

**ACTION HISTORY OF RTI REQUEST No.WLIOI/R/E/21/00029****Applicant Name**

M D Gupta

**Text of Application**

Sub: Renewal/ Extension of contractual tenure of Sh. Sewa Ram Sharma engaged as Section Officer (on contract). Sh. Sewa Ram Sharma was engaged as Section Officer (on contract ) w.e.f. 02.03.2020 and posted in Finance Section of the Wildlife Institute of India, Dehra Dun vide Institutes letter No. WII/ADM/2015-16/09, dated 11.03.2020. His contractual term was expired on 01.03.2021 and extended for a further period of one year. Kindly provide the following information regarding above under RTI Act 2005 : (1) Certified photocopy of application received from Sh. Sewa Ram Sharma for renewal/extension of his contractual term for engagement as section officer after expiry of his existing contractual term on 01.03.2021. (2) Certified photocopy of work done report of Sh. Sewa Ram Sharma for his contractual engagement period w.e.f. 02.03.2020 to 01.03.2021. (3) Certified photocopy of evaluation report of work done by Sh. Sewa Ram Sharma during 02.03.2020 to 01.03.2021 and recommendation for further renewal/ extension of contractual term by concern Officer-in-charge/ Finance Officer. (4) Certified photocopy of all concerned noting side and Correspondence side pages of File No. WII/ADM/2015-16/09 related with the proceedings of further renewal/extension of contractual tenure of Sh. Sewa Ram Sharma after expiry of his present tenure on 01.03.2021.

**Reply of Application**

kindly see the attached cover letter

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	04/04/2021	Nodal Officer	
2	REQUEST FORWARDED TO CPIO	05/04/2021	Nodal Officer	Forwarded to CPIO(s) : (1) P.K.Aggarwal
3	ADDITIONAL PAYMENT REQUIRED FOR INFORMATION	19/04/2021	P.K.Aggarwal- (CPIO)	You are requested to deposit an additional fee of Rs. 86/- [43 pages @ Rs. 2/page] u/s 7(3) of RTI Act, 2005 towards the cost of providing the certified photocopy of documents.
4	ADDITIONAL PAYMENT RECEIVED FROM REQUESTER	20/04/2021	RTI Applicant	
5	REQUEST DISPOSED OF	24/05/2021	P.K.Aggarwal- (CPIO)	

Print



No. WII/RTI/CPIO/2021-22 (Qtr-I)/03

Date: 24 May, 2021

To,

Shri M.D. Gupta  
8/11, Kaulagarh Road  
Anand Vihar, Dehradun

Sub.: Information under RTI Act, 2005-reg.

Ref.: Your Online RTI No. WLIOI/R/E/21/00029 dated 04/04/2021

Dear Sir,

With reference to your RTI application cited above under RTI Act, 2005 and the requested information sought by you is attached herewith as **Annexure-I**.

I would like to inform you that the Institute is completely closed from 14 April, 2021 due to COVID-19 due to which delay has occurred in furnishing the reply.

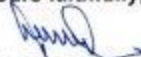
The information/ documents are being sent by email. A copy of the same is also being sent by speed post.

In case, you are not satisfied with the information provided above, you may file an appeal to the First Appellate Authority indicated below within thirty days from the date of receipt of this letter.

Director, WII  
FAA & Director  
Address: Wildlife Institute of India, Chandrabani, Dehradun  
Phone No.: 01352640910

Thanking you,

Yours faithfully,

  
NO & CPIO (RTI)

Encl.: as above.



RTI No - WL101/R/E/21/00029

dy. 04/04/2021

Wildlife Institute of India  
Chandrabani, Dehradun  
Administration Section

App. No - 03

No. : A/2-31/2005-WII (Vol- V)

Dated: 12<sup>th</sup> April, 2021

Sub: Information under Right to Information Act-2005

Ref : CPIO Note dated 05.04.2021 providing information on the RTI application of Shri M.D Gupta

Information required:- The information under RTI Act 2005 on the above quoted reference is furnished below :-

Point No	Poi nt-wise information sought	Reply of WII
1.	Certified photocopy of application received from Shri Sewa Ram Sharma for renewal/extension of his contractual term for engagement as section officer after expiry of his existing contractual terms on 01.03.2021	The required information is furnished in Annexure 1
2.	Certified photocopy of work done report of Sh. Sewa Ram Sharma for its contractual engagement period w.e.f 02.03.2020 to 01.03.2021	Information Not Available
3.	Certified photocopy of evaluation report of work done by Sh. Sewa Ram Sharma during 02.03.2020 to 01.03.2021 and recommendations for further renewal/extension of contractual term by concern Officer-in-charge/Finance Officer.	The recommendations of the officer Incharge/Finance Officer for the contract renewal is attached as Annexure -2
4.	Certified photocopy of all concerned noting side and correspondence side pages of File No. WII/ADM/2015-16/09 related with the proceedings of further renewal/extension of contractual tenure of Sh. Sewa Ram Sharma after expiry of his present tenure on 01.03.2021	The required information is given as Annexure 3

Section Officer

Admin Assistant

ATTESTED

INFORMATION PROVIDED  
UNDER RTI

CPIO, Wildlife Institute of India, Dehradun



To

The Registrar  
W.I.I. Dehradun

Respected Madam,

With reference to office order no. W.I.I./ADM/  
2015-16/09 dated, 25th Feb. 2020, I was  
engaged on contract basis as Section  
Officer for one year. I had joined  
duty on 2-2-2020 (FN). My present term  
will expire on 1st March 2021. I am  
willing to serve the institute for one  
year & more. It is therefore, requested  
that my present term may please  
be extended from 2-3-21 to 1-3-22 for  
a period of one year.

With kind regards,

Yours faithfully,

*[Signature]*  
Sujeet Ram Sharma  
Section Officer  
A/C Section

Dated

22.2.2021

INFORMATION PROVIDED  
UNDER RTI

ATTESTED

CPIO, Wild Life Institute of India, Dehradun

*[Signature]*  
D.H.R.  
22/2

In file.

*[Signature]*  
S.O.  
Rajmi

*[Signature]*  
22.2.2021

*[Signature]*  
C.M.D. Gupta  
22/02/2021



contd. from page

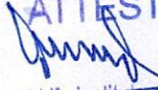
Shri S.R. Sharma is a retired employee of Indian Audit and Accounts Deptt. (C&A) of India. He was engaged as Section Officer on contract basis in W.I.I. on 2.3.2020. He has vast experience of audit and accounts matters. He has worked under my supervision for the last one year. He is hard working, submissive and trust worthy.

As such I propose that his term of engagement on contract may please be renewed.

for kind consideration please.

(B)  
09.3.2021

INFORMATION PROVIDED  
UNDER RTI

ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun  
13/4/20



from page 43/4:-

Dated 22.02.2021

30.

Sub: Extension of engagement of Section Officer – reg.

Shri Sewa Ram Sharma joined the institute on 02.03.2020 and had been engaged to work as Section Officer. Vide Officer Order No. WII/ADM/2015-16/09 dated 25<sup>th</sup> February, 2020 (page 115/c), his tenure is coming to an end on 01.03.2021 and Shri Sewa Ram Sharma is getting monthly consolidated emolument of Rs. 40,072/-.

The willingness from Shri Sewa Ram Sharma has been received at page 119/c.

In View of above it is submitted that the contractual period of Shri Sewa Ram Sharma, Section Officer may be extended for a period of one year from 03.03.2021 to 02.03.2022 by giving one day break on 02.03.2021 as per the practice adopted by the Institute in the case of other contractual engages on the existing emoluments of Rs.40,072/-

Submitted for approval please.

*Rajni*  
92/02/2021  
Rajni

Section Officer

As per records available at page 77/c, Sh. Sewa Ram Sharma's Date of birth is 05-11-1949 and accordingly as on date his age comes to 71 years 03 months and 17 days. What is the permissible age limit as per rules of G.O.I for appointment on contract/extension of contractual term in case of retired Ant-Servants as a consultant/section officer. Kindly re-submit with applicable G.O.I. Rules.

*Rajni*

*Rajni*  
24/02/2021

*m*  
(M.D. Gupta)  
22/02/2021

ATTESTED

CPIO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI

could on next



from page 44/n:—

Annexure-2

Dated 24.02.2021

Reference to the remarks of Section Officer at page 44/n regarding permissible age limit as per GOI rules for appointment on contract/extension of contractual term in case of retired government servants as a consultant/section officer.

According to Office Memorandum F.No.21/07/2019-CS-I (P), Department of Personnel & Training, Ministry of Personnel, Public Grievances Pension (page 137/c), the maximum age limit for all categories of consultants will be 65 years. However, engagement beyond 65 years and upto 70 years may be restored to in deserving cases with the approval of Secretary (posts) keeping view his/her good in health & level of expertise.

Same guidelines has been issued by Ministry of Labour & Employment vide page 132/c and Department of Social Justice & Empowerment at page 123/c.

Submitted for further consideration please.

Rajni  
24/02/2021  
Rajni

Section Officer

As per details provided above and copies of O.M.'s of various departments placed at page 137/c, 132/c and 123/c respectively the maximum permissible age for appointment on contract in case of retired government servants as consultant is 65 years and may be restored up to 70 years in case of deserving cases with the approval of Secretary keeping his/her good in health and level of expertise.

In the instant case as on date or on the date of eligibility of extension of contractual term <sup>the age of the applicant</sup> will be 71 years and 3 months which is not coming in the purview of guidelines as issued by above mentioned O.M.'s of various departments and in excess of permissible age limit.

Competent authority may take an appropriate decision in the matter.

Submitted for kind consideration and further decision please.

Deputy Registrar

M  
(M.D. Gupta)  
25/02/2021

ATTESTED

P.T'D

CPIO, Wildlife Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI



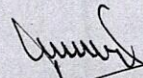
From page 45/n

Dated 1<sup>st</sup> March, 2021

May kindly see the request of Shri Sewa Ram Sharma vide his application dated 22.02.2021 for extension of his contractual tenure as Section Officer (Accounts) for another period of one year from 02.03.2021 to 01.03.2022. His present monthly consolidated emoluments of Rs. 40,072/-. The comments of the Administration Section may be seen vide **page 45/n** regarding contractual engagement. The following observations are submitted for consideration:-

- (i) The date of birth of Shri Sewa Ram Sharma is 05.11.1949 and his present age is 71 years and 3 months.
- (ii) The GoI, Ministry of Labour and Employment vide their OM No. A-12034/11/2018-Admn.I dated 30.11.2018 has issued comprehensive guidelines for engagement of retired government officers/officials as Consultant (**page 141-132/c**). The age limit has been prescribed as 65 years and engagement beyond 65 years and upto 70 years may be resorted to in deserving cases with the approval of Secretary (L&E) keeping in view his/her good health and level of expertise (**page 138/c**).
- (iii) Similar guidelines have been provided by DoPT OM No. 21/-07/2019-CS-I(P) dated 04.11.2019 (**page 131-128/c**) and also by the Department of Social Justice and Empowerment (**page 127-120/c**).
- (iv) The age of Shri Sewa Ram Sharma is 71 years and 3 months and his age is in excess of permissible age limit. Thus, it will not be appropriate to consider his request for extension of contract as Section Officer for further period of one year beyond 2.3.2021.

For consideration and orders please.

  
Deputy Registrar

Registrar

*Plz. comment on work efficiency of Shri Sharma.*

*1/3*

*to contd. on next page*

कम सचिव / Registrar  
4/6/1  
Despatch No. 1-3-21  
Date 1.3.21  
उप कुलसचिव / Dy. Registrar  
प्रमाण सं / Despatch No. 540  
दिनांक / Date 1.3.21

**APPROVED**

CPIO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI



contel. from prepage

Shri S.R. Sharma is a retired employee of Indian Audit and Accounts Deptt. (C&AG) of India. He was engaged as Section Officer on contract basis in W.T.I. on 2.3.2020. He has vast experience of audit and accounts matters. He has worked under my supervision for the last one year. He is hard working, submissive and trust worthy.

As such I propose that his term of engagement on contract may please be renewed.

for kind consideration please.

(B)  
09.3.2021

Registrar

Adviser section must read any order/oa properly before deciphering it wrong & mis-interpreting the same without seeking guidance.

Contractual engagement of lower staff is not same as hiring consultant, which is a much highly paid & ~~higher~~ higher service, which includes conveyance allowance & as well as defined T&R, after engagement via open advertisement & selection by again a high level committee.

R.T.O.

ATTESTED

CPIO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI



The dealing clerk who has put up the notesheet has clearly ~~has~~ no understanding & expertise of dealing admiss matters.

Considering age, S.R. Sharma has to submit a medical fit certificate, based on which decision will be taken.

May issue the letter today only.

Dy. R. should instruct the admiss dealing clerk & SO to not readily misinterpret Govt. guidelines & put up as file without discussing. This wastes valuable office time on petty issues.

*[Signature]*  
16/3

Please note above & put up letter for  
Sh. S.R. Sharma.

*[Signature]*  
Dy. R.

*[Signature]*  
16.03.22)

*[Signature]*  
S.O.

*[Signature]*  
Com. D. (Adm.)  
16/03/2021

*[Signature]*  
Rajni

**ATTESTED**

CPIO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI



from page 48/4:-

Draft letter for Shri S.R. Sharma has been prepared and placed for signature and approval please.

Signature  
16/03/2021

Signature  
M.D. Gupta  
16/03/2021

Deputy Registrar

Draft letter for Sh. Suro Ram Sharma is submitted for approval please.  
(P-142/c)

Signature  
16.3.22  
D.R.

Registrar

Signature  
16/3

Signature  
R.P.

Signature  
16.3.22

Signature  
Rajni

P-7-D

ATTESTED

Signature  
CPIO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI



Reference to the WII letter NO. WII/ADM/2015-16/PS  
Dated 16/03/2021 at page 144/c to Shri S.R  
Sharma for submitting medical fitness  
certificate from appropriate authority  
based on which decision on further  
contractual engagement in the Institute.  
Based on the letter Shri S.R Sharma  
has submitted medical fitness certificate  
at page 146/c.

Submitted for further orders  
please.

Rajni  
22/03/2021

Section officer  
Anil Kumar  
22/3/2021

'X' for consideration and  
Deputy Registrar orders please.

Opuntia  
22/3/2021  
D.Y.R.

Registrar

Contractual engagement of Shri S.R Sharma  
in vacant post of SO-Finance is proposed for  
another 1 yr of extension. Shri Sharma has  
submitted medical fitness certificate for  
the same.

22 P.D.O.

कुल सचिव / Registrar  
प्रेषण सं. / Despatch No. 7475  
दिनांक / Date 22.3.21

उप कुलसचिव / Dy. Registrar  
प्रेषण सं. / Despatch No. 544  
दिनांक / Date 22.3.21

ATTE  
CPIO, Wild I  
22/03/2021

INFORMATION PROVIDED  
UNDER RTI



FTP

-51-

placed for kind approval.

26/3

DWII OFFICE
DIARY NO. 2379
DATE 26/3/21

~~DWII~~

26/03

~~Registrar~~

W.E.f. 01.04.2021

26/3

~~Dy.R.~~

Re. put up o/a.

~~Registrar~~  
26.03.2021

~~Registrar~~

Draft office order of Shri Sewa Ram Sharma has been placed and for signature please.

~~Registrar~~  
26/03/2021

~~Deputy Registrar~~

For approval please -

~~Registrar~~  
26.3.2021  
Dy.R

~~Registrar~~

26/3

R. issue.

~~Registrar~~  
26/3/2021

~~Dy.R.~~

~~Registrar~~

P.T.O.

ATTESTED

CPIO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI



from Page NO-51/n

Office order sent to Shri Suresh Ram Sharma  
Hard copy. Attachment placed 148-151/c  
Duly received by him.

Deputy Registrar

Apurva  
30/3/21

Apurva  
30-3-2021

Apurva  
30/3/21

APPROVED  
Apurva  
CPIO, for the manufacture of articles, Dehradun

INFORMATION PROVIDED  
UNDER RTI



156

**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN**

WII/ADM/2015-16/09

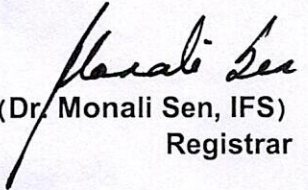
Dated : 09.04.2021

**OFFICE ORDER**

Subject: Contractual appointment of Section Officer (Finance) on contract basis  
-reg.

Ref: WII office order No. WII/ADM/2015-16/09 dated 26.03.2021

In compliance to Office Order No. WII/ADM/2015-16/09 dated 26.03.2021 Shri Sewa Ram Sharma, has joined the contractual position on 01.04.2021 (forenoon) of Section Officer (Finance) at Wildlife Institute of India Dehradun on a monthly consolidated emolument of Rs. 40,072/- (Rupees Forty Thousand Seventy Two only) per month for a period of one year i.e. from 01.04.2021 to 31.03.2022. The other terms and conditions will remain same as order no. WII/ADM/2015-16/09 dated 26.03.2021.

  
(Dr. Monali Sen, IFS)  
Registrar

To,

Shri Sewa Ram Sharma  
Shree Durga Enclave Lane No.1  
Near Hill View Apartments,  
P.O. Kandoli, Sahastradhara  
Dehradun-248001  
Contact no. 9411768554

**Copy to:**

1. Personal File
2. Finance Officer
3. Guard File

*ole* *R 124421*  
*12/4/21*

**ATTESTED**  
  
CPIO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI



**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN**

No. WII/ADM/2015-16/09

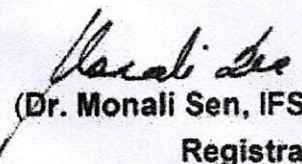
Dated 26 March, 2021

**OFFICE ORDER**

**Ref: Application dated 22.02.2021 and 19.03.2021 of Shri Sewa Ram Sharma for contractual engagement in WII -reg.**

With the approval of Competent Authority Shri Sewa Ram Sharma is hereby engaged on contractual basis as Section Officer (Finance) in the Institute at a consolidated emoluments of Rs.40,072/- (Rupees forty thousand and seventy two only) per month for a period of one year with effect from 01.04.2021.

The terms and conditions of the above contractual engagement are enclosed herewith. In case the enclosed terms and conditions are acceptable to him, he is to sign and submit the copy of the same as token of his acceptance thereof; failing which this offer will be treated as cancelled and will stand withdrawn automatically.

  
(Dr. Monali Sen, IFS)  
Registrar

To,

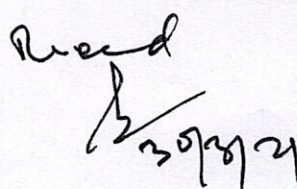
Shri Sewa Ram Sharma  
Shree Durga Enclave Lane No.1  
Near Hill View Apartments  
P.O Kandoli, Sahastradhara Road  
Dehradun - 248001  
Ph no-9411768554

कुल सचिव / Registrar  
मास्तीय वन्यजीव संस्थान  
WILDLIFE INSTITUTE OF INDIA  
देहरादून / Dehradun

90

**Copy for information to:-**

1. Finance Officer
2. Personal File
3. Guard File



INFORMATION PROVIDED  
UNDER RTI

**ATTESTED**  
  
CPIO, Wild Life Institute of India, Dehradun



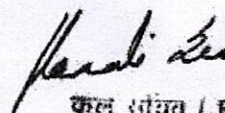
### Terms and condition for Contractual Engagement

1. Contractual engagement would be on a full time basis and during the period of engagement the engage shall not been entitled to engage in any part time assigned for to take up any employment, engagement of whatsoever nature either of full time or on part-time basis.
2. Contractual engagement shall be for a period of one year with effect from 01.04.2021 to 31.03.2022. The tenure of the contract may be extended for further period (s) depending upon performance evaluation by the Institute and functional needs and funds availability in the project/programme.
3. Contractual engagement can be discontinued at any time by giving one month's notice or payment in lieu thereof and by the Institute without assigning any reason thereof. Similarly, the contractual engage may terminate the contract in between/during the contractual period, by giving one month's notice or notice or wages in lieu thereof will be forfeited.
4. Contractual engagement if not terminated earlier then on the expiry of contractual period will automatically come to end for which no separate termination letter or notice will be given.
5. Contractual engagement will not entitle towards any regular employment in the services of institute, or to claim any absorption or regularization in the Institute's services.
6. Consolidated emoluments will be applicable as per the offer of contractual engagement. The engage will not be entitled to any other allowances, perks, perquisites or benefits as admissible to regular employees of the Institute, except where specifically provided as admissible.

INFORMATION PROVIDED  
UNDER RTI

ATTESTED

CPIO, Wild Life Institute of India, Dehradun



कुल सचिव / Registrar  
भारतीय वन्यजीव संस्थान  
WILDLIFE INSTITUTE OF INDIA  
देहरादून / Dehradun



7. Duty hours will be at par with other regular employees of the Institute but the contractual engage will be liable to attend office as and when required in the public interest or in the interest of the Institute or due to exigencies of work.
8. If engage is required to travel as part of duty on official work, he/she shall be paid travel allowance as admissible to equivalent class of employees in the Institute.
9. During the period of engagement, the engagee can be transferred from one place, project and section to another place at the discretion of the Institute.
10. In case, in future, any vacancy exists against any sanctioned or regular post or is required to be filled up, then the engage will not be entitled to any preference against such vacancy, simply on the ground of having worked under the project/Institute on a contractual basis.
11. The engage shall be entitled for 20 days leave during the contract period and these will not be carried forward, if not used and un-availed portion of leave will automatically lapse at the end of the contract period. Besides the above, any other kind of leave will not be admissible.
12. The contractual engagement shall not confer any right of any employment in the Institute subsequent to the initial engagement. Also the engage will not be offered any lien with the Institute and will not have any permanency in the Institute.
13. The engage shall abide by such other rules and conditions of service as may be prescribed by the Institute, from time to time.
14. The engagement will be subject to satisfactory medical fitness report, in the prescribed form of civil hospital.

**ATTESTED**

CPIO, Wildlife Institute of India, Dehradun

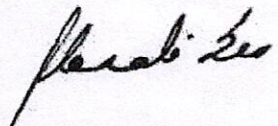
*[Signature]*  
कानून अधिकारी / Registrar  
भारतीय वन्यजीव संस्थान  
WILDLIFE INSTITUTE OF INDIA  
देहरादून / Dehradun

**INFORMATION PROVIDED  
UNDER RTI**



15. The engage shall not be entitled to any retirement benefits as applicable to permanent employees of the Institute.
16. The contractual engage will not be normally eligible for campus housing. However, the residential accommodation may be provided depending upon availability of quarters in the campus. In case the residential quarter is offered to a contractual employee, House Charges as applicable will be deducted from the consolidated emoluments of the contractual engages.
17. Your attendance in the Institute will be marked through Biometric Attendance System.
18. The conduct rules as applicable to the contractual employees of the Institute will apply.

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कुल सचिव / Registrar  
भारतीय वन्यजीव संस्थान  
WILDLIFE INSTITUTE OF INDIA  
देहरादून / Dehradun

ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun

INFORMATION PROVIDED  
UNDER RTI



To

The Registrar,  
W.I.I. Chandrabani,  
Dehradun.

Subject: — Engagement of Section Officer,  
in W.I.I. - Reg-

— xx — aa — ad —

Respected Madam,

Please refer to your office letter no W.I.I./  
A D M / 2015-18 / 09 dated 16.3.21 on  
the subject noted above

Medical fitness certificate issued  
by Medical officer, Primary Health  
Centre, Mehrawala Dehradun is enclosed  
herewith as desired, for further necessary  
action at your end.

With regards,

Yours faithfully,

*[Signature]*  
(Sensu Ram Sharma)  
Section Officer

INFORMATION PROVIDED  
UNDER RTI

ATTESTED

CPIO, Wild Life Institute of India, Dehradun

कुल सचिव / Registrar  
प्रेषण सं. / Despatch No. 7468  
दिनांक / Date 19/3/2021

*[Signature]*  
19/3

Dated 19.3.21 in file

*[Signature]*  
19.3.2021

SD

*[Signature]*  
22/3/2021

*[Signature]*  
Rajni




## MEDICAL FITNESS CERTIFICATE

I hereby certify that Mr./Ms. Sewa Ram Sharma  
 age about 71 Yrs. S/o, D/o, W/o Lata Shri P.L. Sharma  
 R/O Wild Life Colony Chandramani, Dehradun (Uttarakhand)

Whose signature is attested below is carefully examined by me in this hospital as OPD case No. 2966. After careful examination no communicable or other constitutional weakness or bodily infirmity could found. So he/she is found fit for his/her Job in Wild Life Institute.

**ATTESTED**  
  
 CPIO, Wild Life Institute of India, Dehradun



Signature attested 19/03/21  
**Medical Officer**  
 Primary Health Centre  
 Mehuwala, Dehradun

**P.H.C. Mehuwala**  
 Dehradun.

  
19/03/21

**Medical Officer**  
 Primary Health Centre  
 Mehuwala, Dehradun  
**Medical officer**

**P.H.C. Mehuwala**  
 Dehradun

**INFORMATION PROVIDED  
 UNDER RTI**





भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

Dated 16.03.2021

File No. WII/ADM/2015-16/09

To,

Shri S.R Sharma  
Section Officer (On Contract)  
Wildlife Institute of India,  
Dehradun

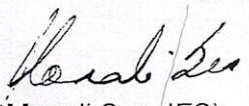
Sub: Engagement of Section Officer on contract in WII – reg.

Sir,

This has reference to your application dated 22.02.2021 wherein you had requested that your contractual engagement as Section Officer (On Contract) may be renewed from 02.03.2021 to 01.03.2022 as your tenure has been over on 01.03.2021.

From the records it is revealed that your present age is 71 years 3 months approx. being your date of birth 05.11.1949. For consideration of your request for further extension of contract, you are requested to submit your medical fitness certificate from appropriate authority based on which decision on further contractual engagement in the Institute will be taken.

Sincerely,

  
(Dr. Monali Sen, IFS)  
Registrar

*o/c*  
*Recd  
S. R. Sharma  
16/3/21*

ATTESTED  
  
CPIO, Wildlife Institute of India, Dehradun

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UNDER RTI



(142) DPA

Dated 16.03.2021

File No. WII/ADM/2015-16/09

To,

Shri S.R Sharma  
Section Officer (On Contract)  
Wildlife Institute of India,  
Dehradun

Sub: Engagement of Section Officer on contract in WII – reg.

Sir,

This has reference to your application dated 22.02.2021 wherein you had requested that your contractual engagement as Section Officer (On Contract) may be renewed from 02.03.2021 to 01.03.2022 as your tenure has been over on 01.03.2021.

From the records it is revealed that your present age is 71 years 3 months approx. being your date of birth 05.11.1949. For consideration of your request for further extension of contract, you are requested to submit your medical fitness certificate from the ~~Chief~~ <sup>appropriate</sup> ~~Medical Officer, Dehradun~~ based on which decision on further contractual engagement in the Institute will be taken. <sup>authority</sup>

Sincerely,

  
(Dr. Monali Sen, IFS)  
Registrar

ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun

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(14)

F.No. A-12034/11/2018-Admn.I  
Government of India/Bharat Sarkar  
Ministry of Labour & Employment/Shram aur Rozgar Mantralaya  
Main Secretariat/Mukhya Sachivalaya  
\*\*\*\*\*

Shram Shakti Bhawan, Rafi Marg,  
New Delhi Dated the 30 November, 2018

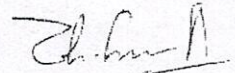
**OFFICE MEMORANDUM**

**Subject: Comprehensive guidelines for engagement of retired Government officers/officials as Consultant -reg.**

The undersigned is directed to say that comprehensive guidelines have been formulated with the approval of Competent Authority of the Ministry regarding engagement of retired Government officers/officials as Consultants in Ministry of Labour & Employment (Main Secretariat) and its attached/ subordinate/ field offices with the purpose to bring uniformity and transparency in such engagements.

2. These guidelines, which have been uploaded on the website of Ministry of Labour & Employment, may be noted for compliance

End: As above.

  
(C.S. Rao)

Under Secretary to the Govt. of India

To,

1. All Officers and Sections, Ministry of Labour & Employment.
2. NIC, Ministry of Labour & Employment ---- with a request to upload these guidelines on the Ministry's website under the heading 'Documents' and on e-Office under 'Notice Board' as well as under 'Quick Links'.
3. Guard File.

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CPIO, Wild Life Institute of India, Dehradun

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(140)

**GUIDELINES FOR ENGAGEMENT OF RETIRED GOVERNMENT OFFICERS/ OFFICIALS AS CONSULTANT IN MINISTRY OF LABOUR AND EMPLOYMENT (MAIN SECRETARIAT) AND ATTACHED/ SUBORDINATE/ FIELD OFFICES UNDER ITS ADMINISTRATIVE CONTROL**

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, for engagement of retired government Officers/employees as Consultants.

**1. PURPOSE, SCOPE AND SUBORDINATION**

- 1.1 **Purpose:** The purpose of these guidelines is to define the broad policies and procedures for selection and monitoring of consultants engaged by Ministry of Labour & Employment (MoL&E) and the attached/ subordinate/ field offices under its administrative control.
- 1.2 **Scope:** These instructions shall apply to MoL&E [Main Secretariat] and all its attached, subordinate and field offices located across the country except ESIC & EPFO. ESIC & EPFO may use these guidelines if they find them fit for their organizations.
- 1.3 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 for 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.

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".**

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

**2. DEFINITIONS AND EXPRESSIONS**

"Ministry" means Ministry of Labour & Employment (Main Secretariat) and its attached/subordinate offices. Approving authorities would be as under:

	Competent Authority	Competent Financial Authority
Ministry (MS)	Secretary (L&E)	AS&FA/ JS&FA
Attached/ Subordinate/ Field Offices	Head of Organization <u>or</u> as per DFPR	AS&FA / JS&FA

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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:

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Level of Pay in Pay Matrix	Remuneration	Conveyance Allowance
Level 5 to Level 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of ~ 2400/- to ~ 4600/-)	~ 30,000/-	Rs.3,000/-
Level 8 to 10 (GP of ~ 4800 to ~ 5400)	~ 40,000/-	
Level 11 (GP of ~ 6600)	~ 50,000/-	
Level 12 and 13 (GP of ~ 7600 and ~ 8700)	~ 60,000/-	Rs.5,000/-
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 (L&E) and IFD of Ministry of Labour & Employment 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 Ministry, 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 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.

**APPROVED**

CPIO, Wild Life Institute of India, Dehradun

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(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 Employees 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(L&E) keeping in view his/ her good health & level of expertise.

#### 6. PROCEDURE FOR SELECTION OF CONSULTANTS

- 6.1 Engagement of Consultants shall be done by inviting applications on the website of Ministry of Labour & Employment, i.e., <https://labour.nic.in/> only, in the manner as follows:

- (a) A circular/advertisement shall be uploaded on the website of the Ministry inviting applications from willing/ eligible persons for engagement as Consultants. The closing date for submission of applications should be at least 21 (twenty one) days from the date of issue of the circular.
- (b) A **Screening-cum-Selection Committee** shall be constituted by the Ministry/ office for selection of Consultants. The Committee shall consist of at least three members as under:

<b>Additional Secretary (L&amp;E)</b>	-	<b>Chairman</b>
<b>AS &amp; FA (L&amp;E)</b>	-	<b>Member</b>
<b>Joint Secretary (Admn.)</b>	-	<b>Member - Secretary</b>

The Chairman may invite the Bureau Head of the Concerned Division where the proposed Consultant will be deployed, if required.

- (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 30 shall be recommended by the Committee for engagement. In case of stalemate, the decision of the Committee shall be final. Criteria for shortlisting could be experience in the relevant field, depth of relevant knowledge, qualification, etc.

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6.2 After selection of suitable candidate(s) for appointment as Consultant and obtaining necessary approvals of Competent Authorities as mentioned in the Table in Para-2, an offer letter shall be issued to successful candidates clearly indicating the terms and conditions of engagement.

6.3 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.

7. **PERIOD OF ENGAGEMENT**

7.1 The initial engagement of a person as Consultant will be for the period as given in the Terms of Reference (ToR) or one year, whichever is less. After expiry of initial term, engagement may be extended, based on requirement of the Ministry and performance of Consultant(s) concerned, with the concurrence of AS&FA/ JS&FA & approval of Secretary(L&E), for a maximum period of one year at a time. Relaxation may be given in deserving cases.

7.2 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 Ministry of Labour & Employment.

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

7.4 The engagement of Consultants can be terminated by the Ministry/ office 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.

8. **ENGAGEMENT OF EXISTING CONSULTANTS WORKING IN MINISTRY**

The existing consultants in the Ministry/ Department/ Organization 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.

9. **LIMIT ON ENGAGEMENT OF CONSULTANTS**

9.1 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.

9.2 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;
- (c) What experience/ expertise/ skills and knowledge in the relevant field are possessed by the person being recommended for engagement as Consultant.

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*[Signature]*  
CPIO, Wild Life Institute of India, Dehradun



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9.3 With above comments, the proposal shall thereafter be submitted first to AS&FA/ JS&FA and then to Secretary(L&E) for final approval or the Minister in-charge, in case the Consultant(s) at the level of Joint Secretary or above.

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

## **10. CONFIDENTIALITY OF DATA AND DOCUMENTS**

10.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/ Department/ Organization shall remain with the Ministry/ Department/ Organization

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 Ministry/ Department/ Organization, without the express written consent of the Ministry/ Department/ Organization.

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

## **11. CONFLICT OF INTEREST**

11.1 The Consultant appointed by the Ministry/ Department/ Organization, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry/Department/Organization 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.

## **12. MODEL FORMATS AND APPLICATIONS**

12.1 A circular calling for applications for Consultants shall invariably include the following:

- (i) Format of application -A model format of application is given In the **Annexure-I**
- (ii) Period of engagement and the events under which engagement may be terminated prematurely
- (iii) Eligibly criteria for engagement
- (iv) Terms and conditions of engagement
- (v) Terms of Reference (ToR) which may include brief description of duties/work. (**Annexure-II**).

12.2 Above points are only indicative and not exhaustive. Ministry/Department/ Organization issuing the circular may include any other clause as per their requirements.



12.3 Terms and conditions of engagement as given in Annexure-III will be mentioned in the circular, offer letter as well as in appointment order.

13. **TERMINATION OF ENGAGEMENT**

Ministry/ Department/ Organization 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 Ministry/ Department/ Organization;
- (iv) The Consultant is found lacking in honesty and integrity.

*Note: The Ministry 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.*

14. **REVIEW OF GUIDELINES**

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

15. **RIGHTS OF THE MINISTRY**

The Ministry 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(L&E), 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(L&E) in consultation with IFD of Ministry of Labour & Employment.

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CPIO, Wild Life Institute of India, Dehradun



**Application for the post of Consultant in the Ministry of Labour & Employment  
and its attached/subordinate offices New Delhi**

Recent  
Passport Size  
Photograph

1.	Full Name (in Block Letters)								
2.	Father's/Husband's Name								
3.	Date of Birth								
4.	Contact details	Mobile No./Tel. No.							
		Email ID							
5.	Address for communication								
		PIN: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							
6.	Date of Joining of Government Service								
7.	Age as on date								
8.	Whether 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 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) [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 Ministry of Labour & Employment. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

**ATTESTED**

Place:

Date

*[Signature]*  
CPIO, Wild Life Institute of India, Dehradun

Signature

(Full name of the applicant)

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Government of India  
Ministry of Labour & Employment  
Main Secretariat  
\*\*\*\*\*

**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 the 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 time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).

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CPIO, Wild Life Institute of India, Dehradun

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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

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CPIO, Wild Life Institute of India, Dehradun

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F.No.21/07/2019-CS-I(P)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)

2nd Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 4th November, 2019

OFFICE MEMORANDUM

**Subject:- Engagement of retired Government Employees as Consultant in the Department of Posts through advertisement.**

The undersigned is directed to circulate the office Memorandum No. 31-5/2017-PE-II dated 23.10.2019 (along-with enclosures) received from Ministry of communications (Department of posts) who have invited applications from the Government Servants from the Central /States Govt./ Autonomous Bodies who have retired from the services for engagement as consultant.

2. In case of any further clarification, applicants are requested to contact the concerned Ministries/ Departments.

(Sarijay Kumar Das Gupt)   
Under Secretary to the Government of India  
Tele:- 24629412

To,  
All Ministries/Departments (through DOPT's website)

ATTESTED  
  
CPIO, Wild Life Institute of India, Dehradun

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## General Terms & Conditions

*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 accommodation to any kind of allowance or Accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Personal Staff, CGHS and Medical Reimbursement etc. However, Conveyance Allowance shall be paid at the rates mentioned in the table above [Para 3,1 1.

**3.3 TA/DA:** No TA/DA shall be admissible for joining completion 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 competent 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 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 admissible in excess of the 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.

ATTESTED

CPIO, Wild Life Institute of India, Dehradun

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## 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 view his/ her good in health & level of expertise.

## 8. PERIOD OF ENGAGEMENT AND EXTENSION 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 one year, whichever is less. After expiry of initial term, engagement may be extended, based on requirement of the Division and performance of consultant(s) concerned, with the concurrence of AS&FA & approval of Secretary (posts) for a maximum period of one year at a time and not more than 3 terms including initial engagement. Relaxation may be given in deserving cases.

8.2 Such extension proposals should not be sent to Establishment Division. The concerned Divisions may directly submit such proposals to AS&FA for concurrence and approval of secretary (Posts) or Minister-in-charge in case of Joint secretary and above. The final outcome of such proposals may be intimated to Establishment Division.

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

8.4 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.

## 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 purpose for the of his assignment or during the course of, assignment without for the Department the express written consent of the Department.

10.3 The consultant shall be bound to hand-over the entire set of assignment to the Department before the expiry of the contract and before the final payment is released the 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 be indulge in any activity outside the terms of the contractual assignment.

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

## 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, fifteen (15) days' written by serving notice on the consultant, Termination on the day right shall be effected after the completion of fifteen (15) days of delivery of such notice.

## 13. COMPETENT AUTHORITY FOR TERMINATION OF ENGAGEMENT.

The Head of concerned Division, in case of consultant upto level-13.  
Secretary (posts), in case of Consultant at Joint Secretary Level or above.

## 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.

ATTESTED

CPIO, Wildlife Division of India, Dehradun

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Government of India  
Department of Social Justice & Empowerment

**Subject:- Guidelines and Procedure for engagement of Consultants in the Department of Social Justice & Empowerment**

The scheme of engagement of Consultants in the Department of Social Justice & Empowerment for technical and secretariat work shall henceforth be regulated as per the following guidelines:-

**1. PURPOSE –**

- 1.1 The purpose of these guidelines is to define the broad policies and procedures for selection, contracting and monitoring of consultants financed from the resources of Department of SJ&E.
- 1.2 For the purpose these Guidelines, the term Consultant (s) includes retired officers/staff from the Government, PSUs and also experts from the Non-Governmental Organization, Universities and Research Organizations having considerable experience and expertise in the field of the following target groups of the Ministry
- Scheduled Castes
  - Other Backward Classes
  - Senior Citizens
  - Victims of Substance Abuse
  - Transgender
  - Beggars
  - Any other activity assigned to the Dept.

The experience and expertise should be related with formulation and implementation of policies, plans, Acts, regulations etc. It also includes implementation and monitoring of the schemes/programmes of the Department.

- 1.3 The specific purpose, rules and procedure will be followed for employing consultants depending on circumstances of the particular case. However, following main consideration would guide the need and selection process:-

- (a) the absence of required expertise in house, or
- (b) the need for economy and efficiency, or

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- (c) the need to have highly qualified experts for providing the specific services.

1.4 The consultant would be appointed to undertake mainly following work:

(i) **TECHNICAL WORK:**

- a) The work would include Research, Evaluation, Planning, Legal & Court Cases, Skill Development, and Monitoring of the schemes of the Department in the field of target groups of the Department.
- b) The specific job related with Scheduled Castes & OBCs, Scheduled Castes Component Plan, Protection of Scheduled Castes, Sr. Citizen, and programmes for victims of drug abuse persons, transgenders, beggars which need analytical and problem solving skills may also be assigned to the Consultant.

(ii) **SECRETARIAT WORK**

- a) The work would include Secretarial work related with implementation of the schemes of the Department, preparation of SFC/EFC Memos, drafting Cabinet Notes, Direct Benefit Transfer Scheme, Results Frame Work Document, notes on various schemes of Department etc.
- b) 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.

2. **RULE POSITION FOR APPOINTMENT OF CONSULTANTS**

The Guidelines for engagement of Consultant in the Department of SJ&E will be as laid down in the General Financial Rules (Rulc 163 to 177), Manual of Policies and Procedure of Employment of Consultants issued by Ministry of Finance and relevant instructions of DOPT and Ministry of Finance, issued from time to time.

In brief the engagement of Consultants as laid down in the General Financial Rules, 2005 is that –

- The Ministry may hire external professional, consultancy firms or Consultants for a specific job which is well defined in terms of content and time frame.
- Guidelines for Engagement of consultant may be resorted to in situation require high quality services for which the concerned Ministries do not have requisite expertise.
- The Ministry should prepare in simple and concise language the requirements, objectives and the scope of the assignment.



The eligibility and pre-qualification criteria to be met by the Consultants should be clearly identified.

The estimated reasonable expenditure for the hiring the consultants should be worked out.

- GFR also defines the procedure where the estimated cost of the work or service is up to Rupees Twenty Five lakhs, a list may be prepared of potential Consultants on the basis of formal or informal enquiries from other Department.
- Where the estimated cost of work is above Rupees Twenty Five lakhs, an enquiry for seeking "Expression of Interest" from Consultants should be published in at least one national daily and the Department's website.
- Consultants shall normally not to be appointed as heads of Divisions.
- Retired Government officials with relevant experience would also be eligible for selection as Consultants.

### 3. PERIOD OF ENGAGEMENT

- 3.1 The initial engagement for a person as Consultant would be for a period of 6 (six) months or for the period of consultancy as already defined in the terms of Reference (ToR) (Annexure-I). Thereafter, the engagement would be reviewed and it would not exceed one year at a time. The review of contract of the consultant (s) will be done on year to year basis.
- 3.2 The initial term of appointment if any, shall be decided on case to case basis depending upon the specific job in the timeframe for completion, as provided in GFR ruled - 163.
- 3.3 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 with the Department of SJ&E.
- 3.4 The appointment of Consultants is of a temporary (non-official) nature against the specific jobs. The appointment can be cancelled at any time by the Department without assigning any reasons.

### 4. QUALIFICATION AND EXPERIENCE OF CONSULTANTS:

The Consultants shall be appointed for undertaking Technical and Secretarial work. The qualification and experience required would be as follows:-

#### A. TECHNICAL WORK

This would consist of Officers from of Central and State Governments, and PSUs/Research Organizations having considerable experience of functioning of



Central Government Ministries / Departments. The eligible applicant for the post of consultant should have the following qualifications and experience:

- (i) Masters Degree in relevant subject like Economics, Statistics, Anthropology, and Sociology.
- (ii) Experience in the field related with target groups of the Ministry.
- (iii) Persons with research experience, published papers and post qualification experience in the relevant field would be preferred.

Following four Grades of officer will be appointed for Technical Work:

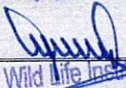
- a) Grade I : Persons with five years of experience on the post of Senior Investigator in the Government/Research Organisation.
- b) Grade II : Persons with five years of experience on the post of Research Officer/Assistant Director in the Government/Research Organisation.
- c) Grade III : Persons with three years of experience on the post of Senior Research Officer/Deputy Director in the Government/Research Organisation or worked in Class I post of the Government of India for ten years with experience in the field of the target groups of the Ministry of SJ&E.
- d) Grade IV : Persons with three years of experience on the post of Joint Director, Director or worked in Class I post of the Government of India or other Public Sector Undertakings for minimum of fifteen years with experience in the field of the target groups of the Ministry of SJ&E.

#### B. SECRETARIAL WORK

This would consist of Officers from of Central and State Governments, and PSUs having considerable experience of functioning of Central Government Ministries / Departments. The consultant should have excellent communication and interpersonal skills with a strong flair for in depth handling work relating to Internal Finance as well.

Following four Grade of officer will appointed on Secretarial Posts:

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- a) Grade I : Persons with five years of experience on the post of Assistant in the Government or PSUs.
  - b) Grade II : Persons with three years of experience on the post of Section Officer in the Government or PSUs.
  - c) Grade III : Persons with three years of experience on the post of Under Secretary in the Government or PSUs.
  - d) Grade IV : Persons with three years of experience on the post of Deputy Secretary/Director or PSUs.

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 could be with the approval of Secretary keeping in view his good health appropriate for the work and level of expertise.

6. **PROCEDURE:** Following procedure is to be followed for selecting candidate for engagement as Consultant(s):-

For selection of consultants, a Committee of three Joint Secretaries may be constituted for the purpose and the appointment should be done on their recommendation and with the approval of Secretary (SJ&F)

7. **ENTITLEMENTS OF ALL FOUR CATEGORIES OF CONSULTANTS**

- a) **FEE AND LOCAL CONVEYANCE:-** The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants shall be as under

**Grade of officer for Technical Posts and Secretarial Posts \*\*:**

- |               |                  |
|---------------|------------------|
| (a) Gr. I :   | ... Rs. 27,000/- |
| (b) Gr. II :  | ... Rs. 35,000/- |
| (c) Gr. III : | ... Rs. 42,000/- |
| (d) Gr. IV :  | ... Rs. 48,000/- |

\*\* The total monthly consolidated fee 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.

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(b) **DRAWAL OF PENSION**

A retired Government official appointed as Consultant in any of the three categories 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.

(c) **ALLOWANCES:**

The Consultants shall not be entitled to any allowance/benefits such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. However, Conveyance allowance shall be paid at the following rates per:

<u>Consultants who retired at the level of</u>	<u>Amount</u>
(a) Gr. I :	... Rs. 1,000/-
(b) Gr. II :	... Rs. 2,000/-
(c) Gr. III :	... Rs. 3,000/-
(d) Gr. IV :	... Rs. 4,000/-

(d) **WORKING FACILITIES TO BE PROVIDED**

No facility for using internet/telephone at residence to consultants will be provided by the Ministry.

(e) **LEAVE**

Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Ministry would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

(f) **TA/DA**

No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants permitted only, in exceptional cases. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of competent authority. Retired Government servant, appointed as consultant, would be entitled as per his/her last entitlement drawn at the time of retirement.

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8. **WORKING HOURS**

Consultants may follow the normal working hours as prescribed (i.e. from 9.00 AM to 5.30 PM). However, as per the exigency one has to sit late to complete the time bound work.

9. **ENGAGEMENT OF EXISTING CONSULTANTS WORKING IN THE DEPARTMENT**

The existing consultants in Department will continue as per their existing entitlements/remuneration till they complete their sanctioned tenures. Such consultants, who are already engaged in the Department, after completion of their tenure, will be suitably adjusted in the new grades as per the guidelines, on request of the consultant. The Plan Division will prepare a list of such consultants and after adjustment of existing consultants; the concerned Bureau Heads would be informed for further necessary action. In those cases where consultants are working but no agreement has been signed, between the consultant and Ministry, these guidelines will apply from the actual date of the engagement of the consultant in the Ministry.

10. **TAX DEDUCTION AT SOURCE:**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

11. **REVIEW OF GUIDELINES**

These Guidelines may be reviewed as and when required to revise monthly consolidated fee and Local Conveyance payable to different categories of Consultants.

12. **RIGHTS OF THE DEPARTMENT:**

The Department has the right to cancel advertisement, and not to proceed in the matter for engagement of consultant, at any stage accept or reject any or all applications, without giving any explanation, whatsoever.

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### 13. TERMINATION OF AGREEMENT:

The Department may terminate a contract to which these Terms apply if:

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

*The Department reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant. Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.*

### 14 RELAXATION

In exceptional cases of highly specialized requirements, Secretary (SJ&E) may relax any or all the conditioned enumerated above. The higher amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants can also be sanctioned with the approval of Secretary (SJ&E) in consultation with IFD.

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To

The Registrar  
W.I.I. Dehradun

Respected Madam,

With reference to office order no. W.I.I./ADM/  
2015-16/09 dated, 25th Feb. 2020, I was  
engaged on contract basis as Section  
Officer for one year. I had joined  
duty on 2-2-2020 (FN). My present term  
will expire on 1st March 2021. I am  
willing to serve the institute for one  
year & more. It is therefore, requested  
that my present term may please  
be extended from 2-3-21 to 1-3-22 for  
a period of one year.

With kind regards,

Yours faithfully,  
S. S. S. S.  
S. S. S. S. S. S.  
Section Officer  
A/C Section

Dated  
22.2.2021

In file.

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CPIO, Wild Life Institute of India, Dehradun

D. R.

T. J.  
22/2S. S.  
RajmiS. S.  
22.2.2021on  
C.M.O. (W.I.I.)  
22/02/2021