

Neeraj @ NIC . in

No.16012/28/2005-Estt.(Allowances)
Government of India
Department of Personnel and Training

New Delhi, the 28 July, 2005.

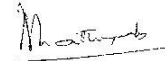
OFFICE MEMORANDUM

Subject:- Scheme for engagement of consultants- Furnishing of
Check-list.

The undersigned is directed to invite a reference to this Department's Office Memorandum No. 16012/7/97-Estt.(Allowances), dated 13.2.98 regarding the engagement of consultants in the Ministries/Departments of the Government of India and to say that in spite of clear cut instructions and guidelines framed and circulated to all concerned, it has been observed that the Ministries/Departments are not following these instructions and guidelines, resulting in avoidable relaxation of rules, delay in submission etc. Proposals are also received incomplete entailing unnecessary correspondences.

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

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



(D.R. CHATTOPADHYAY)
Deputy Secretary to the Government of India

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

Copy forwarded to:-

1. Comptroller and Auditor General of India
2. Controller General/ Controller of Accounts, Ministry of Finance.
3. Department of Personnel and Training (AIS Division, JCA and Administration Section)
4. All State Governments and Union Territories Administration
5. Secretaries to Governors of all States/ Lt. Governors of Union Territories
6. Secretary, National Council (Staff Side), 13-c, Feroz Shah Road, New Delhi.
7. All Members of the Staff Side of National Council of JCM/ Departmental Council.
8. All Officers/ Sections of the Department of Personnel and Training/ Deptt of Administrative Reforms & Public Grievances/ Department of Pensions & Pensioners Welfare.
9. Ministry of Finance, Department of Expenditure (E-III-A Branch).
10. Official Language Wing (Legislative Department).
11. Railway Board.
12. 100 Spare copies.

13. 1 copy to N I C (For website)



(D.R. Chattopadhyay)

Deputy Secretary to the Government of India.

CHECK-LIST
(ON ENGAGEMENT OF CONSULTANTS)

1. Name of the Ministry/Department :
- 2(a) Name of the person for whom the extension of appointment as consultant is sought and his date of birth :
- (b) Period for which extension of consultancy is sought now :
- (c) The period for which the consultant was already engaged in the Ministry/Department initially and the details of previous extension if any given by DOPT :
- (d) Whether the Consultant is required on full-time or part time basis :
3. If the consultant is a retired or retiring Govt. Servant, details of the post held, date of retirement, the last pay drawn by him and pension fixed :
4. Consultancy fee proposed to be fixed to the Consultant :

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5. Brief description of the specific job of the specialized nature for which the consultant is required :
6. The details of the public interest involved in this extension :
7. Number of the officers of the level of JS and above in the Ministry/Department, including attached and subordinate offices :
8. Details of existing Consultants already engaged by the Ministry/Department against the entitlement, with the consultancy period in each case :
9. Comments of the Financial Adviser, along with reasons for extension :
10. Any other relevant information :

Sl. No	Name of the Consultant	Period for which engaged	Full time/Part time Consultant	Whether retired Govt. Servant/ outside expert

Signature and Designation
of Administrative Authority