Office Order

The 21st General Body meeting of National Rural Roads Development Agency (NRRDA) held on 8.2.2016, had constituted an Internal Committee for evolving the Human Resource (HR) Policy for NRRDA. Under the chairmanship of Shri Prashant Kumar, Joint Secretary (Admin & Coord.) of the Ministry of Rural Development.

2. The Terms of Reference (ToR) of the aforesaid committee was – examination of existing HR Policy viz-a-viz. mandated obligation of providing technical and management support to States and Ministry of Rural Development, pay/remuneration and conditions of services of NRRDA personnel (both on deputation and hired from market/service providers) and to look into the issue of the maximum age limit of retired personal hired to work in NRRDA on contract.

3. The aforesaid Committee submitted its report, which has now been vetted by Internal Finance Division (IFD) of Ministry of Rural Development and approved by Secretary, Rural Development-cum-Vice-President, NRRDA, General Body and Minister, Rural Development, Panchayati Raj and Drinking Water & Sanitation, Government of India-cum-President, NRRDA General Body. The report has also been approved by the 23rd meeting of the General Body of NRRDA held on 3.2.2017. The main elements of the approved HR policy for NRRDA (on the basis of a harmonious reading of the Report and the comments of IFD) are as follows:

i) It is important to ensure that high quality professionals are recruited for the NRRDA who can give quality directions to the States. This can be done through deputations from renowned academic institutions, State Governments, Central Undertakings or even from the open market. Since NRRDA provides policy, planning and monitoring leadership to the Pradhan Mantri Gram Sadak Yojana (PMGSY), it must have professionals who are respected for their integrity, professional knowledge and competence by the State Governments.

ii) General Financial Rules (GFR) should be followed to be able to achieve excellence in this regard. The GFR provides flexibility to hire consultants after following due process and to pay them even market rates to be able to get the best.

iii) The Recruitment Rules (RR) of NRRDA for each position must incorporate liberal provisions to attract better talent. RR of each post of NRRDA need to be reviewed and conditions of deployment of officers on deputation need to be re-visited to make them consistent and uniform and such that they are able to attract officers from the suitable lending organizations.

iv) The Search-cum-Selection Committee for filling up of the posts of various Directors of NRRDA may be headed by Secretary, Rural Development (SRD) and there may be a sub-committee to assist SRD in the process. This, however, being a matter not dealt by Internal Finance Division (IFD) of the Ministry of Rural Development, any relaxation may be considered after due approval.
v) The Selection Committee for various positions below that of Directors of NRRDA, may be headed as earlier by a Joint Secretary level officer of the Ministry of Rural Development.

vi) There are instances in the Government where there is an upper age limit of 70 years for engagement of Consultants (National Council for Cooperative Training, which is a grantee organization under Ministry of Agriculture, Govt. of India), however, for the purposes of HR Policy of NRRDA, the maximum age limit of Consultants should be 65 years but Consultants with higher age, may be considered as an exception in very deserving cases after seeking due approval.

vii) For engagement of required Government Servants, amount to be paid to such staff should be internally decided in such a manner to attract relevant persons of desired qualification and experience. For the contractual staff engaged through open market, conditions of engagement, base amount to be paid to each category of staff, annual increment, work output based additional payment etc. should be prescribed in the tender as well as in the agreement to be executed between NRRDA and the service provider. NRRDA can also prescribe a financial range for each category of posts, to have more flexibility of engagement in future.

viii) In case of contractual staff, since the payments are made directly to Service Provider, hence, payment of over-time is not advised. Over-time payment to contractual staff must cease forthwith. NRRDA should define beforehand in the tender the base amount to be paid to each category of contractual employee as well as any additional amount to be paid to them over and above the base amount.

ix) For contractual employees re-employed from among the Government employees, additional increment for Post-Graduate/Ph.D., a 5% annual increment for meritorious and hard-working staff may be considered by NRRDA, however, this needs to be defined formally and made known to the concerned employees beforehand.

x) Over-time to Government employees on deputation to NRRDA would be strictly governed by existing Government guidelines.

xi) For new post creation in NRRDA, which adds to the liabilities of Government of India, concurrence of IFD of Ministry of Rural Development and approval of competent authority would be necessary for NRRDA.

Distribution:

Secretary (RD)/AS&FA/All Directors of NRRDA/Dir(RC-PMK)/Dir(RC-PR)

Copy to information to: PPS to JS(RC)
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Distribution:

✓ Secretary (RD)/AS&FA/All Directors of NRRDA/Dir(RC-PMK/Dir(RC-PR)
✓ Copy to information to: PPS to JS(RC)
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HUMAN RESOURCE POLICY FOR NRRDA

Executive Summary

An Internal Committee, headed by Joint Secretary (A&C), Ministry of Rural Development and comprising Director (F&A), NRRDA, Director (RC), Ministry of Rural Development and, Under Secretary (IFD), Ministry of Rural Development, was constituted, for evolving a Human Resource Policy for NRRDA, as per the decision of the 21st General Body, in its meeting held on 8th February, 2016.

The Committee has been constituted to examine the existing HR Policy of NRRDA, to assess its adequacy to meet the mandated obligations of providing technical support to PMGSY and to formulate an HR policy for enabling NRRDA to meet its Mandate.

The Committee was required to examine the existing Pay/remuneration and conditions of service including tenure of NRRDA Personnel (both on deputation to NRRDA and hired on contract basis directly, and through service provider and to suggest modifications/improvements, if any. The Committee was also to look into the issue of the maximum age limit of retired personnel hired on contract.

The Committee examined the Cabinet Note for seeking approval for setting up of NRRDA, the Bye Laws of NRRDA, the subsequent additions/modifications of the Bye Laws, the existing government of India guidelines, including DoPT instructions relating to Autonomous Bodies. (All registered Societies which are governed by their Bye Laws framed by their General Body, are categorized as autonomous Bodies, under the provisions of GFR). The Committee also examined the policies prevalent in similarly placed autonomous bodies and corporations and NHAI.

The Committee came to the following Conclusion:

(i) NRRDA was set up for providing technical and managerial support for the PMGSY project through specialist advice, guidance and monitoring. The committee observed that NRRDA's functions can be grouped under two main categories, namely, Technical (Project Proposals Evaluation and their Clearance, Monitoring of Physical and Financial Progress, Quality Monitoring, Training for the field units, including contractors and monitoring of Externally Aided Projects) and General (Finance/Accounts and Administration).

(ii) The Cabinet note stated that there was to be no permanent appointment in NRRDA and all posts are to be filled by deputation and few subject matter experts, on short term contract.

(iii) At present the posts at level I (Director), II (Joint Director and Deputy Director) and III (Assistant Director) at NRRDA, are being filled by two modes: i.e through Deputation, and by hiring consultants on contract, against regular posts. The young engineers are being hired through open market, on one year contract. Retired individuals are engaged in NRRDA, against regular vacancies. The support staff, is engaged through service provider.
The Committee has made certain recommendations regarding the selection procedure and qualification requirements, for various posts in NRRDA, keeping in view the requirements of the job profile and the various government of India instructions on the subject which are detailed at chapter 3 of the report. These briefly include the following:

- Selection for appointments to the various post of Director (Grade Pay Rs. 10,000) should be made as per DoPT instructions by Search and Selection Committee chaired by Secretary, RD, 2 Joint Secretaries including DG, NRRDA at least two other subject matter experts as members.

- For the post of Joint Director, Deputy Director and Assistant Director, the selection committee should be chaired by DG, NRRDA and comprise at least 3 Directors of NRRDA and one representative of IFD, MoRD.

- The panel prepared by the above two committees would be valid for one year from the date of recommendation.

- The proposed Qualification requirements for the above post are detailed at Annexure XII.

- The Committee recommends that posts at Level -I, II and III should be filled mainly by deputation. However, in the event of failure to get sufficient personnel, consultants (Civil Engineers/ Retd. Government Servants), can be hired, against prescribed qualification requirements, by seeking applications from the open market through open advertisements and wide publicity. These personnel should be hired on contract.

- The Committee recommends that the Consultants be hired, for specialised jobs, against specific targets and should not be used for handling financial and policy matters.

- The Consultants, on contract basis should be selected by a Committee comprising a representative of IFD, three Directors of NRRDA, and chaired by DG NRRDA. The applicants for the post of Consultants should fulfil the various qualifications prescribed against the various levels of consultants, as per details at Annexure XIII. The proposed format for application for engagement of Consultant in NRRDA is placed at Annexure XIV.

- The support staff will be engaged through the service provider, who should be chosen through open competitive bidding.

The Committee examined the Pay structures of the personnel on Deputation and on contract and concluded as follows:

- The Pay and service conditions of deputationists, as approved by the General Body are fairly attractive and are recommended for adoption.
The details of pay and other service conditions as recommended by the Committee are at chapter III of the report of the Committee.

- For the young engineers, C.A, hired on contract, the initial package, on joining is recommended as Rs. 45,000 per month, which could be increased by 10% at the time of extension of each contract.

- For the retired personnel engaged on contract, the Committee recommends the extant remuneration package as approved by MoRD for its Consultants, which may be revised from time to time, as per the revision in MoRD. The present practice of OTA @ double the hourly wage, as approved by the 16th GB, to staff, should be continued. However, the OTA should be given against specific work, if performed in excess of their normal duties subject to the approval of Head of the Division. No OTA will be given in excess of prescribed 50 Hours (for all categories of support staff, including drivers).

(vi) As regard the tenure of the personnel, the Committee has recommended as under:

- **Deputationists:** An initial appointment of two years and further extension of two years each, up to a seven year term, subject to willingness of the individual and consent of the parent and borrowing department.

- **Individually, including retired personnel and young engineers, hired on contract, should be appointed for a period of one year, extendable for another year, based on Performance Appraisal, to be reviewed by the same committee that selected them.** The format for performance review should be devised by NRRDA. The retired individuals should not be retained beyond the age of 65 years, keeping in view, DoPT instructions on the issue. The retired personnel / young engineers engaged on contract should be designated as Consultants.

- The support staff is to be hired through service provider.

(vii) As regards leave the committee has made the following recommendations:

- for Deputationists: as per extant government of India rules

- for personnel on contract and the support staff hired through service provider: the committee has recommended 8 days casual leave for appointment for a full year, and two days R.H. No other paid leave is permissible.

(viii) The Committee recommends that the existing system of applicability of CCS rules for all NRRDA personnel hired on deputation be continued.

(ix) The committee also recommends that the travel entitlements of deputationist be governed by the extant orders of government relating to their scale of pay. For the retired personnel hired on contract, when on tour, in connection with NRRDA work, their travel entitlements would be as per the entitled applicable to the grade from which they retired. For the young Engineers and CA, the Committee recommends travel by AC II
tier, by train, unless specifically approved by DG NRRDA, for travel by economy class, by approved airlines for travel by government, keeping in view the exigencies of the matter. The support staff is recommended for travel, on tour, in connection with NRRDA work, by train.

(x) The other terms and conditions of service, including conduct and discipline have been detailed by the Committee in Chapter (iv) of the report of the Committee.

(xi) Since the terms and conditions of personnel engaged by NRRDA, are to be approved by the General Body of NRRDA, the report of the Committee has been prepared for further necessary action, including consideration of the General Body.

***************
Chapter 1
Introduction

1.1 Background

National Rural Roads Development Agency (NRRDA) was registered on 14th January, 2002 as a society, under the Society’s Registration Act XXI 1860, to extend technical support to the Pradhan Mantri Gram Sadak Yojna to advise on technical specifications, project appraisal, appointment of part time quality control monitor, management of monitoring systems and submission of periodic reports to the Ministry of Rural Development. The Memorandum of Association of NRRDA states that the Agency is ‘envisaged as a compact professional and multidisciplinary body’.

1.2 Objectives of NRRDA

i. To assist the Ministry of Rural Development in prescribing the Designs and Specifications of Rural Roads, including Bridges and Culverts.

ii. To scrutinize the proposals received from States and Union Territories for consideration by the Ministry of Rural Development.

iii. To oversee and inspect the execution of the road-works being implemented by States or Union Territories through their Executing Agencies.

iv. To appoint Independent Monitors to ensure proper execution of road works by the State Agencies.

v. To monitor the progress of the road-works with particular reference to time frame for completion, Technical Specifications, Project Appraisal and Quality Control methods.

vi. To monitor and upgrade the “On-line Management, Monitoring and Accounting System”.

vii. To send periodic reports to the Ministry of Rural Development on the progress of implementation of road works by the States or Union Territories.

viii. To monitor the planning for and plantation of fruit bearing and other suitable trees on both sides of the rural roads undertaken by the States or Union Territories, under the Pradhan Mantri Gram Sadak Yojana.

ix. To monitor the expenditure incurred by the States or Union Territories in implementation of the Pradhan Mantri Gram Sadak Yojana, through ‘Online Management, Monitoring and Accounting System.

x. To take up research activities relating to Rural Roads,

xi. To study and evaluate different Technologies in respect of Rural Roads.
xii. To arrange suitable Training Programmes for officers of the Ministry as well as the State Governments or Union Territories concerned with the implementation of the Rural Roads Programme in reputed institutions.

xiii. To advise on measures to improve the Quality and Cost-norms of the Rural Roads.

xiv. To publish books, literature, take up or arrange for production of publicity material, print, audio or audio-visual in respect of the Pradhan Mantri Gram Sadak Yojana.

xv. To organise and sponsor Workshops and Seminars in respect of Rural Roads.

xvi. To purchase, lease and hire equipment or machinery required in the construction of Rural Roads.

xvii. To take up such activities as necessary to further the objective of the Programme and assist the Ministry of Rural Development in Planning and Implementation of the Pradhan Mantri Gram Sadak Yojana and such other related Programmes as may be taken up.

1.3 Organisational Structure of NRRDA

1.31 As per the cabinet approval for setting up of National Rural Road Development Agency, NRRDA was to be a society set up under the societies registration Act and the services of personnel in NRRDA were to be only obtained on deputation and Monitors drawn from different discipline, to serve part time (a few days in a month).

1.32 As per the Memorandum of Association (MoA) of NRRDA, there shall be a General Body (GB) and an Executive Committee (EC) of NRRDA. The authority to determine the terms and conditions of service of personal working in NRRDA vests with the General Body.

1.33 The General Body of NRRDA, is headed by the President of NRRDA (Union Minister in charge of Rural Development), and comprises the Vice President of NRRDA (Secretary of Rural Development Department), representatives of Central and State Governments and Specialist organisations and Subject experts. The powers and composition of the General Body, President, NRRDA and Vice President, NRRDA are at Annexure I.

1.34 The Executive Committee, is to be headed by the Director General as ex-officio Chairman, and comprises representatives of NRRDA, State Technical Agencies and the Integrated Finance Division OF Ministry of Rural Development (MoRD).
1.35 The Joint Secretary in charge of Rural Connectivity in the Ministry is designated as the Director General NRRDA, as per the provisions of Memorandum of Association. He chairs the meeting of the Executive Committee. The powers of the Executive Committee (EC) are detailed in paragraph 21 of the MoA. Extracts of powers and Functions of the EC and Director General, NRRDA are given at Annexure I.

1.4 Sanctioned strength of NRRDA.

1.41 The Staff strength of NRRDA, as approved by the General Body in its first meeting, is as below:

(i) Sanctioned Strength:

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<th>Designation</th>
<th>level</th>
<th>Technical</th>
<th>P-I Div</th>
<th>P-II Div</th>
<th>F&amp;ADiv</th>
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<td>1</td>
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<tr>
<td>Deputy Director</td>
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<td>2</td>
<td>4</td>
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<tr>
<td>Asstt. Director/ Accts Officer</td>
<td>III</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>17</td>
</tr>
<tr>
<td>SR. PA/PA/Steno</td>
<td></td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Assistant</td>
<td></td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>12</td>
<td>8</td>
<td>65</td>
</tr>
</tbody>
</table>

✓ The Technical Division looks after scrutiny of project proposals, R&D activities and technical publications.
✓ The Project Divisions (I & II) are in charge of quality monitoring of PMGSY, training, administration of multilateral agency aided programmes.
✓ The IT Division was envisaged to address the IT related issues of PMGSY.
✓ The Finance and Administration Division is in charge of Administration and establishment matters of NRRDA and the accounting matters relating to PMGSY.

1.42 As per report of Consultants, hired to report on the organisational structure of NRRDA, in 2002, the total strength of NRRDA, levels I to IV was recommended to be 65. Peons and attendants were to be outsourced and were not included in the suggested strength of 65. The Consultant’s report was accepted by the General Body, in its meeting held on 21st January, 2004. Two
modes of appointment to NRRDA were suggested—mostly on deputation and few on short term contract. The minutes of the meeting of the General Body is placed at Annexure-II.

1.43 Subsequent additions in the strength of NRRDA, based on General Body approvals are as below:

- Engagement of 5 Young Civil Engineers (consultants), in its meeting held on 1st Feb. 2013,
- Engagement of three more civil engineers (consultants), in its meeting held on 4.2.2014.
- GB was also, in its meeting held on 1st February 2013 was apprised of the hiring of a consultant for World Bank.

1.5 Existing Strength of NRRDA

1.51 The existing strength (as on 30th June 2016) of NRRDA is as below:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Level</th>
<th>Technical</th>
<th>P-I</th>
<th>P-II</th>
<th>F&amp;A</th>
<th>P-III</th>
<th>Total</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>I</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>-</td>
</tr>
<tr>
<td>Joint Director</td>
<td>II</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>-5</td>
</tr>
<tr>
<td>Deputy Director on deputation/</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>-3</td>
</tr>
<tr>
<td>On contract*</td>
<td></td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Asst. Director/ Accts Officer on deputation/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Contract*</td>
<td></td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>8</td>
<td>+8</td>
</tr>
<tr>
<td>Consultant**/Young Engineers/ CA on contract</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MoRD (EA and group D)</td>
<td></td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>4</td>
<td>23</td>
<td>+4</td>
</tr>
<tr>
<td>Group D</td>
<td></td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>12***</td>
<td>3</td>
<td>19</td>
<td>Strength not stated</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>11</td>
<td>8</td>
<td>13</td>
<td>29</td>
<td></td>
<td>85</td>
<td></td>
</tr>
</tbody>
</table>

*Engaged against regular vacancies
**engaged for World Bank work
***includes 3 chowkidars, 3 cleaners, canteen boy, messenger and
dispatcher.
include@one staff car driver on deputation from MORD, and three staff car
drivers.

1.52 In place of the IT Division, a third project Division exists (Projects-III). While
Projects-I Division handles Physical & Financial progress, MPRs, P-II Division
deals with training and WB related Matters. P-III Division handles quality
related matters. The Online Management, Monitoring and Accounting System
(OMMAS), developed by C-DAC is being administered by the Technical and
Finance division, for the Project Proposals and Receipt & payment Module
respectively.

1.6 The Organisational structure of NRRDA is at AnnexureIII
Chapter 2

Constitution of Internal Committee, Methodology adopted, Analysis of existing instructions, HR Policy of similar organisations

2.1 Constitution of Internal Committee: An Internal Committee, headed by Joint Secretary (A&C), Ministry of Rural Development and comprising Director (F&A), NRRDA, Director (RC), Ministry of Rural Development and, Under Secretary (IFD), Ministry of Rural Development, was constituted, for evolving a Human Resource Policy for NRRDA, as per the decision of the 21st General Body, in its meeting held on 8th February, 2016 (Agenda Item No. 1 at Annexure IV). Accordingly, an Internal Committee was constituted (Annexure IVa). The Internal Committee met on 5th May, 2016, 20th July, 2016, 22nd July, 2016 (Annexure IVb). In between the members of the Internal Committee also met informally. Before submission of the Report of the Internal Committee the Member Secretary Ms. Anjali Singh, Director (F&A) demitted office on 22nd July, 2016.

2.2 Scope and Terms of Reference of the Committee.

2.21 The Committee was constituted to

(i) examine the existing HR Policy of NRRDA,
(ii) to assess adequacy of the existing HR Policy to meet the mandated obligations of providing technical support to PMGSY and
(iii) to formulate an HR policy for enabling NRRDA to meet its Mandate.

2.22 The Committee was required

(i) to examine the existing Pay/ remuneration and conditions of service including tenure of NRRDA Personnel (both on deputation to NRRDA and hired on contract basis directly, and through service provider and to suggest modifications/ improvements, if any.
(ii) to look into the issue of the maximum age limit of retired personnel hired on contract.

2.3 The Methodology adopted:

2.31 Before proposing the Human Resource Policy for NRRDA, the Committee examined the existing structure and HR Policy of NRRDA, extant Government instructions on the subject, HR Policy of similarly placed organisations etc.

2.32 While proposing the revised HR Policy for NRRDA the Committee kept the following in mind:-
(i) The objectives, vision, core values, strategies and desired goals of NRRDA.
(ii) How to balance the needs of the organization with the needs of the employees.
(iii) How to strike a balance between the expectations of NRRDA from its employees vis-à-vis the expectations of the employee from NRRDA.
(iv) To make HR Policy of NRRDA broadly in tune with the existing rules and regulations of the Government / other similarly placed organizations and at the same time making it attractive enough to attract and retain the best talent in the field.

2.4 Government instructions, HR Policy of similar Organisations

2.4.1 As per Cabinet decision for setting up NRRDA, the personnel in NRRDA were to be on deputation, the Committee examined the following instructions of the Government with regard to appointments on Deputation:

(i) The DoPT instructions of 2007 (No. AB. 14017/11/2004-Estt. (RR) dated 30th July, 2007) (Annexure-V), inter-alia say-

a. For appointments to post in the Government including in autonomous bodies in the scale of 14,300 - Rs 18,300 or above, in autonomous bodies, which requires specialised / scientific / technical knowledge and experience, the selection is to be made by a Search Committee to be chaired by Secretary of the Ministry/ Department concerned.

b. For selection for deputation for the post in the scale of Joint Secretary and above the constitution of Search Committee needs to be approved by DoPT in each case.

c. The committee should normally consist of 5 members including the Chairman and the Chief Executive of the Autonomous Institution. The panel recommended by the committee will be valid for one year.

d. Extensions and tenure of persons shall be considered by search-cum-selection committee and its recommendations shall be accepted by the Ministry/ Department.

e. Any proposal of reject the recommendation of the committee will require the approval of ACC.

f. The appointment for the posts of Chief Executive should also be from search-cum-selection committee. Appropriate recruitment
rules/ regulations for the post involved shall be formulated by the Administrative Ministry.

g. The norms and criteria for the selection shall be finalized by autonomous institution with the concurrence of the Ministry concerned.

h. The vacancies shall be given wide publicity through open advertisements and also made available on the website of Ministry/Department.

i. A minimum period of at least 4 weeks may be given to the candidates to respond to the circular / advertisement for appointment. Compliance of these instructions are to be reported to DOPT.

(ii) DoPT instructions of 2009 regarding tenure of deputation to Autonomous Bodies (No. 2/6/2009-Estr.(Pay II) dated 25th February, 2009)(Annexure VI), inter-alia say -

a. The period of deputation shall be as per the recruitment rule of the ex-Cadre post or three years in case no tenure regulation exists.

b. In case whether period of deputation/ foreign service is three years or less the Administrative Ministry/ Borrowing Organization may grant extension up to fourth year with the approval of the Secretary and for the fifth year with the approval from the Minister.

c. The Borrowing Ministry/ Department/ Organization may extend the period of deputation up to the fifth year only where absolute necessary in public interest, subject to the condition that in case of such extension no deputation allowance will be available beyond the fourth year.

(iii) DoPT instructions of 17th June, 2010, regulating pay and allowance during deputation, (Annexure-VII), inter-alia say -

a. Certain allowances will be regulated with mutual consent of lending and borrowing organization mainly HRA/ Transport Allowance, Joining Time and Joining Time pay, Travelling Allowance and Transfer TA, Children Education Allowance, LTC.

b. Medical facilities will be regulated in accordance with the rule of the borrowing organization.

c. An officer on deputation/ Foreign Service shall be regulated by the leave rules of the parent organization.
c. Period of deputation will be same as per terms and conditions of 2009 DOPT instructions except deputation duty allowance which will be granted up to extensions of deputation till the fifth year. No further extension beyond fifth year shall be considered.

e. Any relaxation of these conditions would require prior approval of DoPT.

f. There should be mandatory three year cooling of period.

(iv) DoPT Instructions dated 17th February, 2016 (Annexure VIII), *inter-alia* say:

a. The deputation period can be extended up to a period of seven years with the approval of Minister concerned.

b. In case deputation is required for period longer than seven years the concerned organization should modify their recruitment rules.

2.4.2 The Committee noted that NRRDA has a large number of personnel, working on contract. The Committee considered the HR Policy of some of the similarly placed organizations regarding terms and conditions of appointment and remuneration of Consultants:

(i) **Directorate General, Civil Aviation, Ministry of Civil Aviation** – Consultants are appointed from amongst retired Government Officials. Their remuneration is based on DoPT instructions of 2005. No allowances are permissible. Consultants are eligible for a leave of 12 days in a year and their performance is monitored regularly (Annexure IXa).

(ii) **Department of Social Justice and Empowerment** – The Consultants are appointed as per provisions of GFR, for a period of six months and the extensions are not given exceeding one year (Annexure IXb).

(iii) **National Skill Development Agency** – The period of engagement of consultants is one year with 8 days paid leave and fixed remuneration with no allowances (Annexure IXc).

(iv) **Serious Fraud Investigation Office** – The consultants are appointed for a period of six months with fixed remuneration and no allowances (Annexure IXd).

(v) **Ministry of Information and Broadcasting** – Detailed instructions on hiring of retired Section Officers / retired Assistants of Government of India as Consultants is at Annexure IXe.
2.4.3 The Committee also studied the existing instructions, guidelines, conventions, orders on HR Policy of NRRDA, including the following:

(i) Relevant extracts of NRRDA's Bye laws (Annexure -X) registered with the Registrar of Societies, in January 2004 pertaining to
   a. Pay and Allowances
   b. Leave Rules
   c. Medical attendance rules

(ii) Subsequent changes in service conditions with the approval of General Body (Annexure -XI)

(iii) Subsequent changes, with the approval of Director General, NRRDA (revision of salary of retired people engaged on contract, with the approval of DG, NRRDA (Annexure-XII)
Chapter - 3
Recommendations 1 – Selection/Engagement, Pay and Allowances, and other benefits

3.1 Type of functions of NRRDA: The Committee noted that NRRDA was set up for providing technical and managerial support for the PMGSY project through specialist advice, guidance and monitoring. The committee observed that NRRDA’s functions can be grouped into two, namely, Technical (Project Proposals Evaluation and their Clearance, Monitoring of Physical and Financial Progress, Quality Monitoring, Training for the field units, including contractors and monitoring of Externally Aided Projects) and General (Finance and Accounts).

3.2 Continuation of existing Organisational Structure: The manning pattern in NRRDA revolves around the above two broad functions. The organizational structure, as it exists today and as shown in Chapter I and Annexure – III of this report, the Committee recommends its continuation.

3.3 Mode of Selection of personnel for NRRDA

3.3.1 The Committee observed that while the Cabinet note on formation of NRRDA principally sought to man NRRDA with officials on deputation, and few subject matter experts, on short term contract, the Memorandum of Association of NRRDA enjoins that there will be no permanent appointment to the agency and the personnel will be engaged on deputation or hired on contract basis.

3.3.2 The Committee noted that at present the posts at level I, II and III at NRRDA, are being filled by two modes, i.e. through deputation, and by hiring consultants on contract, against sanctioned posts. The young engineers are being hired through open market, on one year contract. The Committee also noted that retired individuals are being engaged in NRRDA against regular vacancies. The support Staff is engaged through service provider.

3.3.3 The Committee, after deliberations, noted that as the primary function of NRRDA is technical there is need to attract the best of the technical talent available in the respective areas of expertise. This becomes important in the light of importance of rural connectivity not only in the lives of rural population, including expanding their livelihood opportunities, but also its role in economic progress of the country as a whole. This translates into offering compensations which are attractive enough to bring them to a place like Delhi where the cost of living is higher in comparison to most of the
other places in the country. Similarly, the process of appointment, including
the selection process, should be done on fast track so that the technical
guidance to the States does not suffer due to delays.

3.4 Appointment on deputation and contract basis: Considering the above the
Committee recommends the following for appointments to NRRDA:

Appointment on Deputation:

3.4.1 Mode of Selection on deputation: The Committee recommends that for
selection to the post of Director (Grade Pay Rs. 10,000), DOPT instructions
dated 30 July 2007-Annexure V) may be followed.

3.4.2 For appointment to the post of Joint Director, Deputy Director and
Assistant Director, a Selection Committee under the chairmanship of DG,
NRRDA with two Directors of NRRDA and two representatives from the
Ministry, including a representative of the Integrated Finance Division, may
be constituted. The recommendations of the Committee would be submitted
for further necessary action to DG, NRRDA.

3.4.3 The panel prepared by the above two committees would be valid for one
year from the date of recommendation.

3.4.4 Qualification Requirements: The Committee, based on the analysis of the
role and functions of various levels of personnel at NRRDA, and
examination of the existing Qualification Requirements, proposes, the
qualification requirement for appointment on deputation to various posts in
NRRDA, which are at Appendix I

Engagement on Contract Basis

The Committee recommends that
3.4.5 Posts at Level I, II and III should normally be filled up by deputation failing
which on contract basis. Civil Engineers/Retired Government Servants, can
be hired, against prescribed qualification requirements, by seeking
applications from the open market through open advertisements and wide
publicity. The personnel hired on contract would be designated as
Consultant.

3.4.6 For hiring of Consultants of the Level I, II, and III, on contract basis, the
constitution of Selection Committee would be the same as for selection on
deputation for each level. The personnel on contract would only be hired through open advertisements and should fulfil the various qualifications prescribed against various levels of consultants, as per Appendix I. Details of terms and conditions for contractual appointment as Consultant are at Appendix II. The proposed format for application for engagement of Consultant in NRRDA is placed at Appendix III.

3.4.7 Period of engagement of a personnel hired on contract will normally be for a period of one year, which can be extended, based on their performance on the job. Performance of the person shall be appraised, before extension of period of engagement, by an Appraisal Committee constituted for the purpose. The procedure and guidelines for Performance Appraisal would be developed by NRRDA.

3.4.8 Consultants would be hired only for specialised jobs, against specific targets and should normally not be deployed for handling financial and policy matters. The hiring of consultants against regular posts on continuous basis is not recommended.

3.4.9 Although a committee constituted by GB of NRRDA under the Chairmanship of the then AS & FA Shri Arvind Mayaram in 2012 had recommended the maximum age limit for engagement of consultants as 67 years but the Ministry of Finance Guidelines and the DOPT instructions is to restrict the maximum age limit for engagement of retired personnel as consultant to 65 years. However, for Consultants engaged in NRRDA at the time of submission of this report who have attained the age of 65 years, NRRDA in consultation with the Ministry may decide the period of retention in order to get sufficient time to fill in those vacancies. NRRDA has been paying the retired officers as per consultant fees and convince allowance decided by the Ministry vide Office Order dated 22.7.2013. Detailed conditions being observed for engagement have been issued vide Ministry office order 13.12.2011 which prescribes maximum age limit of 65 years. (Annexure VIIIa)

3.4.10 The above will be applicable to Young Engineers and Chartered Accountants hired on contract basis as applicable.
3.5 Support Staff:

3.5.1 The Committee recommends that support staff be engaged through the service provider, as before, who should be chosen through open competitive bidding.

3.6 Pay, Allowances etc. for NRRDA Personnel appointed on Deputation:

3.6.1 Pay:

3.6.1.1 The Committee examined the existing compensation package including facilities/perks etc. to the NRRDA personnel and that of other similarly placed organisations, in the backdrop of the need to attract and retain the best talent in the organisation.

3.6.1.2 The Committee noted that the terms and conditions of service of NRRDA personnel is decided by the General Body of NRRDA headed by the Hon'ble Union Minister, Rural Development. The last such revision of condition of service of NRRDA personnel by the General Body was done in July, 2012 in its 16th meeting. The terms and conditions of service of the three categories of staff of NRRDA (Deputationists, Contractualists and Support Staff hired through service provider), as approved by General Body, are placed at Annexure XI.

3.6.1.3 The Committee observed that the existing terms and conditions are fairly attractive for Deputationists as they have been evolved after taking inputs from terms and conditions of NHAI/other PSUs also. The Committee noted that in July 2012, the General Body had in its 16th meeting, in order to make the terms and conditions more attractive for Deputationists, revised the pay structure and other allowances. The Committee broadly recommends the same, to attract more personnel on Deputation, especially those with technical/engineering background, to join NRRDA, from field assignments.

3.6.1.4 Thus the Committee recommends the following Pay, Allowances and other benefits to officers appointed on deputation to NRRDA:
3.6.1.5 Officers coming on deputation can opt for the Scale of Pay existing in the parent organization, and Special Allowance @ 10 percent, or opt for the scale of pay of the relevant post at NRRDA, in which case no deputation duty allowance will be admissible.

3.6.1.6 Additional Increment: The present policy relating to grant of additional increment as below, is recommended for continuation:

<table>
<thead>
<tr>
<th>Post</th>
<th>Higher professional qualification</th>
<th>No. Of additional increments admissible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director/ Joint Director (Technical &amp; Projects)</td>
<td>Ph.D. Degree in Civil Engineering</td>
<td>04 (Four)</td>
</tr>
<tr>
<td></td>
<td>Post Graduate Degree in Civil Engineering/Construction Management/ Project Management</td>
<td>02 (Two)</td>
</tr>
</tbody>
</table>

3.6.1.7 Personal Pay @10% of basic pay (including Grade Pay), as at present, is recommended for continuation.

3.6.2 Allowances

a. Transport Allowance for travel from Residence to Place of duty and back, is recommended as per the extant Government of India norms. Officers in the grade pay of Rs. 10,000, would be eligible for staff car
hired by the office, in lieu of transport allowance, as per the existing
practise and regulations of Government of India.

b. **House Rent Allowance**: Those availing House rent allowance will be
eligible to get the same as per the extant Government Instructions.
However, NRRDA can also make the housing facility available to its
personnel by leasing accommodation, subject to the ceiling as below:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Post</th>
<th>Grade Pay</th>
<th>Lease Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Level -I</td>
<td>Rs. 10,000</td>
<td>26,400</td>
</tr>
<tr>
<td>2.</td>
<td>Level -II</td>
<td>Rs. 8,900</td>
<td>23,400</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rs. 7,600</td>
<td>18,700</td>
</tr>
<tr>
<td>3.</td>
<td>Level -II</td>
<td>Rs. 6,600</td>
<td>18,300</td>
</tr>
</tbody>
</table>

*(As per NHAI norms, where a scale based lease entitlement is fixed as
at Annexure-XIII)*

c. **Entertainment Allowance** (Rs. 1000/- per month for Directors, Rs.
800 p.m. for Joint/ Deputy Directors, Rs. 600 p.m. for Asst. Directors
and equivalent)

3.6.3 Reimbursable:

a. **Reimbursement of Telephone Charges** (As per Government of
India instructions, applicable to the grade of post, modified from time
to time)

b. **Reimbursement of repair and maintenance charges for leased
accommodation**: The officials are also entitled to reimbursement of
disposition towards maintenance of accommodation / minor repairs
upto a limit of 2 months of lease amount in a year. This is
recommended for continuation.

c. **Education allowance** as per Government of India norms.

d. **Transfer allowance**, as per Government of India rules.

e. **Newspapers/ Periodicals Allowance**, will be reimbursed, subject to
the ceiling as below.
3.6.4 Honorarium: This is not recommended for the three levels (Level I, II, and III) of personnel on deputation. However, some honorarium may be paid to the operational staff who display high commitment to the work entrusted and do exemplary work. The maximum amount of honorarium payable during a year, with the approval of the D.G., NRRDA, would be Rs. 5,000/-. 

3.6.5 Travelling and Daily allowance is recommended, as per the extant government of India instructions with regard to the eligibility in terms of grade pay. The stay and other entitlements is recommended for regulation as per the extant Government of India rules applicable at the time.

3.6.6 Other benefits / entitlements for personnel appointed on Deputation:

3.6.6.1 Medical Benefits: Officers on deputation will be entitled to medical benefits for self and dependent family members in accordance with the provisions contained in the NRRDA (Medical Attendance) Bye-Laws-2004, will be governed by CCS (AMA) rules. However, deputationist may be given an option of continuing the facilities available to them in their parent organization subject to them making a declaration in this regard within a month of their joining. The list of hospitals for treatment, eligible for reimbursement, would be the Hospitals notified for the purpose in DELHI and NCR by CGHS. Treatment in the case of emergency would be permitted in non-notified hospitals, subject to submission of emergency certificate from the Hospital.

3.6.6.2 Leave: The Leave Rules of Government of India, existing at the time, will be applicable for personnel appointed on deputation to NRRDA.

3.6.6.3 Leave Encashment: In addition, as per extant Bye Laws of NRRDA, an employee may draw cash equivalent of the leave salary upto 50% of Earned Leave earned during his service rendered in NRRDA. Such encashment of Earned Leave will be admissible only when the employee –

i. leaves NRRDA on repatriation to his/her parent cadre; or
ii. seeks voluntary retirement or superannuates from service while serving with the NRRDA.

a) Encashment of the leave earned during service in NRRDA may, however, be allowed by NRRDA, *suo moto*, in the following situations:
   i. To the family of the employee who dies while in service;
   ii. On invalidation of the employee on medical grounds.

b) Cash equivalent of leave salary shall consist of pay plus applicable DA thereon. No HRA or CCA etc. shall be included for calculation purposes.

c) Special pay shall count for purpose of encashment wherever applicable, but DA on Special Pay shall not be counted.

d) Any employee who has to leave service of NRRDA on disciplinary grounds will not be entitled to encashment benefits.

3.6.6.4 Retirement Benefits: Grant of retirement benefits shall not apply in case of NRRDA employees.

3.6.6.5 Advances and loans: No advances and loans will be extended to personnel engaged by NRRDA.

3.6.6.6 Leave Travel Concession: The relevant extant Government of India rules applicable for officers of the relevant grade, are recommended for personnel appointed on Deputation to NRRDA. This is as per the existing provisions of the Bye Laws of NRRDA.

3.7 Tenure of Service on deputation: Initial period of recruitment on deputation would be for two years. This can be extended up to a maximum of 7 years. Any extension beyond the period of 5 years should be with the approval of Chairman General Body, i.e. Hon'ble Union Minister for Rural Development, subject to the approval of the borrowing and the parent department. The extension of tenure for Director, beyond the period of two years, up to the period of 5 years, would require the recommendation of the Selection Committee (in terms of DOPT instructions of 2007). The extensions below the level of Director (Grade Pay: Rs. 8700) would require the approval of DG, NRRDA.
3.8 Remuneration for Consultants engaged on contract by NRRDA:

3.8.1 The consultants engaged by NRRDA, as mentioned in para 3.4.5 and 3.4.10, may broadly be divided into following categories:

(i) Young Engineers/ CA

(ii) Specialist, which may include retired personnel, with Technical Knowledge in the field of Road/ Highways/ transportation/ finance/ IT/ management & administration.

3.8.2 The detailed terms and conditions for services of Young Engineers /CA as Consultants is at Appendix IV.

3.8.3 With regard to the Specialists and the retired personnel, the remuneration and the terms and conditions, as approved by MoRD, from time to time, for the consultants hired by them, are recommended for adoption in NRRDA. The latest such office orders of MoRD dated 22.7.2013 is at (Annexure VIIIa).

Tenure and Remuneration for Support Staff engaged through service provider:

i. Tenure of support staff: The support staff comprising of Executive Assistants, Personal Assistants and Office Assistants, to be hired through service provider. The contact with the service provider will normally be for a period of One Year.

ii. Under the present arrangement the support Staff is being paid the wages as per the notification issued by the labour department of Government of Delhi. Yearly increment is being given in accordance with the average twelve monthly increase in the National Consumer Price Index. The Committee recommends continuation of the same.

iii. The Committee also proposes continuation of

a. Medical Policy (by Service Provider on reimbursement basis) (approx. 2.5 lakh annual)

b. 8 days Casual Leaves and 2 Restricted Holidays

iv. OTA to staff. The OTA need to be given against specific work, performed in excess of their normal duties (42-1/2 hours every week) subject to the approval of Head of the Division. No OTA will be given in excess of prescribed 50 Hours (for all categories of support staff).
In addition, an incentive system is also proposed for the meritorious hard working support staff at the rate of 5% annual increase on yearly basis for consultants based on performance (IFD’s observation in file No. A-11013/7/21011-F&A).
Chapter 4

Recommendations II - Training, Human Resource Development, Conduct and Discipline

4.1 Training and Human Resource Development: Human resource development is a continuous process in any organisation. Capacity building and its regular updation through trainings and refresher courses is a must for all those organisations who want to be relevant all the time and NRRDA is no exception as they are into providing technical guidance to States etc. Therefore, skill upgradation and knowledge enhancement of the NRRDA personnel is of utmost importance. Accordingly, the Committee felt that the training in NRRDA needs to be shaped keeping, *inter alia*, the following objectives in mind:

i. Capacity Building
ii. Skill Upgradation
iii. Team Building
iv. Leadership
v. Motivation

4.2 The Committee recommends that the NRRDA personnel should be sent on training programmes, refresher courses in new technologies, office procedure etc. from time to time to various organisations including Institute of Secretariat Training and Management (ISTM), Indian Academy of Highway Engineers (IAHE), Indian Road Congress (IRC), etc.

4.3 Review of performances: NRRDA is an organisation which provides technical guidance to the States/SRRDAs and hence performance expected from its personnel is of a very high order. Therefore, there is a requirement for continuous appraisal of performances of its employees, both on deputation or on contract. The Committee recommends use of the existing Annual Performance Appraisal Report (APAR) format, prescribed for officials on deputation under the Central Staffing Scheme in Government of India, for personnel on deputation to NRRDA. Similarly, there is a need for a performance appraisal system, in the form of PAR for personnel hired on contract, which will form the basis for the subsequent extension of their contract. This needs to be developed in-house by NRRDA. There is also a requirement for a similar grading system for the support staff hired through service provider as it would be required for deciding their continuity / award of annual performance incentives etc.
4.4 **Conduct and Discipline:** Personnel on deputation to NRRDA would be bound by the concerned service rules of their parent organization. NRRDA need not frame any separate Conduct, Discipline and Appeal Rules and in case any situation arises to deal with an employee for misconduct etc., the employee may be reverted back to his parent organisation with suitable recommendations for taking appropriate action.

4.5 In the cases of contractual appointments, the appointment orders should include a clause for dismissal or termination of appointment.

4.6 But prior to repatriation /termination/dismissal, suitable warning(s) in writing would be given and in those cases where the employee is not amenable to discipline, the course of repatriation /termination/dismissal can be adopted.

4.6 For the personnel hired on contract or the support staff hired through service provider the Committee recommends application of the following conditions:

i. They will be required to maintain office time, decorum, discipline as expected from a regular central government employee.

ii. Consultant's engagement will not be considered as re-employment.

iii. NRRDA will not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/ equipment or vehicle of the personnel.

iv. The consultant / personnel hired on contract shall not claim any benefit/ compensation/absorption/ regularization of service in NRRDA.

v. The personnel may be called on Saturdays/ Sundays and any other holiday if required. They will not be entitled to any compensatory leave.

vi. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have suppressed any material information, his / her services will be liable for termination, in addition to the administrative or legal action as may be deemed necessary.

vii. The detailed terms and conditions of the service are attached at Appendix II in respect of consultants.

4.7 **Human Resource Information System:** The Committee recommends that all information on staff strength, MIP, vacancies, qualification requirements for various posts, terms and conditions of office, etc. should be made online.
4.8 Periodical review of performance of the Human Resource policy: The Committee recommends periodical review of the HR policy so that it can meet the HR challenges of the time. Ideally it may be reviewed every five years.

4.9 General terms and conditions: During the period an employee is at the disposal of NRRDA, the organisation can assign work in any manner in the interest of the organisation without any additional remuneration.

4.9 The hours of work to be put in by an employee in a week will be decided by the Competent Authority and the employee will be liable to be called for duty at any time in addition to the standard hours of office work. Officers at levels-I,II and III will not be entitled to any monetary or non-monitory benefits in case they have to work beyond normal office hours and called for duty during holidays. Support staff may be given compensatory off in lieu of additional work executed on holidays or may be paid honorarium at the discretion of DG, NRRDA.

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Appendix I

Qualification Requirements and Tenure for appointment to various posts at NRRDA

1. Qualification Requirements for various appointments in NRRDA

1.1 Out of the five Project Divisions of NRRDA three Project Divisions (P-I, P-II, and P-III) require experienced engineers from Civil Engineering background having experience in Highway/Road Transportation Engineering. The Technical Division out of three Project Divisions require personnel from Civil Engineering background with experience in academic institutions. The fourth Division, the Finance and Administration (F&A) Division, requires personnel with knowledge in Accounts and Administration and the fifth Division, the IT Division, requires personnel with IT background. The Committee recommends the following experience and qualification for the various posts in NRRDA:

1.2 On Deputation:

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<thead>
<tr>
<th>Sl. No</th>
<th>Post</th>
<th>Educational Qualification</th>
<th>Experience</th>
<th>Age</th>
<th>Eligibility</th>
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<tbody>
<tr>
<td>1</td>
<td>Director (Technical)</td>
<td>A Doctorate or a Post Graduate Degree in Civil Engineering with specialization in the related areas of Civil Engineering works specially in road construction.</td>
<td>About 15 Years of experience in the field / research activities in the Civil Engineering Department of Technical Institutions and fully conversant with procedures, technical specifications etc. in</td>
<td>Preferably 45-50 Years. In no case exceeding 57 years</td>
<td>The candidate to be considered should hold analogous post or should have held the post of SE. in the</td>
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<td>Director (Project)</td>
<td>Degree in Civil Engineering from a recognized institution. Doctorate or a Post Graduate Degree in Civil Engineering with specialization in the area of road construction, will be preferred.</td>
<td>About 15 years field experience under Central/State Government with experience in project appraisal, monitoring and evaluation of projects including Management of projects funded by multilateral agencies like World Bank, Asian Development Bank etc and conversant with procedures, technical specifications etc. in road construction.</td>
<td>Preferably 45-50 Years. In no case exceeding 57 years.</td>
<td>Grade pay of 8700 for at least 5 years.</td>
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<td>2</td>
<td>Director (F&amp;A)</td>
<td>A Graduate, CA/ICWA or Master’s Degree in Commerce/ Economics or Master of Business Administration with specialization in road construction</td>
<td>About 15 years of experience in finance and administration of Government organization, conversant with</td>
<td>Preferably 40-45 Years. In no case exceeding 57 years.</td>
<td>The officer to be considered should hold analogous</td>
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<tr>
<td>Position</td>
<td>Experience &amp; Qualification</td>
<td>Age Requirement</td>
<td>Additional Notes</td>
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<tr>
<td>Director (IT)</td>
<td>Appropriate Recruitment Qualification &amp; experience will be worked out at the time of appointment by NRRDA in consultation with Ministry.</td>
<td>g 57 yearspost</td>
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<td>4 JD (Project)</td>
<td>The candidate should have a minimum of 7 years of experience in Civil engineering Works related to the field of activity in road construction and should be conversant with Project Appraisal, Monitoring and Evaluation of Projects. Technical Specifications in road construction.</td>
<td>Preferably 40-45 years. In no case exceeding g 52 years</td>
<td>The candidate should be considered to hold analogous post, or should have held the post in the grade pay of 7600 for at least 5 years.</td>
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<tr>
<td>JD (Tech)</td>
<td>Same as above</td>
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<tr>
<td>Director</td>
<td>Same as Dr (R&amp;A)</td>
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<td>The candidate should have a minimum of 110 years of experience in Civil engineering Works.</td>
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<td>Direct (Project)</td>
<td>Preferably in the field of road construction.</td>
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| Deputy Director (R&A) | The officer should preferably have worked in the field of Accounts management and no case post or Establishment in a Government department for 8 years. |
| Deputy Director (Project) | The candidate should preferably have a minimum of 8-10 years of experience in Civil engineering works. |

<p>| Director (F&amp;A) | Same as above |
| Director (F&amp;A) | The officer should preferably hold the post of Under Secretary in the Government with 10 executive years of experience. |
| Director (F&amp;A) | The candidate should have a minimum of 40-45 years of experience in the field of road construction. |</p>
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<td>6</td>
<td>Assistant Director (Tech)/Project(s)</td>
<td>Same as Deputy Director (Tech.)</td>
<td>The officer should have experience in Planning, Construction, Quality Control and Maintenance of Roads/Highways projects in the State/central government for at least 5 years.</td>
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<td>7</td>
<td>Assistant Director (F&amp;A)</td>
<td>Graduate degree from a recognised institute.</td>
<td>The officer should have worked in the field of Accounts, Administration and Establishment for at least 5 years, in a government organisation.</td>
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</table>

The officers to be considered should hold analogous post or have been at the level of Asst Executive Engineer for 3 years or Assistant Engineer for at least 5 years.

The officers to be considered should hold analogous post or have worked in the Grade Pay of Rs.
1.3 On contract

1.3.1 Young Civil Engineers

The candidate should have a Degree in Civil Engineering, preferably Masters Degree in Transportation Engineering. He/she should have at least two published papers in the field of road or transportation network in national and/or international journals of repute. He/she should have experience of at least three years in rural road project preparation, procurement for project, execution of work funded by multilateral international agencies. Knowledge of Geo-Informatics System (GIS) including On-Line Management, Monitoring and Accounting System (OMMAS) will be preferred. He/she should have good knowledge of MS Office and other Civil Engineering Software.

1.3.2 Retired officials/ qualified individuals from the engineering field hired as consultants (On Contract Basis)

- The Consultants considered for hiring against vacancies should have at least Fifteen years of experience in the field of project management of road projects.
- No consultant shall be engaged beyond 65 years of age as prescribed in extant DOPT guidelines and practice prevailing in Government Departments and Autonomous Bodies. However, those consultants who are already working in NRRDA at the time of submission of this report, may be given opportunity to continue serving till the end of the current financial year so that the work of NRRDA is not adversely affected.
Terms and Conditions for appointment on contract as Consultants.

1. Only Specialists/ retired Government Servants with requisite experience as prescribed would be hired on contract for levels I, II, and III and would be designated as consultant.

2. The engagement 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 NRRDA.

3. The headquarters of a Consultant will be at New Delhi. The Consultants will work in the Agency and will perform such work as may be assigned to them from time to time.

4. Period of engagement will be for one year from the date of joining, which may, at the discretion of Competent Authority be either extended or curtailed.

5. The appointment of a Consultant would be of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason therefor.

6. The consultant will be entitled to 8 days of Casual Leave (CL) and 2 days of Restricted Holiday (RH) leave in a calendar year during the period of engagement. For service less than twelve months in any calendar year leave admissibility will be calculated on pro rata basis in that calendar year. However, unavailed leave cannot be carried forward in case of extension beyond one year. Fee will be deducted proportionately if the Consultant absents himself/herself on any working day other than the entitled paid leave.

The Consultants will not be entitled to any allowance/perquisite such as HRA, CCA, DA, LTC, Residential accommodation, medical facility etc.

7. No TA/DA would be admissible to them for joining the assignment or on completion of assignment. They will however be entitled to TA/DA for local tour in India as per rules applicable.

8. They will be required to maintain office timings, decorum, discipline as expected of a regular Central Government employee.

9. TDS will be deducted as per the prevalent rules and necessary TDS certificates will be issued.

10. A retired Govt official appointed as Consultant shall continue to draw pension and the dearness relief on pension during period of his engagement as consultant. His/her engagement as Consultant shall not be considered as re-employment.

11. NRRDA shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging / equipments or vehicles of the personnel.

14. The Consultants may be called on Saturdays, Sundays and any other holidays, if required, and they shall not be entitled to any compensatory leave in lieu thereof.

15. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/ she will be liable for termination of services in addition to the administrative and/ or legal action as may be deemed necessary.

16. The Consultants will not, except with the previous sanction of the National Rural Roads Development Agency or in the bona fide discharge of his/her duties as aforesaid, publish a book himself or herself or through a publisher or contribute an article to a book or compilation of articles or participate in a TV telecast/ Radio broadcast or contribute an article or write a letter to a newspaper pseudonymously or in the name of any other person, if such book, article, telecast/ broadcast or letter relates to a subject, which is connected with the work aforesaid, not only during the period of this job contract but also thereafter.

17. During the period of assignment with the NRRDA, it is likely that Consultants may come across certain information of importance or secret nature. Consultants would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923, not only during the period of assignment, but also thereafter. More importantly, Consultants will not divulge any information gathered by him/her during the period of his/her assignment to anyone unless authorised by competent authority to do so.

18. The consultants engaged by NRRDA would be designated as follows:
   a. Consultant Grade-I: With more than 25 years of experience in the construction of National/ State Highways, District Roads/ Rural Roads with minimum 3 years regular service as Chief Engineer
   b. Consultant Grade-II: With more than 15 years of experience in the construction of National/ State Highways, District Roads/ Rural Roads with minimum 3 years regular service as Superintending Engineer/ Executive Engineer
   c. Consultant Grade-III: With more than 10 years of experience in the construction of National/ State Highways, District Roads/ Rural Roads with minimum 3 years regular service as Assistant Engineer

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Format for Application for Engagement as Consultant on contract basis in National Rural Roads Development Agency

1. Name
2. Father's Name
3. Date of Birth
4. Nationality
5. Name of office / organisation where first joined
6. Date of entry into service
7. Date of superannuation / Retirement
8. Office Address at the time of retirement
9. Last pay drawn including Scale / Grade Pay
10. Mailing Address
11. Permanent Address
12. E-mail ID
15. Positions held in the last ten years

<table>
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<tr>
<th>Sl. No</th>
<th>Designation, name of office/ Ministry/ Department serviced and Place of posting</th>
<th>Scale of pay and Grade Pay held</th>
<th>From</th>
<th>To</th>
<th>Brief Nature of work performed</th>
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16. Details of educational qualifications

17. Technical skills acquired, if any

18. Computer knowledge

19. Details of present employment, if any

20. Please provide (in not more than 150 words) details on suitability of your candidature for the position on the basis of your previous experience.

21. Number and date of the Pension Payment Order, or any other pension document or proof of retirement issued by the last employer. (Please attach a copy of the document showing pension drawn by the applicant)

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

Place:

Date
Signature

(Name of the Candidate)

Contact No:
Appendix IV

TERMS AND CONDITIONS OF ENGAGEMENT OF YOUNG CIVIL ENGINEERS
(CONSULTANT) ON CONTRACT BASIS IN NRRDA

(1) Period of contractual engagement

The period of contractual engagement on full time basis will be initially for one year from the date of joining in NRRDA.

(2) Job requirements

(i) To support the Directors of NRRDA in providing project management and implementation support to facilitate PMGSY project implementation in the States.

(ii) Areas of work: Project selection, scrutiny of the Detailed Project Reports (DPRs) received from the States, providing assistance in scrutiny of DPRs with new technologies, ground verification of DPRs, assistance in maintaining transparency in the system, preparation of detailed engineering reports and contract documents, procurement, monitoring of physical and financial progress, quality assurance, contract management, financial management, in-built 5-year maintenance.

(iii) To help implement various activities under the technical assistance programme including:

- implementation of various training activities at the local and international training institutions for different categories of staff of the road agencies,
- maintenance management including establishing a road inventory and condition data-base, preparation of annual maintenance plans and execution of maintenance works through contract,
- introduction of improved technical standards and procedures for quality assurance, procurement, financial management and contract management,
- improving monitoring and evaluation through further refinements in the on-line monitoring, management and accounting system (OMMAS).

(iv) To assist NRRDA in expediting and monitoring implementation of the rural road works in all States and Union Territories.

(3) Essential qualification and experience

1) Degree in Civil Engineering preferably Masters Degree in Transportation Engineering.
2) Should have at least two published papers in the field of road or transportation network in national and international journals of repute.

3) Should have experience of at least three years in rural road project preparation, procurement of project, execution of work funded by multilateral international agencies. Knowledge of Geo-Informatics System (GIS) including On-line Management, Monitoring and Accounting System (OMMAS) will be preferred.

4) Should have good knowledge of MS Office and other Civil Engineering Softwares.

(4) **Age**

Not above 30 years.

(5) **Selection Procedure**

Consultants will be selected in accordance with the procedures set out in General Financial Rules, 2005 read with 'manual of Policies and Procedures of Employment of Consultants' issued by Government of India, Ministry of Finance.

The decision of the competent authority in the selection of candidates shall be final and binding.

(6) **Monthly remuneration and other entitlements**

During the period of contractual engagement, the monthly remuneration and other entitlements will be as below:

(a) **Monthly remuneration**

Consolidated monthly remuneration of Rs. 45,000/- (which includes transport allowance of Rs.1500/- and Rs.800/- telephone charges).

(b) **Accommodation**

No residential accommodation will be provided.

(c) **Attending office on holidays**

In the exigencies of office work, the contractual employee may be required to attend office on Saturdays/ Sundays or any other Gazetted Holidays. However, in such an event, conveyance charges of Rs.500/- for attending office on each day will be paid in case no official vehicle is provided.
(d) **Leave**

(i) 08 days of Casual Leave and 02 days of Restricted Holidays in a calendar year.

(ii) In the case of contractual employment beginning or terminating in the middle of the calendar year, casual leave/other leave will be admissible on pro-rata basis.

(e) **TA/DA**

Travelling Allowance/Daily Allowance on official tour will be admissible as per Central Government rules applicable from time to time to serving employees of equivalent rank.

(7) **Terms of payment**

(a) The payment of consolidated monthly remuneration and Conveyance Allowance would be made on monthly basis direct to the bank account of contractual employee or in unavoidable circumstances through Account Payee cheques.

(b) 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 necessary certificate will be issued by NRRDA.

(8) **Other assignment**

The contractual employee will not take up any private or other assignment during the period of contract with NRRDA.

(9) **Confidentiality of data and documents**

The contractual employee will not 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 this assignment or during the course of this assignment for the NRRDA, without the express written consent of the NRRDA. He/she will hand over the entire set of records of assignment to the NRRDA before the expiry/termination of the contract and before the final payment is released by the NRRDA.

(10) **Conflict of interest**
In no case, the contractual employee will represent or give opinion or advice to others in any matter which is adverse to the interest of the NRRDA.

(11) **Governing law**

The present contract shall be governed by and construed in accordance with the laws of the Republic of India.

(12) **Termination of contract**

(a) The contract may be terminated at any time during the currency of contract by giving one month's notice by either party (NRRDA and the contractual employee) and shall be effective from the date of expiry of the said notice period. The contract may also be terminated any time by NRRDA by paying one month's remuneration in lieu of one month's notice. The NRRDA shall, however, be not obliged to assign any reason for termination of contract.

(b) Contractual engagement may also entail termination in the following circumstances:

(i) Repeated refusal to undertake the assigned job.

(ii) Quality of the assigned jobs not found satisfactory or failure to achieve the milestones set by the higher authorities.

(iii) Breach of contractual obligations mentioned at Sl. Nos.5, 6 and 7.

(iv) Any misconduct during the currency of contract that amounts to unbecoming of an employee working in a Government organization.

(v) Unauthorized absence from office duty for 30 days or more at a stretch.
TERMS AND CONDITIONS OF ENGAGEMENT OF CHARTERED ACCOUNTANT
(CONSULTANT (FINANCE)) ON CONTRACT BASIS

(1) Period of contractual engagement

The period of contractual engagement on full time basis will be initially for one year from the date of your joining in NRRDA.

(2) Job requirement

(a) To examine Audited Financial Statement of Programme Fund Account and Administrative Expenses Fund Account of State and Nominating Executive Agencies and scrutiny of Action Taken Reports related to PMGSY.
(b) To render technical advice/clarifications to State Rural Roads Development Agencies (SRRDAs) on PMGSY finance and accounts.
(c) To develop accounting procedure for PMGSY projects in States.
(d) To monitor banking arrangements of PMGSY Funds as per Memorandum of Understanding among SRRDAs, Accredited Banks and NRRDA.
(e) To develop materials for review of financial management of projects in States funded by World Bank.
(f) To often impart training to the accounts personnel of SRRDAs / Project Implementation Units (PIUs) and Engineers in PMGSY finance and accounts correlated with data entries in relevant module of On-line Management, Monitoring and Accounting System (OMMAS).
(g) During your engagement in this Agency, you will be liable to liaison with the Ministry of Rural Development, State/UT Governments and World Bank.
(h) You will report to the concerned Division Head or the Joint Director, as the case may be.
(i) You may be often required to attend office before and beyond the normal working hours of 09:00 AM to 05:30 PM.

(3) Monthly remuneration and other entitlements

During the period of contractual engagement, the monthly remuneration and other entitlements will be as below:

(a) Monthly remuneration
Consolidated monthly remuneration of Rs. 45,000/-
(b) Increment
In the event of contractual engagement continuing for more than a year in NRRDA based on continued satisfactory performance, annual increase @ 10% on the consolidated monthly remuneration mentioned at (a) above.
(c) Allowances

...
No other allowances except Conveyance Allowance @ Rs. 1,500/- per month will be admissible. The payment of Conveyance Allowance will, however, be subject to the contractual employee not being on leave or absent from duty for a full calendar month.

(d) Telephone
Reimbursement of one post-paid mobile telephone standing in name of contractual employee subject to the ceiling of Rs. 800 plus taxes per month.

(e) Accommodation
No residential accommodation will be provided.

(f) Attending office on holidays
In the exigencies of office work, the contractual employee may be required to attend office on Saturdays/Sundays or any other Gazetted Holidays. However, in such an event, conveyance charges of Rs. 500/- for attending office on each day will be paid in case no official vehicle is provided.

(g) Leave
(i) 08 days of Casual Leave and 02 days of Restricted Holidays in a calendar year.
(ii) After completion of one year of contractual engagement, the contractual employee will be entitled to 30 days of earned leave in a calendar year.
(iii) In the case of contractual employment beginning or terminating in the middle of the calendar year, casual leave / other leave will be admissible on pro-rata basis.
(iv) There will be no encashment of unutilized earned leave at the time of termination of contract.

(h) TA / DA
Travelling Allowance / Daily Allowance on official tour will be admissible as per Central Government rules applicable from time to time to serving employees of equivalent rank.

(4) Terms of payment
(a) The payment of consolidated monthly remuneration and Conveyance Allowance would be made on monthly basis direct to the bank account of contractual employee or in unavoidable circumstances through Account Payee cheques.
(b) 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 necessary certificate will be issued by NRRDA.

(5) Other assignment
The contractual employee will not take up any private or other assignment during the period of contract with NRRDA.

(6) **Confidentiality of data and documents**

The contractual employee will not 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 this assignment or during the course of this assignment for the NRRDA, without the express written consent of the NRRDA. He/she will hand over the entire set of records of assignment to the NRRDA before the expiry / termination of the contract and before the final payment is released by the NRRDA.

(7) **Conflict of interest**

In no case, the contractual employee will represent or give opinion or advice to others in any matter which is adverse to the interest of the NRRDA.

(8) **Governing law**

The present contract shall be governed by and construed in accordance with the laws of the Republic of India.

(9) **Termination of contract**

(a) The present contract may be terminated at any time during the currency of contract by giving one month’s notice by either party (NRRDA and the contractual employee) and shall be effective from the date of expiry of the said notice period. The contract may also be terminated any time by NRRDA by paying one month’s remuneration in lieu of one month’s notice. The NRRDA shall, however, be not obliged to assign any reason for termination of contract.

(b) Contractual engagement may also entail termination in the following circumstances:

I. Repeated refusal to undertake the assigned job.

II. Quality of the assigned jobs not found satisfactory or failure to achieve the milestones set by the higher authorities.

III. Breach of contractual obligations mentioned at SL. No. 5, 6 and 7.

IV. Any misconduct during the currency of contract that amounts to unbecoming of an employee working in a Government organization.

V. Unauthorized absence from office duty for 30 days or more at a stretch.
ANNEXURE I

POWERS AND FUNCTIONS OF GENERAL BODY OF NRRDA

There shall be a General Body of the Agency and it shall be composed of all the Members of the Agency.

The General Body shall meet normally once in 6 months but at least once every year, on such date, time and place as may be determined by the President. It shall also be open to the President to call for an Extraordinary Meeting.

a. All Meetings of the General Body shall be called by Notice in writing by and under the hand of the Director General.
b. Every Notice calling a Meeting of the General Body shall state the date, time and place of the Meeting and shall be delivered or sent by post to every Member of the Agency normally 15 clear days before the day appointed for the Meeting.
c. Any inadvertent omission to give notice to or the non-receipt or late receipt of notice by any Members shall not invalidate the proceedings of the Meetings and proof that the envelope containing such notices was properly addressed and duly posted will be sufficient proof of such notice.

The General Body shall have following powers and functions, namely to:

- give over-all Policy Guidelines and directions for efficient functioning of the Agency
- approve the Annual Plan of Action including the Annual Budget for functioning of the Agency
- consider the Balance Sheet and Audited Accounts for the previous financial year
- add and amend the Rules of the Agency
- frame, bye-laws not inconsistent with these Rules, for the regulation of the business of the Agency
- monitor the functioning of the Agency
- approve of the Annual Report of the Agency
- determine the staff strength and the terms and conditions of service of personnel to be appointed by the Agency
- appoint the Principal Technical Agencies and determine the tasks to be performed by them
- delegate such of its powers to other authorities of the Agency as it may consider necessary and proper.

POWERS AND FUNCTIONS OF PRESIDENT, NRRDA

a. The Union Minister incharge of the Ministry / Department dealing with the Agency shall be the ex-officio President of the Agency.
b. In case the votes for and against a particular issue are equal the President shall exercise his casting vote.
c. The President shall be entitled to invite any other person to attend the Meetings of the Agency but such person(s) shall have no power of voting.
d. The President shall preside over the Meetings of the General Body. In his absence the Vice President shall preside over the Meetings.
e. The President shall nominate Members to the General Body.
f. The President shall exercise the powers of the General Body of the Agency in the interregnum between two Meetings of the General Body. All decisions taken by the President, acting in such capacity, shall be placed in the next Meeting of the General Body for ratification.
g. The President may, in writing, delegate such of the powers, as he may consider necessary, to the Vice-President or the Director-General.
POWERS AND FUNCTIONS OF VICE-PRESIDENT, NRRDA

a. The Secretary in charge of the Ministry/Department dealing with the Agency shall be the ex-officio Vice-President of the Agency.
b. In the absence of the President, the Vice-President shall preside over the Meetings of the General Body.
c. The Vice President shall exercise such powers and perform such duties as President may delegate him.

POWERS AND FUNCTIONS OF EXECUTIVE COMMITTEE OF NRRDA

There shall be an Executive Committee of the Agency and shall comprise of the following Members:

a. Director-General - Ex-officio Chairman.
b. Five Members to be appointed by the President, of which one shall be Finance Member and the remaining four shall be from among the Principal Technical Agencies.
c. Such officials of the Agency, not exceeding two, to be nominated by the President.

The Executive Committee shall meet as often as is necessary but at least once in two months.

a. All meetings of the Executive Committee shall be called by notice in writing by and under the hand of the Director General.
b. Every notice calling a meeting of the Executive Committee shall state the date, time and place of the meeting of the Executive Committee normally seven clear days before the day appointing for Meeting.
c. The Chairman may, in special circumstances, call a Meeting at a notice shorter than seven days.
d. Any inadvertent omission to give notice of the nonreceipt or late receipt of notice by any member shall not invalidate the proceedings of the meeting.

The powers and functions of the Executive Committee shall be as follows:

a. Subject to the general control and supervision of the General Body, the Executive Committee shall generally pursue and carry out objectives of the Agency as set forth in the Memorandum of Association.
b. The Executive Committee shall exercise all executive and financial powers of the Agency, subject to such directions as may be issued by the Government of India and General Body from time to time.
c. In particular and without prejudice to the generality of the foregoing provisions, the Executive Committee shall have the power to

i. Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Agency.
ii. To consider the annual and supplementary budgets placed before it and pass them with such modifications as may be deemed necessary, for submission to the General Body.
iii. Prepare annual report and accounts of the society for the consideration of the General Body.
iv. Appoint staff as per strength sanctioned by the General Body.
v. Appoint the State Technical Agencies and determine the tasks to be performed by them.
vi. To Monitor the progress of road works and expenditure incurred by the States/Union Territories under Pradhan Mantri Gram Sadak Yojana.
vii. To appoint Independent Monitors to inspect and report on the Quality of road-works.
viii. To take up research activities relating to Rural Roads, including execution of pilot projects by appropriate Technical Institutions.
ix. To engage the services of Technical Experts as and when necessary.
x. To arrange suitable Training Programmes for officers of the Ministry as well as the State Governments and Union Territories concerned with the implementation of the Rural Roads Programme in reputed institutions.
xi. Receive and to have custody of the funds of the Society and manage the property of the Society.
xii. Incur expenditure, subject to the provisions of the approved budget.
xiii. Lay down terms and conditions governing scholarships, deputations, consultancy grants in aid, research schemes and projects.
xiv. Enter for, and on behalf of the Agency, into Agreements.
xv. Lay down terms and conditions governing scholarships, deputations, consultancy, grants in aid, research schemes and projects.
xvi. Enter into arrangements with the Government of India and, through the Government with foreign and international agencies and organisations, the State Government and other Public or Private bodies, or organisations or individuals, provided that nothing shall be inconsistent with the objectives of the Society or the policy of the Government of India.
xvii. Appoint sub-committees, and panels consisting of persons who may or may not be the Members or employees of the Agency to deal with any matter and make recommendations thereon.
xviii. Impose and recover fee and charges for the services rendered by the Agency.
xix. Make deposits in Scheduled Commercial Banks.
xx. Consider any other matter deemed fit by the General Body/President.

The EC may delegate any of its powers to the Director General or any officer of the Agency.

DIRECTOR GENERAL, NRRDA

a. The Joint Secretary in Government of India dealing with Rural Connectivity and the Agency shall, ex officio be the Director General of the National Rural Roads Development Agency.
b. He shall Chair all the Meetings of the Executive Committee.

POWERS AND FUNCTIONS OF DIRECTOR GENERAL

a. The Director General shall see that affairs of the Agency are run efficiently and in accordance with the provisions of the Memorandum of Association, Rules and Regulations and by-laws of the Agency.
b. The Director General shall preside over the Meetings of the Executive Committee.
c. The Director General may call a meeting of the Executive Committee at any time.
d. The Director General shall exercise such financial powers as are delegated by the Executive Committee.
e. The Director General shall be the Appointing Authority for all the posts sanctioned by the General Body, on deputation, contract or part-time basis to the Agency.
f. The Director General shall be entitled to invite any other persons to attend the Meeting of the Executive Committee.
g. The Director General shall exercise the powers of the Executive Committee of the Agency in the interregnum between two Meetings of the Executive Committee. All decisions taken by the Chairman, acting in such capacity shall be placed in the next Meeting of the Executive Committee for ratification.
h. The Director General may, in writing, delegate such of the powers, as he may consider necessary, to any officer of the Agency.
Subject: Minutes of the first Meeting of the General Body of the National Rural Roads Development Agency (NRRDA) held on 21\textsuperscript{st} January, 2004 – Regarding.

A copy of the Minutes of the first Meeting of the General Body of the National Rural Roads Development Agency (NRRDA) held on 21\textsuperscript{st} January, 2004 at Krishi Bhavan, New Delhi, under the Chairmanship of the Hon'ble Minister of Rural Development and President, NRRDA, is forwarded herewith for information and necessary action.

(S.P. Singh)

Under Secretary (Admn.), NRRDA
Tel No. 23070156

All the Members of the General Body
Minutes of the first meeting of the General Body of the NRRDA held under the chairmanship of President, NRRDA (Minister of Rural Development) on 21st January, 2004 at 4 PM in Unnati, Krishi Bhawan.

Shri Kashiram Rana, President, NRRDA (Minister of Rural Development) welcomed the Members of the General Body. Thereafter, with the permission of the chair the circulated Agenda was taken up for discussion. (Speech of the President, NRRDA is attached as Annexure 1 & List of Members of the NRRDA who attended is in Annexure 2)

Item no. 1 - To Note the Memorandum of Association and Rules and Regulations of the NRRDA

The Director General, NRRDA gave a brief account of the registration of the NRRDA. General Body noted the Memorandum of Association and Rules and Regulations of the NRRDA.

Item no. 2 - Ratification of Decisions of the President

The General Body ratified the decisions of the President, NRRDA who exercising his powers had on 27.1.2003

(i) approved the budget of the NRRDA for 2002-03 and 2003-04

(ii) accepted the report of the Consultants engaged to suggest the organisational structure, recruitment system and conditions of service in the NRRDA

(iii) appointed the seven Principal Technical Agencies and determined the tasks to be performed by them

The General Body also resolved that the Search Committee set up pursuant to the Consultant's report may, wherever appropriate, also co-opt one official from a Ministry / Governmental organisation dealing with the road sector in order to better spot the talent for appointment to the Agency on deputation basis.

Item no. 3 - Report on the Activities of NRRDA

The General Body noted the Report on the activities of NRRDA.
Item no. 4 – Approval of Action Plan


(ii) The General Body approved the Annual Plan of Action for the NRRDA for 2004-05. The General Body however expressed its concern at the inability of some of the States to develop adequate capacity in order to execute the PMGSY Programme and resolved that capacity building at State level for management of the programme and at the PIU level for execution of the programme may be given special attention by the NRRDA, and adequate PMGSY funding support should be available for the purpose.

The General Body also considered the progress achieved in revising the Chapters on payment design and CD works for the Rural Roads Manual and resolved that this work may be given high priority. The General Body also resolved that activities of the NRRDA in sponsoring applied research may be further stepped up.

Item no. 5 – Draft Annual Report for the year 2001-02

The General Body considered the draft Annual Report of the NRRDA for 2001-02 and gave its approval.

Item no. 6 – Report on Account & Audit for the year 2001-02

The General Body noted the appointment of M/s Shyam S Gupta & Co., Chartered Accountants to audit accounts of the NRRDA. The General Body further considered the Balance Sheet and Audited Accounts of the NRRDA for the year 2001-02 and the Auditors Report thereon and gave its approval for the adoption of the Audited Accounts.

Item no. 7 – Draft Annual Report for the year 2002-03

The General Body considered the Annual Report of NRRDA for the year 2002-03 and approved the same.
Item no. 8 - *Report on Accounts & Audit for the year 2002-03*

The General Body considered the Unaudited Balance Sheet, Profit and Loss Accounts (income and expenditure account) and Trial Balance of NRRDA for 2002-03. The General Body further noted that the accounts under currently under audit by M/s Shyam S Gupta & Co., Chartered Accountants who were appointed for the purpose and that the auditing is in an advanced stage and likely to be completed shortly. The General Body accordingly authorised the President of the Agency to accept the Balance Sheet and Audited Accounts of the Agency for 2002-03 as soon as Auditors Report is received.

Item no. 9 - *National Quality Monitoring*

The General Body appreciated the emphasis on quality accorded under the PMGSY but felt that the efforts of NRRDA to operationalise the third level of quality monitoring i.e., NQMs would be only successful if the first 2 levels of quality monitoring at PIU level and State level are adequately addressed. The General Body expressed its concern at the inability of the States to find resources for the purpose. The General Body resolved that the NRRDA should endeavour to move from “Quality Control” to “Quality Assurance” and further to “Total Quality Management” and that for this purpose the State Governments should be adequately funded under the PMGSY programme for operationalisation of the Quality Control System at the first and second levels of quality monitoring since quality was essentially the responsibility of the executing agency and National Quality Monitors could only give feedback on the quality but could not possibly control it during execution stage. The General Body further resolved that the Total Quality Management System may be administered by suitably strengthening the divisional set up in the NRRDA.

Item no. 10 - *Principal Technical Agencies*

The General Body noted the valuable services being performed by Principal Technical Agencies.
Item no. 11 – *Training & Human Resources Development*

The General Body noted the activities being undertaken by NRRDA for training and human resources development.

Item no. 12 – *Steps being taken to augment resources for PMGSY*

The General Body noted the steps being taken to augment the resources for PMGSY.

Item no. 13 – *Approval of revised budget estimates for the year 2003-04 and budget estimates for the year 2004-05*

The General Body considered the revised Budget Estimates for 2003-04 and the Annual Budget for 2004-05 and approved the same.
ANNEXURE - III

Organizational Structure of NRRDA

**President, NRRDA**
MINISTER OF RURAL DEVELOPMENT

**Vice President, NRRDA**
SECRETARY (RURAL DEVELOPMENT)

**Director General, NRRDA**
Joint Secretary
(Rural Connectivity)

**General Body**

**Executive Committee**

- **Director**
  (Technical)
  Scrutiny of Project Proposals related to PMGSY
  - JD (2 Nos.)
    (Technical)
  - ADs/ Accts. Officers
    (4 Nos)
    (Technical)
  - EA/ PA/ Steno
    (4 nos)
    Assistant
    (4 nos)

- **Director (Projects-I)**
  Physical and Finance Progress of PMGSY Works
  - JD (2 Nos.)
    (Technical)
  - ADs/ Accts. Officers
    (4 Nos)
    (P-II)
  - EA/ PA/ Steno
    (4 nos)
    Assistant
    (4 nos)

- **Director (Projects-II)**
  Training & HRD
  - JD (2 Nos.)
    (Technical)
  - ADs/ Accts. Officers
    (4 Nos)
    (P-II)
  - EA/ PA/ Steno
    (4 nos)
    Assistant
    (4 nos)

- **Director (Projects-III)**
  Quality of PMGSY Works
  - DD (2 Nos.)
    (P-III)
  - ADs/ Accts.
    Officers
    (2 Nos)
    (P-III)
  - EA/ PA/ Steno
    (1 nos)
    Assistant
    (2 nos)

- **Director**
  (Finance & Administration)
  Financial and Administrative Matters
  - DD (2 nos)
    (F&A)
  - ADs/ Accts.
    Officers
    (3 Nos)
    (F&A)
  - EA/ PA/ Steno
    (2 nos)
    Assistant
    (4 nos)
No. F-20011/1/2007-F&A
National Rural Roads Development Agency
Ministry of Rural Development, Government of India
5th Floor, NBCC Tower, Bhikaji Cama Place, New Delhi - 66

23rd February 2016

Subject: Minutes of the 21st Meeting of the General Body of the
National Rural Roads Development Agency.

Enclosed please find a copy of the Minutes of 21st meeting of the
General Body of National Rural Roads Development Agency held on 8th
February, 2016 at Habitat Centre, Lodhi Road, New Delhi under the
Chairmanship of the President, NRRDA and the Hon'ble Minister of
Rural Development, Government of India.

(Anjali Singh)
Director (F&A)

Enc: As above

To

All Member of the General Body of the NRRDA (List Attached)
Minutes of the 21st meeting of the General Body of the National Rural Roads Development Agency (NRRDA) held on 8th February, 2016 (Monday) at Maple Room, India Habitat Centre, New Delhi

List of Members present is annexed.

At the outset, JS(RC) & DG, NRRDA welcomed Hon'ble Minister of Rural Development, Panchayati Raj, Drinking Water & Sanitation and President, NRRDA, Hon'ble Minister of State, M/o Rural Development, Secretary, M/o Rural Development & Vice-President, NRRDA and other members of the General Body. The D.G. also informed that recently the General Body of NRRDA has been re-constituted and a few new members have been nominated in the General Body. The new members were introduced to the President & Vice-President of the NRRDA.

2. The agenda items were taken up for consideration as under:-

<table>
<thead>
<tr>
<th>Item No.1</th>
<th>Confirmation of the proceedings of the 20th meeting of the General Body held on 19th December, 2014 and action taken thereon.</th>
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<tbody>
<tr>
<td>Decision</td>
<td>Director General informed that minutes of the 20th meeting were circulated on 6th January, 2015 amongst members. No comments on the minutes have been received from any member and as such the minutes of the 20th meeting of the General Body may be confirmed.</td>
</tr>
</tbody>
</table>

The GB confirmed the minutes of the 20th meeting.

The DG provided brief summary of the action taken on the decisions of the 20th meeting of the GB and intimated that HR policy for NRRDA is yet to be finalized.

It was decided that GB meetings be ideally held twice every year in the months of June and January. It was also decided that an internal committee of the Ministry be constituted quickly to formulate HR Policy of NRRDA. This Committee should, among other things, also
deliberate on the age ceiling of the employees of NRRDA

On the advice of Hon'ble Minister and President NRRDA, it was decided to invite representatives from STAs/PTAs/Research Institutions as special invitees to the G.B. meetings so that their input on research and technology can be utilized in PMGSY.

<table>
<thead>
<tr>
<th>Item No.2</th>
<th>Changed sharing pattern and consequent availability of financial resources for PMGSY</th>
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<tbody>
<tr>
<td>Decision</td>
<td>Director General explained the changed fund sharing pattern for the on-going as well as new works of PMGSY, which has come into effect from 1.4.2015. He further pointed out that because of the enhancement of PMGSY allocation (Central Share) and the matching funds that would be available from the States (State Share), the “State Plan” resources under PMGSY during 2015-16 would be more than Rs.25,000 crores. The “State Plan” resources during 2016-17 would be more than Rs.27,000 crores. This compares very favourably with allocations of Rs.8,800 crores in 2012-13 and Rs.9,800 crores in 2013-14.</td>
</tr>
</tbody>
</table>

Hon'ble Minister & President underlined that better performing States would be rewarded with financial incentives. He also expressed the hope that with higher levels of financing under PMGSY, the stated aim of the Government to substantially complete PMGSY works by March, 2019 (well before the stipulated completion date of March, 2022), would be achieved.

<table>
<thead>
<tr>
<th>Item No.3</th>
<th>Physical targets and achievements under PMGSY during 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision</td>
<td>Director General explained the physical progress of the States in respect of achieving the targets of connectivity in terms of road length and number of habitations connected. He pointed out that 13 States - Andhra Pradesh, Arunachal Pradesh, Gujarat, Haryana, Himachal Pradesh, Karnataka, Manipur, Orissa, Punjab, Rajasthan, Telangana, Uttar Pradesh and Uttarakhand have already achieved 100% or more of their physical targets in terms of road length. 5 States - Andhra Pradesh, Manipur, Telangana, Tripura and Uttarakhand have achieved more than 70% of the physical targets in terms of the number of habitations connected.</td>
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The General Body took note of the State-wise details of physical targets and achievements in 2015-16 and expressed the hope that all States would achieve the prescribed physical targets.

<table>
<thead>
<tr>
<th>Item No.4</th>
<th>Research work undertaken under PMGSY by NRRDA in collaboration with STAs and PTAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision</td>
<td>The General Body took note of the three on-going research and development projects sanctioned to II. Bhabaneshwar, NIT, Rupn...</td>
</tr>
</tbody>
</table>
Hon'ble Minister & President, NRRDA emphasized the need to utilize the quality assurance mechanism to quickly check the complaints received from MPs, MLAs and non-governmental organizations regarding the quality of PMGSY roads. Inputs received on social media and mobile applications should also be verified by NQMs and the findings of such inspections should be widely disseminated on the social media. He also desired that the number of NQMs be further increased and the practice of deputing NQMs in groups of two or three be strengthened.

General Body took note of the details regarding - empanelment of new NQMs, orientation-cum-training programme on mobile-based application software for newly empanelled NQMs, use of mobile application for uploading the quality grading of abstracts by NQMs/SQMs, complaints and actions against NQMs and revision of Quality Assurance Handbook for Rural Roads.

Hon'ble Minister & President, NRRDA emphasized the need to utilize the quality assurance mechanism to quickly check the complaints received from MPs, MLAs and non-governmental organizations regarding the quality of PMGSY roads. Inputs received on social media and mobile applications should also be verified by NQMs and the findings of such inspections should be widely disseminated on the social media. He also desired that the number of NQMs be further increased and the practice of deputing NQMs in groups of two or three be strengthened.

The General Body appreciated this initiative and resolved that States be encouraged to make greater use of such non-conventional materials and green technologies.

The General Body appreciated these efforts and resolved that some of these materials may also be translated into regional languages.
which monetary allocations be provided to the States. IEC efforts of PMGSY should be further strengthened through production of films, e-books & other publicity materials.

<table>
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<tr>
<th>Item No.8</th>
<th>Use of IT enabled/mobile technology for monitoring of PMGSY roads</th>
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<tbody>
<tr>
<td><strong>Decision</strong></td>
<td>General Body took note of the mobile application “Meri Sadak” for citizens' complaints of PMGSY projects, mobile application for uploading of laboratory photographs on OMMAS, mobile application for uploading of photographs of stage-wise physical progress of road works on OMMAS, MOU between NRRDA and Centre for Geoinformatics Applications in Rural Development (C-GARD) in NIRD &amp; PR, Hyderabad to use space technology based monitoring and assessment of PMGSY in Rajasthan, Assam, Chhattisgarh, Orissa and Telangana as well as MOU between Centre for Development of Advanced Computing (C-DAC) and NRRDA for development of web-based Geographical Information System (GIS) linked to road condition inventories in six states.</td>
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</tbody>
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<tr>
<th>Item No.9</th>
<th>Resolution of Annual Accounts of NRRDA for 2014-15</th>
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<tbody>
<tr>
<td><strong>Decision</strong></td>
<td>General Body took note of the Annual Accounts and ratified the same.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Item No.10</th>
<th>Resolution of Annual Report of NRRDA for the year 2014-15</th>
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<tbody>
<tr>
<td><strong>Decision</strong></td>
<td>General Body took note of the Annual Report and ratified the same.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Item No.11</th>
<th>Resolution of financial powers of Director General of NRRDA to an amount of Rs. 50,000</th>
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<tbody>
<tr>
<td><strong>Decision</strong></td>
<td>General Body agreed to delegate the powers of Director General in respect of sanction for charges for advertisements and publicity up to Rs. 50,000 to the Director (F&amp;A).</td>
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<tr>
<th>Item No.12</th>
<th>Retention of contractual services of retired officers</th>
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<tr>
<td><strong>Decision</strong></td>
<td>In respect of retired officers appointed against regular vacancies in NRRDA, who have attained the age of 65 years, an internal committee of NRRDA, had examined the matter and made certain recommendations. After due deliberations on these recommendations, the General Body resolved that contract be signed for a period of six months for retired personnel over the age of 65 years. In case of retired personnel below the age of 65 years, contract be signed for a period of one year. NRRDA should simultaneously advertise these likely vacancies to ensure filling them up in an expeditious manner. The issue of raising the maximum age of such officers, beyond 65 years, be considered and deliberated by the Internal Committee of the Ministry being set up for looking into HR issues of the NRRDA.</td>
</tr>
</tbody>
</table>

| Item No.13 | e-payments to contractors for all PMGSY works in all States |
Decision
General Body took note of the endeavours of NRRDA to shift to electronic payments, through OMMAS, to contractors executing PMGSY works. It noted that at present 8 States have started implementing e-payment system. It emphasized the need for NRRDA to work towards ensuring that from 1st April, 2016, all the States shift to e-payment system.

Item No.14
Any other matter with the permission of the Hon'ble Minister & President, NRRDA

Decision
Initiating discussion, Hon'ble Minister & President, NRRDA pointed out five important issues—
- The need for the States to focus on maintenance of PMGSY roads assets and the role/responsibility of Government of India in this regard.
- Need to reduce the average cost of construction of PMGSY roads.
- Appropriate technical solutions for States/areas where the minimum roadway width is not available.
- The need to enhance the maximum admissible span of PMGSY bridges beyond 50 meters in normal areas and beyond 75 meters in IAP areas.
- The need to focus on construction of village periphery roads (“phirni”).

The representative from Punjab supported the need to focus on village periphery roads as well as the requirement to re-visit the present bridge span limits under PMGSY. The representative from Karnataka appreciated the provision of incentivizing the States which are able to achieve their prescribed annual targets. The representative from Assam requested that a portion of the maintenance cost should be borne by Government of India. The representative from Uttarakhand underlined the need to create capacities in SRRDAs particularly in the area of appropriate design of roads and bridges.

The representative from Border Roads Organizations (BRO) pointed out the readiness of the organization to consider taking up PMGSY works in strategic border areas if the Ministry decides to entrust the same to BRO. He also referred to certain specific concerns in respect of Jammu & Kashmir. The representative from NITI Aayog suggested that the booklets and manuals prepared by NRRDA should be translated in Hindi and other regional languages for wider dissemination. The representative from Central Road Research Institute (CRRI) underlined the need for preparing inventories of locally available materials at the level of each State and ensuring
utilization of such materials. The representative from NH, Surat expressed that the minimum roadway width is a function of vehicle dimensions as well as road safety and cannot be guided solely by the availability of land or lack of it, along the proposed alignment of the road. He suggested that empirical studies on traffic estimation be initiated by NRRDA. The representative from National Building Construction Corporation (NBCC) expressed the issue of limited release of financial resources to NBCC by SRRDA Tripura.

Hon'ble Minister & President, NRRDA desired that all these issues be addressed by NRRDA on a priority basis.

The meeting ended with a vote of thanks to the Chair.

******

[Signature]

[Signature]
List of General Body Members

1. PPS to Hon'ble Minister, MoRD & President NRRDA.
2. Shri. J.K Mohapatra, Secretary, Ministry of Rural Development, Government of India, Krishi Bhawan, New Delhi.
4. Shri S.N. Das, Director General (RD) & Special Secretary, Ministry of Road Transport and Highways, Transport Bhawan, MoRTH, I Sansad Marg, New Delhi.
5. Dr. Manoj Kumar, Advisor (Transport), Niti Aayog, Government of India, Commission, Room No. 264, Yojana Bhawan, New Delhi.
7. Shri Rajesh Bhushan, Joint Secretary, Ministry of Rural Development, Government of India and Director General, NRRDA, New Delhi.
8. Shri Priya Ranjan, Director (RC), Ministry of Rural Development, Government of India, Krishi Bhawan, New Delhi.
9. Shri S.S. Negi, Director General, Forest & Special Secretary, Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
10. Shri M. C. Boro, Commissioner cum Spl. Secretary, Public Works Department, Government of Assam, P.O Assam Sachivalaya, Dispur, Guwahati, ASSAM.
11. Shri Subhash Chandra, Principal Secretary, Panchayati Raj & Rural Development Department, Karnataka Government Secretariat, Room No.311, 3rd Floor Multi Storied Building, Ambedkar Road, Bangalore, Karnataka.
12. Shri Nirmaljeet Singh Kalsi, Principal Secretary, SRRDA, Room No. 603, 6th floor, Department of PWD (Roads & Bridges), Government of Punjab, Mini Secretariat- 2, Chandigarh, Punjab.
13. Shri Deepak Trivedi, Principal Secretary, Rural Development Department, Government of Uttar Pradesh, Room No. 67, Sachiv Bhawan, Civil Secretariat, Lucknow, Uttar Pradesh.
14. Smt. Manisha Panwar, Secretary, Rural Development Department, Government of Uttarakhand, 4B, Subash Road, Dehradun, Uttarakhand.
15. Shri Saurabh Kumar Das, Principal Secretary, Panchayati & Rural Development Department, Government of West Bengal, Jt. Administrative Building, Block HC 7.6 floor, Sector 111, Salt Lake, Kolkata 700 106, West Bengal.
16. Prof. Satish Chandra, Director, Central Road Research Institute, Mathura Road, New Delhi.
17. Lt. Gen RM Mittal, Director General, Border Roads Organisation, 274- Seema Sadak Bhawan, Ring Road, Naini, Delhi Cantt, New Delhi 110001.
18. Dr. Anoop Kumar Mittal, Chairman & Managing Director, National Buildings Construction Corporation Limited, NBCC Bhawan, Lodhi Road, New Delhi.
19. Prof. G.J. Joshi, Dean (Academic), Sardar Vallabh Bhai National Institute of Technology (SVNIT), Surat, Gujarat.
20. Dr. Mahesh Kumar, Managing Director, Haryana State Roads and Bridges Development Corporation (HSRDC), First Floor, Bay No. 13-14, Sector 2, Panchkula, Haryana.
Circular No. 107

Subject: Formulation of Internal Committee for evolving a Human Resource Policy for NRRDA.

Kindly refer to MoRD's letter No. P-17030/4/2011-RC dated 31.03.2016 and corrigendum of even number dated 1.4.2016, regarding constitution of an Internal Committee for evolving a Human Resource Policy for NRRDA. The Committee has been constituted with the approval of Secretary (RD) as follows:

1. Shri Prasant Kumar, Joint Secretary (A&C), Department of Rural Development (MoRD), Chair.
2. Smt. Anjali Singh, Director (F&A), NRRDA
3. Shri Priya Ranjan, Director (RC)
4. Representative of the JFD to be nominated by AS and FA, Department of Rural Development (MoRD).

The Terms of reference for the committee is enclosed.

End: As above.

(Aanjali Singh)
Director (F&A)

To:
1. Addl. Secretary & FA, MoRD, Krishi Bhavan, New Delhi
2. Shri Prasant Kumar, Joint Secretary (A&C), MoRD, Krishi Bhavan, New Delhi
3. Shri Priya Ranjan, Director (RC), MoRD, Krishi Bhavan, New Delhi

Copy to:
PPS to DG, NRRDA.
Terms of reference for Internal Committee for evolving a Human Resource Policy for NRRDA

1. Examination of the existing HR Policy of NRRDA to assess its adequacy to meet the mandated obligations of providing technical and management support to MoRD and the States in the implementation of PMGSY.

2. Pay/remuneration and conditions of service of NRRDA Personnel (both on deputation to NRRDA and hired from direct market and service provider).

xxx
Circular No. 114

Ministry of Rural Development has constituted a Committee comprising the following officers for evolving a Human Resource Policy for NRRDA.

1. Shri Prasant Kumar, Joint Secretary (A&C), Department of Rural Development (MoRD), Chairperson
2. Shri Priya Ranjan, Director (RC)
3. Ms. Anjali Singh, Director (F&A), NRRDA.
4. Ms. Sonali Dutta, US (Finance-II), MoRD, Member

The Committee will hold its first meeting at 10:30 AM on 5th May, 2016 in Room No.361-G, Krishi Bhavan, New Delhi.

You are requested to kindly make it convenient to attend the meeting.

Anjali Singh
Director (F&A)

To
1. Shri Prasant Kumar, Joint Secretary (A&C), Department of Rural Development (MoRD), New Delhi
2. Shri Priya Ranjan, Director (RC), MoRD, Krishi Bhavan, New Delhi
3. Ms. Sonali Dutta, Under Secretary (Finance-II), MoRD, Krishi Bhavan, New Delhi
4. PA to Director (F&A), NRRDA, New Delhi

Copy for Information to: Bn NRRDA.
Ministry of Rural Development has constituted a Committee comprising the following officers for evolving a Human Resource Policy for NRRDA:

1. Shri Prasanth Kumar, Joint Secretary (A&C), Department of Rural Development (MoRD), Chairperson
2. Shri Priya Ranjan, Director (RC)
3. Ms. Anjali Singh, Director (F&A), NRRDA.
4. Ms. Sonali Dutta, US (Finance-II), MoRD.

The Committee will hold its next meeting at 04.00 PM on 20th July, 2016 in Room No.361-G, Krishi Bhavan, New Delhi.

You are requested to kindly make it convenient to attend the meeting.

(Anjali Singh)
Director (F&A)

To:
1. Shri Priya Ranjan, Director (RC), MoRD, Krishi Bhavan, New Delhi
2. Ms. Sonali Dutta, Under Secretary (Finance-II), MoRD, Krishi Bhavan, New Delhi
3. PPS to Joint Secretary (A&C), Department of Rural Development (MoRD), Krishi Bhavan, New Delhi
4. PA to Director (F&A), NRRDA, New Delhi
GOVERNMENT OF INDIA
MINISTRY OF RURAL DEVELOPMENT
NATIONAL RURAL ROADS DEVELOPMENT AGENCY
BHAKAII CAMA PLACE
NEW DELHI

F.No.F.20011/213/GB/F&A/2015  Date: 22.7.2016

Circular No.

Ministry of Rural Development has constituted a Committee comprising the following officers for evolving a Human Resource Policy for NRRDA:-

1. Shri Prasant Kumar, Joint Secretary(A&C), Department of Rural Development (MoRD), Chairperson
2. Shri Priya Ranjan, Director (RC)
3. Ms. Anjali Singh, Director (F&A), NRRDA.
4. Ms. Sonali Dutta, US, (Finance-II), MoRD,

The Committee will hold its next meeting at 02.30 PM on 22nd July, 2016 in Room No.361-G, Krishi Bhawan, New Delhi.

You are requested to kindly make it convenient to attend the meeting.

Anjali Singh
Director (F&A)

To
1. Shri Priya Ranjan, Director (RC), MoRD, Krishi Bhawan, New Delhi
2. Ms. Sonali Dutta, Under Secretary (Finance-II), MoRD, Krishi Bhawan, New Delhi
3. PPS to Joint Secretary (A&C), Department of Rural Development (MoRD), Krishi Bhawan, New Delhi
4. PA to Director(F&A), NRRDA, New Delhi
Internal Committee for formulation of HR Policy for NRRDA has required a set of existing guidelines and policies regarding terms & conditions of services, terms & conditions of appointment, etc. of NRRDA personnel. You are requested to kindly provide the same to the undersigned for onward submission to the Committee urgently.

(Anjali Singh)
Director(F&A)
OFFICE MEMORANDUM

Subject: Setting up of Search Committees/Search-cum-Selection Committees

As the various administrative Ministries/Departments are aware, the circumstances under which Search Committees can be constituted and their composition etc. are presently regulated by the instructions issued under this Department's OM NO. AB.14017/36/74-Estt.(RR) dated 25.10.1994, reiterated under a subsequent OM No. AB.14017/56/2003-Estt.(RR) dated 4.12.2003. These instructions are primarily applicable to posts in the Government but also apply mutatis mutandis in the case of posts in autonomous/statutory organizations. Separately, instructions have been issued by the EO's Division of this Department, on policy and procedure for appointments in autonomous institutions through the ACC which contain, inter alia, guidelines on constitution of Search-cum-Selection Committees for posts in such bodies, their constitution etc., the latest guidelines, in this regard, being those issued under OM No. 28/13/2006-EO (SM.II) dated 3.7.06.

2. It has come to the notice of this Department that the principles brought out in the instructions of this Department, as referred to above, have not been kept in view fully, while setting up Search Committees/Search-cum-Selection Committees, in some cases. There exist also some shortcomings on the composition of the Search-cum-Selection Committees for posts in autonomous organizations/institutions.

3. The matter has, therefore, been reviewed in its entirety and it has been decided that, henceforth, the principles, as set forth in the ensuing paragraphs, shall be kept in view by all concerned while setting up Search Committees and Search-cum-Selection Committees (for posts in autonomous organizations).

4. **Search Committees for posts in Government**

In accordance with the guidelines of this Department, immediately after a post is created, the Recruitment Rules for the same should be
framed, if the post is likely to continue for one year or more. Action to fill up the post, as per the provisions in the Recruitment Rules, has to be initiated as the procedure of Search Committee cannot be a substitute for the normal recruitment process.

4.1 Situations in which Search Committees may be constituted, their composition etc.

(ii) The post involved should not fall under the purview of the UPSC;

(ii) Since, as a rule, appointments in Government are to be made on the basis of open advertisement, this requirement has to be followed without fail, and it is only in situations where advertisement may not result in adequate response, that a Search Committee should normally be appointed;

(iii) Constitution of Search Committees cannot be a substitute for advertisement of posts and their role is only to supplement the recruitment effort through advertisements;

(iv) A minimum period of at least four weeks may be given to the candidates to respond to the circular/advertisement for appointment under this mechanism;

(v) Search Committees should be constituted only for sufficiently senior posts at the level of Director (in the scale of Rs. 14300-18300) or above, which require specialized scientific/technical knowledge and experience;

(vi) The composition of the Search Committee needs to be approved by the Department of Personnel and Training in each case, if the post proposed to be filled by this procedure is in the scale of Rs. 18400-22400 or above.

(vii) The Committee should be chaired by the Secretary of the Ministry/Department concerned. Where it is constituted for a Secretary-level post, a senior and distinguished academician may be invited to chair the Committee. The Committee should normally consist of not more than 5 members including the Chairman;
(viii) Where officers of Government, Autonomous Bodies, PSUs etc. are nominated as Members, they should be at least one level above the post to which recruitment is being made;

(ix) No person who is a recipient of grants/funding from the Ministry concerned or who is closely related to a recipient should be invited to join the Search Committee;

(x) The composition of the Committee should be well-balanced. It should invariably include persons of appropriate standing having acknowledged expertise in the relevant field of specialization. At least half the number of such experts should be from outside the Department;

(xi) The tendency, repeatedly to rely on the same experts for several recruitments over long periods of time, is to be avoided. It is necessary to infuse fresh blood in such Committees in order to ensure that they identify the right personnel engaged in research in frontiers of the relevant field;

(xii) The panel recommended by the Committee will remain valid for one year. If no selection is made from the panel within a period of one year, a fresh Committee shall be constituted to prepare a fresh panel. Such a Committee may also consider the names of persons recommended in the earlier panel;

(xiii) In some cases, the Rules themselves prescribe Search Committee/Search-cum-Selection Committee and in such cases, it should be ensured that the composition is strictly as per the Rules. Wherever it is necessary, amendments to the Rules may be carried out to ensure that the composition of the Committee is in conformity with these instructions.

5. Search-cum-Selection Committees for posts in autonomous/statutory bodies etc.

Though the principles applicable for posts in Government as in para 4 would generally apply, the following principles would specifically apply to Search-cum-Selection Committees for posts in autonomous/statutory bodies, entities registered under the Societies Registration Act, etc.:-

(i) Each Ministry/Department shall constitute a Search-cum-selection committee, with the concurrence of the DOPT, for (a) all appointments to the post of Chief Executives and (b) for all
appointments carrying a pay scale of Rs. 18400-22400 and above.

(ii) Ministries/Departments will have the discretion to choose the Chairman of the Committee. They may, however, ensure that the person, so chosen, is distinguished and of sufficiently high standing commensurate with the level of the post for which selection is to be recommended by the Committee;

(iii) The Committee should normally consist of not more than 5 members including the Chairman and at least one outside expert of eminence. The Committee should also include the Chief Executive of the autonomous institution even if the scale of pay of the post of Chief Executive is same as of the post for which selection is being made unless the selection is for the post of the Chief Executive;

(iv) The panel recommended by the Committee will be valid for one year. If no selection is made from the panel within a period of one year, a fresh Committee shall be constituted to prepare a fresh panel. Such a Committee may also consider the names of persons recommended in the earlier panel;

(v) The panel recommended by the Committee will have to be accepted in toto by the Ministry/Department. Any deviation in the matter will require the prior approval of the ACC;

(vi) Extension in tenure of persons other than the Chief Executives shall also be considered by the Search-cum-Selection committee and its recommendations shall be accepted by the Ministry/Department. Any proposal to reject the recommendations will require the approval of the ACC. Authority for approval of extension in tenure of Chief Executives will rest with the ACC;

(vii) All appointments, which are covered by specific statutes, are to be carried out on the basis of the statutory provisions. Wherever the statutes provide for appointment to a post with the approval of the Central Government, the appointment to the post of Chief Executives of the pay scale of Rs. 18400-22400 and above, will be within the purview of ACC and the Search-cum-Selection Committee mechanism envisaged in these instructions will apply:
(viii) Appropriate Recruitment Rules/Regulations for the post involved shall be formulated by the administrative Ministry, wherever the relevant statutes do not incorporate the eligibility conditions. The norms and criteria for selection, shall, in any case, be finalized by the autonomous institution, with the concurrence of the Ministry concerned and the same shall be made widely known well in advance of the selection;

(ix) The vacancy shall be given wide publicity through open advertisement/circulation among various Ministries/Departments/State Governments/ Autonomous bodies/Research institutes etc., as also made available on the website of the Ministry/Department;

(x) A minimum period of atleast four weeks may be given to the candidates to respond to the circular/advertisement for appointment under this mechanism;

6. All autonomous institutions, which are not set up under their own statutes, shall modify their Memoranda and Articles of Association, Bye-laws, etc, in order to incorporate fully these guidelines. The institutions shall report compliance to the DOPT through their administrative Ministry/Department alongwith copies of their revised Memoranda/Articles of Association, Bye-laws etc. These institutions, thereafter, shall not be required to take approval of DOPT each time for the Search-cum-Selection Committee constituted by them. The institutions shall, however, send a copy of the Search-cum-Selection Committees constituted by them to the DOPT.

7. The above exercise may be completed by all institutions within a period of three months.

8. Hindi version will follow.

(Smita Kumar)
Director
Tel. 2309 2479

To
All Ministries/Departments of Government of India

Copy to:
1. The President’s Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi.

10. Establishment Officer and Secretary, ACC (10 copies).
11. All Officers and Sections in the Department of Personnel necessary action
12. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
13. All Staff Members of National Council (JCM)
14. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
15. Establishment (RR Division) (200 copies)
No. 2/6/2009-Estt. (Pay II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training


OFFICE MEMORANDUM

Subject: Deputation of Central Government Employees to ex-cadre posts under Central/State Governments and on Foreign Service to Central/State PSUs/Autonomous Bodies.

Reference is invited to this Department's O.M. No. 2/29/91-Estt. (Pay II) dated 5th January, 1994 which lays down the guidelines relating to deputation of Central Government Employees to ex-cadre posts under Central/State Governments and on Foreign Service to Central/State PSUs/Autonomous Bodies. Para 8 of the O.M. lays down the procedure of extension of deputation/foreign service beyond the period prescribed in the Recruitment Rules of the ex-cadre posts.

2. It has now been decided to revise the existing Para 8 of the O.M. dated 5th January, 1994 [read with O.M. No. 2/29/91-Estt. (Pay II) dated 20th June, 2006] relating to tenure of deputation as under:

8. Tenure of deputation/foreign service

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the RRs of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing Organisations may grant extension upto the 4th year after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations, with the approval of the Minister of Ministry/Department with which they are administratively concerned.

8.3 The borrowing Ministries/Departments/Organisations may extend the period of deputation upto the fifth year where absolutely necessary in public interest, subject to the following conditions:

(i) where such extension is granted, it will be subject to the condition that no deputation (duty) allowance will be allowed beyond the fourth year, if the official concerned has opted to draw deputation (duty) allowance.
the extension would be subject to the prior approval of the lending
organisation, the consent of the official concerned and wherever
necessary, the approval of the UPSC/State Public Service Commission
and Appointment Committee of Cabinet (ACC).

if the borrowing organisation wishes to retain an officer beyond the
prescribed tenure, it shall initiate action for seeking concurrence of
lending organisation, individual concerned etc. six months before the
date of expiry of tenure. In no case it should retain an official beyond
the sanctioned term unless approval of the competent authority to
grant further extension has been obtained.

No further extension shall be considered.

8.4 There shall be a mandatory "cooling off" period of three years after every
period of deputation/foreign service upto Joint Secretary level posts and one year
for Additional Secretary level posts.

8.5 A Central Government employee shall be eligible for deputation/foreign
service to State Government/State Government Organizations/Government of
UTs/Government of UTs Organizations/International Organizations/ Autonomous
bodies, trusts, societies, PSUs etc. not controlled by the Central Government only
after he has completed 9 years of service and is clear from the vigilance angle and
has not dealt with the borrowing organization in the last five years. Such
deputation/foreign service shall be limited to a maximum period of seven years in
the entire service of a Central Government servant.

8.6 If during the period of deputation/foreign service, on account of proforma
promotion in the parent cadre under Next Below Rule or upgradation, the official
concerned becomes entitled to a higher Pay Scale/Pay Band & Grade Pay in the
parent cadre vis-a-vis that of the ex-cadre post, he will have the option either to
continue in the deputation post (without availing of proforma
promotion/upgradation) for the rest of the term or revert to his/her parent cadre
within a period of six months. In case the official wishes to continue on the
deputation post, there shall be no pay fixation based on the proforma
promotion/upgradation and he will continue to draw the pay being drawn by him.

(Rita Mathur)
Director

All Ministries/Department (As per standard list attached)
No. 2/6/2009-Estt. (Pay II)  

Dated the 25th February, 2008.

Copy to: Director (NIC), Department of Personnel & Training, to upload the O.M. on this Department's website under the Head "Establishment (Pay)", Sub-Head "Deputation".

Copies also forwarded to:

1. The Comptroller & Auditor General of India and all States under his control. (With 400 spare copies)
3. Secretaries to UPSC/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Planning Commission.
4. Department of Personnel & Training (AIS Division)/JCA/Admin. Section.
5. Additional Secretary (Union Territories), Ministry of Home Affairs.
6. All State Governments and Union Territories.
7. Secretary, National Council (Staff Side), 13-C, Feroz Shah Road, New Delhi.
8. All Members of the Staff Side of the National Council of JCM/Departmental Council.
9. All Officers/Sections of the Department of Personnel & Training/Department of Administrative Reforms & Public Grievances/Department of Pension & Pensioners' Welfare.
10. Ministry of Finance, Department of Expenditure.
11. 50 spare copies.

(Rita Mathur)  
Director
Office Memorandum

Subject: Transfer on deputation/foreign service of Central Government Employees to ex-cadre posts under the Central Government/State Governments/Public Sector Undertakings/Autonomous Bodies, Universities/UT Administration, Local Bodies etc. and vice-versa – Regulation of pay, Deputation (duty) Allowance, tenure of deputation/foreign service and other terms and conditions – regarding.

The undersigned is directed to refer to this Department’s O.M. No.2/29/91-Estt. (Pay II) dated 5th January, 1994 as amended/revised from time to time. A need has been felt to consolidate all these orders in one place and accordingly, it has been decided, in consultation with Department of Expenditure, to bring out a self contained O.M. in supersession of OM dated 5.1.94 and subsequent amendments on the subject, incorporating the provisions of earlier orders with suitable modifications, wherever necessary.

2. Application

2.1 These orders will apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with Recruitment Rules of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/Union Territories Administration/Local Bodies or under Central/State PSUs/Autonomous Bodies etc. set up or controlled by Central/State Governments, provided the foreign service under such PSUs/Autonomous Bodies has been permitted in relaxation of appointment on immediate absorption basis. These orders will also cover the cases of regular appointment on deputation/foreign service of employees of State Government/local bodies etc. as well as PSUs/Autonomous Bodies of Central/State Governments as per recruitment rules in the Central Government.

2.2 However, the following cases shall not be covered under these orders for whom separate orders exist:-

(a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;

(b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders as issued from time to time will continue to apply;

(c) Deputation to posts operated outside India.
(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions set out in this O.M. will apply to those cases to the extent these are not specifically covered under such special orders.

(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no deputation (duty) allowance will be admissible — e.g. (i) interim arrangements in the event of conversion of a Government office/organisation or a portion thereof into a PSU/ autonomous body or vice-versa; and (ii) appointments to the same post in another cadre.

3. Scope of Term 'deputation/foreign service' — Restrictions on treating an appointment as on deputation/foreign service.

3.1 The terms deputation/foreign service will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.

(b) permanent appointment made by transfer.

(c) temporary appointment made on the basis of personal requests of employees.

(d) Arrangements necessitated by staff imbalances arising on re-organisation of offices on the same or different stations, subject to the specific condition that no deputation (duty) allowance will be admissible in such cases.

3.3 A person in a higher Grade Pay/scale of pay shall not be appointed on deputation to a post in lower Grade Pay/scale of pay if the deputation is from Central Government to Central Government and also in cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar.

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government to an organisation where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus dearness allowance(s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus dearness allowance (s) including interim relief, if any, at the maximum of the pay scale of the ex-cadre post. In the revised pay structure, the maximum of the scale would mean the sum of the Grade Pay of the ex-cadre post and maximum of the Pay Band PB 4 i.e. Rs. 67000. For example, if the ex-cadre post
is in the Grade Pay of Rs. 4200, then the maximum would be Rs. 71200 i.e. Rs. 4200 plus
Rs. 67000 (maximum of PB 4).

4. Exercise of option

4.1 An employee appointed on deputation/foreign service, may elect to draw either the
pay in the scale of pay of deputation/foreign service post or his/her basic pay in the parent
cadre plus deputation (duty) allowance thereon plus personal pay, if any. However, in case
of Government employees on deputation/foreign service to CPSEs, this option will not be
allowed and their pay will be governed in terms of the orders issued by Department of Public
Enterprises vide OM dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month
from the date of joining the ex-cadre post unless the employee has himself furnished the
option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances
which will be effective from the date of occurrence of the same:

(a) When he/she receives proforma promotion or is appointed to non-functional selection
grade or up-gradation of scale in the parent cadre;

(b) When he/she is reverted to a lower grade in the parent cadre;

(c) When the scale of pay of the parent post on the basis of which his emoluments are
regulated during deputation/foreign service or of the ex-cadre post held by the
employee on deputation/foreign service is revised either prospectively or from a
retrospective date.

(d) Based on the revised/same option of the employee, in the event of proforma
promotion/appointment to non-functional Selection Grade/revision/upgradation of
scales of pay in the parent cadre, his/her pay will be re-fixed with reference to the
revised entitlement of pay in the parent cadre. However, if the initial option was for
the pay scale of the deputation post and no change in option already exercised is
envisioned, the pay already drawn in deputation post will be protected if the pay re-
fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or
borrowing organisation shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in
the ex-cadre post is also liable to be re-fixed on the basis of revised pay and in accordance
with the revised option or existing option if the employee does not revise his option.
5. Pay fixation

5.1 When an employee on deputation/Foreign Service elects to draw pay in the scale of pay attached to the ex-cadre post, his/her pay may be fixed as under:

(i) Deputation from Central Government to Central Government

If the scale of pay/Grade Pay of the ex-cadre post is higher, the pay may be fixed after adding one increment to the existing pay in the Pay Band of the parent cadre post. The grade pay corresponding to the ex-cadre post would thereafter be granted in addition to this pay in the pay band. However, in cases where the fixation of pay in the ex-cadre post involves change of Pay Band also, if the pay in the pay band after adding the increment is less than the minimum of the pay band corresponding to the grade pay of the ex-cadre post, the pay in the pay band will be fixed at the minimum of the Pay Band.

In case the Grade Pay/scale of employee's cadre post and the ex-cadre post are identical, the employee would continue to draw his/her existing basic pay.

In case the Grade pay of the ex-cadre post is upto Rs 10000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB-4 (Rs.67000) plus the grade pay of the post held on deputation. In case the ex-cadre post is in the HAG or HAG+ pay scale, the Basic Pay, from time to time after pay fixation should not exceed Rs. 79000 or Rs.80000 respectively.

(ii) In foreign service/ Reverse Foreign Service

(a) when the pay scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (I) above.

(b) If the appointment is made to a post whose pay structure and/or DA pattern is dissimilar to that in the parent organisation, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, Interim relief etc., if any) with emoluments comprising of pay plus DA, ADA, Interim relief etc., if any, admissible, in the borrowing organisation and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Grade Pay identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.
5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher pay scale/grade pay than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the scales of pay/Grade Pay attached to the ex-cadre posts.

Note-1: The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/ admissible in such a post respectively.

Note-2: An officer who may be holding a higher post on adhoc basis in the cadre at the time of proceeding on deputation/ foreign service would be considered to have vacated the post held on adhoc basis and proceeded on deputation/ foreign service from his/her regular post. During the period of deputation/ foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or adhoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organisations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organisation.

Note-3: Pay of an officer appointed on deputation/foreign service on adhoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Para 5.1 & 6.1 of this O.M.

Note-4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

6. Deputation (duty) Allowance

6.1 The deputation (duty) allowance admissible shall be at the following rates:

(a) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs.2000 p.m.; and

(b) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of the employee's basic pay subject to a maximum of Rs.4000/- p.m.
The deputation (duty) allowance as above shall further be restricted as under:

Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the maximum of the pay band PB-4 (Rs.67000) plus the grade pay of the post held on deputation in case the Grade Pay of the post held on deputation is upto Rs 10000. In case the post held on deputation is in the HAG or HAG+ pay scales, the Basic Pay, from time to time, plus Deputation (Duty) Allowance should not exceed Rs. 79000 and Rs.80000 respectively.

Note: Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay allowance etc.

The rates of deputation (duty) allowance as above shall take effect from 1.9.2008.

Note: 1 The term ‘same station’ for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organisation without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of deputation (duty) allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of deputation (duty) allowance will be refixed as per 6.1 (b).

7. Admissibility of pay, allowances & benefits while on deputation/foreign service

7.1 Any project allowance admissible in a project area in the borrowing organisation may be drawn in addition to deputation (duty) allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organisation should not be allowed in addition to deputation (duty) allowance. However, the borrowing department may allow in addition to deputation (duty) allowance, under special circumstances, any special allowance attached to
the post held by the employee in his/her parent Department, by suitably restricting the deputation (duty) allowance. This will require the specific and prior approval of Department of Personnel & Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance. No deputation (duty) allowance on this personal pay will however, be admissible.

7.5 Increments - The employee will draw increment in the parent cadre grade or in the scale of pay/grade pay attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus deputation (duty) allowance or the pay scale/grade pay of the deputation post. If he has opted for pay scale/grade pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/organisation for the purpose of regulation of pay on repatriation to the parent post at the end of the tenure.

7.6 Admissibility of allowances and benefits while on deputation/foreign service.

(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:

(i) HRA/Transport Allowance
(ii) Joining time and Joining Time Pay.
(iii) Travelling Allowances and Transfer T.A.
(iv) Children Education Allowance.
(v) LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

(i) Dearness Allowance - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organisation or in the lending organisation depending on whether he has opted to draw pay in the pay scale/grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.

(ii) Medical Facilities - This will be regulated in accordance with the rules of the borrowing organisation.
Leave – An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organisation. If however an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organisation. At the time of reversion from the deputation post to the parent cadre, the borrowing organisation may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

7.7 Leave salary/Pension/NPS Contribution.

(i) As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organisation. Liability for pension/ employee’s contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

(ii) In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies/ etc., leave salary contribution (except for the period of leave availed on foreign service) and pension contribution/CPF (Employer’s share) contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Government.

(iii) In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

(iv) In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make matching contribution to the NPS account of the employee.

8. Tenure of deputation/foreign service.

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the recruitment rules of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing organisation may grant extension upto the 4th year after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.
8.3.1 The borrowing Ministries/Departments/Organisations may extend the period of deputation up to the fifth year where absolutely necessary in public interest, subject to the following conditions:

(i) The extension would be subject to the prior approval of the lending organisation, the consent of the official concerned and wherever necessary, the approval of the UPSC/State Public Service Commission and Appointment Committee of Cabinet (ACC).

(a) If the borrowing organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organisation, individual concerned etc., six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

(ii) No further extension beyond the fifth year shall be considered.

8.3.2 Where extension is granted up to the fifth year, the official concerned will continue to be allowed deputation (duty) allowance, if he/she has opted to draw deputation (duty) allowance.

8.4 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

8.5 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/State Government Organisations/Government of UTs/Government of UTs Organisations/ Autonomous Bodies, Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

8.6 If during the period of deputation/foreign service, on account of proforma promotion in the parent cadre the official concerned becomes entitled to a higher Pay Scale/ Pay Band & Grade Pay in the parent cadre vis-a-vis that of the ex-cadre post, the official shall complete his/her normal/extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

(a) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post after getting proforma promotion, he may be allowed the pay in the pay band + Grade Pay of the post to which he is promoted till the time he completes the normal/extended period of deputation (if he gets proforma promotion in the extended period) already sanctioned, if he so opts. No extension in the period of deputation shall be allowed to him after completing the sanctioned period of deputation.

(b) If he draws the pay in the pay band + Grade pay attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department + the Grade pay attached to it.
(c) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in the pay band + Grade Pay to which he becomes entitled under the ACP/MACP scheme, if opted for by him, as laid down in Para 27 of Annexure I to the DOPT OM No. 35034/3/2006 -Estt. (D) dated 19th May, 2009.

9. Premature reversion of deputationist to parent cadre.

Normally, when an employee is appointed on deputation/foreign service, his services are placed at the disposal of the parent Ministry/Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving an advance notice of at least three months to the lending Ministry/Department and the employee concerned.

10. Relaxation of conditions.

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & Training.

11. Date of Effect

These orders will take effect from 1.1.2006 and shall be applicable to all officers who were on deputation on 1.1.2006 or appointed thereafter except for the revised rates of deputation (duty) allowance which shall be applicable from 1.9.2006 as mentioned below Para 6.1 of this OM.

12. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders will apply for deputation outside Indian Audit and Accounts Department as concurred in by the Comptroller and Auditor General of India.

13. Hindi version will follow.

(Rita Mathur)
Director

To

All Ministries/Departments of the Govt. of India etc.
(As per standard list)

Copy to NIC: To upload the O.M. on the Department's website in "What's new" and also in "Establishment" sub-head "deputation".
1. Name of the officer.
2. Name of the parent office.
   Designation of the post held in parent office & pay scale of that post.
3. Present basic pay in the parent cadre post.
4. Designation & pay scale of the post held on deputation and the present basic pay in the ex-cadre post.
5. Has any officer been given HBP (referred to in promotion)? If so, pay scale of the post to which promoted.
7. Date of appointment on deputation.
8. Is the officer drawing grade pay + d(d)m? If so, has the d(d)m been stopped during the 5th year/2nd year in excess of the period prescribed in the Recruitment Rules.
9. Whether the extension for 1st year/2nd year in excess of period prescribed in the HBP of the post has been given with the approval of the Secretary, and Minister incharge of the administrative Ministry/Department respectively.
10. Does the proposed extension also require the approval of UCD/ACD?
11. What is the specific public interest involved in the proposed extension?
12. Whether the concurrence of lending organisation/individual concerned has been obtained for the proposed extension?
13. Efforts made to select a suitable replacement for the officer?
14. According to Recruitment Rules, can the post be filled up by promotion? If so, are there any eligible officers available from the feeder cadre (if there is one) and if so, why are they not being considered for promotion; instead of seeking further extension for existing incumbent?
15. Any other relevant information considered necessary.

Signature and Designation.
Subject: Delegation of powers to Ministries/Departments/Borrowing Organisations to extend deputation tenure up to 7 years in cases of Deputations covered by DoP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010 - regarding.

This Department's OM No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010 regulates Pay, Deputation (Duty) Allowance, Tenure of Deputation / Foreign Service and other terms and conditions on the subject of deputation / foreign service of Central Government employees to ex-cadre posts under the Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Universities/Union Territories Administration, Local Bodies etc. and vice-versa (copy enclosed). Subject to its applicability as provided in para 2 of the OM, these instructions cover cases of deputation/foreign service where Central Government is either lending authority or borrowing authority or both. It provides for duration of maximum Deputation Tenure as 5 years at a stretch. As per para 8.3.1 (ii) of this OM, no further extension beyond the fifth year shall be considered.

2. Various administrative Ministries/Departments/Borrowing Organisations have been approaching this Department for relaxation of the 5 year deputation tenure condition, on case to case basis, citing exigencies, quoting provisions of para 10 of the OM dated 17.6.2010 ibid.

3. It has been decided that if the administrative Ministries/Departments and other borrowing organizations wish to retain an officer beyond 5 years, they may extend tenure of deputation covered by OM No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010, where absolutely necessary in public interest, up to a period not exceeding 7 years at a stretch. This shall be done with the approval of the Minister of the borrowing Ministry/Department concerned and in respect of other organizations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned, keeping in view the exigencies and subject to fulfillment of all other requirements such as willingness and vigilance clearance of the Officer concerned, NOC of the lending authority, UPSC/ACC approval wherever applicable. Thus, no case of extension shall be referred to Department of Personnel & Training, New Delhi.

4. All other terms and conditions issued vide OM No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010 will remain unchanged.
5. In cases where the necessity to have deputation tenures longer than seven years is felt, the concerned administrative Ministries / Departments/ borrowing organisations may amend the relevant Recruitment Rules of such deputation post accordingly, after following the requisite procedure. No extension of deputation beyond 7 years is to be allowed unless provided in the relevant Recruitment Rules of such deputation post. It is reiterated that no case for extension beyond five years shall be referred to DoPT.

6. It is also clarified that cases which are not covered by the OM dated 17.6.2010 including those where Central Government is neither lending authority nor borrowing authority, will continue to be decided in terms of the relevant provisions/ rules/ instructions etc. governing them.

7. These orders shall come into effect from the date of issue of this OM.

(Ashok Kumar Jain)
Deputy Secretary (Pay)
Tel. No.: 011-23094542

To

All Ministries/ Departments of the Government of India (As per standard list).

Copy to NIC:

To upload the O.M. on the Department's website in "What's new" and also in "Establishment" sub-head "Deputation".

[Signature]
No. 6/8/2009-Estt. (Pay II)  
Government of India  
Ministry of Personnel Public Grievances & Pensions  
Department of Personnel & Training  

New Delhi the 17th June, 2010

OFFICE MEMORANDUM

Subject: Transfer on deputation/foreign service of Central Government Employees to ex-cadre posts under the Central Government/ State Governments/ Public Sector Undertakings/ Autonomous Bodies, Universities/ UT Administration, Local Bodies etc. and vice-versa – Regulation of pay, Deputation (duty) Allowance, tenure of deputation/ foreign service and other terms and conditions – regarding.

The undersigned is directed to refer to this Department’s O.M. No.2/29/91-Estt. (Pay II) dated 5th January, 1994 as amended/revised from time to time. A need has been felt to consolidate all these orders in one place and accordingly, it has been decided, in consultation with Department of Expenditure, to bring out a self contained O.M. in supersession of O.M dated 5.1.94 and subsequent amendments on the subject, incorporating the provisions of earlier orders with suitable modifications, wherever necessary.

2. Application

2.1 These orders will apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with Recruitment Rules of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ Union Territories Administration/ Local Bodies or under Central/ State PSUs/Autonomous Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/autonomous bodies has been permitted in relaxation of appointment on immediate absorption basis. These orders will also cover the cases of regular appointment on deputation/foreign service of employees of State Government/local bodies etc. as well as PSUs/Autonomous Bodies of Central/State Governments as per recruitment rules in the Central Government.

2.2 However, the following cases shall not be covered under these orders for whom separate orders exist:

(a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;

(b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders as issued from time to time will continue to apply;

(c) Deputation to posts operated outside India;
(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made to the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions set out in this O.M. will apply to those cases to the extent these are not specifically covered under such special orders.

(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no deputation (duty) allowance will be admissible - e.g. (i) interim arrangements in the event of conversion of a Government office/organisation or a portion thereof into a PSU/autonomous body or vice-versa; and (ii) appointments to the same post in another cadre.

3. Scope of Term 'deputation/ foreign service' – Restrictions on treating an appointment as on deputation/foreign service.

3.1 The terms deputation/foreign service will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.

(b) permanent appointment made by transfer.

(c) Temporary appointment made on the basis of personal requests of employees.

(d) Arrangements necessitated by staff imbalances arising on re-organisation of offices on the same or different stations, subject to the specific condition that no deputation (duty) allowance will be admissible in such cases.

3.3 A person in a higher Grade Pay/scale of pay shall not be appointed on deputation to a post in lower Grade Pay/scale of pay if the deputation is from Central Government to Central Government and also in cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar.

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/ an organisation where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus dearness allowance(s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus dearness allowance (s) including interim relief, if any, at the maximum of the pay scale of the ex-cadre post. In the revised pay structure, the maximum of the scale would mean the sum of the Grade Pay of the ex-cadre post and maximum of the Pay Band PB 4 i.e. Rs. 67000. For example, if the ex-cadre post
is in the Grade Pay of Rs. 4200, then the maximum would be Rs. 71200 i.e. Rs. 4200 plus Rs. 87000 (maximum of PB 4).

4. **Exercise of option**

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any. However, in case of Government employees on deputation/foreign service to CPSEs, this option will not be allowed and their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

(a) When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;

(b) When he/she is reverted to a lower grade in the parent cadre;

(c) When the scale of pay of the parent post on the basis of which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date.

(d) Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional Selection Grade/revision/upgradation of scales of pay in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organisation shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed on the basis of revised pay and in accordance with the revised option or existing option if the employee does not revise his option.
5. Pay fixation

5.1 When an employee on deputation/Foreign Service elects to draw pay in the scale of pay attached to the ex-cadre post, his/her pay may be fixed as under:

(i) Deputation from Central Government to Central Government

If the scale of pay/Grade Pay of the ex-cadre post is higher, the pay may be fixed after adding one increment to the existing pay in the Pay Band of the parent cadre post. The grade pay corresponding to the ex-cadre post would thereafter be granted in addition to this pay in the pay band. However, in cases where the fixation of pay in the ex-cadre post involves change of Pay Band also, if the pay in the pay band after adding the increment is less than the minimum of the pay band corresponding to the grade pay of the ex-cadre post, the pay in the pay band will be fixed at the minimum of the Pay Band.

In case the Grade Pay/scale of employee’s cadre post and the ex-cadre post are identical, the employee would continue to draw his/her existing basic pay.

In case the Grade pay of the ex-cadre post is upto Rs 10000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB-4 (Rs.67000) plus the grade pay of the post held on deputation. In case the ex-cadre post is in the HAG or HAG+ pay scale, the Basic Pay, from time to time after pay fixation should not exceed Rs. 79000 or Rs.80000 respectively.

(ii) In foreign service/ Reverse Foreign Service

(a) when the pay scale of the post in the parent cadre and that attached to ex-cadre post are based on the same Index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) if the appointment is made to a post whose pay structure and/ or DA pattern is dissimilar to that in the parent organisation, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, Interim relief etc., if any) with emoluments comprising of pay plus DA, ADA, Interim relief etc., if any, admissible, in the borrowing organisation and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Grade Pay identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.
5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher pay scale/grade pay than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the scales of pay/Grade Pay attached to the ex-cadre posts.

Note-1: The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/ admissible in such a post respectively.

Note-2: An officer who may be holding a higher post on adhoc basis in the cadre at the time of proceeding on deputation/foreign service would be considered to have vacated the post held on adhoc basis and proceeded on deputation/foreign service from his/her regular post. During the period of deputation/foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or adhoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organisations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organisation.

Note-3: Pay of an officer appointed on deputation/foreign service on adhoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Para 5.1 & 6.1 of this O.M.

Note-4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

6. Deputation (duty) Allowance

6.1 The deputation (duty) allowance admissible shall be at the following rates:

(a) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs.2000 p.m.; and

(b) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of the employee's basic pay subject to a maximum of Rs.4000/- p.m.
The deputation (duty) allowance as above shall further be restricted as under:-

Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the maximum of the pay band PB-4 (Rs.87000) plus the grade pay of the post held on deputation in case the Grade Pay of the post held on deputation is upto Rs 10000. In case the post held on deputation is in the HAG or HAG+ pay scales, the Basic Pay, from time to time, plus Deputation (Duty) Allowance should not exceed Rs. 79000 and Rs.80000 respectively.

Note: Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay/allowance etc.

The rates of deputation (duty) allowance as above shall take effect from 1.9.2008.

Note: 1 The term ‘same station’ for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organisation without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of deputation (duty) allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of deputation (duty) allowance will be refixed as per 6.1 (b).

7. Admissibility of pay, allowances & benefits while on deputation/foreign service

7.1 Any project allowance admissible in a project area in the borrowing organisation may be drawn in addition to deputation (duty) allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organisation should not be allowed in addition to deputation (duty) allowance. However, the borrowing department may allow in addition to deputation (duty) allowance, under special circumstances, any special allowance attached to
the post held by the employee in his/her parent Department, by suitably restricting the deputation (duty) allowance. This will require the specific and prior approval of Department of Personnel & Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance. No deputation (duty) allowance on this personal pay will however, be admissible.

7.5 Increments - The employee will draw increment in the parent cadre grade or in the scale of pay/grade pay attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus deputation (duty) allowance or the pay scale grade pay of the deputation post. If he has opted for pay scale/grade pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/organisation for the purpose of regulation of pay on repatriation to the parent post at the end of the tenure.

7.6 Admissibility of allowances and benefits while on deputation/foreign service.

(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:

(i) HRA/Transport Allowance
(ii) Joining time and Joining Time Pay.
(iii) Travelling Allowances and Transfer T.A.
(iv) Children Education Allowance.
(v) LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

(i) Dearness Allowance – The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organisation or in the lending organisation depending on whether he has opted to draw pay in the pay scale/grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.

(ii) Medical Facilities – This will be regulated in accordance with the rules of the borrowing organisation.
(iii) Leave – An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organisation. If however an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organisation. At the time of reversion from the deputation post to the parent cadre, the borrowing organisation may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

7.7 Leave salary/Pension/NPS Contribution.

(i) As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organisation. Liability for pension/employee’s contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

(ii) In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies/ etc., leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution/CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Government.

(iii) In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

(iv) In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make matching contribution to the NPS account of the employee.

8. Tenure of deputation/foreign service.

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the recruitment rules of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing organisation may grant extension up to the 4th year after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.
8.3.1 The borrowing Ministries/Departments/Organisations may extend the period of deputation up to the fifth year where absolutely necessary in public interest, subject to the following conditions:

(i) The extension would be subject to the prior approval of the lending organisation, the consent of the official concerned and wherever necessary, the approval of the UPSC/State Public Service Commission and Appointment Committee of Cabinet (ACC).

(ii) If the borrowing organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organisation, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

(iii) No further extension beyond the fifth year shall be considered.

8.3.2 Where extension is granted up to the fifth year, the official concerned will continue to be allowed deputation (duty) allowance, if he/she has opted to draw deputation (duty) allowance.

8.4 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

8.5 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/State Government Organisations/Government of UTs/Government of UT's Organisations/Autonomous Bodies, Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

8.6 If during the period of deputation/foreign service, on account of proforma promotion in the parent cadre the official concerned becomes entitled to a higher Pay Scale/Pay Band & Grade Pay in the parent cadre vis-a-vis that of the ex-cadre post, the officer shall complete his/her normal/extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

(a) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post after getting proforma promotion, he may be allowed the pay in the pay band + Grade Pay of the post to which he is promoted till the time he completes the normal/extended period of deputation (if he gets proforma promotion in the extended period) already sanctioned, if he so opts. No extension in the period of deputation shall be allowed to him after completing the sanctioned period of deputation.

(b) If he draws the pay in the pay band + Grade pay attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department + the Grade pay attached to it.
If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in the pay band + Grade Pay to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DOPT OM No. 35034/3/2008 -Estt. (D) dated 19th May, 2009.

9. Premature reversion of deputationist to parent cadre.

Normally, when an employee is appointed on deputation/foreign service, his services are placed at the disposal of the parent Ministry/Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving an advance notice of at least three months to the lending Ministry/Department and the employee concerned.

10. Relaxation of conditions.

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

11. Date of Effect

These orders will take effect from 1.1.2006 and shall be applicable to all officers who were on deputation on 1.1.2006 or appointed thereafter except for the revised rates of deputation (duty) allowance which shall be applicable from 1.9.2006 as mentioned below Para 6.1 of this OM.

12. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders will apply for deputation outside Indian Audit and Accounts Department as concurred in by the Comptroller and Auditor General of India.

13. Hindi version will follow.

(Rita Mathur)
Director

To

All Ministries/Departments of the Govt. of India etc.
(As per standard list)

Copy to NIC: To upload the O.M. on the Department's website in "What's new" and also in "Establishment" sub-head "deputation".
### APPENDIX I

(vide para 3.4)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the officer.</td>
</tr>
<tr>
<td>2.</td>
<td>Name of the parent office.</td>
</tr>
<tr>
<td></td>
<td>Designation of the post held in the parent office &amp; pay scale of that post</td>
</tr>
<tr>
<td>3.</td>
<td>Present basic pay in the parent cadre post</td>
</tr>
<tr>
<td>4.</td>
<td>Designation &amp; pay scale of the post held on deputation and the present basic pay in the ex-cadre post</td>
</tr>
<tr>
<td>5.</td>
<td>Has the officer been given HBD, promotion/2, if so, pay scale of the post to which promoted</td>
</tr>
<tr>
<td>6.</td>
<td>Normal period of deputation prescribed in Recruitment Rules for ex-cadre post</td>
</tr>
<tr>
<td>7.</td>
<td>Date of appointment on deputation</td>
</tr>
<tr>
<td>8.</td>
<td>Is the officer drawing grade pay + d(d) or</td>
</tr>
<tr>
<td></td>
<td>If so, has the d(d) been stopped during the 6th year/2nd year in excess of the period prescribed in the Recruitment Rules</td>
</tr>
<tr>
<td>9.</td>
<td>Whether the extension for 1st year/2nd year in excess of period prescribed in the HBD of the post has been given with the approval of the Ministry and Minister in charge of the administrative Ministry/Department respectively</td>
</tr>
<tr>
<td>10.</td>
<td>Does the proposed extension also require the approval of OPM/2007</td>
</tr>
<tr>
<td>11.</td>
<td>What is the specific public interest involved in the proposed extension</td>
</tr>
<tr>
<td>12.</td>
<td>Whether the concurrence of lending organisation/individual concerned has been obtained for the proposed extension</td>
</tr>
<tr>
<td>13.</td>
<td>Efforts made to select a suitable replacement for the officer</td>
</tr>
<tr>
<td>14.</td>
<td>According to Recruitment Rules, can the post be filled up by promotion? If no, are there any eligible officers available from the feeder cadre (if there is one) and if so, why are they not being considered for promotion instead of seeking further extension for existing incumbent</td>
</tr>
<tr>
<td>15.</td>
<td>Any other relevant information considered necessary</td>
</tr>
</tbody>
</table>

Signature and Designations...
OFFICE ORDER

It has been decided with the approval of the competent authority that the Consultancy Fee + Conveyance Allowance to the Consultants engaged in this Department appointed from different levels of retired officers will be as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Consultancy Fee + Conveyance Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director and equivalent level</td>
<td>Rs. 55,000 + 4,500</td>
</tr>
<tr>
<td>Dy. Secy./Joint Director and equivalent level</td>
<td>Rs. 50,000 + 4,000</td>
</tr>
<tr>
<td>Under Secretary/Dy. Director/PPS and equivalent level</td>
<td>Rs. 40,000 + 3,000</td>
</tr>
<tr>
<td>Asstt. Director / Section Officer / Accounts Officer / Private Secretary / Research Officer / Economic Officer and equivalent level</td>
<td>Rs. 30,000 + 2,000</td>
</tr>
<tr>
<td>Asstt./Accountant/PA and equivalent level</td>
<td>Rs. 20,000 + 1,000</td>
</tr>
</tbody>
</table>

2. These orders will be effective from 1st July, 2013 till further orders.

(S. K. Gupta)
Under Secretary (Admn.)

To

1. All Programme Divisions in the Department of Rural Development
2. All Divisional Heads/CDA
3. Sr.PPS to SS&FA
4. PPS to Secretary (RD).
5. NIC for uploading on the Ministry's website.
OFFICE ORDER

Subject: Modalities for engagement of Consultants in the Ministry of Rural Development (Department of Rural Development) under the provisions of GFRs, 2005.

In the Consultancy Evaluation Committee (CEC) meeting held on 17.10.2011, under the Chairmanship of AS&F, to decide the modalities for engagement of Consultants in the Ministry of RD (Department of RD) under the GFRs, 2005, the following was agreed to in the meeting:

(a) The Programme Division will estimate the requirements of the consultants during the year.

(b) The requirements so estimated shall require approval of IFD and competent authority.

(c) After receipt of the approval of the competent authority, the Programme Division will forward their requirements along with details such as terms of reference (TOR), qualifications, experience etc. required for the post to the Administration Division.

(d) On the basis of the requirements received from the Programme Division, Administration Division will, in every quarter, advertise the requirements in newspapers.

(e) The applications received in response to the advertisement will be forwarded to the concerned Programme Division for further processing.

(f) The Programme Divisions will scrutinize shortlist the applications and place the same before the Selection Committee comprising the JS and DS of the concerned Programme Divisions, Director/DS of Finance Division and Dir./DS of another Programme Division, for its recommendation.

(g) The Selection Committee, after assessing the suitability of the candidates with reference to the parameters prescribed for the post, will recommend suitable name(s) for appointment.

(h) The Programme Division will thereafter seek the approval of Secretary (RD) to the recommendation of the Selection Committee and forward the names to the Administration Division for issuing appointment order.

(i) The consultancy assignment will be given for a period of six months and is extendable upto three years.

(j) The maximum period of appointment will be for a period of three years or 65 years of age whichever is earlier.

2. All Programme Divisions may follow the above instructions scrupulously while formulating proposals for engaging Consultants under the provisions of GFRs, 2005.

Under Secretary (Admin.)

To

All Divisional Heads
PPS to AS&FA
PPS to Secretary (RD).

[Signature]

[Stamp]
(b) For procurement of all items of office consumption beyond Rs. 1 lakh to Rs. 25 lakh, where limited tenders are to be invited as per Rule 151 of the GFRs, 2005, KB and NCCF among others shall also be invited to participate in such limited tenders, in case these co-operatives are functioning at the station. Other things being equal, Purchase Preference will be granted to KB/NCCF, if the price quoted by the co-operatives is within 10% of the L1 price and if these co-operatives are willing to match the L1 price. No price preference over and above the L1 price shall be given to these co-operatives. However, KB/NCCF will be exempted from furnishing bid security (Earnest Money Deposit).

(c) Supply orders up to Rs. 25 lakh, in respect of office equipments covered under the DGS & D rate contract may also be procured from KB and NCCF, provided KB/NCCF offer the items at DGS & D rate contracted prices as also fulfill all the contractual obligations which the manufacturers/suppliers of such products are required to meet under the DGS & D rate contract. The Ministries / Departments shall make their own arrangements for inspection and testing of such goods where required.

(d) The above dispensation shall be applicable only up to 31-3-2010.

(e) Other Multi-State Co-operative Societies registered prior to the issue of this Office Memorandum in which the majority of the shares are held by the Central Government, are also permitted to avail of the facility of Purchase Preference in respect of limited tender enquiries up to Rs. 25 lakh.

4. It is requested that the instructions contained in this Office Memorandum may be noted carefully and complied with in respect of local purchase to be made by Government Departments, etc., hereafter. Ministries/Departments are also requested to instruct their attached and subordinate officers as well as other organizations financed and/or controlled by them to follow the same procedure for obtaining their requirements of stationery and other items from the Multi-State Co-operative Societies.

5. This issues with the concurrence of the Ministry of Finance, Department of Expenditure vide their O.M. No. 1 (12) E.II (A)/94, dated the 12th June, 2007.

   [G.I., Dept. of Per. & Trg., O.M. F. No. 14/12/94-Welfare (Vol. II), dated the 5th July, 2007.]

II. PROCUREMENT OF SERVICES

Rule 163. The Ministries or Departments may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a
specific job, which is well defined in terms of content and time frame for its completion or outsource certain services.

Rule 164. This chapter contains the fundamental principles applicable to all Ministries or Departments regarding engagement of consultant(s) and outsourcing of services. Detailed instructions to this effect may be issued by the concerned Ministries or Departments. However, the Ministries or Departments shall ensure that they do not contravene the basic rules contained in this chapter.

Rule 165. Identification of work/services required to be performed by consultants.—Engagement of consultants may be resorted to in situations requiring high quality services for which the concerned Ministry/Department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s).

Rule 166. Preparation of scope of the required work/services.—The Ministries/Departments should prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and pre-qualification criteria to be met by the consultants should also be clearly identified at this stage.

Rule 167. Estimating reasonable expenditure.—Ministry or Department proposing to engage consultant(s) should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other organisations engaged in similar activities.

Rule 168. Identification of likely sources.—(i) Where the estimated cost of the work or service is up to Rupees twenty-five lakhs, preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, Chambers of Commerce & Industry, Association of consultancy firms etc.

(ii) Where the estimated cost of the work or service is above Rupees twenty-five lakhs, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published in at least one national daily and the Ministry's website. The website address should also be given in the advertisements. Enquiry for seeking Expressions of Interest should include in brief, the broad scope of work or service, inputs to be provided by the Ministry or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting responses from interested consultants.

Rule 169. Short-listing of consultants.—On the basis of responses received from the interested parties as per Rule 168 above, consultants meeting
the requirements should be short-listed for further consideration. The number of short-listed consultants should not be less than three.

Rule 170. Preparation of Terms of Reference (TOR) — The TOR should include—

(i) Precise statement of objectives;
(ii) Outline of the tasks to be carried out;
(iii) Schedule for completion of tasks;
(iv) The support or inputs to be provided by the Ministry or Department to facilitate the consultancy;
(v) The final outputs that will be required of the Consultant;

Rule 171. Preparation and Issue of Request for Proposal (RFP) — RFP is the document to be used by the Ministry/Department for obtaining offers from the consultants for the required work/service. The RFP should be issued to the short-listed consultants to seek their technical and financial proposals. The RFP should contain:

(i) A letter of invitation
(ii) Information to Consultants regarding the procedure for submission of proposal.
(iii) Terms of Reference (TOR).
(iv) Eligibility and pre-qualification criteria in case the same has not been ascertained through Enquiry for Expression of Interest.
(v) List of key position whose CV and experience would be evaluated.
(vi) Bid evaluation criteria and selection procedure.
(vii) Standard formats for technical and financial proposal.
(viii) Proposed contract terms.
(ix) Procedure proposed to be followed for mid-term review of the progress of the work and review of the final draft report.

Rule 172. Receipt and opening of proposals — Proposals should ordinarily be asked for from consultants in 'Two-bid' system with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelope duly sealed and submit the same to the Ministry or Department by the specified date and time at the specified place. On receipt, the technical proposals should be opened first by the Ministry or Department at the specified date, time and place.

Rule 173. Late Bids — Late bids, i.e., bids received after the specified date and time of receipt, should not be considered.
Rule 174. Evaluation of Technical Bids.—Technical bids should be analysed and evaluated by a Consultancy Evaluation Committee (CEC) constituted by the Ministry or Department. The CEC shall record in detail the reasons for acceptance or rejection of the technical proposals analysed and evaluated by it.

Rule 175. Evaluation of Financial Bids of the technically qualified bidders.—The Ministry or Department shall open the financial bids of only those bidders who have been declared technically qualified by the Consultancy Evaluation Committee as per Rule 174 above for further analysis or evaluation and ranking and selecting the successful bidder for placement of the consultancy contract.

Rule 176. Consultancy by nomination.—Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the Ministry or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.

Rule 177. Monitoring the Contract.—The Ministry/Department should be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the Ministry/Department’s objectives.
ADVERTISMENT FOR ENGAGING RETIRED GOVERNMENT SERVANTS ON CONTRACT BASIS

Applications are invited from retired Government servants from Government Departments as well as PSUs who have experience in work relating to training, framing / revision of recruitment rules, court cases, modernization of libraries and e-governance, administration, finance, housekeeping, accounts, air safety, airworthiness, aerodrome standards, etc., for engagement on short-term contract basis in the office of DGCA, on the attached terms & conditions. Interested candidates may apply in the application format enclosed along with attested copies of their certificates, etc. to Shri Gopal Singh, Deputy Director of Administration, Directorate General of Civil Aviation, opp. Safdarjung Airport, Aurobindo Marg, New Delhi – 110003, by 13th June, 2013.
**Terms and Conditions**

**Scope of work / nature of work:**
He / she shall be working in the Directorate of [specific name of the Dte.] under Director of [name of the head / Director] and shall have to discharge the objectives, tasks within the schedule of completion of the tasks with the final outputs that will be required by the concerned Directorate.

1) **Place of duty** –
He / she shall be liable to be posted to DGCA (Hqrs.) and or the Regional offices of the DGCA as per the administrative conveniences and exigencies.

2) **Remuneration / fee**
The remuneration / fee of the retired government officials will be fixed as per the DoP&T instructions as contained in their O.M. No.16012/12/2005-Estt.(Allowances) dated 10.03.2006 i.e. fee should not exceed (last pay drawn + DA) minus (Pension + Dearness pay thereon) and as fixed by the Consultant Evaluation Committee duly evaluating the factors such as qualifications, experience in the relevant field.

3) **Allowances / facilities** –
Consultants shall not be entitled for any allowances such as Dearness Allowance, Residential Telephone, Transport facility, Residential Accommodation, Personal staff, CGHS, Medical reimbursement, etc.

4) **Tax deduction at source** –
There shall be a deduction of Tax at Source (TDS) as per the rates of TDS fixed by the Govt. for professional from time to time.

5) **Period of engagement** –
The initial engagement for a person as Consultant would be for a period of one year or the period of consultancy i.e. co-terminous with the completion of the project or until further orders, whichever is the earliest. Thereafter, the engagement shall be decided on case to case basis as per rule 163 of GFR.

The appointment of Consultant would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy.

6) **Leave** –
Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis. Thereafter, a consultant shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure. DGCA would be free to terminate the services in case consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

7) Evaluation of performance of the Consultants –

There will be a continuous monitoring of the performance of the consultants to ascertain that the output of the consultancy is in line with the given objectives.

DECLARATION

I, __________________ S/o, D/o __________________ have carefully read and understood the above terms and conditions and shall abide by these terms and conditions during my tenure as Consultant.

Signature of the Consultant

Name & Address with contact No.

Place:
APPLICATION FORMAT

1. Name
2. Father's Name
3. Date of Birth
4. Designation (last post held and office at the time of retirement)
5. Educational Qualification
6. Experience
7. Willingness to work at any of the offices of DGCA
8. Address for Correspondence
9. Tel. No. & e-mail ID
10. Date of Retirement from Govt. Service
11. Details of present employment (wherever applicable)

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the concerned authorities if I am declared by them to be guilty of any type of misconduct mentioned herein. I have informed my Head Office / Deptt. in writing that I am applying for this selection.

Signature of the candidate

Name _______________________

Place: _______________________

Date: _______________________

Photograph
(self-attested with signature across)
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 secretarial 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
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 & OBC's, 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/ECF 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 (Rule 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 situations 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 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-1). Thereafter, the engagement would be reviewed and it would not exceed one year at a time. The review of the 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:
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&E).

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.
(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:

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

(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.
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.
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.
Ministry of Social Justice Empowerment  
Department of ...........  
........Division

Annexure I

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).
Para: 2.5. As per extant instructions, consultancy assignments are to be awarded based on the provisions of the GFRs. In this context the provisions of GFRs may be strictly followed and consultancy assignments may be awarded only for specific jobs which are well defined in terms of content and timeframe for their completion. Engagement of consultants may be resorted to only in situations requiring high quality services for which the concerned Ministry/Department does not have requisite expertise. All Ministries/Departments may carry out a review of the Consultants appointed by that Ministry/Department in the light of the provisions of the GFRs, and reduce the number of Consultants to the minimum requirement. Where individual Consultants are appointed by nomination, due economy may be observed while determining their fee and such fees may not be disproportionate to the work to be carried out by the Consultant.

Sd/-
(Sumit Bose) Secretary (Expenditure)
All Secretaries to the Govt. of India
Annexure III

Application for appointment as Consultant in Department of Social Justice & Empowerment

1. Name of applicant:

2. Father’s Name:

3. Date of Birth:

4. Nationality:

5. Mailing address (with Telephone/Mobile No. and e-mail address)

6. Permanent Address:

7. Educational Qualification:

8. Professional Experience

9. Last pay drawn/emplouments

10. Two references
Engagement as Consultants in National Skill Development Agency (NSDA)

Applications are invited from only retired Government officials who are interested in engagement as Consultant on contract basis on fixed fee for a period of one year from the date of engagement or till the regular posts against which the Consultants are taken are filled up, whichever is earlier. The persons who are engaged as consultants will be paid fixed consolidated amount as fee as below:

<table>
<thead>
<tr>
<th>Person required to function as</th>
<th>Consolidated fee payable (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant (Skill Development) (1)</td>
<td>35,000</td>
</tr>
<tr>
<td>Consultant (PRO) (1)</td>
<td>30,000</td>
</tr>
<tr>
<td>Consultant (Account) (1)</td>
<td>25,000</td>
</tr>
<tr>
<td>Consultant (Support) (3)</td>
<td>25,000</td>
</tr>
</tbody>
</table>

Eligibility conditions are as follows:

1. Qualifying conditions and related work experience

<table>
<thead>
<tr>
<th>Positions</th>
<th>Work experience of retired officials</th>
<th>Field of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant (Skill Development) (one)</td>
<td>Retired Deputy Secretary or equivalent level (Grade Pay Rs. 7600/-), or 3 years experience at Under Secretary or equivalent level (Grade Pay Rs. 6600/-)</td>
<td>Having worked for Technical Education field, Vocational Education, Quality assurance Framework, and skill development related activities.</td>
</tr>
<tr>
<td>Consultant (PRO) (one)</td>
<td>3 years experience in the Grade Pay Rs.5400/-, or 5 years in case of Grade Pay Rs.4800/- in Ministry/Para Military/ Armed Forces</td>
<td>Experience of handling protocol functions of VIPs, fixing/arranging meetings, liaison work and related activities involved in public relation work.</td>
</tr>
<tr>
<td>Consultant (Accounts) (one)</td>
<td>3 years as Accounts Officers in the GP Rs.4800/- or 5 years in the GP Rs.4600/-</td>
<td>Work experience in PSUs/ Autonomous or commercial establishments under the Govt of India with extensive knowledge of preparation of bills and accounts following double entry/commercial system.</td>
</tr>
</tbody>
</table>
2. Age limit:
Retired Government Officers who have not attained the age of 62 years on last date fixed for receipt of applications in NSDA may apply.

3. Last date of Receipt of Application:
Retired Government officers who fulfill the required conditions and wish to be considered against these positions may send their applications by post to

Principal Consultant,
National Skill Development Agency,
Ministry of Skill Development & Entrepreneurship,
Govt. of India,
Kaushtal Bhawan, B-2 Pusa Road.

The application complete in all form should reach NSDA office within 15 days from the date of advertisement in Newspaper. The applications should be in prescribed format and sent with photocopies of Pension Payment/Authorisation Orders, pay draw and work experience certificates duly certified by the previous employer(s) as proof thereof.

Application received after last date fixed for receipt of applications will not be entertained.

4. For other Terms and Conditions and format of application please see Annexure-I to Annexure—III.
Annexure-I

Terms and Conditions

(For the position of Consultant (Skill Development), Consultant (PRO), Consultant (Accounts) and Consultant (Support))

1. Only retired Government Servants with requisite experience as prescribed would be hired as consultant.
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 with NSDA.
3. The headquarters will be in the National Skill Development Agency at New Delhi. The Consultants will work in the Agency and will perform such work as may be assigned to them from time to time.
4. Period of engagement will be for one year from the date of joining, which may, at the discretion of competent Authority be either extended or curtailed.
5. The appointment is of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason thereof.
6. The consultant will be entitled to 8 days paid leave during the period of engagement in a calendar year. For service less than twelve months in any calendar year leave admissibility will be calculated on pro rata basis in that calendar year. However, unavailed leave cannot be carried forward in case of extension beyond one year. Fee will be deducted proportionately if the Consultant does not attend office on any working day other than 8 paid leave.
7. The Consultants will not be entitled to any allowance/perquisites such as HRA, CCA, DA, LTC, Residential accommodation, medical facility etc.
8. No TA/DA would be admissible to them for joining the assignment or on completion of assignment. They will however be entitled to TA/DA for local tour in India as per rules applicable to serving officials holding Grade Pay as below:

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate of TA/DA applicable on Tour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant (Skill Development)</td>
<td>As applicable to persons holding Grade Pay of Rs. 6500/-</td>
</tr>
<tr>
<td>Consultant (PRO)</td>
<td>As applicable to persons holding Grade Pay of Rs. 5400/-</td>
</tr>
<tr>
<td>Consultant (Accounts) and Consultant (Support)</td>
<td>Applicable to persons holding Grade Pay of Rs. 4600/-</td>
</tr>
</tbody>
</table>

9. They will be required to maintain office time, decorum, discipline as expected of a regular Central Government employee.
10. TDS will be deducted as per the prevalent rules and necessary TDS certificates will be issued.
11. A retired Govt official appointed as Consultant shall continue to draw pension and the dearness relief on pension during period of his engagement as consultant. His/her engagement as Consultant shall not be considered as re-employment.
12. NSDA shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/ equipment or vehicles of the personnel.


14. The personnel may be called on Saturdays, Sundays, and any other holidays, if required. They shall not be entitled to any compensatory leave in lieu thereof.

15. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as may be deemed necessary.

16. The Consultants will not, except with the previous sanction of the National Skill Development Agency or in the bona fide discharge of his/her duties as aforesaid, publish a book himself or herself or through a publisher or contribute an article to a book or compilation of articles or participate in a TV telecast/Radio broadcast or contribute an article or write a letter to a newspaper pseudonymously or in the name of any other person, if such book, article, telecast/broadcast or letter relates to a subject, which is connected with the work aforesaid, not only during the period of this job contract but also thereafter.

17. During the period of assignment with the National Skill Development Agency, it is likely that Consultants may come across certain information of importance or secret nature. Consultants would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923, not only during the period of your assignment, but also thereafter. More importantly, Consultants will not divulge any information gathered by him/her during the period of his/her assignment to anyone unless authorised by competent authority to do so.

18. Interested candidates should submit the application as attached in Annexure-II within the prescribed date along with the copy of the Pension Payment Order or any other pension document or proof of retirement from service issued by the last employer. On selection they will be required to submit an "Agreement of contract for engagement as consultant" as prescribed in Annexure-III.
Annexure -II

Format of Application for engagement as Consultant in National Skill Development Agency

1. Name
2. Father's Name
3. Date of Birth & Nationality
4. Date of entry into service
5. Date of retirement
6. Name of office from where he has retired.
7. Mailing Address
8. Permanent Address
9. E-mail ID
10. Position held in last ten years

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation, name of office/ Ministry/ Department served and Place of posting</th>
<th>Scale of pay and Grade Pay held</th>
<th>From</th>
<th>To</th>
<th>Brief nature of work performed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Technical skills acquired, if any

12. Computer knowledge

13. Present employment and Details, if any.
14. Please provide (in not more than 150 words) details on suitability of your candidature for the position on the basis of your previous experience.

15. Number and date of the Pension Payment Order, or any other pension document or proof of retirement issued by the last employer. (Please attach a copy of the document showing pension drawn by the applicant).

Place:
Date

Signature
(Name of candidate)
Contact No:
AGREEMENT OF CONTRACT FOR ENGAGEMENT AS CONSULTANT

I ................... (name of person in Capital letters) ................... Son/Daughter/wife of ...................  ...................  ................... Resident of  ...................
 ................... ............... do hereby agree and affirm as follow:

1. That I have applied for the position of ................... and in consideration of the application I have been offered to be engaged as consultant ................... in the National Skill Development Agency, an Autonomous Body under the Ministry of Skill Development and Entrepreneurship, Government of India (herein after called "Agency") vide the Agency's offer letter number ................... dated ................... (herein after called "offer letter"), for the period of one year.

2. That I have been conveyed the Terms and Conditions of engagement as Consultant in the offer letter and I have agreed to the same.

3. I also agree that my engagement with the National Skill Development Agency is for a limited period, as indicated in the offer letter and I shall not have any claim to any existing or future regular post in the Agency.

4. I also agree that the Agency has full right to terminate my contract of engagement as Consultant if I am found wanting in any manner in discharge of any assignment given to me to discharge as Consultant.

Signed on this day of ................... (month)...... Year...... at New Delhi.

Witness:
Name:
Address:

(Signature)
Name of Person
Expression of interest is invited from eligible applicants for engagement as Consultant-I/Consultant-II purely on short term contract basis, as per details given below:-

<table>
<thead>
<tr>
<th>Particulars of the post</th>
<th>Tentative place of Posting</th>
<th>No. of posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Consultants in the Field of Law (Advocates)</td>
<td>Delhi/Mumbai/Kolkata/Hyderabad/Chennai</td>
<td>10*</td>
</tr>
<tr>
<td>B. Consultants in the field of Financial Analysis (CA/CS/CWA)</td>
<td>Delhi/Mumbai</td>
<td>06*</td>
</tr>
<tr>
<td>C. Consultants in other fields* (Banking Law/Tax/Audit &amp; Accounts/ Capital Market/ Investigation/ Management Accounting/ General Administration) (In this category retired Government/Public Sector Undertakings/Autonomous Bodies employees are also eligible to apply)</td>
<td>Delhi/Mumbai</td>
<td>06*</td>
</tr>
</tbody>
</table>

* Tentative

2. The eligibility criteria stating qualification, experience and also fee payable to Consultant-I/Consultant-II etc. is given in Annexure-I. Terms of Reference (ToR) and other general terms & conditions are given in Annexure-II.

3. The short listed candidates will be interviewed by a Consultancy Evaluation Committee constituted for the purpose, whose decision will be final and no correspondence in this regard will be entertained. Intimation will be sent only to selected candidates. SFIO would undertake police verification of the selected candidates.

4. Interested candidates may forward their applications in the enclosed format (Annexure-III) in a sealed envelope super-scribed “Application for the post of Consultant in SFIO” which should reach Director, Serious Fraud Investigation Office, 2nd Floor, Paryavaran Bhawan, B-3 Wing, CGO Complex, Lodhi Road, New Delhi-110003 within 30 days from the date of publication of the advertisement in Times of India/Nav Bharat Times on 09.07.2015.

Deputy Director (Admn.)
Annexure-I

Qualification, Experience and Fee Payable to Experts/Consultants

(a) Experts/Consultants in the field of Law

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Category of Experts/Consultants</th>
<th>Qualification and Experience</th>
<th>Fee payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consultant-I</td>
<td>The incumbent should be an Advocate with at least 10 years experience at the Bar in the relevant field/specialization as specified in the Terms of Reference (ToR)</td>
<td>Rs. 50,000/- to Rs. 80,000/- depending upon the educational qualification and experience</td>
</tr>
<tr>
<td>2.</td>
<td>Consultant-II</td>
<td>The incumbent should be an Advocate with at least 4 years experience at the Bar in the relevant field/specialization as specified in the Terms of Reference (ToR)</td>
<td>Rs. 30,000/- to Rs. 50,000/- depending upon the educational qualification and experience</td>
</tr>
</tbody>
</table>

(b) Experts/Consultants in the field of Financial Analysis

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Category of Experts/Consultants</th>
<th>Qualification and Experience</th>
<th>Fee payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consultant-I</td>
<td>The incumbent should be a CA/CWA/CS with at least 5 years experience in the relevant field/specialization as specified in the Terms of Reference (ToR)</td>
<td>Rs. 50,000/- to Rs. 80,000/- depending upon the educational qualification and experience</td>
</tr>
<tr>
<td>2.</td>
<td>Consultant-II</td>
<td>The incumbent should be a CA/CWA/CS with at least 3 years experience in the relevant field/specialization as specified in the Terms of Reference (ToR)</td>
<td>Rs. 30,000/- to Rs. 50,000/- depending upon the educational qualification and experience</td>
</tr>
</tbody>
</table>
(e) Experts/consultants in any other field

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Category of Experts/Consultants</th>
<th>Qualification and Experience</th>
<th>Fee payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consultant-I</td>
<td>Professionals having Qualification of Master's Degree in relevant field/subject as specified in the ToR for the specialization/field and minimum post qualification experience of at least 7 years in the requisite field. The candidates should have high competency and established peer reputation. OR Retired Government/Public Sector Undertakings/Autonomous Bodies employees with Grade Pay of Rs. 6,600/- and above (or equivalent) with experience of at least 7 years and knowledge in the required domain field as specified in the ToR for the specialization/field</td>
<td>Rs. 50,000/- to Rs. 80,000/- depending upon the educational qualification and experience Fee in the case of retired Government officials shall not exceed the ceiling of last pay drawn [(Pay + GP+ DA) - (Basic Pension)]</td>
</tr>
<tr>
<td>2.</td>
<td>Consultant-II</td>
<td>Professionals having qualification of Masters Degree in relevant field/subject as specified in the ToR for the specialization/field and minimum post qualification experience of at least 5 years in the requisite field OR Retired Government/Public Sector Undertakings/Autonomous Bodies employees with Grade Pay of Rs. 4,200/- and above (or equivalent) with experience of at least 5 years and knowledge in the required domain field as specified in the ToR for the specialization/field</td>
<td>Rs. 30,000/- to Rs. 50,000/- depending upon the educational qualification and experience Fee in the case of retired Government officials shall not exceed the ceiling of last pay drawn [(Pay + GP+ DA) - (Basic Pension)]</td>
</tr>
</tbody>
</table>
Annexure-II

Terms of Reference & other General Terms and Conditions

1. Background

Serious Fraud Investigation Office has been constituted under Sec 211 of the Companies Act, 2013. It is a multidisciplinary investigating agency, wherein experts from diverse sectors like banking, capital markets regulation, corporate regulation, law, forensic audit, taxation, information technology etc. work together to unravel corporate frauds. It is headed by a Director, in the rank of Joint Secretary to the Government of India, SFIO. The Head Office of SFIO is at Delhi and five Regional Offices are presently functional i.e. at New Delhi, Chennai, Mumbai, Hyderabad and Kolkata.

2. Scope of work

For efficient discharge of its functions, Serious Fraud Investigation Office proposes to engage individual consultants in distinct fields which inter alia include:

(a) **Consultants in the field of Law (Advocates)**

The consultants engaged in the field of Law would be required to perform following functions:

i) To draft complaints, petitions, replies, rejoinders, affidavits and other pleadings/legal documents to be filed before various Courts and other forums.

ii) To appear before different Courts and other forums throughout the country as per requirement.

iii) To render all assistance to the officers of SFIO in prosecution matters and also during investigation of the cases.

iv) To provide legal advice and opinion on points of law in various matters.

v) To keep abreast of the latest developments in the filed of law specially Corporate Law.

vi) Any other work assigned to them.

(b) **Consultants in the field of Financial Analysis (CA/CS/CWA)**

The consultants engaged in the field of Financial Analysis would be required to perform the following functions:

4
To conduct analysis of financial statements/data available in MCA 21 database.

To conduct analyses of other financial data.

To critically analyse the corporate announcements made by the corporate entities and prepare research reports.

To study financial reports of the companies under investigation and make complex financial analysis and prepare reports.

To assist investigation teams in forensic audit, examination/scrutiny of board minutes, directors reports and other schedules and documents.

To use spreadsheet and statistical software packages to analyse financial data and prepare company specific/sector specific reports for use by SFIO.

Any other work assigned to them.

Consultants in other fields:

(i) The consultants engaged in other fields like Banking/Law/Tax/Audit & Accounts/Capital Market/Investigation/Management Accounting would be required to assist SFIO teams with inputs on their field of specialization and also undertake the work of analysis of information/data including other miscellaneous work assigned to them from time to time.

(ii) They would also be required to assist the investigation teams in preparation of annexures while finalising the reports.

(iii) The consultants in the field of General Administration would be required to attend to the work relating to establishment, accounts and general administration including preparation of budget/reports and returns & other miscellaneous work assigned to them from time to time. Experienced applicants with proficiency in providing secretarial assistance to the officers would also be considered.

3. **Period of Engagement**

The initial term of engagement of consultants shall be for a period of six months and subsequent extension(s), if any, shall be considered depending upon the requirement, work performance and quality output.
4. **Qualification, Experience & fee payable**

Consultants would be engaged at two levels i.e. Consultant-I and Consultant-II. The qualification, work experience and fee payable to individual consultants in the field of Law/Financial Analysis/Other fields is given in Annexure-I.

5. **General Terms & Conditions**

i) 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 Contract with SFIO. However, in exceptional cases engagement of consultants may also be made on part time basis for which modalities and fee payable will be decided by the Competent Authority.

ii) The consultants would have no lien on any job and such engagement may be cancelled at any time by the SFIO without assigning any reason.

iii) The consultants on having accepted the offer shall enter into a contract with the SFIO and also give a Declaration of Fidelity and Secrecy. The contract will remain provisional till police verification is received.

iv) The Consultants shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters which are of confidential / secret nature.

v) The Consultants shall not be entitled to any allowance such as conveyance allowance, dearness allowance, residential telephone, transport facility, residential accommodation, CGHS, medical reimbursement, etc.

vi) No TA/IDA shall be admissible for interview/joining the assignment or on its completion. However, they shall be entitled to claim TA/DA for their travel within the country in connection with the official work.

vii) The consultants shall work in Serious Fraud Investigation Office at Headquarter at Delhi or any of its regional offices and shall perform the functions assigned to them by the Competent Authority of SFIO.

viii) The consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis.

ix) Consultants shall not be allowed to work on attaining the age of 65 years. However, Competent Authority may relax this condition in special cases.

x) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she shall be liable for termination in addition to any administrative and/or legal action as Govt. may deem fit.
### Application Format

**Annexure-III**

**Post Applied for:** Consultant-I/Consultant-II
Full Time/Part Time

**Field:** Law/Financial Analysis/Others (write field)
*(Pl. Tick the post/field applied for)*

1. **Name:**

2. **Father's Name:**

3. **Date of Birth:**

4. **Domicile:**

5. **Nationality:**

6. **Aadhar No. (if available):**

7. **Mailing address (with Tel./Mob. No. and e-mail address):**

8. **Permanent address:**

9. **Educational Qualification:**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Course</th>
<th>Subjects</th>
<th>School/College</th>
<th>University/Institute</th>
<th>Year of Passing</th>
<th>%age of marks obtained</th>
<th>Division/Class</th>
</tr>
</thead>
</table>

*(Attach self-attested photocopies of certificates)*

10. **Computer Proficiency:** (Please tick)

<table>
<thead>
<tr>
<th>Computer Filed</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Not Conversant</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Word</td>
<td></td>
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<tr>
<td>MS Excel</td>
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<tr>
<td>MS Power Point</td>
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</tr>
</tbody>
</table>

11. **Work Experience:**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Organization/Institute</th>
<th>Period From</th>
<th>To</th>
<th>Nature of Work</th>
<th>Specific reasons for leaving</th>
</tr>
</thead>
</table>

*(Attach self-attested photocopies of supporting documents/certificates)*
12. The information below may please be furnished by retired Government/Public Sector Undertakings/autonomous body employees (Please enclose self-attested copy of PPO)

<table>
<thead>
<tr>
<th>Date of superannuation</th>
<th>Office/Organization from which retired (with complete address)</th>
<th>Last pay drawn</th>
<th>Basic pension (before commutation)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Basic Pay(including GP)</td>
<td>DA</td>
</tr>
</tbody>
</table>

13. References with complete details (other than relatives)

(i) 

(ii) 

14. 250 works write up (listing areas of proficiency, special skills and forte and why you consider yourself suitable for the position applied for?)

(Signature)  
Date

**UNDEARTAKING**

The information given above is true and correct to the best of my knowledge and belief.

(Signature)  
Date
Circular

Subject: Hiring services of Retired Sections Officers/Retired Assistants of Government of India as Consultants in the Main Secretariat, Ministry of Information and Broadcasting, reg.

Ministry of Information & Broadcasting invites applications from retired Section Officers/Retired Assistants of Government of India for engagement as Consultant on contract basis.

2. The details including eligibility criteria, term of reference etc. regarding above engagement are available on the website of the Ministry i.e. at http://www.mib.gov.in under the link 'Jobs'.

3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed Performa in sealed cover super-scribed "Selection for engagement as Consultants" which should reach this office within 07 days of publication of advertisement in this regard in the News Paper or by 09.03.2015 at the following address:-

Under Secretary (Admn.IV)
M/O Information & Broadcasting
Room No.748-B
"A" Wing Shastri Bhawan
New Delhi.

(D.K. Chawla)
Under Secretary (Admn)
Tel.23389460

To
1. All Ministries/Departments of Govt. of India- They are requested to give this circular wide publicity amongst all the retired Assistant/Section Officers.

2. NIC, Ministry of Information and Broadcasting.

(D.K. Chawla)
Under Secretary (Admn)
Application for engagement of consultant in the Main Secretariat, Ministry of Information and Broadcasting.

<p>| | |</p>
<table>
<thead>
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<th></th>
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<tbody>
<tr>
<td>1</td>
<td>Name in Full (Block Letters)</td>
</tr>
<tr>
<td>2</td>
<td>Educational Qualification</td>
</tr>
<tr>
<td>3</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>4</td>
<td>Date of Superannuation from Govt. Service</td>
</tr>
<tr>
<td>5</td>
<td>PPO No.</td>
</tr>
<tr>
<td>6</td>
<td>Complete residential address with phone number/mobile no./e-mail</td>
</tr>
<tr>
<td>7</td>
<td>Office address at the time of retirement</td>
</tr>
<tr>
<td>8</td>
<td>Brief particulars of experience in Govt. Service</td>
</tr>
<tr>
<td>9</td>
<td>Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.</td>
</tr>
</tbody>
</table>

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

(Signature of the Candidate)

Place:  
Date:  

(Handwritten Signature)
Terms & Conditions

1. **Period of engagement**

The engagement shall be initially for a period of 6 months or till further orders whichever is earlier. The engagement can be extended or curtailed depending upon the performance of the consultant or requirement of the Ministry with the approval of the competent Authority.

2. **Selection Procedure**

The appointment will be purely on contract basis. Applications in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates. A Screening cum Selection Committee shall be constituted by the Ministry for this purpose.

3. **Remuneration**

Retired Assistants appointed as Consultants will be paid the consolidated monthly fee of Rs.20,000/- and Retired Section Officers appointed as Consultants will be paid a consolidated monthly fee of Rs.25,000/- during the period of engagement. No other perquisites or allowances will be admissible other than the consolidated fee.

4. **Scope of Duties**

During the period of such engagement, the consultants would be required to perform any work as assigned to them by the concerned Division Heads in the Ministry in which they would be posted to work as Consultant.

5. **Leave**

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to casual leave of 8 days in a calendar year, to be calculated on pro-rata basis.

6. **Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9 A.M to 5:30 P.M during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants can be called on Saturday/ Sunday/ Other Gazetted holidays, if required.
7. **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 office will issue TDS certificate.

8. **Confidentiality of data and documents**

The Intellectual Property Right (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. 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 this assignment or during the course of the assignment for the office, without the express written consent of the office. The consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office. Consultants would be subject to the provisions of Indian Official Secrets Act, 1923 not only during the assignment but thereafter also.

9. **Conflict of Interest**

The Consultant appointed by this office, shall in no case represent, give opinion or advice to others in any matter which is adverse to the interest of this office.

10. **Termination of service**

The engagement may be terminated at any time by the office without giving any prior notice.

11. **Guidelines for the submission of the application**

The duly completed application in prescribed Performa should be submitted so as to reach the office within 07 days of publication of the advertisement in the Newspaper or by 09.03.2015. Any application received after 09.03.2015 will not be entertained. The application should be submitted with the following documents:-

a) Copy of retirement Notification/Order.

b) Copy of PPO.

c) Certificate in support of educational qualification.

***
Eligibility Criteria

The Consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments. Persons retired only from the post of Section Officer/Assistant from Central Government Ministries/Departments need to apply.

1. **Age Limit**

   Retired Government officers, who have not attained the age of 65 years on last date of receipt of the application can apply.

2. **Experience**

   Must have retired from Central Government service at the level of Section Officer/Assistant.

3. **Communication and Drafting skill**

   Candidate should possess good communication and drafting skills.

4. **Computer proficiency**

   Must be able to work in MS Office.
Terms of reference for engagement of Consultants in the Main Secretariat/Ministry of Information and Broadcasting

1. Objective: To Meet the Staff Requirement of Various Divisions in the Main Secretariat of the Ministry of Information and Broadcasting.
2. Tasks to be carried out: The consultants would perform the work given to them by their respective Head of the Division/Supervising Officer.
3. Schedule for completion of tasks: Schedule to be decided on case to case basis.
4. Required outputs: Successful completion of each task given to the consultant by the respective Head of the Division/Supervising Officer

****
Byelaws


(*Approved by the President NRRDA exercising powers of General Body on 17th Jan 2003 and ratified by General Body on 21st January, 2004.)

1. Title & Commencement
   These byelaws shall be referred to as the 'NRRDA (Regulation of Pay & Allowances) Byelaws, 2004.'

2. Scope of the Byelaws
   a. These Byelaws shall apply to the personnel appointed on deputation (hereinafter referred to as 'the employees') in the National Rural Roads Development Agency (hereinafter referred to as the "Agency").
   b. The pay and allowances of employees of the NRRDA will be regulated in the manner indicated below.

3. Classification
   Employees will be classified as Level -I, Level - II, Level - III and support staff on the basis of their pay and equivalent status.

4. Pay
   Persons joining the Agency on deputation will retain the scale of pay and the pay actually being drawn in their parent organizations. They will also earn their annual increments in the normal course.

5. Deputation Allowance
   All employees on deputation will be paid Deputation Allowance at the rate of 10% of their basic pay including increments earned while on deputation.

6. Personal Pay
   A personal pay in the range of Rs. 1100 – 1800 per month may also be sanctioned to all officers of Level I to Level III in the Agency in addition to the Deputation Allowance drawn by them. The exact amount of such personal pay admissible in a particular case will, however, be determined by the Director General keeping in view the recommendations of the Search/Selection Committee.

7. Honorarium / Fee
   Payment of an honorarium or a fee to an employee may also be sanctioned by the Director General if recommended by the Search/Selection Committee.

8. Dearness Allowance
   Dearness Allowance will be payable as sanctioned for the employees of the Government of India from time to time.

9. City Compensatory Allowance
   All personnel - officers of Level I to Level III and the supporting staff - will be eligible to draw a City Compensatory Allowance at a uniform rate of Rs. 300/- per month.

10. House Rent Allowance
    a. House Rent Allowance at the rate of 30% of the basic pay of the post held in their parent cadre will be payable to all employees of Level I to Level III.
b. Director General may, however, raise the upper limit in specific cases up to a maximum of Rs. 10,000/- for Level I officers; Rs. 8,500/- for Level II and Rs. 7,500/- for Level III officers, subject to production of the rent receipt.

c. The Support staff may draw House Rent Allowance at the rate of 30% of the basic pay in the parent post, subject to production of the rent receipt.

d. Employees residing in self-owned flats/houses will also be entitled to 30% of basic pay as House Rent Allowance.

11. Transport Allowance
Transport allowance for travel from residence to place of duty and back will be paid to the employees at the rates given below:

<table>
<thead>
<tr>
<th>Level</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>Rs. 1000/- p.m.</td>
</tr>
<tr>
<td>Level II</td>
<td>Rs. 800/- p.m.</td>
</tr>
<tr>
<td>Level III</td>
<td>Rs. 600/- p.m.</td>
</tr>
</tbody>
</table>

12. Education Allowance
Children Education Allowance at the rate of Rs. 200/- per month per child, subject to the maximum of Rs. 400 per month, that is for up to two children, shall be allowed to all employees of the Agency till the children complete their Graduation.

13. Entertainment Allowance
Director General, NRRDA may sanction grant of an entertainment allowance for Level I and II officers subject to budgetary provisions as approved by the General Body.

14. Reimbursement of cost of Newspapers/ Periodicals
The Cost of newspapers and periodicals purchased by officers of NRRDA will be reimbursed to them subject to the limits stated below:

<table>
<thead>
<tr>
<th></th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director General</td>
<td>As budgeted</td>
</tr>
<tr>
<td>Level I</td>
<td>Rs. 300/- p.m.</td>
</tr>
<tr>
<td>Level II</td>
<td>Rs. 250/- p.m.</td>
</tr>
<tr>
<td>Level III</td>
<td>Rs. 150/- p.m.</td>
</tr>
</tbody>
</table>

15. Leave Travel Concession
a. In the matter of Leave Travel Concession, employees of NRRDA will be governed by the Rules applicable to the employees of the Government of India.
b. Every employee will declare his/her hometown, as recorded in the parent organization, at the time of joining the Agency.

16. General Provident Fund
The Provident Fund of the officers on deputation will continue to be governed by the Rules applicable in their parent cadres/organizations.

17. Advances/Loans
No advances or loans will be extended to employees by the Agency.

18. Gratuity
No Gratuity will be admissible to the employees as their service with the Agency may not extend to 5 years. This will not, however, impinge upon any such benefits available to them in their parent organizations at the time of their retirement.

19. Retirement Benefits
a. All employees coming on deputation to the Agency are assumed to have sufficient service left before their retirement on superannuation. The question of granting or providing for grant of any retirement benefits does not, therefore, arise.
b. In the case of death of any deputationist during his tenure with the Agency the survivors will claim all retirement cum death benefits due from his parent organization where he had a lien. The cost of travel of the surviving family members of the
deceased employee to their place of settlement would, however, be borne by the Agency.

20. Deduction of Income Tax at Source
   a. Income tax at the prevailing rates shall be deducted as per Rules from all payments made on account of salary, overtime allowance etc.
   b. All such deductions will be deposited with the ITO concerned by the end of May every year. A return in the form prescribed for deposits so made will also be filed with the concerned income tax authorities.
   c. A certificate of the tax deducted at source, indicating the total payments made, deductions allowed and the amount of tax deducted will also be issued, in the Form prescribed to the payee.
NRRDA (LEAVE) BYE LAWS 2004*

(*Approved by the President NRRDA exercising powers of the General Body on 17th Jan. '03 and ratified by General Body on 21st Jan '04)

1. **Title & Commencement**
   These Byelaws shall be referred to as 'NRRDA (Leave) Bye laws, 2004.

2. **Scope**
   These Byelaws shall apply to all persons working in the National Rural Roads Development Agency (hereinafter referred to respectively as 'the employees' and 'the Agency'). They shall also apply to officers on deputation from vacation Departments for such period as they are in the National Rural Roads Development Agency.

3. **General Conditions for Grant of Leave**
   a. Leave shall not be claimed or granted as a matter of right. The Agency has the right to recall to duty a person on leave due to exigencies of work.
   b. Leave may be refused, curtailed or revoked in the public interest.
   c. Kind of leave due and applied for can be altered only if a written request is made by the employee for such alteration.
   d. Since officials are taken on deputation for limited periods in connection with the work of NRRDA, leave other than maternity leave cannot be granted for more than 45 days in a year.
   e. Any claim to leave at credit of an employee ceases from the date of his/her dismissal, removal or resignation from service. All such leave will be treated to have lapsed immediately on happening of any of these contingencies.
   f. Formal sanction of leave must always be obtained in advance unless prevented by exigencies completely unanticipated.

4. **Casual Leave**
   a. An employee of NRRDA shall be entitled to 8 days of casual leave in a particular calendar year and two restricted holidays out of the list of such holidays as notified by the Central Government.
   b. Not more than 5 days of casual leave can be availed of at a time.
   c. Casual leave can also be taken for half-a-day.
   d. Casual leave cannot be combined with any other kind of leave.
   e. Casual leave can also be availed while on tour; but no daily allowance will be admissible for the period of leave so availed.
   f. Leave Travel Concession can be availed during casual leave.
   g. Officials joining during the middle of a year may avail casual leave on pro rata basis or for the full period at the discretion of the Head of the Office.

5. **Earned Leave**
   a. Entitlement to the Earned Leave would be on the basis of 2-1/2 days per month of completed service. The leave so earned will be added to the leave account of the employee at the end of each half year on 30th June and 31st December.
   b. When an employee avails of extraordinary leave and/or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his/her leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and/or dies non subject to a maximum of 15 days.
   c. Earned Leave can be accumulated only to a maximum of 300 days.
d. The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the next half year do not exceed the upper limit of 300 days.

e. The maximum Earned Leave that may be granted in one spell to any employee in NRRDA shall be 45 days and leave will ordinarily be granted on not more than two occasions in a calendar year.

f. The credit for the half-year in which an employee is due to retire or revert to his parent cadre shall be afforded only at the rate of 2-1/2 days per completed calendar month up to the date of retirement or repatriation.

g. While affording credit of leave, fraction of a day shall be rounded off to the nearest day.

6. Half-pay Leave
   a. Employees of NRRDA can avail of 20 days half pay leave for each completed calendar year of service.
   b. Half pay leave may be granted on medical certificate or for attending to urgent private affairs.
   c. The leave account of every employee shall be credited with Half-Pay leave in two instalments of ten days each in advance, on the first day of January and July of every calendar year.
   d. The credit for the half year in which an employee is appointed will be at the rate of 5/3 days for each completed calendar month of service which he/she is likely to render in that half year.

7. Commuted Leave
   a. Commuted leave will be granted only on medical grounds.
   b. Commuted leave may be granted at the request of the employee even when Earned Leave is available and due to him. Except casual leave any other kind of leave may be granted in combination with or in continuation of any other kind of leave.
   c. An employee shall produce a medical/fitness certificate issued by his Authorised Medical Attendant in the prescribed form with his/her application. The medical certificates should define clearly, as far as possible, the nature and probable duration of illness.
   d. Half the amount of half pay leave due may be granted as commuted leave on medical certificate to an employee if the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
   e. Twice the amount of commuted leave granted shall be debited against the half pay leave at credit of the employee.
   f. Commuted leave up to a maximum of 60 days may be allowed without production of medical certificate in continuation of maternity leave.
   g. The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

8. Extraordinary Leave
   a. Extraordinary leave may be granted to an employee:
      • When no other leave is admissible; or
      • The employee applies in writing for extraordinary leave even when another kind of leave is admissible.
   b. The duration of extraordinary leave so granted shall not normally exceed one month.

9. Maternity Leave
   Maternity Leave may be granted to a female employee of the Agency. The duration of the leave admissible shall be as below:
   a. For Child birth: 135 days.
   b. For Abortion / Miscarriage: 45 days on production of a Medical Certificate and after the event has occurred.
10. Paternity Leave
   a. A male employee may be granted paternity leave up to 15 days during the
      confinement of his wife having less than two surviving children.
   b. This leave may be combined with any other kind of leave but must be availed of
      between the span of 15 days preceding and 6 months after the delivery of the child.

11. Encashment of Earned Leave
   a. An employee may draw cash equivalent of the leave salary for upto 50% of Earned
      Leave earned during his service rendered in NRRDA. Such encashment of Earned
      Leave will be admissible only when the employee -
      • leaves NRRDA on repatriation to his/her parent cadre; or
      • seeks voluntary retirement or superannuates from service while serving with
        the NRRDA.
   b. Encashment of the leave earned during service in NRRDA may, however, be allowed
      by NRRDA, suo motu, in the following situations:
      • To the family of the employee who dies while in service;
      • On invalidation of the employee on medical grounds.
   c. Cash equivalent of leave salary shall consist of pay plus appropriate DA thereon. No
      HRA or CCA shall be payable.
   d. Special pay shall count for purpose of encashment, but DA on Special Pay shall not
      be paid.
   e. Any employee who has to leave service of NRRDA on disciplinary grounds will not be
      entitled to encashment benefits.

12. Application for Leave
   An application for grant or extension of leave shall be made to the authority competent to
   grant leave in the form prescribed for the purpose (Annexure 1)

13. Leave Account
   A Leave Account shall be maintained by the Administrative Officer/ Head of the Office in the
   form prescribed for the purpose (Annexure 2)

14. Verification of Title to Leave
   Before granting leave to an employee the authority maintaining his/her leave account shall
   confirm the availability of, and his/her entitlement to, the leave of the kind applied for.

15. Absence after Expiry of Leave
   An employee who remains absent even after the end of the leave sanctioned is not entitled to
   draw any leave salary for the period of such absence. The period of unauthorized absence
   shall also be debited against his leave account as though it were half pay leave, to the extent
   such leave is due, and any period in excess of such leave due shall be treated as
   extraordinary leave.

16. Unauthorized absence from duty or overstaying of Leave
   The NRRDA may revert at its discretion a person who remains unauthorisedly absent and
   may refer the matter to the Disciplinary Authority to institute such disciplinary proceedings as
   may be appropriate.

17. Leave Salary
   a. During the Basic Leave:
   b. During the Half Pay Leave:
   c. During the Comprehensive Leave:
      - Half of the pay drawn immediately before proceeding on Half Pay Leave
        plus appropriate DA thereon. HRA and CCA will be paid at full rates
      - None of the above
18. Miscellaneous
   a. An employee rejoining duty after availing/curtailment of her/his leave (other than casual leave) shall submit a joining report in the form prescribed for the purpose (Annexure 3).
   b. NRRDA shall have the right to recall to duty any person from leave if necessitated by the exigencies of work.
   c. All situations and exigencies not covered under the Bye-laws above shall be resolved with reference to corresponding provisions of CCS (Leave) Rules, 1972.
   d. A copy of each order/office order sanctioning/rejecting an application of leave of any kind shall be endorsed to the parent organization of the employee for record.
   e. None of the provisions contained in these Bye-laws shall apply to those working in NRRDA under any contract with a Service Provider.

19. Interpretation and power to remove difficulties
   a. The interpretation of Director General NRRDA will be final in respect of any provisions of these orders.
   b. The power to remove any difficulties in the application of these orders shall vest in the Director General, NRRDA.

National Rural Roads Development Agency
NRRDA (MEDICAL ATTENDANCE) BYELAWS, 2004

(* Approved by the General Body in its meeting held on 16th November 2004)

1. Title & Commencement
   These Byelaws shall be referred to as 'NRRDA (Medical Attendance) Byelaws, 2004'.

2. Scope
   These Byelaws shall apply to:
   • The whole time employees of the Agency and their families;
   • Those working on deputation with the Agency and their families, excepting those who specifically opt out of these Byelaws and choose to be governed by the facilities available to them in their parent cadres/organizations.

3. Definitions
   For the purpose of these Byelaws:
   i. 'Agency' means the National Rural Roads Development Agency.
   ii. 'Authorized Medical Attendant', means:
      • A Medical Officer, whether or not under the employ of the Government of India, appointed as such by the Director General, National Rural Roads Development Agency.
      • In case of a Hospital, the Principal Medical Officer of a hospital notified by the Competent Authority to attend to the officers of the Agency.
   iii. 'Competent Authority' - The Director General, National Rural Roads Development Agency, or such other authority to whom the powers in respect of these Byelaws may be delegated by the Director General.
   iv. 'Controlling Officer' - The authority declared by the Competent Authority to be the Controlling Officer for each category of employees of the Agency.
   v. 'Employee' - Any person who is serving in the Agency as a regularly appointed employee (on deputation from the Government of India or a State Government/U.T. Administration or from any other autonomous or semi-Government organization). The persons working in the Agency under any contract for outsourcing are specifically excluded from the purview of this definition and these Byelaws.
   vi. 'Family' means the wife or husband of an employee, as the case may be, and parents, sisters, widowed sisters, widowed daughters, brothers, children, stepchildren, divorced/separated daughters and stepmother wholly dependant upon the employee and normally residing with the employee.

The eligibility of the sons/daughters of an employee to be considered dependant upon him for the purpose of these Byelaws shall be subject to the following:
   a. Son: Till he starts earning or attains the age of 25 years, whichever is earlier.
   b. Daughter: Till she starts earning or gets married, whichever is earlier, irrespective of the age limit.
   c. Son suffering from any permanent disability of any kind (physical or mental): Irrespective of age limit.

Note 1. - A member of the family is treated as dependant only if his/her income from all sources including pension etc. is less than Rs. 1,500 p.m. This condition shall not apply in the case of wife/husband of the employee.

Note 2. - Family members may avail of the medical attendance and treatment even if they do not stay with the employee.
vii. Where both husband & wife are employed:

- Spouse of an employee when serving in the Central /State Government etc.
or in any other body financed totally or partially by the Central Govt / State
Govt. /private organizations which provide medical services to their
employees, would be entitled to opt for either the medical facilities provided in
the Agency, or those provided by the organization in which she/he is
employed.

a. When both the husband and wife are employed in the Agency they, as well
as their eligible dependents, may be allowed to avail of the medical facilities
according to his/her status. For this purpose they should furnish to their
respective Controlling Authorities a joint declaration as to which of the two will
prefer the claim for reimbursement of medical expenses incurred on the
medical attendance and treatment in respect of wife/ husband and their
dependents. This procedure may also be followed for those covered under
(a) above.

b. If the spouses are governed by different medical Byelaws, and are stationed/
residing separately at their respective duty stations, the employee concerned
may avail medical facilities under the Byelaws of Agency in respect of
himself/ herself and the family members residing with him/her and covered
under the Byelaws provided:

i. The spouse employed in the other organization is not in receipt of
any fixed/monthly medical allowance; and

ii. The employee produces a certificate from the employer of his/her
spouse that he / she is not claiming medical facilities in respect of
his/her spouse and their family members.

Note. 1. Family members other than the spouse
should be wholly
dependant on the employee.

Note. 2. Every employee on his/her appointment or on joining the
Agency shall submit a formal declaration:

- Specifying the members of his/her family dependant upon
him/her. Any subsequent change in the dependants, during
his/her employment with the Agency shall also be promptly
intimated to the Controlling Officer.

- Indicating his/her option to be exercised in pursuance of
clause (vii)(a) above.

- A joint declaration pursuant to clause (vii)(b) above, if
applicable.

vii. ‘Medical Attendance’ by the Authorized Medical Attendant shall include attendance
in his/her consulting room or in the hospital to which he/she is attached or at the
residence of the employee. It will also include:

- All diagnostic tests or other methods of examination for the purpose of
diagnosis as are available and are considered necessary by the Authorized
Medical Attendant; and

a. Such consultation with a specialist or another medical officer as the
Authorized Medical Attendant certifies to be necessary.

ix. ‘Patient’ – An employee or a member of his/her family to whom these Byelaws apply
and who has fallen ill requiring medical attention.

x. ‘Notified Hospital’ means such hospital(s), (Government/ Semi Government/ Private)
as may be notified for the purpose of providing general or specialist medical facilities
by the Competent Authority from time to time for treatment of employees of the
Agency and their families. A list of hospitals so notified at present is at Annexure 4.

xi. ‘Treatment’ - means the use of all medical and surgical facilities available at the
Notified hospital(s) in which the employee is treated and includes:

- The employment of such pathological, bacteriological or other methods
as may be considered necessary by the Authorized Medical Attendant,

- The supply of such medicines, vaccines, sera or other therapeutic
substances as are ordinarily available in the Government or notified
hospitals.
Physiotherapy, speech therapy, psychiatric, anti-rabies treatment and such other treatment as may be considered necessary by the Authorized Medical Attendant.

- Such accommodation and diet as is ordinarily provided in the hospital and is suited to his/her status;
- Such nursing as is ordinarily provided to in-patients by the hospital; and
- Consultation with the Specialist.

But it shall not include provision of diet or accommodation superior to that described above at the request of the employee.

Any other terms used in these Byelaws but not defined hereinabove shall be construed to mean as defined under Rule 2 of Central Services (Medical Attendance) Rules, 1944.

Medical Benefits

An employee shall be entitled, free of charge, to medical attendance by the Authorized Medical Attendant. Any amount paid by him/her on account of such medical attendance shall, on production of an Essentiality Certificate (Annexure 5) in writing by the Authorized Medical Attendant in this behalf, be reimbursed to him/her by the Agency subject to the satisfaction of the Controlling Officer about genuineness of the claim.

a. Employees have to bear the expenditure incurred on diet charges, birth certificate etc. as these do not form part of the treatment. Besides, such of the items as fall within the definition of food value items are also not reimbursable to the employees. In case any diet restrictions have been imposed by Authorized Medical Attendant, the diet charges, including special diet charges paid to the notified hospitals by the employees and members of their families during the course of their indoor treatment may be reimbursed in full, at the discretion of the Competent Authority depending on merits of the case.

b. Controlling Officer may require production of original medical prescriptions by the claimants along with the claim papers, if considered necessary to enable him to verify the claim.

Consultation Fee

Consultation fee charged by the Authorized Medical Attendant shall be reimbursed subject the ceilings indicated below. The Competent Authority may, however, review these ceilings from time to time and revise them, if necessary.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS or equivalent, or those treated as Specialists</td>
<td>Rs. 250 for each subsequent consultation</td>
</tr>
<tr>
<td>3. Doctors with specialized qualification like MD</td>
<td>Rs. 300 for first consultation</td>
</tr>
</tbody>
</table>

Note:

- For visits between 10:00 p.m. and 6:00 a.m. the fee reimbursable will be up to one and a half times the normal reimbursement ceiling.
- In the case of domiciliary visits, the employee will have to get a certificate from the doctor to the effect that domiciliary visit was essential in view of the condition and the health of the patient.
- The maximum number of consultations in respect of which reimbursement shall be permitted in respect of any one illness in any one spell shall be limited to three, except when the illness requires prolonged treatment in which case more than 3 consultations may be permitted if certified by the Authorized Medical Attendant.

Treatment at Residence

An employee may receive treatment at his/her residence if the Authorized Medical Attendant is of the opinion and certifies that owing to the absence or remoteness of a
suitable hospital or the severity of the illness he/she cannot be given treatment in the hospital.

a. Cost of treatment so received, limited to the amount reimbursable, if he/she had not been treated at his/her residence, shall then be reimbursed to him/her.

TA for medical attendance journeys

When the place at which a patient falls ill is more than ten kilometers by the shortest route from the consulting room of the Authorized Medical Attendant, the patient shall be entitled to Traveling Allowance for the journey to and from such consulting room.

a. If the patient is too ill to travel the Authorized Medical Attendant shall be entitled to traveling allowance for his/her journey to and from the place where the patient is to be treated.

b. A certificate issued in writing by the Authorized Medical Attendant stating that medical attendance was necessary and/or that the patient was too ill to travel shall accompany the claim for traveling allowance.

c. If the case of a patient is of such a serious or special nature as to require medical attendance by a Medical Officer other than Authorized Medical Attendant, he/she may:
   - Send the patient to the nearest Specialist or Medical officer by whom, in his/her opinion, medical attendance is required for the patient; or
   - If the patient is too ill to travel, summon such Specialist or Medical Practitioner to attend to the patient at his/her residence.

d. The employee shall intimate the facts and circumstances of the case to the Controlling Officer in writing / fax at the earliest opportunity. Traveling allowance for the journey is involved shall be payable to the patient/specialist on a certificate to be issued by the Authorized Medical Attendant.

e. Claims for such treatment will be governed by provisions of Rule 12 below.

Dental Treatment

Dental treatment must be obtained only from the Hospitals notified for the purpose and not from any private institution.

a. The expenses incurred by an employee in connection with the following types of dental treatment obtained at hospitals so notified may be reimbursed:
   - Extraction;
   - Scaling and gum treatment;
   - Filling of teeth;
   - Root canal treatment.

b. No private dentist shall be appointed as Authorized Medical Attendant.

Reimbursement for Complete Dentures

The essential expenditure incurred in providing a complete denture is reimbursable subject to a ceiling of Rs. 2000/- only for the complete denture and Rs. 1000/- for a denture of one jaw only provided that it has been advised and considered essential by the Dental Surgeon of a Notified Hospital.

An employee who may have opted in favour of medical facilities available in his/ her parent organization may be permitted by the concerned authority in his/her parent department for provision of dentures.

The reimbursement of complete / partial denture shall be permitted on one time basis only.

Choice of Authorized Medical Attendant

An employee is expected normally to consult an Authorized Medical Attendant nearest to his/her residence who should also be his/her nominated Authorized Medical Attendant. He/She may, however, consult any particular Authorized Medical Attendant of his/her choice provided he/she gives his/her option in writing to the Controlling Authority in advance who could thus keep a check on medical reimbursement bills submitted. No TA/DA shall, however, be paid to the employee for such consultation.
Choice of Treatment System

The employees or their families are not permitted to take treatment simultaneously under two or more systems of medicine for the same ailment. But there is no objection to the treatment being received simultaneously in different systems of medicine for different ailments if it is within the knowledge of attending doctor(s) of the other system(s) concerned.

Emergent Situations

In case of extreme emergencies or unforeseen circumstances, when an employee or the member of his/her family falls ill, he/she may take treatment from any other Medical Attendant even if he/she is not an Authorized Medical Attendant in terms of these Byelaws. Each such case shall, however, be considered on merits by the Controlling Authority who shall satisfy itself about the genuineness of the claim before it is allowed.

Medical Attendance while on Tour

In an employee needs any medical services while on tour to a place where there is no notified hospital, the Principal Medical Officer of the district appointed by the Government to attend to its officers in the District shall be considered to be his Authorized Medical Attendant for the purpose of these Byelaws.

Claims for Reimbursement

All payments for medical expenses will ordinarily be made by the employee in the first instance and reimbursement claimed. All claims for reimbursement shall be submitted in the form prescribed (Annexure 6).

a. A claim for reimbursement shall be supported by regular vouchers/cash memos and a copy of the prescription.

b. A claim for reimbursement presented after three months from the date of completion of treatment or where required intimation in writing / fax was not made at the earliest opportunity to the Controlling Officer will normally be rejected unless the Competent Authority is satisfied with the reasons given for delay to be recorded and examined in audit.

c. The cost of hospitalization will include pre- and post admission treatment, OPD charges and resultant cost of medicines subject to certification by the Notified Hospital that such OPD charges and pre/post admission treatment was part of the indoor treatment and was provided within a period of 3 months on either side.

d. Reimbursement of expenditure incurred on hospitalization from a notified hospital will be made with the sanction of the Competent Authority.

e. In case of an emergency where any notified hospital could not be reached and treatment had to be taken from another hospital, reimbursement will be made only on a certificate from the attending doctor of the (non-notified) hospital to the effect that the patient had to be admitted in emergency. The exact nature of the emergency shall also be stated in the certificate so issued.

f. The reimbursement on account of room rent for private wards in the notified hospitals/nursing homes shall be on the following basis:

<table>
<thead>
<tr>
<th>Joint Director</th>
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<tbody>
<tr>
<td>Deluxe Ward</td>
</tr>
</tbody>
</table>

| g. Whenever a large amount is required to be deposited as an advance with a hospital, such payment will be made by the Agency directly to the hospital. |

| h. The status of an officer/employee of Agency for the purpose of medical attendance will be determined with reference to the actual pay he/she is drawing at the time he/she falls ill. |

| i. Claims for reimbursement under these Byelaws pertaining to the officers serving on deputation with the Agency who have opted for retaining the facilities available to them under their respective parent organizations, will be submitted to the concerned organization / cadre controlling authority only. |
Cash memo and Essentiality Certificate

Cash memos for purchase of medicines must be obtained and got countersigned by the Authorised Medical Attendant. The Essentiality Certificate must contain the names of all the medicines prescribed and the amount incurred on purchase of each medicine. All Authorized Medical Attendants shall indicate clearly their designation and degree while signing reimbursement claim papers.

a. A certificate issued by the Authorised Medical Attendant that the patient is suffering from a chronic ailment needing prolonged treatment, shall be accepted as a certificate of Essentiality for that particular ailment. The Authorised Medical Attendant may prescribe medicines for up to 3 months at a time where necessary on the basis of the said certificate.

Eligible Items for Reimbursement

The cost of medicines prescribed by Authorized Medical Attendant will be reimbursed.

a. Cost of indoor treatment / hospitalization in a notified hospital in the relevant specialization including pre and post admission treatment, OPD charges will be reimbursed.
b. All pathological, bacteriological, radiological and other tests conducted at a Notified Hospital will be reimbursed. When such tests are carried out elsewhere on the basis of recommendation of the treating Notified Hospital or during an emergent situation, the charges shall be limited to the rates prescribed in the Notified Hospital that prescribes such tests or the rates applicable in the Central Government Hospital, as the case may be.
c. The cost of items of food value and toiletries, even if prescribed by the doctor will not be reimbursable.

Interpretation and power to remove difficulties

The interpretation of the Director General NRRDA will be final in respect of any provisions of these Byelaws.
a. The power to remove difficulties in the application of these Byelaws shall vest in the Director General, NRRDA.

National Rural Roads Development Agency
At the outset DG, NRRDA welcomed the Hon'ble Minister (RD) & President, NRRDA, Secretary (RD) & Vice President, NRRDA and other members. The Agenda items were then taken up for discussion as under:

<table>
<thead>
<tr>
<th>Item No. 1</th>
<th>Confirmation of the proceedings of the 15th Meeting of the General Body held on 28th January 2012</th>
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<tbody>
<tr>
<td></td>
<td>Director General informed that Minutes of the 15th Meeting were circulated amongst the members and briefly explained the action taken on the proceedings of the 15th Meeting of the General Body. He stated that no comments on the Minutes had been received from any member and therefore, proceedings as such were proposed for confirmation of the General Body, to which the General Body agreed. The Minutes of the 15th Meeting of the General Body were confirmed.</td>
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<table>
<thead>
<tr>
<th>Item No. 2</th>
<th>Adoption of the Audited Accounts of NRRDA for the year 2011-12.</th>
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<td>The Director General and Director (F&amp;A) gave a brief account of the audited Annual Accounts of the Agency for the year 2011-12 and action taken on the audit observations. The members also discussed the position of repayment of NABARD loan. Director (F&amp;A) informed that in the BE 2012-13 Rs. 4,641.21 crore (Rs. 3,700 crore towards repayment of</td>
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</table>
principal plus Rs.941.21 crore towards interest) had been provided for repayment. The General Body resolved that balance installments of 2012-13 and its interest amount should be repaid to NABARD as early as possible. General Body also directed for advance repayment to NABARD for year 2013-14 from the BE 2012-13 in the light of opening balances with States, their expenditure trends and implementation capacities.

The General Body, after due deliberations, adopted the Audited Balance Sheet and Income & Expenditure Statement for the year 2011-12.

<table>
<thead>
<tr>
<th>Item No. 3</th>
<th>Approval of Annual Report of NRRDA for the year 2011-12.</th>
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<td>The Director General gave a brief account of the activities carried out during the period under report. He informed that the Executive Committee in its 26th meeting held on 5th July 2012 had recommended the Annual Report for placing it before the General Body. It was desired by Hon'ble MRD &amp; President that NRRDA should share the recommendations and ATR with the States and also, take steps for impact analysis of outcomes in the States like Bihar, Orissa, Jharkhand and Jammu &amp; Kashmir, where the volume of expenditure had been on the higher side. The Secretary &amp; Vice President suggested to incorporate the Action Taken Report on the recommendations of Mckinsey &amp; Company suitably in the Annual Action Plan of 2012-13. The General Body also approved the draft Annual Report for the year 2011-12.</td>
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<thead>
<tr>
<th>Item No. 4</th>
<th>Rationalization of terms and conditions of deputation and retired employees engaged on contract basis and fixation of consolidated service fee to support staff.</th>
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<td>Director (F&amp;A) gave a brief account of proposals in respect of (i) deputations (ii) retired employees engaged in NRRDA on</td>
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<tr>
<td>Item No. 5</td>
<td>Ratification of amendments in “Honorarium and TA Bye Laws for NQMs 2006”</td>
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Director (F&A) explained the need for revising the rates of honorarium and TA entitlement and gave a brief account of the increase in rates of honorarium, daily allowance and lodging charges being paid to NQMs w.e.f. 1st July 2012 with the approval of Secretary (RD) and Vice President NRRDA. The Executive Committee in its last meeting held on 5th July 2012 had recommended the ratification to General Body. The General Body ratified the increase in the rates of honorarium, daily allowance and lodging charges and advised to amend the relevant NRRDA Bye laws accordingly.

It was directed by Hon’ble MRD & Chairman NRRDA that operation area of NQMs should not remain same for more than three years to ensure bias-free approach in their supervisory and monitoring role. He advised that NRRDA should also engage some young professionals as consultants to improve its functioning.
Any other item with the permission of the Chair

With the permission of the Chair, Power Point presentations were made on current implementation status of PMGSY, PMGSY-II and Action Taken Report on the recommendations of M/s McKinsey & Company Report as accepted by NRRDA. The progress made was reviewed and targets in respect of PMGSY were discussed with the member States present in the meeting.

Action Taken on McKinsey Report was discussed in the General Body Meeting. The summary of the recommendations made on the McKinsey’s Report and action taken thereon are as under:

Recommendation No. 1: Improve DPR Quality by empanelling consultants on Quality cum Cost based (QCBA) bids at State level to invite financial bids from such panel only

The draft guidelines for empanelment of consultants by the States had been submitted for approval. The draft guidelines for performance evaluation of STAs had been approved and circulated.

Recommendation No. 2: Develop and implement customized “DPR software” to standardize and tighten the process of DPR checking

The new DPR template with score sheet had already been circulated to the States/UTs and is the one being used. C-DAC is developing some modules in OMMAS for generating alerts to check inconsistencies in Proposal Module. The analysis module of OMMAS will also be updated.
Recommendation No. 3: Introduce rating system for STAs (based on objective parameters) and link compensation to the ratings at the next stage

The annual performance review of STAs will be made operational from current financial year and based on the performance evaluation of STAs, improved compensation from current levels will be introduced (against 0.015% to three levels 0.015%, 0.020% and 0.025% of Project cost). The draft guidelines for Technology initiatives under R&D had already been submitted for approval.

Recommendation No. 4: Increase the use of Technology in the Quality monitoring process and surveying

An independent Standing Advisory Committee had been constituted for suggesting latest technologies and innovative materials in the construction of rural roads under PMGSY programme. C-DAC is developing a module on OMMAS for uploading Photographs directly from the field indicating the location and time with the help of mobile phones by NQMs.

Recommendation No. 5: Creation of Technology cell within NRRDA to bring in latest technologies, and to support the development of software

An R&D Cell within NRRDA comprising of officers from NRRDA
Recommendation No. 6: Annual Performance Review of SQMs

Draft Guidelines for Review of Annual performance of SQMs had been circulated to the States for final comments.

Recommendation No. 7: Augment SQM with a mix of private certification agencies and PSU SQMs (from CPWD/RITES)

The action on deployment of independent consultants, private certification agencies or PSUs as SQMs had been initiated and draft ToR was under revision.

Recommendation No. 8: Update the existing on-line reporting system enabling monitoring of the programme at the road level, automatic generation of performance reports

MIS reports in the suggested formats are being developed by C-DAC as and when required. Up-dating of OMMAS data had been made a pre-condition for submission of proposals before the Empowered Committee.

Recommendation No. 9: Modification in the SBD clause regarding Sub-contracting

The proposed modification in the sub-contracting Clause 7 of
Standard Bidding Document (SBD) had been approved. It was being circulated to ADB / World Bank and concerned States for comments before finalization.

Recommendation No. 10: NRRDA might need to add 8 - 10 resources to its staff, over the next 1-2 years, to handle the additional scale and scope of work.

Efforts were being made to fill up the existing vacancies through fresh advertisements and in creation of application Bank for NRRDA. As recommended by the General Body appointed Committee chaired by the then AS&FA, proposal for creation of 11 additional posts had been sent by MoRD to Ministry of Finance for their approval. Proposals for rationalising the service terms and conditions of deputation, contractual appointment of retired employees and engagement of support staff through service provider as recommended by the Committee chaired by the then AS&FA and concurred by IFD, were approved by the General Body (Agenda Item No. 4 refers).

While discussing the action taken on the recommendation no. 10 regarding terms and conditions of deputation and contract appointment, Director (F&A) informed that in response to NRRDA’s request DDA, New Delhi had offered 3BHK Commonwealth Games flats. He further stated that NRRDA had a sanctioned strength of 32 officers including 5 Directors against which a proposal for purchase of four flats costing around Rs. 16-18 crores had been concurred in by IFD. During deliberations on the issue, the General Body also took note of the fact that four flats may not meet requirement of the five Directors of NRRDA and therefore, one more DDA flat.
in addition to four be purchased. The General Body accordingly approved the proposal for purchase of total five nos., 3BHK Commonwealth Games Flats from DDA and providing further funds of Rs. 13 crores, in addition to the existing provision in the BE 2012-13 under the heads “Purchase and Renovation of Office Area”.

Other Issues Deliberated Upon:
It was discussed that release of funds needed to be expedited to the States of Meghalaya, Gujarat and Karnataka under project head and Bihar, Jammu & Kashmir and Jharkhand under administrative head, as per requirements. Also, the pending sanctions of Andhra Pradesh, Maharashtra, Jammu & Kashmir, Chhattisgarh and Madhya Pradesh should be taken up with concerned States for timely clearance. State representatives agreed to complete the targeted length of 5,000 kms in Bihar, 3,500 kms in Orissa, 1,500 kms in Chhattisgarh, 1,000 kms in Jammu & Kashmir and 2,000 kms in Jharkhand during the current financial year 2012-13.

Hon'ble MRD & President discussed and directed to collect data on 100 to 249 populations for all IAP districts.

State representatives raised some other issues to address:

(i) Representative from Chhattisgarh, Jharkhand and Orissa raised an issue to relax clause no. 11.5 of PMGSY guideline to overcome the financial burden of the States because of time overrun. They argued that delay in completion is justifiable because of no bids after inviting the tenders for number of times or contractors not willing to complete the initially taken up projects because of security.
reasons. Thus the States should be allowed to use the gap of sanctioned amount and spent amount within the phase for IAP districts. It was desired by Hon’ble MRD & President to examine the issue in consultation with IFD for clarity regarding use of gap amount because of variations in sanctions and spent amount. He directed for a detailed note regarding the issue within a week.

(ii) Member from Jammu & Kashmir requested that taking into consideration of constraints in hilly terrain, State should be allowed to get 36 months for execution of projects, rather than existing 30 months. She also requested for need of an amount 700 crore for land acquisition required for PMGSY projects. SRD & Vice President mentioned that execution time is allowed in two Stages to address the constraints of hilly areas. Hon’ble MRD & President directed her to take up the acquisition cost issue separately with Planning Commission under PMRF.

(iii) Representative from Orissa requested for sanctions of inter State road to connect Malkangiri to Sukma. On the issue of delayed projects in IAP districts because of unwillingness of contractors, he requested to allow Orissa Construction Cooperation of State Government to take up works without tender. After detailed discussions, State was advised to send a proposal for 2 Blocks each of Malkangiri and Gajapati districts, where no tenders had been received after floating the tenders for 5 or more times.
Representative from Chhattisgarh raised 2 issues related to raising the 12.5% cap for overhead expenses, including contractor aspect in IAP districts and requested to allow road wise LD deduction within the package to facilitate small contractors. Director INRRDA was directed to look into the guidelines and related circular to address the issues raised.

Secretary RD desired that suitable MIS reports on financial closure of the completed roads should also be added to OMMAS. President desired that in future besides the member States, other selected States be also invited as "special invitees" on rotation basis. He desired that focused attention be paid on the problems of the individual States.

The meeting ended with the vote of thanks to the Chair.

***

List of Members presented in the 16th meeting of General Body

1. PPS to Hon'ble Minister MoRD & President NRRDA, New Delhi.

2. Shri S.Vijay Kumar, Secretary (RD), Ministry of Rural Development, Government of India, Krishi Bhawan, New Delhi.

3. Representative, Department of Economic Affairs, Ministry of Finance, Government of India, North Block, New Delhi.

4. Representative, Planning Commission, Room No. 222, Yojana Bhawan, New Delhi-110001.

5. Representative, Ministry of Panchayati Raj, Room No. 127, 1st Floor, Sardar Patel Bhawan, New Delhi.
6. Dr. Pramod Kumar Anand, Joint Secretary (RC) & Director General, NRRDA, Ministry of Rural Development, Krishi Bhawan, New Delhi.

7. Smt. Manju Rajpal, Dy. Secretary, Ministry of Rural Development, Krishi Bhawan, New Delhi.

8. Dr. B. Rajender, Principal Secretary, Rural Works Department, Government of Bihar, 5th Floor, Vishveshvaraiya Bhavan, Bailey Road, Patna-800015, BIHAR

9. Representative, Panchayat & Rural Development Department, Government of Chhattisgarh, Mantralaya, Raipur- 492001, Chhattisgarh

10. Smt. Tanveer Jehan, Secretary, Public Works Department(R&B), Government of Jammu & Kashmir, New Secretariat, Jammu

11. Representative, JSRRDA, Rural Development Department, Government of Jharkhand, Ground Floor, SSP Building, HEC Building Campus, Dhunwa, Ranchi-834004, Jharkhand

12. Representative, Central Road Research Institute, CRRI, Delhi-Mathura Road, New Delhi.

Special Invitees:

1. Shri S.N.Tripathi, Principal Secretary, Department of Rural Development, Government of Orissa, Bhubaneshwar.

2. Shri N.C. Solanki, Director (P-III), NRRDA, New Delhi

3. Shri Y.S. Dwivedi, Director (RC), MoRD, New Delhi

4. Shri B.C. Behra, DS(Fin), MoRD, New Delhi
TERMS AND CONDITIONS OF DEPUTATION TO NRRDA

1. **Pay** (on deputation from Central/State Governments)

   I. **Pay Scales**

   Officers in NRRDA shall be placed in the following pay scales and grade pay:

   - **Directors** in PB-4 (Rs.37400-67000) plus Grade Pay Rs.10,000.
   - **Joint Directors** in PB-4 (Rs.37400-67000) plus Grade Pay Rs.8,900.
   - **Dy. Directors** in PB-3 (Rs.15600-39100) plus Grade Pay Rs.7600
   - **Asstt Directors or equivalent posts** in PB-3 (Rs.15600-39100) plus Grade Pay Rs. 6600.

   II. **Options to be allowed**

   Officers coming on deputation to NRRDA shall have an option of either to get pay of deputation post or own pay plus deputation allowance @ 10% of basic pay plus grade pay subject to a maximum of Rs.4000/-.  

   **Existing provisions of pay and deputation allowance**

   Officers coming on deputation to the Agency from Central/State Government Departments may either opt for the next higher pay scale (corresponding to the higher grade pay) than that of their pay scale of the existing post in his parent cadre (restricted to GP of Rs.10,000/-) provided they have completed 3 years regular service in their parent cadre post or the pay scale/grade pay of the parent cadre plus deputation (duty) allowance @ 10% without any ceiling on the allowance and tenure.

   III. **Additional Increments**

   Officers on deputation possessing higher professional qualifications as mentioned below shall also be eligible for grant of additional increments at the following rates in both the cases of option of pay of deputation post or own pay plus deputation allowance:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post</th>
<th>Higher Professional Qualifications</th>
<th>No. of additional increments admissible</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Director/ Joint Director (Technical &amp; Projects)</td>
<td>Ph.D. Degree in Civil Engineering/ Post Graduate Degree in Civil Engineering/ Construction Management/ Project Management</td>
<td>04 (four)</td>
</tr>
<tr>
<td>(ii)</td>
<td>Deputy Director (IT)</td>
<td>Ph.D. Degree in Computer Science/ Engineering</td>
<td>04 (four)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M. Tech./ M.Sc. in Computer Science/ Engineering/ IT.</td>
<td>02 (two)</td>
</tr>
<tr>
<td>(iii)</td>
<td>Joint/ Deputy Director (F&amp;A)</td>
<td>Ph.D. Degree in Commerce/ Management/ Economics/ Statistics</td>
<td>04 (four)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MBA (Finance/ HR)/ CA/ ICWA/ Master of Financial Control (MFC)</td>
<td>02 (two)</td>
</tr>
</tbody>
</table>

   The rate of one increment will be determined as below:

   (i) In the case of those opting for pay of deputation post, the rate will be the increment admissible on the pay (pay plus grade pay) fixed on deputation post and
In the case of those opting for their own pay plus deputation allowance, the rate of increment will be that admissible on the pay last drawn in the parent cadre/post.

The additional increments will be admissible during the period of deputation only.

2. Pay (on deputation from Public Sector Undertakings)

Pay may be fixed in accordance with para 5.1(ii)(b) of DOPT, O.M. No.6/6/2009-Estt.(Pay-II) dated 17/06/2010 which envisages that in the event of pay structure and DA pattern being dissimilar to that in the parent organization, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, interim relief etc., if any) with emoluments comprising of pay plus Grade Pay and dearness allowance (additional DA, IR etc. if any) admissible in the borrowing organization and the pay may be fixed at the stage in the pay scale of the ex-cadre post (as at Sl. No.1 above) at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

Existing provisions
In the case of an officer joining NRRDA on deputation basis from Public Sector Undertaking/Body where the scales of pay, Dearness Allowance and other perks are different than that of the Central Government, his total emoluments will be protected plus Deputation (Duty) Allowance @ 10% without any ceiling on the allowance and tenure.

3. Transport Allowance/Facility

Transport Allowance/Facility will be admissible as per Central Government rules applicable to the pay scales and grade pay in which an officer is placed during deputation.

Existing provision
Directors are provided hired taxies and other officers are entitled to Transport Allowance as per Central Government rules.

4. Telephone facility

As per Central Government rules applicable to the pay scales and grade pay in which an officer is placed during deputation.

Existing provision
Officers on deputation are reimbursed telephone charges up to a maximum of 800 per month (excluding taxes) plus reimbursement of landline telephone charges at actual (only to Directors and Joint Directors).

5. Reimbursement for purchase of newspapers and magazines at residence

<table>
<thead>
<tr>
<th>Level</th>
<th>(Director)</th>
<th>Rs.700 per month (existing Rs.300 per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level-I</td>
<td>(Joint/ Deputy Directors)</td>
<td>Rs.500 per month (existing Rs.250 per month)</td>
</tr>
<tr>
<td>Level-II</td>
<td>(Asstt. Director and equivalent)</td>
<td>Rs.300 per month (existing Rs.150 per month)</td>
</tr>
</tbody>
</table>

6. Reimbursement of expenses on refreshments

<table>
<thead>
<tr>
<th>Level</th>
<th>(Director)</th>
<th>Rs.1000 per month (existing Rs.600 per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level-I</td>
<td>(Joint/ Deputy Directors)</td>
<td>Rs.800 per month (existing Rs.600 per month)</td>
</tr>
</tbody>
</table>
Level-III (Asstt. Director and equivalent) : Rs. 600 per month (existing Rs. 400 per month)

In addition, if officers are required to host official lunch/dinner, the actual expenditure incurred may be reimbursed within the existing ceiling (Rs. 150 per person) subject to the condition that at least two of DG/ Directors attend it.

7. **Effective Date**

The above terms and conditions of deputation shall be effective from the date these are approved by the General Body.

8. **Option to existing incumbents on deputation**

It is proposed that the existing incumbents on deputation may be allowed an option either to switch over to the new terms and conditions set out above or to continue with the existing terms and conditions as applicable prior to approval of these terms and conditions by the General Body.

In addition to above, officers on deputation will also be entitled to other benefits like Housing facility/ TA/ LTC/ Leave/ Medical facilities etc. as per existing provisions of NRRDA Bye-Laws.

[Signature]
### Proposed Consolidated Service Fee to Support Staff Engaged Through Service Provider

#### Appendix-VI

<table>
<thead>
<tr>
<th>SI No</th>
<th>Post</th>
<th>Existing Consolidated Service Fee Effective from 01.04.2011</th>
<th>Proposed Increase in the Existing Fee</th>
<th>Proposed Consolidated Service Fee By Enhancing the Existing Fee by 14%</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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<td>4</td>
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<tr>
<td>5</td>
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<td></td>
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<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SUPPORT STAFF

<table>
<thead>
<tr>
<th>No.</th>
<th>Post</th>
<th>Existing Service Fee</th>
<th>Proposed Service Fee</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive Assistant</td>
<td>11,500-12,000-13,000</td>
<td>9.600-10,500-11,500</td>
<td>Minimum Wages notified by the GNCT, Delhi is Rs. 8,914/- for Graduate and above Clerical employees vide (copy of GNCT Order No. F-12 (142)/11/ MWL) dated 31.10.2011 enclosed</td>
</tr>
<tr>
<td>2</td>
<td>Personal Assistant</td>
<td>9.400-10,000-11,800</td>
<td>8,200-9,000-10,500</td>
<td>Minimum Wages notified by the GNCT, Delhi is Rs. 8,914/- for Graduate and above Clerical employees vide (copy of GNCT Order No. F-12 (142)/11/ MWL) dated 31.10.2011 enclosed</td>
</tr>
<tr>
<td>3</td>
<td>Receptionist cum. Telephone Operator</td>
<td>7,200-7,600-8,200</td>
<td></td>
<td>Minimum Wages notified by the GNCT, Delhi is Rs. 8,914/- for Graduate and above Clerical employees vide (copy of GNCT Order No. F-12 (142)/11/ MWL) dated 31.10.2011 enclosed</td>
</tr>
<tr>
<td>4</td>
<td>St. Office Assistant</td>
<td>8,000-8,400-9,000</td>
<td></td>
<td>Minimum Wages notified by the GNCT, Delhi is Rs. 8,914/- for Graduate and above Clerical employees vide (copy of GNCT Order No. F-12 (142)/11/ MWL) dated 31.10.2011 enclosed</td>
</tr>
<tr>
<td>5</td>
<td>Programmer (IT)</td>
<td>11,600-12,000-13,000</td>
<td>75.34 %</td>
<td>Minimum Wages notified by the GNCT, Delhi is Rs. 8,914/- for Graduate and above Clerical employees vide (copy of GNCT Order No. F-12 (142)/11/ MWL) dated 31.10.2011 enclosed</td>
</tr>
</tbody>
</table>

#### Notes

1. As explained against the observations of IFD in the background note submitted to the Committee on 12.3.2012, the existing parity of Programme with the Executive Assistant has been de-linked due to distinctive requirements in jobs and qualifications and accordingly, the proposed consolidated fee in respect of Programmer is much higher than the Executive Assistant.

2. Proposed consolidated service fee has been increased with reference to the 12 monthly average increase in the Price Index from 1st April, 2011 to 31st December, 2011 as per All India Consumer Price Index (AICPI).

3. An additional fourth stage of consolidated service fee has been proposed to offset the Special Fee of Rs. 3,000/- and Rs. 1,000/- presently being granted to serving support staff.

4. Every year increase in consolidated service fee will be based on a corresponding increase in the All India Consumer Price Index (AICPI).

5. Minimum Wages notified by the GNCT, Delhi is Rs. 8,914/- for Graduate and above Clerical employees vide (copy of GNCT Order No. F-12 (142)/11/ MWL) dated 31.10.2011 enclosed.

6. The proposed consolidation fee has been increased with reference to the 12 monthly average increase in the Price Index from 1st April, 2011 to 31st December, 2011 as per All India Consumer Price Index (AICPI).

7. Every year increase in consolidated service fee will be based on a corresponding increase in the All India Consumer Price Index (AICPI).

8. Minimum Wages notified by the GNCT, Delhi is Rs. 8,914/- for Graduate and above Clerical employees vide (copy of GNCT Order No. F-12 (142)/11/ MWL) dated 31.10.2011 enclosed.
TERM AND CONDITIONS OF ENGAGEMENT OF RETIRED EMPLOYEES ON CONTRACT IN NATIONAL RURAL ROADS DEVELOPMENT AGENCY

Clause 5(i) of Memorandum of Association of National Rural Roads Development Agency (NRRDA), New Delhi enjoins that personnel will be obtained or engaged on deputation or hired on contract basis and there will be no permanent appointment to the NRRDA. Therefore, keeping in view the professional needs of NRRDA and to make it more professionally vibrant organization, the following terms and conditions are laid down for engagement of retired employees on contract basis by NRRDA.

1. **Category of engagement**

   The retired employees will be engaged on full time contract at appropriate levels (Levels-I, II, III) in the ratio of 50:50 of the available vacancies under the following two categories:

   (a) **Consultants** : Retired employees possessing high professional skills in the road sector to be engaged on specific jobs requiring conceptualization of new approaches, framing of policies/guidelines, quality monitoring etc. in case of technical/project areas. For Finance & Administration, retired employees having experience in works accounting on double entry basis, statutory audit, internal audit with IT and administration background may be engaged as Consultants.

   (b) **Generalists** : Retired employees for performing routine nature of work in Technical/Projects and F & A Divisions.

   For both the above categories, working knowledge of computer operation will be an essential requirement.

2. **Method of engagement**

   (i) The Finance & Administration Division will assess the requirements of professionals to be engaged on contract basis as and when required on the basis of inputs (level on which engagement is to be made, jobs to be performed, qualifications and experience required etc.) received from other Divisions of NRRDA.

   (ii) On the basis of requirements, the F&A Division will advertise the requirements in newspapers simultaneously putting the advertisement on its official website.

   (iii) The applications received in response to the advertisement will be scrutinized/shortlisted and placed before the Selection Committee to be constituted by the Director General, NRRDA.

   (iv) The Selection Committee, after assessing the suitability of the candidates with reference to the requirements of concerned Divisions, will recommend suitable names for engagement.

   (v) The F&A Division will thereafter seek the approval of Director General, NRRDA to the recommendations of the Selection Committee for issuing appointment letter.

3. **Type of appointment**

   The appointment will be purely on contract basis.

4. **Contract period**

   The period of engagement on contract basis will be initially for one year which may be extended further on year to year basis up to the age of 65 years subject to...
continued satisfactory performance and job requirements to be certified by the concerned Divisional Heads.

The existing retired employees engaged on contract as on 1st August, 2012 may, however, based on merits, continue for one year i.e. up to 31st March, 2013 irrespective of their age.

5. Monthly remuneration

(a) Consultants: Consolidated monthly remuneration will be in the range of 25,000 to 45,000 according to the professional competencies of individual retired employees to be decided by a Selection Committee based on the pre-decided criteria (Appendix-VIII).

(b) General: Consolidated monthly remuneration will be fixed by deducting pension before commutation from the last pay and grade pay drawn on the date of retirement plus Dearness Allowance as admissible on the date of fresh/renewed engagement in NRRDA on contract basis on the balance so arrived at. However, in the case of retired employees—presently engaged on contract basis in NRRDA, if their current consolidated monthly remuneration happens to be higher than the sum so arrived at, they would continue to get that higher amount till the date of expiry of their current term of contract.

6. Terms of payment
The payment of remuneration fixed at 5 above would be made on monthly basis direct to the bank account of the contractual employees or in certain cases, through Account Payee cheques.

7. Tax Deduction at Source
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 necessary certificate will be issued by NRRDA.

8. Increment
Retired employees engaged on contract continuing for more than a year in NRRDA will be entitled to annual increase @ 3% on the consolidated monthly remuneration.

9. Conveyance Allowance
The Consultants/Generalists will be paid `1,500 per month as Conveyance Allowance.

10. Accommodation
The retired employees engaged as Consultants/Generalists will not be provided any accommodation or House Rent Allowance.

11. Telephone
Retired employees engaged on contract at the levels of Assistant Director and above will be allowed reimbursement of one post-paid mobile telephone standing in the name of the officer subject to the ceiling of `800 plus taxes per month as per the existing admissibility.

12. Leave
Consultants/Generalists will be allowed 08 days of casual leave and 02 days of Restricted Holidays in a calendar year. After completion of one year of contractual engagement, such employees will also be entitled to 30 days of earned leave in a calendar year as per the existing admissibility. In the cases of contractual employment beginning or terminating in the middle of the calendar year, casual leave/other leave will be admissible on pro-rata basis.

There will be no encashment of unutilized earned leave at the time of termination of contract.

13. **TA/DA**
   TA/DA on official tour will be admissible as per Central Government rules applicable from time to time to serving employees of equivalent rank.

14. **Other assignment**
   No Consultant/Generalist will be allowed to take up any other private assignment during the period of contract with NRRDA.

15. **Confidentiality of data and documents**
   No Consultant/Generalist 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 this assignment or during the course of this assignment for the NRRDA, without the express written consent of the NRRDA. The Consultant/Generalist shall be bound to hand over the entire set of records of assignment to the NRRDA before the expiry/termination of the contract and before the final payment is released by the NRRDA.

16. **Conflict of Interest**
   The retired employees engaged as Consultant/Generalist shall, in no case, represent or give opinion or advice to others in any matter which is adverse to the interest of the NRRDA.

17. **Governing law**
   The contract shall be governed by and construed in accordance with the laws of the Republic of India. The Consultant shall provide a concept note about his understanding of the task/scope of the work he is supposed to undertake while working with the NRRDA under the present contract.

18. **Termination of contract**
   The contract between the NRRDA and the retired employee may be terminated at any time during the currency of contract by giving a one month notice by either party and shall be effective from the date of expiry of the said notice period. The NRRDA shall, however, be not obliged to assign any reason for termination of contract.

19. **Effective date**
   The effective date of applicability of the terms and conditions set out above, except those which are already in vogue as above from earlier date(s), shall be the date on which these are approved by the General Body. However, in the case of retired persons engaged on contract in NRRDA for the first time and renewal of contract in the case of existing retired employees engaged on contract in NRRDA, these terms and conditions shall be applicable from the date of entering into contract with NRRDA.
### PROPOSED REMUNERATION PACKAGE VIS-A-VIS QUALIFICATIONS AND EXPERIENCE OF RETIRED OFFICERS TO BE ENGAGED ON CONTRACT AS CONSULTANTS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post from which retired</th>
<th>Educational Qualifications</th>
<th>Professional Experience</th>
<th>Proposed Designation</th>
<th>Proposed consolidated monthly remuneration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chief Engineer</td>
<td>Doctorate/Post Graduate Degree in Civil Engineering from a recognized Institution/University in the related areas of road construction/Transportation Engineering/Highways Engineering</td>
<td>20 years and more in the construction of National/State Highways, District Roads, Rural Roads with minimum 3 years regular service as Chief Engineer</td>
<td>Consultant Grade-I</td>
<td>46,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Degree in Civil Engineering from a recognized Institution/University</td>
<td>Same as above with experience of 25 years and more.</td>
<td>Consultant Grade-I</td>
<td>42,000</td>
</tr>
<tr>
<td></td>
<td>Superintending Engineer</td>
<td>Doctorate/Post Graduate Degree in Civil Engineering from a recognized Institution/University in the related areas of road construction/Transportation Engineering/Highways Engineering</td>
<td>15 years and more in the construction of National/State Highways, District Roads, Rural Roads with minimum 3 years regular service as Superintending Engineer</td>
<td>Consultant Grade-II</td>
<td>41,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Degree in Civil Engineering from a recognized Institution/University</td>
<td>Same as above with experience of 20 years and more.</td>
<td>Consultant Grade-II</td>
<td>40,000</td>
</tr>
<tr>
<td></td>
<td>Executive Engineer</td>
<td>Post Graduate Degree in Civil Engineering from a recognized Institution/University in the related areas of road construction/Transportation Engineering/Highways Engineering</td>
<td>10 years and more in the construction of National/State Highways, District Roads, Rural Roads with minimum 3 years regular service as Executive Engineer</td>
<td>Consultant Grade-II</td>
<td>39,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Degree in Civil Engineering from a recognized Institution/University</td>
<td>Same as above with experience of 15 years and more.</td>
<td>Consultant Grade-II</td>
<td>37,000</td>
</tr>
<tr>
<td>4. Assistant Engineer</td>
<td>Degree in Civil Engineering from a recognized Institution/University</td>
<td>10 years and more in the construction of National/State Highways, District Roads, Rural Roads with minimum 3 years regular service as Assistant Engineer.</td>
<td>Consultant Grade-II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Diploma in Civil Engineering from a recognized Institute</td>
<td>Same as above with experience of 15 years and more.</td>
<td>Consultant Grade-II</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Diploma in Civil Engineering from a recognized Institute</td>
<td>Same as above with experience of 10 years and more but less than 15 years.</td>
<td>Consultant Grade-III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Retired Central Govt. officers in Pay Band-3 with Grade Pay 7,600</td>
<td>Post Graduate Degree in Commerce/Financial Management from a recognized Institution/ University or CA/ICWA/CS.</td>
<td>15 or more years of experience in administration, establishment, handling procurement of goods and services, pre-audit of bills and externally aided projects, works accounts and finance with minimum 5 years regular service as Deputy Secretary/ Joint Director or equivalent.</td>
<td>Consultant Grade-II</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Degree in any discipline from a recognized Institution/ University and having passed SAS Examination conducted by CAG of India and other Organised Accounting Organizations.</td>
<td>Same as above with 20 years or more of experience.</td>
<td>Consultant Grade-II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Retired Central Govt. officers in Pay Band-3 with Grade Pay 9,600</td>
<td>Post Graduate Degree in Commerce/Financial Management from a recognized Institution/ University or CA/ICWA/CS.</td>
<td>15 or more years of experience in administration, establishment, handling procurement of goods and services, pre-audit of bills and externally aided projects, works accounts and finance with minimum 5 years regular service as Under Secretary/ Deputy Director or equivalent.</td>
<td>Consultant Grade-II</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Degree in any discipline from a recognized Institution/ University and having passed SAS Examination conducted by CAG of India and other Organised Accounting Organizations.</td>
<td>Same as above with 20 years or more of experience.</td>
<td>Consultant Grade-III</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Required Eligibility Criteria

<table>
<thead>
<tr>
<th>Grade</th>
<th>Pay Scale</th>
<th>Minimum Qualification/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>35,000</td>
<td>Degree in any discipline from a recognized institution.</td>
</tr>
<tr>
<td></td>
<td>32,000</td>
<td>Degree in any discipline from a recognized institution.</td>
</tr>
<tr>
<td></td>
<td>28,000</td>
<td>Degree in any discipline from a recognized institution.</td>
</tr>
<tr>
<td></td>
<td>25,000</td>
<td>Degree in any discipline from a recognized institution.</td>
</tr>
</tbody>
</table>

### Additional Notes
- In the event of a retired officer not falling into any of the above categories, his/her consolidated monthly remuneration may be determined in proportion to the above criteria depending upon the post held by him/her on regular basis on the date of retirement, educational or professional qualifications, and length of experience in specified fields.
NRRDA has engaged 14 Retired Officers/Staff deployed in different divisions looking after World Bank Projects/ADB Projects/Accounts/Administration etc. These Retired Officers are engaged purely on Contract basis. The list of such Officers/employees with their designation is given below.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri M.P. Singh</td>
<td>Co-ordinator, Paixa</td>
</tr>
<tr>
<td>2</td>
<td>Shri Ashok Shuh</td>
<td>Dy. Director</td>
</tr>
<tr>
<td>3</td>
<td>Shri B.R. Dhameja</td>
<td>Dy. Director</td>
</tr>
<tr>
<td>4</td>
<td>Shri S.D. Singh</td>
<td>Asst. Director</td>
</tr>
<tr>
<td>5</td>
<td>Shri K.L. Bagga</td>
<td>Asst. Director</td>
</tr>
<tr>
<td>6</td>
<td>Shri Ravi Shank Chander</td>
<td>Asst. Director</td>
</tr>
<tr>
<td>7</td>
<td>Shri H. Bhardwaj</td>
<td>Asst. Director</td>
</tr>
<tr>
<td>8</td>
<td>Shri S.S. Bhutta</td>
<td>Asst. Director</td>
</tr>
<tr>
<td>9</td>
<td>Shri Bej Mohan</td>
<td>Finance Officer</td>
</tr>
<tr>
<td>10</td>
<td>Shri A.K. Kapoor</td>
<td>Asst. Director</td>
</tr>
<tr>
<td>11</td>
<td>Shri Roshan Lal</td>
<td>Asst. Director</td>
</tr>
<tr>
<td>12</td>
<td>Shri H.S. Sahai</td>
<td>Asst. Director</td>
</tr>
<tr>
<td>13</td>
<td>Shri S.C. Jatly</td>
<td>Hindi Office</td>
</tr>
<tr>
<td>14</td>
<td>Shri S.C. Mathur</td>
<td>EA</td>
</tr>
<tr>
<td>15</td>
<td>Shri Karan Singh Men</td>
<td>Driver</td>
</tr>
</tbody>
</table>

2. The F&A Division has been considering for some time an annual increase in the remuneration. The last remuneration was fixed in August, 2012, thereafter, no increase is given to these officers/employees. These retired officers are working on full time and at par with any regular officer/employee, of identical rank.

3. In view of the above, F&A division has proposed after examining each case on merit the increase in remuneration based on performance, dedication and sincerity towards duties. The following chart will indicate the present remuneration and proposed revised remuneration. While recommending the increase in remuneration, the recent revision by Ministry of Rural Development vide Office Order No.A-12024/05/2013-Estt.1 dated 18.7.2013 (flag "A") is also taken into consideration. Attention is also drawn towards minutes dated 8th July, 2013 (Flag 'C') and Secretary, MoRD's observations about scarcity of efficient professionals/ officers/staff in NRRDA.
1. Shri M.P. Singh
2. Shri Ashok Shah
3. Shri B.R. Dhamneja
4. Shri S.S. Bhatia
5. Shri K.L. Bagga
6. Shri S.D. Singh
7. Shri S. Bhardwaj
8. Shri Baij Motan
9. Shri Rodhan Lal
10. Shri H.S. Saini
11. Shri Ravish Chander
12. Shri A.K. Kapoor
13. Shri S.C. Jatly
14. Shri S.C. Mathur
15. Shri Kartar Singh

<table>
<thead>
<tr>
<th>Name</th>
<th>Level of officer at the time of Retirement</th>
<th>Designation</th>
<th>Present Remuneration</th>
<th>Proposed revised remuneration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shri M.P. Singh</td>
<td>Director</td>
<td>Co-ordinator</td>
<td>Rs. 35,245/-</td>
<td>Rs. 59,500/-</td>
</tr>
<tr>
<td>Shri Ashok Shah</td>
<td>Dy. Secy</td>
<td>Dy. Director</td>
<td>Rs. 36,831/-</td>
<td>Rs. 54,000/-</td>
</tr>
<tr>
<td>Shri B.R. Dhamneja</td>
<td>Dy. Secy</td>
<td>Dy. Director</td>
<td>Rs. 37,500/-</td>
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</tr>
<tr>
<td>Shri S.S. Bhatia</td>
<td>Dy. Secy</td>
<td>Asst. Director</td>
<td>Rs. 36,723/-</td>
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<td>Shri K.L. Bagga</td>
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<td>Shri S.D. Singh</td>
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<td>Shri S. Bhardwaj</td>
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<td>Shri Baij Motan</td>
<td>US</td>
<td>Finance Officer</td>
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<tr>
<td>Shri Rodhan Lal</td>
<td>US</td>
<td>Asst. Director</td>
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</tr>
<tr>
<td>Shri H.S. Saini</td>
<td>US</td>
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</tr>
<tr>
<td>Shri Ravish Chander</td>
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<td>Shri A.K. Kapoor</td>
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<td>Asstt. Director</td>
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<td>Shri S.C. Jatly</td>
<td>AD</td>
<td>Hindi Officer</td>
<td>Rs. 25,900/-</td>
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<tr>
<td>Shri S.C. Mathur</td>
<td>Sr. Auditor</td>
<td>EA</td>
<td>Rs. 17,961/-</td>
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<td>Driver</td>
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<td>Rs. 12,615/-</td>
<td>Rs. 15,000/-</td>
</tr>
</tbody>
</table>

**Detailed Statement attached # Rs.800/- taxes towards Mobile charges.**

Proposed revised remuneration which is based on the criteria has being done Ministry of Rural Development for retired officer's re-employment, and will be inclusive of conveyance Allowance and Special Pay (if any). The remuneration proposed is at par with the retired officers posted in Ministry of equal status, but so far as Employees at S.No. 14 & 15 are concerned, the office order of the Ministry is silent, however, keeping in view of their long period spent in NRRDA and their experience, the proposed revised remuneration is justified.

6. The proposed revised remuneration (inclusive of incentives) is a compensation to the individual as we find that all incentives comes to nearly Rs.4500/- per month per head, and the actual increase will be nearly 10% of the present remuneration, which is less than the increase every year in terms of DA and Increment enjoyed by serving Government officer of similar position.

Submitted for consideration please.

(Shri Ashok Shah)
Dy. Director (F&A)
22.07.2013.
I have found officers and NCOs working with higher standards of efficiency, even though they are past retirement age.

I many of them have an opportunity rest in the market, higher than in arm. positions, but are working here due to loyalty and allegiance, which is also reflected in their listing and availability on holidays.

2. H. asks Rs. two thousand p.m. for serial nos. 1 to 11 and Rs. one thousand five hundred p.m. for serial nos. 12 to 15, w.e.f. 1st July 2012.

4. Besides, young professionals of engineering and finance, be given a raise on efficient completion of 6 months, to retain them too.

[Signatures and dates]
National Highways Authority of India

No: 11041/217/2007-Admn

1st January, 2009

POLICY CIRCULAR: ADMINISTRATION /FINANCE (44/2009)

(Decision taken on File No. 12011/7/95-Admn.)

Sub: NHAI (HRA & Leased Accommodation) Regulation, 1997

Revision of ceiling of rent for leased accommodation –reg.

In partial modification of the existing instructions on ceiling limit for leased rent, the revised ceiling limits for rent for hiring residential accommodation applicable in NHAI will be as under:

<table>
<thead>
<tr>
<th>Pay band</th>
<th>Grade pay</th>
<th>Ceiling limits</th>
<th>License fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A-1 city</td>
<td>B city</td>
<td>C city</td>
</tr>
<tr>
<td></td>
<td>(40%)</td>
<td>(25%)</td>
<td>(17.5%)</td>
</tr>
<tr>
<td></td>
<td>Self lease</td>
<td>Authority lease</td>
<td></td>
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<tr>
<td>----------------</td>
<td>-----------</td>
<td>----------------</td>
<td>-------------</td>
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<tr>
<td>80000 (fixed)</td>
<td>32000</td>
<td>20000</td>
<td>14000</td>
</tr>
<tr>
<td></td>
<td>6420</td>
<td>1290</td>
<td></td>
</tr>
<tr>
<td>37400-67000</td>
<td>31600</td>
<td>19800</td>
<td>13900</td>
</tr>
<tr>
<td></td>
<td>6420</td>
<td>1290</td>
<td></td>
</tr>
<tr>
<td>37400-67000</td>
<td>26400</td>
<td>16500</td>
<td>11600</td>
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<tr>
<td></td>
<td>5170</td>
<td>1040</td>
<td></td>
</tr>
<tr>
<td>37400-67000</td>
<td>23400</td>
<td>14700</td>
<td>10300</td>
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<tr>
<td></td>
<td>4530</td>
<td>910</td>
<td></td>
</tr>
<tr>
<td>37400-67000</td>
<td>23100</td>
<td>15000</td>
<td>10200</td>
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<td></td>
<td>4450</td>
<td>890</td>
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<tr>
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<td>18700</td>
<td>11700</td>
<td>8200</td>
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<td>3500</td>
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<td>15600-39100</td>
<td>18300</td>
<td>11500</td>
<td>8000</td>
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<td></td>
<td>3400</td>
<td>680</td>
<td></td>
</tr>
<tr>
<td>15600-39100</td>
<td>16000</td>
<td>11000</td>
<td>8000</td>
</tr>
<tr>
<td></td>
<td>3200</td>
<td>660</td>
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</tr>
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<td>15600-39100</td>
<td>14800</td>
<td>10400</td>
<td>7100</td>
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<tr>
<td></td>
<td>3000</td>
<td>680</td>
<td></td>
</tr>
<tr>
<td>15600-39100</td>
<td>13500</td>
<td>9900</td>
<td>7000</td>
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<tr>
<td></td>
<td>2690</td>
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<td>15600-39100</td>
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<td>2630</td>
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<td>15600-39100</td>
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<td>2550</td>
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<td>5600</td>
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<tr>
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<td>1470</td>
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<tr>
<td>5200-20200</td>
<td>8600</td>
<td>5400</td>
<td>3900</td>
</tr>
<tr>
<td></td>
<td>1460</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>5200-20200</td>
<td>8300</td>
<td>5200</td>
<td>3900</td>
</tr>
<tr>
<td></td>
<td>1450</td>
<td>290</td>
<td></td>
</tr>
</tbody>
</table>

Note: (i) All figures except license fee deduction have been rounded off to the next rupees hundred. License fee deduction has been rounded off to next Rs. 10/-.

(ii) All Group D employees will be eligible for lease rent accommodation as per PB-I even during their transitory phase in pay band -IS.

(iii) License fee recovery has been fixed @ 10% of average of minimum and maximum of pay band + grade pay for self-lease and @ 5% for Authority Lease, except in the case of basic pay Rs. 80,000/- (fixed) in whose case license fee as applicable to grade pay Rs. 12000 has been fixed.

Cont...2
2. All other instructions pertaining to leased accommodation will be applicable mutatis mutandis.

3. The revised lease rent ceilings will be applicable with effect from 03rd October, 2008. However, those opting for HRA will continue to be governed by the provisions of National Highway Authority of India (HRA & Leased Accommodation) Regulations 1997 and will be eligible for revised HRA w.e.f. 1st September 2008.

4. This issues with the approval of Chairman, NHAI.

   (Vijay Shankar V)
   DGM (Admin) II

To:

GM(F)/GM(A&A)/DDO
GM(A)/DGMs(A)/Managers(Admin)
All PIUs/CMUs

Copy for information:

PS to Chairman
PS /PA to all Members
A committee was constituted as per decision of the 21st General Body of NRRDA in its meeting held on 8.2.2016 by which an internal Committee was constituted under the Chairmanship of Shri Prasant Kumar, JS(RC) with Smt. Anjali Singh, Director (F&A), NRRDA, Shri Priya Ranjan, Director (RC) and representative of the IFD as members for involving a Human Resource Policy for NRRDA.

2. The Committee examined the extant provision of Human Resource Development and Management in NRRDA in the light of DOPT instructions related to autonomous bodies and HR provisions in some other similarly placed organizations.

3. Minutes of the 21st meeting of the GB of NRRDA may be seen at (F/A).

4. Circular of Formulation of Internal Committee for evolving a Human Resources Policy may be seen at (F/B).

5. Copy of Recommendations of the Committee on HR policy of NRRDA is placed below which may be seen at F/B).

6. Memorandum of Association Rules & Regulations & bye-Laws may be seen at (F/D).

File is Submitted please
Dealt in this file is the issue of "Human Resource Policy for National Rural Roads Development Agency (NRRDA)".

2. It may be recalled that 21st General Body of NRRDA in its meeting held on 8.2.2016 had desired that an Internal Committee headed by JS level officer of the Ministry be constituted for evolving a HR Policy for NRRDA. Subsequently, a Committee headed by JS(A&C), Ministry of Rural Development and comprising Director (F&A), NRRDA, Director (RC-MoRD) and Under Secretary (IFD-MoRD) was constituted. This Committee submitted its report before the 22nd General Body of NRRDA (the report is placed on file and marked as F/X). The salient points of this report were explained by its Chairperson, JS(A&C) before the GB through a Power Point Presentation, which is also placed on file and marked as F/Y.

3. MRD & President of the General Body of NRRDA had desired that the report be analyzed on file and put up for appropriate decisions.

4. There is an element of factual error in the aforesaid report in its paragraph 1.4 and 1.5, page 3 & 4, in Chapter-I. The said portions point out that while the total sanctioned strength of NRRDA is 65, the total existing strength is 87 i.e. 22 persons are in excess. This position is factually incorrect.

5. The genesis of creation of posts in NRRDA goes back to a report titled "Organizational Study and Related Issues for NRRDA" prepared by Consultants, R. Sampat and P.P. Ramanathan in November, 2002, which was approved by SRD & Vice-President, NRRDA as well as MRD & President, NRRDA on 15.1.2003 and 17.1.2003 respectively. This report in its Para 13 stipulated that "the total strength of NRRDA, Levels I to IV will be around 65. Consultants can be appointed need based. Peons and Attendants can be outsourced and are not included in this total strength of 65". On the file of NRRDA, the then Secretary (RD) & Vice President, NRRDA and the then MRD & President, NRRDA on 15.01.2003 and 17.01.2003 have approved a sanctioned staff strength of 66 for NRRDA (inclusive of one PS of DG, NRRDA). According to which 15 personnel each in the Technical, Projects-I and Projects-II Division have been proposed while 12 personnel in F&A Division and 8 personnel in IT Division have been proposed.

6. NRRDA was conceived as a "compact professional and multidisciplinary body" (Cabinet [Note dated 7th August, 2001). Therefore, it is clear that the organizational structure of NRRDA need not and should not be a rigid bureaucratic one. Over a period of time as PMGSY scheme has grown in its scope, NRRDA should have responded promptly by hiring adequate number of professionals. It is also clear from the GB proceedings as well as the report of the aforesaid consultants, which was accepted by the GB of NRRDA on 21.1.2004 that there was no sanctioned strength for Group-D staff "Peons and Attendants" for NRRDA. The clear understanding was that Group-D staff were to be obtained on outsourced basis.

7. Thus, it would not be fair to count the existing Group-D staff against the overall sanctioned strength of NRRDA and then mistakenly conclude that NRRDA has hired persons in excess of its sanctioned strength.
8. What is clear is that in January, 2003, the Vice-President & President, NRRDA approved a sanctioned staff strength of 66 (the details of which have been given in preceding paras). The General Body of NRRDA on 28.1.2012 approved creation of 11 posts. The details of these 11 additional posts are: Technical Division: One post of Dy. Director and 2 posts of Assistant Directors, P-I Division: One post of Joint Director and 2 posts of Assistant Directors, P-III Division: 3 posts of Assistant Directors, F&A Division: one post of Assistant Director (Accounts) and one post of Assistant Director (IT). Furthermore, the General Body of NRRDA on 26.7.2013 approved appointment of three young engineers/professionals and one Chartered Accountant. Again, the GB of NRRDA on 4.2.2014 approved the appointment of three additional young professional engineers.

9. Hence, the total sanctioned strength of NRRDA is 66+11+4+3=84. The detailed have been explained in a tabular form at F/Z. Against this, presently, the existing strength of NRRDA is 63 only. In addition, there are 26 Group-D personal hired through service provider. It is also pertinent to note that out of the existing strength of NRRDA of 63, 12 Executive Assistants/Office Assistants/Senior Office Assistants are working in the Ministry (with the office of MRD & President, JS(RC) & DG, NRRDA as well as the RC Division).

10. As desired by MRD & President, NRRDA, the report along with PPT is being put up on file for consideration and necessary orders of the competent authority.

(Priya Rajan)
Director(RC)

JS(RC) & DG, NRRDA
The note of Director (RC) in respect of the Report of the Internal Committee on "Human Resource Policy for NRRDA" may please be perused.

2. Director (RC) has clearly pointed out the factual error in the report. Hence, the point to be underlined is that NRRDA has not filled up its entire sanctioned strength.

3. While the NRRDA broadly agrees with the Report and its recommendations, we have the following suggestions for consideration and orders:

i) The recommendation that for the post of Director (NRRDA has five Directors), a Search Committee under the Chairmanship of Secretary (RD) be constituted as per DOPT's instructions of 2007, needs to be reconsidered. SRO has various other pre-occupations, hence the earlier system of a Selection Committee headed by JS, other than JS(RC), may be considered or alternatively, a Selection Committee chaired by Additional Secretary may be constituted.

ii) As regards maximum age limit for engagements of subject experts as Consultants on short-term contracts (varying from one year to three years), the recommendation of the committee to fix the maximum age limit as 65 years needs to be reconsidered. The Committee has accepted that another Committee constituted in 2012 within the Ministry, chaired by the then SS&FA, Shri Arvind Mayaram, had recommended maximum age limit of 67 years for such Consultants hired on short-term contracts. The recommendation of 67 years may be considered for acceptance, since the experience of last decade has been that NRRDA has found it very difficult to find and retain appropriate persons in this category.

iii) The Committee has also recommended that for the present Consultants in NRRDA, who have attained the age of 65 years, NRRDA, in consultation with the Ministry, may decide the period of retention in order to get sufficient time to fill in these vacancies. The suggestion of NRRDA in this regard is to fix the period of retention of such Consultants (who have attained the age of 67 years) as 31st March, 2017 so that no disruption is caused in the middle of the financial year.

iv) In respect of the recommendation of the Committee that for support staff (Executive Assistant, Personal Assistant, Office Assistant etc.) incentive of 5% annual increment for meritorious and hard-working staff, NRRDA agrees with the Committee that this annual increment should not be universalized for all support staff rather it should be based on an objective criteria to be explained in advance to the support staff and such incentive should be available only to the selected few who are found to fulfill the prescribed criteria.
In respect of over time, the suggestion of NRRDA is that the staff of NRRDA deputed with MRD & President, SRD & Vice-President and JS(RC) & DG, NRRDA, who have to keep long and uneven hours of work, the over-time entitlements may be more than the one prescribed by DoPT. However, in each such case, prior approval of MRD & President should be obtained.

For kind consideration and orders.

(Rajesh Bhushan)
JS(RC) & DG, NRRDA

Perused the notes of JS-RC and the Report of the Committee constituted by the 21st General Body of NRRDA to frame a Human Resource Policy for National Rural Road Development Agency (NRRDA). Before taking a view and presenting before the Hon’ble Minister of Rural Development for his approval, let the issues raised in the notes of Director and Joint Secretary be examined by the IFD over the next few days. The objective of setting up of the NRRDA was to provide quality technical support and a Human Resource Policy which allows flexibility within the framework of Financial Rules is the desired way forward.

[Amarjeet Singh]
Secretary (RD)
20th September 2016
eoffice # 195486
The matter dealt on the file is regarding the report submitted by an internal committee headed by JS(A&C) on the 'Human Resource Policy for National Rural Roads Development Agency'.

2. PD in its note vide pp.2/IV/c has mentioned that there are some factual errors in the aforesaid Report, which has not been substantiated by any evidence.

3. It is proposed that we may request the PD to submit the necessary documents substantiating their claims. Also we may request the PD to submit the Cabinet Note of 7th August, 2001.

4. May kindly see before the file returned to PD.

(Sidhil Sasi)
Director (Finance)
This is regarding “Human resource Policy for National Rural Roads Development Agency (NRRDA)”. A letter was issued to NRRDA on 27.9.2016 (p-11/c) for submitting the necessary documents. NRRDA has furnished the clarification on H.R Policy which may be seen at F/A.

If approved, we may refer the file to IFD for their approval.

Note at page 6/n may kindly be seen.

6/0/116

6/1/16

6/0/116

6/1/16
The report (F-X') on "Human Resource Policy for National Rural Roads Development Agency" submitted by the Committee constituted by 21st General Body of NRRDA (hereinafter referred as Committee) has been analyzed by Director (RC-PR) on issue of total staff strength of the agency (pp.2-3/N). Director (RC) has found some factual error in the report with regard to staff strength and accordingly put forward figures of sanctioned staff strength. This has been followed by certain suggestions of JS (RC) which could be incorporated in HR policy.

2. SRD has, going by the notes of JS (RC) and report of the Committee, referred the file to IFD to examine the issues raised by Director and JS (RC) before taking a view on it and presenting the file for the approval of Hon'ble Minister (RD).

3. Director (RC) has basically visited records to correct the findings of the figures of sanctioned staff strength of NRRDA as mentioned in the report. Report shows, sanctioned staff strength is 65 whereas existing strength is 85 and thus, excess by 20. However, as may be seen, total has wrongly been calculated under the head of ‘Level-III’ and ‘Group-D’. So, the corrected figure would be 87 instead of 85. There are 52 of Level I-IV and 35 of Executive Assistants and Group D.

4. With regard to staffing strength, it would be pertinent to mention here that NRRDA was set up under the approval of Cabinet vide Cabinet Note dated 27th June, 2001 (Cabinet Note placed under the file by PD is unsigned), wherein staffing strength was neither proposed nor decided. PD refers, in this regard, Rule 14 (viii) of “Rules and Regulations” of NRRDA, which empowers the General Body of NRRDA to determine the staff strength and the terms and conditions of the personnel to be appointed to the Agency. Accordingly, based on the report submitted by Consultants (recommendation was for 65) – report is available in the file – total staff strength of NRRDA was decided 66 (inclusive of PS to DG, NRRDA) with the approval of MRD & President, NRRDA on 17.01.2003 (Annexure-II) which includes Level I to Level-IV staff. Consultant’s report says further that Consultants could be appointed need-based. Peons and Attendants could be out sourced and would not be included in this total strength of 65. As may be seen, neither in the Consultant’s report nor in the concerned Rule and Regulation of NRRDA, any restrictive clause has been incorporated with regard to staff strength or future staff expansion.
5. This follows creation of 11 more posts on 28.01.2012 by the General Body of NRRDA and further followed by 4 and 3 posts of young engineers/professionals/Charted Accountants. Thus, total sanctioned staff strength becomes 84 (66 + 11 + 4 + 3).

6. In the wake of such constant creation of posts, attention is drawn towards O.M. No. 8 (4) E-Coord/84 dated 15th October, 1984 issued from Department of Expenditure regarding 'Financial powers of autonomous bodies-restrictions' which states “The Rules and Bye-laws of autonomous bodies which are fully or partly funded by the Government of India should invariably incorporate restrictive clauses relating to the Powers of the Governing Bodies of such organizations in matters of creation of posts, revision of pay and allowances of their staff...........". Relating to the powers of the Governing Bodies in such matters having financial implications, Ministries/Departments were requested to take some actions with a view to ensuring provisions properly exercise: “A clause may be incorporated in the relevant Rules/Bye-laws/Regulations of the autonomous bodies that proposals relating to employment structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts above a specified pay level would need the prior approval of the Govt. of India in consultation with the Ministry of Finance, Department of Expenditure". It does not seem such procedure has been opted.

7. JS (RC) being DG, NRRDA has given his broad agreement to the report and made certain suggestions for consideration which may be seen at pages 4-5/N. IFD views as under:

(i) JS (RC) suggests to constitute the Search Committee headed by JS, other than JS (RC) or alternatively, a Selection Committee chaired by Additional Secretary for selection of Directors of NRRDA as against the instruction of DoPT that such Committee should be headed by Secretary (RD). IFD may not have any objection if PD takes up this matter with DoPT itself.

(ii) In suggestions no. (ii) and (iii), JS (RC) has requested to reconsider the maximum age limit of consultants engaged in NRRDA. Committee has fixed 65 years as maximum age limit. However, referring concurrence of the then AS&FA, who agreed to fix maximum age limit of 67, JS (RC) seeks reconsideration.
Continued from pre-page

(iii) This may be noted that the Committee in its report at page 13, para 3.4.9 says that there is guidelines of Ministry of Finance and instructions of DoPT which restrict the maximum age limit for engagement of retired personnel as consultant to 65 years. One Office Order dated 13th December, 2011 issued by Department of Rural Development with regard to engagement of Consultants may also be seen in this regard (p.79B of the report). Para 1(g) clearly states that the maximum period of appointment will be for a period of three years or 65 years of age whichever is earlier. Therefore, IFD views, DoPT is the appropriate authority where such suggestion can be reconsidered.

(iv) So far as contemplation of giving 5% annual increment to support staff as incentive by the Committee on certain criteria/performance basis is concerned, NRRDA agrees to this but it is not clear how the Committee reached to the figure of 5%. Why not 3% as is being given to permanent employees.

(v) The final suggestion is about over time. Suggestion of more OTA than the prescribed ones by DoPT to staff deputed with MRD & President, SRD & Vice President and JS (RC) & DG, NRRDA is also in aberration of DoPT’s instruction, therefore, DoPT’s approval or relaxation would be better to be solicited.

8. Submitted for perusal and approval please.

US (Fin-II) on official tour
Director (Fin)
Foregoing note.

It is again highlighted that the PD has submitted an unsigned Cabinet Note. The staff strength in NRRDA was based on the recommendation by Consultants. Keeping in view the OM No. 8(4)E-Cord./84 dated 15th October, 1984 issued from Department of Expenditure, it is not clear if the staff strength proposed by the Consultant were approved by the Ministry of Finance.

2. Regarding the 5% annual increment to the support staff, PD has not elaborated on the criteria/performance on which they are to be graded. We may request the PD to abide by rule 178 of GFR while undertaking outsourcing of services. It is pertinent to mention here that the Minimum Wages for the Un-Skilled, Semi-Skilled and Skilled category of workers are revised twice a year on the basis of the notification issued by the Labour Department, Government of NCT of Delhi. This is a statutory provision binding on all the contractors providing Un-Skilled, Semi-Skilled and Skilled category of workers. Since as already mentioned, minimum wages to support staff hired through contractors is raised twice a year, there does not appear to be any further need to make a provision for annual increment. Moreover, since the services of hired contractor is available for a year or two and each new competitive bidding will have fresh rates for manpower, such a step is not practical as well.

3. In view of the built-in mechanism for wage increase as mentioned above, the 5% increment for the support staff as proposed by the PD cannot be agreed to. Also a ceiling needs to be fixed on the number of support staff required which should be based on the staff strength.

Submitted.

(Sidhil Sasi)
Director(Finance)
25.10.2016
be outsourced. Thus the regular strength will be $84-19 = 65$. Support staff numbering 19 may be outsourced.

3. Payment of salary, increment, HRA etc. shall be governed by DoPT/GoI rules as NRRDA is fully funded by GoI and does not generate any revenue at its own to qualify for any special dispensation.

4. Director (T) and other directors are leadership positions, hence selection of the officers may preferably be done by the search committee consisting of atleast Secretary (RD), SEDFA and DG, NRRDA. However, to have a reasonable list of prospective candidates, names may be called from cadre authorities of Roads & Bridge Engineers for Dir (T) and CFA for Director (E). 

5. Payment of consultants need to be governed by prevailing guidelines of Govt. For re-engagement of retired Govt officers, provision are there and it is prevalent in Govt. For other consultants recommendation of payment of Rs.45000/- pm is agreeable, however annual increase may be pegged to increment available to similarly.
In the light of above, sanctioned strength, deployment of officers on deputation, terms and conditions of tax same, engagement of outsourced staff and payment to them may be suitably considered pls.

3/11/16
(Ajay S. Sinha)

SS & FA

Din

Din (PM&GSY)

May kindly see for information and necessary direction please.

Is (EC)

Cont. on ment pape

F. T. O.
May kindly peruse the notes of Internal Finance Division on pages 8-11/ ante. The file was sent to IFD for consideration / examination when the report of the Committee on HRD policy was received in the division. While sending the file for examination to IFD, as decided in the GB of NRRDA, DG NRRDA & JS (RC) while agreeing with the report of the Committee, had made certain specific suggestions with regard to Search cum Selection committee composition, engagement terms of consultants in NRRDA, increment to contractual staff and over time to staff- NRRDA.

The file has been examined by IFD and CCA of MoRD but in their comments they have not exactly touched upon any issue raised by JS (RC) and have broadly suggested that the guidelines of Govt. of India issued from time to time by DoPT and Ministry of Finance on the above mentioned topics / issues may be followed by NRRDA as NRRDA is completely funded by Ministry. The file is submitted for perusal and further necessary directions please.

Priya Ranjan
Director (RC)
10th November 2016
Dealt in this file is the issue of the report of the Internal Committee constituted by the General Body of NRRDA on "Human Resource Policy of NRRDA". The 22nd General Body of NRRDA on 22.08.2016 desired that this report be analyzed on file and put up for appropriate decision. The note of the undersigned in this regard at p.4-5/N and the observations of SRD thereon at p.5/N, may kindly be perused. Subsequently, the matter has been examined by the CCA and IFD at p.9-13/N.

2. The examination of IFD boils down to the conclusion that the terms and conditions of service of NRRDA employees (who are either on deputation from State Governments or Central Government, public sector undertakings etc. or on contract), their payment of salary, increment, HRA, incentives etc. and their recruitment/selection have to be governed by DoPT/GOI Rule. Hence, any kind of relaxation either suggested by the aforesaid Internal Committee or suggested by the undersigned at p.4-5/N, have all in effect been rejected by IFD.

3. This analysis by IFD raises the fundamental question of why National Rural Roads Development Agency (NRRDA) was registered as a Society under the provisions of Society Registration Act, 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi and not as a Section or Programme Division within the Ministry. The basic aim of visualizing NRRDA as a registered society was to ensure that necessary flexibilities are utilized to create a compact, professional and multi-disciplinary body with no permanent appointment. Such a body it was expected would efficiently support the programme at the Central Government level and would also provide support to the State Governments. If available flexibilities are not utilized, within the broad parameters of General Financial Rules (GFR), then the very purpose of setting up NRRDA would be defeated.

4. It also needs to be underlined that-

   i) NRRDA was set up under the approval of Cabinet vide Cabinet Note dated 27th June, 2001.

   ii) The General Body of NRRDA has the power to "determine the staff strength and the terms and conditions of service of personnel to be appointed by the agency".

   iii) Subject to the general control and supervision of the General Body of NRRDA, the Executive Committee of NRRDA has the power to "appoint staff as per strength sanctioned by the General Body".

   iv) "The Director General shall be the appointing authority for all the posts sanctioned by the General Body, on deputation, contract or part time basis to the agency".

5. The need for the aforesaid Internal Committee on Human Resource Policy for NRRDA was felt because NRRDA was finding it difficult to fill-up vacancies and to retain professionally competent staff within the organization. The analysis by IFD from p.9-13/N not only negates substantially the report of the Internal Committee on Human Resource Policy but also the 5 suggestions (with adequate justification) of the undersigned at p.4-5/N. In this view of the matter, neither the Programme Division nor NRRDA finds itself in a position to be in harmony with the views expressed by the IFD.
6. In such circumstances, SRD, in his capacity as Vice-President of the General Body of NRRDS, may kindly advice.

(Rajesh Bhushan)
JS(RC) & DG, NRRDA
16.11.2016

SRD & Vice-President, NRRDA

PA

Dictation

17.11.2016
Perused notes on file. JS-RC has clearly responded to the fundamental issue of NRRDA and the rules applicable to it. The General Financial Rules (GFR) very clearly lay down the system of financial management of autonomous bodies in Chapter 9 Rule 206 to Rule 215. It is absolutely clear that any special purpose autonomous organisation established by the Government for convenience of professional management of a programme must necessarily conform to the GFR. However, for the autonomous professional body to carry out its tasks, it needs to have flexible “Human Resource Policy” in line with the provisions of GFR, spelt out in Rule 163 to Rule 177 regarding procurement of services. Rule 178 to Rule 185 of GFR also lay down outsourcing of services. Any Government funded autonomous body has to follow the GFR including the provisions for procurement of services.

2. The Human Resource Policy in an autonomous body, in compliance with the GFR, has to be approved by the Governing Council of that autonomous body. DOPT Rules do not directly apply to autonomous bodies as those providing services in autonomous bodies are not Government servants. While the Human Resource Policy of a Government Funded autonomous body has to be mandatorily in accordance with the GFR, it does not have to apply every letter and circular of DOPT. A professional body like NRRDA must have the flexibility in accordance with GFR for procurement of quality services. Special Secretary & Financial Adviser may like to re-examine the file in the light of the points made in the above note.

[Amarjeet Sinha]
Secretary (RD)
November 21, 2016

PD is requested to place all the documents on the file mentioned on page 1/N. Further, PD is requested to keep a copy of re-approved Cabinet note on the file.

[Signature]
As desired by Dir(F) at pre page, accordingly all documents as mentioned at page 1/n have been placed below:

1. The Committee examined the extant provision of Human Resource Development and Management in NRRDA in the light of DOPT instructions related to autonomous bodies and HR provisions in some other similarly placed organizations at (p-47-51/c)

2. Minutes of the 21st meeting of the GB of NRRDA may be seen at (pp-34-39/c).

3. Circular of Formulation of Internal Committee for evolving a Human Resources Policy may be seen at (p-41-42/c)

4. Copy of Recommendations of the Committee on HR policy of NRRDA is placed below which may be seen at (p.11-20/c).

5. Memorandum of Association Rules & Regulations & bye-Laws may be seen at (A).

6. Final approved cabinet note may be seen at F/B

Submitted please

Vide note at p.17, Dir(Fin) has requested to place documents mentioned at 3e note above. Accordingly, all the documents have been placed in the file as correspondence.

File is now submitted for onward transmission to Dir(Fin).

Dir(Pr) - On tour

Dir(FD)

Submitted please

23rd Nov 1996

[Handwritten signatures and dates]
The report (F-'X') on "Human Resource Policy for National Rural Roads Development Agency" submitted by the Committee constituted by 21st General Body of NRRDA was referred to IFD by SRD for examination vide note at page 5/N. Scrutiny of proposed policy thereon by IFD may be seen at pages 8-13/N.

2. JS (RC) & DG, NRRDA has viewed IFD's stand as negation of very purpose of creation of autonomous body. It appears that there is an apprehension of losing required flexibility by NRRDA if IFD's line of giving prominence to the O.M. issued from Department of Expenditure and DoPT's instructions and circulars issued from time to time are followed by this organization. However, there is no denial by PD also that all such flexibility required by autonomous bodies can be exercised being in the bracket of certain GFR provisions mentioned in Chapter 9.

3. Accordingly, going by specific provision duly elaborated in GFR rule concerned with autonomous bodies is reproduced with a view to make PD reconsider on the policy of HR and incorporate the spirit of provision:

"All grantee Institutions or Organizations which receive more than fifty per cent of their recurring expenditure in the form of grant-in-aid, should ordinarily formulate terms and conditions of service of their employees which are, by and large, not higher than those applicable to similar categories of employees in Central Government. In exceptional cases relaxation may be made in consultation with the Ministry of Finance. (Rule 209 (6) iv (a) of GFR)."

4. Further, PD in their reply has not responded to the observations regarding O.M. No. 8 (4) E-Coord/84 dated 15th October, 1984 issued from Department of Expenditure regarding 'Financial powers of autonomous bodies-restrictions' along with 'power of Governing Bodies'. Detailed observation may kindly be seen in para 6 at page 9/N.

5. Issues of 5% annual increment to support staff and OTA are also required to be seen in the perspective of well laid rule position of GFR and O.M. of Department of Expenditure.

6. File is submitted for perusal and further action please.
May kindly peruse the note on page 19/ante

2. As per the Cabinet note (unsigned) placed on file, there is no permanent appointment to be made in NRRDA and all posts are to be filled by deputation.

3. Rule 209 (6) iv (a) of GFR lays down the premises on which the Autonomous Institutions need to formulate the terms and conditions of the service of their employees. The proviso is reproduced on p.19/ante. It is apparent that the PD needs to follow the DoPT guidelines (No 6/8/2009-Estt/pay II) dated 17th June 2010 while appointing officials on deputation. PD may be requested to take it up with Ministry of Finance and DoPT for relaxations or revisit the pay, allowances etc for NRRDA personal appointed on Deputation. Also for the appointments made till date if there are any deviations from the DoPT guidelines we may request the PD to get it regularized from Ministry of Finance and DoPT.

4. For the contractual staff working under NRRDA, the wages, leave etc. needs to be tied down to the contract in consonance with the provisions of GFR under Rule 178 to 185. The minimum wages for the unskilled, semi-skilled and skilled category of workers are revised twice a year on the basis of notification issued by Labour Department, Government of NCT of Delhi. This is a statutory provision binding on all the contractors providing unskilled, semi-skilled and skilled category of workers. Thus, the 5% annual increase to the support staff proposed by the PD may not be acceded to. Moreover, the services of the hired contractors are available for a year or two and each new competitive bidding will have fresh rates for manpower.

5. We may bring the attention of the PD to the OM No. 26(4)-EMC Cell/2016 dated 04.10.2016 on the subject ‘Review of Users Charges of Autonomous Bodies’. We may request the PD to take steps for amendment of the bye-laws wherein user charges to be levied are laid down [para 3(v)]

6. PD is yet to respond to our earlier observation (page 9/ante) regarding OM No. 8(4) E-Coord/84 dated 15.10.1984 issued from Department of Expenditure regarding ‘Financial powers of autonomous bodies restrictions’ along with ‘power of Governing Bodies’. Else, we may request the PD seek exemption from Department of Expenditure.

7. For re-engagement of retired personals beyond age 65 there are guidelines from Ministry of Finance / DoPT (page 13, para 3.4.9 of the HR Policy for NRRDA). For any relaxation we may request the PD to take up the matter with Ministry of Finance / DoPT.

8. Payment of consultants and their increment needs to be governed by prevailing rates of Govt of India.

9. The instruction of DoPT for selection of Directors of NRRDA through a search committee chaired by Secretary (RD) may be adhered to (page 47 of the HR Policy for NRRDA). For any deviation we may request the PD to take the matter with DoPT.

10. Submitted.

(Sidhil Sasi)
Director (Finance)
Observations made by IFD and comments and recommendations of PD was discussed with AS&FA and then with JS (RC).

2. Human Resource Policy for NRRDA has been prepared and now put up for consideration of Govt. Recommendations of consultant has been broadly agreed to by the PD however some suggestions have been made to facilitate selection of candidates, their retention for longer periods, providing incentive to meritorious support staff engaged on contract basis through higher increment and overtime.

3. Sec-RD has directed to examine the proposal in the light of GFR but with a focus on making the working of autonomous organization easier and flexible.

4. While examining the proposal observations were made in accordance with GFR and guidelines of Govt of India, it is felt that Human resource policy of NRRDA may be refined to attract talent and retain it by having suitable recruitment rules. Further, procurement of services of consultants, other than govt employees is done through competitiveness methods, hence condition of engagement and remuneration be highlighted beforehand and payment may be regulated accordingly.

5. Specific observations are as under:
   a) Since recruitment in NRRDA is to be done on deputation or contract basis only, RR may have liberal provisions to attract better talent. Search cum selection method has limitations hence there are many conditionality imposed by GoI on this method. Being leadership position, Director of NRRDA may be considered to be selected by Committee headed by SNR sub-committee may assist Secretary – Rural Development in the process. Secretary need to be head of the committee as recommended by the guidelines of DoPT. However, being a matter not dealt by IFD, any relaxation may be considered after due approval.
   b) Consultants - Upper age limit of 70 years is there in the case of National Council for Cooperative Training (NCCT), a Grantee organization under Ministry of Agriculture. However, it is 65 in most of the cases. Directions of Govt are also suggesting the same. Hence, policy may be for 65 years but consultants with higher age may be considered as exception in very deserving case after seeking due approvals.
   c) Recruitment Rules may be suitably amended to attract better talent. For every post, eligibility criteria may be prescribed to take care of requirements and availability of resources. It is noticed that RR is not very elaborate and supportive to attract young talent. Conditions of deployment of officers on deputation need to be revisited to make it consistent, uniform and such that it is able to attract officers from the suitable lending organizations. Criteria of experience and pay scale is too restrictive in the case of technical and finance where as it has been left open ended in the case of IT. RR of each post need to be reviewed and firmed up by the PD.
   d) For the engagement of retired Govt servants as consultants on contract basis, DoPT guidelines may be appropriate to follow. Amount to be paid to such staff has been internally decided. Same may be decided suitably by the PD to attract relevant staff. For contractual staff, office enjoys freedom to engage manpower at competitive rates. Thus for the contractual staff engaged through open market, conditions of engagement may be prescribed while going for procurement of services. Annual increment and base amount may be prescribed in the tender. However, in the HR Policy, a range may be prescribed to have more flexibility of engagement in future. It will not be advisable to consider overtime payment to contractual staff as payments are made to the service provider through agreement entered after due tender. Further, any increment to be paid to the contractual employees need to be defined beforehand in the tender.
contractual employees, reemployed from among the govt employees, annual increment as suggested may be considered. However, this needs to be defined and made known to the concerned employees beforehand.

c) Suggestions have been made to provide flexibility to NRRDA in having its HR Policy within the framework of GFR and Govt directions applicable to Autonomous bodies. However, specific relaxation in the conditions of the guidelines may be sought from the competent authority to have relaxed HR Policy.

As proposed in the above note of CCA, recorded after discussions with JS(K)
In addition, NRRDA should work towards internal revenue generation and self-sufficiency, as far as possible, as per the recommendations of GOI, concurrence of HOD and approval of competent authority appear to be also necessary.

CCA - on tour 1-1-17

UT (KC) M.B.
A committee was constituted as per decision of the 21st General Body of NRRDA to frame a Human Resource Policy for National Rural Road Development Agency (NRRDA) in its meeting held on 8.2.2016 by which an internal Committee was constituted under the Chairmanship of Shri Prasant Kumar, JS(RC) with Smt. Anjali Singh, Director (F&A), NRRDA, Shri Priya Ranjan, Director (RC) and representative of the IFD as members for involving a Human Resource Policy for NRRDA. This Committee submitted its report before the 22nd General Body of NRRD.

2. The 22nd GB of NRRDA on 22.8.25016 desired that this report be analyzed on file and put up for appropriate decision. The note in this regard may be seen at page 4-5/n and observations of SRD thereon may be seen at (page 5/n). Subsequently, the matter was examined by the CCA and IFD may be seen at (page 9-13/n).

3. After examining IFD’s observations and suggestions thereon file was submitted to the SRD & Vice President, NRRDA for their advise (P-15-16/n). Comments of the SRD may be seen at (page 17/n).

4. Director (F) desired to submit all the relevant documents on the file as mentioned at page (1/n). After compiling all documents, file was again sent to the IFD for their approval. Comments of IFD and CCA may be seen at (pages 19-22/c).

File is submitted for perusal please.
The issue of the report of the Internal Committee constituted by the General Body of NRRDA on "Human Resource Policy of NRRDA" has been examined in this file by IFD with the approval of AS&FA (p.21-22/N), in the light of the observations of SRD on p.17/N.

2. The 22nd General Body of NRRDA on 22.8.2016 had perused the report of the Internal Committee on HR Policy of NRRDA and had desired that report be analyzed in consultation with IFD and put up for appropriate decision to MRD-cum-President, NRRDA (GB).

3. While broadly agreeing with the report of the Internal Committee on HR Policy of NRRDA, IFD has made following specific observations:

   i) NRRDA’s Recruitment Rules may have liberal provisions to attract better talent.

   ii) The search-cum-selection committee for various Directors of NRRDA may be headed by SRD and there may be a subcommittee to assist SRD in the process. However, this being a matter not dealt by IFD, any relaxation may be considered after due approval.

   iii) IFD has noted that for engagement of Consultants, there is an upper age limit of 70 years in case of National Council for Cooperative Training (NCCT), which is a Grantee organization under Ministry of Agriculture. For NRRDA, the policy may be for 65 years, but consultants with higher age may be considered as exception in very deserving cases after seeking due approval.

   iv) RR of each post of NRRDA needs to be reviewed by the PD and conditions of deployment of officers on deputation need to be re-visited to make them consistent and uniform and such that they are able to attract officers from the suitable lending organizations.

   v) For engagement of retired Government servants, amount to be paid to such staff has been internally decided, the same may be decided suitably by the PD to attract relevant staff. For contractual staff engaged through open market, conditions of engagement, annual increment and base amount may be prescribed in the tender. In the HR policy, however, a range may be prescribed to have more flexibility of engagement in future.

   vi) IFD has said that it would not be advisable to consider Over Time Payment to contractual staff as payments are made to the service provider through agreement entered after due tender.

   vii) For contractual employees, re-employed from among the Government employees, annual increment, as suggested, may be considered, however, this needs to be defined and made known to the concerned employees, before hand.

   viii) NRRDA should work towards internal revenue generation and self-sufficiency as possible/appropriate.

   ix) For further post creation which adds to the liabilities to the GOI, concurrence of IFD and approval of competent authority would be necessary.

4. The Programme Division has discussed this issue with NRRDA and we agree with the suggestions/advice of IFD. If approved, this may be shown to SRD & Vice-President of NRRDA as well as MRD & President of NRRDA for their approval, in view of the fact that this matter would come up in the scheduled General Body meeting of NRRDA on 20th January, 2017.

Director (Priya Rani)
18.01