

Ministry of Environment, Forest and Climate Change
Government of India
(RT Division)

Indira Paryavaran Bhawan,
6th Floor, Vayu Wing, Ali Ganj,
Jor Bagh Road,
New Delhi - 110003

Dated: 19th February, 2021

To,

The Addl. Director,
Indira Gandhi National Forest Academy (IGNFA),
P O New Forest,
Dehradun -248006, Uttarakhand

Sub: Approved guidelines for engagement of Professionals/Consultants in Indira Gandhi National Forest Academy (IGNFA), Dehradun - regarding

Sir,

Kindly refer to your e-mail dated 07.01.2021 on the subject noted above. In this regard, I am directed to convey the approval of the Competent Authority in the Ministry and to forward herewith a copy of the approved guideline for engagement of Professionals/Consultants in Indira Gandhi National Forest Academy (IGNFA), Dehradun.

2. This is for kind information and necessary action please.

Encl: - As above

Yours faithfully
19/02/2021
(Shrawan Kumar Verma)
Dy. Inspector General of Forests (RT)
E-mail: kr099.ifs@nic.in
Tel: 011-24695323

Indira Gandhi National Forest Academy, Dehradun
(Ministry of Environment, Forests & Climate Change, Government
of India)

Guidelines for Engagement of Professionals/Consultants

Indira Gandhi National Forest Academy (IGNFA) with the approval of the Ministry of Environment, Forest and Climate Change, Govt. of India hereby notifies the following guidelines for engagement of contractual services of Professionals/Consultants, regulation of their remuneration and terms of engagement.

Purpose and Scope

IGNFA is functioning as the Staff College for the officers of the Indian Forest Service (IFS). The primary mandate of the Academy is to impart trainings with knowledge and skills to the senior and the commanding cadre of professional foresters in the country's civil service and assist and facilitate them to develop competencies in governance, administration and management functions related to the country's forest and wildlife resources and related environmental and ecological matters. Besides training the new entrants, the academy also provides competency enhancement trainings at different levels of seniority in the Indian Forest Service. The Academy is also expected to provide training inputs in the areas of forestry and environment to the professionals and representatives from other stakeholders. As a premier central training institute in the forestry sector, the academy is also called upon to share the national level responsibilities for collation and dissemination of knowledge resources and research related to training and building up of the capacity and competency of human resources in the country.

To fulfil the mandates and undertake and perform the related tasks and meet the responsibilities, the Academy requires the engagement of contractual services of professionals/consultants for some specialized functions and jobs to complement and supplement the available strength of regular personnel in government service available in the academy comprising of faculty and non-faculty officers and staff.

Guidelines:

The following guidelines have been framed considering the Consultancy Guidelines framed by the Ministry of Environment, Forest and Climate Change, vide its O.M. No. 65013/7/2018-P. II dated 21-12-2018 with suitable modifications necessary for the functioning of this academic and training organization. Government of India instructions on procurement of consulting services as per the GFR 2017 as amended from time to time should be followed.

The general conditions for engagement of Professionals/Consultants in the Academy are hereunder: -

- (i) The professionals/consultants would be engaged for a fixed period of time for providing high quality services to IGNFA and for attending to specific jobs or functions in conducting various training, academic and research activities, preparation of training materials, updating domain specific information and knowledge etc., assistance in physical training, information technology enabled services, GIS, library services, finance and accounts and works related to estate as specified by the Academy and the concerned officer or faculty member designated by Academy. The professionals/

consultants would normally not be appointed as Heads of any Wing, Division, Department, Centre, or Cell in the Academy.

- (ii) Persons with requisite qualifications and experience would be hired as Professionals/Consultants and designated appropriately signifying their function and job specialization. **They shall submit their educational qualification and experience details along with the supporting documents as per Annexure-II.** Retired Government employees with relevant experience would also be eligible for engagement as Professionals/Consultants.
- (iii) The job/functions/activities for engagement of Professionals/Consultants will invariably be quantifiable in measurable terms and the time period required for completion of such should be carefully assessed and specified so that unnecessary engagement of any individual Professionals/Consultant, for a longer period than it is actually required, may be avoided;
- (iv) The appointment of Professionals/Consultants would be on full time basis and they would not be permitted to take-up any other assignment during the period of engagement with the IGNFA.
- (v) The Professionals/Consultants shall not, except with the previous sanction of IGNFA in the bona fide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper(s) or periodical(s) either in his/her own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of the engagement and assignment by the Academy.
- (vi) Official (Government) e-mail id and access to internet system may be provided to the engaged Professionals/Consultant with the approval of the Director, IGNFA. The sensitivity and confidentiality of the documents being handled by IGNFA and the nature of job of the Professionals/Consultants will also be kept in view.
- (vii) The engagement of Professionals/Consultants is of a temporary (non-official) nature and engagement can be cancelled at any time by the IGNFA without assigning any reason. Director, IGNFA shall have powers to terminate any or all the Professionals/Consultants at any time without assigning any reason. **Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.**
- (viii) The term "Professionals/Consultants" would mean Professionals/Consultants in any of the five categories mentioned below, the qualifications, experience and remuneration / fee of these are given hereunder: -

Category of Professionals/Consultants	Qualifications and Experience	Consolidated Remuneration per month (in Rupees)
(i) Academic / Research Associates (ii) Technical Associates/ Field Associates	Master's degree in Science, Social Science or Humanities or Bachelor's degree in Engineering/Technology/Forestry/Agriculture as minimum qualification with (experience of 1-3 years) in the required field as well as proficiency	40,000

	<p>in basic Computer & IT enabled office skills.</p> <p>Or</p> <p>Retired Government Employees with (i) minimum Grade pay of Rs. 4200/- and proficiency in basic Computer & IT enabled office skills and (ii) with experience in the relevant field for a period of more than 3 years.</p>	
<p>Consultants "A":</p> <p>(i) Academic / Research Fellows</p> <p>(ii) Accounts Associate/ Estate Supervisor</p> <p>(iii) Physical Training & Sports Associates</p> <p>(iv) Library & Information Associates</p> <p>(v) IT/GIS Associates</p>	<p>(i) Masters' degree in Science, Social Science or Humanities or Bachelor's degree in Engineering/Technology/Forestry/Agriculture as the minimum qualification as well as proficiency in basic Computer & IT enabled office skills. and (ii) experience in the relevant field for a period of more than 3 or in case of person with qualification of Ph.D. more than 1 years post-Ph.D.</p> <p>Or</p> <p>Retired Government Employees with (i) minimum Grade pay of Rs. 4600/- and proficiency in basic Computer & IT enabled office skills. (ii) experience in the relevant field for a period of more than 3 years.</p>	60,000
<p>Consultants "B":</p> <p>(i) Academic/Research Fellows (B)</p> <p>(ii) IT Systems Fellow (B)</p>	<p>(i) Ph.D. or Masters' degree in Science or Bachelor's degree in Science, Social Science or Humanities or Bachelor's degree in Engineering/Technology/Forestry/Agriculture as the minimum qualification and proficiency in basic Computer & IT enabled office skills and (ii) experience in the relevant field for a period of more than 3/5 years and for persons Ph.D./Masters qualifications</p> <p>Or</p> <p>Retired Government Employees with (i) Grade pay of Rs. 6600/- and above and proficiency in basic Computer & IT enabled office skills (ii) experience in the relevant field for a period of more than 5 years.</p>	80,000

<p style="text-align: center;">Consultants "C":</p> <p>(i) Academic / Research Fellows - C;</p> <p>(ii) IT Systems Fellow (C)</p>	<p>(i) Ph.D. or Masters' degree in Science, Social Science or Humanities or Bachelor's degree in Engineering/Technology/Forestry/ Agriculture from a recognized University and more than 10 years' experience in Research/ Development/ Design/ Construction in Industrial /Academic/ Government Institutions/ organizations in environment forestry/wildlife sector.</p> <p>Or</p> <p>Retired Government Employees with (i) Grade pay of Rs. 8700/- and above and (ii) experience in the relevant field for a period of more than 10 years.</p>	<p>1,00,000</p>
<p style="text-align: center;">Senior Consultants: Senior Fellows</p>	<p>Ph.D. or Masters' degree in Science, Social Science or Humanities or Bachelor's degree in Engineering / Medicine / Technology / Forestry / Agriculture from a recognized university. Minimum of 15 years of experience in Research / Development / Design in academic / forestry / infrastructure / industrial sector.</p> <p>Or</p> <p>Retired Government employee of the level of Grade Pay 10000/- (level 14) and above with experience and knowledge in the required field would also be eligible.</p>	<p>1,25,000</p>

(ix) Period of Engagement:

- (a)** The initial tenure of engagement for a person as Professionals/Consultants would be up to a period of three years (1+1+1) (subject to evaluation of satisfactory performance). Continuation of the contractual Professionals/Consultants beyond three years for up to additional two years will be considered on case to case basis with the approval of Director, IGNTA, Dehradun.
- (b)** Completion of tenure should be carefully assessed and specified so that unnecessary engagement of any individual contractual Professionals/Consultants, for a longer period than it is actually required, may be avoided.
- (c)** As the engagement of contractual Professionals/Consultants is temporary in nature and he/she shall not claim for regular employment in IGNTA.

(xi) Age Limit: The maximum age limit for all categories of Professionals/Consultants shall be 65 years.

(xii) Procedure:

(a) The number of Professionals/Consultants required will be decided by the Director, IGnFA and could be reviewed on yearly basis. The Faculty/Officer In-charge (OIC) desirous of engaging contractual Professionals/Consultants shall prepare Terms of Reference **(Annexure-I)** for the function and job to be performed.

(b) Based on their requirement advertisement **(Annexure-III)** will be placed in two newspapers and IGnFA website.

(c) All the applications received in response to the vacancies advertised will be scrutinized and shortlisted and placed before the Consultancy Evaluation Committee (CEC) which would recommend suitable candidate(s), along with one candidate as reserve for each vacancy based on written examination or interview or both, as may be decided.

(xiii) The composition of Consultancy Evaluation Committee (CEC) shall be as under:

A. For Consultants "B", "C" and Senior Consultants,

- | | | |
|--|---|------------------|
| (i) Additional Director, IGnFA | - | Chairman |
| (ii) Senior officer from ICFRE/FSI
(ADG/JD nominated by DG, ICFRE/FSI) | - | Member |
| (iii) Professor, IGnFA | - | Member Secretary |

B. For Academic / Research / Technical / Field Associates and Consultants "A"

- | | | |
|---|---|----------|
| (i) Professor, IGnFA | - | Chairman |
| (ii) Senior officer from FSI/FRI/CASFOS
In the level 13/13 A or above | - | Member |
| (iii) Additional Professor (Admin.)
Secretary | - | Member |

(xiv) After the recommendation of the Consultancy Evaluation Committee (CEC), the approval of Director, IGnFA will be obtained before the engagement of the Professionals/Consultants.

(xv) The amount of fee/remuneration in the case of retired Government officials appointed as Professionals/Consultants in any of the categories shall be decided in accordance with the instructions of Department of Personnel and Training, Government of India.

(xvi) Drawal of Pension: A retired Government official appointed as Professionals/Consultants in any of the categories mentioned above shall continue to draw pension and the dearness relief on pension during the period of his engagement as Professionals/Consultants. His/ Her engagement as Professionals/Consultants shall not be considered as a case of re-employment.

(xvii) Allowances: The Professionals/Consultants shall not be entitled to any allowance such as Dearness Allowance, Conveyance Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.

(xviii) Leave:

- a. Professionals/Consultants shall be eligible for 8 days leave in a single year of consultancy.
- b. The leave shall accrue to them on start of each month calculated from their date of joining on pro-rata basis.

- c. Professionals/Consultants shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis).
 - d. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year
 - e. The intervening Saturday, Sunday, or Gazetted Holidays during a spell of leave shall not be counted against the 8 days leave.
- (xix) **Increment:** Upward revision of remuneration on yearly basis may be considered based on performance assessment by IGNEFA, subject to renewal of contract.
- (xx) No TA/DA shall be admissible for **interview/joining** the assignment or on its completion. Professionals/Consultants shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provisions of SR 190 and shall be regulated by separate order of IGNEFA. Travelling allowance may be allowed uniformly to both categories viz. retired Government servants or professionals of the desired skill as under: -
- a. Academic / Research Associates/ Technical Associates/ Field Associates, **Consultants "A"** (Academic / Research Fellows / Accounts Associate/ Estate Supervisor / Physical Training & Sports Associates / Library & Information Associates / IT/GIS Associates) & **Consultants "B"** (Academic/Research Fellows (B) / IT Systems Fellow (B). Journey by train in **2nd AC**, travel charges through taxi on actual basis for travel within the city, food bill up to **Rs. 500/-** per day, hotel charges up to **Rs. 2000/-** per day, subject to the actual;
 - b. **Consultants "C"** (Academic / Research Fellows - C / IT Systems Fellow (C) & **Senior Consultants** (Senior Fellows): Journey by train in **2nd AC**, travel charges through taxi on actual basis for travel within the city, food bill up to **Rs. 800/-** per day and hotel charges up to **Rs. 3000/-** per day, subject to the actual.
 - c. However, Professionals/Consultants, Senior Consultants may be allowed to travel by air in public interest if the journey period by train is more than 8 hours, with the approval of the **Director, IGNEFA.**
- (xxi) **Attendance and working days:**
- a. The working hours of the Professionals/Consultants shall be same as a regular Government employee working in IGNEFA. No additional remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted holidays. Compensatory leave in such cases shall at the discretion of IGNEFA.
 - b. The attendance shall be marked in the Biometric system by the Professionals/Consultants.
- (xxii) **Conflict of Interest:**
- a. The Professionals/Consultants shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case, services of Professionals/Consultants is found in conflict with the interests of Government or unsatisfactory, his/her engagement will be liable for disconnection without assigning any reason;
 - b. During the period of assignment with IGNEFA, the Professionals/Consultants would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his assignment to anyone who is not authorized to know the same.
 - c. Selected candidates shall provide integrity certificate from 2 references known to them.

- d. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.
- (xxiii) Any amendment/relaxation in the above guidelines would require prior approval for Director, IGNFA.

Terms of Reference for engagement of various categories of Professionals/Consultants under the Plan Scheme-

- (i) **Precise Statement of Objectives: -**
(Disciplines or the domains where engagement of Professionals/Consultants is required should be indicated)
- (ii) **Outline of the tasks to be carried out:-**
Details of work required to be carried out/specific tasks/activities to be assigned to Professionals/Consultants should be indicated)
- (iii) **Schedule for completion of tasks:-**
(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment.)
- (iv) **The support of inputs to be provided by IGnFA to facilitate the Consultancy: -**
(Officer who will provide guidance to the Professionals/Consultants and to whom reporting is to be done should be specified here).
- (v) **The final outputs, which shall be required of the Consultants at the end of the consultancy period, should be specified.**

(Signature of OIC concerned)

Annexure-II

Application format for appointment as Contractual Professionals/Consultants in the Indira Gandhi National Forest Academy (IGNFA), Dehradun

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (With Telephone/Mobile No. and e-mail address):
7. Permanent Address:
8. Educational Qualification:

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

S.No.	Organization/Institute	Period From To	Nature of Work	Remarks

10. Any other information:

(Signature)

Government of India

Indira Gandhi National Forest Academy (IGNFA), Dehradun

Subject: - Advertisement for the engagement of Contractual Professionals/Consultants (*designation to be specified*) in Indira Gandhi National Forest Academy (IGNFA), Dehradun

Application are invited for (Number of slots to be filled) **Contractual Professionals/Consultants (*designation to be specified*)** in Indira Gandhi National Forest Academy (IGNFA), Dehradun on payment of Consolidated monthly fee (*to be specified - Rs. 40,000/-, Rs. 60,000/- Rs. 80,000/-, Rs 1,00,000/- Rs. 1,25,000/-, as the case may be*). Full details of the vacancy circular are available on IGNFA website [_____](#) under the link Circular.

The last date of receipt of application is 21 days from the date of publication of this advertisement in the newspaper.

**Check-list to be sent to Administration by the Concerned Faculty / Officer
In-charge (OIC)**

S.No		Yes or No	Remarks (if any)
1.	Whether an advertisement was placed on Ministry's website for inviting applications for appointment of Professionals/Consultants?		
2.	Whether the vacancy was published in the Newspaper		
3.	Whether 21 days' time for applying against the vacancy was given after publication of the vacancy circular in the Newspaper?		
4.	Whether the short-listed candidates fulfil the criteria regarding educational qualification and experience		
5.	Whether a panel of 3 including a waitlist of 2 persons, per vacancy has been recommended by the duly constituted Consultancy Evaluation Committee (CEC).		
6.	Whether the fee recommended is as per the prescribed norms?		

(Signature of Faculty / OIC concerned)