

**NRRDA-A021 (11)/10/2021-Dir (FA)**  
**National Rural Infrastructure Development Agency**  
**Ministry of Rural Development, Government of India**  
**5<sup>th</sup> Floor, NBCC Tower, Bhikaji Cama Place, New Delhi-110066**

Dated: 11.03.2022

**Office Memorandum**

**NRIDA (Human Resource Policy) 2020**, as approved by the General Body of NRIDA in its 25<sup>th</sup> meeting, held on 16th February 2021, is hereby notified as enclosed.

  
**(Dr. Pardeep Kumar)**  
**Deputy Director (F&A)**

Copy forwarded to:-

1. All Directors of NRIDA New Delhi
2. Director/DS, RC Division, MoRD, New Delhi.
3. PPS to AS(RD) & DG NRIDA, New Delhi
4. Shri Vijay Ingle, Programmer for uploading on website

**National Rural Infrastructure Development Agency**  
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**Government of India**  
**NBCC Tower, 15, Bhikaji Cama Place, New Delhi**

**Human Resource Policy**

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**Chapter – 1.****Background**

The 21<sup>st</sup> General Body meeting of the National Rural Roads Development Agency (NRRDA) held on 8.2.2016 had constituted an Internal Committee for evolving the Human Resource (HR) Policy for NRRDA. The Committee's membership was as under:

1. Shri. Prashant Kumar, Joint Secretary (A&C), MoRD
2. Ms. Anjali Singh, Director (F&A), NRRDA
3. Shri. Priya Ranjan, Director (RC), MoRD
4. Ms. Sonali Dutta, Under Secretary (Finance – II), MoRD

The terms of reference delineated for the committee were as follows:

- (i) Examination of the existing HR policy of NRRDA to assess its adequacy to meet the mandated obligations of providing technical and management support to MoRD and the states in the implementation of the PMGSY.
- (ii) Pay/remuneration and conditions of service of NRRDA personnel (both on deputation to NRRDA and hired from direct market and service provider.)

The Committee held a series of meetings and finalized its report, based upon which the MoRD vide its Office Order No: P-17030/1/2017-RC Dated 23.2.2017, formally issued the NRRDA HR Policy after its approval by the NRRDA General Body in its 23<sup>rd</sup> meeting held on 3.2.2017. A copy of the MoRD office order and the Executive summary of the HR Policy report and Chapters 2, 3 and 4 of the HR Policy containing the recommendations of the committee is enclosed as **Annexure –I.**

The existing HR Policy of NRRDA, in clause 4.8 of Chapter 4 had envisaged its periodical review so that it can meet the HR challenges of the time. The committee had recommended an ideal periodical review after every 5 years. The present attempt at reviewing and revising the existing HR policy is aimed towards carrying out a standardization of its terms and conditions applicable to consultants and support staff, some of which are incongruous. Also, a need for revision of the existing HR policy has arisen due to the change in the nomenclature of National Rural Roads Development Agency (NRRDA) to National Rural Infrastructure Development Agency (NRIDA) and its revised and increased scope of work. Further, the rationalization and revision of emoluments of Young Civil Engineers, Chartered Accountant and Consultants being hired for working in NRIDA that has been done post the promulgation of the existing HR policy, in order to obtain the best working talent for the organization also needs to be standardized and formalized in the new HR policy.

In addition to the above, this revised HR policy also updates, clarifies and formalizes the allowances and reimbursements that are payable to the officers working in NRIDA and includes a chapter on office decorum and discipline to facilitate a proper work culture in the organization. An attempt has also been made to bring about clarity in the travel and stay entitlements of employees engaged on hiring basis in NRIDA, while on official tours to remove any ambiguities. The policy also reinforces a system of regular annual increments for the consultants engaged in NRIDA to enable them to meet the challenges of increased cost of living. Lastly, it also includes formalized formats for Contracts and annual performance appraisal of the Consultants, YCE, CA and the support staff engaged in NRIDA on contract and outsourcing basis.

**Chapter - 2****About National Rural Infrastructure Development Agency****2.1 History**

Government of India has embarked upon a programme of construction of Rural Roads under the Pradhan Mantri Gram Sadak Yojana (PMGSY). The programme envisaged the setting up of National Rural Roads Development Agency (NRRDA) to extend support to the programme through advice on technical specifications, project appraisal, appointment of part-time Quality Control Monitors, Management of Monitoring Systems and submission of Periodic Reports to the Ministry of Rural Development. Accordingly, NRRDA has been registered on 14.01.2002, as a society under the Societies Registration Act, 1860. The agency is envisaged as a compact, professional and multi-disciplinary body. Since December 2016, a scheme for Rural Connectivity Project on Left Wing Extremism Areas (RCPLWEA) has also been launched by the Government as a vertical under PMGSY, in order to provide seamless connectivity to the difficult and remote areas which are also afflicted by the Left Wing Extremism (LWE) violence.

The Cabinet in its decision dated 23.03.2016 approved the proposal to provide technical support to Central and State Governments in developing housing designs, drawings, estimates, adoption of appropriate technologies, training modules and related activities in rural areas under Pradhan Mantri Awaas Yojana-Gramin (PMAY-G). Such technical support would be provided to Central Government and States by augmenting and strengthening National Rural Roads Development Agency (NRRDA). Thus, the augmented and strengthened NRRDA, which would focus on infrastructure development (both roads and housing) in rural areas, is now known as National Rural Infrastructure Development Agency (NRIDA).

**2.2 Authorities of NRIDA**

NRIDA is governed by its Memorandum of Association, Rules & Regulations and Bye - Laws. The various authorities of NRIDA are as follows:

- (i) General Body
- (ii) Chairperson - Union Minister incharge of the Ministry / Department dealing with the agency is the ex officio Chairperson of the agency.
- (iii) Co-Chairperson - Minister of State incharge of the Ministry / Department dealing with the agency is the Co-chairperson of the agency.
- (iv) Vice - Chairperson - Secretary incharge of the Ministry / Department dealing with the agency is the ex officio Vice Chairperson of the agency.
- (v) Executive Committee - Members to be nominated by the Chairperson of Agency
- (vi) Director General - Additional Secretary / Joint Secretary in Govt. of India dealing with rural connectivity and the agency shall be the ex officio Director General of the Agency.
- (vii) Additional Director General - Additional Secretary / Joint Secretary (RH), Ministry of Rural Development, Government of India

**2.3 Objectives :****(I) For Rural Roads:**

- a) To discuss with different Technical Agencies and arrive at appropriate Designs and Specifications of Rural Roads and, thereafter, to assist the Ministry of Rural Development in prescribing the Designs and Specifications of Rural Roads, including Bridges and Culverts.
- b) To determine the tasks to be performed by the Principal Technical Agencies and State Technical Agencies.
- c) To appoint reputed Technical Institutions as Principal Technical Agencies and State Technical Agencies to perform the tasks to be entrusted to them.

- d) To render assistance to States or Union Territories in preparing District Rural Roads Plans.
- e) To scrutinize or arrange to scrutinize the proposals received from States and Union Territories for consideration by the Ministry of Rural Development.
- f) To oversee and inspect or arrange to inspect through Independent Monitors, the execution of the road—works cleared by the Ministry and being implemented by States or Union Territories through their Executing Agencies.
- g) To appoint serving or retired Engineers, Academicians, Administrators and other Agencies, with experience in Rural Roads, as Independent Monitors to ensure proper execution of road works by the State Agencies.
- h) To monitor the progress of the road-works with particular reference to time frame for completion, Technical Specifications, Project Appraisal and Quality Control methods.
- i) To set up an “On-line Management Monitoring and Accounting System”, incorporating both intranet and internet based system, for obtaining updated information to facilitate a ready viewing and screening of data.
- j) To send periodic reports to the Ministry of Rural Development on the progress of implementation of road works by the States or Union Territories.
- k) To Monitor the planning for and plantation of fruit bearing and other suitable trees on both sides of the rural roads undertaken by the States or Union Territories, under the Pradhan Mantri Gram Sadak Yojana.
- l) To Monitor the expenditure incurred by the States or Union Territories in implementation of the Pradhan Mantri Gram Sadak Yojana, with reference to the funds released by Ministry of Rural Development through expenditure reports obtained from the States or Union Territories and through On-line Management Monitoring and Accounting System.
- m) To take up research activities relating to Rural Roads, including execution of Pilot Projects.
- n) To study and evaluate different Technologies in respect of Rural Roads and to take up pilot projects involving different technologies.
- o) To enter into collaboration with Institutions, Agencies or Bodies of repute, both national and international, in respect of Rural Roads.
- p) To arrange suitable Training Programmes for officers of the Ministry as well as the State Governments or Union Territories concerned with the implementation of the Rural Roads Programme in reputed institutions.
- q) To advise on measures to improve the Quality and Cost-norms of the Rural Roads. r) To publish books, literature, take up or arrange for production of publicity material, print, audio or audio-visual in respect of the Pradhan Mantri Gram Sadak Yojana.
- s) To organize and Sponsor Workshops and Seminars in respect of Rural Roads.
- t) To purchase, lease and hire equipment or machinery required in the construction of Rural Roads.
- u) To take up such activities as necessary to further the objective of the Programme and assist the Ministry of Rural Development in Planning and Implementation of the Pradhan Mantri Gram Sadak Yojana and such other related Programmes as may be taken up.

**(II) Rural Housing:**

- a) To act as Special purpose Vehicle for receiving financial assistance from NABARD and distributing it to the states based on the fund gap vis-à-vis the target communicated by the Ministry.
- b) Assist States in development of Annual Action Plan and follow-up on the decisions taken during the meeting of Empowered Committee to finalize the Annual Action Plan.
- c) Working with agencies such as UNDP, IIT, etc. and also assist States for the development of state wise housing design typologies including Plan, Elevation, and Estimates appropriate to different regions.
- d) Assist the centre and states in implementing masons’ training programme.

- e) Support the States in identifying State technical Support agencies and conduct orientation and refresher training for state Technical Support Agencies and other state level technical personnel.
- f) Coordinate production and supply of quality building materials. Negotiate with industry associations to facilitate access to construction materials at lower cost than available in the market and facilitate setting up of district materials banks.
- g) To assist and advise the states in setting up project management units at state, district and block level.
- h) To contribute to the design and development of IT management systems to improve performance and transparency and reduce leakages. Identify appropriate monitoring indicators to be incorporated into MIS and support the Ministry of Rural Development analyzing the MIS data.
- i) To manage the content of Rural Housing Knowledge Network (RHKN) portal through involvement of stakeholders.
- j) To conduct training programs for the officers of the Ministry as well as State Governments and Union Territory(s) concerned with implementation of the housing scheme.
- k) To publish books and literature, arrange for production of publicity material.
- l) Organize national and regional workshop as per requirement of Ministry of Rural Development.
- m) Hiring of professionals to undertake various activities essential to the execution, monitoring and improvement of Rural Housing programs.
- n) Facilitate national media coverage on initiatives carried out in Rural Housing.
- o) Undertake research, pilot studies, monitoring and evaluation studies on Government's rural housing programme and to ascertain the status of rural housing in the country.
- p) Develop proposals for R&D in rural housing in partnership with research institutes.
- q) To take up such activities as necessary to further the objective of the Programme and assist the Ministry of Rural Development in Planning and Implementation of the Pradhan Mantri Awaas Yojana and such other related Programmes as may be taken up.

## **2.4 NRIDA Vision & Mission**

### **2.4.1 Vision**

To improve social and economic life of the people, especially in rural India, by means of building good quality and well maintained all weather roads and affordable housing infrastructure in a cost effective manner in order to contribute to effective nation building.

### **2.4.2 Mission**

- Provide all round rural connectivity to unconnected habitations across the country as envisaged in the PMGSY scheme.
- Focus on quality and maintenance of rural roads constructed under the PMGSY Scheme.
- Promote research and development in the areas of rural road construction and maintenance in a cost effective manner, through collaboration with scientific and technical institutions.
- Promote the use of green and new technologies in rural road construction.
- Become a centre of excellence in the sphere of rural roads construction.
- Enable the development of affordable house dwellings in rural areas as provided under the PMAY – G scheme.
- Assist the Ministry of Rural Development in carrying out the task of social and economic transformation and upliftment of rural Indian populace by providing all weather road connectivity and affordable housing.

**Chapter – 3****Sanctioned strength of staff in NRIDA****3.1 Post-wise sanctioned strength**

The Staff strength of NRIDA as approved by the General Body from time to time is as under:

Sl	Name of Post	Sanctioned Numbers	Details
1	Director	5	Approved in 1 <sup>st</sup> GB Meeting on 21.1.2004 ( <b>Annexure-II</b> ).
2	Jt. Director	7	6 posts approved in 1 <sup>st</sup> GB Meeting on 21.1.2004. 1 post approved in 15 <sup>th</sup> GB on 28.1.2012 ( <b>Annexure-III</b> )
3	Dy. Director	5	4 posts approved in 1 <sup>st</sup> GB Meeting on 21.1.2004. 1 post approved in 15 <sup>th</sup> GB on 28.1.2012
4	Asst. Director	26	17 posts approved in 1 <sup>st</sup> GB Meeting on 21.1.2004. 9 posts approved in 15 <sup>th</sup> GB on 28.1.2012
5	Support staff	33	Approved in 1 <sup>st</sup> GB Meeting on 21.1.2004.
6	Data Scientist	1	Approved in 24 <sup>th</sup> GB Meeting on 18.1.2019
	<b>Total</b>	<b>77</b>	

In addition, the establishment of an Information Communication Technology (ICT) Project Management Unit (PMU) was approved by NRIDA GB in its 24<sup>th</sup> meeting held on 18.1.2019 under which 1 Director (Consultant) and 2 Product Managers were approved to be engaged as Consultants on contractual basis.

**3.2 Distribution of work and staff strength**

There are five divisions in NRIDA among which the work has been distributed as under:

- **Technical Division:** Project preparation appraisal, District Rural Road Plan, Empowered Committee, World Bank and OMMAS (except financial module)
- **Project-I Division:** Policy planning, monitoring and coordination of PMGSY scheme, maintenance including e-Marg and IT initiatives.
- **Project-II Division:** Training and HRD, Research and Development, road safety and ADB related matters.
- **Project-III Division:** Quality Assurance mechanism including three tiers of Quality Monitoring, and
- **Finance and Administration:** General administration, Establishment, internal budgeting, Finance, Accounts and Audit of PMGSY and ADB/WB funded projects, financial module of OMMAS.

Detailed organizational structure of NRIDA has been indicated at **Annexure-IV**.

The distribution of the sanctioned staff strength among the six divisions of NRIDA is mentioned below:

Designation	Level	Technical	P – I Division	P – II Division	F&A Division	P-III Division	Data Scientist	Total
Director	I	1	1	1	1	1		5
Joint Director	II	2	3	2	-	-		7
Deputy Director		1	0	0	2	2		5
Assistant Director	III	6	6	7	4	3		26
PA/Steno		4	4	4	2	1		15
Assistant		4	4	4	4	2		18
Data Scientist (Consultant)							1	1*
<b>Total</b>		<b>18</b>	<b>18</b>	<b>18</b>	<b>13</b>	<b>9</b>	<b>1</b>	<b>77*</b>

\* One position of Data Scientist to be engaged on contract basis in ICT-PMU has been approved in 24<sup>th</sup> GB Meeting on 18.1.2019.

In addition, the establishment of an Information Communication Technology (ICT) Project Management Unit (PMU) was approved by NRIDA GB in its 24<sup>th</sup> meeting held on 18.1.2019 under which 1 Director (Consultant) and 2 Product Managers were approved to be engaged as Consultants on contractual basis. Presently, the Data Scientist and the 3 above said consultants are employed in the ICT PMU.

In addition, personnel for MTS activities including watch and ward, driver etc. are hired on contract basis based on actual requirement from time to time.



**Chapter - 4****Recruitment of Human Resources****4.1 Need for quality manpower**

The primary function of NRIDA being technical in nature, there is need to attract the best of the technical talent available in the respective areas of expertise. This becomes important in the light of significance of rural connectivity not only in the lives of rural population, including expanding their livelihood opportunities, but also its role in economic progress of the country as a whole. This translates into offering compensations which are attractive enough to bring them to a place like Delhi where the cost of living is higher in comparison to most of the other places in the country. Similarly, the process of appointment, including the selection process, should be done on fast track so that the technical guidance to the States does not suffer due to delays.

**4.2 Mode of selection of personnel**

Staff in NRIDA is deployed either through deputation of Central/State Government officers of various departments or by hiring through open market or a manpower agency.

**4.2.1 Appointment on Deputation**

Appointment to the posts of Director (Level-I), Joint Director and Deputy Director (Level-II) and Assistant Director (Level-III) is made by way of deputation from departments/offices of Central/State governments/PSUs or Autonomous bodies. The instructions issued by the Do P&T, Government of India from time to time in connection with recruitment and deputation guidelines shall be followed in principle while carrying out recruitment on deputation basis. Applications shall be invited through advertisement in leading news papers and also upon NRIDA website for giving wide publicity of the vacancies. Eligible applications will then be considered by the Search-cum-Selection Committee (SCSC) constituted for the purpose. Composition of the Search-cum-Selection Committees for each category of posts would be as under:

**Director (Level - I):** Committee will be headed by the Secretary (RD), Ministry of Rural Development and comprising DG, NRIDA, one Joint Secretary of the MoRD to be nominated by the Chairperson of SCSC and two subject matter experts as members to be nominated by the Chairperson of SCSC.

**Joint/Deputy/Assistant Director:** Committee will be headed by DG, NRIDA, two Directors from NRIDA and one representatives of the Ministry of Rural Development as members.

**Approval of Recommendations of the SCSC:** - The recommendations of the Search-cum-Selection Committee shall be put up to Hon'ble Minister of Rural Development for approval in the case of Level-I posts. For Level-II and III posts, Secretary (RD) shall be the Competent Authority for accepting the recommendations. The panel, if any, recommended by the above two committees would be valid for one year from the date of recommendation.

**Period of deputation:** - Initial period of deputation would be two years for all categories of deputationists, which could be extended as per the requirement of NRIDA and the performance of the officer concerned. This would be extended upto a maximum of 7 years. Extension for the 6<sup>th</sup> year would be given after obtaining orders of the Secretary (RD) and for the 7<sup>th</sup> year with the approval of the Hon'ble Union Minister for Rural Development. All other terms and conditions would be as per the instructions issued by the Government of India from time to time. Department of Personnel and Training OM No. 6/8/2009-Estt. (Pay II) dated 17<sup>th</sup> June 2010 and No. 2/6/2018-Estt.(Pay II) dated 18.05.2018 containing comprehensive guidelines with regard to deputation have been attached as **Annexure-V**.

The eligibility criteria for each of the above posts have been given at **Annexure-VI**.

#### 4.2.2 Engagement on Contract Basis

Posts at Level-I, II and III should normally be filled up by deputation failing which on contract basis. Recruitment for these levels on contract basis would be carried out only against the existing vacancies available in NRIDA. Civil Engineers / Retired Government Servants can be hired against prescribed eligibility criteria by seeking applications from open market through open advertisements and wide publicity. The personnel hired on contract would be designated as Consultant. For hiring of Consultants against the above said posts on contract basis, the constitution of Selection Committee would be the same as for selection on deputation for each level. Terms and conditions for contractual appointment as Consultant as well as format of the application form and the contract have been provided at **Annexure-VII**. The personnel on contract would only be hired through open advertisements and should fulfill the qualification and experience criteria prescribed for respective post. In addition to engagement of consultants against the sanctioned posts, NRIDA can also engage experts in the field of finance/IT/Engineering etc. as consultants for carrying out specific tasks after following prescribed procedure as per GFRs and other GoI instructions with the approval of the General Body of NRIDA.

Period of engagement of a consultants hired on contract basis would normally be for one year which can be extended based on the organizational requirement and their performance on the job. Performance of the consultant shall be appraised annually by the reporting and reviewing authorities defined for the post, before extension of the period of engagement. However, in the case of Young Engineers and CA, the extension beyond the period of 3 years would be done on the recommendations of an Appraisal Committee under the chairmanship of the Additional Secretary in charge of Rural Development in the Ministry of Rural Development. The terms and conditions of service of YCE/CA would be reviewed by the above said committee after the completion of their 3 years in NRIDA.

The maximum age limit for engagement of retired personnel as consultant would be 65 years and generally no extension would be granted to consultants beyond this age but further extension or engagement of consultants beyond 65 years of age may be considered as an exception in very deserving cases after seeking approval of the Secretary (RD).

#### 4.2.3 Engagement of Support Staff:

Support staff such as Assistant/ PAs and MTS workers would continue to be engaged on contract/ outsourcing basis through service provider firm chosen through open competitive bidding after following the prescribed procedure as per GFRs and other GoI guidelines in this regard.

### 4.3 Pay, Allowances for officers appointed on Deputation:

#### 4.3.1 Pay:

The terms and conditions of service of the three categories of staff of NRRDA (Deputationists, Consultants and Support Staff hired through service provider) were last approved by the General Body in its 16<sup>th</sup> meeting held in July 2012 which were based on terms and conditions of NHAI and other similar PSUs. The current Pay structure for the officers appointed on deputation in NRIDA based on Seventh Pay Commission recommendations is as under:

Level	Designation	Pay Level
I	Director	14
II	Jt. Director	13A
	Dy. Director	12
III	Asstt. Director	11

Officers coming on deputation can opt for Scale of Pay existing in the parent organization and Deputation Duty Allowance at the rates as provided in DoP&T OM No. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 or opt for the scale of pay of the relevant post at NRIDA in which case no Deputation Duty Allowance will be admissible.

#### 4.3.2 Lumpsum incentive for acquiring higher qualifications:

In order to make the deputation terms more attractive, Director/ Joint Director (Technical & Projects) level officers in NRIDA were also being given 2-4 additional increments on account of higher qualifications as approved by the NRRDA GB in its 16<sup>th</sup> meeting held on 30<sup>th</sup> July 2012. However, the Executive Committee of NRIDA in its 40<sup>th</sup> meeting held on 6<sup>th</sup> January 2020 felt that the system of additional increments on account of higher qualification was not in consonance with the prevailing lumpsum incentive system in Government departments and the latter should be adopted in NRIDA as well. Accordingly, aforesaid officers would henceforth be entitled to onetime lumpsum incentive at the rates laid down by the Government of India from time to time in this regard. The present rates would be based on the Department of Personnel and Training OM No. 1/5/2017-Estt (Pay-I) dated 15<sup>th</sup> March 2019. This scheme of lumpsum incentive would however take effect from the date of approval of this Policy from GB of NRIDA i.e. w.e.f. 16.02.2021 and officers already in receipt of the earlier benefit of additional increments would continue to avail the same on which no allowances would be payable.

#### 4.3.3 Allowances

a. **Transport Allowance** Transport Allowance for travel from residence to place of duty and back, would be payable as per the extant Government of India norms upon the subject. Officers appointed to the post of Director would be eligible for staff car hired by the office in lieu of transport allowance as per the norms laid down by Government of India.

b. **House Rent Allowance:** House rent allowance will be admissible to deputationist officers as per the rates applicable for Delhi (Class "A" city) fixed by the Government of India from time to time. No accommodation is provided by NRIDA to its employees or officers. However, NRIDA can also make the housing facility available to its personnel by leasing accommodation, subject to the ceilings as below:

Sl. No.	Post	Pay Level	Lease Entitlement (Rs.)
1.	Level-I	14	26,400
2.	Level-II	13A 12	23,400 18,700
3.	Level-III	11	18,300

Officers opting for the housing lease facility would not be paid HRA.

#### c. Entertainment Allowance:

The officers on deputation in NRIDA are eligible for Entertainment Allowance to cover hospitality expenses to entertain guests in connection with official work as per the following rates:

Sl. No.	Post	Entertainment Allowance (Rs.)
1.	Level-I	1500
2.	Level-II	1200
3.	Level-III	1000

#### d. Travelling and Daily Allowance

Travelling and Daily Allowance during an official tour would be strictly in accordance with the travel class and rates admissible to the post held in NRIDA, as per the FRSRs and Government of India instructions prevalent from time to time.

#### 4.3.4 Reimbursable expenses

In addition to the above said allowances, the officers on deputation are eligible for reimbursement of various expenses like telephone/mobile/broadband, children education allowance, purchase of newspapers, office bags etc. at rates/ceilings as per the instructions issued by the Government of India from time to time. In case of officers opting for leased accommodation, reimbursement of expenditure towards maintenance of accommodation/minor repairs upto a limit of 2 months' lease amount in a year is also admissible.

#### 4.3.5 Other benefits/entitlements

##### 4.3.5.1 Medical Benefits

Officers on deputation will be entitled to medical benefits for self and dependent family members in accordance with the provisions contained in the NRIDA (Medical Attendance) Bye-Laws 2020 as amended from time to time. However, deputationist officer would be given an option of continuing with the medical facility available to them in their parent organization subject to them making a declaration in this regard within a month of their joining. A copy of the NRIDA (Medical Attendance) Byelaws, 2020 may be seen at **Annexure-VIII**.

##### 4.3.5.2 Leave:

The Leave Policy and the leave entitlement of the officers and staff of NRIDA have been described in detail in Chapter 5 of this HR Policy.

##### 4.3.5.3 Retirement Benefits:

Grant of retirement benefits shall not apply in case of NRIDA employees and officers.

##### 4.3.5.4 Leave Travel Concession:

The extant Government of India rules applicable to the posts of officers in NRIDA would continue to be applicable.

#### 4.4 Remuneration for Consultants engaged on contract by NRIDA:

The Consultants engaged by NRIDA, as mentioned in para 4.2.2 may broadly be divided into following categories:

- (i) Young Civil Engineers and Chartered Accountant.
- (ii) Specialist, which may include retired personnel, with technical knowledge in the field of Road/Highways transportation/Finance/IT/Management & Administration.

The detailed terms and conditions including remuneration payable to the Young Engineers, CA, ICT PMU & Data Scientist, hired as Consultants have been given at **Annexure IX, X and XIII**, respectively.

#### 4.5 Tenure and Remuneration for Support Staff engaged through service provider

##### 4.5.1 Tenure

Tenure of support staff comprising Executive Assistants, Personal Assistants and Office Assistants, to be hired through service provider would be for the period of the contract executed with the respective service provider, i.e. initially a period of one year and extendable thereafter strictly on the basis of satisfactory service and the terms and conditions of the contract. However, neither any person exceeding the age of 60 years (i.e. the retirement age of a government servant) shall be hired as support staff, nor the contract of an existing member of support staff be extended beyond the age of 60 years. The power of relaxation of the upper age limit shall however lie with the Director General, NRIDA.

#### 4.5.2 Remuneration

Support staff would be paid the minimum wages as admissible to the category of the worker strictly as per the notifications issued by the Labour Department of Government of Delhi from time to time. Yearly increment would be given from the 1<sup>st</sup> July each year in accordance with the average twelve monthly increase in the National Consumer Price Index.

In order to provide succor and motivation to the deserving support staff members who have rendered long and distinguished service in NRIDA, a onetime increase of 20% in the basic emoluments (without Bonus/OTA/honorarium etc.) would be provided to such meritorious support staff workers who have rendered 17 years of continuous service on yearly contract basis in NRIDA and have been given "Outstanding" grading in at least last two annual performance appraisals. However, such upgradation shall take place on the basis of recommendations of a Standing Committee comprising the following members and subsequent approval of the same by the DG, NRIDA:

1. Director (F&A), NRIDA - Convener
2. Director of the division concerned of the employee – Member
3. Deputy Director (F&A) – Member

Consequent upon such upgradation, the support staff concerned shall be designated as "Assistant Manager".

#### 4.5.3 Medical Insurance Policy

Support staff engaged through the Service Provider would be eligible for medical insurance facility either through EPF as applicable to workers getting remuneration below the threshold limit as notified in EPF rules from time to time or in case of other workers as provided by the service provider for which the premia would be reimbursed by NRIDA to the service provider upto a maximum insurance cover of Rs. 2,50,000 p.a.

#### 4.5.4 Leave

Leave entitlements of the support staff have been outlined in para 5.2.3 of this HR Policy.

#### 4.5.5 Overtime Allowance

OTA for extra work to outsourced staff would be regulated as per the contract with the service provider keeping in view the prevailing labour laws, for a maximum of 50 hours in a month. OTA would only be sanctioned subject to approval of the Head of the concerned division.

**Chapter - 5****Leave Policy****5. Purpose of leave:**

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the NRIDA.

**5.1 Grant of Leave:**

The following principles will determine the sanction of leave in respect of all employees and contractual engages of NRIDA:

- Leave is not a matter of right and hence cannot be demanded.
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case and leave may be refused, curtailed or revoked in public interest.
- All employees are required to obtain prior sanction of the authority competent to grant them leave, before proceeding on leave.

**5.2 Leave entitlements of the officers and staff working in NRIDA:****5.2.1 Officers on Deputation:**

The leave entitlements of officers working on deputation in NRIDA would be governed by CCS (Leave) Rules 1972 as amended from time to time by the Government of India and as elaborated in NRIDA (Leave) Byelaws 2020 (**Annexure XI**). Some of the basic leave entitlements are enumerated as under:

**Casual Leave** – 8 days in a calendar year or as per the policy of Government of India. Unavailed casual leave would lapse at the end of a particular calendar year. Not more than 5 days of casual leave can be availed of at a time. Casual leave can also be availed for half day, but it cannot be combined with any other kind of leave.

**Restricted Holidays** – 2 days in a calendar year on occasions stipulated as restricted holidays by the Government of India.

**Earned Leave** – 30 days in a calendar year. 15 days earned leave would be credited in the employee's leave account on 1<sup>st</sup> January and 1<sup>st</sup> July of each calendar year. Unavailed earned leave can be carried forward and accumulated to a maximum of 300 days as provided under CCS (Leave) Rules 1972 as amended from time to time.

The entitlement of other types of leave like Half – pay leave, Commuted leave, Special casual leave, Child care leave, Maternity leave, Paternity leave and extra ordinary leave etc shall be as per the provisions of the CCS (Leave) Rules 1972 as amended from time to time by the Government of India and as elaborated in NRIDA (Leave) Byelaws 2020.

**5.2.2 Officials engaged as Consultants, Young Civil Engineers, Chartered Accountant, Data Scientist, Product Managers**

**Casual Leave** – 8 days in a calendar year. Unavailed casual leave would lapse at the end of a particular calendar year. Not more than 5 days of casual leave can be availed of at a time. Casual leave can also be availed for half day.

**Restricted Holidays** – 2 days in a calendar year on occasions stipulated as restricted holidays by the Government of India.

No other leave would be admissible to this category of contractual employees apart from those given above.

### **5.2.3 Officials engaged as Support staff through the outsourcing agency**

**Casual Leave** – 8 days in a calendar year. Unavailed casual leave would lapse at the end of a particular calendar year. Not more than 5 days of casual leave can be availed of at a time. Casual leave can also be availed for half day.

**Restricted Holidays** – 2 days in a calendar year on occasions stipulated as restricted holidays by the Government of India.

No other leave would be admissible to support staff engaged through the outsourcing agency apart from those given above.

### **5.3 Unauthorized absence from duty**

When an employee takes off from duty without prior leave approval or proper intimation, then those day/days will be treated as absence from duty. The days of absence will be treated under Leave without pay. The employee has to report to his / her division head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty continuously for more than 7 days or overstays his sanctioned leave without informing office (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the concerned division will be sent to him asking to report to duty and to provide explanation for his absence. Thereafter, based on the enquiry any action deemed fit would be taken by the management. NRIDA may repatriate at its discretion an employee on deputation who remains unauthorizedly absent and may refer the matter to the Disciplinary Authority in his / her parent department to institute such disciplinary proceedings as may be appropriate. Any consultant / support staff remaining unauthorizedly absent for more than 7 days would be liable for termination of his / her contract.

### **5.4 Maintenance of Leave Account**

Leave account of all categories of employees in NRIDA would be maintained and regularly updated by the F&A division in the Leave module of NIC e office. All the officers and staff would apply for sanction of leave using the Leave module of NIC e office and would route it to their leave sanctioning authorities for electronic sanction of the same.

### **5.5 Encashment of Leave salary**

Encashment of leave salary, as per the provisions of NRIDA Leave byelaws 2020, would be available to officers serving in NRIDA on deputation. Leave encashment would not be admissible to any Consultant / support staff working in NRIDA.

### **5.6 Disclaimer**

None of the provisions contained in NRIDA (Leave) Byelaws 2020 shall apply to those working in NRIDA on a contractual or outsourced basis.

## **Chapter 6**

### **Training & Human Resource Development**

**6.0** Human resource development is a continuous process in any organisation. Capacity building and its regular updation through trainings and refresher courses is a must for all those organizations who want to be relevant all the time and NRIDA is no exception as they are into providing technical guidance to States etc. Therefore, skill upgradation and knowledge enhancement of the NRIDA personnel is of utmost importance. Accordingly, the training in NRIDA needs to be shaped keeping, inter alia, the following objectives in mind:

- i. Capacity Building
- ii. Skill Upgradation
- iii. Team Building
- iv. Leadership
- v. Motivation

To sharpen their professional skills NRIDA personnel would be nominated for training programmes, refresher courses in new technologies, office procedure etc from time to time to various organizations including Institute of Secretariat Training and Management (ISTM), Indian Academy of Highway Engineers (IAHE), Indian Road Congress (IRC), Institute of Government Accounting & Finance (INGAF) National Institute of Financial Management (NIFM), etc. A yearly training calendar would be worked out by the concerned Division in this regard and the identified employees would be deputed for trainings directly related to their sphere of work.

**6.1 Review of performances:** NRIDA is an organization which provides technical guidance to the States/SRRDAs and hence performance expected from its personnel is of a very high order. Therefore, there is a requirement for continuous appraisal of performances of its employees, both on deputation or on contract.

**6.1.1 Review of performance of officers on Deputation:** The performance of the officers on deputation to NRIDA shall continue to be reviewed by means of the existing Annual Performance Appraisal Report (APAR) format, prescribed for officials on deputation under the Central Staffing Scheme in Government of India, for personnel on deputation to NRRDA.

**6.1.2 Performance appraisal of contractual employees and support staff:**

There is a need for a performance appraisal system, in the form of PAR, for personnel hired on contract like YCE, CA, Retired Consultants and the support staff, which will form the basis for the subsequent extension of their contract. Accordingly, the annual performance appraisal of all categories of employees on contract and the support staff would be completed by 15<sup>th</sup> of May each year, in respect of the previous financial year. The format of Performance appraisal review for contractual employees and support staff is enclosed at **Annexure XII**.

The employee being reported upon would fill up his / her self- appraisal for the previous year, detailing the quantum of work performed by him / her, latest by 15<sup>th</sup> April of each year and hand it over to their supervisory officer. The supervisory officer shall report upon the performance of the employee objectively and pass on the appraisal report to the Division head latest by 30<sup>th</sup> of April of each year. The Division head shall review the performance of the employee in question and offer his comments upon the performance and submit the performance report to the F&A division latest by 15<sup>th</sup> of May each year. The performance ratings earned by the employees shall be the benchmark for extension of the annual contract and for payment of incentive like honorarium as it is essential to distinguish the best from the ordinary. Therefore, it is essential that the performance appraisal is done by the reporting and reviewing



officer meticulously in an impartial and objective manner. Employees getting a grading of less than 9 shall not be entitled for the payment of honorarium. Employees securing a grading of less than 7 in the performance review shall be put under observation for 3 months after administering a warning to them for improvement of their performance. In such cases, a supplementary review of performance shall be conducted after 3 months by the supervisory officer and the divisional head and in case a visible improvement in performance is not found the contract of the employee shall be terminated suo moto without any further warning.

**6.2 Human Resource Information System:**

For the sake of transparency, all information on sanctioned and working staff strength, vacancies, qualification requirements for various posts, terms and conditions of office, etc. should be made online. While initiating any new recruitment either on deputation or on contract basis, the vacancy circular shall also be uploaded upon NRIDA's website to ensure wide dissemination of the notice.

**6.3 Periodical review of performance of the Human Resource policy:**

A periodical review of the HR policy may be taken so that it can meet the HR challenges of the time. Ideally it may be reviewed and updated every five years.

**6.4 Interpretation and power to remove difficulties**

- a) The interpretation of Director General, NRIDA will be final in respect of any provision of this HR Policy
- b) The power to remove any difficulty in the application of this HR Policy shall vest in the Director General, NRIDA.

**Chapter - 7****DISCIPLINARY CODE**

7. This document is an expression of NRIDA's policy on discipline and a guide to all NRIDA employees. Discipline is a tool designed to promote orderly conduct. Formal disciplinary action should be the final course of action in rectifying employee's behaviour. Disciplinary action should be supported through investigation, reasonable evidence of guilt and careful consideration of the circumstances of each case before formal action is taken. Disciplinary action should always be prompt, fair and firm. While every attempt has been made to ensure that this disciplinary code is applicable to general disciplinary instances in NRIDA, the requirement for use of discretion within the framework of and in accordance with the spirit of the code may be required. A successful disciplinary system and climate is dependent on the good judgement, understanding and consistent treatment of the parties involved in disciplinary action. All officers working in NRIDA on deputation basis are subject to the provisions of the CCS (CCA) Rules and CCS (Conduct) Rules of the Government of India, as amended from time to time. The employees working on contract basis as well as the support staff engaged through the manpower agency are subject to the Disciplinary code of NRIDA as contained in the HR policy and are liable to be punished under its provisions in case of breach of discipline and on account of committing an offence.

**7.1 Procedure when an alleged offence has been committed or is reported to have been committed:**

When an offence is alleged to have been committed, the F&A Division will prima facie have the matter investigated by conducting a preliminary enquiry, and take any form of the following actions with the approval of DG, NRIDA:

- Dismiss the case;
- Counsel the employee;
- Give a verbal warning;
- Give a recorded warning;

**7.1.1 Preliminary Enquiry**

For the conduct of the preliminary enquiry in such cases, an Enquiry officer shall appointed by DG, NRIDA. For the conduct of the preliminary enquiry, the procedure stipulated in the CCS (CCA) Rules shall be followed by the Enquiry officer and his report submitted to the DG, NRIDA. In case of officers on deputation, if on the conclusion of the preliminary enquiry, it is discovered that the charges appear to be true, the officer shall be repatriated to his parent department and a copy of the allegations of offence and the preliminary enquiry report shall also be sent to the parent department for appropriate action.

**7.1.2 Informal disciplinary action for Minor errors / offences** - It is desirable for sound interpersonal relations within NRIDA that the Division head, where possible, resolves minor disciplinary matters by means of informal disciplinary action. Informal disciplinary action can take the form of either a verbal warning or counseling. An employee found to have committed an offence of a minor nature should be counseled by the Division head, without an entry being made on the employee's performance appraisal for that year. During the counseling, the Division head should ensure that the employee is made aware of the nature of the offence and the standard of the conduct or performance that will be expected in the future. An attempt should be made to resolve alleged poor work performance by means of counseling the individual involved. The following procedural action should be considered:

- Investigate and identify the problem area(s)

- Communicate this to the individual concerned, and jointly agree on the appropriate plan of action in order to resolve the matter.
- Consideration should be given to the appointment of a coach or mentor to assist the employee to improve performance;
- Regular evaluation and follow up on the agreed plan of action should be made;
- Should counseling fail to produce the desired improvement, alternative action should be considered. Alternative action could include, but is not limited to, termination of the employment contract on the grounds of incapacity, demotion or a transfer to an alternative position. The employee, throughout this process, will be entitled to representation to the Administration.

### **7.1.3 Action for Major offences**

NRIDA has zero tolerance for the offences listed below. A contractual employee or support staff may be terminated from work immediately and a deputationist repatriated if he/she has allegedly committed or is allegedly involved in any one of the following offences:

- Assault/attempted assault
- Corruption
- Sexual Harassment
- Riotous Behavior
- Alcohol and drug offences
- Causing willful loss, damage or misuse of NRIDA property
- Theft of NRIDA property
- Interference with disciplinary and/or grievance investigations
- Abusive or provocative language (when it is likely to cause a disturbance)
- Insubordination

In case of commitment of any of the abovesaid offences an enquiry will be conducted by the Enquiry officer nominated by DG, NRIDA. If on the conclusion of the enquiry the charges are proved then the charged official's contract would be summarily terminated and officers on deputation shall be prematurely repatriated to their parent department.

Offences outside normal working hours - NRIDA reserves the right to take any action it may deem appropriate against employees who are, in the opinion of NRIDA, guilty of gross misconduct not merely in their working situations. This is particularly so where the nature of the misconduct may affect the employment relationship with any other party.

### **7.2 Punctuality and office decorum**

All employees of NRIDA, including those on contract and support staff are expected to be punctual in attending office and devoted to performing their official duties. Office timings from 9 am to 5:30 pm including 30 minutes of lunch break would be followed by all the employees in letter and spirit. Attendance by all categories of employees shall be punched in the biometric attendance system installed in the NRIDA. Late attendance up to 30 minutes on account of genuine reasons, up to 2 times in a calendar month, may be excused by the division head. However, if an employee is habitually late in attending office, he will be given a Memorandum by the concerned division head to furnish an explanation. In case of an unsatisfactory explanation a written warning will be issued to the delinquent employee and his attendance shall be regularly monitored. In case the employee fails to maintain regular punctuality in future, his / her contract shall be terminated without any further notice.

All employees of NRIDA are expected to maintain office discipline and decorum in office premises at all times. They should endeavour to complete their office work during the office hours and vacate the office premises timely at the end of the day. Any employee who needs to be in office beyond office hours, for official exigencies, must obtain prior written permission from the concerned divisional head before overstaying in office. Disciplinary action may be initiated against employees not

maintaining appropriate office decorum and overstaying in office without proper justification and permission.

#### **7.2.1 Use of social media**

All employees of NRIDA shall ensure that no social media sites are accessed by them from office computers, except for those who have been authorized to manage NRIDA website and social media accounts. In any case, all employees are expected to not criticize Government policies and initiatives over social media even in their personal capacity. Any employee breaching the social media conduct policy would be suitable acted against with appropriate disciplinary action.

### **7.3 Mechanism to deal with sexual harassment complaints of women employees**

#### **7.3.1 Guidelines to deal with Sexual Harassment of Women at Work places.**

1. In the case of *Visakha & Ors. versus State of Rajasthan & Ors.* (JT 1997 (7) SC 384), the Hon'ble Supreme Court has laid down guidelines and norms to be observed to prevent sexual harassment of working women at their work places.

2. The definition of sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as :-

- a) Physical contact and advances ;
- b) A demand or request for sexual favours ;
- c) Sexually coloured remarks ;
- d) Showing pornography ;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

3. It has been laid down in the judgement that it is the duty of the employer or other responsible persons in work places or other institutions, to prevent or deter the commission of acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution of acts of sexual harassment by taking all necessary steps. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other Law, the concerned authorities shall initiate appropriate action in accordance with the Law by making a complaint with the appropriate authority.

4. Hon'ble Supreme Court has observed that if any of these acts are committed in circumstances where the victim of such conduct has a reasonable apprehension in relation to her employment or work then such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory, for instance, when the woman has reasonable ground to believe that her objection would disadvantage her in connection with her employment or work including recruitment or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto. It should be ensured that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

5. Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

#### **7.3.2 Internal Complaints Committee for considering cases of sexual harassment against women employees**

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 in the case of *Visakha and others vs. State of Rajasthan and Others* on the subject of sexual harassment of women in the workplace, NRIDA has constituted an Internal Complaints Committee for considering complaints of sexual harassment of women working in NRIDA. The Committee will examine the complaints concerning sexual harassment received from women employees of NRIDA and take action for their speedy resolution.

## Annexure- I

**File No. P-17030/1/2017-RC (Efms: 354646/17)**  
**Government of India**  
**Ministry of Rural Development**  
**Department of Rural Development**  
**Rural Connectivity Division**

Krishi Bhavan, New Delhi  
Dated 23<sup>rd</sup> February, 2017

**Office Order**

The 21<sup>st</sup> General Body meeting of National Rural Roads Development Agency (NRRDA) held on 8.2.2016, had constituted an Internal Committee for evolving the Human Resource (HR) Policy for NRRDA Under the chairmanship of Shri Prashant Kumar, Joint Secretary (Admn & Coord.) of the Ministry of Rural Development.

2. The Terms of Reference (ToR) of the aforesaid committee was-examination of existing HR Policy viz.-a-viz. mandated obligation of providing technical and management support to States and Ministry of Rural Development, pay/remuneration and conditions of services of NRRDA personnel (both on deputation and hired from market/service providers) and to look into the issue of the maximum age limit of retired personal hired to work in NRRDA on contract.

3. The aforesaid Committee submitted its report, which has now been vetted by Internal Finance Division (IFD) of Ministry of Rural Development and approved by Secretary, Rural Development-cum-Vice-President, NRRDA, General Body and Minister, Rural Development, Panchayati Raj and Drinking Water & Sanitation, Government of India-cum-President, NRRDA General Body. The report has also been approved by the 23<sup>rd</sup> meeting of the General Body of NRRDA held on 03.02.2017. The main elements of the approved HR policy for NRRDA (on the basis of a harmonious reading of the Report and the comments of IFD) are as follows:-

i) It is important to ensure that high quality professionals are recruited for the NRRDA who can give quality directions to the States. This can be done through deputations from renowned academic institutions, State Governments, Central Undertakings or even from the open market. Since NRRDA provides policy, planning and monitoring leadership to the Pradhan Mantri Gram Sadak Yojana (PMGSY), it must have professionals who are respected for their integrity, professional knowledge and competence by the State Government.

ii) General Financial Rules (GFR) should be followed to be able to achieve excellence in this regard. The GFR, provides flexibility to hire consultants after following due process and to pay them even market rates to be able to get the best.

- iii) The Recruitment Rules (RR) of NRRDA for each position must incorporate liberal provisions to attract better talent. RR of each post of NRRDA need to be reviewed and conditions of deployment of officers on deputation need to be re-visited to make them consistent and uniform and such that they are able to attract officers from the suitable lending organizations.
- iv) The Search-cum-Selection Committee for filling up of the posts of various Directors of NRRDA may be headed by Secretary, Rural Development (SRD) and there may be a sub-committee to assist SRD in the process. This, however, being a matter not dealt by Internal Finance Division (IFD) of the Ministry of Rural Development, any relaxation may be considered after due approval.
- v) The Selection Committee for various positions below that of Director of NRRDA, may be headed as earlier by a Joint Secretary level officer of the Ministry of Rural Development.
- vi) There are instances in the Government where there is an upper age limit of 70 years for engagement of Consultants (National Council for cooperative Training, which is a grantee organization under Ministry of Agriculture, Govt. of India), however, for the purpose of HR Policy of NRRDA, the maximum age limit of Consultants should be 65 years but Consultants with higher age, may be considered as an exception in very deserving cases after seeking due approval.
- vii) For engagement of required Government Servants, amount to be paid to such staff should be internally decided in such a manner to attract relevant persons of desired qualification and experience. For the contractual staff engaged through open market, conditions of engagement base amount to be paid to each category of staff, annual increment, work output based additional payment etc. should be prescribed in the tender as well as in the agreement to be executed between NRRDA and the service provider. NRRDA can also prescribe a financial range for each category of posts, to have more flexibility of engagement in future.
- viii) In case of contractual staff, since the payments are made directly to Service Provider, hence, payment of over-time is not advised. Over time payment to contractual staff must cease forthwith. NRRDA should define beforehand in the tender the base amount to be paid to each category of contractual employee as well as any additional amount to be paid to them over and above the base amount.
- ix) For contractual employees re-employed from among the Government employees, additional increment for post-Graduate/Ph.D., a 5% annual increment for meritorious and hard-working staff may be considered by NRRDA, however, this needs to be defined formally and made known to the concerned employees beforehand.

x) Over-time to Government employees on deputation to NRRDA would be strictly governed by existing Government guidelines.

xi) For new post creation in NRRDA, which adds to the liabilities of Government of India, concurrence of IFD of Ministry of Rural Development and approval of competent authority would be necessary for NRRDA.

Sd/-  
(**Surabhi Rai**)  
Deputy Secretary (RC)

**Distributions:**

**Secretary (RD)/AS&FA/All Directors of NRRDA /Dir(RC-PMK/Dir(RC-PR)**

**Copy to information to: PPS to JS(RC)**

## HUMAN RESOURCE POLICY FOR NRRDA

### Executive Summary

An Internal Committee, headed by Joint Secretary (A&C), Ministry of Rural Development and comprising Director (F&A), NRRDA, Director (RC), Ministry of Rural Development and, Under Secretary (IFD), Ministry of Rural Development, was constituted, for evolving a Human Resource Policy for NRRDA, as per the decision of the 21<sup>st</sup> General Body, in its meeting held on 8th February, 2016.

The Committee has been constituted to examine the existing HR Policy of NRRDA, to assess its adequacy to meet the mandated obligations of providing technical support to PMGSY and to formulate an HR policy for enabling NRRDA to meet its Mandate.

The Committee was required to examine the existing Pay/ remuneration and conditions of service including tenure of NRRDA Personnel (both on deputation to NRRDA and hired on contract basis directly, and through service provider and to suggest modifications/ improvements, if any. The Committee was also to look into the issue of the maximum age limit of retired personnel hired on contract.

The Committee examined the Cabinet Note for seeking approval for setting up of NRRDA, the Bye Laws of NRRDA, the subsequent additions /modifications of the Bye Laws, the existing government of India guidelines, including DoPT instructions relating to Autonomous Bodies, (All registered Societies which are governed by their Bye Laws framed by their General Body, are categorized as autonomous Bodies, under the provisions of GFR). The Committee also examined the policies prevalent in similarly placed autonomous bodies and corporations and NHAI.

The Committee came to the following Conclusion:

- (i) NRRDA was set up for providing technical and managerial support for the PMGSY project through specialist advice, guidance and monitoring. The committee observed that NRRDA's functions can be grouped under two main categories, namely, Technical (Project Proposals Evaluation and their Clearance, Monitoring of Physical and Financial Progress, Quality Monitoring, Training for the field units, including contractors and monitoring of Externally Aided Projects) and General (Finance/Accounts and Administration).
- (ii) The Cabinet note stated that there was to be no permanent appointment. in NRRDA and all posts are to be filled by deputation and few subject matter experts, on short term contract
- (iii) At present the posts at level I (Director), II (Joint Director and Deputy Director) and III (Assistant Director) at NRRDA, are being filled by two modes: i.e through Deputation, and by hiring consultants on contract, against regular posts. The young engineers are being hired through open market, on one year contract. Retired individuals are engaged in NRRDA, against regular vacancies. The support staff, is engaged through service provider.
- (iv) The Committee has made certain recommendations regarding the selection procedure and qualification requirements, for various posts in NRRDA, keeping in view the requirements



of the job profile and the various Government of India instructions on the subject which are detailed at chapter 3 of the report. These briefly include the following:

- Selection for appointments to the various post of Director (Grade Pay Rs. 10,000), should be made as per DoPT instructions by Search and Selection Committee chaired by Secretary, RD, 2 Joint Secretaries including DG, NRRDA at least two other subject matter experts as members.
- For the post of Joint Director, Deputy Director and Assistant Director, the selection committee should be Chaired by DG, NRRDA and comprise at least 3 Directors of NRRDA and one representative of IFD, MoRD.
- The panel prepared by the above two committees would be valid for one year from the date of recommendation.
- The proposed Qualification requirements for the above post are detailed at Annexure XII
- The Committee recommends that posts at Level —I, II and III should be filled mainly by deputation. However, in the event of failure to get sufficient personnel, consultants (Civil Engineers, Retd. Government Servants), can be hired, against prescribed qualification requirements, by seeking applications from the open market through open advertisements and wide publicity. These personnel should be hired on contract.

The Committee recommends that the Consultants be hired, for specialised jobs, against specific targets and should not be used for handling financial and policy matters.

The Consultants, on contract basis should be selected by a Committee comprising a representative of IFD, three Directors of NRRDA, and chaired by DG NRRDA. The applicants for the post of Consultants should fulfil the various qualifications prescribed against the various levels of consultants, as per details at Annexure XIII. The proposed format for application for engagement of Consultant in NRRDA is placed at Annexure XIV

- The support staff will be engaged through the service provider, who should be chosen through open competitive bidding.

(v) The Committee examined the Pay structures of the personnel on Deputation and on contract and concluded as follows:

- The Pay and service conditions of deputationists, as approved by the General Body are fairly attractive and are recommended for adoption.

The details of pay and other service conditions as recommended by the Committee are at chapter III of the report of the Committee.

- For the young engineers, C.A, hired on contract, the initial package, on joining is recommended as Rs. 45,000 per month, which could be increased by 10%, at the time of extension of each contract.

- For the retired personnel engaged on contract, the Committee recommends the extant remuneration package as approved by MoRD for its Consultants, which may be revised from time to time, as per the revision in MoRD. The present practice of OTA @ double the hourly wage, as approved by the 16th GB, to staff, should be continued. However, the OTA should be given against

in specific work, if performed in excess of their normal duties subject to the approval of Head of the Division. No OTA will be given in excess of prescribed 50 Hours (for all categories of support staff, including drivers).

(vi) As regard the tenure of the personnel, the Committee has recommended as under:

- Deputationist: An initial appointment of two years and further extension of two years each, up to a seven year term, subject to willingness of the individual and consent of the parent and borrowing department.
- Individuals, including retired personnel and young enginners, hired on contract, should be appointed for a period of one year, extendable for another year, based on Performance Appraisal, to be reviewed by the same committee that selected them. The format for performance review should be devised by NRRDA. The retired individuals should not be retained beyond the age of 65 years, keeping in view, DoPT instructions on the issue. The retired personnel / young engineers engaged on contract should be designated as Consultants.
- The support staff is to be hired through service provider.

(vii) As regards leave the committee has made the following recommendations:

- for Deputationist: as per extant government of India rules
- for personnel on contract and the support staff hired through service provider: the committee has recommended 8 days casual leave for appointment for a full year, and two days R.H. No other paid leave is permissible

(viii) The Committee recommends that the existing system of applicability of CCS rules for all NRRDA personnel hired on deputation be continued.

(ix) The committee also recommends that the travel entitlements of deputationist be governed by the extant orders of government relating to their scale of pay. For the retired personnel hired on contract, when on tour, in connection with NRRDA work, their travel entitlements would be as per the entitlement applicable to the grade from which they retired. For the young Engineers and CA, the Committee recommends travel by Ac II

tier, by train, unless specifically approved by DG NRRDA, for travel by economy class, by approved airlines for travel by government, keeping in view the exigencies of the matter. The support staff is recommended for travel, on tour, in connection with NRRDA work, by train.

(x) The other terms and conditions of service, including conduct and discipline have been detailed by the Committee in Chapter (iv) of the report of the Committee.

(xi) Since the terms and conditions of personnel engaged by NRRDA, are to be approved by the General Body of NRRDA, the report of the Committee has been prepared for further necessary action, including consideration of the General Body.

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## Chapter 2

### Constitution of Internal Committee, Methodology adopted, Analysis of existing instructions, HR Policy of similar organisations

2.1 Constitution of Internal Committee: An Internal Committee, headed by Joint Secretary (A&C), Ministry of Rural Development and comprising Director (F&A), NRRDA, Director (RC), Ministry of Rural Development and, under Secretary (IFD), Ministry of Rural Development, was constituted, for evolving a Human Resource Policy for NRRDA, as per the decision of the 21<sup>st</sup> General Body, in its meeting held on 8<sup>th</sup> February, 2016 (Agenda Item No. 1 at **Annexure IV**). Accordingly, an Internal Committee was constituted (**Annexure IVa**). The Internal Committee met on 5<sup>th</sup> May, 2016, 20<sup>th</sup> July, 2016, 22<sup>nd</sup> July, 2016 (**Annexure IVb**). In between the members of the Internal Committee has also met informally. Before submission of the Report of the Internal Committee the Member Secretary Ms. Anjali Singh, Director (F&A) demitted office on 22<sup>nd</sup> July, 2016.

#### 2.2 Scope and Terms of Reference of the Committee.

2.21 The Committee was constituted to

- (i) examine the existing HR Policy of NRRDA,
- (ii) to assess adequacy of the existing HR Policy to meet the mandated obligations of providing technical support to PMGSY and
- (iii) to formulate an HR Policy for enabling NRRDA to meet its Mandate.

2.22 The Committee was required

- (i) to examine the existing Pay/remuneration and conditions of service including tenure of NRRDA Personnel (both on deputation to NRRDA and hired on contract basis directly, and through service provider and to suggest modifications/improvements, if any.
- (ii) to look into the issue of the maximum age limit of retired personnel hired on contract.

#### 2.3 The Methodology adopted:

2.31 Before proposing the Human Resource Policy for NRRDA, the Committee examined the existing structure and HR Policy of NRRDA, extant Government instructions on the subject, HR Policy of similarly placed organisations etc.

2.32 While proposing the revised HR Policy for NRRDA the Committee kept the following in mind:-

- (i) The objectives, vision, core values, strategies and desired goals of NRRDA.
- (ii) How to balance the needs of the organization with the needs of the employees.
- (iii) How to strike a balance between the expectations of NRRDA from its employees vis-a-vis the expectations of the employee from NRRDA.
- (iv) To make HR Policy of NRRDA broadly in tune with the existing rules and regulations of the Government/other similarly placed organizations and at the same time making it attractive enough to attract and retain the best talent in the field.

#### 2.4 Government instructions, HR Policy of similar Organisations

2.4.1 As per Cabinet decision for setting up NRRDA, the personnel in NRRDA were to be on deputation, the Committee examined the following instructions of the Government with regard to appointments on Deputation:

- (i) The DoPT instructions of 2007 (No.AB.14017/11/2004-Estt. (RR) dated 30<sup>th</sup> July, 2007) (**Annexure-V**), *inter-alia say-*
  - a) For appointments to post in the Government including in autonomous bodies in the scale of 14,300-Rs. 18,300 or above, in autonomous bodies, which requires specialised/scientific/technical knowledge and experience, the selection is to be made by a Search Committee to be chaired by Secretary of the Ministry/Department concerned.
  - b) For selection for deputation for the post in the scale of Joint Secretary and above the constitution of Search Committee needs to be approved by DoPT in each case.
  - c) The committee should normally consist of 5 members including the Chairman and the Chief Executive of the Autonomous Institution. The panel recommended by the committee will be valid for one year.
  - d) Extensions and tenure of persons shall be considered by search-cum-selection committee and its recommendations shall be accepted by the Ministry/Department.
  - e) Any proposal of reject the recommendation of the committee will require the approval of ACC.
  - f) The appointment for the posts of Chief Executive should also be from search-cum-selection committee. Appropriate recruitment rules/regulations for the post involved shall be formulated by the Administrative Ministry.
  - g) The norms and criteria for the selection shall be finalized by autonomous institution with the concurrence of the Ministry concerned.
  - h) The vacancies shall be given wide publicity through open advertisements and also made available on the website of Ministry/Department.
  - i) A minimum period of at least 4 weeks may be given to the candidates to respond to the circular/advertisement for appointment. Compliance of these instructions are to be reported to DoPT.
- (ii) DoPT instructions of 2009 regarding tenure of deputation to Autonomous Bodies (No. 2/6/2009-Estt. (Pay II) dated 25<sup>th</sup> February, 2009) (**Annexure VI**), *inter-alia say-*
  - a. The period of deputation shall be as per recruitment rule of the ex-Cadre post or three years in case no tenure regulation exists.
  - b. In case whether period of deputation/foreign service is three years or less the Administrative Ministry/Borrowing Organization may grant extension upto fourth year with the approval of the Secretary and for the fifth year with approval from the Minister.
  - c. The Borrowing Ministry/Department/Organization may extend the period of deputation upto the fifth year only where absolute necessary in public interest, subject to the condition that in case of such extension no deputation allowance will be available beyond the fourth year.
- (iii) DoPT instructions of 17<sup>th</sup> June, 2010, regulating pay and allowance during deputation, (**Annexure-VII**), *inter-alia say-*
  - a. Certain allowances will be regulated with mutual consent of lending and borrowing organization mainly HRA/Transport Allowance, Joining Time and

Joining Time pay, Travelling Allowance and Transfer TA, Children Education Allowance, LTC.

- b. Medical facilities will be regulated in accordance with the rule of the borrowing organization.
  - c. An officer on deputation/Foreign Service shall be regulated by the leave rules of the parent organization.
  - d. Period of deputation will be same as per terms and conditions of 2009 DoPT instructions except deputation duty allowance which will be granted upto extensions of deputation till the fifth year. No further extension beyond fifth year shall be considered.
  - e. Any relaxation of these conditions would require prior approval of DoPT.
  - f. There should be mandatory three year cooling of period.
- (iv) DoPT Instructions dated 17<sup>th</sup> February, 2016 (**Annexure VIII**), *inter-alia* say-
- a. The deputation period can be extended upto a period of seven years with the approval of Minister concerned.
  - b. In case deputation is required for period longer than seven year the concerned organization should modify their recruitment rules.

2.4.2 The Committee noted that NRRDA has a large number of personnel, working on contract. The Committee considered the HR Policy of some of the similarly placed organizations regarding terms and conditions of appointment and remuneration of Consultants:

- (i) **Directorate General, Civil Aviation, Ministry of Civil Aviation**- Consultants are appointed from amongst retired Government Officials. Their remuneration is based on DoPT instructions of 2005. No allowances are permissible. Consultants are eligible for a leave of 12 days in a year and their performance is monitored regularly (**Annexure IXa**).
- (ii) **Department of Social Justice and Empowerment**-The Consultants are appointed as per provisions of GFR, for a period of six months and the extensions are not given exceeding one year (**Annexure IXb**).
- (iii) **National Skill Develop Agency**- The period of engagement of consultants is one year with 8 days paid leave and fixed remuneration with no allowances (**Annexure IXc**).
- (iv) **Serious Fraud Investigation Office**- The consultants are appointed for a period of six months with fixed remuneration and no allowances (**Annexure IXd**).
- (v) **Ministry of Information and Broadcasting**-Detailed instructions on hiring of retired Section Officers/retired Assistants of Government of India as Consultants is at **Annexure IXe**.

2.4.3 The Committee also studied the existing instructions, guidelines, conventions, orders on HR Policy of NRRDA, including the following.

- (i) Relevant extracts of NRRDA's Bye laws (**Annexure-X**) registered with the Registrar of Societies, in January 2004 pertaining to
  - a. Pay and Allowances
  - b. Leave Rules
  - c. Medical attendance rules
- (ii) Subsequent changes in service conditions with the approval of General Body (**Annexure-XI**)

Subsequent changes, with the approval of Director General, NRRDA (revision of salary of retired people engaged on contract, with the approval of DG, NRRDA (**Annexure-XII**))

### Chapter 3

#### Recommendations I- Selection/Engagement, Pay and Allowances, and other benefits

3.1 **Type of functions of NRRDA :** The Committee noted that NRRDA was set up for providing technical and managerial support for the PMGSY project through specialist advice, guidance and monitoring. The committee observed that NRRDA's functions can be grouped into two, namely, Technical (Project Proposal Evaluation and their Clearance, Monitoring of Physical and Financial Progress, Quality Monitoring, Training for the field units, including contractors and monitoring of Externally Aided Projects) and General (Finance and Accounts).

3.2 **Continuation of existing Organisational Structure:** The manning pattern in NRRDA revolves around the above two broad functions. The organizational structure, as it exists today and as shown in Chapter 1 and Annexure-III of this report, the Committee recommends its continuation.

#### 3.3 Mode of Selection of personnel for NRRDA

3.3.1 The Committee observed that while the Cabinet note on formation of NRRDA principally sought to man NRRDA with officials on deputation, and few subject matter experts, on short term contract, the Memorandum of Association of NRRDA enjoins that there will be no permanent appointment to the agency and the personnel will be engaged on deputation or hired on contract basis.

3.3.2 The Committee noted that at present the posts at level I,II and III at NRRDA, are being filled by two modes, i.e. through deputation, and by hiring consultants on contract, against sanctioned posts. The young engineers are being hired through open market, on one year contract. The Committee also noted that retired individuals are being engaged in NRRDA against regular vacancies. The support Staff is engaged through service provider.

3.3.3 The Committee, after deliberations, noted that as the primary function of NRRDA is technical there is need to attract the best of the technical talent available in the respective areas of expertise. This becomes important in the light of importance of rural connectivity not only in the lives of rural population, including expanding their livelihood opportunities, but also its role in economic progress of the country as a whole. This translates into offering compensations which are attractive enough to bring them to a place like Delhi where the cost of living is higher in comparison to most of the other places in the country. Similarly, the process of appointment, including the selection process, should be done on fast track so that the technical guidance to the States does not suffer due to delays.

3.4 **Appointment on deputation and contract basis:** Considering the above the Committee recommends the following for appointments to NRRDA:

**Appointment on Deputation:**

- 3.4.1 **Mode of Selection on deputation:** The committee recommends that for selection to the post of Director (Grade Pay Rs. 10,0000), DOPT instructions dated 30 July, 2007- (**Annexure V**) may be followed.
- 3.4.2 For appointment to the post of **Joint Director, Deputy Director and Assistant Director**, a Selection Committee under the chairmanship of DG, NRRDA with two Directors of NRRDA and two representatives from the Ministry, including a representative of the Integrated Finance Division, may be constituted. The recommendations of the Committee would be submitted for further necessary action to DG, NRRDA.
- 3.4.3 The panel prepared by the above two committees would be valid for one year from the date of recommendation.
- 3.4.4 **Qualification Requirements:** The Committee, based on the analysis of the role and functions of various levels of personnel at NRRDA, and examination of the existing Qualification Requirements, proposes, the qualification requirement for appointment on deputation to various posts in NRRDA, which are at **Appendix-I**.

**Engagement on Contract Basis**

The Committee recommends that

- 3.4.5 Posts at Level I, II and III should normally be filled up by deputation failing which on contract basis. Civil Engineers/Retired Government Servants, can be hired, against prescribed qualification requirements, by seeking applications from the open market through open advertisements and wide publicity. The personnel hired on contract would be designated as Consultant.
- 3.4.6 For hiring of Consultant of the Level I, II, and III, on contract basis, the constitution of Selection Committee would be the same as for selection on deputation for each level. The personnel on contract would only be hired through open advertisements and should fulfill the various qualifications prescribed against various levels of consultants, as per Appendix I. Details of terms and conditions for contractual appointment as Consultant are at **Appendix II**. The proposed format for application for engagement of Consultant in NRRDA is placed at **Appendix III**.
- 3.4.7 Period of engagement of a personnel hired on contract will normally be for a period of one year, which can be extended, based on their performance on the job. Performance

of the person shall be appraised, before extension of period of engagement, by an Appraisal Committee constituted for the purpose. The procedure and guidelines for Performance Appraisal would be developed by NRRDA.

3.4.8 Consultants would be hired only for specialised jobs, against specific targets and should normally not be deployed for handling financial and policy matters. The hiring of consultants against regular posts on continuous basis is not recommended.

3.4.9 Although a committee constituted by GB of NRRDA under the Chairmanship of the then AS & FA Shri Arvind Mayaram in 2012 had recommended the maximum age limit for engagement of consultants as 67 years but the Ministry of Finance Guidelines and the DOPT instructions is to restrict the maximum age limit for engagement of retired personnel as consultant to 65 years. However, for Consultants engaged in NRRDA at the time of submission of this report who have attained the age of 65 years, NRRDA in consultation with the Ministry may decide the period of retention in order to get sufficient time to fill in those vacancies. NRRDA has been paying the retired officers as per consultant fees and conveyance allowance decided by the Ministry vide Office Order dated 22.7.2013. Detailed conditions being observed for engagement have been issued vide Ministry office order 13.12.2011 which prescribes maximum age limit of 65 years. (**Annexure VIIIa**).

3.4.10 The above will be applicable to Young Engineers and Chartered Accounts hired on contract basis as applicable.

### 3.5 **Support Staff:**

3.5.1 The Committee recommends that support staff be engaged through the service provider, as before, who should be chosen through open competitive bidding.

### 3.6 **Pay, Allowances etc. for NRRDA Personnel appointed on Deputation:**

#### 3.6.1 **Pay :**

**3.6.1.1** The Committee examined the existing compensation package including facilities/ perks etc. to the NRRDA personnel and that of other similarly placed organizations, in the backdrop of the need to attract and retain the best talent in the organization.

**3.6.1.2** The Committee noted that the terms and conditions of service of NRRDA personnel is decided by the General Body of NRRDA headed by the Hon'ble Union Minister, Rural Development. The last such revision of condition of service of NRRDA personnel by the General Body was done in July, 2012 in its 16th meeting. The terms and



conditions of service of the three categories of staff of NRRDA (Deputationists, Contractualists and Support Staff hired through service providers), as approved by General Body, are placed at **Annexure XI**.

**3.6.1.3** The Committee observed that the existing terms and conditions are fairly attractive for Deputationists as they have been evolved after taking inputs from terms and conditions of NHAI/other PSUs also. The committee noted that in July 2012, the General Body had in its 16th meeting, in order to make the terms and conditions more attractive for Deputationists, revised the pay structure and other allowances. The Committee broadly recommends the same, to attract more personnel on Deputation, especially those with technical/engineering background, to join NRRDA, from field assignments.

**3.6.1.4** Thus the Committee recommends the following Pay, Allowance and other benefits to officers appointed on deputation to NRRDA:

Level	Designation	Pay Scale
I	Director	PB-4, GP- 10,000
II	Jt. Director	PB-4, GP- 8,900
	Dy. Director	PB-3, GP-7,600
III	Asst. Director	PB-3, GP-6,600

**3.6.1.5** Officers coming on deputation can opt for the Scale of Pay existing in the parent organization, and Special Allowance @ 10 Percent, or opt for the scale of pay of the relevant post at NRRDA, in which case no deputation duty allowance will be admissible.

**3.6.1.6 Additional Increment:** The Present policy relating to grant of additional increment as below, is recommended for continuation:-

Post	Higher Professional Qualification	No. Of additional increments admissible.
Director / Joint Director (Technical & Projects)	Ph.D. Degree in Civil Engineering	04 (Four)
	Post Graduate Degree in Civil Engineering/ Construction Management / Project Management.	02 (Two)

**3.6.1.7 Personal Pay @10% of basic pay (including Grade Pay), as at present, is recommended for continuation.**

### **3.6.2 Allowances**

- a **Transport Allowance** for travel from Residence to Place of duty and back, is recommended as per the extant Government of India norms. Officers in the grade pay of Rs. 10,000 would be eligible for staff car hired by the office, in lieu of transport allowance, as per the exiting practice and regulations of Government of India.
- b **House Rent Allowance:** Those availing House rent allowance will be eligible to get the same as per the extant Government Instructions. However, NRRDA can also make the housing facility available to its personnel by leasing accommodation, subject to the ceiling as below\*:

S. No.	Post	Grade Pay	Lease Entitlement
1	Level -I	Rs. 10,000	26,400
2	Level-II	Rs. 8,900 Rs. 7,600	23,400 18,700
3	Level-III	Rs. 6,600	18,300

\* (As per NHA norms, where a scale based lease entitlement is fixed as at Annexure-III)

- c **Entertainment Allowance** (Rs. 1000/- per month for Directors, Rs. 800 p.m. for Joint / Deputy Directors, Rs. 600 p.m. for Asst. Directors and equivalent)

### **3.6.3 Reimbursable:**

- a **Reimbursement of Telephone Charges** (As per Government of India instructions, applicable to the grade of post, modified from time to time)
- b **Reimbursement of repair and maintenance charges for leased accommodation:** The officials are also entitled to reimbursement of expenditure toward maintenance of accommodation /minor repairs upto a limit of 2 months of lease amount in a year. This is recommended for continuation.
- c **Education allowance** as per Government of India norms.
- d **Transfer allowance** as per Government of India rules.

- e **Newspapers / Periodicals Allowance**, will be reimbursed, subject to the ceiling as below:

Directors:	Rs. 700 p.m.
Joint/Deputy Directors:	Rs. 500 p.m.
Asstt. Directors:	Rs. 300 p.m.

**3.6.4 Honorarium:** This is not recommended for the three level (Level-I, II and III) of personnel on deputation. However some honorarium may be paid to the operational staff who display high commitment to the work entrusted and do exemplary work. The maximum amount of honorarium payable during a year, with the approval of the D.G., NRRDA, would be Rs. 5000/-.

**3.6.5 Travelling and Daily Allowance** is recommended, as per the extant government of India instructions with regard to the eligibility in terms of grade pay. The stay and other entitlements is recommended for regulation as per the extant Government of India rules applicable at the time.

**3.6.6 Other benefits / entitlements for personnel appointed on Deputation:**

**3.6.6.1 Medical Benefits** (Officers on deputation will be entitled to medical benefits for self and dependent family members in accordance with the provisions contained in the NRRDA (Medical Attendance) Bye-Laws- 2004), will be governed by CCS (AMA) rules. However, deputationist may be given an option of continuing the facilities available to them in their parent organization subject to them making a declaration in this regard within a month of their joining. The list of hospitals for treatment, eligible for reimbursement, would be the Hospitals notified for the purpose in DELHI and NCR by CGHS. Treatment in the case of emergency would be permitted in non- notified hospitals, subject to submission of emergency certified from the Hospital.

**3.6.6.2 Leave:** The Leave rules of Government of India, existing at the time, will be applicable for personnel appointed on deputation to NRRDA.

**3.6.6.3 Leave Encashment:** In addition, as per extant Bye Laws of NRRDA, an employee may draw cash equivalent of the leave salary upto 50% of Earned Leave earned during his service rendered in NRRDA. Such encashment of Earned Leave will be admissible only when the employee –

- i leaves NRRDA on repatriation to his/ her parent cadre; or
  - ii Seeks voluntary retirement or superannuation from service while serving with the NRRDA.
- a) Encashment of the leave earned during service in NRRDA may, however, be allowed by NRRDA, *suo moto*, in the following situations:

- i. To the family of the employee who dies while in service;
  - ii. On invalidation of the employee on medical grounds.
- b) Cash equivalent of leave salary shall consist of pay plus applicable DA thereon. No HRA or CCA etc. shall be included for calculation purposes.
  - c) Special pay shall count for purpose of encashment wherever applicable. But DA on Special Pay shall not be counted.
  - d) Any employee who has to leave service of NRRDA on disciplinary grounds will not be entitled to encashment benefit.

**3.6.6.4 Retirement Benefits:** Grant of retirement benefit shall not apply in case of NRRDA employees.

**3.6.6.5 Advances and loans:** No advances and loans will be extended to personnel engaged by NRRDA.

**3.6.6.6 Leave Travel Concession:** The relevant extant Government of India rules applicable for officers of the relevant grade, are recommended for personnel appointed on Deputation to NRRDA. This is as per the exiting provisions of the Bye Laws of NRRDA.

**3.7 Tenure of Service on deputation:** Initial period of recruitment on deputation would be for two years. This can be extended upto a maximum of 7 years. Any extension beyond the period of 5 years should be with the approval of Chairman, General Body, i.e. Hon'ble Union Minister for Rural Development, subject to the approval of the borrowing and the parent department. The extension of tenure for Director, beyond the period of two years, upto the period of 5 years, would require the recommendation of the Selection Committee (in terms of DoPT instructions of 2007). The extensions below the level of Director (Grade Pay: Rs. 8700) would require the approval of DG, NRRDA.

**3.8 Remuneration for consultants engaged on contract by NRRDA.**

**3.8.1** The consultants engaged by NRRDA, as mentioned in para 3.4.5 and 3.4.10, may broadly be divided into following categories:

- (i) Young Engineers/CA
- (ii) Specialist, Which may include retired personnel, with Technical Knowledge in the field of Road/ Highways/ Transportations / finance/ IT/ Management & Administration.

**3.8.2** The detailed terms and conditions for service of Young Engineers / CA as Consultants is at **Appendix IV.**

**3.8.3** With regard to the Specialists and the retired personnel, the remuneration and the terms and conditions, as approved by MoRD from time to time, for the Consultants hired by them, are

recommended for adoption in NRRDA. The latest such office orders of MoRD dated 22.07.2013 is at **(Annexure VIIIa)**.

**Tenure and Remuneration for Support Staff engaged through service provider:**

- i **Tenure of support staff:** The support staff comprising of Executive Assistants, Personal Assistants and Office Assistants, to be hired through service provider. The contract with the service provider will normally be for a period of one year.
- ii Under the present arrangement the support staff is being paid the wages as per the notification issued by the labour department of Government of Delhi. Yearly increment is being given in accordance with the average twelve monthly increase in the National Consumer Price Index. The Committee Recommends continuation of the same.
- iii The Committee also proposes continuation of
  - a Medical Policy (by Service Provider on reimbursement basis) (approx. 2.5 lakh annual)
  - b 8 Days Casual leave and 2 Restricted Holidays
- iv OTA to Staff. The OTA need to be given against specific work, performed in excess of their normal duties (42-1/2 hours every week) subject to the approval of Head of the Division. No OTA will be given in excess of prescribed 50 Hours (for all categories of support staff).

In addition, an incentive system is also proposed for the meritorious hard working support staff at the rate of 5% annual increase on yearly basis for consultants based on performance (IFD's observation in file No. A-11013/7/21011-F&A).

## Chapter 4

### Recommendations II – Training, Human Resource Development, Conduct and Discipline

4.1 Training and Human Resource Development: Human resource development is a continuous process in any organisation. Capacity building and its regular updation through trainings and refresher courses is a must for all those organisations who want to be relevant all the time and NRRDA is no exception as they are into providing technical guidance to States etc. Therefore, skill upgradation and knowledge enhancement of the NRRDA personnel is of utmost importance. Accordingly, the Committee felt that the training in NRRDA needs to be shaped keeping, *inter alia*, the following objectives in mind:

- i. Capacity Building
- ii. Skill Up gradation
- iii. Team Building
- iv. Leadership
- v. Motivation

4.2 The Committee recommends that the NRRDA personnel should be sent on training programmes, refresher courses in new technologies, office procedure etc. from time to time to various organisations including Institute of Secretariat Training and Management (ISTM), Indian Academy of Highway Engineers (IAHE), Indian Road Congress (IRC) etc.

4.3 Review of performances: NRRDA is an organisation which provides technical guidance to the States/SRRDAs and hence performance expected from its personnel is of a very high order. Therefore, there is a requirement for continuous appraisal of performances of its employees, both on deputation or on contract. The Committee recommends use of the existing Annual Performance Appraisal Report (APAR) format, prescribed for officials on deputation under the Central Staffing Scheme in Government of India, for personnel on deputation to NRRDA. Similarly, there is a need for a performance appraisal system, in the form of PAR for personnel hired on contract, which will form the basis for the subsequent extension of their contract. This needs to be developed in-house by NRRDA. There is also a requirement for a similar grading system for the support staff hired through service provider as it would be required for deciding their continuity/award of annual performance incentives etc.

4.4 Conduct and Discipline: Personnel on deputation to NRRDA would be bound by the concerned service rules of their parent organization. NRRDA need not frame any separate Conduct, Discipline and Appeal Rules and in case any situation arises to deal with an employee for misconduct etc., the employee may be reverted back to his parent organisation with suitable recommendations for taking appropriate action.

4.5 In the cases of contractual appointments, the appointment orders should include a clause for dismissal or termination of appointment.

4.6 But prior to repatriation/termination/dismissal, suitable warning(s) in writing would be given and in those cases where the employee is not amenable to discipline, the course of repatriation/termination/dismissal can be adopted.

4.7 For the personnel hired on contract or the support staff hired through service provider the Committee recommends application of the following conditions:

- (i) They will be required to maintain office time, decorum, discipline as expected from a regular central government employee.
- (ii) Consultant's engagement will not be considered as re-employment.
- (iii) NRRDA will not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicle of the personnel.
- (iv) The consultant/personnel hired on contract shall not claim any benefit/compensation/absorption/regularization of service in NRRDA.
- (v) The personnel may be called on Saturday/Sundays and any other holiday if required. They will not be entitled to any compensatory leave.
- (vi) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have suppressed any material information, his/her services will be liable for termination, in addition to the administrative or legal action as may be deemed necessary.
- (vii) The detailed terms and conditions of the service are attached at Appendix II in respect of consultants.

4.8 Human Resource Information System: The Committee recommends that all information on staff strength, MIP, vacancies, qualification requirements for various posts, terms and conditions of office, etc. should be made online.

4.9 Periodical review of performance of the Human Resource policy: The Committee commends periodical review of the HR policy so that it can meet the HR challenges of the time. Ideally it may be reviewed every five years.

4.10 General terms and conditions: During the period an employee is at the disposal of NRRDA, the organisation can assign work in any manner in the interest of the organisation without any additional remuneration.

4.11 The hours of work to be put in by an employee in a week will be decided by the Competent Authority and the employee will be liable to be called for duty at any time in addition to the standard hours of office work. Officers at levels-I, II and III will not be entitled to any monetary or non-monetary benefits in case they have to work beyond normal office hours and called for duty during holidays. Support staff may be given compensatory off in lieu of additional work executed on holidays or may be paid honorarium at the discretion of DG, NRRDA.

**Annexure-II**

**No. A-1201411 /2002-NRRDA  
National Rural Roads Development Agency  
( An Agency of the Ministry of Rural Development)  
Government of India**

Krishi Bhavan, New Delhi.  
Dated the 9<sup>th</sup> February, 2004.

Subject: Minutes of the first Meeting of the General Body of the National Rural Roads Development Agency (NRRDA) held on 21<sup>st</sup> January, 2004 — Regarding.

A copy of the Minutes of the first Meeting of the General Body of the National Rural Roads Development Agency (NRRDA) held on 21st January, 2004 at Krishi Bhavan, New Delhi, under the Chairmanship of the Hon'ble Minister of Rural Development and President, NRRDA, is forwarded herewith for information and necessary action.

-sd-  
(S.P. Singh)  
Under Secretary (Admn.), NRRDA  
Tel No. 23070156

All the Members of the General Body



**Minutes of the first meeting of the General Body of the NRRDA  
held under the chairmanship of President, NRRDA (Minister of Rural Development) on  
21st January, 2004 at 4 PM in Unnati, Krishi Bhawan**

Shri Kashiram Rana, President, NRRDA (Minister of Rural Development) welcomed the Members of the General Body. Thereafter, with the permission of the chair the circulated Agenda was taken up for discussion. (Speech of the President, NRRDA is attached as Annexure I & List of Members of the NRRDA who attended is in Annexure 2).

Item no. 1 — To Note the Memorandum of Association and Rules and Regulations of the NRRDA

The Director General, NRRDA gave a brief account of the registration of the NRRDA. General Body noted the Memorandum of Association and Rules and Regulations of the NRRDA.

Item no. 2 — Ratification of Decisions of the President

The General Body ratified the decisions of the President. NRRDA who exercising his powers had on 27.1.2003

(i) approved the budget of the NRRDA for 2002-03 and 2003-04

(ii) accepted the report of the Consultants engaged to suggest the organisational structure, recruitment system and conditions of service in to NRRDA

(iii) appointed the seven Principal Technical Agencies and determined the tasks to be performed by them

The General Body also resolved that the Search Committee set up pursuant to the Consultant's report may, wherever appropriate, also co-opt one official from a Ministry / Governmental organisation dealing with the road sector in order to better spot the talent for appointment to the Agency on deputation basis.

Item no. 3 — Report on the Activities of NRRDA

The General Body noted the Report on the activities of NRRDA.

Item no. 4 — Approval of Action Plan

(i) The General Body noted the status of the action taken by the NRRDA upto 31.12.2003 pursuant to the Annual Plan Action for 2003-04

(ii) The General Body approved the Annual Plan of Action for the NRRDA for 2004-05. The General Body however expressed its concern at the inability of some of the States to develop adequate capacity in order to execute the PMGSY Programme and resolved that capacity building at State level for management of the programme and at the PIU level for execution of the programme may be given special attention by the NRRDA, and adequate PMGSY funding\_ support should be available for the purpose.

The General Body also considered the progress achieved in revising the Chapters on payment design and CD works for the Rural Roads Manual and resolved that this work may be given high priority. The General Body also resolved that activities of the NRRDA in sponsoring applied research may be further stepped up.

Item no. 5 — Draft Annual Report for the year 2001-02

The General Body considered the draft Annual Report of the NRRDA for 2001-02 and gave its approval.

Item no. 6 — Report on Account & Audit for the year 2001-02

The General Body noted the appointment of M/s Shyam S Gupta & Co., Chartered Accountants to audit accounts of the NRRDA. The General Body further considered the Balance Sheet and Audited Accounts of the NRRDA for the year 2001-02 and the Auditors Report thereon and gave its approval for the adoption of the Audited Accounts.

Item no. 7 — Draft Annual Report for the year 2002-03

The General Body considered the Annual Report of NRRDA for the year 2002-03 and approved the same.

Item no. 8 - Report on Accounts & Audit for the year 2002-03

The General Body considered the Unaudited Balance Sheet, Profit and Loss Accounts (income and expenditure account) and Trial Balance of NRRDA for 2002-03. The General Body further noted that the accounts under currently under audit by M/s Shyam S Gupta & Co., Chartered Accountants who were appointed for the purpose and that the auditing is in an advanced stage and likely to be completed shortly. The General Body accordingly authorised the President of the Agency to accept the Balance Sheet and Audited Accounts of the Agency for 2002-03 as soon as 'Auditors Report is received.

Item no. 9 - National Quality Monitoring

The General Body appreciated the emphasis on quality accorded under the PMGSY but felt that the efforts of NRRDA to operationalise the third level of quality monitoring i.e., NQMs would be only successful if the first 2 levels of quality monitoring at PIU level and State level are adequately addressed. The General Body expressed its concern at the inability of the States to find resources for the purpose. The General Body resolved that the NRRDA should endeavour to move from "Quality Control" to "Quality Assurance" and further to "Total Quality Management- and that for this purpose the State Governments should be adequately funded under the PMGSY programme for operationalisation of the Quality Control System at the first and second levels of quality monitoring since quality was essentially the responsibility of the executing agency and National Quality Monitors could only give feedback on the quality but could not possibly control it during execution stage. The General Body further resolved that the Total Quality Management System may be administered by suitably strengthening the divisional set up in the NRRDA.

Item no. 10 - Principal Technical Agencies

The General Body noted the valuable services being performed by Principal Technical Agencies.

Item no 11 — Training & Human Resources Development

The General Body noted the activities being undertaken by NRRDA for training and human resources development.

Item no. 12 — Steps being taken to augment resources for PMGSY

The General Body noted the steps being taken to augment the resources for PMGSY.

Item no. 13 — Approval of revised budget estimates for the year 2003-04 and budget estimates for the year 2004-05

The General Body considered the revised Budget Estimates for 2003-04 and the Annual Budget for 2004-05 and approved the same.

## Annexure-III

**NATIONAL RURAL ROADS DEVELOPMENT AGENCY  
MINISTRY OF RURAL DEVELOPMENT, GOVT OF INDIA, NEW DELHI**

**MINUTES OF THE 15th MEETING OF THE GENERAL BODY OF NATIONAL RURAL ROADS  
DEVELOPMENT AGENCY HELD ON 28th JANUARY 2012  
AT NRRDA, NEW DELHI  
(List of members present is annexed)**

Date: 30th January 2012

At the outset DG, NRRDA welcomed the Hon'ble Minister (RD) & President, NRRDA, Additional Secretary & FA, MoRD and other members.

2. The Agenda items were then taken up for discussion as under:

<b>Item No. 1</b>	<b>Confirmation of the proceedings of the 14th Meeting of the General Body held on 24th August 2011.</b>
	Director General informed that Minutes of the 14th Meeting were circulated amongst the members and briefly explained the action taken on the proceedings of the 14th Meeting of the General Body. He stated that no comment on the Minutes had been received from any member and as such proposed for confirmation of the Minutes. The members confirmed the Minutes of the 14th Meeting of the General Body.
<b>Item No. 2</b>	<b>Revised Estimates 2011-12 and Budget Estimates 2012-13.</b>
	Director General presented a brief account of the Revised Estimate 2011-12 and Budget Estimate 2012-13 before the General Body. He informed that the proposed Revised Estimates for 2011- 12 and Budget Estimates for 2012-13 had also been placed before the Executive Committee of the NRRDA in its meeting held on 10 January, 2012 which had recommended these to be placed before the General Body. The Director General and Director(F&A) also replied to the queries of the members regarding allocation excluding NABARD . After due deliberations, the General Body approved the RE-2011-12 and BE- 2012-13.
<b>Item No. 3</b>	<b>Creation of additional posts for the Technical, Projects, Quality Monitoring (P-III) and Finance &amp; Administration including IT Divisions of NRRDA.</b>
	Director General informed that in the meeting chaired by Hon'ble Minister, Rural Development and President, NRRDA on 9th January, 2012 to discuss the findings/ recommendations based on a study of NRRDA by M/S McKinsey & Co., an in-depth analysis of the need to attract more qualified and professionally experienced personnel in NRRDA was carried out and the proposed 11 additional posts were found justified. An Agenda item proposing creation of these posts was placed before the Executive Committee in its meeting held on 10th January, 2012. The Executive Committee has recommended creation of the posts and for placing an Agenda item in this regard before the General Body, after concurrence of IFD, MoRD, which is underway. The General Body, after due deliberations, accepted the proposal , in principle, for creation of 11 posts and constituted a Committee under the chairmanship of AS&FA, MoRD and DG, NRRDA, a Director from one of the Technical / Project Divisions of NRRDA and Director (F&A) as its members to look into all the aspects including the technical and professional needs of NRRDA and the manner in which these posts could be filled up and make

	suitable recommendations in this regard.
<b>Item No. 4</b>	<p>a) <b>Proposal for rationalisation of service terms &amp; conditions of deputation in NRRDA.</b></p> <p>b) <b>Proposal for fixed consolidated service fee to be paid to support staff to be engaged through a fresh manpower service provider w.e.f. 1.4.2012.</b></p> <p>c) <b>Proposal for rationalization of terms and conditions of retired Government servants engaged in NRRDA on contract basis.</b></p>
	<p>Director General briefly gave an account of the service terms and conditions of deputation to NRRDA and payments being made to the outsourced /support staff and retired employees and the reasons for rationalisation of the same. He stated that the proposals had been placed before the Executive Committee in its meeting held on 10th January, 2012 which recommended these to be placed before the General Body after obtaining the concurrence of IFD, MoRD. He further stated that concurrence of IFD was underway. The General Body, after due deliberations, approved the proposals in principle and entrusted it to the for making recommendations on refinements in the proposals for making the service terms and conditions more attractive to enable NRRDA to get better response to its deputation related advertisements from more qualified and professionally experienced people.</p>
<b>Item No. 5</b>	<b>Any other items with the permission of chair.</b>
	<p>With the permission of the Chair, a power point presentation, depicting the progress of NRRDA on different important issues, was made by the Director General. While deliberating on the presentation, the progress made in respect of R&amp;D work under PMGSY including the proposed workshop at CRRRI on 'Non-Conventional Materials' on 18th February, 2012 was discussed in detail. Hon'ble Minister desired to hold a meeting with some of the States and to organise a one day workshop with Secretaries and CEOs of SRRDAs and some select PIUs for discussing actual expenditure incurred by them during the last three years, their future requirements of funds to complete the original PMGSY and assessing their technical capabilities.</p>

The Meeting ended with a vote of thanks to the Chair.

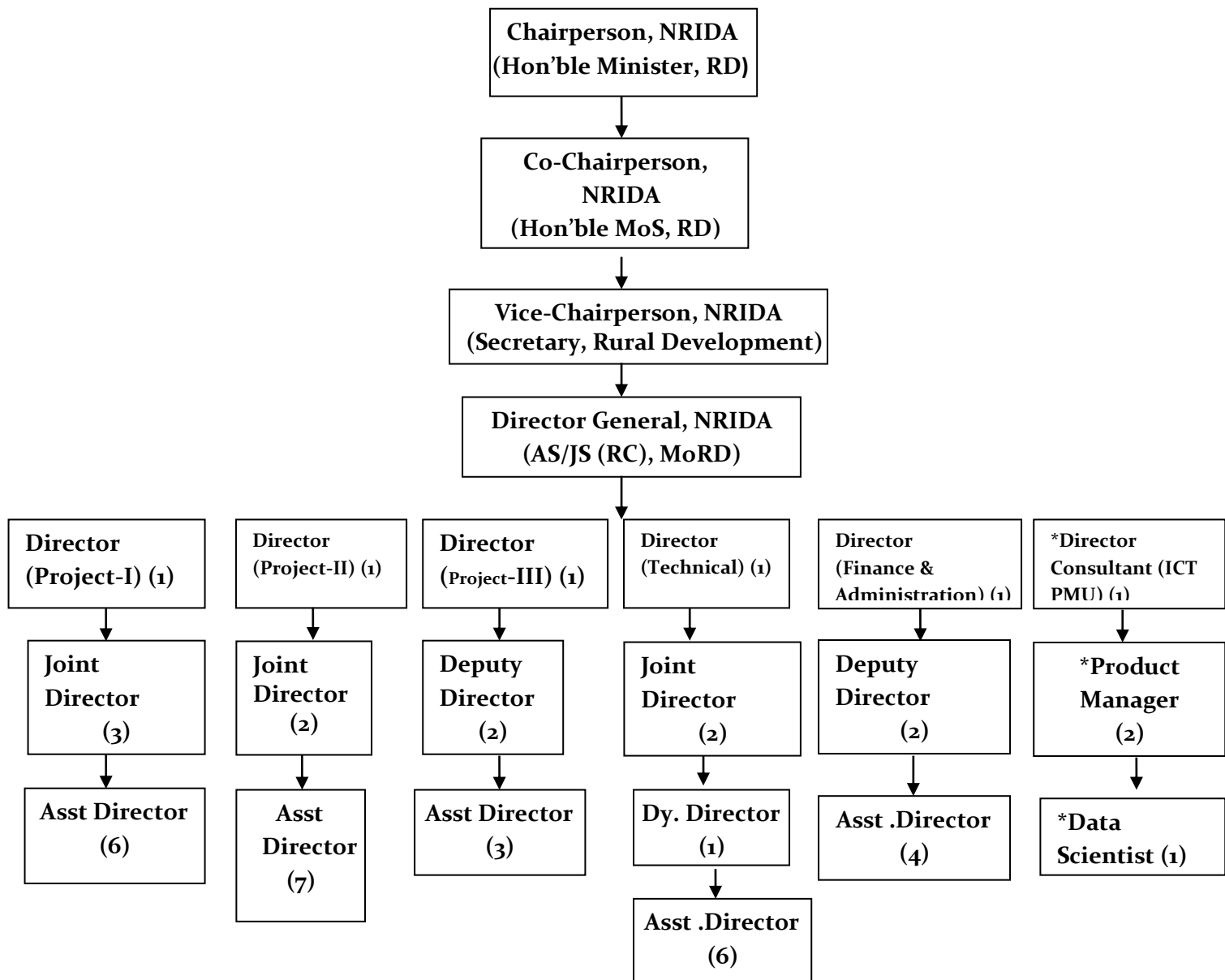
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#### **List of Members present in the 15th meeting of General Body**

1. PPS to Hon'ble Minister MoRD & President NRRDA.
2. Shri Arvind Mayaram, Additional Secretary & Financial Advisor, Ministry of Rural Development, Government of India, New Delhi.
3. Representative, Department of Economic Affairs, Ministry of Finance, Government of India, North Block, New Delhi.
4. Dr. Pramod Kumar Anand, Joint Secretary (RC) & Director General, NRRDA, Ministry of Rural Development, Krishi Bhawan, New Delhi.

5. Shri Rohit Kumar, Director (RC), Ministry of Rural Development, Krishi Bhawan, New Delhi.
6. Dr. B. Rajender, Principal Secretary, Rural Works Department, Government of Bihar, 5th Floor, Vishveshvaraiya Bhavan, Bailey Road, Patna-800015, BIHAR
7. Shri K.B. Agarwal, Principal Secretary, Public Works Department(R&B), Government of Jammu & Kashmir , New Secretariat, Jammu
8. Shri PSG Lyngdoh, Secretary, Public Works Department ( Rik.13), Government of Meghalaya, Lower Lachumiere, Shillong, 793001, MEGHALAYA
9. Representative, IRC, Sector 6, (Near RBI Quarters), R K Puram, New Delhi- 1100228; DGVR Seema Sadak Bhavan Ring Road, Narayana, New Delhi-110006
10. Representative, Central Road Research Institute, CRRI, Delhi-Mathura Road, New Delhi. 11. Prof P.K.Sikdar, Director, International consultants Technocrats Pvt. Ltd., A-8.Green Park, New Delhi-110016.
12. Shri S.C.Sharma, Retd. Director General, Ministry of Road Transport & Highways, 175, Vigyanlok, Mayur Vihar Phase-I, Delhi-110091.

## Annexure-IV

Organisation Chart

\* To be filled up by engagement of Consultants on contract basis.

**Note: Figures given in brackets depict the sanctioned strength of the respective post.**

**Annexure-V**

**No. 6/8/2009-Estt. (Pay II)**  
**Government of India**  
**Ministry of Personnel Public Grievances & Pensions**  
**Department of Personnel & Training**

New Delhi the 17<sup>th</sup> June, 2010

**Subject:** Transfer on deputation/foreign service of Central Government Employees to ex-cadre posts under the Central Government/ State Governments/Public Sector Undertakings/Autonomous Bodies, Universities/ UT Administration, Local Bodies etc. and vice-versa – Regulation of pay, Deputation (duty) Allowance, tenure of deputation foreign service and other terms and conditions – regarding.

.....

The undersigned is directed to refer to this Department's O.M. No.2129191-Estt. (PayII) dated 5<sup>th</sup> January, 1994 as amended/revised from time to time. A need has been felt to consolidate all these orders in one place and accordingly, it has been decided, in consultation with Department of Expenditure, to bring out a self contained O.M. in supersession of OM dated 5.1.94 and subsequent amendments on the subject, incorporating the provisions of earlier orders with suitable modifications, wherever necessary.

**2. Application**

2.1 These orders will apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with Recruitment Rules of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ Union Territories Administration/Local Bodies or under Central/ State PSUs/Autonomous Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/autonomous bodies has been permitted in relaxation of appointment on immediate absorption basis. These orders will also cover the cases of regular appointment on deputation/foreign service of employees of State Government/local bodies etc. as well as PSUs/Autonomous Bodies of Central/State Governments as per recruitment rules in the Central Government.

2.2 However, the following cases shall not be covered under these orders for whom separate orders exist:-

(a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;

(b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders as issued from time to time will continue to apply;

(c) Deputation to posts operated outside India;

(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions set out in this O.M. will apply to those cases to the extent these are not specifically covered under such special orders.

(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no deputation (duty) allowance will be admissible - e.g. (i) interim arrangements in the event of conversion of a Government office/organisation or a portion thereof into a PSU/autonomous body or vice-versa; and (ii) appointments to the same post in another cadre.



**3. Scope of Term 'deputation/foreign service' - Restrictions on treating an appointment as on deputation/foreign service.**

3.1 The terms deputation/foreign service will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.

(b) permanent appointment made by transfer,

(c) Temporary appointment made on the basis of personal requests of employees.

(d) Arrangements necessitated by staff imbalances arising on re-organisation of offices on the same or different stations, subject to the specific condition that no deputation (duty) allowance will be admissible in such cases.

3.3 A person in a higher Grade Pay/scale of pay shall not be appointed on deputation to a post in lower Grade Pay/scale of pay if the deputation is from Central Government to Central Government and also in cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar.

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government to an organisation where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus dearness allowance(s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus dearness allowance (s) including interim relief, if any, at the maximum of the pay scale of the ex-cadre post. In the revised pay structure, the maximum of the scale would mean the sum of the Grade Pay of the ex-cadre post and maximum of the pay Band PB 4 i.e. Rs. 67000. For example, if the ex-cadre post is in the Grade Pay of Rs. 4200, then the maximum would be Rs. 71200 i.e. Rs. 4200 plus Rs. 67000 (maximum of PB 4).

**4. Exercise of option**

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any. However, in case of Government employees on deputation to foreign service to CPSEs, this option will not be allowed and their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.1.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

(a) When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;

- (b) When he/she is reverted to a lower grade in the parent cadre;
- (c) When the scale of pay of the parent post on the basis of which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date.
- (d) Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional Selection Grade/revision/upgradation of scales of pay in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

**Note:** Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organisation shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed on the basis of revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

## 5. Pay fixation

5.1 When an employee on deputation/Foreign Service elects to draw pay in the scale of pay attached to the ex-cadre post, his/her pay may be fixed as under:

### (i) Deputation from Central Government to Central Government

If the scale of pay/Grade Pay of the ex-cadre post is higher, the pay may be fixed after adding one increment to the existing pay in the Pay Band of the parent cadre post. The grade pay corresponding to the ex-cadre post would thereafter be granted in addition to this pay in the pay band. However, in cases where the fixation of pay in the ex-cadre post involves change of Pay Band also, if the pay in the pay band after adding the increment is less than the minimum of the pay band corresponding to the grade pay of the ex-cadre post, the pay in the pay band will be fixed at the minimum of the Pay Band. In case the Grade Pay/scale of employee's cadre post and the ex-cadre post are identical, the employee would continue to draw his/her existing basic pay. In case the Grade pay of the ex-cadre post is upto Rs 10000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB4 (Rs.67000) plus the grade pay of the post held on deputation. In case the ex-cadre post is in the HAG or HAG+ pay scale, the Basic Pay, from time to time after pay fixation should not exceed Rs. 79000 or Rs.80000 respectively.

### (ii) In foreign service/Reverse Foreign Service

(a) when the pay scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) If the appointment is made to a post whose pay structure and/or DA pattern is dissimilar to that in the parent organisation, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, Interim relief etc., if any) with emoluments comprising of pay plus DA, ADA, Interim relief etc., if any, admissible, in the borrowing organisation and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in

respect of appointments to ex-cadre posts carrying Grade Pay identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher pay Scale/grade pay than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the scales of pay/Grade Pay attached to the ex-cadre posts.

**Note-1 :** The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn admissible in such a post respectively.

**Note-2:** An officer who may be holding a higher post on adhoc basis in the cadre at the time of proceeding on deputation/ foreign service would be considered to have vacated the post held on adhoc basis and proceeded on deputation/foreign service from his/her regular post. During the period of deputation/foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or adhoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his pay gets fixed at a stage lower than that of his junior(\$ who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organisations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organisation.

**Note-3:** Pay of an officer appointed on deputation/foreign service on adhoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Para 5.1 & 6.1 of this O.M.

**Note 4:** The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

## **6. Deputation (duty) Allowance**

6.1 The deputation (duty) allowance admissible shall be at the following rates:

- (a) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs.2000 p.m.; and
- (b) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of the employee's basic pay subject to a maximum of Rs.4000- p.m.
- (c) The deputation (duty) allowance as above shall further be restricted as under:-

Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the maximum of the pay band PB4 (Rs.67000) plus the grade pay of the post held on deputation in case the Grade Pay of the post held on deputation is upto Rs 10000. In case the post held on deputation is in the HAG or HAG+ pay scales, the Basic Pay, from time to time, plus Deputation (Duty) Allowance should not exceed Rs. 79000 and Rs.80000\ respectively.

**Note:** Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay/allowance etc.

The rates of deputation (duty) allowance as above shall take effect from **1.9.2008**.

**Note: 1** The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

**Note: 2** Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organisation without reverting to his parent cadre, and *if* the second ex-cadre post is at the same station as the first one, the rate of deputation (duty) allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him. the rate of deputation (duty) allowance will be refixed as per 6.1 (b).

## **7. Admissibility of pay, allowances & benefits while on deputation/foreign service**

7.1 Any project allowance admissible in a project area in the borrowing organisation may be drawn in addition to deputation (duty) allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organisation should not be allowed in addition to deputation (duty) allowance. However, the borrowing department may allow in addition to deputation (duty) allowance, under special circumstances, any special allowance attached to the post held by the employee in his/her parent Department, by suitably restricting the deputation (duty) allowance. This will require the specific and prior approval of Department of Personnel & Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance. No deputation (duty) allowance on this personal pay will however, be admissible.

7.5 **Increments** - The employee will draw increment in the parent cadre grade or in the scale of pay/grade pay attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus deputation (duty) allowance or the pay scale/grade pay of the deputation post. If he has opted for pay scale/grade pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre organisation for the purpose of regulation of pay on repatriation to the parent post at the end of the tenure.

## **7.6 Admissibility of allowances and benefits while on deputation/foreign service.**

(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:

- (i) Transport Allowance
- (ii) Joining time and Joining Time Pay.
- (iii) Travelling Allowances and Transfer T.A.
- (iv) Children Education Allowance.
- (v) LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

(i) Dearness Allowance - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organisation or in the lending organisation depending on whether he has opted to draw pay in the pay scale/grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.

(ii) Medical Facilities - This will be regulated in accordance with the rules of the borrowing organisation.

(iii) Leave - An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organisation. If however an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organisation. At the time of reversion from the deputation post to the parent cadre, the borrowing organisation may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

#### 7.7 Leave salary/Pension/NPS Contribution.

(i) As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organisation. Liability for pension employee's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

(ii) In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies/ etc., leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution/CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Government.

(iii) In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

(iv) In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make matching contribution to the NPS account of the employee.

#### 8. Tenure of deputation/foreign service.

**8.1** The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

**8.2.** In case where the period of deputation/foreign service prescribed in the recruitment rules of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing organisation may grant extension upto the 4<sup>th</sup> year after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

**8.3.1** The borrowing Ministries/Departments/Organisations may extend the period of deputation upto the fifth year where absolutely necessary in public interest, subject to the following conditions:

(i) The extension would be subject to the prior approval of the lending organisation, the consent of the official concerned and wherever necessary, the approval of the UPSCI State Public Service Commission and Appointment Committee of Cabinet (ACC).

(ii) If the borrowing organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organisation, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

(iii) No further extension beyond the fifth year shall be considered.

**8.3.2** Where extension is granted up to the fifth year, the official concerned will continue to be allowed deputation (duty) allowance, if he/she has opted to draw deputation (duty) allowance.

**8.4** There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

**8.5** A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/ State Government Organisation/Government of UT Government of UT's Organisations/Autonomous Bodies. Trusts. Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

**8.6** If during the period of deputation/foreign service, on account of proforma promotion in the parent cadre the official concerned becomes entitled to a higher Pay Scale/Pay Band & Grade Pay in the parent cadre vis-a-vis that of the ex-cadre post, the official shall complete his/her normal /extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

(a) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post after getting proforma promotion, he may be allowed the pay in the pay band + Grade Pay of the post to which he is promoted till the time he completes the normal extended period of deputation (if he gets proforma promotion in the extended period) already sanctioned, if he so opts. No extension in the period of deputation shall be allowed to him after completing the sanctioned period of deputation.

(b) If he draws the pay in the pay band + Grade pay attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department + the Grade pay attached to it.

(c) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACPIMACP scheme, the officer may be allowed to draw the pay in the pay band + Grade Pay to which he becomes entitled to under the ACPIMACPS, if opted

for by him, as laid down in Para 27 of Annexure I to the DOPT OM No. 350341312008 -Estt. (D) dated 19<sup>th</sup> May. 2009.

**9. Premature reversion of deputationist to parent cadre.**

Normally, when an employee is appointed on deputation foreign service, his services are placed at the disposal of the parent Ministry/ Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving an advance notice of at least three months to the lending Ministry/Department and the employee concerned.

**10. Relaxation of conditions.**

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

**11. Date of Effect**

These orders will take effect from 1.1.2006 and shall be applicable to all officers who were on deputation on 1.1.2006 or appointed thereafter except for the revised rates of deputation (duty) allowance which shall be applicable from 1.9.2008 as mentioned below Para 6.1 of this OM.

**12.** In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders will apply for deputation outside Indian Audit and Accounts Department as concurred in by the Comptroller and Auditor General of India.

**13.** Hindi version will follow.

Sd/-

**(Rita Mathur)**  
**Director**

All Ministries/ Departments of the Govt of India etc.

(As per standard list)

Copy to NIC: To upload the O.M. on the Department's website in "What's new" and also in "Establishment" sub-head 'deputation".

**F. No. 2/6/2018-Estt.(Pay II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**

North Block, New Delhi  
Dated: 18.05.2018

**OFFICE MEMORANDUM**

**Subject: Amendment in Para 8.1 and Para 8.2 of deputation guidelines issued vide OM No. 6/8/2009-Estt. Pay-II dated 17<sup>th</sup> June 2010-regarding.**

This Department OM No. 6/8/2009-Estt. Pay-II dated 17<sup>th</sup> June 2010 regulates pay. Deputation (Duty) Allowance, Tenure of Deputation /Foreign Service and other terms and conditions on the subject of deputation /Foreign service of Central Government employees. This Department's OM NO. 2/6/2016-Estt.Pay-II dated 17<sup>th</sup> February 2016 further delegated powers to Ministries /Departments/ borrowing organization to extend deputation tenures up to a period not exceeding 7 years at a stretch in respect of cases covered by OM dated 17<sup>th</sup> June 2010.

2. It has now been decided to amend the provisions relating to Tenure of deputation/foreign service and level of approval for the same as mentioned in Para 8.1 and Para 8.2 of Departments OM No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010. Para 8.1 and 8.2 of the OM No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 are modified as under:-

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 5 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the recruitment rules of the ex-cadre post is 5 years or less than 5 years, the Administrative Ministry /borrowing organization may grant extension upto the 6<sup>th</sup> year after obtaining orders of their Secretary (in the Central Government) /Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the 7<sup>th</sup> year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organizations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned. 3. All other terms and conditions issued vide OM No. 6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup> June 2010, OMs No. 2/6/2016-Estt(Pay-II) dated 17<sup>th</sup> Feb., 2016 and 23<sup>rd</sup> Feb, 2017 will remain unchanged.

4. These orders shall come into effect from the date of issue of this OM.

5. In so far as persons serving in the Indian Audit and Accounts Department are concerned these orders issue after consultation with Comptroller and Auditor General of India.

-sd-  
**(Rajeev Bahree)**  
**Under Secretary to the Government**

To  
All Ministries/Departments of the Government of India (As per standard list)



## Annexure-VI

Eligibility Criteria for various posts in NRIDA

<b>I. Director (Project/Tech.)</b>	
Eligibility (for deputationist)	<p>Candidates should hold regular post in scale(s) as per the criteria given below in Central / State Government / PSUs / Autonomous Bodies:</p> <p>a) analogous post in Level 14 of 7th CPC Pay Matrix (pre-revised Pay Band-4 with Rs 10,000 Grade Pay)</p> <p style="text-align: center;"><b>Or</b></p> <p>b) post of Chief Engineer or equivalent in Level 13A as per 7<sup>th</sup> CPC Pay Matrix (pre-revised Pay Band-4 with Grade Pay Rs.8,900) <b>Or</b> Associate Professor of Indian Universities/ Institutes in Academic Level 13A in the 7th CPC Pay Matrix (pre-revised Pay Band-4 with Academic Grade Pay Rs.9,000) with minimum two years regular service in the grade.</p> <p style="text-align: center;"><b>Or</b></p> <p>c) post of Superintending Engineer or equivalent in Level 13 of 7th CPC Pay Matrix (pre-revised Pay Band-4 with Grade Pay Rs.8700) with minimum of 4 years regular service in the grade.</p>
Educational/ Professional Qualification	Degree in Civil Engineering from a recognized Institution/ University. Person holding a Doctorate or a Post Graduate Degree in Civil Engineering or equivalent degree with specialization in the related areas of Civil Engineering works in road construction will be preferred.
Experience	Should have about 10-15 years of experience in the field in Central/ State Government/ PSU/ Autonomous Bodies specially in project appraisal, monitoring and evaluation of projects including management of projects funded by multilateral agencies like World Bank, Asian Development Bank etc. and fully conversant with procedures, technical specifications etc. in road construction.
Age (for deputationist)	Not exceeding 58 years of age. However, in the event of non-availability of eligible candidates against first recruitment advertisement after occurrence of vacancy, in the subsequent advertisement, upper age limit may be relaxed to 59 years by AS (RD) & DG, NRIDA till the age of superannuation i.e. 60 years with the provision that the incumbent may be re-employed thereafter on contract basis for an additional period of 2 years i.e. till the age of 62 years after his/her superannuation.
Remuneration for deputationists	Level 14 as per 7 <sup>th</sup> CPC Pay Matrix + all other allowances as per GOI rules

<b>II. Director (F&amp;A)</b>	
Eligibility	Candidates should hold regular post in scale(s) as per the criteria given below in Central / State Government / PSUs / Autonomous Bodies:  a) analogous post in Level 14 of 7th CPC Pay Matrix (pre-revised Pay Band-4 with Rs 10,000 Grade Pay) <b>Or</b> b) Equivalent post in Level 13 of 7th CPC Pay Matrix (pre-revised Pay Band-4 with Grade Pay of Rs.8,700) with 4 years of regular service in the grade.
Educational/ Professional Qualification	A Graduate preferably a Post Graduate in Commerce/Business Administration/Humanities
Experience	Should have about 10 -15 years experience in Finance and Administration in Central Government, fully conversant with Finance Planning and Management, Budgeting, Audit and Accounts, Administration and Establishment Matters
Age	Preferably around 40-45 years of age but not above 56 years of age.
Remuneration for deputationist	Level 14 of the Pay Matrix as per 7 <sup>th</sup> CPC + all other allowances as per GOI rules

<b>III. Jt. Director (Project /Technical)</b>	
Eligibility (for deputationist)	Candidates should hold regular post in scale(s) as per the criteria given below in Central / State Government / PSUs / Autonomous Bodies:  a) analogous post in Level 13A of 7th CPC Pay Matrix (pre-revised Pay Band-4 with Rs 8,900 Grade Pay) <b>Or</b> b) post of Superintending Engineer or equivalent in Level 13 of 7th CPC Pay Matrix (pre-revised Pay Band-4 with Grade Pay Rs.8700) with minimum 2 years of regular service in the grade <b>Or</b> c) post of Superintending Engineer or equivalent in Level 12 of 7th CPC Pay Matrix (pre-revised Pay Band-3 with Grade Pay Rs. 7600) with minimum 4 years of regular service in the grade. <b>Or</b> d) post of Executive Engineer (EE) or equivalent in Level 11 of 7th CPC Pay Matrix (pre-revised Pay Band-3 with Grade Pay Rs. 6600) with minimum 7 years of regular service in the grade.
Educational Qualification	Degree in Civil Engineering from a recognised Institution/University. Persons holding a post Graduate Degree or above in Highways Engineering/Transportation Engineering or Civil Engineering with specialization in the related areas of Civil Engineering works in road construction will be preferred.
Experience	The officer should have a minimum of 5 years experience in Civil Engineering Works related to the Field of activity in road construction and should be conversant with Project Appraisal, Monitoring and Evaluation of Projects, Technical specifications etc. in road construction in Central/State Govt./PSUs.
Age (for deputationist)	The officer to be considered should be preferably in the age group of 30-45 years but not exceeding 56 years.
Remuneration (for deputationist)	Pay Level 13A of the Pay Matrix as per 7 <sup>th</sup> CPC + all other allowances as per GOI rules

<b>IV Dy. Director (F&amp;A)</b>	
Eligibility	Candidates should hold regular post in scale(s) as per the criteria given below in Central / State Government / PSUs / Autonomous Bodies: <p>a) analogous post in Level 12 of the 7<sup>th</sup> CPC Pay Matrix (pre-revised Pay Band-3 with Rs 7,600 Grade Pay)</p> <p style="text-align: center;"><b>Or</b></p> <p>b) post of Under Secretary or equivalent in Level 11 of the 7<sup>th</sup> CPC Pay Matrix (pre-revised Pay Band-3 with Grade Pay Rs.6600) with minimum 3 years of regular service in the grade</p> <p style="text-align: center;"><b>Or</b></p> <p>c) post of Assistant Director or equivalent in Level 10 of the 7<sup>th</sup> CPC Pay Matrix (pre-revised Pay Band-3 with Grade Pay Rs. 5400) with minimum 5 years regular service in the grade.</p>
Educational Qualification	A Graduate preferably a Post Graduate in Humanities/ Commerce/ Business Administration.
Experience	The officer should have a minimum of 5 years experience in any Ministry /Department of Central/State Government/ PSU /Autonomous Body in the field of Commercial/Public Works Accounting, Statutory & Internal auditing, establishment matters, budgeting and expenditure management, contract management, financial management of externally aided projects, procurement of goods & services etc.
Age	Preferably around 30-45 years of age but not above 56 years of age.
Remuneration for deputationist	Level 12 of the 7 <sup>th</sup> CPC Pay Matrix + all other allowances as per GOI rules
<b>V. Dy. Director (Project / Tech)</b>	
Eligibility (for deputationist)	Candidates should hold regular post in scale(s) as per the criteria given below in Central / State Government / PSUs / Autonomous Bodies: <p>a) analogous post in Level 12 of the 7<sup>th</sup> CPC Pay Matrix (pre-revised Pay Band-3 with Rs 7,600 Grade Pay)</p> <p style="text-align: center;"><b>Or</b></p> <p>b) post of Executive Engineer or equivalent in Level 11 of the 7<sup>th</sup> CPC Pay Matrix (pre-revised Pay Band-3 with Grade Pay Rs.6600) with minimum 3 years of regular service in the grade</p> <p style="text-align: center;"><b>Or</b></p> <p>c) post of Assistant Executive Engineer or equivalent in Level 10 of the 7<sup>th</sup> CPC Pay Matrix (pre-revised Pay Band-3 with Grade Pay Rs. 5400) with minimum 5 years of regular service in the grade.</p>
Educational Qualification	A degree in Civil Engineering preferably a Post Graduate or equivalent degree.
Experience	The officer should have a minimum of 5 years experience in Civil Engineering works related to the field of activity in road construction. Conversant with Project Appraisals, Monitoring and evaluation of projects, technical specification etc. in road construction in any Central/State Govt.
Age (for deputationist)	Around 30-45 years but not above 56 years
Remuneration (for deputationist)	Level 12 of 7 <sup>th</sup> CPC pay Matrix + all other allowances as per GOI rules

<b>VI. Asstt. Director(Project/Technical)</b>	
Eligibility (for deputationist)	<p>Candidates should hold regular post in scale(s) as per the criteria given below in Central / State Government / PSUs / Autonomous Bodies:</p> <p>a) analogous post in Level 11 of the 7th CPC Pay Matrix 11 (pre-revised Pay Band-3 with Rs 6,600 Grade Pay)</p> <p style="text-align: center;"><b>Or</b></p> <p>b) post of Assistant Executive Engineer or equivalent in Level 10 of the 7th CPC Pay Matrix (pre-revised Pay Band-3 with Grade Pay Rs.5400 ) with minimum 4 years regular service in the grade</p> <p style="text-align: center;"><b>Or</b></p> <p>c) post of Assistant Engineer or equivalent in Level 9 of the 7th CPC Pay Matrix (pre-revised Pay Band-2 with Grade Pay Rs. 4800) with minimum 7 years regular service in the grade.</p>
Educational Qualification	A degree in Civil Engineering, preferably a Post Graduate or equivalent degree.
Experience	The Officer should have a minimum of 5 years experience in Planning, Construction, Quality Control and Maintenance of Roads/Highways.
Age (for deputationist)	The Officer to be considered should be preferably around 30-45 years but in any case not above 56 years of age.
Remuneration (for deputationist)	Level 11 of 7 <sup>th</sup> CPC Pay Matrix + all other allowances as per GOI rules.
<b>VII Asstt. Director (F&amp;A)</b>	
Eligibility	<p>Candidates should hold regular post in scale(s) as per the criteria given below in Central / State Government / PSUs / Autonomous Bodies:</p> <p>a) analogous post in Level 11 of the 7th CPC Pay Matrix (pre-revised Pay Band-3 with Rs 6,600 Grade Pay)</p> <p style="text-align: center;"><b>Or</b></p> <p>b) post of Assistant Director or equivalent in Level 10 of the 7th CPC Pay Matrix (pre-revised Pay Band-3 with Grade Pay Rs. 5400) with minimum 4 years regular service in the grade</p> <p style="text-align: center;"><b>Or</b></p> <p>c) posts carrying Level 9 of the 7th CPC Pay Matrix (pre-revised Pay Band-2 with Grade Pay Rs. 4800) with minimum 7 years regular service in the grade.</p>
Educational/ Professional Qualification	Must be a Graduate in any discipline from a recognized University.
Experience	The candidate should have a minimum of 3 years of experience in the areas of Government/Commercial/Public Works Accounting, statutory & Internal auditing, establishment matters, budgeting and expenditure management contract management, financial management of externally aided projects, procurement of goods & services etc.
Age	The Officer to be considered should be preferably around 30-45 years but in any case not above 56 years of age.
Remuneration (for deputationist)	Pay Matrix 11 as per 7 <sup>th</sup> CPC + all other allowances as per GOI rules.

**(Note: Financial up-gradation in the Grade Pay under ACP/MACP is not to be reckoned for eligibility)**

**Annexure VII****Contract Terms and Conditions for appointment in NRIDA as Consultant**

1. Only Specialists/ retired Government Servants with requisite experience as prescribed would be hired on contract for Levels I, II, and III against existing vacancies and would be designated as consultant.
2. The engagement on of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with NRIDA.
3. The headquarters of a Consultant will be at New Delhi. The Consultants will work in the Agency and will perform such work as may be assigned to them from time to time.
4. Period of engagement will be for one year from the date of joining, which may, at the discretion of Competent Authority be either extended or curtailed.
5. The appointment of a Consultant would be of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason therefor after giving 1 month notice. A Consultant will also have the opportunity to resign from NRIDA after giving a month's notice.
6. The consultant will be entitled to 8 days of Casual Leave (CL) and 2 days of Restricted Holiday (RH) during the period of engagement, as provided in the HR policy of NRIDA. For service less than twelve months in any calendar year leave admissibility will be calculated on pro rata basis in that calendar year. However, unavailed leave cannot be carried forward in case of extension beyond one year. Remuneration will be deducted proportionately if the Consultant absents himself/herself on any working day other than the entitled paid leave.
7. The Consultants will not be entitled to any allowance/perquisite such as HRA, CCA, DA, LTC, Residential accommodation, medical facility etc.
8. No TA/DA would be admissible to them for joining the assignment or-on completion of assignment. They will however be entitled to TA/DA for local tour in India as per rules applicable. For retired Government servants the TA / DA entitlements, while on official tour, would be equivalent to those applicable at the time of their retirement from Government service.
9. They will be required to maintain office timings, decorum, discipline as expected of a regular Central Government employee.
10. TDS will be deducted as per the prevalent rules and necessary TDS certificates will be issued.
11. A retired Government official appointed as Consultant shall continue to draw pension and the dearness relief on pension during period of his engagement as consultant. His/her engagement as Consultant shall not be considered as re-employment.
12. NRIDA shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging / equipments or vehicles of the Consultant.
13. The Consultant shall not claim any benefit/ compensation / absorption/ regularization of service with NRRDA under the provision of the Industrial Disputes Act. 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

14. The Consultants may be called on Saturdays, Sundays and any other holidays, if required, and they shall not be entitled to any compensatory leave in lieu thereof.

15. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/ she will be liable for termination of services in addition to the administrative and/ or legal action as may be deemed necessary.

16. The Consultants will not, except with the previous sanction of the National Rural Infrastructure Development Agency or in the bona fide discharge of his/her duties as aforesaid, publish a book himself or herself or through a publisher or contribute an article to a book or compilation of articles or participate in a TV telecast/ Radio broadcast or contribute an article or write a letter to a newspaper pseudonymously or in the name of any other person.

17. During the period of assignment with the NRIDA, it is likely that Consultants may come across certain information of importance or secret nature. Consultants will not divulge any information gathered by him/her during the period of his/her assignment to anyone unless authorised by competent authority/ to do so.

18. The Consultant who are retired Government officials would be paid remuneration as per Government of India, Ministry of Finance, Department of Expenditure OM no. 3-25/2020-E.IIIA dated 09.12.2020, which inter alia states as under :

*“A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period”.*

#### 19. Increment

For consultants other than retired Government officials, in the event of contractual engagement continuing for more than a year in NRIDA, based on continued satisfactory performance, annual increase @5% on the consolidated monthly remuneration would be given as approved by the competent authority from time to time.

**Format of Application for engagement of retired officers as Consultant in  
National Rural Infrastructure Development Agency**

Passport size Photograph
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1. Name
2. Father's Name
3. Date of Birth & Nationality
4. Date of entry into service
5. Date of retirement
6. Name of office from where he has retired
7. Mailing Address
8. Permanent Address
9. E-mail ID
10. Position held in last ten years

Sl. No.	Designation, name of office/Ministry/ Department served and place of posting	Scale of pay and Grade Pay held	From	To	Brief nature of work performed

11. Technical skills acquired, if any
12. Computer knowledge
13. Present employment and Details, if any.
14. Please provide (in not more than 150 words) details on suitability of your candidature for the position on the basis of your previous experience.
15. Number and date of the Pension Payment Order, or any other pension document or proof of retirement issued by the last employer. (Please attach a copy of the document showing pension drawn by the applicant)

**Signature**  
(Name of candidate)  
Contact No.

Place

Date

**AGREEMENT OF CONTRACT FOR ENGAGEMENT AS CONSULTANT**

I.....(*name of person in Capital letter*).....Son/Daughter/Wife of.....Reside  
nt of.....

.....do hereby agree and affirm as follow:

1. That I have applied for the position of .....and in consideration of my application I have been offered to be engaged as consultant .....in the National Rural Infrastructure Development Agency, an Autonomous Body under the Ministry of Rural Development , Government of India (herein after called "Agency") vide the Agency's offer letter number..... dated.....(herein after called "offer letter"), for a period of one year.
2. That I have been conveyed the Terms and Conditions of engagement as Consultant in the offer letter and I have agreed to the same.
3. I also agree that my engagement with the National Rural Infrastructure Development Agency is for a limited period, as indicated in the offer letter and I shall not have any claim to any existing or future regular post in the Agency.
4. I also agree that the Agency has full right to terminate my contract of engagement as Consultant if I am found wanting in any manner in discharge of any assignment given to me as Consultant or if I fail to comply with any instructions given in the Terms and Conditions attached to my engagement.

Signed on this day of.....(month).....year.....at New Delhi.

(Signature)  
Name of Person

Witness:  
Name:  
Address:



**Annexure VIII****NRIDA (MEDICAL ATTENDANCE) BYELAWS, 2020****1. Title & Commencement**

These Byelaws shall be referred to as NRIDA (Medical Attendance) Byelaws, 2020.

**2. Scope**

These Byelaws shall apply to:

- The whole time employees of the Agency and their families except the support staff;
- Those working on deputation with the Agency and their families, excepting those who specifically opt out of these Byelaws and choose to be governed by the facilities available to them in their parent cadres / organizations.

**3. Definitions**

For the purpose of these Byelaws:

- i. **'Agency'** means the National Rural Infrastructure Development Agency.
- ii. **'Authorized Medical Attendant'**, means:
  - A Medical Officer, whether or not under the employ of the Government of India, appointed as such by the Director General, National Rural Infrastructure Development Agency.
  - In case of a Hospital, the Principal Medical Officer of a hospital notified by the Competent Authority to attend to the officers of the Agency.
- iii. **'Competent Authority'** – The Director General, National Rural Infrastructure Development Agency or such other authority to whom the powers in respect of these Byelaws may be delegated by the Director General.
- iv. **'Controlling Officer'** – The authority declared by the Competent Authority to be the Controlling Officer for each category of employees of the Agency.
- v. **'Employee'** – Any person who is serving in the Agency as a regularly appointed employee ( on deputation from the Government of India or a State Government / U.T. Administration or from any other autonomous or semi- Government organization). The persons working in the Agency as consultants or under any contract for outsourcing are specifically excluded from the purview of this definition and these Byelaws.
- vi. **'Family'** means the wife or husband of an employee, as the case may be, and parents, sisters, widowed sisters, widowed daughters, minor brothers, children, stepchildren, divorced / separated daughters and stepmother wholly dependent upon the employee and normally residing with the employee.

The eligibility of the sons/daughters of an employee to be considered dependent upon him for the purpose of these Byelaws shall be subject to the following:

- a. Son: Till he starts earning or attains the age of 25 years, whichever is earlier.
- b. Daughter: Till she starts earning or gets married, whichever is earlier, irrespective of the age limit.
- c. Son suffering from any permanent disability of any kind (physical or mental): Irrespective of age limit.

Note. 1. – A member of the family is treated as dependant only if his/her income from all sources including pension etc. is less than Rs. 3,500 p.m. This condition shall not apply in the case of wife/husband of the employee.

Note. 2. – Family members may avail of the medical attendance and treatment even if they do not stay with the employee.

vii. **Where both husband & wife are employed:**

- a) Spouse of an employee when serving in the Central /State Government etc. or in any other body financed totally or partially by the Central Govt./ State Govt. /private organizations which provide medical services to their employees, would be entitled to opt for either the medical facilities provided in the Agency, or those provided by the organization. In which she/he is employed.
- b) When both the husband and wife are employed in the Agency they, as well as their eligible dependents, may be allowed to avail of the medical facilities according to his/her status. For this purpose they should furnish to their respective Controlling Authorities a joint declaration as to which of the two will prefer the claim for reimbursement of medical expenses incurred on the medical attendance and treatment in respect of wife/ husband and their dependants. This procedure may also be followed for those covered under (a) above.
- c) If the spouses are governed by different medical Byelaws, and are stationed/ residing separately at their respective duty stations, the employee concerned may avail medical facilities under the Byelaws of Agency in respect of himself/ herself and the family members residing with him/her and covered under the Byelaws provided:
  - i. The spouse employed in the other organization is not in receipt of any fixed/monthly medical allowance; and
  - ii. The employee produces a certificate from the employer of his/her spouse that he / she is not claiming medical facilities in respect of his/ her spouse and their family members.

Note. 1. Family members other than the spouse should be wholly dependant on the employee.

Note. 2. Every employee on his/her appointment or on joining the Agency shall submit a formal declaration:

- Specifying the members of his/her family dependant upon him/her. Any subsequent change in the dependants, during his/her employment with the Agency shall also be promptly intimated to the Controlling Officer.
  - Indicating his/her option to be exercised in pursuance of clause (vii)(a) above.
  - A joint declaration pursuant to clause (vii)(b) above, if applicable.
- viii. **'Medical Attendance'** by the Authorized Medical Attendant shall include attendance in his/her consulting room or in the hospital to which he/she is attached or at the residence of the employee. It will also include -
    - a) All diagnostic tests or other methods of examination for the purpose of diagnosis as are available and are considered necessary by the Authorized Medical Attendant; and
    - b) Such consultation with a specialist or another medical officer as the Authorized Medical Attendant certifies to be necessary.
  - ix. **'Patient'** – An employee or a member of his/her family to whom these Byelaws apply and who has fallen ill requiring medical attention.
  - x. **'Notified Hospital'** means such hospital(s), [Government/ Semi Government/ Private] as may be notified for the purpose of providing general or specialist medical facilities by the Competent Authority from time to time for treatment of employees of the Agency and their families. Health Care Organisations empanelled by M/o Health and Family Welfare Government of India under CGHS may be treated as notified hospitals.
  - xi. **'Treatment'** - means the use of all medical and surgical facilities available at the Notified hospital(s) in which the employee is treated and includes:

- The employment of such pathological, bacteriological or other methods as may be considered necessary by the Authorized Medical Attendant.
- The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the Government or notified hospitals.
- Physiotherapy, speech therapy, psychiatric, anti-rabies treatment and such other treatment as may be considered necessary by the Authorized Medical Attendant.
- Such accommodation and diet as is ordinarily provided in the hospital and is suited to his/her status;
- Such nursing as is ordinarily provided to in-patients by the hospital; and
- Consultation with the Specialist.

But it shall not include provision of diet or accommodation superior to that described above at the request of the employee.

Any other terms used in these Byelaws but not defined hereinabove shall be construed to mean as defined under Rule 2 of Central Services (Medical Attendance) Rules, 1944.

#### **4. Medical Benefits**

- a) An employee shall be entitled, free of charge, to medical attendance by the Authorized Medical Attendant. Any amount paid by him/her on account of such medical attendance shall, on production of an Essentiality Certificate (Annexure 3) in writing by the Authorized Medical Attendant in this behalf, be reimbursed to him/her by the Agency subject to the satisfaction of the Controlling Officer about genuineness of the claim.
- b) Employees have to bear the expenditure incurred on diet charges, birth certificate etc. as these do not form part of the treatment. Besides, such of the items as fall within the definition of food value items are also not reimbursable to the employees. In case any diet restrictions have been imposed by Authorized Medical Attendant, the diet charges, including special diet charges paid to the notified hospitals by the employees and members of their families during the course of their indoor treatment may be reimbursed in full, at the discretion of the Competent Authority depending on merits of the case.
- c) Controlling Officer may require production of original medical prescriptions by the claimants along with the claim papers, if considered necessary to enable him to verify the claim.

#### **5. Consultation Fee**

Consultation fee upto Rs. 400/- for first consultation and Rs. 250/- for each subsequent consultation charged by the Authorised Medical Attendant shall be reimbursed. The Competent Authority may, however, review these ceilings from time to time and revise them, if necessary.

Note:

- a) For visits between 10.00 p.m. and 6.00 a.m. the fee reimbursable will be upto one and a half times the normal reimbursement ceiling.
- b) In the case of domiciliary visits, the employee will have to get a certificate from the doctor to the effect that domiciliary visit was essential in view of the condition and the health of the patient.
- c) The maximum number of consultations in respect of which reimbursement shall be permitted in respect of any one illness in any one spell shall be limited to three, except when the illness requires prolonged treatment in which case more than 3 consultations may be permitted if certified by the Authorized Medical Attendant.

## 6. Treatment at Residence

- a) An employee may receive treatment at his/her residence if the Authorized Medical Attendant is of the opinion and certifies that owing to the absence or remoteness of a suitable hospital or the severity of the illness he/she cannot be given treatment in the hospital.
- b) Cost of treatment so received, limited to the amount reimbursable, if he/ she had not been treated at his/her residence, shall then be reimbursed to him/her.

## 7. TA for medical attendance journeys

- a) When the place at which a patient falls ill is more than eight kilometers by the shortest route from the consulting room of the Authorized Medical Attendant, the patient shall be entitled to Travelling Allowance for the journey to and from such consulting room.
- b) If the patient is too ill to travel the Authorized Medical Attendant shall be entitled to travelling allowance for his/her journey to and from the place where the patient is to be treated.
- c) A certificate issued in writing by the Authorized Medical Attendant stating that medical attendance was necessary and/or that the patient was too ill to travel shall accompany the claim for travelling allowance.
- d) If the case of a patient is of such a serious or special nature as to require medical attendance by a Medical Officer other than Authorized Medical Attendant, he/she may:
  - Send the patient to the nearest Specialist or Medical officer by whom, in his/her opinion, medical attendance is required for the patient; or
  - If the patient is too ill to travel, summon such Specialist or Medical Practitioner to attend to the patient at his/her residence.
- e) The employee shall intimate the facts and circumstances of the case to the Controlling Officer in writing / fax at the earliest opportunity. Travelling allowance for the journey/s involved shall be payable to the patient/specialist on a certificate to be issued by the Authorized Medical Attendant.
- f) Claims for such treatment will be governed by provisions of Rule 12 below.

## 8. Dental Treatment

- a) Dental treatment must be obtained only from the Hospitals notified for the purpose and not from any private institution.
- b) The expenses incurred by an employee in connection with the following types of dental treatment obtained at hospitals so notified may be reimbursed:
  - i. Extraction;
  - ii. Scaling and gum treatment;
  - iii. Filling of teeth;
  - iv. Root canal treatment.
- c) Expenses incurred towards the treatment of Pyorrhoea and Gingivitis may also be reimbursed under the rules as it is covered under the term "gum treatment".
- d) No private dentist shall be appointed as Authorized Medical Attendant.

## 9. Reimbursement for Complete Dentures

The essential expenditure incurred in providing a complete denture is reimbursable subject to a ceiling of Rs. 2000/- only for the complete denture and Rs. 1000/- for a denture of one jaw only provided that it has been advised and considered essential by the Dental Surgeon of a Notified Hospital.

An employee who may have opted in favour of medical facilities available in his/ her parent organization may be permitted by the concerned authority in his/her parent department for provision of dentures.

The reimbursement of complete / partial denture shall be permitted on one time basis only.

#### **10. Choice of Authorized Medical Attendant**

An employee is expected normally to consult an Authorized Medical Attendant nearest to his/her residence who should also be his/her nominated Authorized Medical Attendant. He/She may, however, consult any particular Authorized Medical Attendant of his/her choice provided he/she gives his/her option in writing to the Controlling Authority in advance who could thus keep a check on medical reimbursement bills submitted. No TA/DA shall, however, be paid to the employee for such consultation.

#### **11. Choice of Treatment System**

The employees or their families are not permitted to take treatment simultaneously under two or more systems of medicine for the same ailment. But there is no objection to the treatment being received simultaneously in different systems of medicine for different ailments if it is within the knowledge of attending doctor(s) of the other system(s) concerned.

#### **12. Emergent Situations**

In case of extreme emergencies or unforeseen circumstances, when an employee or the member of his/her family falls ill, he/she may take treatment from any other Medical Attendant even if he/she is not an Authorized Medical Attendant in terms of these Byelaws. Each such case shall, however, be considered on merits by the Controlling Authority who shall satisfy itself about the genuineness of the claim before it is allowed.

#### **13. Medical Attendance while on Tour**

In an employee needs any medical services while on tour to a place where there is no notified hospital, the Principal Medical Officer of the district appointed by the Government to attend to its officers in the District shall be considered to be his Authorized Medical Attendant for the purpose of these Byelaws.

#### **14. Claims for Reimbursement**

- a) All payments for medical expenses will ordinarily be made by the employee in the first instance and reimbursement claimed. All claims for reimbursement shall be submitted in the form prescribed (Annexure 4).
- b) A claim for reimbursement shall be supported by regular vouchers/cash memos and a copy of the prescription.
- c) A claim for reimbursement presented after six months from the date of completion of treatment or where required intimation in writing / fax was not made at the earliest opportunity to the Controlling Officer will normally be rejected unless the Competent Authority is satisfied with the reasons given for delay to be recorded and examined in audit.
- d) The cost of hospitalization will include pre- and post admission treatment, OPD charges and resultant cost of medicines subject to certification by the Notified Hospital that such OPD charges and pre/post admission treatment was part of the indoor treatment and was provided within a period of 3 months on either side.
- e) Reimbursement of expenditure incurred on hospitalization from a notified hospital will be made with the sanction of the Competent Authority.
- f) In case of an emergency where any notified hospital could not be reached and treatment had to be taken from another hospital, reimbursement will be made only on a certificate from the attending doctor of the (non-notified) hospital to the effect that

the patient had to be admitted in emergency. The exact nature of the emergency shall also be stated in the certificate so issued.

- g) The reimbursement on account of room rent for private wards in the notified hospitals/nursing homes shall be on the following basis:

Corresponding Basic Pay drawn by officer in 7 <sup>th</sup> CPC per month	Ward/ Room Entitlement
Up to Rs. 47,600/-	General
Rs. 47,601/- to Rs. 63,100/-	Semi Private
Rs. 63,101/- and above	Private Ward

Pay slab for determining the entitlement of accommodation in AIIMS, New Delhi is as under :

Corresponding Basic Pay drawn by officer in 7 <sup>th</sup> CPC per month	Ward/ Room Entitlement
Up to Rs. 63,100/-	General
Rs. 63,100/- to Rs. 80,900/-	Semi Private
Rs. 80,901/- and above	Deluxe/Private

Whenever a large amount is required to be deposited as an advance with a hospital, such payment will be made by the Agency directly to the hospital.

- h) The status of an officer/employee of Agency for the purpose of medical attendance will be determined with reference to the actual pay he/she is drawing at the time he/she falls ill.

#### 15. Cash memo and Essentiality Certificate

- a) Cash memos for purchase of medicines must be obtained and got countersigned by the Authorised Medical Attendant. The Essentiality Certificate must contain the names of all the medicines prescribed and the amount incurred on purchase of each medicine. All Authorized Medical Attendants shall indicate clearly their designation and degree while signing reimbursement claim papers.
- b) A certificate issued by the Authorised Medical Attendant that the patient is suffering from a chronic ailment needing prolonged treatment, shall be accepted as a certificate of Essentiality for that particular ailment. The Authorised Medical Attendant may prescribe medicines for up to 3 months at a time where necessary on the basis of the said certificate.

#### 16. Eligible items for Reimbursement

- a) The cost of medicines prescribed by Authorized Medical Attendant will be reimbursed.
- b) Cost of indoor treatment / hospitalization in a notified hospital in the relevant specialization including pre and post admission treatment, OPD charges will be reimbursed.
- c) All pathological, bacteriological, radiological and other tests conducted at a Notified Hospital will be reimbursed. When such tests are carried out elsewhere on the basis of recommendation of the treating Notified Hospital or during an emergent situation, the charges shall be limited to the rates prescribed in the Notified Hospital that prescribes

such tests or the rates applicable in the Central Government Hospital, as the case may be.

- d) The cost of items of food value and toiletries, even if prescribed by the doctor will not be reimbursable.

**17. Miscellaneous**

All situations and exigencies not covered under the Byelaws above shall be resolved with reference to corresponding provisions of Central Services (Medical Attendance) Rules 1944.

**18. Interpretation and power to remove difficulties**

- a) The interpretation of the Director General NRIDA will be final in respect of any provisions of these Byelaws.
- b) The power to remove difficulties in the application of these Byelaws shall vest in the Director General, NRIDA.

**Annexure IX****Contract Terms and Conditions for appointment in NRIDA as Young Civil Engineer****(1) Period of contractual engagement**

The period of contractual engagement on full time basis will be initially for one year from the date of joining in NRIDA. Afterwards, the engagement period can be extended further on the basis of official requirement and the on the job performance of the Young Engineer reviewed after each year. However, beyond the 3<sup>rd</sup> year, the extension would be given only on the basis of a review by a committee constituted for the purpose.

**(2) Job requirements**

(i) To support the Directors of NRIDA in providing project management and implementation support to facilitate PMGSY project implementation in the States.

(ii) **Areas of work:** Project selection, scrutiny of the Detailed Project Reports (DPRs) received from the States, providing assistance in scrutiny of DPRs with new technologies, ground verification of DPRs, assistance in maintaining transparency in the system, preparation of detailed engineering reports and contract documents, procurement, monitoring of physical and financial progress, quality assurance, contract management, financial management, in-built 5-year maintenance.

(iii) To help implement various activities under the technical assistance programme including:

- > implementation of various training activities at the local and international training institutions for different categories of staff of the road agencies,
- > maintenance management including establishing a road inventory and condition data-base, preparation of annual maintenance plans and execution of maintenance works through contract,
- > introduction of improved technical standards and procedures for quality assurance, procurement, financial management and contract management,
- > improving monitoring and evaluation through further refinements in the On-line Monitoring, Management and Accounting System (OMMAS).

(iv) To assist NRIDA in expediting and monitoring implementation of the rural road works in all States and Union Territories.

**(3) Essential qualification and experience**

- 1) Degree in Civil Engineering preferably Masters Degree in Transportation Engineering.
- 2) Should have at least two published papers in the field of road or transportation network in national and international journals of repute.
- 3) Should have experience of at least three years in rural road project preparation, procurement of project, execution of work funded by multilateral international agencies. Knowledge of Geo-Informatics System (GIS) including On-line Management, Monitoring and Accounting System (OMMAS) will be preferred.
- 4) Should have good knowledge of MS Office and other Civil Engineering Software.

**(4) Age**

Not above 30 years.



**5) Selection Procedure**

YCE will be selected in accordance with the procedures set out in General Financial Rules, 2017 read with 'Manual of Policies and Procedures of Employment of Consultants' issued by Government of India, Ministry of Finance.

The decision of the competent authority in the selection of candidates shall be final and binding.

**(6) Monthly, remuneration and other entitlements**

During the period of contractual engagement, the monthly remuneration and other entitlements will be as below:

**(a) Monthly remuneration**

Consolidated monthly remuneration as shown in the table below shall be payable to the YCE.

Sl	Qualification	Monthly remuneration in INR
1	Graduate Engineer	60,000
2	Post Graduate Engineer	65,000

Note: An additional weightage of Rs.1250 in the monthly emoluments would be given provided the degree has been obtained from NIT/IIT Reputed institutes for existing as well as new recruits.

Weightage of Rs.1250 in the monthly emoluments would be given to those new recruits who possess experience of more than 1 year in Government offices / PSUs in the relevant field.

**(b) Increment**

In the event of contractual engagement continuing for more than a year in NRRDA based on continued satisfactory performance, annual increase @ 5% on the consolidated monthly remuneration mentioned at (a) above would be given as approved by the competent authority from time to time.

**(c) Accommodation**

No residential accommodation will be provided.

**(d) Attending office on holidays**

In the exigencies of office work, the YCE may be required to attend office on Saturdays/ Sundays or any other Gazetted Holidays. No compensatory leave shall be allowed for such attendance in office.

**(e) Leave**

**Casual Leave** – 8 days in a calendar year. Unavailed casual leave would lapse at the end of a particular calendar year. Not more than 5 days of casual leave can be availed of at a time. Casual leave can also be availed for half day.

**Restricted Holidays** – 2 days in a calendar year on occasions stipulated as restricted holidays by the Government of India.

In the case of contractual employment beginning or terminating in the middle of the calendar year, casual leave/ other leave will be admissible on pro-rata basis.

**(f) TA/ DA**

Travelling Allowance/Daily Allowance on official tour will be admissible as per Central Government rules applicable from time to time to employees of Assistant Director rank in NRIDA.

**(7) Terms of payment**

(a) The payment of consolidated monthly remuneration and Conveyance Allowance would be made on monthly basis direct to the bank account of contractual employee or in unavoidable circumstances through Account Payee cheques.

(b) 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 necessary certificate will be issued by NRIDA.

**(8) Other assignment**

The YCE will not take up any private or other assignment during the period of contract with NRIDA.

**(9) Confidentiality of data and documents**

The YCE will not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of this assignment for the NRIDA, without the express written consent of the NRIDA. He/ she will hand over the entire set of records of assignment to the NRIDA before the expiry/ termination of the contract and before the final payment is released by the NRIDA.

**(10) Conflict of interest**

In no case, the YCE will represent or give opinion or advice to others in any matter which is adverse to the interest of the NRIDA.

**(11) Governing law**

The present contract shall be governed by and construed in accordance with the laws of the Republic of India.

**(12) Termination of contract**

(a) The contract may be terminated at any time by giving one month's notice by either party (NRIDA and the YCE) and shall be effective from the date of expiry of the said notice period. The contract may also be terminated any time by NRIDA by paying one month's remuneration in lieu of one month's notice. The NRIDA shall, however, be not obliged to assign any reason for termination of contract.

(b) Contractual engagement may also entail termination in the following circumstances: (i) Repeated refusal to undertake the assigned job.

(ii) Quality of the assigned jobs not found satisfactory or failure to achieve the milestones set by the higher authorities.

(iii) Breach of contractual obligations mentioned at Sl. Nos.8,9 and 10.

(iv) Any misconduct during the currency of contract that amounts to unbecoming of an employee working in a Government organization.

(v) Unauthorized absence from office duty for 30 days or more at a stretch.

**Annexure -X****Contract Terms and Conditions for appointment in NRIDA as Chartered Accountant****(1) Period of contractual engagement**

The period of contractual engagement on full time basis will be initially for one year from the date of your joining in NRIDA. Afterwards, the engagement period can be extended further on the basis of official requirement and the on the job performance of the Chartered Accountant reviewed after each year.

**(2) Job requirement**

(a) To examine Audited Financial Statements of Programme, Administrative and Maintenance Fund Accounts of State and Nominating Executive Agencies and scrutiny of Action Taken Reports related to PMGSY.

(b) To render technical advice/clarifications to State Rural Roads Development Agencies (SRRDAs) on PMGSY finance and accounts.

(c) To develop accounting procedure for PMGSY projects in States.

(d) To monitor banking arrangements of PMGSY Funds as per Memorandum of Understanding among SRRDAs, Accredited Banks and NRRDA.

(e) To develop materials for review of financial management of projects in States funded by World Bank.

(f) To impart training to the accounts personnel of SRRDAs / Project Implementation Units (PIUs) and Engineers in PMGSY finance and accounts correlated with data entries in relevant module of On-line Management, Monitoring and Accounting System OMMAS)

(g) During engagement in this Agency, CA will be liable to liaison with the Ministry of Rural Development, State/UT Governments and World Bank.

(h) CA will report to the F&A Division Head.

**(3) Essential qualification and experience**

1) Graduate Degree in Commerce / Business Studies / Management / Economics

2) Should be registered as a qualified Chartered Accountant with ICAI.

3) Should have experience of at least 2 years in preparation and audit of accounts in offices/ businesses.

4) Should have good knowledge of MS Office and other Accounting Software.

**(4) Age**

Not above 30 years.

**5) Selection Procedure**

CA will be selected in accordance with the procedures set out in General Financial Rules, 2017 read with 'Manual of Policies and Procedures of Employment of Consultants' issued by Government of India, Ministry of Finance.

The decision of the competent authority in the selection of candidates shall be final and binding.

**(6) Monthly remuneration and other entitlements**

During the period of contractual engagement, the monthly remuneration and other entitlements will be as below:

**(a) Monthly remuneration**

Consolidated monthly remuneration of Rs. 65,000/-

**(b) Increment**

In the event of contractual engagement continuing for more than a year in NRRDA based on continued satisfactory performance, annual increase @ 5% on the consolidated monthly remuneration mentioned at (a) above would be given as approved by the competent authority from time to time.

**(c) Accommodation**

No residential accommodation will be provided.

**(d) Attending office on holidays**

In the exigencies of office work, the CA may be required to attend office on Saturdays/ Sundays or any other Gazetted Holidays. No compensatory leave shall be allowed for such attendance in office.

**(e) Leave**

**Casual Leave** – 8 days in a calendar year. Unavailed casual leave would lapse at the end of a particular calendar year. Not more than 5 days of casual leave can be availed of at a time. Casual leave can also be availed for half day.

**Restricted Holidays** – 2 days in a calendar year on occasions stipulated as restricted holidays by the Government of India.

In the case of contractual employment beginning or terminating in the middle of the calendar year, casual leave/ other leave will be admissible on pro-rata basis.

**(f) TA/ DA**

Travelling Allowance/Daily Allowance on official tour will be admissible as per Central Government rules applicable from time to time to employees of Assistant Director rank in NRIDA.

**(7) Terms of payment**

(a) The payment of consolidated monthly remuneration and Conveyance Allowance would be made on monthly basis direct to the bank account of contractual employee or in unavoidable circumstances through Account Payee cheques.

(b) 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 necessary certificate will be issued by NRIDA.

**(8) Other assignment**

The CA will not take up any private or other assignment during the period of contract with NRIDA.

**(9) Confidentiality of data and documents**

The CA will not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of this assignment for the NRIDA, without the express written consent of the NRIDA. He/ she will hand over the entire set of records of assignment to the NRIDA before the expiry/ termination of the contract and before the final payment is released by the NRIDA.

**(10) Conflict of interest**

In no case, the CA will represent or give opinion or advice to others in any matter which is adverse to the interest of the NRIDA.

**(11) Governing law**

The present contract shall be governed by and construed in accordance with the laws of the Republic of India.

**(12) Termination of contract**

(a) The contract may be terminated at any time by giving one month's notice by either party (NRIDA and the CA) and shall be effective from the date of expiry of the said notice period. The contract may also be terminated any time by NRIDA by paying one month's remuneration in lieu of one month's notice. The NRIDA shall, however, be not obliged to assign any reason for termination of contract.

(b) Contractual engagement may also entail termination in the following circumstances: (i) Repeated refusal to undertake the assigned job.

(ii) Quality of the assigned jobs not found satisfactory or failure to achieve the milestones set by the higher authorities.

(iii) Breach of contractual obligations mentioned at SI. Nos.8,9 and 10.

(iv) Any misconduct during the currency of contract that amounts to unbecoming of an employee working in a Government organization.

(v) Unauthorized absence from office duty for 30 days or more at a stretch.

## Annexure-XI

## NRIDA (LEAVE) BYELAWS 2020

**1. Title & Commencement**

These Byelaws shall be referred to as NRIDA (Leave) Byelaws, 2020.

**2. Scope**

These Byelaws shall apply to officers working in the National Rural Infrastructure Development Agency on deputation (hereinafter referred to respectively as 'the employees' and 'the Agency'). They shall also apply to officers on deputation from vacation Departments for such period as they are in the National Rural Infrastructure Development Agency.

**3. General Conditions for Grant of Leave**

- a) Leave shall not be claimed or granted as a matter of right. The Agency has the right to recall to duty a person on leave due to exigencies of work.
- b) Leave may be refused, curtailed or revoked in the public interest.
- c) Kind of leave due and applied for can be altered only if a written request is made by the employee for such alteration.
- d) Since officials are taken on deputation for limited periods in connection with the work of NRIDA, leave other than maternity leave cannot be granted for more than 45 days in a year.
- e) Formal sanction of leave must always be obtained in advance unless prevented by exigencies completely unanticipated.

**4. Casual Leave**

- a) An employee of NRIDA shall be entitled to 8 days of casual leave in a particular calendar year and 2 restricted holidays out of the list of such holidays as notified by the Central Government each year.
- b) Not more than 5 days of casual leave can be availed of at a time.
- c) Casual leave can also be taken for half-a-day.
- d) Casual leave cannot be combined with any other kind of leave.
- e) Casual leave can also be availed while on tour; but no daily allowance will be admissible for the period of leave so availed.
- f) Leave Travel Concession can be availed during casual leave.
- g) Officials joining during the middle of a year may avail casual leave on *pro rata* basis or for the full period at the discretion of the Head of the Office.

**5. Earned Leave**

- a) The leave account of every employee shall be credited with earned leave, in advance, in two instalments of 15 days each on the first day of January and July of every calendar year. The leave so earned will be added to the leave account of the employee at the end of each half year on 30th June and 31st December. Entitlement to the Earned Leave would be on the basis of 2-1/2 days per month of completed service, the employee is likely to render in the half year of the calendar year in which he/she joins NRIDA.
- b) When an employee avails of extraordinary leave and/or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his/her leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and/or dies non subject to a maximum of 15 days. While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.
- c) Earned Leave alongwith the unavailed joining time allowed to be so credited can be accumulated only to a maximum of 300 days.

- d) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the next half year do not exceed the upper limit of 300 days.
- e) The above provision is however subject to the condition that where the earned leave at the credit of the employee is 300 or less as on the last day of December or June but more than 285 days, the advance credit of 15 days earned leave on the first day of January or July to be afforded shall instead of being credited in the leave account shall be kept separately and first adjusted against the earned leave that the employee takes during the half year and the balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.
- f) Ordinarily the maximum Earned Leave that may be granted in one spell to any employee in NRIDA shall be 45 days. However, DG, NRIDA can under extraordinary circumstances, can approve leave beyond this limit.
- g) The credit for the half-year in which an employee is due to retire or revert to his parent cadre shall be afforded only at the rate of 2-1/2 days per completed calendar month up to the date of retirement or repatriation. While affording credit of leave, fraction of a day shall be rounded off to the nearest day

#### 6. Half-pay Leave

- a) The half-pay leave account of every employee of NRIDA shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.
- b) Half pay leave may be granted on medical certificate or for attending to urgent private affairs.
- c) The credit for the half year in which an employee joins on deputation will be at the rate of 5/3 days for each completed calendar month of service which he/she is likely to render in that half year. Similarly, credit shall be afforded at the rate of 5/3 days per completed month upto the date of retirement/death or repatriation.

#### 7. Commuted Leave

- a) Commuted leave will be granted only on medical grounds.
- b) Commuted leave may be granted at the request of the employee even when Earned Leave is available and due to him. Except casual leave any other kind of leave may be granted in combination with or in continuation of any other kind of leave.
- c) An employee shall produce a medical/fitness certificate issued by his Authorised Medical Attendant in the prescribed form with his/her application. The medical certificates should define clearly, as far as possible, the nature and probable duration of illness.
- d) Half the amount of half pay leave due may be granted as commuted leave on medical certificate to an employee if the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- e) Twice the amount of commuted leave granted shall be debited against the half pay leave at credit of the employee.
- f) *Commuted leave up to a maximum of 60 days may be allowed without production of medical certificate in continuation of maternity leave or Child Adoption leave.*
- g) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him/her in excess shall be recovered or any arrears due to him/her shall be paid.

#### 8. Extraordinary Leave

- a) Extraordinary leave may be granted to an employee:-

- i. When no other leave is admissible; or
- ii. The employee applies in writing for extraordinary leave even when another kind of leave is admissible.

b) The duration of extraordinary leave so granted shall not normally exceed one month.

#### **9. Maternity/Child Adoption Leave**

Maternity/Child Adoption Leave may be granted to regular female employee of the Agency as provided under extant GoI rules.

#### **10. Paternity Leave**

Paternity Leave may be granted to regular male employee of the Agency as provided under extant GoI rules.

#### **11. Encashment of Earned Leave**

- a) An employee may draw cash equivalent of the leave salary for upto 50% of Earned Leave earned during his service rendered in NRIDA. Such encashment of Earned Leave will be admissible only when the employee -
  - i. leaves NRIDA on repatriation to his/her parent cadre; or
  - ii. seeks voluntary retirement or superannuates from service while serving with the NRIDA.
- b) Encashment of the leave earned during service in NRIDA may, however, be allowed by NRIDA, suo moto, in the following situations:
  - i. To the family of the employee who dies while in service;
  - ii. On invalidation of the employee on medical grounds.
- c) Cash equivalent of leave salary shall consist of pay plus appropriate DA thereon. No HRA or CCA shall be payable.
- d) Special pay shall count for purpose of encashment, but DA on Special Pay shall not be paid.
- e) Any employee who has to leave service of NRIDA on disciplinary grounds will not be entitled to encashment benefits.

#### **12. Application for Leave**

An application for grant or extension of leave shall be made electronically to the authority competent to grant leave on the Leave Management Module of the e-Office system.

#### **13. Leave Account**

A Leave Account shall be maintained by the F&A division of NRIDA.

#### **14. Verification of Title to Leave**

Before granting leave to an employee the authority maintaining his/her leave account shall confirm the availability of, and his/her entitlement to, the leave of the kind applied for.

#### **15. Absence after Expiry of Leave**

An employee who remains absent even after the end of the leave sanctioned is not entitled to draw any leave salary for the period of such absence. The period of unauthorized absence shall also be debited against his leave account as though it were half pay leave, to the extent such leave is due, and any period in excess of such leave due shall be treated as extraordinary leave.

#### **16. Unauthorized absence from duty or overstay of Leave**

The NRIDA may revert at its discretion a person who remains unauthorisedly absent and may refer the matter to the Disciplinary Authority to institute such disciplinary proceedings as may be appropriate.



**17. Leave Salary**

a.	During the Earned Leave:	Pay drawn immediately before proceeding on Earned Leave. Transport Allowance will not be payable to an employee who takes Earned Leave for 30 days or more.
b.	During the Half Pay Leave:	Half of the pay drawn immediately before proceeding on Half Pay Leave plus appropriate DA thereon. HRA and CCA will be paid at full rates
c.	During Commuted Leave:	Same as admissible during Earned Leave.
d.	During extra-ordinary leave:	No leave salary for the duration of Extra- ordinary Leave.
e.	During Maternity/Child Adoption Leave:	Pay drawn immediately before proceeding on maternity leave.
f.	During Paternity Leave:	Pay drawn immediately before proceeding on paternity leave.

**18. Miscellaneous**

- a) An employee rejoining duty after availing/curtailing of her/his leave (other than casual leave) shall submit a joining report on the Leave management module of the e-Office System.
- b) NRIDA shall have the right to recall to duty any person from leave if necessitated by the exigencies of work.
- c) All situations and exigencies not covered under the Byelaws above shall be resolved with reference to corresponding provisions of CCS (Leave) Rules, 1972.
- d) None of the provisions contained in these Byelaws shall apply to consultants or other personnel working in NRIDA under any contract with a Service Provider.

**19. Interpretation and power to remove difficulties**

- a) The interpretation of Director General NRIDA will be final in respect of any provisions of these orders.
- b) The power to remove any difficulties in the application of these orders shall vest in the Director General, NRIDA.

**Annexure-XII**

**Government of India**  
**Ministry of Rural Development**  
**National Rural Infrastructure Development Agency**  
**5th Floor, 15-NBCC Tower, Bhikaji Cama Place**  
**New Delhi**

**EVALUATION OF WORK PERFORMANCE OF CONSULTANTS / YCE / CA**  
**FROM ..... TO .....**

**PARTI -I**

<b>Name (in block letters)</b>	<b>:</b>
<b>Designation</b>	<b>:</b>
<b>Academic Qualification</b>	<b>:</b>
<b>Date of Birth</b>	<b>:</b>
<b>Engaged in NRIDA since</b>	<b>:</b>

Brief description of job/projects on which worked during

S.No.	Activity	Achievements/Contributions
1.	Brief description of duties/projects on which worked during reporting period	
2.	Manual Work (Scrutiny, Coding, data control etc.) with respect to job/project mentioned above at (1)	
3.	Other activity like organizing seminars, training packages, conference, road show/Exhibition and other etc.	
4.	Self generated innovations.	
5.	Enlist 8-10 significant achievements and contributions in office work	
6.	Any bottleneck, constraint which affected productivity with suggestions to remove the same	
7.	Training attended / papers submitted	
8.	Which aspects of your performance could be improved?	
9.	Detail how this could be achieved	
10	List 8-10 objectives, which are to be achieved in the coming year	

**PART - II****(To be filled by the reporting officer)**

The rating should be recorded by initialing the appropriate column or box.

'A1' Very Good; 'A' Good; 'B' Average; 'C' Below Average; 'D' Poor.

	A1	A	B	C	D	Remarks
1. Intelligence and mental prowess						
2. Judgment and clarity about work						
3. Initiative and drive						
4. Power of expression (a) Written (b) Speech						
5. Ability to plan, organizes and supervise						
6. Quality and output of work						
7. Perseverance and devotion to duty						
8. Capacity to guide and train						
9. Co-operation, tact and teamwork						
10. Integrity (a) Intellectual (b) Moral						
11. Sense of responsibility						
12. Strategic planning ability						
13. Relations with colleagues						
14. Overall Personality						

13. Interest in socio economic impact of schemes	Is interested in planning and execution of development schemes	Is inclined to treat this aspect of his duty as routine function
14. Standard of living	Lives within known means of income	Reported to be living beyond known means of Income
15. Observance of security measures	Takes reasonably good care	Inclined to be negligent

16. Punctuality	Punctual	Unpunctual
17. Touring	Adequate and systematic	Inadequate and unsystematic
18. Behavior	Is modest and helpful	Is Inclined to be arrogant
19. Training requirement		

**PART -III****FITNESS FOR Extension of Period**

Fit for Extension

Recently Period Extended, assessment for the further Extension

Course of time Unfit for further Extension, has reached his ceiling

Fit

Unfit

**Pen Picture (In 100 words)**

\*Signature, Name & Designation Consoled Division  
Head.

Date \_\_\_\_\_

Official Stamp

**Overall Numerical grading on a scale of 1-10**

**Part - IV**

**REMARKS OF THE REVIEWING OFFICER (In 100 words)**

Name and Designation of  
Countersigning Officer

Date \_\_\_\_\_

**Overall Numerical grading on a scale of 1-10**

**NATIONAL RURAL INFRASTRUCTURE DEVELOPMENT AGENCY****PERFORMANCE APPRAISAL IN RESPECT OF SUPPORT STAFF**

**Period of report from:**

- 1. Name :**
- 2. Designation :**
- 3. Name of Division :**
- 4. Date of Birth:**
- 5. Whether belonging to Scheduled Caste /Scheduled Tribe?**
- 6. Date of continuous deployment as Support Staff.**
- 7. Period of absence from duty (on leave. training, etc.) during the year period.**





**Part –III**  
**ASSESSMENT OF THE REPORTING OFFICER**

1. Does the Reporting Officer agree with the statement made in Part-II ?  
If not, the extent of disagreement and reason therefore.
2. General intelligence and keenness to learn
3. Proficiency in typing taking dictation  
(in both speed and accuracy)
4. Proficiency in works namely maintenance  
of prescribed registers, Office Records and Files.
5. Computer literacy
6. Knowledge of rules and regulations.
7. Ability to put up the papers & communication skills
8. Independent noting and drafting ability.
9. Has he / she ever been entrusted with work  
other than routine? If so, indicate his / her  
capacity to express himself /herself with clarity
10. Amenability to discipline.
11. Punctuality in attendance
12. Has the staff done any outstanding or  
notable work meriting commendation?  
Briefly mention them.
13. Grading - (Outstanding Very Good/Good/  
Average Below Average)  
(Staff should not be graded Outstanding as a routine matter,  
But only if exceptional Qualities and performance  
have been noticed grounds for giving such a  
grading should clearly be brought out)
14. Overall numerical grading on a scale of 1-10   
Where 10 is the highest

Signature of Reporting Officer

Name in block letters.....

Designation.....

(During the period).....

Place:

Date:

**Part -IV****REMARKS BY REVIEWING OFFICER**

1. **Period of engagement under the Reviewing Officer.**
2. **Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and after taking into the relevant material.**
3. **Do you agree with the assessment of the Officer given by the Reporting Officer? (In case of disagreement, please specify the reasons). Is there thing you wish to modify or add?**
- 4- **Is the Officer reported upon is a member of a Scheduled Caste Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just.**
- 5- **General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.**

**Signature of Reviewing Officer**

**Name in block letters.....**

**Designation.....  
(During the period).....**

**Place:  
Date:**

**Note:**

- (1) The columns in APAR should be filled with due care and attention and after devoting time.
- (2) Numerical gradings are to be awarded by the reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the employee being graded upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.
- (3) It is expected that any grading of 1-2 would be justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 and 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of peers that may be currently working under them.
- (4) APARs graded between 8 to 10 will be rated as 'Outstanding' and will be given a score of 9.
- (5) APARs graded between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
- (6) APARs graded between 4 and short of 6 will be rated as 'Good' and will be given a score of 5. An employee rated 'Good' would be kept under watch of the authorities for a period of three months after which his/her performance would be reviewed and if it is still found that the performance of the employee has not improved, the contract of that employee would be terminated.
- (7) APARs graded below 4 will be given a score of zero and would entail termination of the contract of the employee reported upon.

**Annexure XIII****Eligibility conditions for appointment in NRIDA as Consultant in ICT-PMU****Name of Post: Data Scientist****1) Job requirements**

- (i) Identifying indices for measure and performance analysis
- (ii) Assist in monitoring of OMMAS for effective and better implementation and to provide inputs to business processes, technology architectures, standardization, implementation planning, operational models as required by the Ministry/NRIDA.
- (iii) The consultant (Data Scientist) shall also support following activities:
  - Understand the functional and technical requirements from the departments (Centre, State / UT and other involved stakeholders) and provide support in project management and implementation support to facilitate PMGSY project implementation in the States.
  - In coordination with the development team, assist the program in defining the standards for application architecture, database design, development and infrastructure deployment in existing system.
  - Support in monitoring/help to establish suitable network/ IT infrastructure monitoring system at the Ministry, NRIDA and SRRDAs level and also identify grey areas and provide expert support for improving monitoring and evaluation through further refinements in the on-line monitoring, management and accounting system (OMMAS).
  - Collect and analyze end user feedback and accordingly identify scope for MIS reporting and provide Business Analytics for improving the performance of the program.
  - Periodic follow up with States/ UTs and other involved stake holders on implementation coverage and gap, preparing brief on bottlenecks / challenges, assist in preparation of IT training module and development of resource material.
  - To assist NRIDA in expediting and monitoring implementation of the rural road works in all States and Union Territories.
  - Any other tasks assigned by the Ministry/ Agency in relation to this assignment.

**2) Reporting**

The Data Scientist shall report directly to Consultant Director (ICT).

**3) Essential qualification and experience**

- (i) Bachelor's degree in Economics, Mathematics, Computer Science related degree from a well-known institute.
- (ii) Should have experience of at least three years in any of following fields namely;
  - Data analysis, predictive modeling, machine learning, business or strategy consulting, financial investing, impact and social investing or related fields, experience in Information systems, Database Management, website management, project management tools & processes and related e-Governance activities.
  - Should have experience in managing or development of IT Projects from requirement phase to delivery.
  - Experience in working with government datasets such as Census, SECC, BPL, NSS etc.
- (iii) Should have strong written and oral communication skills.
- (iv) Should be self driven with high capacity for autonomous work with ability to be a team player, ability to work under pressure and tight deadline. The candidate shall have integrity, strong work ethic and high sense of personal commitment.

**4) Age**

Not above 35 years.

**5) Monthly remuneration and other entitlements**

To be decided by the Competent Authority.

Consolidated monthly remuneration of Rs. 1,10,000/- was approved for the present incumbent (As approved in 24<sup>th</sup> GB meeting held on 18.01.2019).

**Name of Post : Consultant Director (ICT)****1) Job requirements**

- (i) Shall oversee all IT Projects, its personnel, project development and management activities, transition management, discussion with stakeholders and ensuring stakeholder requirements are met as well as co-ordination with the IT vendors & System integrators and application development teams. She/He shall be responsible for the end-to-end success for project(s).
- (ii) Define IT project scopes, budget, staffing, goals and deliverables that support business goals in collaboration with senior management and stakeholders, and its monitoring thereafter.
- (iii) Develops and implements strategic objectives set for the IT projects.
- (iv) Plan, direct, coordinate and lead project activities to ensure that goals, objectives and all elements are accomplished within the prescribed time frame and funding parameters.
- (v) Establish work plan, staffing and supervision for each phase of different IT Projects.
- (vi) Responsible for timely and quality execution of all phases of IT projects under PMGSY.
- (vii) Review status reports prepared by project personnel and modify schedules or plans as required. Prepare and review project reports for presentation to High Level Committee.
- (viii) Recognize and solve potential problems and evaluate project/ program effectiveness.
- (ix) Co-ordination with high level authorities and stakeholder of another organizations for faster delivery of solutions and resolutions.
- (x) Develop an IT vision for PMGSY and consolidate and explore convergence of the various IT projects currently under the scheme.

**2) Reporting**

The Consultant Director (ICT) shall report directly to DG, NRIDA.

**3) Essential qualification, experience and skills**

- (i) Minimum technical qualification of either BE or or B.Tech or a Master's degree/ diploma in computer applications or computer science preferably with an MBA.
- (ii) Preference would be given to resources having PMP/ equivalent certification.
- (iii) Should have experience of
  - 20+ years or 15+ years for MBA/ Master's Degree of relevant experience in consulting, design, development and project implementation & delivery of IT solutions. Demonstrated experience on working with Government at various levels, and/or in managing large scale IT and e-governance projects.
  - Within the overall experience, should have had experience of leading atleast 1 e-governance project for at least Rs. 20 crores in India from design till implementation and operation phase.
  - Should have been the Program Manager/ISA Head/ Operational Head for atleast 1 e-Governance Project.
  - Should have e-Governance consulting experience of atleast 3 years in multi stakeholder projects and should have consulted in atleast 3 projects.
  - Should have atleast 5 years experience in vendor management, RFP processes for IT projects.
  - Should have strong experience in business process design, SDLC life-cycle, software development and database systems.
- (iv) Demonstrated capability to manage an IT project implementation team and experience in providing IT Strategic consulting.
- (v) Demonstrated professional leadership and ability to coordinate a team of for IT project development effort
- (vi) Demonstrated capacity to think creatively while maintaining a strong client and results orientation.

**4) Age**

Not above 50 years of age at the time of joining.

**5) Monthly remuneration and other entitlements**

To be decided by the Competent Authority.

Consolidated monthly remuneration of 20% over previous pay of applicant or Rs. 2,70,000/- whichever is less as approved by GB in its 24<sup>th</sup> meeting.

**Name of Post : Product Manager****1) Job requirements**

- (i) Prepare functional requirements, UI/UX wireframes, workflows for new IT requirements.
- (ii) Identify bottle-necks and issues in existing IT project vis-à-vis their usage by States, reporting, features etc.
- (iii) Guide the stakeholders in developing effective workflows and user experiences with humancentred design – includes visiting different states and conducting user interviews to understand requirements.
- (iv) Liaison, conflict management with IT vendors and states.
- (v) Ability to prepare road maps, roll-out plans etc
- (vi) Responsible for reviewing and approving software artefacts to ensure they meet customer, business and compliance requirements.
- (vii) Understand the requirements of the departments and provide technical inputs wherever required.
- (viii) Co-ordination with high level authorities and stakeholder of other organizations for faster delivery of solutions and resolutions.
- (ix) Scoping new interventions using emerging technologies and IT to make implementation of PMGSY more efficient, transparent and accountable.
- (x) Monitoring the use of PMGSY IT systems and preparing KPIs for the same.

**2) Reporting**

The Product Manager will report to Consultant Director (ICT).

**3) Essential qualification, experience and skills**

- (i) Should have a minimum technical qualification of either BE or or B.Tech or a Master's degree/ diploma in computer applications or computer science, IT or ICT.
- (ii) Should have experience of
  - At least 5 – 8 years of experience with at least 3 years of experience in designing and developing software (full-stack/frontend/backend/ database) with latest technologies.
  - Should have experience in SDLC life-cycle, software development and database systems.
  - Should have atleast 2 years of project/product management, requirement gathering, designing UI/UX experience is preferred.
- (iii) Effective communication, listening and conflict resolution.
- (iv) Able to develop wireframes, workflows and scope IT requirements etc.
- (v) Motivated by impact of government work and social good
- (vi) Ability to be self-motivated and work in environments with fuzzy requirements.
- (vii) Demonstrated leadership and ability to coordinate a small team for IT project development effort.
- (viii) Demonstrated capacity to think creatively while maintaining a strong client and results orientation.

**4) Age**

Not above 35 years of age.

**5) Monthly, remuneration and other entitlements**

To be decided by the Competent Authority.

Consolidated monthly remuneration of Rs. 1,00,000/- as approved by GB in its 24<sup>th</sup> meeting for the present incumbents.

**Other terms and conditions appointed as Consultants in ICT PMU will remain as per conditions mentioned in Annexure VII.**