

**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
**HOUSING BOARD COMPLEX (Opp. to LIC)**  
**NEW SARAM, PUDUCHERRY-13**  
**PH.NO.0413-2244964 / 2242621 / 2243181**

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No.547/DWCD/DD(WD)/A7/C.A&WP/2020/

Date:

**NOTIFICATION**

The Department of Women and Child Development, Government of Puducherry, intends to engage two retired Government Officers, who has rendered services in the Government of Puducherry, and conversant with Women and Child issues of the State/Central Governments as Centre Administrator and Women Police Officer for the One Stop Centre Scheme (OSC), on contract basis, initially for a period of six months in terms of ID Note / Memorandum No.46324/FD/F3/2014 dated 11.09.2014 of the Finance Department, Puducherry. The applicant should be a retired Officer within the age limit of 60 to 65 years.

**The details of the No. of post, maximum age limit and remuneration are as follows.**

Sl.No.	Name of the Post	Number of Post	Maximum age limit	Consolidated wages per month
1.	Centre Administrator	1	60 -65 years	25,000/-
2.	Women Police Officer	1	60 -65 years	15,000/-

Interested retired Govt. Officials may apply in the Application Proforma appended to this Notification. **The last date for receipt of Application is up to 5.45 PM on 31.07.2020.** The application may be downloaded from the official website of the Government of Puducherry <https://wcd.py.gov.in> & <https://www.py.gov.in> and the filled in application with all required documents shall be sent to the following address by post within the stipulated time in an envelope super scribed as "APPLICATION FOR THE POST OF CENTRE ADMINISTRATOR / WOMEN POLICE OFFICER" for One Stop Centre Scheme (OSC), Puducherry.

The Director,  
Department of Women and Child Development,  
Housing Board Complex (Opp to LIC)  
New Saram, Puducherry-605 013.

  
**(S.ASOKAN)**  
**DIRECTOR**

**ANNEXURE-I**

**PROFORMA**

**APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT  
OFFICIALS AS CENTRE ADMINISTRATOR & WOMEN POLICE OFFICER  
FOR ONE STOP CENTRE SCHEME, PUDUCHERRY.**

- 1.Name :
  
- 2.Date of Birth :
  
3. Address for communication :
  
4. Contact Number :
  
5. E-mail id :
  
6. Particulars of Government Service :

  - 6.1 Date of Joining in Govt. Service :
  - 6.2 Date of retirement and the post  
on which retired :
  - 6.3 Name of the Department/  
Organization from which retired :
  - 6.4 Last Pay drawn  
(Copy of PPO to be enclosed) :

7. Educational Qualification :
  
- 8.Details of knowledge in computer :
  
- 9.Brief particular of Experience with  
nature of duties performed  
(Starting from last appointment) :

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

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

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement.

Signature of Applicant

Place:

Date:

**Terms and Conditions for engagement of Retired Govt. Official in the post of  
Centre Administrator and Women Police Officer for One Stop Centre(OSC),  
Scheme, Puducherry**

(In terms of provisions under Rule 163-177 GFR)

1. Job Requirement: Should be a retired Govt. official below 65 years, preferably a Women.  
  
The official applying for Centre Administrator shall be conversant in dealing with schemes of MWCD and the Central / State Governments.  
  
The official applying for Women Police Officer shall have rendered service and retired from Puducherry Police Department, preferably in any All Women Police Station.
2. Service to be Performed and scope: As appended in Annexure of required work
3. Duration of engagement : Six months at initial stage and extendable to 6 monthly periods up to 2 years or 5 years.  
  
Full time basis. The retired Govt. Official shall not take up any other assignment during the period of consultancy.
4. Qualification and Experience : **1. Centre Administrator:** Any woman having a Law degree/ Masters in Social Work with at least 5 years' experience of working on violence against women issues in an administrative set-up with a Government or Non-Government project /programme and preferably with at least 1 year experience of counselling either within or outside the same set-up. She should be a resident of the local community  
  
**2. Women Police Officer:** A retired police officer preferably a woman at the Sub-Inspector level, with experience of working for at least 5 years in the Police Department, Puducherry.
5. Allowances : No allowances admissible except TA on official tour @ applicable to a Govt. Officer holding equal post on regular basis.
6. Leave : 12 days in a Calendar years on pro-rata basis. Other conditions stipulated at para (viii) of the ID Note / Memorandum No. 46 324/FD/F3/2014, dated 11.09.2014 applies.

7. Nature of Engagement : Purely on temporary basis subject to execution of the Agreement appended to the above said ID Note. The appointment will be cancelled at anytime by the employer without assigning any reason.
8. Mode of selection : Application received will be short listed by the Consultancy Evaluation Committee and subject to concurrence of Finance Department and approval by competent authority.

  
DIRECTOR

### **Terms and Conditions for Candidates:**

- The positions are purely temporary, time bound and co-terminus with the scheme or earlier depending on the performance
- The appointment will be terminated either with the termination of the scheme or even before at the discretion of the competent authority.
- The Department of Women and Child Development, Puducherry will have no liability, whatsoever, for the persons recruited under the scheme.
- The Competent Authority reserves the right to fill up or not to fill up the posts as notified in this advertisement.
- No TA/DA will be paid to attend the interview.
- Canvassing/political pressure in any form will render the candidate disqualification for the position.
- The decision of the Department of Women and Child Development will be final and binding on all aspects.
- Merely conformity to the job requirement will not entitle a candidate to be called for interview/considered for appointment, the committee reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for interview. The recruitment process can be cancelled / suspended/ terminated without assigning any reasons.
- In order to regulate the number of candidates to be called for interview, if so required, the Department of Women and Child Development, Puducherry reserves the right to raise the minimum standards/criteria or to relax the minimum eligibility criteria/standards.
- Preference may be given to women.

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## Annexure

### SERVICE DELIVERY FRAMEWORK –ROLES AND RESPONSIBILITIES

#### Centre Administrator:

- a. The Centre Administrator would be a woman with requisite qualification available at OSC. She will be a residential staff attached to OSC.
- b. The Centre Administrator would be in charge of functioning of OSC. She would be the first point of contact with the woman who is accessing OSC.
- c. The Centre Administrator would interact with every woman seeking OSC's intervention for addressing violence.
- d. The Centre Administrator will listen to the grievance, document the case history and register the case in the online/web-based case management system to generate a Unique Identity Number (UID).
- e. The Centre Administrator would be responsible for supervision of each case, taking it to a logical conclusion and later following up with the aggrieved woman.
- f. As soon as the complaint is registered, the Centre Administrator will send a text message (SMS/Internet) to the DPO/PO/CDPO/ SHO/ DM/ SP/ DYSP/CMO of the district in which the women is located at the time of accessing OSC.
- g. The Centre Administrator would be responsible for coordination with all stakeholders (police station, hospital, legal aid, counselling), registration of cases in the absence of the IT Staff.
- h. The Centre Administrator will consolidate a list of agencies/individuals providing/willing to provide legal/medical/psycho-social counselling services at OSC.
- i. The Centre Administrator will coordinate with CBOs specialized in addressing violence against women, Gender Cells, Women's Study Centres at Universities to seek technical inputs in terms of training and capacity building of women affected by violence.
- j. The Centre Administrator will monitor the functioning of OSC, (including the work of the staff), facilitate capacity building, guide and support the team of caregivers.
- k. The Centre Administrator would approve the quarterly report prepared by the IT Staff to be submitted to the Management Committee (MC) through Implementing Agency (IA).
- l. The Centre Administrator would also document the case studies/success stories as per the prescribed format.

- m. The Quarterly Report has to be submitted 15 days prior to the end of each Quarter.
- n. The Centre Administrator will meet the MC on a monthly basis for guidance, support.
- o. The footage of the CCTV would be under the vigilance of the Centre Administrator.
- p. The Centre Administrators can design their own feedback forms for the purpose of Social Audit.

**WOMEN POLICE OFFICER (WPO):**

- a. The Police Facilitation Officer will help the aggrieved women in initiating appropriate police proceedings against the perpetrators. In case a woman affected by violence is denied lodging of FIR/Complaint or any other assistance at the police station, the Police Facilitation Officer would help expedite the process and in special cases flag the issue to the Superintendent of Police and other relevant authorities.
- b. In case the denial to initiate proceedings relates to the commission of offences punishable u/s 326A, 326B, 354, 354B, 370, 370A, 376, 376A, 376B, 376C, 376D, 376E or 509 IPC, he/she will initiate proceedings under section 166A IPC against the accused police officials.
- c. The Police Facilitation Officer would advise on which laws are to be invoked for issues related to violence against women.
- d. She/he will ensure that the women affected by violence are not further harassed.
- e. In case the aggrieved woman is unable to go to the Police Station for lodging her complaint/FIR, the Police Facilitation Officer will ensure the recording of information from her home/ OSC /hospital after obtaining due permissions.
- f. She/he would facilitate recording of women's statement under section 161 and 164 CrPC through audio-video electronic means or otherwise.

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Puducherry, dt.11.09.2014

I.D.NOTE/MEMORANDUM

Sub: Finance Department - Formulation of uniform procedure and Guidelines for the engagement of retired Govt. officials as Consultants in Govt. Departments - Issued.

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

**(i) GENERAL CONDITIONS:**

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

**(ii). PERIOD OF ENGAGEMENT:**

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

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

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

**(iii) QUALIFICATION AND EXPERIENCE:**

This shall depend upon the exact requirement of the concerned Govt. Departments for engagement of consultant.

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**(iv) AGE LIMIT:**

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

**(v) PROCEDURE:**

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

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

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

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

After approval of the Consultancy Evaluation Committee, the concerned administrative department will thereafter obtain the approval of the Competent authority viz., the Lt. Governor with the concurrence of Finance Department before issuing offer of appointment to the candidate as Consultant on the recommendation of Consultancy Evaluation Committee.

**(vi) FEE:**

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

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

**(vii) ALLOWANCES:**

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

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(viii). LEAVE:

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

(ix). AGREEMENT:

An agreement shall be executed with the Consultant so engaged in the proforma given in Annexure II.

(x) EXISTING CONSULTANTS:

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

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

(xi). RELAXATION:

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

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

3. The above guidelines shall not apply to the External professionals, Consultancy firms, Individual Consultants being engaged for specific assignments such as preparation of DPRs etc. under various schemes/projects. For such cases the provisions given under Procurement of Services (Rule 163 to 177) of GFR, 2005 shall be followed scrupulously.

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

/ BY ORDER OF LT. GOVERNOR/

*Signature* 11-9-14

(P. AUGUSTIN LUCIEN DIAGOU)  
UNDER SECRETARY TO GOVT.(FINANCE)

Encl.: As above.

To

- All Secretariat Departments
- All Heads of Departments/offices
- All Heads of Autonomous Bodies/Boards/Corporations/Societies funded by the Govt. of Puducherry.

**Further Extension up to 31-3-2015.**— It is stated that the validity of the O.M. No. 14/12/94-Welfare (Vol. II), dated 5-7-2007 was further extended with the approval of the Competent Authority for a period of two months with effect from 1-10-2014, i.e. up to 30-11-2014 *vide* O.M. No. 14/1/2009-Welfare, dated 24-9-2014.

2. The validity of the O.M. No. 14/12/94-Welfare (Vol. II), dated 5-7-2007 has been further extended with the approval of the Competent Authority for a period of four months with effect from 1st December, 2014 up to 31st March, 2015.

[ G.I., Dept. of Per. & Trg., O.M. No. 14/1/2009-Welfare, dated the 1st December, 2014. ]

It has been decided that special dispensation to Kendriya Bhandar, NCCF and other multistate co-operative societies having majority shareholding by the Central Government, shall not be extended beyond 31-3-2015 i.e. there shall be no special dispensation to these organizations with effect from 1-4-2015.

[ G.I., Dept. of Per. & Trg., O.M. No. 14/1/2009-Welfare, dated the 19th February, 2015. ]

## II. PROCUREMENT OF SERVICES

**Rule 163.** The Ministries or Departments may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion or outsource certain services.

**Rule 164.** This chapter contains the fundamental principles applicable to all Ministries or Departments regarding engagement of consultant(s) and outsourcing of services. Detailed instructions to this effect may be issued by the concerned Ministries or Departments. However, the Ministries or Departments shall ensure that they do not contravene the basic rules contained in this chapter.

**Rule 165. Identification of Work / Services required to be performed by Consultants.**— Engagement of consultants may be resorted to in situations requiring high quality services for which the concerned Ministry / Department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s).

**Rule 166. Preparation of scope of the required work / service.**— The Ministries / Departments should prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and pre-qualification criteria to be met by the consultants should also be clearly identified at this stage.

**Rule 167. Estimating reasonable expenditure.**— Ministry or Department proposing to engage consultant(s) should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other organizations engaged in similar activities.

**Rule 168. Identification of likely sources.**— (i) Where the estimated cost of the work or service is up to Rupees twenty-five lakhs, preparation of a long

- (vii) Standard formats for technical and financial proposal.  
(viii) Proposed contract terms.  
(ix) Procedure proposed to be followed for mid-term review of the progress of the work and review of the final draft report.

**Rule 172. Receipt and opening of proposals.**— Proposals should ordinarily be asked for from consultants in 'Two-bid' system with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelope duly sealed and submit the same to the Ministry or Department by the specified date and time at the specified place. On receipt, the technical proposals should be opened first by the Ministry or Department at the specified date, time and place.

**Rule 173. Late Bids.**— Late bids, i.e., bids received after the specified date and time of receipt, should not be considered.

**Rule 174. Evaluation of Technical Bids.**— Technical bids should be analyzed and evaluated by a Consultancy Evaluation Committee (CEC) constituted by the Ministry or Department. The CEC shall record in detail the reasons for acceptance or rejection of the technical proposals analyzed and evaluated by it.

**Rule 175. Evaluation of Financial Bids of the technically qualified bidders.**— The Ministry or Department shall open the financial bids of only those bidders who have been declared technically qualified by the Consultancy Evaluation Committee as per Rule 174 above for further analysis or evaluation and ranking and selecting the successful bidder for placement of the consultancy contract.

**Rule 176. Consultancy by nomination.**— Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the Ministry or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.

**Rule 177. Monitoring the Contract.**— The Ministry/ Department should be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the Ministry/ Department's objectives.

### OUTSOURCING OF SERVICES

**Rule 178. Outsourcing of Services.**— A Ministry or Department may outsource certain services in the interest of economy and efficiency and it may prescribe detailed instructions and procedures for this purpose without, however, contravening the following basic guidelines.

**Rule 179. Identification of likely contractors.**— The Ministry or Department should prepare a list of likely and potential contractors on the basis