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PPCL PUDUCHERRY POWER CORPORATION LIMITED

(A Government of Puducherry Undertaking)

PROJECT OFFICE, KARAIKAL.

Project Office,T.R. Pattinam,
Karaikal - 609 606,
Website: ppclgov.in

Tel: (04368) 233988, 233287
Fax: (04368) 233355
E-mail: ppcl.kkl@nic .in

No. 370 /PPCL/TRP/MD/Estt/2018-19 Date: 11-01-2019

**NOTICE/CIRCULAR**

Sub: Engagement of one Consultant on contract basis in the grade of Junior Accounts Officer (JAO) -Applications from the retired JAO -Called for – Reg.

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Applications are invited from the retired Junior Accounts Officers for engagement as Consultant (Accounts) on contract basis for period of Six months (extendable upto two years or curtailed till the necessity therefore ceases whichever is earlier) in Puducherry Power Corporation Limited,(A Government of Puducherry Undertaking), Project Office, T.R.Pattinam, Karaikal. The selection procedure and other terms and conditions of the engagement of the consultant will be as per guidelines stipulated in the I.D. Note/Memorandum No.4632/FD/F3/2014 dated 11.09.2014 of the Finance Department, Puducherry. Copy of the same is enclosed as annexure to this Notice/circular.

2. Minimum one year of service in the post of Junior Accounts Officer in the Government of Puducherry/ Government of Puducherry Undertaking is essential and the applicant is expected to have expert knowledge in the field of Accounts/scrutiny of purchase files etc. and other assignments relating to the functioning of this Corporation as directed by the higher authorities of this Corporation from time to time. Priority shall be given to those who are having experience in the Government of Puducherry Undertakings.

3. The engagement of Consultant will be on Full time basis and the Consultant Fees for the retired Government official shall be equal to Last Pay Drawn minus Pension and Dearness Allowances. The leave as applicable to the Corporation employees i.e. 8 Days Casual Leave, 2 Days Restricted Holidays are allowed in a year and six working days in a week and II and IV Saturday and Sunday are weekly off.

4. The willing and eligible retired Government officials (JAO- Retired) may submit their application in the prescribed format enclosed and addressed to the Managing Director, Puducherry Power Corporation Limited, T.R.Pattinam-609 606, Karaikal latest by **5.00 P.M. on 31.01.2019 duly written on the top of the envelope that application is for Engagement of Consultant (Accounts) in PPCL, Project Office, T.R. Pattinam,**

(R. KESAVAN, IAS)
MANAGING DIRECTOR

To
The Superintending Engineer,
T.R. Pattinam, Karaikal

with a request to upload the Circular/Notice in the official Website of ppclgov.in.

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

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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.

..3/-

**(viii). LEAVE:**

Consultants shall be eligible for 12 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 12 days in a year (calculated on a pro-rata basis). His/her unavailed leave in a calendar year cannot be carried forward to next year as well as not entitled for encashment of un availed leave. The Govt. Department 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.

**(ix). AGREEMENT:**

An agreement shall be executed with the Consultant so engaged in the proforma given in Annexure II.

**(x) EXISTING CONSULTANTS:**

The existing Consultants (retired Govt. officials) in Govt. Departments will continue as per their existing entitlements/remuneration till they complete their sanctioned tenures.

In case the Consultants want to be considered for selection under the new guidelines, then on expiry of their consultancy tenure or before, they will have to apply afresh for appointment of Consultants and consequently compete with other applicants to be considered for selection for appointment as Consultants after following the due procedure as per the new guidelines. However, for determining the maximum period of engagement i.e. five years, the services earlier rendered by these Consultants will be counted.

**(xi). RELAXATION:**

In exceptional cases, the Competent authority, Lt. Governor shall relax any of the conditions of the above guidelines of the scheme of engagement of Consultant(s) especially in cases of highly specialized requirement in the interest of Public service.

2. The above guidelines shall take effect from the date of issue of this I.D.Note / Memorandum.

3. The above guidelines shall not apply to the External professionals, Consultancy firms, Individual Consultants being engaged for specific assignments such as preparation of DPRs etc. under various schemes/projects. For such cases the provisions given under Procurement of Services (Rule 163 to 177) of GFR, 2005 shall be followed scrupulously.

4. The Secretariat Departments, Heads of Department and Heads of Public Sector Undertakings, Boards, Societies etc. funded by the Government are requested to follow the above instructions strictly.

/ BY ORDER OF LT. GOVERNOR/

11-9-14

(P. AUGUSTIN LUCIEN DIAGOU)
UNDER SECRETARY TO GOVT.(FINANCE)

Encl.: As above.

To

All Secretariat Departments
All Heads of Departments/offices
All Heads of Autonomous Bodies/Boards/Corporations/Societies funded by the Govt. of Puducherry.

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ANNEXURE-I

PROFORMA

# APPLICATION FOR ENGAGEMENT OF RETIRED GOVT. OFFICIALS AS CONSULTANTS IN GOVT. DEPARTMENTS/AUTONOMOUS BODIES

Recent passport size photo to be pasted here

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.

Signature of Applicant

Place:
Date: