

I/14561/2025
GOVERNMENT OF PUDUCHERRY
OFFICE OF THE SPECIAL SECRETARY (REVENUE)-CUM-DISTRICT
COLLECTOR
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT, PUDUCHERRY

Puducherry, dt.19-05-2025

NOTIFICATION

The office of the Special Secretary (Revenue) – cum – District Collector, Department of Revenue and Disaster Management, Puducherry, intends to engage 6 consultants from among the retired Revenue Officials who have retired from the services of Government of Puducherry as follows:

Sl. No.	Description of Revenue Officials	No. of Persons to be engaged	Office in which the Persons are to be engaged	Amount of Fixed Remuneration
1	Retired Revenue Officials from the rank of either Tahsildar or Deputy Tahsildar	1 No.	O/o The Sub Collector Revenue (South), Villianur	Fixed Remuneration of Rs. 30,000/- per month or (Last Pay Drawn - Pension), whichever is less
		1 No.	O/o The Deputy Collector Revenue (North), Puducherry	
2	Retired Revenue Officials from the rank of either Revenue Inspector or Village Administrative Officer	2 Nos.	O/o The Sub Collector Revenue (South), Villianur	Fixed Remuneration of Rs.22,000/- per month per person or (Last Pay Drawn - Pension), whichever is less
		2 Nos.	O/o The Deputy Collector Revenue (North), Puducherry	

2. They shall be engaged for the specialized task of **Creation of Land Bank** in the respective offices as mentioned in the above table. The candidates should have knowledge and experience in the field of land acquisition. They will be engaged on contract basis for a period of six months on full-time basis at a fixed remuneration as per the norms of Government of Puducherry. The applicant should be within the age-limit of 60 to 65 years.

3. The willing and eligible retired revenue officials may submit the application in the prescribed format (**ANNEXURE-I**), along with affixing his recent passport-size photo as prescribed by the Finance Department, Government of Puducherry, on or before 06/06/2025 @ 4.00 p.m.

...2/-

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4. The selection procedure and other terms and conditions will be as per the guidelines issued by Finance Department, Puducherry, vide I.D. Note/Memorandum No.46324/FD/F3/2014, dt. 11/09/2014. (Copy enclosed in **Annexure-II**).

5. The applications may be downloaded from the Department's website <https://revenue.py.gov.in> and filled-in applications may be sent to the following address by post superscribed on the cover as **"APPLICATION FOR ENGAGEMENT OF CONSULTANT IN THE OFFICES OF THE DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT, PUDUCHERRY"**, to the following address: -

OFFICE OF THE SPECIAL SECRETARY (REVENUE) – CUM – DISTRICT COLLECTOR

**DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT,
New Collectorate Building, Vazhudavoor Road, Pettaiyanchathiram,
Puducherry – 605 009.**

Phone: 0413 – 2299502;2299503, E-mail: dcrev@py.gov.in

6. The persons who have already submitted the application are not needed to submit the application again. However, the person who have submitted the application earlier on or before 10/01/2025 may submit the copy of their acknowledgement for cross verification by this office.

/BY ORDER/

**(KULOTHUNGAN. A, I.A.S.)
DISTRICT COLLECTOR – CUM –
SPECIAL SECRETARY (REVENUE)**

To

The DEO, DRDM, Puducherry. --- ***with the instructions to upload in the official revenue website***

Copy to:

The Sub/Deputy Collector (Revenue) - North/South, Puducherry/Villianur. ---***with the instructions to publicly notify this Notification in the official notice board***

<u>ANNEXURE - I</u>			
<u>PROFORMA</u>			
<u>APPLICATION FOR ENGAGEMENT OF RETIRED REVENUE OFFICIALS AS CONSULTANT IN</u>			
<u>OFFICE OF THE SPECIAL SECRETARY (REVENUE), DEPARTMENT OF REVENUE AND DISASTER</u>			
<u>MANAGEMENT, PUDUCHERRY.</u>			
PLEASE TICK THE OFFICE YOU ARE APPLYING FOR AND STRIKE OUT OTHER	OFFICE OF THE SUB-COLLECTOR (REVENUE) SOUTH, VILLIANUR / OFFICE OF THE DEPUTY COLLECTOR (REVENUE) NORTH, PUDUCHERRY.		
PLEASE TICK THE POST DURING THE RETIREMENT AND STRIKE OUT OTHERS	TAHSILDAR / DEPUTY TAHSILDAR / REVENUE INSPECTOR / VILLAGE ADMINISTRATIVE OFFICER		
1. Name	:		Recent passport size photo to be pasted here
2. Date of Birth	:		
3. Address for communication	:		
4. Contact Number	:		
5. E-mail id	:		
6. Particulars of Government Service	:		
6.1 Date of Joining in Govt. Service	:		
6.2 Date of retirement and the post in which retired	:		
6.3 Name of the Department/ Organization from which retired	:		
6.4 Last Pay drawn (Copy of PPO to be enclosed)	:		
7. Educational Qualification	:		
8. Details of knowledge in Computer	:		
9. Brief Particulars of Experience with nature of duties performed (Starting from last appointment)	:		

Sl. No.	Name of the Ministry/ Dept.	Period		Post Held	Nature of Work
		From	To		
10. Additional Information, if any in support of the suitability of the post viz., Experience in Land Acquisition, (in which post and years of experience)		:			

Declaration

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 retirement.

Place:

Signature of Applicant

Date:

ANNEXURE - II

**No. 463241FD/F3/2014
GOVERNMENT OF PUDUCHERRY
FINANCE DEPARTMENT**

Puducherry, dated 11-09-2014

I.D. NOTE/MEMORANDUM

Sub.: Finance Department - Formulation of Uniform Procedure and Guidelines for the engagement of retired Government officials as Consultants in Government Departments - Issued.

The His Excellency the Lieutenant Governor, Puducherry, in one of the proposals of Finance Department, for extension of period of engagement of a retired Government official as Consultant had directed to evolve a scheme for engagement of Consultants. In Government Departments in this Administration in consonance with the pattern followed by Departments/Ministries of Government of India. This was examined in detail taking into account all relevant aspects and the Scheme of engagement of retired Government officials as Consultants/Employees on contract basis in Government Departments of this Union territory of Puducherry shall henceforth be regulated as per the following guidelines :

(i) General Conditions

As per the provisions of GFRs (Rules 163-177) and Department of Personnel and Training, New Delhi guidelines, the consultancy assignment to be awarded for a specific Job than be resorted to only in a situation requiring higher quality services for which the concerned Department does not have requisite expertise. While engaging Consultants due economy shall be observed while determining their fees and such fees may not be disproportionate to the work to be carried out by Consultants. So, also engagement of consultant should not be allowed for routine day to day work for which the Department has regular staff support. However, retired Government officials with expertise in establishment/accounts, etc. may with the approval of Competent Authority, be engaged in Government Departments where regular arrangement could not be made immediately due to circumstances beyond their control.

(ii) Period of Engagement

Consultants (Retired Government officials) shall be engaged for a minimum period required. The maximum period of engagement shall be for a period of 2 to 5 years. The initial engagement for a retired Government official as Consultant shall be for a period of six months and shall be extended in six monthly period not exceeding a maximum of 2 to 5 years. The initial term of appointment and subsequent extension(s) if any, shall be decided on case to case basis depending upon the specific job of a specialized nature with the recommendation of Consultancy Evaluation Committee of the Department concerned, constituted for this purpose and its review report with the approval of Competent Authority viz., the Lieutenant Governor, Puducherry.

The appointment of Consultant may either on full-time or part-time basis and in the case of full-time Consultants, they shall not be permitted to take up any other assignment during the period of Consultancy.

The appointment of Consultants shall be of a temporary (non-official) nature against the specific jobs and the appointment can be cancelled at any time by the Department without assigning any reason.

(iii) Qualification and Experience

This shall depend upon the exact requirement of the concerned Government Departments for engagement of Consultant.

(iv) Age-Limit

The maximum age-limit for the Consultants will be 65 years. No retired Government Servant should be engaged as a Consultant beyond the age of 65 years.

(v) Procedure

The Government Department desirous of engaging retired Government officials as Consultants shall prepare terms and conditions for the work to be done by engaging Consultant in terms of the provisions given in GFRs and invite applications in the *pro forma* given in Annexure-I and place the same on official Website of Government of Puducherry.

All the applications received in response to the Notification shall be scrutinized and shortlisted by the concerned Departments as per their requirement and in the light of consultancy guidelines. Thereafter, the concerned Department would submit a proposal before the Consultancy Evaluation Committee of the concerned administrative Department.

The composition of Consultancy Evaluation Committee of concerned Department shall be as under :

- (i) Secretary of the concerned Department : Chairman
- (ii) Joint Secretary/Deputy Secretary/Under Secretary of the concerned Department : Member
- (iii) Head of Department : Member

After approval of the Consultancy Evaluation Committee, the concerned Administrative Department will thereafter, obtain the approval of the Competent Authority viz, the Lieutenant-Governor with the concurrence of Finance Department before issuing offer of appointment to the candidate as Consultant on the recommendation of Consultancy Evaluation Committee.

(vi) Fee

The Consultancy Fee fixed by the Department concerned shall be proportionate to the work to be carried out. The amount of Consultancy fee for the retired Government officials shall not exceed the ceiling of **Last Pay Drawn minus Pension and Dearness Allowance**.

The retired Government officials appointed as Consultants shall however continue to draw pension and dearness relief on pension during the period of his/her engagement as Consultant.

(vii) Allowances

The Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential, Telephone, Transport Facility, Residential Accommodation, Personal Staff, Medical Reimbursement, Insurance, etc. However, they will be entitled for Travelling Allowance on official tour at the rates applicable to a Government Officer holding equivalent post on regular basis. His/Her engagement as Consultant shall not be considered as a case of reemployment.

(viii) Leave

Consultants shall be eligible for 12 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 12 days in a year (calculated on a *pro rata* basis). His/Her unavailed leave in a calendar year cannot be carried forward to next year as well as not entitled for encashment of unavailed leave, The Government Department would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

(ix) Agreement

An agreement shall be executed with the Consultant so engaged in the *Pro forma* given in Annexure II.

(x) Existing Consultants

The existing Consultants (retired Government officials) in Government Departments will continue as per their existing entitlements / remuneration till they complete their sanctioned tenures.

In case, the Consultants want to be considered for selection under the new guidelines, then on expiry of their consultancy tenure or before, they will have to apply a fresh for appointment of Consultants and consequently compete with other applicants to be considered for selection for appointment as consultants after following the due procedure as per the new guidelines. However, for determining the maximum period of engagement *i.e.* five years, the services earlier rendered by these Consultants will be counted.

(xi) Relaxation

In exceptional cases, the Competent Authority, the Lieutenant-Governor shall relax any of the conditions of the above guidelines of the scheme of engagement of Consultant(s) especially in cases of highly specialized requirement in the interest of public service.

2. The above guidelines shall take effect from the date of issue of this I.D. Note/Memorandum.

3. The above guidelines shall not apply to the External Professionals, Consultancy firms, individual Consultants being engaged for specific assignments such as preparation of DPRs, etc. under various Schemes/ Projects. For such cases, the provisions given under procurement of Services (Rule 163/177) of GFRs, 2005 shall be followed scrupulously.

4. The Secretariat Departments, Heads of Departments and Heads of Public Sector Undertakings, Boards and Societies, etc., funded by the Government are requested to follow the above instructions strictly.

//BY ORDER OF THE LIEUTENANT GOVERNOR//

Sd/-

(P. AUGUSTIN LUCIEN DIAGOU)

Under Secretary To Government (Finance)

Encl.: As above.

To

All Secretariat Departments

All Heads of Departments/Offices

All Heads of Autonomous Bodies/Boards/Corporations/Societies
funded by the Government of Puducherry.

ANNEXURE - I
PRO FORMA
APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT
OFFICIALS AS CONSULTANTS IN GOVERNMENT
DEPARTMENTS/AUTONOMOUS BODIES

1. Name :
2. Date of Birth :
3. Address for Communication :
4. Contact Number :
5. E-mail ID :
6. Particulars of Government Service :
 - 6.1. Date of Joining in Govt. Service :
 - 6.2. Date of retirement and the post:
in which retired
 - 6.3. Name of the Department/ :
Organization from which retired.
 - 6.4. Last Pay drawn :
(Copy of PPO to be enclosed)
7. Educational Qualification :
8. Details of knowledge in Computer :
9. Brief particulars of experience with :
nature of duties performed
(starting from last appointment)

Recent
passport size
photo to be
pasted here

Sl.No.	Name of the Ministry/Department	Period		Post held	Nature of work
		From	To		

10. Additional information if any, in :
support of the suitability of the post.

DECLARATION

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 retirement.

Place :

Signature of Applicant

Date :

ANNEXURE - II

PRO FORMA FOR AGREEMENT TO BE EXECUTED WITH THE CONSULANT ENGAGED ON CONTRACT BASIS

This AGREEMENT on this day BETWEEN the PRESIDENT OF INDIA through the Secretary/Head of Department concerned (hereinafter called the Employer which expression shall unless excluded by or repugnant to the context, be deemed to include his Successors in office and assigns) of the one part and Mr./Ms. (Name and address) (hereinafter called the Appointee) of the other part.

WHEREAS, the Employer is desirous to have the services of the Appointee to engage him/her as full-time/part-time Consultant on contract basis in the Department, Government of Puducherry (hereinafter called the said Department) and he/she shall attend the works pertaining to (Nature of works) and also any other assigned by the employer.

AND WHEREAS, the Appointee having agreed to take up the assignment as full-time/part-time Consultant on contract basis and having reported for duty on and the Employer willing to engage the Appointee in the aforesaid capacity for a period of six months or till the necessity therefore ceases, whichever is earlier on the terms and conditions hereafter appearing.

NOW, THEREFORE THIS AGREEMENT as under :

- (i) The consultancy service will be on full-time/part-time basis.
- (ii) The engagement will be for a period of six months from the date of engagement.
- (iii) The Apointee will be paid a total fee of Rs..... (Rupees in words.....) per month.
- (iv) T.A./D.A on official tour will be paid as per the entitlement to his/her counterpart in Government.
- (v) The Appointee is entitled for leave of 12 days in a Calendar year on *pro-rata* bais.

(vi) All expense towards stamp duty, etc. on this agreement shall be borne by the Employer.

(vii) He/She will report to the (Officer concerned).

IN WITNESS WHEREOF, the parties hereto have signed the Agreement the day and year first above written.

Witnesses :

1.

Head of Department concerned
For and on behalf of President
of India (Employer)

2.

Consultant (Appointee)