

Email

Sh Anil Kumar Singh

Fwd: Circular

From : Shri Dharmendra <csdelhi@nic.in>
Subject : Fwd: Circular
To : Sh Anil Kumar Singh <secservices@nic.in>



Mon, Mar 17, 2025 12:10 PM
2 attachments

From: "Brajesh Bhardwaj" <socls2-labour@gov.in>
To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Dr. V Candavelou IAS" <cs-go@nic.in>, csguj@gujarat.gov.in, cs-haryana@nic.in, "Prabodh Saxena" <cs-hp@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Smt. SARADA MURALEEDHARAN IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, chiefsecy@gmail.com, westbengal@nic.in, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, admn-chandigarh@nic.in, devcom-d@nic.in, "Shri Amit Singla" <advisor-dnh-dd@daman.nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Advisor to the Administrator UTL" <lk-advisor@gov.in>, cs-pondicherry@nic.in, "cs-jandk" <cs-jandk@nic.in>, "Advisor to LG" <advisor-lg-ladakh@gov.in>
Sent: Monday, March 17, 2025 11:37:14 AM
Subject: Re: Circular

Thanks & Regards

Section Officer
CLS-II Section
Ministry of Labour and Employment

Regards
O/o The Chief Secretary, Delhi

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1 MB

CGIT No.II, Chandigarh..pdf
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so (CDN)
Sh. Togeth.

Matter related to Vacancy
Circular

486/C

No. Z-21021/14(i)/2024-CLS-II
Government of India
Ministry of Labour & Employment
(CLS-II Section)

Shram Shakti Bhawan, Rafi Marg
New Delhi, Dated the 13th February, 2025

CIRCULAR

Sub: Engagement of retired Govt. Officers/Official as Consultant for the **post of one Secretary to the Court, one Personal Assistant and one Upper Division Clerk** in Central Government Industrial Tribunal-cum-Labour Court, Chandigarh-I on contract basis – reg.

In terms of Office Memorandum No. F No.A-12034/11/2018- Admn. I dated 30th November, 2018 (copy enclosed), it is proposed to engage one Secretary to the Court, one Personal Assistant and one Upper Division Clerk temporarily on contract basis in the Central Government Industrial Tribunal-cum-Labour Court, Chandigarh-I initially for a period of one year or till the post is filled up on regular basis whichever is earlier. The terms and conditions for engagement will be as under :-

Candidates fulfilling the below mentioned criteria may apply for the post.

Secretary to the Court:-

Retired Govt. Officer/officials, having experience in administrative work including establishment and working knowledge of Typing and Computers including MS Work and MS Excel etc.

Personal Assistant:-

Retired Govt. Officer/officials, having knowledge of Stenography, Typing and Computers etc.

Upper Division Clerk:-

Retired Govt. Officer/officials, having experience in administrative work including establishment and working knowledge of Typing and Computers etc.

2. **Age Limit:** 65 year.
3. **Qualification & Experience:** Candidate should be a Retired Employee of Central Govt./State Govt./PSU/Autonomous Body having considerable experience of functioning of Govt. Departments in the requisite field.
4. **Remuneration:** The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants shall be as under:

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/-)	Rs.30,000/-	Rs.3,000/-
Level 8 to 10 (GP of 4800 to 5400)	Rs.40,000/-	
Level - 11 (GP of 6600/-)	Rs.50,000/-	
Level 12 and 13 (GP of 7600 and 8700)	Rs.60,000/-	Rs.5,000/-
Level 14 and above	Rs.70,000/-	

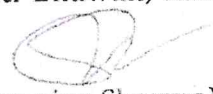
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Note 1 – The total monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.

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.

5. Allowance: Consultant shall not be entitled to any kind of allowance or accommodation facility. No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultant is not permitted at all. However, should he 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.
6. Drawal of Pension: A retirement Government official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as consultant. His/her engagement as Consultant shall not be considered as a case of re-employment.
7. Leave: Consultant 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 Consultant. Also, un-availed leave shall neither be carried forward to next year nor encashed.
8. Tax Deduction at Source (TDS) :- TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.
9. Working Hours : Consultant may follow the normal working hours.
10. Model format for application given in a separate sheet.
11. Period of Engagement :
 - i. Initial engagement of a Consultant will be for a period of one year or till post is filled up by way of regular appointment, whichever is earlier.
 - ii. The appointment of a consultant would be on full-time basis and he/she will not be permitted to take up any other assignment during the period in the Ministry of Labour & Employment.
 - iii. The appointment is a purely of a temporary nature against the specific jobs.
 - iv. The engagement of consultant can be terminated by the Ministry/ office at any time without assigning any reason thereof by giving him/her 15 days' notice. However, in case a consultant wishes to resign, he/she will have to give 15 days' advance notice or remuneration in lieu thereof resigning from the engagement.

Willing candidates may apply for the above post of Personal Assistant as Consultant within 21 days from the date of publication of the advertisement on the website of Ministry of Labour & Employment i.e. <https://labour.gov.in/>. The application is to be addressed to "Shri S R Datta, Deputy Secretary, Room No. 318, Ministry of Labour and Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001"


(Dhnanjay Sharma)

Under Secretary to the Government of India

Copy to: Admin I Section, MoLE for forwarding it to DoPT for necessary action.

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Application for the post of Consultant in the Ministry of Labour & Employment, Govt. of India.

**Office of the Central Government Industrial Tribunal-cum-Labour Court,
Chandigarh-I**

Recent
Passport
Size
Photo

1.	Full Name (in Block letters)				
2.	Father's Name/Husband's name				
3.	Date of Birth				
4.	Contact details	Mobile /Tel No.			
		Email ID			
5.	Address for communication				
		PIN			
6.	Date of joining Govt. 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 the retirement order)				
11.	Name of the Ministry/ Department from which retired				
12.	Last Pay Drawn (please enclose copy)				
13.	Post for which applying (Secretary to the Court/Personal Assistant/Upper Division Clerk)				
14.	Education/ technical qualification (please enclose copy of certificate/mark sheet)				
15.	P.P.O. No. (please enclose copy)				
16.	Details of computer knowledge				
17.	Brief particulars of experience of the last 10 years (assignment-wise) (A separate sheet may be enclosed)				

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 Consultant.

Signature

Place :
Date :

(Full name of the applicant)

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663195/2023/ADMINISTRATION DIVISION

A-12034/08/2023-Adm.I

F.No. A-12034/11/2018-Adm.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

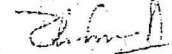
OFFICE MEMORANDUM

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.

A-12034/08/2023-Adm.1

683195/2023/ADMINISTRATION DIVISION

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 or as per DFPR	AS&FA / JS&FA

A-12034/08/2023-Adm.I

REMUNERATION, ALLOWANCES AND WORKING HOURS

683195/2023/ADMINISTRATION DIVISION

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

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.

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7. PERIOD OF ENGAGEMENT

- 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.

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

The existing consultants in the Ministry/ Department/ Organisation will continue as per their existing entitlements/ remuneration till they complete their contracted tenure. Such consultants, who are already engaged, after completion of their tenure, will be suitably adjusted in the new grades as per these guidelines and engaged as new consultants.

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

- <https://mole.eoffice.gov.in/efile/#/file/view/F00MOLE0000128446?viewParam=eyJkb2N1bWVudElkIjoiMTUyMDYlNCJjb250ZXh...>

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683195/2023/ADMINISTRATION/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 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 all the members as under:

Additional Secretary (L&E)
AS & FA (L&E)
Joint Secretary (Admn.)

Chairman
Secretary

The Chairman may invite the Bureau Head of the Concerned Ministry 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 panel discussion with the shortlisted candidates, if required. All the members of the Committee shall separately assign the marks (out of 10) to interviewed Consultants. The total marks out of total 30 shall be recommended by the Committee. 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, etc.

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A-12034/08/2021-A

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 activities to be assigned to Consultants should be indicated).

(iii) Schedule for completion of Tasks:-

(This should be framed in such a manner that time for the completion of work as the deliverables are clearly identified and a time period is specified over the duration of the assignment).

- 12.3 Terms and conditions of engagement as given in Annexure-I shall be read 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 Ministry/ Department/ Organization.
- (iii) The Consultant fails in timely achievement of the targets as 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 notice period.

14. **REVIEW OF GUIDELINES**

These guidelines may be reviewed as and when the deemed necessary with the approval of the Secretary (L&E).

15. **RIGHTS OF THE MINISTRY**

The Ministry has the right to cancel the advertisement and engagement of Consultant, at any stage. It may accept or reject any tender without giving any reasons therefor, whatsoever.

16. **RELAXATION**

The power to relax any or all of the conditions mentioned in these guidelines with the Secretary(L&E), which should be exercised judiciously. Higher levels of amount of monthly consolidated remuneration payable to the Consultant can also be sanctioned with the approval of Secretary (L&E) with IFD of Ministry of Labour & Employment.

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

9.4 Before engaging Consultants or extending their tenure beyond the period for which funds for payment of their remuneration are available.

10. CONFIDENTIALITY OF DATA AND DOCUMENTS

10.1	The intellectual Property Rights (IPR) of the deliverables produced for the Ministry/ Department/ Organization of the Ministry/ Department/ Organization	
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10.2. No one shall utilize or publish or disclose or part with, or in any way part of the data or statistics or proceedings or information obtained in the course of his employment or during the course of assignment for the Department/ Organization, without the express written consent of the Department/ Organization.

10.3 The consultant shall be bound to hand-over the entire project 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 the Ministry/Department/Organization in the interest of the Ministry/Department/Organization in any activity outside the terms of the contractual assignment.

11.7 The Consultant will not be entitled for any regularization of service with this Department.

12. MODEL FORMATS AND APPLICATIONS

12.1 A circular calling for applications for Consultation is issued in the following:

- (i) Format of application - A model format of application is given in Annexure-I
 - (ii) Period of engagement and the events under which the engagement may be terminated prematurely
 - (iii) Eligible criteria for engagement
 - (iv) Terms and conditions of engagement
 - (v) Terms of Reference (ToR) which may vary from one to another depending on the duties/work.
- (Annexure-II).

12.2 Above points are only indicative and not exhaustive. The Organization issuing the circular may include any other points as may be required. Department/Institutions may also include any other points as may be required.