

PUDUCHERRY DISTILLERIES LIMITED

(A Govt. of Puducherry Undertaking)

Ariyapalayam, Villianur – 605 110

Ref.No. PDL/MD/Consultant/2020

Dated 7.9.2020.

NOTIFICATION

Sub: PDL –Engagement of one Consultant on contract basis from retired Government officials – Applications – Called for.

Applications are invited by Puducherry Distilleries Limited as detailed below:

Number & Name of the Post	Eligibility Condition	Period and Terms & Conditions
ONE Deputy Manager (Finance & Accounts)	(a) Worked atleast 2 years as Superintendent / JAO in the Govt. of Puducherry.	Period: Initially for six months. Extendable as per the necessity and eligibility of candidate.
	(b) Retired from Puducherry Govt. service before two years and age should not exceed 65 years as on date	Purely on full time contract basis
	(c) Service experience mainly with Accounts related subjects and Computer knowledge.	Terms and conditions, fee etc. inter-alia, as set out in ID. Note/Memo No.46324/FD.F3/2014 dt.11.9.2014 of Finance Dept, Govt. of Puducherry.

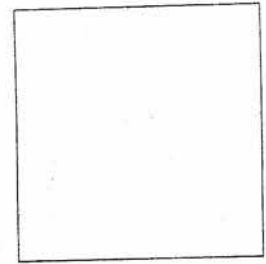
2. The eligible and willing retired officials of Government of Puducherry may submit their applications in the format enclosed herewith on or before 15.9.2020 at 5.00 PM to:

**The Managing Director,
Puducherry Distilleries Limited,
(A Govt. of Puducherry Undertaking)
Ariyapalayam, Villianur, Puducherry – 605 001.**

MANAGING DIRECTOR.

PUDUCHERRY DISTILLERIES LIMITED
(A Government of Puducherry Undertaking)

**APPLICATION FOR ENGAGEMENT OF RETIRED GOVT OFFICIALS OF PUDUCHERRY AS
CONSULTANT FOR THE POST OF DEPUTY MANAGER (FINANCE & ACCOUNTS)**



1. Name :
2. Date of Birth :
3. Address for communication :
4. Contact Number :
5. E-mail id :
6. Particulars of Government Service
 - 6.1 Date of Joining in Govt. Service. :
 - 6.2 Date of retirement and the post in which retired :
 - 6.3 Name of the Department/Organization from which retired :
 - 6.4 Last Pay drawn (Copy of PPO to be enclosed) :
7. Educational Qualification :
8. Details of knowledge in Computer :
9. Brief Particulars of Experience with nature of duties performed (starting from last appointment) :

Sl. No.	Name of the Ministry/Dept.	Period		Post held	Nature of work
		From	To		

10. Additional information if any, in support of the suitability of the post. :

Declaration

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 retirement.

Place:
Date:

Signature of Applicant

No.46324/FD/F3/2014
GOVERNMENT OF PUDUCHERRY
FINANCE DEPARTMENT

Puducherry, dt.11.09.2014

I.D.NOTE/MEMORANDUM

Sub: Finance Department - Formulation of uniform procedure and Guidelines for the engagement of retired Govt. officials as Consultants in Govt. Departments - Issued.

The H.E. the Lt. Governor, Puducherry in one of the proposals of Finance Department for extension of period of engagement of a retired Government official as Consultant, had directed to evolve a scheme for engagement of Consultant in Government Departments in this Administration in consonance with the pattern followed by Departments/Ministries of Govt. of India. This was examined in detail taking into account all relevant aspects and the Scheme of engagement of retired Govt. officials as Consultants/Employees on contract basis in Government Departments of this Union Territory of Puducherry shall henceforth be regulated as per the following guidelines:

(i) GENERAL CONDITIONS:

As per the provisions of GFR (Rule 163-177) and Department of Personnel and Training, New Delhi guidelines, the consultancy assignment to be awarded for a specific job shall be resorted to only in a situation requiring higher quality services for which the concerned Department does not have requisite expertise. While engaging Consultants, due economy shall be observed while determining their fees and such fees may not be disproportionate to the work to be carried out by Consultants. So also, engagement of Consultants should not be allowed for routine day to day work for which the Department has regular staff support. However, retired Govt. officials with expertise in establishment/accounts etc. may with the approval of Competent Authority, be engaged in Government Departments where regular arrangement could not be made immediately due to circumstances beyond their control.

(ii). PERIOD OF ENGAGEMENT:

Consultants (Retired Govt. officials) shall be engaged for a minimum period required. The maximum period of engagement shall be for a period of 2 to 5 years. The initial engagement for a retired Govt. official as Consultant shall be for a period of six months and shall be extended in six monthly periods not exceeding a maximum of 2 to 5 years. The initial term of appointment and subsequent extension(s) if any, shall be decided on case to case basis depending upon the specific job of a specialized nature with the recommendation of Consultancy Evaluation Committee of the Department concerned constituted for this purpose and its review report with the approval of competent authority viz., Lt. Governor, Puducherry.

The appointment of Consultant may either on full-time or part time basis and in the case of full time Consultant, they shall not be permitted to take up any other assignment during the period of Consultancy.

The appointment of Consultants shall be of a temporary (non-official) nature against the specific jobs and the appointment can be cancelled at any time by the Department without assigning any reason.

(iii) QUALIFICATION AND EXPERIENCE:

This shall depend upon the exact requirement of the concerned Govt. Departments for engagement of consultant.

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(iv) AGE LIMIT:

The maximum age limit for the Consultants will be 65 years. No retired Govt. Servant should be engaged as a Consultant beyond the age of 65 years.

(v) PROCEDURE:

The Government Department desirous of engaging retired Govt. officials as Consultants shall prepare terms and conditions for the work to be done by engaging Consultant in terms of the provisions given in GFR and invite applications in the proforma given in Annexure-I and place the same on Official Website of Government of Puducherry.

All the applications received in response to the Notification shall be scrutinized and shortlisted by the concerned Departments as per their requirement and in the light of consultancy guidelines. Thereafter the concerned Department would submit a proposal before the CONSULTANCY EVALUATION COMMITTEE of the concerned administrative Department.

The composition of Consultancy Evaluation Committee concerned Department shall be as under:-

- (i) Secretary of the concerned Department :: Chairman
- (ii) Joint Secretary/Dy. Secretary/ Under Secretary of the concerned Department :: Member
- (iii) Head of Department :: Member

After approval of the Consultancy Evaluation Committee, the concerned administrative department will thereafter obtain the approval of the Competent authority viz., the Lt. Governor with the concurrence of Finance Department before issuing offer of appointment to the candidate as Consultant on the recommendation of Consultancy Evaluation Committee.

(vi). FEE:

The Consultancy Fee fixed by the Department concerned shall be proportionate to the work to be carried out. The amount of Consultancy fee for the retired Govt. officials shall not exceed the ceiling of **Last Pay Drawn minus Pension and DA.**

The retired Government officials appointed as Consultants shall however continue to draw pension and dearness relief on pension during the period of his/her engagement as Consultant.

(vii) ALLOWANCES:

The Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, Medical Reimbursement, Insurance etc. However they will be entitled for Travelling Allowance on official tour at the rates applicable to a Govt. Officer holding equivalent post on regular basis. His/her engagement as Consultant shall not be considered as a case of re-employment.

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ANNEXURE-II

PROFORMA FOR AGREEMENT TO BE EXECUTED WITH THE CONSULTANT
ENGAGED ON CONTRACT BASIS

This AGREEMENT on this day _____ BETWEEN the PRESIDENT OF INDIA through the Secretary/Head of Department concerned (hereinafter called the Employer which expression shall unless excluded by or repugnant to the context, be deemed to include his Successors in office and assigns) of the one part and Mr./Ms. _____ (Name and address) (hereinafter called the Appointee) of the other part.

WHEREAS, the Employer is desirous to have the services of the Appointee to engage him/her as full time/part time Consultant on contract basis in the _____ Department, Government of Puducherry (hereinafter called the said Department) and he shall attend the works pertaining to _____ (Nature of works) and also any other assigned by the employer.

AND WHEREAS the Appointee having agreed to take up the assignment as full-time/part-time Consultant on contract basis and having reported for duty on _____ and the Employer willing to engage the Appointee in the aforesaid capacity for a period of six months or till the necessity therefore ceases, whichever is earlier on the terms and conditions hereafter appearing.

NOW, THEREFORE, THIS AGREEMENT as under:

- (i) The consultancy service will be on full time/part time basis.
- (ii) The engagement will be for a period of six months from the date of engagement.
- (iii) The Appointee will be paid a total fee of Rs. _____ (Rupees in words) per month.
- (iv) T.A./D.A on official tour will be paid as per the entitlement to his/her counterpart in Government.
- (v) The Appointee is entitled for leave of 12 days in a Calendar year on pro-rata bais.
- (vi) All expenses towards stamp duty, etc. on this agreement shall be borne by the Employer.
- (vii) He will report to the _____ (Officer concerned).

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and year first above written.

Witness:

Head of Department concerned.
For and behalf of President of India
(Employer)

1.

2.

Consultant (Appointee)