

F. No: A-42018/12/2020-ESTT.
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
(Establishment Section)

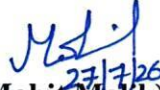
5th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi-110003
Dated the 27th July, 2026

OFFICE MEMORANDUM

Subject: Circulation of Procedure and guidelines for engagement of Consultants in the Department of Empowerment of Persons with Disabilities (Divyangjan) – regarding.

In supersession of the earlier guidelines dated 08.11.2024 on the subject, the undersigned is directed to circulate the revised consolidated guidelines for engagement of Consultants in the Department of Empowerment of Persons with Disabilities (Divyangjan) for information.

2. These guidelines shall come into force with effect from 01.08.2026.


(Mohit Malik)

Under Secretary to the Government of India

To:

- (i) All Officers/Officials of the Department
(Through eOffice Notice Board)
- (ii) IT Section – for uploading the said guidelines on the website of the Department for wide circulation.
- (iii) eOffice Notice Board

No A-42018/12/2020-ESTT
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
(Establishment Section)

Dated 27th July, 2026

Subject: Procedure and guidelines for engagement of Consultants in the Department of Empowerment of Persons with Disabilities (Divyangjan).

The following guidelines and procedure are being adopted for engagement of Consultants in the Department of Empowerment of Persons with Disabilities (Divyangjan) until such time as these guidelines are amended or new guidelines issued. These guidelines will come into effect from the date of issue.

1. Purpose

1.1 The objective of these guidelines is to define the broad framework and procedures for laying norms for academic and professional qualification, selection, contracting and monitoring of consultants financed from the Budget Estimates (BE) of the Department of Empowerment of Persons with Disabilities (Divyangjan). The Consultants would be engaged to undertake Secretariat Work, Technical Work or any other specific task/ project. The Consultants engaged for Technical Work will be expected to deliver in such areas where expertise is not available within in Department of Empowerment of Persons with Disabilities (DEPwD). They shall be qualified professionals, capable of lending their expertise especially in the field of Disability/Rehabilitation, Accessibility, Audit, Architecture, Skilling, Legal and Media etc.

1.2 The General conditions of Contracts for the services of Consultants will be incorporated in their individual contracts.

2. Definitions: The following definitions apply for the purpose of the present instructions:

2.1 **"Individual consultant"** means Consultant or Senior Consultant depending upon their academic qualification & professional experience. They are normally recruited for Secretariat work, project implementation, supervision, provision of specific expert advice on a highly technical subject, policy guidance, special evaluation and/or studies, compliance supervision, training, or implementation monitoring. In terms of legal nothing within or relating to the contract shall establish the relationship of employer and employee status.

2.2 **"Consultancy Services"** covers a range of services of an advisory or professional nature and are provided by consultants. These services focus on providing strategic guidance and include roles such as management, policy, secretariat, and media consultants. Additionally, they cover specialized, project-related advisory services across fields like legal, architecture, auditing, accessibility, disability/rehabilitation, and training and development.

3. Terms of Reference

3.1 The detailed Terms of Reference (ToR) for the engagement of all categories of consultants (including Consultants or Senior Consultants for both Secretariat and Technical Work) shall be finalized and approved by the Establishment Section.

3.2 In case there is any specific requirement for individual consultants in any Programme Division of the Department, the detailed Terms of Reference and job parameters shall be formulated and finalized by the Establishment Section in consultation with the concerned Programme Division.

3.3 The Terms of Reference are mandatory for the engagement of Consultants or Senior Consultants and shall form an integral part of the individual contract. The Terms of Reference shall include the output in measurable terms to be delivered and the functions to be performed. The output and functions shall be specific, measurable, attainable, results-based, and time-bound.

4. General Terms & Conditions

4.1 **Tenure:** Individual Consultants will be engaged initially for a fixed period but not exceeding 1 year for providing services for Secretariat Work and high quality services on specific projects as per corresponding HR requirement of the verticals. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review. The Annual Performance Review of each type of Consultants (i.e. Secretariat Work & Technical Work) would be made by the head of the verticals (not below the rank of Deputy Secretary/Director). Extension beyond one year may be considered with the approval of Secretary, DEPwD and in consultation with IFD.

4.2 Professionals with requisite qualification and experience as prescribed would be hired as Individual Consultants. The Individual Consultants shall be hired for the specific tasks and for a specific duration as consultant for which in-house regular government employees are not available. They should be assigned clear output related goals.

4.3 The Individual Consultants may be appointed on full-time basis. Consultants appointed on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with Department of Empowerment of Persons with Disabilities (DEPwD).

4.4 The appointment of Individual Consultants is of temporary nature and the Department of Empowerment of Persons with Disabilities (DEPwD) can cancel the appointment at any time without assigning any reason for it.

4.5 **Number of Individual Consultants:** The total number of Individual Consultants to be engaged by Department of Empowerment of Persons with Disabilities (DEPwD) shall depend on the actual requirement at a particular point of time and provision of budget and will be governed in terms of Department of Expenditure OM NO. 3-25/2020-D.IIIA dated 09/12/2020 as amended from time to time.

5. Educational Qualifications, Age, Experience and Remuneration:

5.1 Secretariat Work: It would consist of officers retired from Central and State Governments or individuals having considerable experience of functioning of Central Government Ministries/Department. The Consultant should have excellent communication and interpersonal skills, knowledge of computer applications. The following two Grade of Consultants will be engaged for Secretariat work:-

Name of Position	Essential Qualification	Experience	Consolidated Remuneration
Consultant	Retired Section Officer/Under Secretary or equivalent OR Open market - Graduation in any stream from a recognized University.	Retired Officers: Upto 5 years handling experience in the field of Administration, Policy framing and its monitoring, Accounts etc. Open Market: Minimum 3 years of experience in Central/State Government or Autonomous Organizations in the field of Administration, Policy framing and its monitoring, Accounts etc.	Retired Officers: Fixed monthly amount (Last Pay Drawn minus Basic Pension) as per DoE OM No. 3-25/2020-E.III A dated 09.12.2020. Open market: ₹65,000/- (₹62,000 + ₹3,000)
Senior Consultant	Retired Deputy Secretary/Director or equivalent. OR Open Market - Graduation in any stream from a recognized University.	Retired Officers: Upto 10 years handling experience in the field of Administration, Policy framing and its monitoring, Accounts etc. Open Market: Minimum 8 years of experience in Central/State Government or Autonomous Organizations in the field of Administration, Policy framing and its monitoring, Accounts etc.	Retired Officers: Fixed monthly amount (Last Pay Drawn minus Basic Pension) as per DoE OM No. 3-25/2020-E.III A dated 09.12.2020. Open market: ₹90,000/- (₹85,000 + ₹5,000)

5.2 Technical Work: It would consist of retired officers from Central/State Governments or individuals with specialized expertise in the relevant field. The Consultants for Technical Work would be engaged to deliver service in such areas where expertise is not readily available in-house in Department of Empowerment of Persons with Disabilities (DEPwD). The main field of work includes Disability/Rehabilitation, Accessibility, Audit, Architecture, Skilling, Legal, IT, and Media. The following three Grade of Consultants will be engaged for Technical work:-

i. **Media Consultant**

Name of Position	Essential Qualification*	Experience	Consolidated Remuneration
Consultant (Media)	Retired Government Employees with Experience of dealing with Media Activities. OR	Retired Officers: Upto 7 years handling Media related activities in a Central/State Government Ministry/ Department.	Retired Officers: Fixed monthly amount (Last Pay Drawn minus Basic Pension) as per DoE OM No. 3-25/2020-E.III A dated 09.12.2020.

	Open Market: i. MA in Mass Comm. / Journalism (or equivalent). ii. Knowledge of AI and Creative Clouds such as CANVA, Adobe Premium etc.	Open Market: Minimum 3 years' experience of handling comprehensive media related activities (Social, Electronic, Print, Outdoor) in a Central/State Government.	Open Market: ₹65,000/- (62,000 + 3,000).
Senior Consultant (Media)	Retired Government Employees with Experience of dealing with Media Activities. OR Open Market: i. MA in Mass Comm. / Journalism (or equivalent). ii. Knowledge of AI and Creative Clouds such as CANVA, Adobe Premium etc.	Retired Officers: Upto 10 years handling Media related activities in a Central/State Government Ministry/ Department. Open Market: More than 5 years' experience of handling comprehensive media related activities (Social, Electronic, Print, Outdoor) in a Central/State Government.	Retired Officers: Fixed monthly amount (Last Pay Drawn minus Basic Pension) as per DoE OM No. 3-25/2020-E.III A dated 09.12.2020. Open market: ₹90,000/- (₹85,000 + ₹5,000)

ii. **Legal Consultant**

Name of Position	Essential Qualification*	Experience	Remuneration Structure
Legal Consultant	Retired Government Employees with Experience of dealing with Court cases. OR Open Market - Legal Professional with:- i. LLB degree recognized University or Institute in India	Retired Officers: Upto 5 years handling court cases in a Central/State Government Ministry/ Department. Open Market: Minimum 3 years post-qualification working experience in Central/State Government or District/ High/ Supreme courts.	Retired Officers: Fixed monthly amount (Last Pay Drawn minus Basic Pension) as per DoE OM No. 3-25/2020-E.III A dated 09.12.2020. Open Market: ₹65,000/- (62,000 + 3,000).

	ii. Registered with the Bar Council; iii. Good communication skills. iv. Knowledge of file processing in e-Office.	(Desirable: Experience in handling court cases in any Central or State Government Ministry/ Department/ Autonomous Body)	
Senior Legal Consultant	Retired Government Employees with Experience of dealing with Court cases. OR Open Market - Legal Professional with:- i. LLM degree a recognized University or Institute in India ii. Registered with the Bar Council; iii. Good communication skills. iv. Knowledge of file processing in e-Office.	Retired Officers: More than 8 years handling court cases in a Central/State Government Ministry/Department. Open Market: More than 5 years post-qualification working experience in Central/State Government or District/High/ Supreme courts. (Desirable: Experience in handling court cases in any Central or State Government Ministry/ Department/ Autonomous Body)	Retired Officers: Fixed monthly amount (Last Pay Drawn minus Basic Pension) as per DoE OM No. 3-25/2020-E.III A dated 09.12.2020. Open Market: ₹90,000/- (85,000 + 5,000).

iii. IT Consultant

Name of Position	Essential Qualification*	Experience	Consolidated Remuneration
Consultant (IT)	i. BCA / B. Tech in Computer Science or IT ii. Working knowledge of Website Development. (Java/PhP Server Administration/.dotnet) or iii. Knowledge and Hands-on experience in handling Government Digital portals and system specifically eoffice, SPARROW, eHRMS etc.	Minimum 3 years of relevant experience within a Central or State Government Ministry/Department.	₹65,000/- (₹62,000 + ₹3,000)
Senior Consultant (IT)	i. BCA / B. Tech in Computer Science or IT ii. Working knowledge of Website Development. (Java/PhP Server Administration/.dotnet) or	Minimum 7 years of relevant experience within a Central or State Government Ministry/Department.	₹90,000/- (₹85,000 + ₹5,000)

	iii. Knowledge and Hands-on experience in handling Government Digital portals and system specifically eoffice, SPARROW, eHRMS etc.		
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*Any specific educational qualifications may be additionally prescribed as per the actual job requirements of the verticals.

5.3 Apart from above three categories, Consultant for Technical Work for any other field such as Accessibility, Audit, Architecture, Skilling etc would be engaged based on the educational qualification/experience provided by the concerned Divisions.

5.4 Age Criteria: The maximum age limit for the engagement of Consultants in the Department shall be as follows, determined as on the date of engagement:

- **Retired Government & Other/Open Market Consultants:** Must not exceed **62 years** of age.

5.5 Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

6. TA/DA & Official Travel Reimbursements

6.1 As a general rule, individual consultants engaged in the Department shall not be entitled to any standard TA/DA during their normal engagement.

6.2 However, in cases where a consultant is specifically required to perform an official tour or journey, the travel expenses incurred (which explicitly includes Hotel Accommodation, Food Reimbursement, Local Taxi, etc.) will be reimbursed to the consultant.

6.3 The domestic tours will be undertaken with the approval of Secretary, DEPwD. The travel expenses for reimbursement shall be mapped to the 7th Central Pay Commission (CPC) Pay Matrix based on the consultant's designation as detailed below:-

Designation	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Consultant/ Consultant (Media)/Consultant (IT)	Case to case basis with the prior approval of Secretary, DEPwD	Pay level 7 of the revised Pay Matrix i.e. at par with the entitlement of ASO.
Sr. Consultant/ Sr. Consultant (Media)/Sr. Consultant (Legal)/ Sr. Consultant (IT)	Case to case basis with the prior approval of Secretary, DEPwD	Pay level 11 of the revised Pay Matrix i.e. at par with the entitlement of US.

6.4 The Consultant(s) whose official tour is sanctioned by air, has to book/purchase the air ticket from authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only otherwise his/her claim will not be settled by that Ministry/Department as per DoE O.M. No. 19024/22/2017-E.IV dated 19 July, 2017.

7. Enhancement Provisions

In case the contract of Consultant(s) is extended beyond one year, the monthly wages of the consultant (s) may be reviewed after completion of one year on annual basis. The enhancement in monthly wages will be based on his/her performance during the year after recommendations/grading by reporting/review officer under prescribed parameters (Annexure-I). The Individual Consultant who have made significant contribution in his/her domain and have shown exception quality in providing desired output as expect by higher authorities on the assigned specific task will be awarded enhancement. The enhancement shall be granted from 3% to 5% on basic wages subject to numerical assessment. The individual Consultant getting numerical marks between 6 to 8 shall be entitled for annual increment of 3% whereas individual getting numerical marks between 8 to 10 shall be entitled for annual increment of 5% of basic consultancy fee excluding conveyance Allowance. No enhancement in monthly wages will be given to Consultant(s) getting numerical marks less than 6 and his/her services will be terminated with immediate effect.

8. Selection Process

8.1 The selection and engagement of all categories of Consultants (Secretariat and Technical Work) in the Department shall be conducted strictly in accordance with the provisions contained in the General Financial Rules (GFR), 2017, and relevant guidelines issued by the Department of Expenditure from time to time.

8.2 To ensure wide publicity and competitive selection, the vacancy requirements of the Department of Empowerment of Persons with Disabilities (DEPwD) shall be advertised by publishing open advertisements in at least one leading national newspaper (in both English and Hindi language editions), as well as published on the official website of the Department.

8.3 **Screening Committee (Scrutiny Stage):** All applications received in response to the advertisement shall be placed before a formally constituted Screening Committee. The Screening Committee shall consist of officers of the Under Secretary level. The Committee shall scrutinize the applications against the prescribed eligibility norms, shortlist the most suitable candidates, and recommend a panel of at least three (3) eligible candidates per vacancy to be called for the next stage of selection.

8.4 **Selection Committee (Evaluation Stage):** The shortlisted panel recommended by the Screening Committee shall be evaluated by a Selection Committee consisting of 1 Joint Secretary Level Officer as Chairperson, 3 Director/Deputy Secretary Level Officer and 1 Under Secretary level officer.

8.5 The Selection Committee may devise its own objective criteria and method for assessing the suitability of the candidates. The Committee may also recommend a panel of names to be maintained in a reserve list with a specific validity period to meet unforeseen requirements.

8.6 The final recommendations and panel drawn by the Selection Committee shall be formally placed before the competent authority for consideration and final approval.

8.7 The initial engagement of the selected Consultants for Secretariat work or Technical work on a contract basis shall be executed only after obtaining the administrative approval of the Competent Authority, in strict alignment with the approved Channel of Submission of the Department.

9. Remuneration Payment, and Leave Provisions

9.1 Remuneration Payment: The monthly consolidated remuneration shall be released by the Department of Empowerment of Persons with Disabilities (DEPwD) only upon completion of the respective calendar month. The payment shall be strictly regulated based on the consultant's attendance records captured through the Aadhaar Enabled Biometric Attendance System (AEBAS). The Individual Consultant shall not be entitled to any allowances, terminal benefits, medical reimbursements, provident funds, pensions, admissible to regular government employees, except for the consolidated monthly remuneration and specific travel reimbursement, if applicable, under these guidelines.

9.2 Leave Entitlement: Individual Consultants shall be eligible for a maximum of 12 days of paid leave in a calendar year, credited on a pro-rata basis of 1 day per completed month of service. Unavailed leaves within the contract period shall lapse and cannot be carried forward or encashed.

9.3 Maternity Benefits: Female consultants shall be entitled to maternity benefits in strict compliance with the statutory provisions of the Maternity Benefit (Amendment) Act, 2017, and subsequent administrative orders issued by the Ministry of Labour and Employment from time to time.

9.4 Exceptional Absence: Under exceptional circumstances, an unpaid absence of up to one month may be considered by the competent authority (with the recommendations of the concerned Joint Secretary) without any monthly remuneration

10. Tax Deduction at Source (TDS) and Statutory Liabilities

10.1 Income Tax Deductions: Income Tax or any other statutory tax liable to be deducted under prevailing rules shall be deducted at source (TDS) before the disbursement of monthly remuneration. The Department shall issue the requisite TDS Certificates (Form 16A) at the end of the financial quarter/year.

10.2 Goods and Services Tax (GST): Goods and Services Tax (GST), if applicable to the individual consultant as per the regulations of the Central Board of Indirect Taxes and Customs (CBIC), shall be admissible and reimbursed over and above the consolidated remuneration upon production of a valid tax invoice.

10.3 Limitation of Liability: The Department of Empowerment of Persons with Disabilities (DEPwD) undertakes no legal or financial liability for any independent taxes, professional levies, or statutory contributions payable by the Individual Consultant on payments drawn under this contractual agreement.

11. Verification of Character and Antecedents

11.1 Mandatory Police Verification: A formal police verification of character and antecedents is mandatory for all newly engaged Individual Consultants, conducted through the appropriate channels as per the latest instructions issued by the Ministry of Home Affairs.

11.2 Adverse Reports & Termination: The continuation of the contract is strictly subject to a clear police verification report. In the event that the verification report is received as negative or registers any adverse findings, the contract of the concerned Individual Consultant shall stand revoked and cease to exist with immediate effect, without the requirement of any prior notice or financial compensation in lieu thereof.

11.3 Vigilance Clearance - The vigilance clearance is mandatory for all retired government servants. If the officer served in multiple organizations during the 10 years preceding retirement, clearance must be obtained from all such employers.

12. Power to Relax Guidelines

12.1 Exemptions & Relaxations: Where the Secretary, Department of Empowerment of Persons with Disabilities (DEPwD), is fully satisfied that the operation of any of these guidelines or specific eligibility norms causes undue hardship, or where an exceptional administrative necessity demands domain-expert engagement, the Secretary may, by order and for reasons to be explicitly recorded in writing, relax any of the provisions of these guidelines.

13. Contract Terms, Conditions and Legal Obligations

13.1 No Employer-Employee Relationship: The engagement of the Individual Consultant is purely on a temporary and contractual basis for a specified period. Under no circumstances shall this engagement be construed, interpreted, or deemed to establish an employer-employee relationship between the Department of Empowerment of Persons with Disabilities (DEPwD) and the Individual Consultant. The execution of this contract does not confer any right, title, equity, or claim whatsoever upon the Individual Consultant for regular appointment, absorption, regularisation of service, or continuation in any permanent or vacant post within the Department, Ministry, or the Government of India.

13.2 Legal Status of the Consultant: The Individual Consultant shall maintain the legal status of an independent contractor vis-à-vis the Department of Empowerment of Persons with Disabilities (DEPwD). Under no circumstances shall the consultant be regarded as a regular "staff member" or an "official" of the Department.

13.3 Standards of Conduct and Integrity:

- **Integrity:** The Individual Consultant shall discharge all obligations with the utmost regard to the interests of the Department and shall comply with all applicable central laws, rules, ordinances, and government regulations. The consultant shall not seek or accept instructions from any external authority outside DEPwD regarding the performance of duties under this Contract.
- **Prohibition of Improper Benefits:** The consultant warrants that they have not offered, and shall not offer, any direct or indirect benefit or inducement arising from the performance or award of this Contract to any official, representative, or agent of the Department. Non-compliance with standard ethical codes of conduct shall serve as grounds for immediate termination.
- **Prohibition of Sexual Harassment:** In the performance of their contractual duties, the Individual Consultant shall strictly comply with the provisions of the "*Sexual*

Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". Any violation or breach of this statute shall constitute a material breach of an essential term of the Contract, enabling the Department to terminate the engagement immediately and refer the matter to appropriate national legal authorities for prosecution.

13.4 **Title Rights, Proprietary Data, and Intellectual Property:**

- **Government Equipment & Assets:** Title to any equipment, stationery, hardware or logistics supplied by DEPwD to the Individual Consultant for the execution of duties shall remain vested with the Department. Upon expiration or prior termination of the Contract, all such assets must be returned to the Department in their original condition, subject to normal wear and tear. The consultant shall be financially liable to compensate DEPwD for any damage or degradation beyond standard usage.
- **Intellectual Property Rights:** DEPwD shall retain absolute and exclusive title to all intellectual property, proprietary rights, patents, copyrights, and trademarks for any products, processes, digital interventions, or data frameworks developed by the consultant during the course of their engagement. All materials compiled, including reports, drafts, notes, maps, plans, and statistical datasets, shall be deemed as "works made for hire" and remain the exclusive property of DEPwD. These must be treated as strictly confidential and surrendered to authorized officials of the Department upon completion of the assignment.

13.5 **Confidentiality and Official Secrets:** The Individual Consultant shall be legally bound by the provisions of the *Indian Official Secrets Act, 1923*. Except in the bona fide discharge of their assigned duties or with the express prior written sanction of the Department, the consultant is strictly prohibited from publishing books, compiling articles, participating in radio/television broadcasts, or contributing letters or pieces to newspapers, digital media, or periodicals (either under their own name, anonymously, or pseudonymously) if such communications relate to the official subject matter or internal files of DEPwD.

13.6 **Restriction on the Use of Official Emblem/Sign:** The Individual Consultant shall not advertise or publicly disclose for commercial or personal advantage their contractual association with DEPwD. The consultant is strictly prohibited from using the name, emblem, official letterhead, or official seal of the Department of Empowerment of Persons with Disabilities (DEPwD), or any authorized abbreviation thereof, for any personal or external business interest without prior written permission.

13.7 **Insurance Liabilities:** The Individual Consultant shall bear sole responsibility for taking out and maintaining adequate insurance policies necessary to meet any liabilities under this Contract. All life, medical, health, and accident insurance coverage required during the period of service shall be arranged at the consultant's exclusive financial expense.

13.8 **Medical Fitness and Indemnity:**

- **Medical Fitness Certification:** The Department may require the Individual Consultant to submit a formal **Statement of Good Health** and physical fitness from a registered and recognized medical practitioner prior to the commencement of work within the premises of DEPwD.

- **Service-Incurred Illness or Injury:** In the event of injury, medical illness, disability, or death of the Individual Consultant attributable to the performance of duties or official travel under this contract, neither the consultant nor their legal heirs or dependents shall be entitled to any pension, financial compensation, or statutory ex-gratia from DEPwD or the Government of India.

13.9 Force Majeure Regulations:

- For the purpose of this agreement, Force Majeure denotes any unforeseeable, irresistible, and catastrophic act of nature, acts of war (declared or undeclared), military invasion, armed revolution, insurrection, or other disruptions of a parallel nature arising from causes beyond the control and without the negligence of the consultant.
- The consultant acknowledges that any administrative delays or execution failures arising from civil unrest or harsh operational conditions in fields where DEPwD is actively executing schemes shall not, by themselves, be construed as Force Majeure.

13.10 Termination Mechanisms: The Department reserves the right to terminate the contract at any point without assigning any reason and without prior notice. However, under ordinary administrative circumstances, DEPwD will provide a one-month written notice period. Conversely, the individual consultant may seek release from the contract by providing a mandatory two-month prior written notice to the Department, or may choose to separate immediately by paying or surrendering two months' salary in lieu of the notice period.

13.11 Post-Payment Audits and Investigative Access:

- **Financial Auditing:** Every payment invoice released to the Individual Consultant shall be subject to post-payment verification and audit by internal auditors, CAG empanelled auditors, or authorized financial agents of DEPwD at any point during the contract term and for a period of two (2) years following its expiration or prior termination. The Department reserves the right to recover any excess, erroneous, or unauthorized payments from the consultant as highlighted by such audits.
- **Administrative Investigations:** The consultant shall provide full, timely, and unconditional cooperation with any administrative inquiry, verification, or vigilance investigation initiated by the Department or competent central monitoring agencies. This obligation includes making available all personal inputs, file references, and relevant documentation at reasonable times, and granting authorized personnel safe access to the consultant's work desk or designated premises. This investigative compliance clause shall survive the expiration or termination of the contract.

13.12 Conflict of Interest & Professional Ethics: The Individual Consultant shall strictly adhere to all relevant rules, financial regulations, and executive orders issued by the Government of India. They shall maintain absolute integrity, professional honesty, and strict official secrecy while discharging their duties. If the services rendered are found to be unsatisfactory, compromised, or in direct conflict with the strategic or operational interests of DEPwD or the Government of India, the contractual assignment shall be summarily discontinued without assigning any further reason.

14. Consultants/Senior Consultants already engaged in the Department will be governed by the terms & Condition of these guidelines with effect from date of issue of these guidelines.

15. In case of any disputes arising at any later stage after the engagement of Consultant in connection with the policy guidelines framed by the Department/Ministry, the decision of the Secretary of the Department/Ministry will be final and binding upon the parties.

16. This issues with the concurrence of AS&FA vide Note #133 dated 01.07.2026 and approval of **Honorable Minister of Social Justice & Empowerment** vide Note #145 dated 15.07.2026 on the eOffice file of even number.


(Mohit Malik)

Under Secretary to the Govt. of India

ANNEXURE - I**Performa for Performance Report in respect of Consultants engaged in the Department of Empowerment of Persons with Disabilities**

1.	Name (In Full)		
2.	Date of Birth		
3.	Post (as Consultant)		
4.	Monthly Remuneration		
5.	Division/Section where posted		
6.	Date of Joining in the Department		
7.	Contract upto		
8.	Brief description of duties entrusted during the period of engagement -		
9.	Assessment of work output (Description) (Marks to be awarded out of 10)	Reporting Officer	Reviewing Officer
i.	Quality of Work		
ii.	Accomplishment of work allotted: Details of work allotted at the start of 2022 or (the year concerned) (i).... (ii).....	Actual work* accomplished in terms of quality and quantity (Report may be descriptive)	
iii.	Knowledge of Rules, Regulations/latest sectoral development related to work allotted		
iv.	Analytical Ability (Descriptive in nature)		
v.	Capacity to adhere to time schedule		
vi.	Initiative Ability		
vii.	Sense of Responsibility		
viii.	Communication Skills		
ix.	Punctuality in attendance		
x.	Maintenance of Discipline		
	OVERALL GRADING		
10.	Integrity		
11.	State of Health		
12.	Whether his/her further engagement is recommended/not recommended. If recommended, the marks allotted by Reporting Officer as well as reviewing Officer.		

*The Reporting officer of the Consultant will certify the accomplishment of actual work of vis-a-vis details of work allotted and quantify the same on 0-10 scale.

Remarks of the Reporting Officer:

Name & Signature of Reporting officer
(Not Below the rank of Under Secretary)

Remarks of the Reviewing Officer (Assessment should not be in less than 100 words):

Name & Signature of Reviewing officer
(Not Below the rank of DS/Director)