

227.

No.A-12013/02/2015-Adm.I/Rectt.Cell
Government of India
NITI Aayog

Sansad Marg, New Delhi – 110001.
Dated: 23rd December, 2015.

Subject: Procedure and guidelines for engagement of Consultants/ Senior Consultants in NITI Aayog.

NITI Aayog has replaced Planning Commission w.e.f. 1st January, 2015. It has therefore, become necessary to review the guidelines dated 25th July, 2014 regarding engagement of Consultants so as to align it with the mandate of NITI Aayog. Accordingly, in supersession of the previous guidelines dated 25.07.2014 for engagement of Consultants, following guidelines and procedures are being prescribed for Consultants to be hence forth engaged in NITI Aayog until such time as these guidelines are amended or new guidelines issued. These guidelines will come into effect from the date of issue.

1.1 The NITI Aayog is committed to cooperative federalism, promotion of citizen engagement, access to opportunity, participative and adoptive governance and increasing use of technology to provide critical directional and strategic inputs into the development process. NITI Aayog is also mandated to function as a think tank, which requires greater flexibility in the hiring of personnel than was the case under the erstwhile Planning Commission. It is essential to have the Consultants who possess the requisite skill set. These Consultants will be expected to deliver in such areas where in house expertise is not readily available within the framework of NITI Aayog. They should be high quality professionals, capable of lending their expertise in the fields such as Economics, Finance, Education, Public Health, Social Sciences, Engineering, Urban Planning and Infrastructure as per the requirements of NITI Aayog.

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2. General conditions for engaging Consultants

2.1 Consultants will be engaged for a fixed period for providing high quality services on specific projects. They will also be engaged for fixed periods for working with the Vice Chairman and Members on projects and issues that they (Vice Chairman and Members) consider important to advance the objectives of the NITI Aayog. Consultants would normally not be engaged as heads of the divisions but may be given such charge when the situation so demands.

2.2 Professionals with requisite qualification and experience as prescribed would be hired as Consultants. Retired Government employees with relevant experience would also be eligible for selection as Consultants.

2.3 The initial tenure of engagement for a person as Consultant would be upto 3 years. Continuation of the Consultant in NITI Aayog beyond 3 years for up to additional two years will be considered on case to case basis by Performance Appraisal Board.

2.4 Consultants may be appointed on part-time or full-time basis. Consultants appointed on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with NITI Aayog.

2.5 The appointment of Consultants is of a temporary nature and the NITI Aayog can cancel the appointment at any time without providing any reason for it.

2.6 Part-time Consultants will be appointed subject to the condition that they face no conflict of interest with respect to the work they are handling in NITI Aayog.

3. Number of Consultants:

The total number of Consultants to be engaged by NITI Aayog under the plan scheme "Plan Formulation Appraisal and Review" shall depend on the actual requirement at a particular point of time.

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4. Qualifications and experience:

- 4.1 Consultants should be professionals having a Bachelor's/Master's/Ph.D Degree in the relevant subject with minimum post-qualification experience of 5 years in the requisite field. The five-year experience requirement need not be applied to candidates to be engaged as Research Assistants or Research Associates.
- 4.2 Retired Government employees with grade pay of Rs. 7600 and above and at least 10 years experience in the required domain field would also be eligible for the position.
- 4.3 Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

5. Designation:

Depending on tasks, candidates may be designated Research Assistant or Research Associate. In cases of candidates engaged as Consultants, nomenclature may be decided on the basis of qualification and background. The Consultancy Evaluation Committee may give designations such as Economist and Systems Analyst.

6. Procedure for selection:

- (i) The selection of Consultants shall be made in accordance with the provisions contained in GFR 2005 Rule 163, 165, 166, 170 & 177 and Chapter 7 – Selection of Individual Consultants (para 1.2.1, para 7.1 and para 7.2) of Manual of Policies and Procedure of Employment of Consultants.
- (ii) The requirement of NITI Aayog will be advertised from time to time on the website as well as at least one newspaper.

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- (iii) The applications received shall be placed before a screening committee headed by Additional Secretary level officer.
- (iv) Shortlisted applications shall be placed before a Consultancy Evaluation Committee headed by a Member. (See para 11)
- (v) The Committee shall prepare a panel of 3 names per vacancy which will include 2 persons in the waiting list. The panel would be valid for a period of one year.
- (vi) In certain exceptional cases the Committee, with the approval of the Vice Chairman may consider selection from a single source as per GFR. However, full justification for this must be given by the Committee.

7. Entitlements of Consultants:

- (i) The full-time candidates will be paid a monthly consolidated remuneration as per Table 1. In the case of retired Government Servants, the remuneration shall be as per prevailing DoPT norms.
- (ii) The Consultants will not be eligible for Government Accommodation or House Rent Allowance, CGHS facility etc.
- (iii) The full-time Consultant will however be eligible for official email id, government identification card, a laptop, internet connection, telephone, office with standard equipment, PA, MTS, vehicle, Library facility, etc.
- (iv) Emoluments of Part-time Consultants will be decided on a case-by-case basis.

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Table 1

Post Qualification Experience in Years	Remuneration Range in Rs. Lakhs Per Month
0-5	0.3-1.0
5-10	0.5-2.5
10+	1.7-5.0

8. TA DA

The Consultants shall be allowed to undertake domestic/foreign tours as required by their duties for which TA DA and Hotel Accommodation shall be paid as admissible to the Central Government employees drawing grade pay of Rs. 7600. In exceptional cases, approval of VC may be obtained on case to case basis.

9. Leave

The Consultants shall be entitled to leave of 8 days in a year on pro-rata basis. Additional leave without pay would be permitted upon approval by the reporting officer.

10. Performance Appraisal Board

The Performance Appraisal Board shall be chaired by a Member, NITI Aayog. The Board shall evaluate each Consultant annually. If a Consultant is considered for renewal after the 3-year term, the Board will also include an outside expert.

11. Consultancy Evaluation Committee (CEC)

The composition of CEC shall be as follows:

- | | | | |
|-------|-------------------------------------|---|-----------------|
| (i) | Member, NITI Aayog | - | Chairman |
| (ii) | AS & FA (or his/her representative) | - | Member |
| (iii) | Additional Secretary/ Adviser | - | Member |
| (iv) | Adviser (Admn.) | - | Member Convenor |

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12. Conflict of Interest

The Consultant shall be expected to follow all the rules and regulations of the Government of India as applicable to Group 'A' officers which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Consultant are not found satisfactory or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.

13. Termination Notice

The NITI Aayog can cancel the appointment at any time without providing any reason for it however, in the normal course it will provide one month's notice to the Consultant. The Consultant can also seek for termination of the Contract upon giving one month's notice to the NITI Aayog.

14. Relaxation:

Under exceptional circumstances and in the case of meritorious candidates\ the above guidelines may be relaxed with the approval of Vice-Chairman, NITI Aayog.

15. Verification:

The Police verification of the Consultants/ Research Associates/Research Assistants shall be done as per the latest instructions issued by MHA.

16. The Consultant shall not, except with the previous sanction of NITI Aayog or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by NITI Aayog.

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17. This issues with the concurrence of AS&FA vide Dy. no. 580 dated 17.12.2015 and approval of Vice-Chairman, NITI Aayog.

Latha Gopakumar

(Latha Gopakumar)
Deputy Secretary (Rectt.)

To

1. PS to Vice Chariman
2. PS to MoS (IC), Planning.
3. PS to Member (BD)
4. PS to Member (VKS)
5. PS to Member (RC)
6. PPS to CEO, NITI Aayog.
7. PS to Adviser (Admn.)
8. NIC (for circulation through mail in NITI Aayog).