



**HEADQUARTERS
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAVAN: C.I.G. ROAD:NEW DELHI-110002.**

<http://esic.nic.in>

No.A-13/11/1/2011-E.I

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Subject:- Formulation of a Policy regarding Engagement of Retired Officers/ Staff on contract basis for a limited period – regarding.

Of-late due to the shortage of staff, work relating to IT roll out etc., the retired officers/officials have been engaged on contract basis for a limited period. The detailed guidelines regarding engagement of Consultants were issued by DOPT, Govt. of India vide instruction dated 21.12.93, followed by the instruction dated 13.2.98 and 16.3.2006. Some of the salient features of the Scheme of engagement of Consultant are as under –

1. For undertaking specific jobs of a Specialist nature, Specialist have to be appointed as Consultant.
2. Engagement of Consultant (Retired Govt. servant as well as outside expert) should be limited to skilled which are not available within the cadre or in respect of specific and time bound jobs like preparation of project report etc.
3. No Consultant should be engaged for routine day to day work, for which regular staff is available, or to work as personal staff of senior officers and Ministers if the job can be performed by a serving cadre officer.
4. The Consultant should be engaged only to undertake specific job of a Specialist nature and should not be appointed for the regular work of the Ministry's / Departments. Engagement of a Consultant should not at all be allowed for routine day to day work for which the Ministry's / Department's have regular staff support.
5. Consultant may be engaged for the minimum period required. The maximum period should not exceed 2 years in case of outside experts. However, in case of retiring / retired employees of the Ministry / Department being appointed as Consultant, the maximum period should not exceed six months. Furthermore, the engagement of Consultant should not be beyond the age of 62 years.
6. It has to be ensured that fee plus pension plus dearness pension, should not exceed the last pay drawn plus the dearness pay thereon.

The Govt. of India, Deptt. Of Personnel & Trg. Vide their OM No.16012/30/2008-Establishment (Allowances) dated 8.4.2009, has stipulated that provisions as envisages in GFR, 2005 shall apply for engagement of retired officers w.e.f. 8.4.2009. Accordingly, now the engagement of Consultant has to be done as per the guidelines given in GFR, 2005.

Accordingly, to streamline the engagement of the retired officers / officials on contract basis for a limited period, the following policy guideline are issued for strict compliance –

1. The retired officials may be engaged only in unavoidable cases against the sanctioned strength which could not be filled up.
2. The employment will be purely contractual in nature with provision for termination giving due notice.
3. All contractual employment should be through open advertisement except in such cases where the domain knowledge of the working of ESIC is the primary requirement.
4. The engagement of officers / officials may be for a maximum of 6 months at a time and their age should not be beyond 62 years. However, in exceptional cases, DG may consider 65 years as maximum age.
5. The engagement of the retired officers will be done by the open advertisement calling the name of the eligible retired persons including the Retired Officers from ESIC, Central / State Govt. Organizations / Public Sector Undertakings / Autonomous Bodies working in equivalent capacity and having the requisite experience.
6. DG may appoint any retired officer/staff for specific purpose requiring in-house skill without following the procedure detailed in the present policy as per the remuneration detailed in the following paras.
7. The remuneration to the retired officers / officials will be as under –

1	For Group 'C' retired employees	Rs.15,000/-
2	For Group 'B' retired employees	Rs. 20,000/-
3	For Group 'A' retired employees up to the level of Director	Rs. 25,000/-
4	Beyond Director maximum limit	Rs.30,000/-

The above remuneration may be subject to the condition that their pension+ remuneration should not exceed the last pay including DA drawn by the official. Conveyance may be reimbursed according to their entitlement prior to their retirement subject to Maximum of Rs. 2,000 per month.

8. Engagement of Group "A" & "B" will be done by the headquarters only with the approval of the Director General.
9. For Engagement of Group "C" retired employees, RD/MS will be authorized. They will engage staff as per the provisions stipulated above after following the due procedure.
10. The engagement of the officers will be for a short period and for –
 - (a) Group "A" & "B" officers, for screening of requests of the candidates, if required, will be done by a committee consisting of the following –
 - (i) Financial Commissioner, ESIC - Chairman.
 - (ii) Two Commissioner level officers, ESIC - Member.
 - (b) At the regional level, the Screening committee will consist of the following –
 - (i) Regional Director/M.S. - Chairman.
 - (ii) JD/DD(Fin.) - Member.
 - (iii) One officer of the equivalent rank from EPF - Member.
11. While considering the case, the APAR for the last 5 years should be taken into consideration and none of the officers in respect of whom Charge-sheet issued/ penalty imposed during the last 5 years should be considered for the contractual engagement.
12. Proper justification for engagement should be decided by the concerned authorities in consultation with the finance so no in-fructuous expenditure may be incurred on such engagement. If the engagement of any Group "A" & "B" officers is required the case with full justification will be submitted to hqrs office. For engagement of Group "C", the above procedure will be followed at field offices level.

13. For engagement of Doctors / Academies, the policy regarding engagement / remuneration will be framed by Medical Division Hqrs. Office.
14. The staff/officers engaged will continue till 31.12.2011. For the subsequent engagement the procedure stipulated in the instruction may be strictly followed.


(DEEPAK JOSHI)
JOINT DIRECTOR