

**GOVT OF NCT OF DELHI  
DEPARTMENT OF FORESTS AND WILDLIFE  
A-BLOCK, 2<sup>ND</sup> FLOOR, VIKAS BHAWAN  
IP ESTATE, NEW DELHI-110002**

F.1(4)/DCF(HQ)/Estt/Engagement of Retired forestry staff/ 18185-91

Dated: 18.03.2026

**CIRCULAR**

**Subject: Engagement of retired ACFs/Forest Rangers/Dy. Range Officers/Foresters as Consultants in the Department of Forests & Wildlife, GNCTD for execution and monitoring of Plantation works.**

Applications are invited from willing and eligible retired officers/officials of Forest Departments who have retired from the post of **ACFs/Forest Rangers/Dy. Range Officers/Foresters** for engagement as Consultants on contract basis for a period of one year in the Department of Forests & Wildlife, GNCTD. The following number of positions is to be filled:

| S.No.        | Position                         | Number of positions |
|--------------|----------------------------------|---------------------|
| 1            | Consultant (ACF)                 | 02                  |
| 2            | Consultant (Forest Ranger)/(DRO) | 06                  |
| 3            | Consultant (Forester)            | 12                  |
| <b>Total</b> |                                  | <b>20</b>           |

2. The terms & conditions for engagement of consultants shall be regulated in accordance with the Department of Expenditure O.M. No. 3-25/2020-E.III(A) dated 19.12.2020, as amended from time to time.
3. The applicants should be physically & medically fit and should not have been subject to any vigilance/disciplinary proceedings at the time of retirement.
4. The applicant should have vast field experience & knowledge of plantation. Preference will be given to those who have work experience of undertaking plantation in Aravalli Ridge areas.
5. The details including number of positions, eligibility criteria, Terms of Reference, etc. are enclosed as Annexure-I.
6. The duly filled-in applications in the prescribed format may be sent to the undersigned within the prescribed time limit.
7. Any application received after the prescribed date shall not be entertained.
8. Department of Forests & Wildlife, GNCTD reserves the right to accept or reject any or all applications without assigning any reason.
9. Last date of receipt of applications: **17.04.2026**. The applications should be sent to: **The PCCF & HoD, Department of Forests & Wildlife, GNCTD, A-Block, 2<sup>nd</sup> Floor, Vikas Bhawan, IP Estate, New Delhi-110002 or mail at pccf.gnctd@delhi.gov.in**

  
(Vipul Pandey)  
**Dy. Conservator of Forests (HQ)**  
Tele: 011-23370694

Copy to:

1. PPS to PCCF/HoD, Department of Forests & Wildlife, GNCTD.
2. PA to CCF(A), Department of Forests & Wildlife, GNCTD.
3. PA to CF, Department of Forests & Wildlife, GNCTD.
4. DCF(South/North/West/Central/P&M), Deptt. of Forests & Wildlife, GNCTD.
5. PCCF & HoFF all states for vide circulation.
6. IT Cell for uploading on website of the Department.
7. Guard file.

## **ANNEXURE – I**

### **Guidelines for engagement of Consultants in the Department of Forests & Wildlife, GNCTD**

#### **1. Eligibility:**

1.1 Persons retired from the post of Forester/Dy. Range Officer/Forest Ranger/ACF are eligible for the position of Consultant. The level shall be decided with the approval of the Competent Authority considering the nature of job for which Consultant(s) are to be engaged.

1.2 Applicant should be physically & medically fit and should not have been subject to any vigilance/disciplinary proceedings at the time of retirement.

1.3 Applicant should have vast field experience & knowledge of plantation. Preference will be given to those who have work experience of undertaking plantation in Aravalli Ridge areas.

#### **2. Age Limit:**

2.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

#### **3. Remuneration:**

3.1 In case of Retired Government servants who are drawing pension (as per CCS Pension Rules), a fixed monthly amount shall be admissible, arrived at by deducting the basis pension from the pay drawn at the time of retirement.

3.2 If, there is any confusion in fixation of remuneration of Consultant(s), the example given under para-6 of Department of Expenditure's O.M. No. 3-25/2020-EIHA dated 09.12.2020 may be referred.

3.3 The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no increment, percentage increase of Dearness Allowance during the contract period.

#### **4. Allowances:**

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

4.2 No House Rent Allowance or any other allowance shall be admissible during the period of contract.

#### **5. Engagement:**

5.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

## **6. Appointment Procedure:**

6.1 The consultant would be appointed after following due procedure i.e. calling for applications vide circular/advertisement, etc.

6.2 The scrutiny of applications and selection of consultant will be carried out by the committee in Department of Forests & Wildlife, GNCTD.

6.3 In the Department of Forests & Wildlife, GNCTD, the committee shall comprise as under.

|          |   |                  |
|----------|---|------------------|
| PCCF/HoD | - | Chairperson      |
| CCF(A)   | - | Member           |
| CF       | - | Member Secretary |

6.4 The Department has the right to cancel advertisement and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

## **7. Drawal of Pension:**

7.1 The retired Govt. servant engaged as Consultant shall continue to draw their existing pension and Dearness Relief on pension during the period of his/her engagement as Consultant.

7.2 The engagement as Consultant shall not be considered as a case of re-employment.

## **8. Leave:**

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 shall not be allowed.

## **9. Working Hours:**

9.1 The Consultant shall be required to reach the work site at early hours and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.

9.2 They shall mark their attendance in Biometric Machine (or as per the prescribed method of attendance) mandatorily, failing which it may result in deduction of remuneration.

## **10. Tax Deduction at Source:**

The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

## **11. Confidentiality of data and documents:**

11.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department/organization shall remain with the Department/organization.

11.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the Department/organization, without the express written consent of the Department/organization.

11.3 The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department/organization.

11.4 The Consultant would be required to sign a non-disclosure undertaking as per annexure.

**12. Conflict of interest:**

12.1 The Consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department/organization nor will he indulge in any activity outside the terms of employment/contractual assignment.

12.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

**13. Termination of Agreement:**

The Department may terminate the contract to which these terms apply if:

- i. The Consultant is unable to address the assigned work.
- ii. Quality of the assigned work is not to the satisfaction of the Officer/ Department.
- iii. The Consultant is found lacking in honesty and integrity.
- iv. The Government may also terminate the contract at any time without giving any notice and also without assigning any reason.



**(Vipul Pandey)**

**Dy. Conservator of Forests (HQ)**

**Tele: 011-23370694**

**Application for the post of Consultant on contract basis in Deptt. of Forests & Wildlife, GNCTD**

**(Last date for receipt of application: 17.04.2026)**

|                                                                           |  |
|---------------------------------------------------------------------------|--|
| Applied for the post of<br>Consultant (ACF/Forest<br>Ragner/DRO/Forester) |  |
|---------------------------------------------------------------------------|--|

|                                       |
|---------------------------------------|
| Recent<br>Passport size<br>photograph |
|---------------------------------------|

|    |                                                                                                                    |           |      |    |                             |                 |
|----|--------------------------------------------------------------------------------------------------------------------|-----------|------|----|-----------------------------|-----------------|
| 1  | Full Name (in Block letters)                                                                                       |           |      |    |                             |                 |
| 2  | Father's Name                                                                                                      |           |      |    |                             |                 |
| 3  | Date of Birth                                                                                                      |           |      |    |                             |                 |
| 4  | Mobile No.                                                                                                         |           |      |    |                             |                 |
| 5  | E-mail ID                                                                                                          |           |      |    |                             |                 |
| 6  | Address for Correspondence                                                                                         |           |      |    |                             |                 |
| 7  | Educational Qualification (Attach self attested copies of certificates)                                            |           |      |    |                             |                 |
| 8  | Date of Superannuation/retirement                                                                                  |           |      |    |                             |                 |
| 9  | PPO Number (enclose a copy)                                                                                        |           |      |    |                             |                 |
| 10 | Post held at the time of retirement                                                                                |           |      |    |                             |                 |
| 11 | Last Pay Drawn (Pay level and Pay/attach LPC)                                                                      |           |      |    |                             |                 |
| 12 | Transport allowance at the time of retirement                                                                      |           |      |    |                             |                 |
| 13 | Organization superannuated from                                                                                    |           |      |    |                             |                 |
| 14 | Organization currently working (if any)                                                                            |           |      |    |                             |                 |
| 15 | Name and Mobile No. of 02 senior officers of Forest Department whom the applicant had worked with while in service |           |      |    |                             |                 |
| 16 | Declaration regarding acceptance of terms & conditions                                                             |           |      |    |                             |                 |
| 17 | Brief particulars of Plantation works experience since date of joining in Govt. service*                           | Post held | From | To | Experience / Nature of work | Location / area |
|    |                                                                                                                    |           |      |    |                             |                 |
|    |                                                                                                                    |           |      |    |                             |                 |

\*Please attach separate sheet if required.

**Undertaking:**

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 my retirement. I have read this circular and accept all the terms and conditions for engagement as consultant.

Place:

Date:

(Signature of the applicant)

Name:

Mobile:

**ANNEXURE – II**

**NON-DISCLOSURE UNDERTAKING**

I hereby undertake to treat all information obtained during the course of my engagement as confidential and shall not disclose the same to any unauthorized person.

I understand that violation of the above conditions shall render me liable for termination and legal action as applicable.

(Signature of the applicant)

Name:

Mobile: