

**F. No. A-12033/1/2020-Estt.I**  
**Government of India**  
**Ministry of Ports, Shipping & Waterways**  
**(Estt. Section)**

425, Transport Bhawan,  
1, Parliament Street, New Delhi  
Dated : 16<sup>th</sup> February, 2021

**OFFICE MEMORANDUM**

Subject :- Comprehensive guidelines for engagement of retired Government officers/officials as Consultant in Ministry of Ports, Shipping & Waterways [Main Secretariat] -reg.

The undersigned is directed to say that comprehensive guidelines have been formulated with the approval of Competent Authority of the Ministry regarding engagement of retired Government officers/officials as consultants in Ministry of Ports, Shipping and Waterways [Main Secretariat] with the purpose to bring uniformity and transparency in such engagements.

2. These guidelines, which have been uploaded on the website of Ministry of Ports, Shipping and Waterways, may be noted for compliance.

Encl: As above.

  
(Avinash Kusumakar)

Under Secretary to the Govt. of India

To,

1. All Officers and Sections, Ministry of Ports, Shipping & Waterways.
2. NIC, Ministry of Ports, Shipping & Waterways- with a request to upload these guidelines on the Ministry's website under the tab of 'Orders' → 'Guidelines for Main Secretariat' as well as under the tab of 'What's new'.
3. E-office Notice Board.

**GUIDELINES FOR ENGAGEMENT OF RETIRED GOVERNMENT OFFICERS / OFFICIALS AS CONSULTANT IN MINISTRY OF PORTS, SHIPPING AND WATERWAYS (MAIN SECRETARIAT)**

With the objective to bring transparency and uniformity in the engagement of Consultants, the following guidelines are laid down in exercise of the powers conferred by Rule 179 of General Financial Rules, 2017, for engagement of retired government Officers/employees as consultants.

**1. PURPOSE, SCOPE AND SUBORDINATION**

1.1 **Purpose:** The purpose of these guidelines is to define the broad policies and procedures for selection and monitoring of consultants engaged by Ministry of Ports, Shipping & Waterways (Main Secretariat).

1.2 **Scope:** These instructions shall apply to M/o PS&W [Main Secretariat]. Attached/subordinate/Autonomous organizations under this Ministry may use these guidelines if they find them fit for their organizations.

1.3 In Government, Consultants engaged may be classified into the following three categories:

(a) **Institutional Consultants:** Where an organization/agency/firm/institution/joint venture of persons are hired for doing a specific job/project.

(b) **Individual Consultants:** Where individuals having academic or professional degree and/or working experience in the particular subject are hired from open market or through consultancy firms / agencies for a specific job/project.

(c) **Retired Govt. employees as Consultants:** Retired Govt. officers/ officials are, engaged as Consultant for all purposes including general secretariat/ administrative work & works under various schemes.

Basic rules and procedures for hiring Consultants under the first two categories are prescribed in GFR, 2017 and detailed guidelines are given in Manual of Policies and procedure for Employment of Consultants issued by Ministry of Finance. **Therefore, guidelines prescribed herein shall apply to engagement of Consultants under third category only, i.e., "Retired Govt. employees as Consultants."**

1.4 These instructions flow from and are subordinate to GFRs, and in the event of any variance between the two, the latter shall prevail.

**2. DEFINITIONS AND EXPRESSIONS**

"Ministry" means Ministry of Ports, Shipping and Waterways (Main Secretariat). Approving authority would be as under:

	<b>Competent Authority</b>	<b>Competent Financial Authority</b>
<b>Ministry (MS)</b>	Secretary (PS&W)	AS&FA / JS&FA