs. Lakhs per month
0-5	0.3 - 1.0
5-10	0.5 - 2.5
10+	1.7 - 5.0

(Chandan Mukherjee)
Deputy Secretary to the Govt. of India
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E-Mail:chandan@nic.in

To:

1. JS & FA/JS (PP)/JS (A), MoWR, RD & GR.
2. All Wing/Division/Branch/Section of the MoWR, RD & GR.
3. PS to the Hon'ble Minister/PS to Hon'ble MoS(s), MoWR, RD & GR.
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6. PPS to Secretary (WR, RD & GR) for information.

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