

A-39022/51/2021-Admin
Government of India
Ministry of Jal Shakti
Department of Drinking Water & Sanitation

Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003

Dated: 31st December, 2021

CIRCULAR

Subject: Engagement of retired Government servant on retainer-ship basis in the Department of Drinking Water & Sanitation – reg.

The Department of Drinking Water & Sanitation, Ministry of Jal Shakti, proposes to engage a Central Government servant who have retired from the post of Deputy Secretary or above as Consultant on retainer-ship basis as per the details given below:

1.	Name of the post	Consultant DS (Retainer)
2.	Number of vacancies	01
3.	Job Location	Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 03.
4.	Eligibility Criterion	Must have retired at Level 12 or above.
5.	How to apply	Application in the prescribed format in Annexure - II (complete in all respects) along with the following documents must be forwarded to the e-mail ID: ddws_usadm@nic.in with the subject: “Application for Consultant on retainer-ship basis” : (i) PPO Copy (ii) LPC Copy No other mode of application will be accepted.
6.	Last date for receipt of application	7 th January, 2022.

2. Interested and eligible retired Government servants who fulfill the above mentioned criteria may apply. The engagement will be subjected to the terms and conditions enclosed herewith in Annexure – I.

Encl: As above.

(Magan Lal)
Under Secretary to the Govt. of India

Copy to: NIC with request to upload it in the Department's website.

General Terms and Conditions:

1. Period of engagement & Extension: Engagement shall initially be for a period of six months or until regular incumbent is available, whichever is earlier. **After the expiry of initial term, engagement may be extended, based on requirement and performance with the concurrence of IFD and approval of Secretary.** Extension of engagement, if any, shall be at the sole discretion of competent authority. The maximum age limit for engagement shall be 65 years or as per the extant rules/regulation.

2. Working Hours: (a) Working hours shall be from 9:00 a.m. to 5:30 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.

(b) Retainer will be required to mark his/her attendance in Biometric Attendance System (BAS). **Monthly remuneration will be calculated on the basis of BAS report and other conditions.**

3. Work Profile: (a) Retainer will responsible for the disposal of Government business dealt with in the Division under his/her charge similar to those of Deputy Secretary/Director level post in Central Government Ministries/Departments. He/She should ordinarily be able to dispose of the cases as per the power delegated or as per the channel of submission of the Department except the followings-

- (i) Power for approving or sanctioning of any financial issue at his level
- (ii) Authority for appointing or a disciplinary authority for any post
- (iii) Assessment of performance of any officers in SPARROW
- (iv) Account in any online portal on behalf of the Department

(b) He/She will be responsible for equipment and other items issued for discharging official duty.

4. Remuneration: (a) A fixed monthly amount as consultancy fee 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.

(b) Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the retainer(s).

(c) **Retainer will not be entitled for annual increment of remuneration/consultancy fee/conveyance.**

5. Leave: (a) The Retainer will be entitled for paid leave of absence at the rate of 1.5 days for each completed calendar month of engagement calculated on pro rata basis.

(b) No remuneration for the period of absence in excess of the admissible leave will be paid to him. Un-availed leave cannot be carried forward on extension of tenure and cannot be encashed.

6. Allowances: Retainer is not entitled for any kind of allowance such as Dearness Allowance, residential, telephone, transport, CGHS, Medical Reimbursement, etc. He/She is not allowed any foreign travel at Government Expenses.

7. Confidentiality and Integrity: (a) Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Department shall remain with the Department.

(b) Retainer shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.

(c) He/She shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/She is not permitted to take up any other assignment during his period of engagement.

8. Termination of Engagement: (a) The engagement of the Retainer is purely on temporary basis and he/she will not be entitled for any benefit/compensation/absorption/regularization of service with the Department.

(b) The Department may terminate his/her engagement on the following conditions:

- (i) He/She is unable to address the assigned work**
- (ii) The Quality of work is not to the satisfaction of the Department**
- (iii) He/She fails in timely achievement of the milestones as decided by the Department**
- (iv) He/She is found lacking in honesty and integrity.**
- (v) Regular incumbent is available for the post against which he has been engaged.**

(c) He/She will be given one month notice for leaving the services of the Department. Engagement may be terminated at any time by the Department without assigning any reason and without any prior notice.

(d) He/She shall hand over his identity card/pass and all office equipment etc. if any to the Department and submit a No Demand Certificate before the final payment is released by the Department.

9. Other Conditions: (a) Department of Drinking Water and Sanitation shall not be responsible for any loss, accident, damage, or injury suffered by the retainer arising out of execution of his/her official duty.

(b) The Department has the right to review these guidelines as and when the circumstances warrant, with the approval of the Secretary (DWS).

(c) The Department has the right to decide and revise remuneration and conveyance of the retainer from time to time as and when it sees fit to do so, keeping in view guidelines, if any, issued by DoPT.

(d) Legal disputes, if any, is subjected to the jurisdiction of Delhi only.

Proforma for retainer-ship basis engagement in the
Department of Drinking Water & Sanitation
New Delhi.

Recent
Passport size
photograph.

S.No.	Particulars	To be filled by the applicant
1.	Name (in BLOCK Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Telephone/Mobile Number	
5.	E-mail address	
6.	Address for communication	
7.	Permanent Address	
8.	Category (SC/ST/OBC/Gen)	
9.	Present Age (yy/mm)	
10.	Date of Joining GoI Service	
11.	Date of Retirement	
12.	Post from which retired	
13.	Name of the Ministry/Department from which retired	
14.	Last pay drawn (enclose copy)	
15.	PPO Number (enclose copy)	
16.	Educational/Technical Qualification	
17.	Nature of duties attended while in service*	
18.	Details of computer knowledge	
19.	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*	

*Attach additional sheet if required.

(Certified that the information furnished above are true)

(Signature)