

F. No. 31-2/2019-PE-II-DoP  
Government of India  
Ministry of Communications  
Department of Posts  
Establishment Division  
(PE-II Section)

Dak Bhawan, Sansad Marg,  
New Delhi-110001

Dated: 15<sup>th</sup> May, 2025

**OFFICE MEMORANDUM**

Subject: Guidelines for engagement of retired Central Government employees as consultants in the Department of Posts (Main Secretariat) – Reg.

The undersigned is directed to convey the approval of the Competent Authority for issuance of Revised Guidelines for Engagement of Retired Government Servants as consultant in the Department of Posts (Main Secretariat).

1.1 As per the OM No.3-25/2020-E-IIIA dated 9th December, 2020 issued by the Department of Expenditure, Ministry of Finance and with the objective to bring transparency and uniformity in the engagement of Consultants, the following Revised Guidelines are laid down in exercise of the powers conferred by Rule 179 of General Financial Rules, 2017. This OM will supersede all earlier guidelines/operating instructions on the subject matter and take effect from the date of issue.

**2. PURPOSE AND SCOPE**

2.1 Purpose: The purpose of these guidelines is to define the broad policies and procedures for selection and monitoring of consultants engaged by Department of Posts.

2.2 Scope: These instructions shall apply to Department of Posts (Main Secretariat).

2.3. In Government, Consultants engaged may be classified into the following three categories:

- a) **Institutional Consultants:** Where an organization/agency/firm/ institution/ joint venture of persons are hired for doing a specific job/project.
- b) **Individual Consultants:** Where individuals having academic or professional degree and/or working experience in the particular subject are hired from open market or through consultancy firms/agencies or a specific job/project.

- c) **Retired Central Govt. Employees as Consultants:** Retired Govt. officers/officials are engaged as consultant for all purposes including General Secretariat/ Administrative work and works under various schemes.
- d) Basic rules and procedures for hiring Consultants under the first two categories are prescribed in GFR, 2017 and detailed guidelines are given in Manual of Policies and Procedures for Employment of Consultants issued by Ministry of Finance. Therefore, guidelines prescribed herein shall apply to engagement of consultants under third category only i.e "Retired Central Govt. Employees as Consultants".
- e) Manual of Procurement of Consultancy & other services, clause 2.1.6 which deals with Retired Government Servant states " Rule 177 of GFR, 2017, says that the consulting services do not include direct engagement of retired Government servants. They should not be engaged against regular vacant posts as consultant under this rule. Retired Government servants can be engaged only for the specific task and for specific duration as consultant. They should be assigned clear output related goals".
- f) Such appointments shall not be made as a matter of practice and must be kept bare minimum. They may be made only in the justified exigencies of the official work, where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority".
- g) These instructions flow from and are subordinate to GFRs and in the event any variance between the two, the latter shall prevail.

#### 2.4 **Definitions:**

- i. "Department" means Department of Posts [Main Secretariat]
- ii. "Competent Authority" means Secretary (Posts)

### 3. **REMUNERATION, ALLOWANCES AND WORKING HOURS:**

#### 3.1 **Remuneration:**

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

#### **Example:**

An employee retired in the Pay Level 13 and at the time of retirement the pay drawn was Rs. 1,55,900. Thus, the basic pension will be Rs. 77,950/-. If the employee is engaged on contract basis, including as consultant, the remuneration shall be fixed at Rs, 77,950/- (1,55,900-77,950).

- 3.2 The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employees have availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs. 31,180/- (40% of 77,950) and the pension actually drawn shall be Rs. 46,770. However, the amount of pension to be deducted from the last salary shall be Rs. 77,950/-
- 3.3 No increment and Dearness Allowance and HRA shall be allowed during the term of the contract.
- 3.4 **Transport Allowance:**  
An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- 3.5 **Leave of absence:**  
Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.
- 3.6 **Drawal of Pension:**  
A retired Government officer/official appointed as consultant 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.
- 3.7 **Tax Deduction at Source [TDS]:** TDS as admissible shall be deducted from the monthly remuneration of consultant. A TDS certificate shall be issued by the concerned DDO on demand.
- 3.8 **Working Hours:** Consultant may follow the normal working hours as prescribed [i.e. 09:00 AM to 05:30 PM], However, as per the exigency one has to sit late to complete the time bound work. No extra amount will be paid for such late sittings.
- 3.9 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 in the Department of Posts.

- 3.10 The appointment of consultant is of a temporary (non-official) nature against the specific post/ jobs.

#### **4. Term of Engagement:**

- a. The term of Engagement shall ordinarily be for an initial period not exceeding one year which is extendable by another year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.
- b. The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.
- c. **Exemption:** -The terms of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments committee of cabinet has allowed special terms or where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure'

#### **5. QUALIFICATION AND EXPERIENCE OF CONSULTANTS**

- a. He/ She should be a Retired Employee of Central Government having considerable experience of functioning of Central Government Ministries/ Departments.
- b. He/ She should have effective communication and interpersonal skills with a strong flair for in-depth examination relating to Policy Matters/ Administration/ Finance/ Any other Requisite Field.

#### **6. PROCEDURE TO BE FOLLOWED BY CONCERNED DIVISIONS**

Before sending proposal(s) to Establishment Division for engagement of consultants, the following procedure/ guidelines needs to be completed/ followed by the concerned Division of the Department of Posts [Main Secretariat].

6.1 Engagement of Consultant should be done only in urgent and emergent cases where expert/professional services are required for urgent and identifiable work and should not be used as a common practice.

6.2 Every proposal for engaging a Consultant shall invariably mention the following: -

- i. Whether the proposed engagement is for a specific work/ project;
- ii. The estimated time period required for such work/ project to complete/ Terms of Reference (ToR)
- iii. Level at which consultancy is required viz., Section officer/ Under Secretary/ Assistant Director etc. specifying the pay levels
- iv. Eligibility criteria viz., experience/expertise/skills/educational qualifications,

knowledge etc., in the relevant field should be possessed by the person being recommended for engagement as consultant.

6.3 With above comments, the proposal shall thereafter be submitted by the concerned Division to AS&FA for IFW concurrence and approval of Secretary (Posts).

6.4 Screening-cum-Selection Committee for engagement of consultants for Level-12 and above: -

Member (Personnel)	Chairperson
DDG (Estt.)	Member
DDG (F&PAA)	Member
DDG Concerned Division	Member
ADG (Estt.)	Convener

**Note:** Whenever, a retired Government servant of level-12 and above is proposed to be hired, concerned Division will first submit the proposal to the Committee as mentioned in Para-6.4 (ii) above. The Committee will assess the justification for hiring a retired Government servant. Once committee finds the proposal justified, the Committee will return the proposal to the concerned Division with its comments/inputs. Thereafter, the concerned Division will submit the proposal to AS&FA for concurrence and approval of Secretary (Posts).

6.5 Once Secretary (Posts) approves the proposal, concerned Division should submit the proposal to Establishment Division for floating advertisement.

6.6 Before engaging Consultants or extending their tenure it must be ensured that funds for payment of their remuneration are available.

## **7. PROCEDURE FOR SELECTION OF CONSULTANTS:**

Establishment Division will follow the procedure for selection of consultants as under: -

7.1 Engagement of Consultants shall be done by inviting applications on the website of Department of Posts, i.e. <https://www.indiapost.gov.in> as well as on DoPT website.

(a) A circular/advertisement shall be uploaded on the website of the Department inviting applications from willing eligible persons for engagement as consultants. The closing date for submission of applications should be at least 15 (fifteen) days from the date of issue of the circular. The circular calling for applications for consultants shall invariably include the following:

- i. A model format of application as given in the Annexure-I.
- ii. Period of engagement\*
- iii. Events under which engagement may be terminated prematurely.
- iv. Eligibility criteria for engagement

- v. Terms and conditions of engagement
- vi. Terms of Reference (ToR) which may include brief description of duties/work, #to be given by concerned Divisions (Annexure-II) \*
- (b) A Screening-cum-Selection Committee shall be constituted by the Department for selection of consultants. The Committee shall consist of following members as under:
  - i) Screening-cum-selection Committee for engagement of consultants up to level-11/Grade Pay 6600: -

DDG (Estt.)	Chairperson
Director (Staff)	Member
Representative of Concerned Division	Member
Representative of FA (Posts)	Member
SO (PE-II)	Convener

(c) The Committee shall first shortlist the applications on the basis of the criteria decided by it. Thereafter, the Committee may hold a personal interaction with the shortlisted candidates, if required. All the members of the Committee will separately assign the marks (out of 10) to interviewed Consultants. Those securing highest marks out of total 40 shall be recommended by the Committee for engagement. In case of stalemate, the decision of the Chairperson shall be final. Criteria for shortlisting could be experience in the relevant field, depth of relevant knowledge, qualification, etc. These are Indicative only.

(d) The Competent Authority at any time may change the composition of the Committee and increase or decrease the Members. Total marks shall be increased or decreased proportionately.

7.2 After selection of suitable candidate(s) for appointment as consultant, the committee will submit its report for obtaining approvals of Competent Authority i.e. Secretary (Posts). Once approval of the Competent Authority is received, an offer letter shall be issued to successful candidate clearly indicating the terms and conditions of engagement (Annexure-III) by the Establishment Division.

7.3 No Consultant shall be allowed to join without first submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.

## **8. EXTENSION OF TENURE:**

8.1 The extension proposals should not be sent to Establishment Division. The concerned Divisions may directly submit such proposals to concerned Member of Postal Services Board for approval. However, the final outcome of such extension proposals may be intimated to Establishment Division for issuance of extension orders.

8.2 The appointment of consultants will be on full-time basis and they will not be permitted to take up any other assignment during the period of Consultancy in the Department of Posts.



- 8.3 The appointment of consultants is of a temporary (non-official) nature against the specific post/ jobs.

## **9. ENGAGEMENT OF EXISTING CONSULTANTS WORKING IN THE DEPARTMENT:**

The existing consultants in the Department will continue as per their existing entitlements/ remuneration till they complete their sanctioned tenures.

## **10. CONFIDENTIALITY OF DATA AND DOCUMENTS**

10.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.

10.2 No consultant 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 his assignment or during the course of, assignment for the Department without the express written consent of the Department.

10.3 The consultant shall be bound to hand-over the entire set of records of assignment to the Department before expiry of the contract and before the final payment is released by the Department.

## **11. CONFLICT OF INTEREST**

11.1 The Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of the Department nor will he indulge in any activity outside the terms of the contractual assignment.

11.2 The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Department.

## **12. TERMINATION OF ENGAGEMENT**

- (a) Department may terminate the engagement in following conditions:
- i. The Consultant is unable to address the assigned work;
  - ii. Quality of the work is not to the satisfaction of the Department;
  - iii. The Consultant fails in timely achievement of the milestones as finally decided by the Department;
  - iv. The Consultant is found lacking in honesty and integrity.
- (b) The Department reserves the right to terminate the engagement at any time without assigning any reason thereof by giving them 15 Days' notice to the consultant. Termination shall be effected on the day right after the completion of

Fifteen (15) days of delivery of notice. However, in case a consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.

### **13. COMPETENT AUTHORITY FOR TERMINATION OF ENGAGEMENT**

- i. The Head of concerned Division, in case of consultant up-to level-11.
- ii. Secretary (Posts), in case of consultant at level 12 and above.

Note: Such termination of engagement should be intimated to Establishment Division.

### **14. REVIEW OF GUIDELINES**

These guidelines may be reviewed as and when the circumstances so warrant with the approval of the Secretary (Posts).

### **15. RIGHTS OF THE DEPARTMENT**

The Department has the right to cancel the advertisement, and not go for engagement of consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefore, whatsoever.

### **16. RELAXATION**

The power to relax any or all of the conditions enumerated above shall vest with the Secretary (Posts), which should be exercised giving adequate justification. If any further relaxation of the conditions outlined in this O.M. is required, the matter should be referred to the Department of Expenditure.

**17.** This O.M. may be treated as valid until further instructions are issued by DoPT/DOE for regulating remuneration and other conditions of engagement of retired Government employees as consultants.

**18.** This OM issues with the approval of Secretary (Posts). The advice of Integrated Finance Wing was conveyed vide Diary Number **29/ 2025-26/FA-CS(P) dated 13.05.2025.**

  
15.5.2025  
(Sapna)

Assistant Director General (Estt.)

Copy to:

1. Sr. PPS to Secretary (Posts)/Director General Postal Services



2. PPS to all Members Postal Services Board
3. AS&FA/CGM(BD)/CGM(Parcel]/CGM (PLI) Secretary, Postal Services Board
4. All DDGs Postal Directorate
5. GM, CEPT with a request to upload the OM on India Post website
6. C&A(PB) Section/Budget Section of Postal Directorate
7. SO Guard file.

**ANNEXURE-1**

Application for the post of Consultant in the Department of Posts, Dak Bhawan,  
New Delhi

Recent  
Passport Size  
Photograph

Sl No.	Particulars	To filled by the applicant																																																																													
1.	Full Name (BLOCK LETTERS)																																																																														
2.	Father's/Husband's Name.																																																																														
3.	Date. of Birth (dd/mm/yyyy)																																																																														
4.	Personnel Details	<table border="1"> <tr> <td>Mobile No.:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Tel No.:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>E-mail ID:</td> <td colspan="19"></td> </tr> </table>	Mobile No.:																				Tel No.:																				E-mail ID:																																				
Mobile No.:																																																																															
Tel No.:																																																																															
E-mail ID:																																																																															
5.	Address for communication	<table border="1"> <tr><td colspan="19"></td></tr> <tr><td colspan="19"></td></tr> <tr><td colspan="19"></td></tr> <tr> <td>PIN:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																																										PIN:																			
PIN:																																																																															
6.	Date of Joining in Government Service																																																																														
7.	Age as on Date																																																																														
8.	Category (SC/ST/OBC)																																																																														
9.	Whether physically handicapped																																																																														
10.	Date of retirement and the post from which retired {enclose copy of retirement order}																																																																														
11.	Name of the Ministry/Department from which retired																																																																														
12.	Last Pay Drawn (please enclose copy)																																																																														
13.	Education/ Technical qualification (Please enclose copy of Certificate/ marks sheet)																																																																														
14.	PPO No. (Please enclose copy)																																																																														
15.	Details of Computer Knowledge																																																																														
16.	Brief particulars of Experience of the last 1.0 years (assignment-wise). Other relevant experiences may also be provided. [A separate sheet may be annexed]																																																																														

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any Information being found false OR incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Posts. I have read this circular and ready to accept all the terms and conditions for engagement of consultants.

Signature

Place:  
Date:

**Terms of Reference for Engagement of Consultants:**

- (i) Precise statement of Objectives for appointment of consultant:

Discipline or the domains where engagement of consultant is required should be indicated.

- (ii) Outline of tasks to be carried out:

Details of work required to be carried out/ specific tasks/ activities IU 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.

### **ANNEXURE-III**

Terms and conditions of engagement to be mentioned in the circular, offer letter as well as in appointment order: -

- i. Period of engagement.
- ii. Nature of engagement.
- iii. Remuneration, leave and allowance.
- iv. Clause regarding confidentiality of data and documents and conflict of interest.
- v. Events under which such engagement may be terminated prematurely.
- vi. Any other clause/point peculiar to such engagement.