

**DELHI DEVELOPMENT AUTHORITY**

(Finance & Expenditure)

**F&E Circular No. 22/2023**

Dated: 01/11/2023

**Subject: Further revised Procedure and Guidelines for engagement of Consultants in the Delhi Development Authority on contract basis.**

In partial modification to the F&E Circular No. 23/2018 dated 05.12.2018 on procedure and guidelines for engagement of Consultants, further revised procedure and guidelines on the subject are detailed as under which will supersede the circular dated 05.12.2018:

**1. General conditions for engaging Consultants**

- 1.1. Consultants would be engaged in DDA for specific time period and for performing time-bound jobs by providing high quality services.
- 1.2. Professionals, experts and retired Govt. Servants with requisite qualifications and experiences would be hired as consultants. DDA may, however, prescribe specific guidelines for certain categories of Consultants.
- 1.3. The engagement of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with DDA.
- 1.4. The engagement of Consultants would be of a temporary (non-permanent) nature and the engagement can be terminated by DDA at any time without assigning any reason.
- 1.5. The period of consultancy shall not be counted as Government service for the purpose of pension or any other retirement benefits.
- 1.6. General instructions regarding terms and conditions for consultancy as issued from time to time, will be applicable and binding on the consultants engaged by DDA.
- 1.7. In case a Consultant desires to resign, he/she may do so by giving a notice of 15 days in writing to the HOD of concerned Department. After expiry of the notice period, the person may be relieved after handing over full charge of records to the relieving officer as decided by the concerned Department.
- 1.8. These terms and conditions are subject to Codal provisions and memorandum and resolutions issued by the DDA from time to time.
- 1.9. The Consultant will furnish an undertaking at the time of joining the duty in regard to the truthfulness and correctness of the Information furnished by him/her and also towards declaration of fidelity and secrecy.

**2. Number of Consultants**

- 2.1. Not more than the number of existing vacancies in respective grade/post as per the sanctioned strength.
- 2.2. As per requirement of the concerned Division/Wing to be submitted with the approval of HoD along with justification for engaging Consultants for specific tasks and functions.

**3. Procedure for Selection of Consultants**

**(A) For engagement of consultants in the category of retired officials**

The following procedure will be followed for engagement of Consultants in the category of retired officials.



- i. The Head of Department (HoD) desirous of availing the services of Consultants against specific vacancies in a particular grade/post shall prepare Terms of Reference (TOR) including the eligibility criteria of their engagement and the work to be done by them. They will firm up the number of Consultants to be engaged and thereafter send a proposal to this effect to Personnel Department i.e. to Commissioner (Pers.), DDA.
- ii. Based on the requirement and TOR given by the concerned HOD, Personnel Department will prepare advertisement for Inviting applications for engagement of Consultants and place the same on DDA website and publish the indicative notice in local Newspapers and in the notice boards of main DDA offices.
- iii. All the applications received in response to the advertisement will be processed by Personnel Department in consultation with the concerned HOD of Administrative Department for scrutiny as per eligibility criteria and will be shortlisted as per their requirement. Thereafter, the proposal will be submitted before the Consultancy Evaluation Committee (CEC) which would recommend a panel of eligible candidates as per requirement. The composition of the CEC will be as mentioned in Para 4 below.
- iv. CEC will assess the candidates on the basis of 50 marks. These 50 marks will be distributed as follows: -

<b>(a) Last 5 years APARs</b>	<b>Max. 25 Marks (Max. 5 Marks each of last five APARs)</b>
Outstanding	5 Marks
Very Good	4 Marks
Good	3 Marks

**Note:** Only one Good grading out of 5 will be permitted. Remaining four grading should at least be 'very good'.

<b><u>Years of experience</u></b>	<b><u>Max. 15 Marks</u></b>
10 or more than 10 years	15 Marks
08 to less than 10 years	12 Marks
06 to less than 08 years	09 Marks
04 to less than 06 years	06 Marks
02 to less than 04 years	03 Marks
Less than 02 years	NIL Marks

**Note:** Experience at the level/grade of the post against which consultant is being engaged will be considered for awarding marks if specific eligibility criteria for experience is not mentioned in ToR.

**(b) Interaction** 10 Marks

- (v) First of all, pre-evaluation of shortlisted candidates will be done by CEC as mentioned in Para 4 (A) irrespective of the grade pay/level of the post against which consultants are being engaged. As part of pre-evaluation, CEC will evaluate shortlisted eligible candidates on the basis of last five year APARs grading and years of experience for 40 Marks out of 50 as per above criteria.
- (vi) After pre-evaluation, Committee will recommend the shortlisted candidates in order of merit who will be called for interaction by appropriate CEC as mentioned in Para 4 below. Senior most candidates upto 03 times the number of advertised posts may be recommended for interaction by appropriate CEC. In case, two or more candidates have got same marks in pre-evaluation, all such candidates will be called for interaction.
- (vii) Interaction will be done by appropriate CEC in which CEC will give marks unanimously. CEC may also recommend a panel of wait list candidates, alongwith main panel, that are to be called in case candidates in the panel do not take up the assignment. The wait list panel may be equal in size to original panel. In case two or more candidates are awarded



equal marks, the candidate having lower age will be placed above the candidate having higher age.

- (viii) Recommendation of both the CECs will be submitted to Pr. Commissioner (P), DDA for approval.
- (ix) The orders for engagement of consultant will be issued by the Personnel Department of DDA.

**(B) For engagement of consultants in professional category (other than retired officials)**

For engagement of Consultants (other than retired officials), the procedure laid down in the guidelines as contained in Chapter-7 of "Manual for Procurement of Consultancy & Other Services, 2017" will be followed.

**4. Composition of Consultancy Evaluation Committee (CEC)**

The following two levels of CECs will be constituted. Each CEC will have one representative from the Personnel department, one representative from the Finance department and one representative from the concerned department for which consultants are being engaged. Composition of CEC will be as follows: -

**(A) Engagement of Consultant against posts up to Grade Pay of Rs. 4800/Level -8 (as per 7th CPC)**

- |                                |          |
|--------------------------------|----------|
| 1. Financial Advisor (Housing) | Chairman |
| 2. Director (Personnel)-1      | Member   |
| 3. Director level Officer      | Member   |
- (to be nominated by the HOD of the concerned department)

**(B) Engagement of Consultant against posts above Grade Pay of Rs. 4800 /level-8 (as per 7th CPC)**

- |   |          |
|---|----------|
| 1. Commissioner (Personnel)                               | Chairman |
| 2. Chief Accounts Officer                                 | Member   |
| 3. Commissioner Level officer of the concerned department | Member   |

**Note:**

- The CEC may co-opt an outside member with expertise in concerned field/subject, if deemed appropriate.
- The CEC at (A) above will function as pre-evaluation Committee for evaluating candidates on the basis of APARs and experience in respect of engagement of all Consultants in the category of retired officials irrespective of the level or grade in which engagement is being resorted to.
- Interaction of pre-evaluated candidates will be undertaken by appropriate CEC as above depending upon the grade pay/level of the post against which consultants are being engaged.

**5. Period of engagement**

The initial term of engagement of consultants shall be decided on case to case basis depending upon the specific job and the time frame for its completion. However, such initial engagements and subsequent extension(s) if any, would be for a period not exceeding one year. The maximum continuous engagement as Consultant would be 5 years. The extension beyond 3 years will be only after review of performance and extension beyond 5 years will be only after special review and with the approval of Vice Chairman DDA.

**6. Age Limit**

No retired Government servant would be engaged as a consultant beyond 65 years of age. The requirement of age may be relaxed in public interest only in rare, deserving and exceptional cases, from already engaged consultants subject to nature of work, performance of work assigned to the consultant, submission of physical fitness certificate so as to allow him/her for further engagement as a consultant and also subject to approval of Vice Chairman DDA.



**7.(A) Remuneration to be paid to the retired Officials engaged as Consultants**

Sl. No.	Grade pay (as per 6 <sup>th</sup> CPC) with Level (L) (as per 7 <sup>th</sup> CPC) of the post/grade against which consultants are being engaged	Consolidated Remuneration per month (in Rs.)
A	B	C
1.	Rs. 1800 L-1	<b><u>Rs. 11,650 - 17,745</u></b> Lower end - 11,650 Mid value - 14,563 Upper end - 17,475
2.	Rs. 1900/- & Rs. 2000/- L-2 & 3	<b><u>Rs. 13,980 - 19,805</u></b> Lower end - 13,980 Mid value - 16,893 Upper end - 19,805
3.	Rs. 2400/- & Rs. 2800/- L-4 & 5	<b><u>Rs. 19,805 - 24,465</u></b> Lower end - 19,805 Mid value - 22,135 Upper end - 24,465
4.	Rs. 4200/- L-6	<b><u>Rs. 33,203 - 39,028</u></b> Lower end - 33,203 Mid value - 36,115 Upper end - 39,028
5.	Rs. 4600/- L-7	<b><u>Rs. 37,863 - 40,775</u></b> Lower end - 37,863 Mid value - 39,319 Upper end - 40,775
6.	Rs. 4800/- L-8	<b><u>Rs. 40,775 - 46,600</u></b> Lower end - 40,775 Mid value - 43,688 Upper end - 46,600
7.	Rs. 5400/- L-9 & 10 (SO in GOI)	<b><u>Rs. 46,600 - 52,425</u></b> Lower end - 46,600 Mid value - 49,513 Upper end - 52,425
8.	Rs. 6600/- L-11 (Under Secy. in GOI)	<b><u>Rs. 58,250 - 64,075</u></b> Lower end - 58,250 Mid value - 61,163 Upper end - 64,075
9.	Rs. 7600/- L-12 (Dy. Secy. in GOI)	<b><u>Rs. 64,075 - 75,725</u></b> Lower end - 64,075 Mid value - 69,900 Upper end - 75,725
10.	Rs. 8700/- / Rs.8900/- L-13 (Director in GOI)	<b><u>Rs. 69,900 - 81,550</u></b> Lower end - 69,900 Mid value - 75,725 Upper end - 81,550
11.	Rs. 10,000 L-14 (Jt. Secy. in GOI)	<b><u>Rs. 81,550 - 1,16,500</u></b> Lower end - 81,550 Mid value - 99,025 Upper end - 1,16,500

**Note:-** The proposed remuneration and remuneration arrived at by deducting the basic pension from the pay drawn at the time of retirement, whichever is less, will be applicable in case of retired employee.

**Note:**

- i. Remuneration will be fixed and mentioned in the engagement letter within the range as mentioned in the column 'C' against the grade pay/level mentioned in column 'B' above keeping in view the year of service in respective grade/level on substantive basis as mentioned below.

S.No.	Years of Service in the Grade/Level on substantive basis	Consolidated Remuneration per month
1.	If retired from lower grade or served upto 05 years in the grade in which consultant is being engaged	Lower end of the range mentioned in the column (C) of above table e.g. Rs. 10000 at S.No.1
2.	Served more than 05 years and upto 10 years in the grade in which consultant is being engaged	Mid value of the range mentioned in the column (C) of above table e.g. Rs. 12500 at S.No.1
3.	Served more than 10 years in the grade in which consultant is being engaged	Upper end of the range mentioned in the column (C) of above table e.g. Rs.15000 at S.No.1

- ii. Grade pay as per 6<sup>th</sup> CPC or level as per 7<sup>th</sup> CPC granted on the basis of ACP/MACP will not be considered for fixing the remuneration. Remuneration will be fixed on the basis of grade pay/level of the post in which consultants are being engaged.
- iii. Ex-Servicemen & DGR Personnel engaged by DDA on contract basis will be treated as Consultants in the category of retired officials.

**7.(B) Remuneration to be paid to the Professional Consultants other than retired Officials**

Sl. No.	Qualification with Experience	Experience (in years)	Remuneration/ Fee per month
1	Graduation in Technical subject such as Engineering, Law, Computer Science, Architecture.	0-5	Rs. 47000
2	Post-Graduation in Technical subject such as Engineering, law, Computer Science Architecture, Diploma in Management etc. Master's Degree, C.A., CS, ICWA, etc.	0-5	Rs. 52500
3	Graduation in technical subject such as Engineering, Law, Computer Science, Architecture.	>05	Rs. 64000
4	Post-Graduation in Technical subject such as Engineering, Law, Computer, M.Phil., PhD, CA, CS, ICWA, etc	>05	Rs. 76000
5	Graduation in Technical subject such as Engineering Law, Computer Science, Architecture.	>10	Rs. 80000
6	Post-Graduation in Technical subject such as Engineering, Law, Computer Science, Architecture, MBA, Post Graduate Diploma in Management M.Phil, PhD, CA, CS, ICWA etc. with 10 years' experience.	>10	Rs. 95000
<b>Note 1</b>	<b>The remuneration has been rounded off to corresponding hundreds.</b>		
<b>Note 2</b>	<b>The row 5 &amp; 6 has been newly introduced.</b>		

**Note:-**

- (i) Remuneration as above will be fixed keeping in view the requirement of qualification and



experience for engaging consultants as per advertisement at the time of initial engagement of consultants. Experienced gained during incumbency of consultancy in DDA will not be a ground for revising remuneration.

- (ii) 5% Annual enhancement on base rate i.e. proposed remuneration will also be applicable on the recommendation of HoDs Concerned on the basis of performance. In no case, the remuneration of any individual Consultant shall exceed 1.25 times of the initial remuneration.

**7.(C) Other benefits**

- (i) Consultants will not be paid any other allowance/facility such as Dearness Allowance, Residential Telephone, Transport facility/allowance, Residential Accommodation, Personal staff, CGHS, Medical reimbursement etc. However, Consultants will be entitled for Local Conveyance as under: -

**Consultants engaged in the category of retired officials**

S.No.	Level (as per 7 <sup>th</sup> CPC)/ Grade Pay (as per 6 <sup>th</sup> CPC) of the post against which consultants are being engaged	Local Conveyance per month
1	Level – 7 of 7 <sup>th</sup> CPC (GP @ Rs. 4600/- in 6 <sup>th</sup> CPC)	Rs. 1500
2	Level – 8 of 7 <sup>th</sup> CPC (GP @ Rs. 4800/- in 6 <sup>th</sup> CPC)	Rs. 1500
3	Level – 9 & 10 of 7 <sup>th</sup> CPC (GP @ Rs. 5400/- in 6 <sup>th</sup> CPC)	Rs. 1500
4	Level – 11 of 7 <sup>th</sup> CPC (GP @ Rs. 6600/- in 6 <sup>th</sup> CPC)	Rs. 3000
5	Level – 12 of 7 <sup>th</sup> CPC (GP @ Rs. 7600/- in 6 <sup>th</sup> CPC)	Rs. 3000
6	Level – 13 of 7 <sup>th</sup> CPC (GP @ Rs. 8700/- in 6 <sup>th</sup> CPC)	Rs. 3000
7	Level – 14 & above of 7 <sup>th</sup> CPC (GP @ Rs. 10000/- in 6 <sup>th</sup> CPC)	Rs. 5000

**Consultants engaged in the category of Professionals**

Category	Local Conveyance per month
Graduation and Post-Graduation (without experience)	Rs.1500
Professional consultants with 05 years' experience	Rs.3000
Professional consultants with 15 years' experience	Rs.5000

- (ii) No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work at following rates:-

Consultants in the category of retired officials at S.No. 1 to 5 of para 7(A)	TA – Reimbursement of Second AC Train Fare. DA- Reimbursement of of Hotel accommodation of upto Rs. 500/- per day; reimbursement of travel charges of upto 100/- per diem for travel within the city
Consultants in the category of retired officials at S.No.6 to 10 of Para 7(A) and professional consultants at S.No. 1 to 4 of Para 7 (B)	TA – Reimbursement of Second AC Train Fare/ Fair Fare (Economy Class). DA - Reimbursement of of Hotel accommodation of upto Rs. 1500/- per day; reimbursement of travel charges of upto Rs. 150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs.200/- per day.

Consultants in the category of retired officials at S.No.11 of Para 7(A) and professional consultants at S.No. 5 to 6 of Para 7 (B)	TA - Reimbursement of Air Fare (Economy class). DA- Reimbursement of of Hotel accommodation of upto Rs. 3000/- per day; reimbursement of non-AC taxi charges of upto 50 Kms. Per diem for travel within the city and reimbursement of food bills not exceeding Rs.500/- per day.
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- iii. Existing Consultants can continue with the remuneration old rates or can opt for new rates of remuneration and other benefits for which they would be required to submit a request to Personnel Department. Personnel Department will examine their requests for new rates of remuneration and issue a suitable order in this regard.
- iv. The proposed remuneration changes will be applicable from the date of the revised circular, and existing consultants will have the option to sign fresh agreements. Wherever required, HoDs of existing consultants may recommend extension of contractual period for another term of one year or the period left in completion of maximum 5 years as the case may be. Existing consultants will have to sign fresh agreement to this effect.

**8. Engagement of consultants not to be treated as re-employment**

Retired official engaged as Consultants shall continue to draw pension and the dearness relief on pension during the period of their engagement as Consultants. Engagement as Consultants shall not be considered as re-employment.

**9. Leave**

Consultants will be eligible for 12 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on a pro-rata basis). A certificate to the effect that the Consultant has performed his duty in the previous month will be required to be given by the concerned Division's Head based on which remuneration would be released. Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The DDA would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

**10. Library Facility**

The consultants will have access to the DDA's Library during the period of their engagement and will be allowed to borrow books as per the Library Rules.

**11. POWER TO RELAX**

Vice Chairman, DDA shall have the powers to relax any of the Provisions of this Policy in special cases.

These revised procedure and guidelines are issued with the approval of VC, DDA.



(Ajay Gupta)  
Dy. CAO (F&E)



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Dated: 01/11/2023

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6. All Chief Engineers/Chief Architect;
7. Director (Personnel)-I & II;
8. All Dy. CAO/DDOs;
9. Sr. AO (Contingency);
10. E. O. Book/Guard File.

Dy. CAO (F&E)