

No. PERS/53/2016/Cons.Policy

Dated : 6th June, 2016

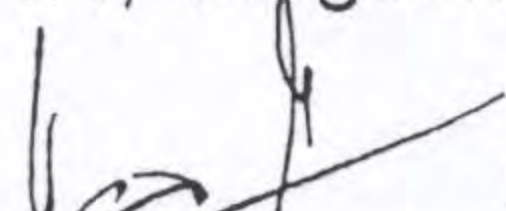
Sub : Engagement of superannuated employees of Govt/CPSEs/State PSUs as Expert/Consultant

RITES Ltd., a Government of India Enterprise, under the Ministry of Railways was incorporated in 1974 as a Public Limited Company under the Companies Act, 1956 is an ISO 9001 company, provides comprehensive array of services under a single roof. It provides its services in various fields of transportation viz; Airport Engineering, Bridge engineering, Container Traffic, Energy Management, Engineering Surveys, Expotech, Financial Management, Highway Engineering, Human Resource Development, Materials System Management, Tunneling and Operation & Maintenance, Power & Railway Electrification, Detailed Project Report Studies, Project Management, Quality Assurance, Railways, Rolling Stock Design, Ropeways, Signalling & Telecommunication, Transport Planning & Economics, Urban Planning, Urban Transport, General Consultancy for Metro Projects, Workshops.

Applications are invited from retired Govt/and other departments employees for engaging them as Consultants / Experts on lump-sum basis in various areas of General Consultancy and Project Management Services for Metro Projects, Detailed Project Report Studies, Railway Equipment Services, Transport & Economic Services, Operation & Maintenance, Airport Engineering, Highways, Container Traffic, Energy Management, Financial Management, Human Resource Development, Material & System Management, Signalling & Telecommunication, Permanent Way, Urban Planning, Tunneling, Ropeways, Power & Railway Electrification, Quality Assurance, Railways, Rolling Stock Design.

The detailed policy for re-engagement as Consultant and re-employment as Expert, as circulated vide letter No. Pers/53/2016/Cons.Policy dated 3.5.2016 (Annexure-I) is available on website - rites.com. The remuneration to be paid shall be decided by the competent authority; as per the procedure circulated vide letter dated 3.5.2016 ibid.

The interested persons who are eligible and willing as per above mentioned policy to be engaged as Expert/Consultant may apply and submit their application in the prescribed format along with their latest CV for re-employment on lump-sum basis as Expert and engagement as Consultant (Annexure-II/III). The same should be sent to RITES on engaging consultant at Email ID: consultant.rites@rites.com. The maximum age for engagement shall not exceed 67 years on the date of application. They can also download the form, fill up the same and submit along with necessary documents in support of their claims in any of the RITES Regional Project office/ Inspection office or other office, addressed to respective GM/GMs concerned. The offices may forward the detailed proposal along with name of the project, duration of engagement, vetting of local finance, provision in the estimate and their recommendations along with D&AR/Vigilance clearance available from their last office for approval to AGM (Dep & W), ROC-I, Gurgaon.


(Ved Parkash)

Group General Manager (Persl)

Distribution :-

Executive Secy/DGM/Secy/SS/CMD, DP, DF, DT, CVO

All EDs/GGMs/GMs in CO & GC Projects, ED/BD/NE

GGM (P)/GM(P)/CPM – Lucknow, Nagpur, Kolkata, Secunderabad, Bangalore, Ahmedabad,

Bubaneswar, Raigarh,

GGM (DFC)/Jaipur, GGM (I)/GM(I) – NR, ER, WR, SR, CR

GGM (IT) for uploading on RITES Portal

Office Order file

PROFORMA FOR SUBMISSION OF APPLICATION FOR ENGAGEMENT OF EXPERT

1.	Please indicate the category for which applied: Re-employment as Expert (Technical/ Professional)	
2	Name of the Applicant	
3.	Present Address Landline/Mobile No. Email ID	
4	Date of Birth	
5	Professional /Technical /Educational Qualification	
6	Details of Employment (Please attach your updated CV)	
7	Name of Organization from which retired and last designation	
8	Last Pay drawn & grade held at the time of retirement (CDA /IDA Pay Scale)	
9	Field of specialization & No. of years of experience in the field which is proposed to be utilized in the consultancy assignment	
10	Additional information, if any, which you would like to mention in support of your suitability for the post. (Attach a separate sheet)	
11	Discipline & Appeal cases, Vigilance status – (Penalties imposed/status of Secret list) for the last five years (Technical/Professional) in a vigilance case. i) Whether any major Penalty imposed? ii) Whether imposed two minor penalties iii) Whether his name figured on the secret list if yes, details thereof:	
12	Documents to be attached i) Copy of Pension Payment Order (PPO) ii) Service Certificate iii) Experience Certificate issued by the department iv) Proof of Pay Scale/ Last pay drawn, v) Copy of Date of Birth Certificate, vi) PF No.	

The above information is true to the best of my knowledge and belief. I am liable to be disqualified, If an information given above is found to be incorrect/ incomplete or false.

Signature of the applicant

Date

Place

PROFORMA FOR SUBMISSION OF APPLICATION FOR ENGAGEMENT OF CONSULTANT

1.	Please indicate the category for which applied: a) Engagement as Consultant (Technical/ Professional) b)Engagement as Consultant (Non-Technical)	
2	Name of the Applicant	
3.	Present Address Landline/Mobile No. Email ID	
4.	Date of Birth	
5.	Professional /Technical /Educational Qualification	
6.	Details of Employment (Please attach your updated CV)	
7.	Name of Organization from which retired and last designation	
8.	Last Pay drawn & grade held at the time of retirement (CDA /IDA Pay Scale)	
9.	Field of specialization & No. of years of experience in the field which is proposed to be utilized in the consultancy assignment	
10	Additional information, if any, which you would like to mention in support of your suitability for the post. (Attach a separate sheet)	
11.	Discipline & Appeal cases, Vigilance status – (Penalties imposed/status of Secret list) for the last five years (Technical/Professional) & for the entire service (Non-Technical field) in a vigilance case. iv) Whether any major Penalty imposed? v) Whether imposed two minor penalties vi) Whether his name figured on the secret list. If yes, details thereof:	
12.	Documents to be attached vii) Copy of Pension Payment Order (PPO) viii) Service Certificate ix) Experience Certificate issued by the department x) Proof of Pay Scale/ Last pay drawn, xi) Copy of Date of Birth Certificate, xii) PF No.	

The above information is true to the best of my knowledge and belief. I am liable to be disqualified, If any information given above is found to be incorrect/ incomplete or false.

Signature of the applicant

Date

Place

No. PERS/53/2016/CONS. POLICY
Dated : 03.05.2016

OFFICE ORDER NO. PP/23/2016

**Sub: Re-employment / Re-engagement of Superannuated officers -
Policy and Delegation of Powers**

Keeping in view the requirements of engagement of personnel, the need to have a revised policy has been felt. The detailed revised policy would be as under:

1. Instructions of Railway Board

Railway Board vide their circular No. 2003/PL/60/51 dated 9th June, 2004 and 11.2.2014 have issued guidelines for Re-employment / Re-engagement of superannuated officers in PSUs. The instructions provide for re-engagement as 'Consultants' and 'Re-employment' of retired personnel.

2. Re-engagement of Consultants

Retired personnel can be engaged as 'Consultants' only on need based specific assignments and for specific duration, they normally should not take up the regular work of the company.

The Consultants shall not be given any financial powers. However, in case of requirements of the project, if any, misc advance of an amount not exceeding Rs. 30,000/- (Rupees Thirty Thousand only) at any point of time can be given to take care of petty needs at sites. The detailed procedure of scrutiny and supervision for use of this miscellaneous advance is being issued separately for follow up in this regard.

Consultants shall be engaged on lump-sum fee called 'remuneration' determined on the basis of their last pay drawn/grade. The remuneration would be reviewed from time to time with the approval of CMD. The present rates of remuneration have been notified vide this office letter No.Pers/52/2011 /Policy/1, dated 25.3.2015.

3. Re-employment as Experts

MITES require the services of Technical Experts especially in the areas of Railway Track, Signaling, Railway Electrification, O&M, Metro works, Traffic studies, financial expertise etc and other professionals. Based upon the requirements of the project, skills, knowledge and expertise required for the

work, budgetary provisions, fee expected from the client, work involving regular supervision, control, attendance, monitoring and financial management, SBU head would examine the need and requirement of re-employment of the retired personnel as expert / advisor.

The expert / advisor would be engaged on lump sum remuneration. The present rates of remuneration payable have been noted vide this office letter No. Pers/51-01/2008, dated 1.12.2015.

In CV based appointments where specific skills are required and sufficient justification exists, they can be considered for additional remuneration upto 30% of basic remuneration and in other specialty cases upto 15% of basic remuneration. The engagement shall be reviewed every six months or after one year by the SBU / Divisional Heads. The additional remuneration shall be sanctioned by CMD on the suggestion of SBU/Divisional head duly justifying the need for such remuneration and recommendation of Director concerned and Director Finance.

For DFCCIL project and GC/DMRC assignments etc. where appointments are being made on CV based with the approval of client, the ex-employees/ ex-Govt./PSU officials shall be re-employed on lump-sum remuneration as approved by CMD from time to time. The remuneration payable to expert / advisor for such assignments shall be limited to the last pay drawn by him.

4. Procedure for engagement as Consultant / Re-employment as Expert

On-line applications through RITES Website shall be invited from retired RITES/Govt/PSU employees for their consideration as Consultant / Expert. The web site presently provides for continuous online registration for different areas of expertise. A general notice shall be put up on website of the company stating that for post retirement appointments candidates would be drawn from the list of such applicants. RITES web site registration number shall be quoted on all applications to be processed for seeking approval of the management for appointment.

There shall be separate registrations for Experts and consultants from the retired personnel. Whether there is a need for expert or consultant for a specific role would be determined by the SBU Head based upon the requirements of the project, skills, knowledge and experience required for the work, budgetary provisions, fee expected from the client, supervision, control, attendance etc. In case role involves technical and / or professional skills, knowledge and expertise, the personnel can be re-employed. In case of non technical professional, those retired from the level of DGM in RITES and above can only be considered for re-employment. Non technical personnel retired below the level of DGM can only be engaged as consultant.

Retired personnel who register for engagement as consultant shall be screened by the SBU concerned needing such deployment in consultation with Personnel branch and based upon interview (physical / telephonic) would recommend the case based upon the suitability, for engagement as consultant for approval of Director concerned and CMD. Similarly those who have registered for engagement as experts, their cases would be recommended by SBU Head for re-employment as expert.

CMD on recommendation of the functional Director concerned is authorized to re-engage and re-employ as Consultants and Experts/Advisors upto the age of 68 years. Cases of persons engaged beyond the age of 62 years shall be put up for post facto ratification of Board of Directors.

The retired personnel proposed for engagement should be free from D&AR and vigilance angle, D&AR/vigilance clearance shall be obtained as detailed below.

5. D&AR / Vigilance Clearance

D&AR/ Vigilance clearance for the purpose of engagement as Consultant/ Expert shall be taken through the Vigilance/RITES or vigilance department of his parent organization. While writing to the vigilance department concerned, status of punishments imposed on an employee during service as well as the fact whether his name existed on the agreed / secret list shall be obtained, as detailed below:

- (i). He should not be borne on "Agreed/Secret" list while in service on Railways/RITES/Govt Deptt/PSU, or involved in any current vigilance/CBI cases in which disciplinary action or prosecution is likely.
- (ii). Persons as a result of vigilance/CBI cases should not have been imposed a major penalty or two minor penalties during the last five years of his service in respect of appointment of a technical/ personnel/professional.
- (iii). In case of non-technical personnel, persons as a result of vigilance/CBI cases should not been imposed a major penalty or two minor penalties during his service.
- (iv). Disciplinary or prosecution proceedings should not be pending and continuing .

In the urgent cases, pending clearance, self-declaration by the applicant can be relied upon; for a period of six months.

6. Delegation of powers

BOD has authorized CMD to decide the remuneration to be paid to consultants / technical experts / advisors subject to the last pay drawn by the employee and recommendation of the Functional Director and DF.

The above will be applicable from the date of issue of this letter.

(Authority: Minutes of 220th Board Meeting of 09.03.2016.)

(Ved Parkash)
Group General Manager (P)

Distribution:-

Executive Secy/DGM/Secy)/SS to CMD, DP, DF, DT, CVO.

All EDs/GGMs/GMs in CO & GC Projects, ED/BD/NE

GGM(P)/GM(P)/CPM – Nagpur, Lucknow, Secunderabad, Bangalore, Kolkata, Ahmedabad, Bhubaneswar, Raigarh.

GGM (DFC)/Jaipur

GGM (I)/GM(I)- NR, WR, ER, SR, CR.

GGM/IT for uploading on RITES Portal

Office Order File.