

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT, DELHI
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-54

F. 1(70)/2025/GA/DC/HQ/E-Com.No.257094/1758

Dated: 19/11/2025

To

The all District Magistrates
Revenue Department,
Govt. of NCT of Delhi

Sub.- Guidelines relating to engagement of retired-Government servants as consultant on contract basis against vacant sanctioned post.

Madam/Sir,

In continuation to this office letter even no. dated 15.9.2025. In this regard, please find enclosed herewith a copy of Office Memorandum dated 04.12.2015 regarding guidelines relating to engagement of retired-Government servants as consultant on contract basis against vacant sanctioned post for further necessary action.

Yours faithfully

Encl. As above.

F. 1(70)/2025/GA/DC/HQ/E-Com.No.257094/1758

Addl. District Magistrate-I (HQ)

Dated: 19/11/2025

Copy to:-

1. System Analyst, Revenue Department, GNCTD with the request to upload the OM on the website of department.
2. Section Officer (CTB) Hq., Revenue Department, GNCTD.
3. P.A. to Secretary (Rev.)-cum-Divisional Commissioner, Revenue Department, GNCTD.
4. P.A. to ADM-I(HQ) Revenue Department, GNCTD.
5. Guard file.

Addl. District Magistrate-I (HQ)

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GOVERNMENT OF NCT OF DELHI
Finance (Accounts) Department
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

No. F.120/2015-AC/204-248

Dated: 04/12/2015

To

1. All the Pr. Secretaries/Secretaries/Heads of Departments of Government of NCT of Delhi.
2. Heads of all Autonomous/Grant-in-aid Institutions/Local Bodies of Government of NCT of Delhi.

OFFICE MEMORANDUM

Subject: *Guidelines relating to engagement of retired Government servants as consultant on contract basis against vacant sanctioned posts.*

It has come to the notice of this Government that the retired Government servants are being engaged as consultant on contract basis in different Departments / Autonomous Bodies / Grant-in-aid Institutions by applying different criteria for calculating the consolidated remuneration payable to such contract engagements. It has also come to the notice that in some cases, the persons are being engaged on contract basis in regular pay scales which is not in order. In some cases, it has been come to the notice that the persons engaged on contract basis on a consolidated remuneration are being paid separate conveyance allowance in addition to the said remuneration. This leads to anomalous situations.

Now, the competent authority has decided to adopt a uniform policy with regard to such contract engagements of retired Government servants and to have a common principle with reference to consolidated remuneration payable to all such retired Government servants engaged as consultant on contract basis. Hence the competent authority is pleased to decide as follows and it will be with immediate effect:-

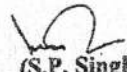
- (a) The engagement of retired Government servant as Consultant should be against a vacant sanctioned post. The engagement of consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy;
- (b) The engagement of consultant should initially be for a period of one year. However, it can be extended further subject to the satisfactory performance of the consultant and depending upon the specific job and the time frame for its completion. The total period of engagement as consultant should not exceed 5 years. In no case the consultant should be allowed beyond five years. The maximum age limit of engagement as consultant shall be 65 years;

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- (c) The amount of monthly consolidated remuneration / fee in the case of retired Government officials appointed as Consultants shall be Last Pay minus Basic Pension plus DA at the applicable rate. However, a retired Government official appointed as Consultant shall continue to draw pension and the dearness relief thereon during the period of his engagement as Consultant. His/her engagement as consultant shall not be considered as a case of re-employment;
 - (d) The Consultants shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone / mobile, Transport facility, Residential Accommodation, Personal Staff, etc.
 - (f) No Government vehicle shall be provided to the Consultants;
 - (g) No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per their entitlement as on the date of retirement;
 - (h) Consultants shall be eligible for 8 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 8 days in a year (calculated on pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year;
 - (i) The engagement of consultants is of a temporary nature and the engagement can be cancelled at any time by the department / autonomous body / PSU / grant-in-aid institution concerned without assigning any reason; and
 - (j) Before engaging any retired Government servant as consultant, the Administrative Department should ensure that the retired official is clear from vigilance angle and moot a proposal with full justification to seek the prior concurrence of Finance Department and thereafter the approval of the competent authority. The Autonomous Bodies / Grant-in-aid Institutions shall also moot such proposals through their Administrative department to seek the approval of the competent authority.

The above guidelines are not applicable to the Statutory Bodies / Commissions which are governed under different Statute / Rules / Acts.

This issues with the prior approval of Hon'ble Dy. CM / FM.


(S.P. Singh),
Spl. Secretary (Finance).

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Copy forwarded to the following for information:-

1. Pr. Secretary to Lt. Governor, Delhi.
2. Pr. Secretary to Chief Minister, Delhi.
3. Secretaries to all the Ministers of Government of NCT of Delhi.
4. Spl. Secretary / Deputy Secretaries / Under Secretaries / Desk Officers of FD.
5. Guard File / Office Order File.
- ✓ 6. Web site of FD.