




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/I-Consultant/Policy/2018-19/650 A

Dated: 27.03.2019

CIRCULAR

Sub: Guidelines for engaging Ex-CWC employees/outside experts as Consultant/Advisor on contractual basis

The BoD in its meeting held on 13.03.2019 has reviewed the policy of engagement of retired CWC officials/outside experts as Consultants in the Corporation. The BoD has also approved the salient features/guidelines for engaging the Consultant/Advisor in CWC. While engaging the Consultant/Advisor, the following may be kept in mind.

1. While making recommendations for engaging consultants in various Divisions at Corporate Office or in Regional Office/Warehouse, the concerned HoD/RM would assess the requirement based on the specific/specialized job. While making the proposal the recommending authorities may keep in mind the sanctioned strength/staff in position and consideration of the lean organization etc. It may be ensured that the combined strength of consultants along with the strength in position does not exceed the sanctioned strength at any point of time. The estimated time period for which the consultant are required for specific work/project may be intimated while making the proposal. It may also be mentioned as to whether the proposed engagement is against the vacant post or for specific work/project and the need to have qualified experts may be assessed for providing the specific services in case of absence of requisite expertise in house or need for economy etc. The ex-officers of Central/State Govt./PSUs/Autonomous Bodies having considerable experience in the relevant field with excellent communication skills be considered for engagement as Consultants.
2. The requirement of consultants for the specific work may be forwarded to the Personnel Division, Corporate Office through the concerned Director for obtaining approval of the MD. The Personnel Division will, thereafter, issue a notice of requirement on CWC website for inviting the applications from Ex-CWC officials or outside expert as the case may be clearly indicating the monthly remuneration payable according to the job requirement. The applications will be invited in the prescribed format (enclosed) to be submitted by stipulated time.

3. The age limit for Ex-CWC officials would be 62 years for initial engagement on the last date of submission of applications. The consultant could work upto the age of 65 years on yearly extension basis as per the need of the concerned Department. The applications as received will be scrutinized by the Committee to be constituted by Managing Director with reference to the advertisement and terms & conditions (enclosed).
4. The recommendation of the Screening Committee would be examined by Personnel Division and placed before Managing Director for approval.
5. The shortlisted candidates will be called for personal interaction by a Committee to be constituted by Managing Director. The candidates will not be paid TA/DA for attending such personal interaction. The offer of engagement will be issued by Personnel Division giving 15 days clear time for joining on the assignment for which no TA/DA will be paid.
6. The revised terms & conditions and remuneration for all Consultants including existing one, would be effective from 01.04.2019.
7. The consolidated monthly remuneration to be paid to various category of the consultants is as under:

Sl. No.	Level of retired official	Monthly remuneration (Rs.)
1.	E-1 (Group B)	40,000/-
2.	E-2	50,000/-
3.	E-3 & E-5	60,000/-
4.	E-7 (GM & equivalent)	1,00,000/-
5.	E-8 (GGM & equivalent)	1,20,000/-

(Signature)
27-03-19

(Arvind Chaudhri)
Group General Manager (Pers)

O/C

Circulation to:

1. All HoDs, CWC, CO, New Delhi
2. All RM, CWC, RO, _____
3. Sr. PA to MD/ PS to Dir (MCP)/SAM to Dir (Fin)/PA to CVO – for information please.

TERMS & CONDITIONS FOR ENGAGING RETIRED EMPLOYEES/OUTSIDE EXPERTS AS CONSULTANT / ADVISOR ON CONTRACTUAL BASIS

1. The Consultants/Advisor will be engaged initially for one year and the tenure could be extended on yearly basis as per the need of the concerned Department till the age of 65 years.
2. There should be no vigilance case pending against the applicant at the time of retirement in case of ex-employee of CWC. For outside experts, a self declaration of no pending vigilance case against him at the time of retirement will do if he/she is Ex-PSU or Ex-Govt. official. In case the same is found to be not true at later date, his/her services will be terminated.
3. The Consultant/Advisor would be required to work on all working days from 9.30 AM to 6.00 PM at Corporate Office and 10.00 AM to 5.00 PM at Regional Offices and at Warehouses as per timings notified by RM/CO.
4. The Consultant/Advisor would be paid TA/DA/Hotel charges as per eligibility of the last post held at the time of retirement and in the case from other PSU/Govt., of the equivalent post in CWC, while on official tour, subject to maximum of E-8 level.
5. The Consultant/Advisor would not communicate any of the information to any outside agency related to the matter whatsoever comes to his knowledge during the period of their consultancy.
6. The Consultant/Advisor would not sign any document/affidavit, etc, given to outside agencies on behalf of the Corporation.
7. The Consultant/Advisor will get no other benefit whatsoever except the consolidated remuneration being offered to him/her.
8. The TDS would be deducted as per the applicable rules/laws on the consultancy charges.
9. The Consultant/Advisor would maintain absolute integrity/devotion and discipline during the period of their consultancy with the corporation.
10. The deduction of amount from monthly remuneration will be made on pro-rata basis if the consultants/advisor remains absent from place of deployment except two holidays per month allowed to them at the discretion of the Controlling Officer.
11. The Consultant/Advisor shall have to attend at the work place/on holidays/late hours as may be required by Controlling officer for which no extra remuneration will be paid.



विनय चोपड़ा/VINAY CHOPRA

वरि. सहा. प्रबन्धक (आर एवं पी)/Sr. Asstt. Manager (R & F)
केन्द्रीय भण्डारण निगम/Central Warehousing Corporation
4/1, सीरी इन्स्टीट्यूशनल एरिया, हाँज खास, नई दिल्ली-110016
4/1, Siri Institutional Area, Hauz Khas, New Delhi-110016

12. The period of consultancy can be terminated anytime by the Corporation without any notice and assigning any reasons thereof.
13. The Consultant/Advisor working with CWC will not be permitted to take up any assignment with other organisation/Company (Govt. or private) during the currency of their consultancy in CWC.
14. The Consultant/Advisor engaged by the Corporation will have no employee/employer relationship with CWC. Hence they will not be eligible / entitled for any such benefits available to the employees of CWC.



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APPLICATION FORM

Application by the retired official for the post of Consultant in CWC

To,

The Group General Manager (Pers)

CWC, CO New Delhi

With reference to Notice No. _____ dated _____
published on CWC's website. I submit my application for engagement as
Consultant (Expert) at CWC, CO , New Delhi.

1. Name:

2. Father's/Husband Name:

3. Male/Female:

4. Age with date of birth:

5. Address:
 - a) Present:
 - b) Permanent:
 - c) Contact Detail:
(Ph./Mob. Nos)
 - d) E-Mail

6. Educational Qualification:

7. Experience (Detail of post held/its period and place of last 5 posting etc)
8. Name/Address of two reference with their Ph./Mob. No.
9. Any other information:

(Signature of the applicant)

(Please attach separate sheet, if required and sign on all the pages)

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the terms and conditions/criteria mentioned in the advertisement/website, my candidature/engagement for the said post is liable to be cancelled/terminated at any stage. I will not claim any employment in CWC based on this engagement and will not raise any litigation during the currency of engagement.

I further undertake to abide by all the terms and conditions mentioned in the advertisement/notice displayed on CWC's website dated _____

Place:

Date:

Sign of applicant