

**National Institute of Science Communication & Information Resources**  
**Dr. KS Krishnan Marg, New Delhi – 110 012**  
**14, Satsang Vihar Marg, New Delhi – 110 067**

No. 3/Constunt/2016-R&A

Dated: 31/08/2016

**Office Memorandum**

Few requests from various divisions for engagement of retired employees as consultant have been received. With a view to streamline the procedure for engagement of retired employees as consultant, Director NISCAIR has been pleased to constitute the following committee to consider such proposals.

- |                                      |          |
|--------------------------------------|----------|
| 1. Head, PME                         | Chairman |
| 2. Sh. H. J. Khan, Chief Scientist   | Member   |
| 3. Concerned HOD                     | Member   |
| 4. F&AO/ representative              | Member   |
| 5. COA/ representative               | Member   |
| 6. Sh. Anirudh Manwal, In charge R&A | Convener |

While considering proposals for engagement of consultant the committee shall ensure that GFR guidelines and CSIR instructions issued time to time be followed (CSIR circular No. 5-1(3)/2008-PD dated 27/08/2009 is enclosed). The remuneration may not be more than pay minus pension for those who are appointed in compliance of provisions contained in GFR/ CSIR guidelines after superannuation on direct negotiation basis. For appointment of consultant in other cases the Committee shall frame the relevant Terms of Reference (TOR)/ Request for Proposal (RFP) for invitation of bids etc. Copy of the relevant GFR is also enclosed.

  
31/8/16

(Simesh Verma)

Controller of Administration

Copy to:

1. Head, PME
2. Sh. H. J. Khan, Chief Sci.
3. All HODs
4. F&AO
5. PS to Director
6. IT Div. for uploading on NISCAIR website

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



Circular No. 485

No. 5-1(3)/2008-PD

Dated 27<sup>th</sup> August, 2009

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To

The Director/Heads of all  
National Labs./Instts. of CSIR

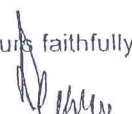
Sub: Engagement of consultants as per provisions contained in GFR, 2005

Sir,

I am directed to invite a reference to this office circulars No.17(211)/94-E.II dated 27.3.1998 and 17(211)/96-E.II dated 27.4.2006 forwarding therewith copies of DoPT OM. No.16011/6/93-Estt.(allow) dated 21/12/1993, No.16012/7/97-Est.(Allowances) dated 13/2/1998 and No.16012/12/2005-Estt.(Allowances) dated 16/3/2006 relating to regulating the different aspects of the scheme of engagement of consultants and to say that with a view of bringing about uniformity in all cases of engagement of consultants Govt. of India vide DoPT OM No.16012/30/2008-Estt.(Allowance) dated 8<sup>th</sup> April, 2009 has decided that the above instructions stand withdrawn and the provisions as envisaged in General Financial Rules, 2005 in this regard shall apply.

The competent authority has approved adoption of DoPT OM dated 8.4.2009 along with "Manual of Policies and Procedure of Employment of Consultants" issued by Ministry of Finance. A copy of OM dated 08.4.2009 is enclosed herewith for information, guidance and further necessary action. The Manual of Policies and Procedures of Employment of Consultants is available on MOF website (finmin.nic.in).

Yours faithfully,

  
(O.P. Dhawan)  
Under Secretary

Encl: As above

Copy to:

1. Sr. Deputy Financial Adviser/Deputy Financial Adviser/Sr. Finance & Accounts Officer/Finance & Accounts Officer of the National Labs./Instts.
2. Sr. Controller of Administration/Controller of Administration/Administrative Officers of the National Labs./Instts.
3. PS to DG, CSIR
4. PS to J.S.(Admn.)
5. PA to FA, CSIR
6. PA to CVO, CSIR
7. PS to Legal Adviser, CSIR
8. Head, URDIP/IPMD/HRDC/PPD/ISTADS
9. All Sr. Dy. Secretary/Deputy Secretary/Under Secretary in CSIR Hqrs. & CSIR Complex
10. All Sr. Dy.FA/Dy.FA/Sr.F&AO/F&AO/SO(F&A) in CSIR Hqrs. and Complex
11. Heads of RAB and HRDG at CSIR Complex, Pusa, New Delhi
12. Dr. R.B. Misra, Secretary, Staff Side, JCM, Indian Institute of Toxicology Research, Post Box No.80, Mahatma Gandhi Marg, Lucknow - 226001
13. Head, IT Division with the request to make this circular available in the website.

**Manual of Policies  
and  
Procedure of Employment  
of  
Consultants**

