



Government of India  
Ministry of Finance, Department of Revenue  
Directorate General of Human Resources Development  
Indirect Taxes & Customs  
IRCON Building, West Wing, Ground Floor,  
Plot No. C-4, District Centre, Saket,  
New Delhi-110017



F.No. 900/11/Admn/HRD/14

Dated: 30<sup>th</sup> November 2018

**Subject: Engagement of Consultant in Expenditure Management Cell of Directorate of Human Resource Development (DGHRD), Saket, New Delhi, from among retired Central Government Officers.**

Applications are invited from eligible and interested persons for engagement as 'Consultant' in Expenditure Management Cell (EMC) of Directorate of Human Resource Development (DGHRD), Saket, New Delhi on contract basis for a period of 06 (six) months from retired Central Government officers of the level of Administrative Officer/Superintendent of Central Excise and Customs (Group 'B' Gazetted). The consultant will render support/assistance to the EMC Wing in the DGHRD during the period of engagement.

2. The person should have retired as a Gazetted officer, preferably from the Department of Revenue. He/she must possess the essential qualification of having at least 25 years' working experience in preparation of administrative and accounts-related matters including work related to the following:

- i. Preparation of BE, RE, FR, and Head-wise distribution amongst Budgetary Authorities
- ii. Preparation of proposals for re-appropriation of funds, surrender of funds, and finalization of Appropriation Accounts
- iii. Action to be taken in respect of examination of DDG by the Department-related Parliamentary Standing Committee
- iv. Action to be taken in respect of Audit references
- v. Work relating to projection of CBIC's Budgetary Requirement and its distribution subsequent to cadre restructuring and implementation of GST all over India
- vi. Any other work assigned by the Additional Director/Additional Director General of EMC Wing of DGHRD

3. The consultant shall be eligible for a consultancy fee on monthly basis as per relevant GFRs. The consultant so appointed, however, will continue to draw his/her pensioner benefits as admissible under the rules. The consultant shall not be entitled for any kind of allowances, residential accommodation, transport facility, provident fund or pension. He/she will hold the interest of DGHRD paramount without any consideration and will avoid conflict of interest. He/she will not communicate to any person or entity any confidential information acquired in the

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course of the present engagement without prior written consent of the DGHRD. He/she will be liable to pay applicable taxes as per the law.

4. Applications with full bio-data in the enclosed proforma may be sent to the undersigned within 21 days from the date of issue of this circular.

Encl.: Application format (1 page).

*(Handwritten signature)*  
(S. K. Sinha)

Additional Director (Admn./EMC)

Copy to:

1. Notice board
2. Webmaster, Directorate General of Systems and Data Management, C. R. Building, I.P. Estate, New Delhi – 110019 for uploading on CBIC website.
3. Webmaster, DGHRD website

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 ADD.  
 DD/SB  
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