Sub: Procedure and Guidelines for engagement of Consultants in the National Disaster Management Authority (NDMA).

The Scheme of engagement of Consultants in the National Disaster Management Authority shall henceforth be regulated as per the following guidelines:-

1. **GENERAL CONDITIONS FOR ENGAGING CONSULTANTS**-

   In general the Guidelines for engagement of Consultant in NDMA will be as laid down in the General Financial Rules (Rule 163 to 177), Manual of Policies and Procedure of Employment of Consultants issued by Ministry of Finance and relevant instructions of DoPT and Ministry of Finance issued from time to time. Engagement of Consultants as laid down in the GFR is that the Departments may hire external professional, consultancy firms or Consultants for a specific job, which is well defined in terms of content and time frame. Guidelines for Engagement of consultants may be resorted to in situations require high quality services for which the concerned Department does not have requisite expertise. The Department should prepare in simple and concise language the requirements, objectives and the scope of the assignment. The eligibility and pre-qualification criteria to be met by the Consultants should also be clearly identified at this stage and the estimated reasonable expenditure for the same should be worked out. GFR also defines the procedure where the estimated cost of the work or service is up to Rupees Twenty Five lakhs, a list may be prepared of potential Consultants on the basis of formal or informal enquiries from other Department. However where the estimated cost of work is above Rupees Twenty Five lakhs, an enquiry for seeking “Expression of Interest” from Consultants should be published in at least one national daily and the Department’s website. Consultants shall normally not to be appointed as heads of Divisions and should not be engaged for routine day-to-day work. Retired Government employees with relevant experience would also be eligible for selection as Consultants.
These Procedure & Guidelines will also be broadly adhered to at the time of engagement of Consultants in various Projects, especially in respect of Qualifications, Experience and remunerations.

2. **PERIOD OF ENGAGEMENT**: The initial engagement for a person as Consultant would be for a period of one year or for the period of consultancy as already defined in the Terms of Reference (ToR) (Annexure-I). Thereafter, the engagement would be reviewed.

   The initial term of appointment if any, shall be decided on case to case basis depending upon the specific job in the timeframe for completion, as provided in GFR rules-163.

   The appointment 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 the National Disaster Management Authority.

   The appointment of Consultants is of a temporary (non-official) nature against the specific jobs and the appointment can be cancelled at any time by the National Disaster management Authority without assigning any reason. The term 'Consultants' would mean Consultants in any of the three categories mentioned in Para 3 below.

3. **QUALIFICATION AND NUMBER OF CONSULTANTS:**

   The total number of Consultants to be engaged in various Divisions/Member Secretariat of the National Disaster Management Authority shall not exceed 23. The Consultants shall be of 3 categories:-

   (i) **JUNIOR CONSULTANTS**

   (a) This would consist of professionals having Masters Degree in relevant field/subject or technical qualifications like B. Tech, MBBS,LLB, BBA or equivalent in relevant field/subject as specified in the ToR for the specialisation/ field. Persons with M.Phil or additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.

   (b) Retired Government employees (i) in the Grade Pay of ₹ 6600/- and above (ii) with at least 5 years experience in the required domain field as specified in the TOR would also be eligible for this position.
(ii) CONSULTANTS

(a) This would consist of professionals having Masters Degree in relevant field/subject or technical qualifications like MBA, M.Tech., MBBS or equivalent in relevant field/subject as specified in the ToR for the specialisation/field and minimum post qualification experience of 05 years in the requisite field. Persons with Ph.D Degree in the relevant field are required to have minimum experience of 3 years.

(b) Retired Government employees (i) with the Grade Pay of ₹ 7600/- and above (ii) with at least 05 years experience in the required domain field of Disaster Management and as specified in the TOR for the specialization/field would also be eligible for this position. Persons with Ph.D Degree in the relevant field are required to have minimum experience of 3 years.

(iii) SENIOR CONSULTANTS

(a) This would consist of professionals having Qualification of Master’s Degree, in relevant field/subject or technical qualifications like MBA, M.Tech or equivalent as specified in the ToR for the specialisation/field and minimum post qualification experience of 10 years in the requisite field. The candidates should have high competency and established peer reputation. Person with Ph.D. Degree in the relevant field are required to have minimum experience of 7 years.

(b) Retired Government employees with Grade Pay of ₹ 10,000/- and above with experience of 10 years and knowledge in the required domain field of Disaster Management as specified in the ToR for the specialization/field would also be eligible for this position. Person with Ph.D. Degree in the relevant field are required to have minimum experience of 7 years.

(c) The total number of Senior Consultants should not be more than 40 percent of the total slots, i.e., not more than 9(nine).
4. **AGE- LIMIT**

Normally, the maximum age limit for all three categories of Consultants will be 65 years.

5. **PROCEDURE**

Procedure to be followed for selecting candidate for engagement as Junior Consultants, Consultants and Senior Consultants:—

(i) Slots will be allocated to different Divisions and Member Sectt. within the limit approved by NDMA. The category of slots of Consultants will be approved by the Vice-Chairman in consultation with the Members. The Divisions /Member Sectt. desirous of engaging Consultants against specific jobs as per the slots allotted to them shall prepare Terms of Reference for the work to be done in the format prescribed at Annexure- I (Format can be expanded by the concerned Division/Member Sectt. based on their specific requirement) within the framework of provisions contained in GFRs-2005(Rule 163,165, 166, 170, 176 & 177) and Para 2.5 of Ministry of Finance, Deptt of Expr OM No 7(i)/E.Coord/2011 dated 11.7.2011 (Annexure-II ) as amended from time to time.

(ii) Based on their requirement and slots allotted, on TOR given by the concerned Division / Member Sectt., Administration Division will prepare advertisement for inviting applications for engagement of Junior Consultants/Consultants/ Senior Consultants and place the same on NDMA website and also in Employment News and National News papers English & Hindi (format outlined at Annexure-III).

(iii) All the applications received in response to the vacancies advertised will be processed by Administration Division in consultation with the concerned Division/Member Secretariat for scrutiny and short-listing as per their requirement and in the light of Consultancy guidelines and GFR and provisions contained in Manual of Policies and Procedure of Employment of Consultants and instructions contained in Ministry of Finance (Department of Expenditure OM No.7(1)/E COORD/2011 Dated 11th July 2011 as emended from time to time. Thereafter, the proposal will be submitted before the Consultancy Evaluation Committee (CEC) which would recommend a panel of 3 wherever possible, which may include a waitlist of 2 persons, per vacancy for appointment. The composition of the CEC will be as under for all categories of Junior Consultant, Consultant and Senior Consultant. The CEC may co-opt an outside member with expertise in concerned field/ subject.
COMPOSITION OF CONSULTANCY EVALUATION COMMITTEE

Member concerned  Chairman
Secretary, NDMA  Member
Financial Advisor  Member
Joint Secretary/Advisor concerned  Member
Joint Secretary(Adm.) Member Secretary

On the recommendations of Consultancy Evaluation Committee, Administration Division will process the case for issue of offers to the selected candidate and issue appointment orders/Contract document.

6. ENTITLEMENTS OF ALL THREE CATEGORIES OF CONSULTANTS

6.1 FEE AND LOCAL CONVEYANCE:- The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants shall be as under:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
<th>Local Conveyance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Consultant</td>
<td>₹ 35,000/- pm</td>
<td>₹ 2,500/-pm</td>
</tr>
<tr>
<td>Consultant</td>
<td>₹ 50,000/-pm</td>
<td>₹ 4,500/-pm</td>
</tr>
<tr>
<td>Senior Consultant</td>
<td>₹ 70,000/-pm</td>
<td>₹ 8000/-pm</td>
</tr>
</tbody>
</table>

6.2 DRAWAL OF PENSION:- A retired Government official appointed as Consultant in any of the three categories shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His/her engagement as Consultant shall not be considered as a case of re-employment.

6.3 ALLOWANCES:- The Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc. However, they will be entitled for “local conveyance” as per the rates prescribed in para 6.1 above.

6.4 LEAVE:- Consultants shall 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). Also unavailed leave in a calendar year cannot be carried forward to next calendar year. The NDMA would be free to terminate the services in case of a Consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.
6.5 TA/DA: - No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants permitted only, in exceptional cases, shall be subject to the guidelines of NDMA. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per details specified in Annexure-IV.

6.6 LIBRARY FACILITY: - The Consultants shall have access to the NDMA Library during the period of their engagement and shall be allowed to borrow books as per the Library Rules.

7. EXISTING CONSULTANTS

The existing consultants in NDMA will continue as per their existing entitlements/remuneration till they complete their sanctioned tenures.

In case the Consultants want to be considered for selection under the new guidelines, then on expiry of their existing consultancy tenure or before, they will have to apply afresh in response to advertisements, if any, placed on NDMA website and Newspaper for appointment of Consultants, and consequently compete with other applicants to be considered for selection for appointment as Consultants in any of the three categories after following the due procedure as per the new guidelines.

8 RELAXATION

In exceptional cases of highly specialized requirements, age beyond 65 years can be relaxed not more than one year at a time limited to maximum upto 70 years by Vice Chairman.

(P Thakur)
Under Secretary (Adm.)
Terms of Reference for engagement of all three categories of Consultants under the Plan Scheme Expertise for Planning Process.

(i) Precise statement of Objectives:-
(Discipline or the domains where engagement of consultants is required should be indicated)

(ii) Outline of the tasks to be carried out:-
(Details of work required to be carried out/specific tasks/activates to be assigned to Consultants should be indicated).

(iii) Schedule for completion of Tasks:-
(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).

(iv) The support or inputs to be provided by National Disaster management Authority to facilitate the Consultancy:-
(Officer who will provide guidance to the Consultant and to whom reporting is to be done should be specified here)

(v) The Final outputs that will be required of the Consultant at the end of the consultancy period should be specified
OFFICE MEMORANDAM NO. 7(1)/E COORD/2011 DATED 11 JULY 2011

Subject: Expenditure Management–Economy Measures and Rationalisation of Expenditure.

Para: 2.5. As per extant instructions, consultancy assignments are to be awarded based on the provisions of the GFRs. In this context the provisions of GFRs may be strictly followed and consultancy assignments may be awarded only for specific jobs which are well defined in terms of content and timeframe for their completion. Engagement of consultants may be resorted to only in situations requiring high quality services for which the concerned Ministry/Department does not have requisite expertise.

All Ministries/Departments may carry out a review of the Consultants appointed by that Ministry/Department in the light of the provisions of the GFRs, and reduce the number of Consultants to the minimum requirement. Where individual Consultants are appointed by nomination, due economy may be observed while determining their fee and such fees may not be disproportionate to the work to be carried out by the Consultant.

Sd/-
(Sumit Bose)
Secretary (Expenditure)

All Secretaries to the Govt. of India
Application for appointment as Consultant in the National Disaster Management Authority in the field of ..........................................................

1. Name: ____________________________________________________
2. Father’s Name: _____________________________________________
3. Date of Birth: _____________________________________________
4. Domicile: _________________________________________________
5. Nationality: ________________________________________________
6. Mailing address (with Tel./Mob. No. And e-mail address)

7. Permanent Address: ________________________________________

8. Educational Qualification:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Course</th>
<th>Subject</th>
<th>University/Institute</th>
<th>Year of Passing</th>
<th>Division/class</th>
</tr>
</thead>
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9. Work Experience:

<table>
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<tr>
<th>S.No</th>
<th>Organization/Institute</th>
<th>Period From To</th>
<th>Nature of Work</th>
<th>Remarks</th>
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</table>

10. Whether SC/ST/OBC:________________________________________

11. Reference:

   (i)  
   (ii) 

(Signature)  
Date___________  
Mobile No.:__________  
e-mail address:_________
# TA/DA ENTITLEMENTS FOR CONSULTANTS

<table>
<thead>
<tr>
<th>Types of consultant</th>
<th>TA/DA (on tour) Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Consultants</td>
<td>TA- Reimbursement of Second AC Train fare. Daily Allowance- i) Reimbursement for Hotel accommodation of upto ₹ 500/- per day; ii) reimbursement of travel charges of upto ₹ 100/- per diem for travel within the city and iii) reimbursement of food bills not exceeding ₹ 150/- per day.</td>
</tr>
<tr>
<td>Consultants</td>
<td>TA- reimbursement of Second AC Train fare/ Air fare (economy class) Daily Allowance. i) Reimbursement for Hotel accommodation of upto ₹ 1500/- per day; ii) reimbursement of travel charges of upto ₹ 150/- per diem for travel within the city and iii) reimbursement of food bills not exceeding ₹ 200/- per day</td>
</tr>
<tr>
<td>Senior Consultants</td>
<td>TA- reimbursement of Air fare (economy class) Daily Allowance. i) Reimbursement for Hotel accommodation of upto ₹ 3000/- per day; ii) reimbursement of non-AC taxi charges of upto 50 kms. per diem for travel within the city and iii) reimbursement of food bills not exceeding ₹ 300/- per day</td>
</tr>
</tbody>
</table>
Government of India  
NATIONAL DISASTER MANAGEMENT AUTHORITY  
NDMA Bhawan, A-1 Safdarjung Enclave,  
New Delhi -110029  

No7-12/2009-Adm.  

Dated 18th August, 2012  

AMENDMENT

Sub: Revised Procedure and Guidelines for engagement of Consultants in the National Disaster Management Authority (NDMA) on contract basis.

It has been decided to amend the clause-3 (iii)(c) of the Revised Procedure & Guidelines for Engagement of Consultants in the National Disaster Management Authority (NDMA) circulated vide NDMA circular of even number dated 13th June, 2012 with immediate effect and the amended clause will read as under:-

"The total number of Senior Consultant should not be more than 50 per cent of the total slots, i.e. not more than 12(twelve)".

This issue with the approval of the Competent Authority.

(P Thakur)  
Under Secretary (Adm)

Encl: As above

Copy to:
1. Sr. PPS to Hon’ble Vice-Chairman, NDMA.
2. Sr. PPS to All Hon’ble Members, NDMA.
3. Sr. PPS to Secretary, NDMA.
4. All PPS’s to JS (Admn)/JS (PP)/JS(Mtg)/FA/Project Dir.(NCRMP), NDMA.
5. All Joint Advisor, NDMA.
6. All Under Secretary, NDMA.
7. Joint Advisor (IT & Comm.) for uploading on NDMA website.