



रेल डिब्बा कारखाना, कपूरथला
Rail Coach Factory, Kapurthala

कार्यालय
महाप्रबंधक/कार्मिक
रेडिका/कपूरथला

2E/RCF/GAZ/RE-ENGAGE

Dated 14.11.2024

RE-ENGAGEMENT NOTIFICATION

Sub.: Re-engagement of Retired Railway officers as consultant.

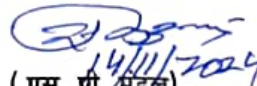
Ref: Railway Board's letter No. 2024/E(GR)/38/1 dated 29.08.2024 & 08.11.2024.

- Applications are invited from willing retired Railway officers for re-engagement as Consultant on fixed monthly remuneration in exigencies of service in Rail Coach Factory, Kapurthala fulfilling the following conditions of eligibility:
 - Age : must be below 65 years of age as on 28 November 2024.
 - Pay Level (on date of retirement) : Gr.'B' (Level-08 & Level-09) only, (JTS)Level-10, (STS) Level-11, (JAG)Level-12 and Level-13 against the vacant posts in JAG(Level-12).
- The re-engagement of retired Railway Officers is proposed in the following departments: Mechanical, Electrical, Stores and Civil department as given below :
 - For Mechanical department = 12 posts (05 JTS & 07 STS).
 - For Stores department = 01 post (01 JTS).
 - For Electrical department = 01 post (01 JTS).
 - For Civil department = 01 post (01 JTS).
- Terms & conditions of re-engagement are enclosed as Annexure-A.
 - Terms of reference for consultants (duty list) enclosed as Annexure - I to IV.
- Format of application is enclosed as Annexure-B.
- Mode of submission of application:** Applications can be submitted by any of the following:-
 - Email at rcfgaz@gmail.com.
 - Speed post / registered post to Dy.CPO-II, Personnel department, Admin Block Rail Coach Factory, Kapurthala Punjab – 144602.
 - Dy.CPO-II, Whatsapp No.9779241604.**
- Last date for receipt of applications : 28.11.2024.
- Re-engagement shall be governed by Railway Board's letter No.2024/E(GR)/38/1 dated 29.08.2024 & 08.11.2024.

Note: This scheme shall be valid only up to 31.12.2026.

Enclosures:

- Terms & Conditions (Annexure-A)
- Prescribed pro forma (Annexure-B)
- Railway Board's letter (Annexure-C)



(एस. पी. मेहता)

उप मुख्य कार्मिक अधिकारी-II
कृते महाप्रबंधक/कार्मिक
रेडिका/कपूरथला

The re-engagement shall be as per the following terms & conditions:

1. General Manager/RCF shall be empowered to re-engage retired Gr.'B', JTS, STS & JAG Railway officers, who have retired from Gr.'B'(Level-8 & Level-9) only, JTS(Level-10), STS(Level-11), JAG(Level-12) & Level-13 against vacant posts.
2. Remuneration: A Fixed Monthly Remuneration, i.e., Last Basic Pay minus Basic Pension, shall be paid which shall remain unchanged for the term of the contract. Annual increment / percentage increase and Dearness Allowance shall NOT be allowed during the contract period. (Example for determining remuneration shall be as given in DoE's OM No.F.No.3-25/2020-E.IIA, dated 09.12.2020).
3. The duties & responsibilities of the retired officers re-engaged as Consultants will be as per Annexure attached.
4. Suitability / competency of the retired officer shall be adjudged on the basis of last five APARS as per established norms for a DPC, before such re-engagement by a three member committee of PHODS/CHODs, as appointed by General Manager. While re-engaging such officers, medical fitness of the appropriate category shall be obtained from the designated authorities as per existing practices.
5. The period of re-engagement shall be initially for a period of ONE year and further extendable as per requirement. No retired officer shall be engaged beyond the validity of the scheme i.e., not beyond 31.12.2026.
6. Maximum age limit of the re-engagement shall be 65 years.
7. The re-engagement of Consultant shall not be considered as a case of re-employment.
8. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed nor carried forward in case the engagement is extended. Also, no payment in lieu of unutilized leaves will be paid at the time of discharge/expiry of the contract.
9. Consultants shall not be entitled to HRA and residential accommodation. However, Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed - not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. Consultants may be allowed TA/DA for official tour, if any, as per their entitlement at the time of retirement.
10. The designation shall be consultant followed by (trade name) e.g., an officer appointed against the post of ADEN shall be designated as Consultant (Engg.).

11. Consultants shall be given responsibilities like inspections, supervision, drawing, etc.
12. Consultants shall not be made in-charge of units like any Branch Officer in divisions nor be given independent charge in any Construction unit. They shall not be given Financial and D&AR powers and nor shall not be authorized to issue any safety certificate.
13. However, Consultants may recommend suggestions on financial and other matters to regular officers.
14. Consultant shall not divulge any information gathered by him/her during the period of assignment related to the organization to anyone who is not authorized to know/have the same. For this purpose, the Consultant shall sign an Agreement of Confidentiality with the Government of India containing a clause on Ethics and Integrity.
15. Dy. CPO-II is authorized to execute contract agreement on behalf of RCF administrative after acceptance of offer of engagement as consultant by Retired officer. The contract agreement shall be executed on Non-judicial stamp paper of Rs. 100/- value & duly notarized & registered with notary.
16. The re-engaged officer shall be discharged immediately on joining of selected candidate(s) from UPSC or through departmental selection as per the recommendation of PHOD/CHOD concerned.


14/11/2014
Dy. CPO-II
RCF/KXH.

Annexure-B

To,
General Manager(P)
RCF/Kapurthala.

Paste recent
Colour
passport
Size
photograph

**Sub.: Application for Re-engagement of Retired Railway Officers as
Consultant on contract basis.**

Ref.: Railway Board's letter no. 2024/E(GR)/38/1 dated 29.08.2024 & 08.11.2024.

With reference to the above, I hereby submit my application for the post of Consultant.
My details are furnished below:

1.	Full Name (in BLOCK letters):	
2.	Last Designation:	
3.	Last Office /PU/Division/HQ:	
4.	Department:	
5.	Date of Birth:	
6.	Date of Retirement:	
7.	Community (UR/OBC/SC/ST/PwBD):	
8.	PPO No. (Copy of PPO to be enclosed)	
9.	Place of posting	RCF
10.	Aadhaar Card No.:	
11.	Mobile No.:	
12.	Email address:	
13.	Postal Address:	
14.	Permanent Address:	

WORK EXPERIENCE DETAILS

S.No.	Organization details with posts held during service i.e from joining in Gazetted cadre till retirement	Level, Scale of pay & pay	From	To	Nature of work performed

DECLARATION: I hereby declare that the above information is true to the best of my belief and information. I agree to be re-engaged as Consultant as per terms and conditions laid down vide GM(P)/RCF/ Kapurthala notification under reference above.

The following documents are submitted for your perusal and consideration.

- (i) Copy of last PPO.
- (ii) Copy of SC/ST/OBC/PwBD certificate (if applicable).
- (iii) Copy of complete Bio-data.
- (iv) Service Certificate.
- (v) Pan card and Aadhar card.
- (vi) Two passport size photos.
- (vii) Last 05 years APAR.
- (viii) Available documents pertaining to details mentioned in work experience column shall be attached.
- (ix) A cancelled cheque.

Place:
Date:

(Signature of Applicant)
Name:

TERMS OF REFERENCE FOR CONSULTANTS (MECHANICAL)

The Consultant will assist Unit in-charges in the following areas:

- Day-to-day production activities
- Material management
- Production Planning and supervision
- Monitoring and Quality checks/inspections
- Contract Management
- Drawing preparation
- Report preparation
- Any other work related to responsibility given by unit in-charge.

Additionally, the Consultant will provide recommendations and suggestions to unit in-charges to improve productivity and workplace safety.

Notes:

1. The Consultant will not be granted any financial powers, D&AR powers and will not be authorized to issue any safety certificates.
2. The consultant shall not divulge any information gathered by him during the period of assignment related to the organization to anyone who is not authorized to know the same. For this purpose the consultant shall sign an agreement of confidentiality with the Government of India containing a clause on ethics and integrity.

TERMS OF REFERENCE FOR CONSULTANTS (STORES)**STS (Level-11):**

The consultant will assist in the following areas:

- Inventory management, Budget, PL Allotment
- PCDO & e-MCDO, SOP Matters
- Issues related with IREPS & GeM
- Audit cases, RTI, Parliamentary questions
- Monitoring of Arbitration, court cases and all legal matters
- Rajbhasha Policy, Vendor development programs
- Work related to ISO and other certifications, IBD updation
- Training of staff
- Technical assistance to PCMM & CMM level TC cases
- All other works assigned time to time except Financial and D&AR powers

Additionally, the Consultant will provide recommendations and suggestions for improvement in procurement practices and workplace safety.

JTS (Level-10):

The consultant will assist in the following areas:

- Supervision of General and Housekeeping work of the Depot
- Inventory management, PL Allotment
- PCDO, SOP related to depot matters
- Audit cases, RTI of Depot, Parliamentary Questions related to Depot
- Monitoring of Arbitration, court cases and all legal matters
- Rajbhasha Policy
- Training of staff
- Work related to ISO and other certifications
- Works programme, all proposals including M&P and system improvements
- All other works assigned time to time except Financial and D&AR powers

Additionally, the Consultant will provide recommendations and suggestions for improvement in procurement practices and workplace safety.

Note:

1. The Consultant will not be granted any financial powers, D&AR powers and will not be authorized to issue any safety certificates.
2. The Consultant shall not divulge any information gathered by him during the period of assignment related to the organization gathered by him during the period of assignment related to the organization to anyone who is not authorized to know the same. For this purpose the consultant shall sign an agreement of confidentiality with the Government of India containing a clause on ethics and integrity.

TERMS OF REFERENCE FOR CONSULTANTS (ELECTRICAL)

The consultant will assist Unit in-charge in the following areas.

- Day-to-day production activities
- Material management
- Production Planning and supervision
- Monitoring and Quality checks/inspections
- Drawing Preparation
- Report preparation
- Any other work related to responsibility given by unit in-charge

Additionally, the Consultant will provide recommendations and suggestions to unit in-charges to improve productivity and workplace safety.

Notes:

1. The Consultant will not be granted any financial powers, D&AR powers and will not be authorized to issue any safety certificates. He will also not be authorized to sign any measurement book.
2. The Consultant shall not divulge any information gathered by him during the period of assignment related to the organization to anyone who is not authorized to know the same. For this purpose the consultant shall sign an agreement of confidentiality with the Government of India containing a clause on ethics and integrity.

TERMS OF REFERENCE FOR CONSULTANTS (ENGINEERING)

The consultant will assist the Engineer-in-charge in the following areas:

- In supervision of the works of contractors and preparation of records.
- In preparation of estimates & drawings
- To ensure the quality of materials and workmanship.
- To monitor the availability of materials for the execution of works, both from Railways as well as the contractor.
- To monitor prompt measurements and timely generation of Bills.
- To comply with the instructions given by the Engineer-in-charge for proper execution of the project.
- To coordinate with other departments for execution of works and handing over of sites to the contractors.
- To coordinate with Contractors and Railways for availability of resources in advance, so that the Project completion schedules are adhered to.
- In enforcement of onsite safety as per Safety Plan and identification of gaps.
- In enforcement of onsite Quality assurance plan and identification of gaps.
- Any other duties as assigned by the Authority from time to time.

Additionally, the Consultant will provide recommendations and suggestions to the Engineer-in-charge to improve the quality of materials & workmanship and to expedite execution of works.

Notes:

1. The Consultant will not be granted any financial powers, D&AR powers and will not be authorized to issue any safety certificates. He will also not be authorized to sign any measurement book.
2. The Consultant shall not divulge any information gathered by him during the period of assignment related to the organization to anyone who is not authorized to know the same. For this purpose the consultant shall sign an agreement of confidentiality with the Government of India containing a clause of ethics and integrity.

भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)

No. 2024/E(GR)/I/38/1

Dated: 08.11.2024

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO, Lucknow, DG/NAIR, Vadodara, DG/CTIs
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

Sub: Re-engagement of Retired Railway Officers as Consultant.

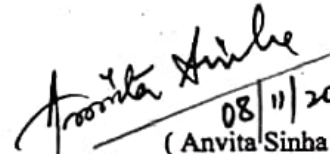
Ref.: Board's letter of even No. dated 29.08.2024

With reference to Board's letter of even number dated: 29.08.2024, many Field Units have made references requesting *inter-alia* for allowing re-engagement of officers retired from Group-B Levels and also officers retired from Level-13, as Consultant. These requests have been examined and now Board has decided to empower GMs to re-engage the following additional categories of retired officers as Consultant:-

- a. Officers retired from Group-B(Level-8 & Level-9) may be re-engaged as Consultant against the vacant posts in Group-B (Level-8 & Level-9) only,
 - b. Officers retired from Level-13 may be re-engaged as Consultant against the vacant posts in JAG (Level-12).
2. All other terms and conditions of the re-engagement i.e. the manner of fixation of remuneration, etc as contained Board's letter dated: 29.08.2024 will remain the same.

This issues with the approval of the Board (MF & CRB).

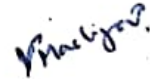
Kindly acknowledge the receipt and ensure compliance.


08/11/2024
(Anvita Sinha)
Executive Director/Estt.(GC)
Railway Board

No. 2024/E(GR)/I/38/1

Dated: 08.11.2024

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi.
3. The Director of Audit, All Indian Railways



For Member (Finance), Railway Board

भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)

No. 2024/E(GR)/I/38/1
{No. 2024/NFR/Officers/Re-engagement/001}

Dated: 29.08.2024

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO, Lucknow, DG/NAIR, Vadodara, DG/CTIs
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/TROAF

Sub: Re-engagement of Retired Railway Officers as Consultant.

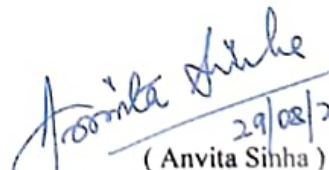
Keeping in view the difficulties being experienced by Zonal Railways due to vacant posts of Gazetted Officers the Board have approved re-engagement of retired Railway officers as consultant in exigencies of the services against the vacant posts. **This scheme of re-engagement of Retired Railway Officers shall be valid only upto 31.12.2026.** The re-engagement shall be as per the following terms & conditions:-

1. General Managers shall be empowered to re-engage retired Railway officers, who have retired from JTS (Level-10), STS(Level-11) & JAG(Level-12) for their re-engagement against the vacant posts at JTS (Level-10) & STS (Level-11).
2. As a policy initiative, to encourage a training model by re-engaging retired officers in CTIs, DG/CTIs may re-engage retired officers as faculty against vacant posts upto NFSG (L-13) in CTIs.
3. A Fixed Monthly Remuneration 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. Annual increment/percentage increase and Dearness Allowance shall NOT be allowed during the contract period. [Example for determining remuneration shall be as given in DoE's OM No.F.No.3-25/2020-E.IIIA, Dated 09.12.2020].
4. Terms of reference of the work to be assigned shall be prepared and approved by GM/DG(CTIs) and the same shall be advertised as part of the application.
5. Railway shall give publicity to such re-engagement by publishing such requirements on Railway website with the eligibility criteria & application form.
6. Suitability/Competency of the retired officer shall be adjudged, on the basis of last five APARs as per established norms for a DPC, before such re-engagement by a three member Committee of PHODs/CHODs, as appointed by GM/DG(CTIs). While re-engaging such officers, medical fitness of the appropriate category shall be obtained from the designated authorities as per existing practices.
7. Period of engagement shall be initially for a period of ONE year and further extendable as per requirement. No retired officer should be engaged beyond the validity of the scheme i.e. **not beyond 31.12.2026.**
8. Maximum age limit of the re-engagement shall be 65 years.

9. The engagement of consultant shall not be considered as a case of re-employment.
10. **Paid Leave** of absence may be allowed at the rate of **1.5 days** for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed nor carried forward in case the engagement is extended. Also, no payment in lieu of unutilized leaves will be paid at the time of discharge/expiry of the contract.
11. Re-engaged officer shall **not** be entitled for HRA, Residential accommodation. However, **Transport Allowance** for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. Retired employees engaged as Consultant may be allowed **TA/DA** in official tour, if any, as per their entitlement at the time of retirement.
12. The designation shall be consultant followed by (trade name) i.e. Officer appointed against the post of ADEN may be designated as Consultant (Engg.).
13. Re-engaged officer shall be given responsibilities like inspections, supervision, drawing, etc.
14. Re-engaged officer shall not be made in-charge of the unit like Branch Officer in the Division nor be given independent charge in the Construction unit. Re-engaged officer shall **not** be given the Financial and D&AR powers and shall **not** be authorized to issue any safety certificate. Re-engaged officer may recommend their suggestions on financial and other matters to regular officer.
15. The consultant shall not divulge any information gathered by him/her during the period of assignment related to the organization to anyone who is not authorized to know/have the same. For this purpose, the Consultant shall sign an agreement of confidentiality with the Govt. of India containing a clause on Ethics and Integrity.
16. Re-engaged officer shall be **discharged immediately** on joining of selected candidate(s) from UPSC or through departmental selection as per the recommendation of PHOD/CHOD concerned.

This issues with the approval of the Board (MF & CRB).

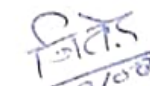
Kindly acknowledge the receipt and ensure compliance.


29/08/2024.
(Anvita Sinha)
Executive Director/Estt.(GC)
Railway Board

No. 2024/E(GR)/I/38/1

Dated: 29.08.2024

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi.
3. The Director of Audit, All Indian Railways


29/08/24

for Member (Finance), Railway Board

Copy: As per list attached.