



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्यकार्यालय/ HEAD OFFICE



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HRD/56/2021/Misc./1062

Date: 11.07.2024

To,

11 JUL 2024

All ACC (HQ)/ ACC Zones & Head Office/
Director (PDNASS)/
All RPFCs-in-charge of Regional Offices/
Zonal Training Institutes

Sub: Policy for hiring of retired officers and employees on contract basis in EPFO, 2023 - reg.

Ma'am/Sir,

The Policy for hiring of retired officers and employees on contract basis in EPFO as approved by Executive Committee during its 108th Meeting held on 27.10.2023 is hereby placed on public domain and thus notified for information of all.

Yours faithfully,

Chordia

(Bhaskar Choradia)
Additional Central P.F. Commissioner (HQ) HR

Copy to:-

1. RPFC, NDC for web circulation

Saurabh Tripathi
(Saurabh Tripathi)
Regional P.F. Commissioner-I (HRD-I)

Policy for hiring of retired officers and employees on contract basis in EPFO- 2023

Introduction – The Organization faces the need for engagement of retired Officers and Employees of Government including EPFO in view of the vacancies existing in various cadres in EPFO order to tackle specialized issues for which the existing personnel may not have the required competency. In order to ensure that the work of the organization does not get hampered due to shortage of personnel or due to such absence of core competency in specific issues a provision has been made for hiring of retired employees and Officers. As the action for filling up of vacancies or hiring of specialized consultant through open market is a time taking procedure, arrangements for fulfilling the requirement will be done by hiring / engagement of retired officers and employees on contract basis. This shall be applicable to retired Government servants including EPFO.

2. Identification of function/ task-

2.1. The appointment may be made only in justified exigencies of the official work where public interest is served by appointment of the retired employee.

2.2. No hiring should be done for routine day to day work when regular staff is available,

2.3. No hiring should be done as personal staff of senior officers and Minister if the job can be performed by a serving cadre officer.

2.4. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum.

2.5. While making such appointments, adequate functional necessity with clear grounds must be placed before the Competent Authority.

3. Identification of number of retired Officers or Employees and Grade/ Cadre-

3.1. The grade/cadre level of the retired Officer or Employee to be hired should be at par the level of work proposed.

3.2. The level of the required retired Officer or Employee to be clearly specified in the advertisement.

4. General eligibility Criteria-

4.1. The officer/ employee should be retired Government servant (including EPFO), preferably from the post/cadre against which the hiring is being done.

4.2. While engaging retired Officer or Employee, the APAR for the last 5 years should be taken into consideration.

4.3. None of the officers/ employees in respect of whom Charge-Sheet issued/penalty imposed during the last 5 years should be considered for hiring.

5. Terms & Conditions of Appointment

5.1 Tenure of Appointment-

5.1.1. The tenure of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year.

5.1.2. Beyond two years after the age of superannuation i.e. beyond 62 years of age, where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee,

5.1.3. Provided it shall not be extended beyond 5 years after superannuation i.e. beyond 65 years of age.

5.2 Remuneration-

5.2.1. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.

5.2.2. The amount of remuneration so fixed shall remain unchanged for the term of the contract.

5.2.3. There will be no annual increment/ percentage increase during the contract period.

5.3 House Rent Allowance- No HRA shall be admissible

5.4 Transport Allowance-

5.4.1. An appropriate and fixed amount as 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.

5.4.2. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees so appointed may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

5.5 Leave of Absence- 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 may not be allowed.

6. Method for Selection/ Short listing-

6.1The engagement of the retired officers/ employees will be generally done by the Open Advertisement calling for the names of the eligible retired persons including the retired officers from EPFO working in equivalent capacity and having the requisite experience.

6.2However if so required, for reasons to be recorded in writing, CPFC may appoint any retired officer or employee for specific purpose, requiring specific skill without following the procedure detailed in the policy.

7. Competent Authority for Hiring & Composition of Screening Committee

7.1Retired officer hired against Group 'A' & 'B' vacancies/ cadres-

7.1.1 Engagement will be done by the headquarters only with the approval of the Central PF Commissioner.

7.1.2A Screening Committee will be constituted by CPFC for screening of requests of the candidates.

7.2Retired employee hired against Group 'C' vacancies-

7.2.1 Addnl. Central P.F. Commissioner (HQ)(HR) / Addnl. Central P.F. Commissioner (HQ)(Zone)/ Addnl. Central P.F. Commissioner (Zone) will be authorized for hiring as per the provisions stipulated above, after following the due procedure.

7.2.2A At Zonal level, Screening Committee may be constituted by ACC [HQ](Zone) / ACC (Zone).

8. General Guidelines & Provisions

8.1Proper justification for hiring should be decided by the concerned authorities in consultation with the finance to avoid infructuous expenditure.

8.2This policy may also be applied to engage Engineers because all categories of engineers will fall under either Group 'A' or 'B' category employees.

8.3The hired Officer / Employee shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

8.4The past cases where the term has already expired shall not be reopened in the light of this policy.

8.5In view of any provision which may not be laid down in this policy, the Government of India directions/ guidelines may be followed as amended from time to time.

8.6In case of any doubt regarding the provisions in the policy, the matter shall be placed before the CPFC for consideration. The decision of CPFC shall be final in regard to matters thus referred.
