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#### NOTIFICATION

**No. A. 36019/1/2010-F. Est/23, the 27<sup>th</sup> November, 2013.** In the interest of public service and in pursuance of the decision of the Council of Ministers in its Meeting held on 7.3.2013, the Governor of Mizoram is pleased to order adoption of the Central Government's Office Memoranda on Guidelines for Engagement of Individual Consultants issued vide No. 16012/7/97-Estt. (Allowances) dt. 13.2.1998 and checklist for Engagement of Consultants issued vide No. 16012/28/2005-Estt. (Allowances) dt. 28.7.2005 for application in the State of Mizoram on and from the date of issue of this order.

**F. Vanlalruata,**  
Secretary to the Govt. of Mizoram,  
Finance Department.

**OTHER RELEVANT MATERIAL****Scheme for Engagement of Consultants-Furnishing of Checklist**

The undersigned is directed to invite a references to this Department's Office Memorandum No. 16012/7/97-Estt (Allowances), Ministries/Departments of the Government of India and to say that in spite of clear cut instructions and guidelines framed and circulated to all concerned, it has been observed that the Ministries/Departments are not following these instructions and guidelines, resulting in avoidable relaxation of rules, delay in submission, etc. Proposals are also received incomplete entailing unnecessary correspondences.

2. To avoid such situations, a check-list on engagement of Consultants has been devised and enclosed at Annexure-I. This check-list, duly filled in and authenticated by the administrative authority of the Ministry/ Department, is required to be furnished along with the proposal.

3. The check-list and other relevant instructions and guidelines are also available on the website of the Department of Personnel and Training and can be downloaded from its address at <http://www.persmin.nic.in>.

**ANNEXURE-I****Check-list  
(On Engagement of Consultants)**

1. Name of the Ministry/Department
2. a) Name of the person for whom the extension of appointment as consultant is sought and his date of birth.
- b) Period for which extension of consultancy is sought how.
- c) The period for which the Consultant was already engaged in the Ministry/Department initially and the details of previous if any, given by DoP&T.
- d) Whether the Consultant is required on full-time or part-time basis.
3. If the Consultant is a retired or retiring Government servant, details of the post held, date of retirement, the last pay drawn by him and pension fixed.
4. Consultancy fee proposed to be fixed to the Consultant.
5. Brief description of the specific job of the specialized nature for which the Consultant is required.
6. The details of the public interest involved in the extension.
7. Number of the officers of the level of JS and above in the Ministry/Department, including attached and subordinate offices.
8. Details of existing Consultants already engaged by the Ministry/Department against the entitlement, with the consultancy period in each case.

Sl. No.	Name of the Consultant	Period for which engaged	Full-time/Part-time Consultant	Whether retired Government servant/outside expert

9. Comments of the Financial Adviser, along with reasons for extension.
10. Any other relevant information.

No. 16012/7/97-Estt. (Allowances)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

New Delhi, the 13<sup>th</sup> February, 1998

OFFICE MEMORANDUM

Subject:- Scheme of engagement of Consultants - Revision of guidelines regarding -

Normally, appointments are made in the Govt. against sanctioned posts. However, occasions may arise where for undertaking specific jobs of a specialized nature, specialists have to be appointed as Consultants. Such Consultants may be appointed either on a full-time or a part-time basis. In the case of a full-time Consultant, he is not allowed to take up any other assignment during the period of consultancy. In the case of a part-time Consultant, since the services are not availed of on a whole-time basis, there is no objection to his undertaking other jobs. Further, the officers engaged as Consultants could be either non-officials (outside experts) or retired Govt. servants.

2. The question of further streamlining the guidelines on the scheme of engagement of Consultants including the revision of fee payable to Consultants has been under consideration of the Government in the context of the revision of pay-scales of Central Government employees on the recommendations of the Fifth Central Pay Commission and it has now been decided that henceforth engagement of consultants (retired Govt. servants as well as outside experts) should be limited to skills which are not available within the cadre or in respect of specific and time-bound jobs like preparation of Project Reports etc. and no Consultant should be engaged for routine day-to-day work, for which regular staff is available, or to work as Personal staff of Senior Officers and Ministers if the job can be performed by a serving cadre Officer. Accordingly, in modification of the existing guidelines issued as per this Department's O.M. No. 16011/6/93- Estt. (Allow), dated the 21<sup>st</sup> December, 1993, the different aspects of the scheme of engagement of Consultants, including the payment of fee to them, will henceforth be regulated as under:-

(a) Criteria & Number of Consultants

Consultants should be engaged only to undertake specific jobs of a specialized nature and should not be appointed for the regular work of the Ministries/ Departments. Engagement of any Consultant (whether outside experts, i.e: those who have not been in Govt. service, or retired Govt. servants) should henceforth be limited to tapping of skills which are not available within the cadre or for attending to specific and time-bound jobs like preparation of Project Reports etc. and engagement of Consultants should not at all be allowed for routine day-to-day work for which the Ministries / Departments have regular staff support.

The strength of Consultants should be restricted to 10% of the total number of posts at the level of Joint Secretary and above within the Ministry/ Department, including attached/ subordinate offices, except in case of the Planning Commission, where the maximum number of consultants can be upto 25. When retiring/ retired Govt. servants are engaged as consultants, the number of such Govt. servants shall not exceed two at any time. In exceptional cases, where a consultant is engaged for performing regular work, the post earmarked for such work should be kept vacant till he completes the work as Consultants.

In respect of Ministries/ Departments having special problems, where appointment of retired/ retiring employees in large number is unavoidable, proposals may be made separately for such appointment beyond the permissible limit to the Department of Personnel & Training and Ministry of Finance.

(b) Period of engagement

Consultants may be engaged for the minimum period required. The maximum period of engagement should not exceed two years in case of outside experts. (An outside expert is one who has not been in Govt. service.). However, in case of retiring / retired Govt. servants, the period of engagement as Consultants should not be engaged for jobs which cannot be completed within a period of two years or six months, as the case may be.

(c) Age limit

No retired Govt. servant should be engaged as a Consultant beyond the age of 62 years. No relaxation of age limit shall henceforth be allowed by the Department of Personnel & Training.

(d) Fee

The consolidated fee payable may be decided in each case by Ministries/ Departments in consultation with their Financial Advisers after taking into account all the relevant factors including the level of the post which the individual held on the date of his retirement.

In the case of non-officials (outside experts), the fee will henceforth be subject to a ceiling of Rs. 26000/- p.m. (with no DA, HRA, CCA or any other relief) if the engagement as Consultant is on a whole-time basis and of Rs. 13,000/- p.m. (with no DA, HRA, CCA or any other relief) if the engagement is on a part-time basis. In the case of retiring/ retired Govt. servants engaged as full-time consultants, the fee will be fixed subject to a ceiling of Rs 13,000/- p.m. They will also draw their pension and relief thereon in addition. If the retiring/ retired Govt. servant is engaged as a part-time consultant the fee will be subject to a ceiling of Rs. 6,500/- p.m. (without any adjustment of the pension drawn by him). In case any Ministry/ Department wishes to appoint any retired Govt. servant as a consultant at a fee higher than the limit prescribed, it should obtain the approval of the Appointments Committee of the Cabinet by following the procedure prescribed in this regard.

Special care should be taken to ensure that henceforth the fee is fixed at an appropriate amount and is not fixed at the maximum, as has been the tendency hitherto, when the fee was routinely fixed at Rs. 4000/ 8000. Further, in the case of a retired Govt. servant engaged as a full-time consultant, it should be ensured that the fee plus pension drawn by him should not exceed the last pay drawn, provided that in the case of a pre-1.1.96 retiree the notional pay he would have drawn as on 1.1.96 in the revised pay scale on the basis of the last pay drawn by him before retirement in the pre-revised pay scale shall be treated as the last pay drawn. In the case of a retired Govt. servant engaged as a part-time consultant, the fee should not exceed half the amount of last pay drawn, or deemed to have been drawn, as the case may be. Wherever it is considered appropriate, Ministries/ Departments could consider the payment of fee on a lump sum basis in two or three installments, keeping in view the quantum of work handled by the Consultant.

3. The provisions regarding payment of TA, DA and the facility of Telephone and Accommodation will continue to the same as prescribed information regarding the Consultants in position in the Ministry/ Department as a whole (as per prescribed proforma) should be forwarded, on file. However, no relaxation of the period of the consultancy of retired Govt. servants beyond a total period of one year and the age limit of 62 years in their case shall henceforth be considered/ allowed in any case.

5. Ministries/ Departments are also requested to ensure that to facilitate central monitoring of the scheme of engagement of Consultants, the information about the consultants employed in the Ministries/ Departments including subordinate offices, as on 1 Jan. and 1 July of every year should be forwarded to this

Department in the prescribed proforma well in time. The Financial Advisers may also adopt appropriate procedures for the requisite monitoring of the scheme within the Ministry/ Department.

6. These orders take effect from 1<sup>st</sup> December, 1997. the fee of the Consultants who are engaged on or after 1.12.97 as also of those engaged earlier but whose consultancy is continued beyond that date, with proper approval, may be refixed w.e.f. 1.12.97, keeping in view the provisions of para 2 (d) above.

Hindi version will follow.

**B. Gangar,**  
Under Secretary to the Govt. of India.