



हर काम देश के नाम  
कार्यालय, रक्षा लेखा नियंत्रक, न.1 स्टाफ रोड, सिकंदराबाद - 500009  
**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**  
No.1 STAFF ROAD, SECUNDERABAD-500 009  
TELEPHONE No. 040-27843385, FAX No. 040-27810499



No. AN/I/1144/Misc

Date : 26.07.2021

**CIRCULAR**

Subject : Inviting Applications from retired Officers of Central Govt. Services for rendering their services as Consultants on monthly basis in GeM Cell in Office of CGDA – Reg.

Please find enclosed herewith Hqrs Office circular No. IFA/181/GeM/7/2021, dt. 22.07.2021 on the subject cited above.

Encl: As above.

*M. V. Subrahmanyam*  
SAO (AN)

Copy to:

The AO

IT Section (Local)

- For uploading the same in CDA Sec'bad website.



कार्यालय रक्षा लेखा महानियंत्रक  
**Controller General of Defence Accounts**  
उलान बटार रोड, पालम, दिल्ली छावनी-110010  
**Ulan Batar Road, Palam, Delhi Cantt – 110010**  
(IFA Wing)



No. IFA/181/GeM/7/2021

Dated 22.07.2021

**CIRCULAR**

**Sub: Inviting applications from the retired officers of Central Govt. services for rendering their services as Consultants on monthly basis in GeM Cell in Office of CGDA -regarding.**

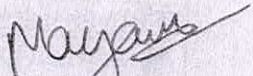
It is proposed to engage four (04) retired officers from Services/Defence Accounts Department at the level of Deputy Secretary/Director/Joint Secretary/Lt Col/Col/Brig/Maj Gen or equivalent to render their services as consultants in the office of Controller General of Defence Accounts initially for 06 months, which is further extendable subject to satisfactory performance purely on contract basis.

2. The terms & conditions for the engagement on contract basis is given as below:-

1	Name of Post	Consultants – Retired Officers from Services/Defence Accounts Department at the level of Deputy Secretary/Director/Joint Secretary/Lt Col/Col/Brig/Maj Gen or equivalent.
2	Total Vacancies	04
3	Period of Engagement	Initially for 06 months, further extendable up to two years subject to satisfactory performance.
4	Job Location	Office of Controller General of Defence Accounts Ulan Batar Road, Palam, Delhi Cantt-110010
5	Eligibility Criterion	i. Should have held assignments involving functional exposure in the areas of Procurement through GeM, Finance and Accounts. ii. Should have retired at least at the level of Deputy Secretary/Director/Joint Secretary from the office/organization of CGDA OR should be either a retired Lt. Col/Col/Brig/Maj Gen or equivalent level from Armed Forces or equivalent civilian officer.
6	Age Eligibility	Should be less than 65 Years as on 31.07.2021.
7	Scope of Work	i. Analyze the list of tenders which were floated outside GeM, based on list received from GeM every week and to examine such list expeditiously in close liaison with Services/PCsDA/PIFAs/CsDA/IFAs and furnish reports to MoD for appropriate action and to ensure all

		<p>organizations comply with Government Orders on procurement through GeM.</p> <p>ii. Coordinate and liaison with various wings/regiments of Army, Navy, Air Force, DRDO, BRO, ICG etc for procurement of goods and services on GeM only and give training &amp; guidance if necessary.</p> <p>iii. To list the recommendations/outcomes of various GeM meetings and submit the action taken report/implementation status for perusal of senior officers.</p> <p>iv. Analyze the rejection of bills by PCDA/CDA and implement solutions to reduce the rejections of bills.</p> <p>v. Any other work as assigned from time to time.</p>
8	Remuneration	<p>i. The officer would be paid a monthly remuneration equivalent to last pay drawn reduced by the basic pension which will be further reduced by the amount of honorarium, if any, drawn by the officer from any source which the consultant will communicate to this Department before drawl of remuneration fee. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment.</p> <p>ii. The officer will not be entitled to any other benefit/facilities except remuneration. Transport facility will not be provided for pick and drop from the home.</p> <p>iii. In case the consultant has to proceed on tour, his TA/DA claim shall be regulated as per his entitlement at the time of retirement.</p> <p>iv. The consultant shall be entitled to all holidays which are in vogue in Central Government but shall not be entitled for any other kind of leave. During the period of his absence, the payment shall be deducted on pro-rata basis.</p> <p>v. Working hours will be as prescribed for the office of Controller General of Defence Accounts/Department of Defence, Ministry of Defence. Consultant will be required to come to office (Office of CGDA) whenever instructed to attend. No laptops will be provided by the office to the consultants, however, in office they will be given desktops to work on.</p> <p>vi. The engagement will be on contractual basis for a period of 6 months initially but extendable after expiry of the period depending upon their performance.</p> <p>vii. The services of the consultant can be discontinued by giving one week notice. Consultant is also required to give at least 15 days notice before leaving the job.</p> <p>viii. The consultant shall not exercise any statutory, legal and financial powers.</p> <p>ix. Monthly payment to consultant will be released only</p>

		after concerned section will certify to satisfactory completion of tasks given to consultant.
9	Leave	1.5 days paid leave for every month.
10	Working Hours	<ul style="list-style-type: none"> <li>i. Normal office timings from 9:30 AM to 6:00 PM.</li> <li>ii. May also have to devote more time than usual to meet the exigencies of work, if required.</li> </ul>
11	Terms of Engagement	<p>The engagement will be on hire &amp; fire basis which is purely dependent on their work performance.</p> <p><u>Confidentiality of record/data etc:</u> The Consultants will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(S) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Ministry. All such documents will be the property of the Government.</p> <p><u>Tax deduction at Source:</u> The Income Tax or any other Tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which the office will issue TDS certificate.</p>
12	How to apply	The application in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO, Last Paty Certificate & Bank Details, Adhaar Card & PAN Card to the following address: Mayank Tyagi, IDAS, Room No 20, Sr.ACGDA (Finance), O/o the CGDA, Ulan Bator Road, Palam, Delhi Cantt-110010 or emailed to <a href="mailto:cgdaifa.dad@gov.in">cgdaifa.dad@gov.in</a>
13	Last date of receipt of application	30 <sup>th</sup> July 2021.

  
 (Mayank Tyagi)  
 Sr.ACGDA (Finance)

No. IFA/181/GeM/7/2021 Dated 22.07.2021

**Proforma for inviting applications for engagement as consultant from retired officers (Deputy Secretary/Director/Joint Secretary/Lt Col/Col/Brig/Maj Gen or equivalent level)**

1	Name in full(Block Letters)				
2	Date of Birth				
3	Last Designation held & Name of the Department from where retired				
4	Date of retirement				
5	Educational Qualification				
6	Last Pay Drawn & Level				
7	AADHAR No.(Enclose Xerox copy)				
8	PAN No.(Enclose Xerox copy)				
9	PPO No.(Enclose Xerox copy)				
10	Monthly Pension Sanctioned				
11	Complete Present Residential Address:				
12	Bank Account Details Name of Bank: Branch: Account No. IFASC Code:				
13	Mobile Number				
14	Email ID				
15	Brief particulars of experience in Govt. service during last ten years, just before retirement				
	Post Held	From	To	Pay level PB/GP	Area of experience
16	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary				

*Note:- A recent passport size photograph may be pasted at the top right corner of the application proforma.*

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

Place:

Date:

(Signature of the Candidate)