

No.C-13015(650)/MF.CGA/PFMS/2017-18/ 2685-2740

Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Public Financial Management System

3<sup>rd</sup> Floor, Shivaji Stadium Annexe  
New Delhi-110001  
Dated:28.05.2018

Office Memorandum

**Subject: Guidelines for hiring of 01 Consultant in State Project Management Unit (SPMU) of PFMS-reg.**

The Undersigned is directed to convey the approval of Secretary (Expenditure) with the concurrence of IFU to hire 01 consultant in each State Project Management Unit (SPMU) of PFMS vide diary No. 750914 dated 07.05.2018. Accordingly, Jt.CGA/Dy.CGA (HoD) of SPMUs may, as one time measure, hire 01 consultant for the SPMU under his/her charge as per approved policy guidelines for the same. However, the delegation of powers to hire 01 consultant will be subject to the proposal for delegation of enhanced powers, which is already under consideration of IFU.

The approved guidelines for hiring 01 consultant in each SPMU are as under:

**Terms and conditions for hiring a Consultant in SPMUs:**

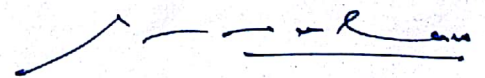
- i) SPMUs may hire 01 Consultant each on need basis for specific tasks. The Consultant is to be selected from a panel of retired State Government Officers of the level of Under Secretary with relevant experience in the required field.
- ii) The hiring of Consultant is on need basis for maximum period of 01 year at a time (extendable upto maximum of 03 years) on a fixed remuneration of Rs. 40,000/- or last pay drawn minus pension whichever is less. The consultant should not have attained the age of 65 years.

**Nature of Work:**

The primary work of SPMU official is to co-ordinate with the State Govt. Departments and operationalize the flow of the funds for the State Schemes linked to Central Sector Schemes of Government of India. The consultant shall provide direct synergy between the state government and SPMU to provide the added advantage of bringing in the domain understating of Governance/schemes management at the state level.

**Guidelines for hiring a consultant:**

- i) **Duration of appointment:** The appointment of the consultant shall be for a maximum period of 01 year at a time and extendable to maximum period of 03 years or till the filling up of regular vacancy of AOs/AOs, whichever is earlier.
- ii) **Consultancy Fees:** Fee for each retired Govt. Servant hired as a consultant shall be fixed remuneration of Rs. 40,000/- or last pay drawn minus pension whichever is less.
- iii) **Entitlements on Tour:** The entitlements of TA on tour will be as per the Entitlements of the consultant at the time of his/her retirement.
- iv) **Allowances:** The consultant will not be entitled for any allowances such as DA, residential telephone, transport facilities, residential accommodation, personal staff, medical facility and medical reimbursement etc.



**Working hours:** Consultants shall follow the normal working hours of the SPMU. However, due to exigencies of work, consultant will have to sit late in order to complete the time bound work, for which no additional compensation shall be admissible.

**vi) Income Tax and Other Deductions:** Deduction of Income Tax shall be made from consultant's fee, if applicable to professional consultant as provided in the Income Tax Act 1961 or any other Act of Centre or State Government. This deduction shall vary depending on any change decreed by any Act of law.

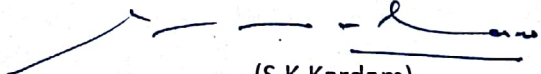
**vii) Leave:** Consultant shall be eligible for 08(Eight) days paid leave in a calendar year. Therefore, he/she shall not be eligible for any remuneration for the period of his/her absence beyond 08 days in a calendar year (calculated on pro-rata basis). Further, leave not availed in a calendar year cannot be carried forward to the next calendar year.

**viii) Due Diligence:** Consultant must perform the services in a diligent manner, with all necessary skills and in accordance with all the representations and warranties as to the Consultant's experience and ability expressly or impliedly made by reference to its proposal and this agreement, or by law.

**ix) Termination:** The Jt. CGA (HoD) of the SPMU reserves the right to terminate the contract, by giving 15 days notice to the consultant. Termination shall be effected by written notice served on the consultant and shall take effect on the 15<sup>th</sup> day of delivery of such notice.

**x) Confidentiality:** The Consultant shall not, except, as required by his/her duties under his/her service, use for his/her service, use of his/her own benefits or gain or divulge to any person, firm, company or other organization whatsoever any confidential information belonging to the Government of the State concerned or the Government of India or relating to their affairs or dealings which may come to his/her knowledge during his/her tenure. In this regard, the consultant shall abide by the Official Secret Act 1963, as applicable to the employees of this Ministry.

**xi) Conflict of interest:** The conflict of interest is expected to follow of all the rules and regulations of Government of the State concerned and Government of India, which are in force. He/she will be expected to work with utmost honesty and sincerely while discharging his/her duties. In case the service of consultant is not satisfactory or found in conflict with the interest of the corporation/Govt. his/her services will be discontinued by terminating the contract without assigning any reasons.

  
(S.K.Kardam)  
Asstt. Controller General of Accounts

To:

1. Addl. CGA(PFMS).
2. Jt.CGAs/Dy.CGA/ACGAs/ACAs of CPMU,PFMS, New Delhi.
3. All Jt.CGAs/Dy. CGAs/ACGAs/ACAs SPMUs, PFMS.
4. Sr. AO(ITD) with the request to upload the OM on website.