

**F.No. Secy (EF)/PPS/2011**  
**Ministry of Environment and Forests**

Dated: 27<sup>th</sup> May, 2011

**Circular**

**Subject: Engagement of Consultants – instructions under Rule 164 of General Financial Rules – regarding.**

As per Rule 163 of General Financial Rules, it has been stipulated that the Ministries or Departments may hire external professionals, consultancy firms or consultants (referred to as consultants hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion or outsource certain services.

2. Rule 164 enjoins upon the Ministry/Department to issue detailed instructions on the subject (engagement of consultant) which should not contravene the basic rules (Rule 163 – 177) of GFR.

3. Keeping in view the instructions contained in GFR, for considering proposals for engagement of external professionals including retired Government servants as Consultant, the following procedure shall be followed by the Processing Division (PD) for engagement of Consultant:-

- (i) PD should ensure that engagement of consultant is proposed only in situations requiring high quality services for which the Ministry does not have requisite expertise. The proposal for engagement of consultant should clearly indicate as to why the work/services cannot be performed by existing regular staff in the Ministry.
- (ii) The PD should prepare in simple and concise language the requirement/ objectives and scope of the assignment proposed to be assigned to the consultant.
- (iii) The PD should clearly identify the eligibility and pre qualification criteria (Educational qualifications/Job experience etc.) to be met by the consultants.
- (iv) Proposal for engagement of consultant(s) should clearly indicate the consolidated remuneration proposed to be payable to the consultant depending on educational qualifications and previous work experience of the consultant. The criteria for arriving at the proposed remuneration and entitlement of TA/DA should be clearly stated in the proposal.

(v) PD shall prepare of Terms of Reference (TOR) as defined in Rule 170 of GFR which should inter alia include:

- Precise statement of objectives
- Outline of the tasks to be carried out
- Schedule for completion of task
- The support or inputs to be provided by the Ministry/Department to facilitate the Consultancy
- Final outputs required of the consultants.

(vi) Approval of Competent Authority should be obtained before engaging consultant(s).

(vii) In all cases of engagement of external professionals as consultants for specific job/services, selection shall be done by inviting applications through open advertisement after taking approval of competent authority.

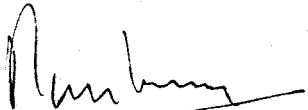
5. All proposals for engagement of consultant shall be routed to IFD through Administration Division for further processing. Administration Division will examine the proposal from the following angles:-

- (i) The requisite expertise/qualified manpower is not available in the Ministry for the proposed assignment, and.
- (ii) Parity is maintained in the remuneration payable to Consultants having similar/comparable qualifications, experience and assignment.

6. In case a retired Government Servant meets the criteria for appointment as consultant, the proposal for engagement of such retired Govt. Servant should invariably indicate the last pay drawn and pension of the retired Government Servant.

7. Proposal of engagement of retired government servant as consultant, for routine/normal work may not be entertained. \

8. Appointment of consultant should not be against vacant/sanctioned post.

  
Secretary (E&F) 30511

All Divisional Heads

CC: All Addl. Secretaries and ADGs.