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Government of India  
Ministry of Health and Family Welfare  
(PMSSY Division)

Nirman Bhawan, New Delhi  
Dated the : 14<sup>th</sup> July, 2020

**OFFICE MEMORANDUM**

Subject : Procedure and Guidelines for engagement of technical consultants on contractual basis for Programme Division under PMSSY -circulation regarding.

The undersigned is directed to enclose herewith copy of the Procedure and Guidelines for engagement of Junior Consultants/ Dy. Consultants/ Consultants /Sr. Consultants/ Principal or Lead Consultants of PMU under PMSSY from the Budget of Pradhan Mantri Swasthya Suraksha Yojana (PMSSY). It is advised to adhere to these guidelines while recruitment of relevant posts under PMU.

2. This issues with the approval of Secretary (H&FW).



(Jitendra Arora)  
Director-PMSSY  
Tel. No. 23063426

Encl: as above (9 pages)

1. JS(SS)/JS(V)
2. ED, NHSRC
3. Dir(NKO)/DS(SMR)
4. US(SK) (for uploading the above guidelines on website of PMSSY)

**Procedure and Guidelines  
for  
Engagement of Technical Consultants  
under  
PMSSY Division, MoHFW**

7/14/2020

## Procedure and Guidelines for engagement of Consultants under PMSSY, MoHFW

### 1. BACKGROUND

Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) was launched in March 2006 with the primary objective of correcting regional imbalances in the availability of affordable/reliable tertiary healthcare services and also to augment facilities for quality medical education in the country for provision of accessible, affordable and quality health care to all sections of the population, including the vulnerable social groups.

The Union Cabinet approved continuation of Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) beyond 12<sup>th</sup> Five Year Plan for a period 2017-18 to 2019-20 with a financial outlay of Rs 14,832 crore. PMSSY scheme has two components –

- (i) Setting up of AIIMS : Twenty two (22) AIIMS have been announced to be set under Pradhan Mantri Swasthya Suraksha Yojana (PMSSY). AIIMS at 6 places viz. Bhopal, Bhubaneswar, Jodhpur, Patna, Raipur and Rishikesh are already functional. 16 new AIIMS have been approved by Cabinet.
- (ii) Up-gradation of Government Medical College (GMCs) : Under this Super Speciality Block (SSB) / Trauma Centre / Procurement of Medical Equipment are being taken up in 73 Govt Medical Colleges/ Institutions.

Due to increase in number of projects in PMSSY Division, it has become extremely difficult to manage the work effectively with the bare minimum available staff posted in the PMSSY Section-V and Engineering Unit. Since regular posts have not been created for PMSSY Division, the proposal for creation of PMU in PMSSY Division with 53 positions at various levels was earlier approved by Secretary (Health & F W). The various posts in the PMU were filled up earlier through NHSRC and also by engaging retired consultants.

Cabinet, in its meeting dated 02.05.2018, approved the continuation of Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) for the period 2017-18 to 2019-20 with the outlay of Rs 14,832 Cr. While approving the continuation of PMSSY beyond 12<sup>th</sup> Five Year Plan, Ministry of Finance has strongly recommended / approved Project Management Unit (PMU) to be set up in the Ministry for close monitoring of the construction of new AIIMS and resolve operational issues relating to establishment of new AIIMS. The PMU would assist the Secretariat in engagement of Executing Agencies and ensuring Quality and meeting of timelines of construction of AIIMS. The PMU would work in close co-ordination with all stakeholders of the project for taking collective measures and ensuring project completion as per schedule.

The TORs for the Programme Management Unit (PMU) in PMSSY Division are as follows :

- a) Contract Management of PMSSY.
- b) Complete Operations Management of the programme.

- c) Monitoring and Evaluation of implementation of PMSSY Scheme.
- d) Co-ordination with State administration, implementation Agency and Vendors.
- e) Creation of monitoring templates and implementation thereof.
- f) Preparation of reports, presentations and status for officials.
- g) Providing Bid Process Management and assistance to MoHFW for retention of EA.
- h) First level checks of all the change requests, billing etc.
- i) Working closely with EA for implementation.
- j) Providing bid process required for selection of TPQA.
- k) Follow up action on the TPQA inspection reports (around 15 to 20 inspection report are expected each month).
- l) Assisting MoHFW in Arbitration matters.
- m) Handling Parliamentary matters.
- n) Other PMU activities as per requirement.

## **2. PURPOSE OF THIS DOCUMENT**

2.1 The purpose of this document is to define the broad policies and procedures for selection, contracting and monitoring performance of Consultants engaged in PMU under PMSSY Division by the Ministry of Health & Family Welfare. These guidelines would come into effect from the date of issue.

## **3. GENERAL CONDITIONS FOR ENGAGING JUNIOR CONSULTANT/ DEPUTY CONSULTANTS/ SENIOR CONSULTANTS/ PRINCIPAL(LEAD) CONSULTANTS :**

3.1 The Consultants at various levels will be engaged for a fixed period for providing high quality services with specific deliverables.

3.2 The Consultants at various levels with requisite qualification and experience as prescribed would be engaged on contractual basis. The initial tenure of engagement would be upto 5 years. Extension beyond 5 years will be considered by a Committee chaired by Additional Secretary in charge of PMSSY. The engagement of Consultants is of temporary nature and the Ministry reserves the right to cancel the engagement at any point of time without providing any reason for it. However, in normal course 30 days' notice / payment in lieu thereof would be given to the Consultant.

## **4. NUMBER OF CONSULTANTS**

4.1 The number of Consultants in the PMU under PMSSY would be as per the requirement of the programme and the sanctioned strength is at present thirty one (31). Apart from this, the sanctioned strength of supporting staff is twenty two (22) presently. The Ministry (PMSSY Division) may engage Consultants against specific deliverables which is clearly defined in the Terms of Reference.

4.2 Programme Division under the PMSSY will obtain approval of Additional Secretary and Secretary (Health & Family Welfare) and concurrence of IFD for the contractual position(s) based on the Terms of Reference (ToR) as per given format which will also set out clear deliverables, which the Consultants at various levels would help to achieve.

## **5. SELECTION PROCEDURE**

5.1 The Selection of Consultants shall be made in accordance with the provisions as contained in General Financial Rules (GFR) 2017 and also in accordance with 'Manual for procurement of Consultancy Other Service, 2017' issued by the Department of Expenditure (DoE).

## **6. TERMS OF REFERENCE (TOR)**

6.1 The Terms of Reference and Procedure for recruitment should be transparent and unambiguous. The ToR will be prepared by PMSSY with the approval of the competent authority in the Ministry. The advertisement for the recruitment should be in line with the ToR.

## **7. QUALIFICATION, EXPERIENCE AND WORK ALLOCATION**

7.1 The requisite qualification, experience required for engagement and work allocation of each Consultant will be defined by PMSSY and the same will be mentioned in the ToR of the Consultant. The engagement of the consultants would be done by following the GFR, 2017.

## **8. AGE LIMIT**

8.1 A person to be engaged as Consultant shall not be allowed to function as Consultant beyond the date she/he attains 65 years of age. However, relaxation may be given in special cases depending on administrative exigencies.

## **9. Probation Clause**

9.1 The probation period of a Consultant will be of three (3) months beginning upon the commencement of the day of contract.

9.2 During the period of probation, in case, the consultant or the Division is not satisfied with the work /performance, a 15 days' notice can be given on either side or payment in lieu thereof.

## **10. FEES AND ENTITLEMENTS**

### **10.1 FEE BANDS**

The consultancy fee and allowances (if any) to be paid to the consultant will be decided by appropriate authority in the Ministry in the remuneration ranges as given in Annexure-I, depending upon the nature of work the consultant is required to perform, and which

should be commensurate with the educational/other qualifications, skills and relevant experience possessed by the consultant.

## **10.2 FEE FOR RETIRED GOVERNMENT OFFICIALS**

10.2.1 In case of retired Govt officials the total monthly consolidated fee and the pension drawn by the Consultant shall not be more than the last pay drawn by him/her, calculated at the current rates of Dearness Allowances (DA). Selection of retired Govt. official will be as per GFR 2017.

10.3. The Fee Bands applicable to Consultants who are from PSU/Private Sectors are given in Annexure-I).

10.1.3 The remuneration for services rendered in a month shall be payable in subsequent month.

## **10.3 Other Allowances.**

10.3.1 The TA/DA eligibility will be applicable to Consultants as given in Annexure-II.

10.3.2 The travelling allowance/DA proposed for Sr. Consultants & Consultants for outstation (domestic) would further be rationalized taking into account that of DoE OM date 13.07.2017 in respect of similarly placed regular employees.

## **10.4 WORKING FACILITIES**

10.4.1 Work Station and IT Infrastructure will be provided by General Section of MoHFW as per rules of MoHFW.

10.4.2 For Travel and for working outside office the Consultant may require a laptop and would be expected to arrange at his/her own cost.

## **10.5 WORKING HOURS**

10.5.1 Consultant will follow the normal working hours as followed by the Ministry (i.e. from 9.00 AM to 5.30 PM). However, as per the exigency, one may have to work beyond the stipulated hours to complete the time bound work. Though physical presence beyond scheduled working hours may not always be required and the work may be completed remotely over internet/mail.

10.5.2 During the terms of the consultancy, he/she shall not be engaged in any private business or professional activity which could conflict with the interest of the Government.

10.5.3 The Consultant will mark his/her attendance in Aadhar Enabled Biometric Attendance System.

## **10.6 LEAVE**

10.6.1 Consultant are eligible for 30 days leave in a calendar year on a pro-rate basis, all un-availed leave in a calendar year can neither be carried forward to next calendar year nor can be encashed.

## **11. CONTRACTS OF EXISTING CONSULTANTS**

11.1 The individuals already engaged as consultants shall be allowed to continue till the expiry of their current contract. However, renewal/extension of their Contract shall be regulated in terms of the fresh guidelines being issued herewith.

11.2 The existing consultant engaged by PMSSY will continue to be governed with the terms and conditions of contract entered with them by PMSSY.

11.3 The existing incumbents would be considered on revised remuneration, if they are otherwise eligible as and when the post for engagement of consultant(s) will be advertised.

## **12. RENEWAL OF CONTRACT**

12.1 On completion of the current contract period, the engagement would be reviewed for renewal. The period for renewal of contract will be determined on case basis, considering the nature and quantum of job as well as time frame for completion of the job. Contract can be renewed for a period of 01 year at each renewal.

12.2 A Consultant other than retired Government servant will be eligible for increase in remuneration only after completing minimum of one year of service in her/his role.

12.3 Maximum continuous tenure of any Consultant in the Ministry for a particular assignment shall be decided by MoHFW on case to case basis.

12.4 In case of renewal of contract, increment will be 5% on the fee in cases of Consultants other than retired Government servants.

## **13. TERMINATION OF AGREEMENT**

13.1 The Ministry and consultant can terminate the contract of engagement at any point of time by giving 30 days' notice/or payment in lieu thereof. Any outstanding leave could be adjusted against the notice period only with prior permission of the appropriate authority.

13.2 The Consultant would have to follow the handover procedure as laid down by MoHFW.

## **14. CONFIDENTIALITY AGREEMENT**

14.1 The Consultant shall sign an agreement of confidentiality with the Ministry, containing a clause on ethics and integrity.

14.2 The Consultant shall not share data/information with any person/institution outside Ministry without the prior written approval of the appropriate authority in the Ministry. Also, prior written approval of the Ministry should be taken by the consultant before publishing any article based on the data, inputs and information obtained as part of the consultant's work.

## **15. RECRUITMENT AND MANAGEMENT OF CONSULTANTS**

15.1 Consultants (HR) will be engaged by PMSSY Division of the Ministry of Health & FW after duly advertising the vacancies and as per the requirement of GFR.

15.2 Consultants other than Consultants (HR) will be engaged by National Health Systems Resource Centre (NHSRC), MoHFW, Government of India after duly advertising the vacancies and as per the requirement of GFR.

15.3 The Consultant shall perform his/her obligations under his/her consultancy with necessary skills, diligence, efficiency and economy.

## **16. RIGHTS OF THE MINISTRY**

16.1 The Ministry has the right to cancel the advertisement and not to proceed in the matter for engagement of Consultant at any stage, without assigning any reason, whatsoever.

## **17. RELAXATION**

17.1 In exceptional cases of highly specialized requirements and in the case of meritorious candidates, Secretary, MoHFW may relax any or all the conditions above.

## **18. REVIEW OF GUIDELINES**

18.1 These guidelines may be reviewed / amended by the Ministry as and when deemed appropriate.

## **19. MANUAL ON PROCUREMENT OF CONSULTANCY & SERVICES**

19.1 Manual on Procurement of consultancy & services and GFR 2017 will be complied with while engaging consultants.

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**Annexure - I****Details of Posts Sanctioned & their TORs**

S. No.	Posts	Total No. of Sanctioned Posts*	Qualification & Experience	Remuneration Range
1.	Principal / Lead Consultant	5 [P&A - 1 Legal – 1 Engineering – 1 Architecture – 1 Management – 1]	<b>Minimum Qualification:</b> Master Degree in relevant field from recognized University/Institution.  <b>Minimum Experience:</b> 10-15 yrs.	Rs. 1,30,000 – 1,70,000/-
2.	Senior Consultant (Engineering)	4 [Civil – 2 Elect-1 IT – 1]	<b>Minimum Qualification:</b> Master Degree in Engineering in relevant field from recognized University/Institution.  <b>Minimum Experience:</b> 8-10 yrs.	Rs. 90,000 – 1,50,000/-
3.	Consultant (Engineering)	5 [Civil – 1 Elec - 1 Mech - 1 HVAC – 1 Bio Med Engg. – 1]	<b>Minimum Qualification:</b> Bachelor Degree in Engineering in relevant field from recognized University/Institution.  <b>Minimum Experience:</b> 3-8 yrs.	Rs. 60,000 – 1,20,000/-
4.	Dy. Consultant	8 [P&A - 2 F&A – 1 Civil Engg – 2 Elec Engg – 1 Bio Med Engg-1 Eco/Stats – 1]	<b>Minimum Qualification:</b> Bachelor Degree in relevant field recognized University/Institution.  <b>Minimum Experience:</b> 2-5 yrs.	Rs. 50,000 – 80,000/-
5.	Jr. Consultant	9 [Civil – 2 Elect – 2 P&A - 2 F&A – 2 Public Health – 1]	<b>Minimum Qualification:</b> Bachelor Degree in relevant field recognized University/Institution. MPH in case of Public Health post <b>Minimum Experience:</b> 0-2 yrs.	Rs. 40,000 – 70,000/-
	<b>Total Posts</b>	<b>31*</b>	<b>*May vary depending upon the Work load of the Division</b>	

\*GFR, 2017 will be followed, while engaging the consultants.

**Entitlement of TA/ DA in respect of Consultants**

PMSSY shall follow the existing government rules/norms in respect of TA/DA Reimbursements.

**A. Local Travel for official work (Travel within the limits of NCR)**

- i. Mode of local conveyance for centrally hired vehicles : By Non-AC Car
- ii. When public (taxi/auto) transport is used after prior permission, payment/reimbursement would be on actual or as per the approved rates by the Ministry of Transport, NCR Delhi.

**B. Outstation Travel (Domestic)****I. Reimbursement of Accommodation & Per Diem (Domestic Travel):**

<b>Position</b>	<b>Reimbursement for Accommodation /per day</b>	<b>Per diem*</b>
Principal / Lead Consultant	Upto Rs 5000/-	Rs 750/-
Senior Consultant	Upto Rs 5000/-	Rs 750/-
Consultant	Upto Rs 3000/-	Rs 450/-
Deputy Consultant	Upto Rs 3000/-	Rs 450/-
Jr. Consultant	Upto Rs 2000/-	Rs 300/-

**\*During visits in following cities, 50% additional per diem may be allowed:**

1. Delhi 2. Chennai 3.Kolkata 4.Mumbai 5.Ahmadabad 6.Hyderabad 7. Bangalore.

**II. Reimbursement of Mode of Journey (Domestic Travel):****a. By Air (Economy class)**

(Endeavor is to be made to travel by Air India (AI) as per as practicable. In case of travel by other airline, Secretarial Assistant of the division will take up the request to Consultant Admin referring to necessity for traveling other than AI. Consultant Admin will take up the matter with concerned authority for approval. Air Travel will normally be taken if the distance traveled is more than 500 KM.)

**b. By Rail : 2AC****c. By Road : AC bus / Non AC taxi**

(All travel claims are to be settled within 15 days following the end of tour or before the commencement of next journey, whichever is earlier)