

राजस्थान सरकार
निदेशालय चिकित्सा एवं स्वास्थ्य सेवाये, राजस्थान, जयपुर
स्टेट हैल्थ सोसायटी (एन.सी.डी.)
E-mail ID: ncd.rajasthan@yahoo.com



क्रमांक: जन स्वा./एनसीडी/2016/317

दिनांक: 12.5.2016

प्रभारी,
सर्वर रूम,
मुख्यालय।

विषय:—एनपीसीडीसीएस/एनपीएचसीई कार्यक्रम के अन्तर्गत संविदा पदों को भरने हेतु विवरण विभागीय वेबसाईट पर प्रदर्शित कराने बाबत।

उपरोक्त विषयान्तर्गत लेख हैं कि NPCDCS/NPHCE कार्यक्रम के अन्तर्गत चयनित जिलों के जिला एनसीडी सैल/एनसीडी क्लिनिक जिला चिकित्सालय एवं सामुदायिक स्वास्थ्य केन्द्रों पर रिक्त पदों को भरने हेतु Walk-in-Interview आयोजित किये जा रहे हैं। रिक्त पदों से संबंधित सम्पूर्ण विवरण संलग्न आपको विभागीय वेबसाईट पर प्रदर्शित कराये जाने हेतु भिजवाया जा रहा है।

संलग्न:—

1. Detail of Post (Category wise) and **date of interview(A)**.
2. Detail of vacant post (B).
3. ToR (C).
4. General Instructions for all post (D).
5. Application Form (E).
6. F.D. Rules (F).

111
स्टेट नोडल ऑफिसर
एनसीडी

Details of Post

Government of Rajasthan
Directorate, Medical & Health Services,
Swasthya Bhawan, Tilak Marg, C-scheme, Jaipur

WALK-IN-INTERVIEW

Rajasthan State Health Society (NPCDCS/NPHCE) Jaipur invite candidates through walk in interview for following mentioned posts on purely contractual basis at selected NCD programme districts.

S. No.	Name of Post	No. of Post	Essential Qualification	Age limit	Honorarium/ Salary	Position
1.	District Programme Coordinator	17	BDS/BHMS/BUMS / BAMS with degree / diploma in Health / Hospital Management or similar qualification from recognized institutions.	up to 35 years	Rs. 30,000 - 40,000/- per month	District NCD Cell Under the CMHO Office
2.	GNM	55	GNM Qualification as recognized by nursing council of India	up to 40 years	Rs. 18,000 - 20,000/- per month	NCD/Geriatric Clinics, District Hospital/CHCs
3.	Counselor	22	Bachelors degree in social science or degree/diploma in counselling/ health education/ mass communication	up to 40 years	Rs. 10,000 - 12,000/- per month	NCD Clinic, District Hospital & CHCs
4.	Data Entry Operator	10	Graduate in any discipline, one year diploma in computer application, Typing speed of 40 WPM in English/ Hindi	up to 40 Years	Rs. 10,000 - 12,000/- per month	NCD Cell/ CHCs

Detail of post, Job description, Essential Qualification, Age limit, General Instruction & Term and Condition are available on website: www.rajswasthya.nic.in any may be had From Room No. 108, Swasthya Bhawan.

Director (PH)

उक्त पदों का **Category Wise** विवरण निम्नानुसार है:—

Cat.	Name of Post							
	District Programme Coordinator (17)		GNM (55)		Counselor (22)		Data Entry Operator (10)	
	Male	Female	Male	Femal	Male	Female	Male	Female
TSP ST	-	-	1	-	-	-	-	-
TSP SC	-	-	-	-	-	-	-	-
Gen.	7	3	14	13	9	3	5	1
SC (16%)	2	-	4	4	3	-	1	-
ST (12%)	2	-	3	3	2	-	1	-
OBC (21%)	2	1	5	5	3	1	2	-
SBC (5%)	-	-	1	1	1	-	-	-
Total	13	4	29	26	18	4	9	1

Horizontal reservation

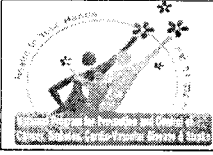
Name of Post	PH (3%)	Divorce (2%)	Widow (8%)	Ex.Ser. (12.5%)
District Programme Coordinator(17)	-	-	-	2
GNM (55)	2	0	2	6
Counselor (22)	-	-	-	2
Data Entry Operator (10)	-	-	-	1

नोट:— भारत सरकार के नियमानुसार जीएनएम पद हेतु महिला पुरुष आरक्षण का अनुपात 50—50 प्रतिशत है एवं अन्य हेतु यह अनुपात 70—30 प्रतिशत है।

Walk-in-Interview हेतु पदवार दिनांक का विवरण निम्नानुसार है:—

अभ्यर्थी उक्त दिवसों पर दी गई योग्यतानुसार अपने मूल दस्तावेज/छायाप्रति/जाति प्रमाण—पत्र सहित तथा संलग्न Application Format को भरकर निर्धारित तिथि पर समयानुसार उपस्थित हों।

S. No.	Name of Post	Interview Date	Time	Interview Place
1.	District Programme Coordinator	23 to 24 May 2016	10.00 AM to 5.00 PM	RFPTC Center, Heera Bagh, Bhawani Singh Road, Jaipur
2.	GNM	25 to 27 June 2016	10.00 AM to 5.00 PM	RFPTC Center, Heera Bagh, Bhawani Singh Road, Jaipur
3.	Counselor	31 May to 01 June 2016	10.00 AM to 5.00 PM	RFPTC Center, Heera Bagh, Bhawani Singh Road, Jaipur
4.	Data Entry Operator	03 June 2016	10.00 AM to 5.00 PM	State Institute of Health & Family Welfare(SIHFW), Jhalana Institutional Area, Jaipur



राजस्थान सरकार
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स्टेट हैल्थ सोसायटी (एन.सी.डी.)



District-wise Information of Vacant post

1. District Programme Coordinator(17) under the District NCD Cell Concren CM&HO office: (1.) Jaipur, (2.)Dausa, (3.)Churu, (4.)Jhunjhunu, (5.)Hanumangarh, (6.)Bharatpur, (7.)Dholpur, (8.)Alwar, (9.)Tonk, (10.)Baran, (11.)Jhalawar, (12.)Chittorgarh, (13.)Banswara, (14.)Udaipur, (15.)Rajsamand, (16.)Pali, (17.)Sawai Madhopur.

2. GNM(55):

S. No.	Name of District	Vacant Post	Particular
1.	Bhilwara	10	6 DH (NPHCE) + 4 CHC (Jahazpur, Kachola, Raipur, Baneda)
2.	Jaisalmer	2	1 Phalsund + 1 Nachna CHCs
3.	Jodhpur	3	2 CCU DH + 1 Geriatric Clinic DH
4.	Bikaner	2	1 Khajuwala + 1 Panchu CHCs
5.	Barmer	1	1 NCD Clinic
6.	Ganganagar	5	5 CHC (Karanpur, Sadulshar, Gadsinghpur, Anupgarh, Keshrisinghpur)
7.	Nagour	6	2 CCU + 2 NCD Clinic + 2 CHC (Mundwa, Molasar)
8.	Dausa	1	1 NPHCE DH
9.	Churu	5	1 NPCDCS + 4 NPHCE
10.	Jhunjhunu	3	1 (NPCDCS) DH + 2 DH (NPHCE)
11.	Alwar	1	1 NCD Clinic DH
12.	Tonk	2	2 NCD Clinic DH
13.	Dholpur	2	2 NCD Clinic DH (1 NPCDCS, 1 NPHCE)
14.	Bharatpur	1	1 NCD Clinic DH
15.	Baran	2	2 NCD Clinic DH
16.	Jalawara	1	1 NCD Clinic DH
17.	Banswara	5	1 NCD Clinic DH(NPCDCS + 3 Geriatric Clinic DH (NPHCE)
18.	Udaipur	1	1 NCD Clinic DH
19.	Rajsamand	1	1 NCD Clinic DH
20.	Sawai Madhopur	1	1 NCD Clinic DH
Total		55	

3. Counciller(22) as per vacant post of District NCD Clinic and NCD Clinic CHC's.

4. Data Entry Operator(10):- Under NPCDCS programme District NCD cell & District NCD Clinic District: Jaipur, Udaipur, Dausa, Churu, Jhalawar.

" C "

ToR

JOB TITLE: DISTRICT PROGRAMME COORDINATOR

Essential Qualifications:

BDS/BHMS/BUMS / BAMS with degree / diploma in Health / Hospital Management or similar qualification from recognized institutions.

Job requirements/responsibilities:

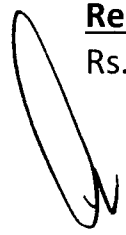
1. Preparing Program Implementation Plan.
2. Formulating operational and financial guidelines for program implementation including review of existing guidelines.
3. Organizing National & Regional level review meetings and orientation workshops.
4. Organizing training program for Medical Officers
5. Reviewing and integrating existing training material into the program.
6. Developing other training material and training strategy.
7. Visiting states & districts to monitor the NCD activities.
8. Reviewing program implementation at state, district and below district levels.
9. Collaborating with States, Medical colleges, NGOs and other sectors.
10. Preparing and submitting quarterly progress report for NPCDCS to DDG (NCD).
11. Parliament questions replies including preparation of supplementary.
12. Any other job assigned by concerned officers.

Age Limit:

Up to 35 years.

Remuneration:

Rs. 30,000 - 40,000/- per month



JOB TITLE : GNM

Qualifications:

GNM qualification as recognised by Nursing Council of India.

Age Limit :

up to 40 years.

Job requirements / responsibilities :

1. To assist Medical Officers in Management and follow-up of patients attending the CCU/ICU/Geriatric Ward/NCD and Geriatric Clinic.
2. Any other job assigned by concerned officers.

Remuneration:

Rs. 18,000 - 20,000/- per month

ToR

JOB TITLE : DATA ENTRY OPERATOR

Qualifications:

Graduate in any discipline.

One year diploma in computer application

Typing speed of 40 wpm in English

Age Limit:

Up to 40 years.

Job requirements/responsibilities:

1. Ensure regular entry of all relevant data in the computer pertaining to various aspects of NPCDCS in a systematic manner to facilitate its analysis.
2. Analyse data and compile reports.
3. Maintenance and up keep of the computer and its accessories including virus defence .
4. Any other job assigned by concerned officers

Remuneration:

Rs. 10,000 - 12,000/- per month

ToR
JOB TITLE : COUNSELLOR (NCD)

Essential Qualifications:

Bachelor's degree in social sciences or Degree/Diploma in counselling /Health Education/ Mass Communication

Age Limit :

40 years.

Job requirements / responsibilities :

1. To provide counseling on life style diseases and their risk factors to patients and their family members.
2. To plan IEC activities vis-à-vis Non Communicable Diseases or life style diseases.
3. To make domiciliary visits for providing counselling to bed ridden cases and attendants.

Remuneration:

Rs. 10,000 - 12,000/- per month

GENERAL INSTRUCTION FOR ALL POSTS

- Contract will be signed for period not exceeding one year at CM&HO & PMO's level.
- Committee/Society reserves the right to reject any application without assigning any reason and the decision of the society/committee shall be final.
- This recruitment process is to be conducted as per the Finance Department circular F.1(4)FD/Rules/2011 pt.II dated 27 July, 2014 and MD, NHM Direction No. F.20(513)NRHM/HRD/2014/517 dated 30.09.2014
- Recruitment will be done on basis of Walk-in-Interview and the decision of the committee shall be considered final.
- As per PIP approved for the F.Y. 2016-17 and considering the actual status of vacancies at the line of recruitment, the no. of posts may be increased/decreased.



"E"

Application Format

Please paste recent passport size photograph

To,

State Nodal Officer (NCD),
Directorate of Medical & Health Services,
Swasthya Bhawan, Tilak Marg, C-scheme, Jaipur.

Walk in Interview date:

- 1. Position applied for :
- 2. Name (In Block Letters) :
- 3. Father's/Husband's Name :
- 4. Date of Birth (DD/MM/YY) : 5. Sex: Male Female
- 5. Category :
- 6. Marital Status : Single Married 7. No. of Children:
- 8. Permanent Address :
- 9. E-mail ID(Must) :
- 10. Mobile No. (Must) :

11. Educational qualification please list your qualifications starting from the highest qualification attained :-

S. No.	Degree/ Diploma	University/ Board/ Institute	Year of Passing	Max. Marks	Obtained marks	Percentage/ Rank/Grade	Major Subjects
1							
2							
3							
4							
5							

12. Would you accept contractual employment for less than one year Yes No

Declaration

I, certify that all information furnished by me is true, complete and correct to the best of my knowledge.

I do/ do not consume any tobacco product.

Date:

Signature with full Name:

" F "

**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(Rules Division)**

No. F.1 (4)FD/Rules/2011 Pt. II

Jaipur, dated: 27 JUN 2014

All Additional Chief Secretaries/
Principal Secretaries/
All Secretaries to Government of Rajasthan

Circular


Sub :- Appointments of persons on Contract on Fixed Remuneration for Services in State Government Agencies for External Aided Projects/ Centrally Sponsored Schemes/ State Government Schemes etc.

The State Government undertakes departmental schemes/projects for social and economic development as welfare State. Most of these projects/schemes are implemented through specific agencies/undertakings corporations etc. which are not governed by service rules in Government for regulating civil appointments in Government. By their very nature the development schemes undertaken by the government are usually of shorter/medium periods. Developmental priorities of the government and development strategy/ technology also keep on changing requiring different skill sets and competences etc. Most of the developmental schemes/projects also require skill/ experience in social/ economic sector which are available in the non-government sector and are not exclusive to the Government. Therefore, State Government needs to allow such posts to be filled on contract in societies and autonomous organizations.

2. To facilitate hiring the specific services on direct contract a standard contract document along with clarificatory instructions was issued vide FD Circular No. F.1(15)FD(Rules)/2002, dated 09/01/2007. Subsequently the provision of maternity leave period for female contractual employees was increased to 180 days from two months period vide FD Circular No. F.1(6)FD(Rules)/2007, dated 19/06/2009. The main terms and conditions of such contract appointments are at Annexure-'A'.
3. The circulars / orders issued for contractual appointments from time to time in societies/non-departmental organizations were, however, withdrawn vide circular of even number dated 29.4.2011.
4. The matter of contractual appointment has once again been examined and it has been decided to re-introduce contractual appointments on fixed remuneration for services in State Government agencies for External Aided Projects/ Centrally Sponsored Schemes/ State Government Schemes etc.

5. Standard Model contract agreement and instructions are placed at Annexure-'B'.
6. The terms and conditions contained in the model agreement at Annexure-'B' may be made applicable to the existing individual contractual employee wherever the contracts entered into under the earlier arrangement still subsist.
7. It may be noted that the selection of contractual appointees shall be made only after following the procedure laid down in the rules of the Societies / Non-departmental organizations contract. None will be employed on these contracts without following the regular process of appointment as per applicable rules of the concerned Non Departmental organizations.
8. Contractual arrangement for services provision through agencies can be made under the 'Rajasthan Transparency in Public Procurement Act, 2012' and rules made therein.


(Subhash Chandra Garg)
Principal Secretary to Government


(11/RSR)

The main terms and conditions of the Standard Contract documents.

- (i) Contract shall be for fixed period only which may be extended by mutual consent thereafter.
- (ii) Appointee would be paid a consolidated package. The package amount would include the element of House Rent.
- (iii) The package amount based on quality and efficiency of service rendered in the preceding year may be revised for the ensuing year by the amount not exceeding 10% of preceding year's package amount.
- (iv) Leave upto 20 days only in a calendar year to be allowed.
- (v) Maternity Leave to female employee upto 180 days to be allowed.
- (vi) Medi-claim insurance policy upto rupees one lac. Premium upto Rs. 500/- per annum to be reimbursed on production of receipt.
- (vii) Gratuity payment as per provisions of Payment of Gratuity Act., 1972.
- (viii) Provision for Travel compensation.
- (ix) Provisions for Contributory Pension Scheme (10% of the consolidated amount by the employer and employee both).
- (x) Provisions for Accidental Insurance Scheme.

**(TO BE PRINTED ON RS 100 NON-JUDICIAL STAMP
PAPER BY THE HIRING ORGANIZATION)**

AGREEMENT

Article of Agreement made this day, thebetween
Shri/Smt./Kum. son/daughter of
.....
residing presently at (the first
Party) and (designation of hiring authority representing
the PSU/ Society constituted by Government of Rajasthan) the second party.

Whereas the second party has agreed to hire services of first party for
1 in short 2 on contract
basis for the 3 programme/scheme funded fully /
substantially by 4 and the first party has agreed to provide
these services to the second party in that capacity for the period
.....on the terms and conditions herein after contained.

**NOW THESE PRESENT WITNESSES' AND BOTH THE PARTIES HERETO
RESPECTIVELY AGREE AS FOLLOWS:**

1. PERIOD OF CONTRACT

- (i) The period of contractual appointment shall be from 5 ___/___/20___
to 6 ___/___/20___.
- (ii) The period of contract can however be extended by mutual consent
for a period of not more than one year at a time but will not in any
case exceed five years in all or the date on which the plan scheme/
projects/ programmes closes, whichever is earlier. In case of
external / Central Government funding for project stops before the
normal date of closure for any reason whatsoever, agreement shall
stand terminated automatically at the end of one month from the
date of such intimation by second party to the first party.

2. SERVICES TO BE RENDERED AND CONSIDERATION THEREOF

- (i) The first party will present himself / herself at the place and time
designated by the second party and render services to the second
party broadly designated as 7 and
described in detail in a job chart attached as Annexure - 1⁸ to this
agreement.
- (ii) In consideration of the services desired in (i) above, the second
party shall pay a consolidated package amount of Rs
9per month.

No other amount shall be payable to the first party other than compensatory allowances described later in this agreement and a contribution of Rs..... (representing 10% of the consolidated amount) as second party's contribution for the Contributory Pension Fund under the New Contributory Pension Scheme.

3. RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED

Monthly package amount shall be paid only on submission of monthly bill of service rendered to the satisfaction of second party or his/her authorized officer. First party will submit bill by the 5th of the following month and second party will arrange to make payment upto 15th of the following month.

4. OTHER TERMS AND CONDITIONS

As per Annexure-II

5. ANNUAL REVISION

Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise the consolidated package by an amount not exceeding 10% of preceding year's package amount for the ensuing year.

6. ACTION AGAINST FIRST PARTY

- (i) Any misconduct on the part of the first party, if proven, after an enquiry by second party, shall entitle second party to terminate services of first party.
- (ii) Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

7. TERMINATION OF CONTRACT

- (i) The contract can be terminated with notice of one month on either side or by depositing / paying one month's package / contract amount in lieu of notice.
- (ii) Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract.

- (iii) The agreement / contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for service rendered after expiry of stipulated date of contract.

8. STANDARDS OF SERVICE

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

9. GENERAL

This contract is issued on the understanding that all the information given by the first party in his / her application form and during the interviews is correct, true and complete. If it is found at any time that the information given when seeking appointment is not complete and true and / or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time. The first party has taken up services with the second party without any notice or compensation.

()
**Signed by First Party
signatory**

Name :
Address :
Dated :

WITNESS

Signature :
Name :
Address:
Dated:

()
**Signed by authorized
of the Second Party**

Name :
Address :
Dated :

WITNESS

Signature :
Name :
Address:
Dated:



**OTHER TERMS AND CONDITIONS OF
ENGAGEMENT OF FIRST PARTY**

- (i) Leave: 20 days leave in a calendar year shall be allowed to first party on proportionate basis e.g. if first party joins on 1st July then he/she shall be allowed 10 days leave. Similarly, if he/ she is appointed from 1st December, then he /she shall be allowed leave of 1½ day only. Leave shall accrue on monthly basis. However, second party can permit use of leave to accrue during a calendar year only in advance for deserving reasons. Unavailed leave shall stand lapsed at the end of calendar year.
- (ii) Maternity Leave : Maternity leave upto 180 days would be admissible to the female employee who have less than two surviving Children. If there is no surviving child after availing it twice, maternity leave may be granted on one more occasion. Payment of leave shall be made as per the rate of remuneration/contractual amount paid on the day before leaves commence.
- (iii) Medical Reimbursement : During the period of contractual appointment, first party shall avail mediclaim insurance policy upto Rs 1 lakh, offered by State Insurance Department or from any other Insurance Company. In case, first party opts to avail it from any Insurance Company other than State Insurance Department, the premium paid by first party would be reimbursed by second party upto Rs 500 per annum on production of receipt.
- (iv) Gazetted / Restricted holidays : Holidays gazetted by Government of Rajasthan shall be admissible to first party. However, no restricted holidays shall be admissible.
- (v) Permission for leaving Headquarters : First party will not leave headquarter without prior permission of second party or his/her authorized authority in this regard.
- (vi) Travelling Allowance : In case of tour as directed by second party, first party shall be eligible for travelling allowance as under :
 - a) Travel Cost : First party shall be provided reimbursement of travel cost on production of tickets of class (here specify his / her entitlement)
 - b) The Rate of Daily Allowance shall be determined at the rate of 1% of the package amount for the employees providing manual, clerical, ministerial, computer services and 0.75% (minimum Rs. 100/-) for professional/officer services.
 - c) Local Transport : Rs 3/- per km from office / residence to Bus / Railway stations & vice-versa.
- (vii) Gratuity : Payment of gratuity shall be made as per provisions of "Payment of Gratuity Act," if admissible and applicable.
- (viii) Annual Appraisal : An Annual Appraisal Report will be prepared by second party on the basis of **annual performance of first party**, which shall also form basis of extensions of agreement period under condition No. 1 and annual revision under condition No. 5 of the agreement.
- (ix) First party shall not be entitled for any Government accommodation.
- (x) No deduction towards RPMF/GPF/SI/Accidental Group Insurance Scheme shall be paid from package of first party.
- (xi) First party shall not be entitled for any regularization of service or any special preference in regular recruitment.
- (xii) First party shall not be provided any loans and advances by the second party.

- (xiii) No bonus shall be payable to first party.
- (xiv) The first party shall get himself/herself covered under any accidental insurance scheme. For this purpose, first party can join the accidental insurance scheme from SI Department or opt for accident insurance coverage from any other insurance company for which an annual premium of Rs 500/- shall be reimbursed by the second party on production of receipt.
- (xv) No terminal leave shall be admissible on termination of the contract,
- (xvi) TDS on income, if due, shall be recovered from package payable to first party.
- (xvii) General conditions, ethics and observance :
- a) The first party shall observe general satisfactory conducts and ethics at the level expected under orders / rules and instructions issued by higher authorities / second party.
 - b) The first party shall be non-transferable.
 - c) The first party will not accept any full time / part time employment or engage in any other work, business occupation or pursue any study course without the prior approval of the second party.
 - d) All manufacturing or construction departmental organizations/ consultancies etc., with which the first party might be associated with, will not be eligible to participate in bidding for any goods or works / consultancy etc. resulting from or associated with the project of which this first party assignment forms a part.
 - e) In case uniform / livery is compulsory, the first party will comply the instructions, for which no extra payment will be made by second party.

Explanatory Memorandum
(For 'superscripts' marked in the Agreement)

1. Describe the work to be performed by the first party broadly and in brief e.g. providing medical services in rural areas / providing data entry services / providing teaching services for students in class I to V etc.
2. Give a short designation for his work (avoid using a designation already in use for Government employees under service rules).
3. Mention the name of Centrally Sponsored Scheme, State Plan Scheme/PSU or any Project for which being engaged.
4. Mention the name of funding agency like Government of India, ADS, World Bank and so on.
5. Mention the date when the contract shall come into effect.
6. Mention the date upto which contract will subsist i.e. the date of disengagement of first party.
7. Give a short designation for his work (avoid using a designation already in use for Government employees under service rules)..
8. Describe the service expected to be rendered by the first party. An example is at Annexure – I.
9. State the amount at which first party has been engaged, Package amount can be worked out by adding HRA at the rates applicable to Government employees (at the place of posting) to the fixed remuneration prescribed by Finance Department for probationer trainees vide Notification No. F.14(1)FD/Rules/2013-II dated 28-06-2013 of equivalent level. Instructions contained in above Notification of FD may be followed for determining the consolidated amount unless any different consolidated amount has been agreed by FD Expenditure and Rules in any specific case.
10. Decide this increment amount by keeping in view first party's absolute and relative performance. Highest possible increases are to be given not more than 10% of the package amount of contract service providers.
11. The contractual appointee may be allowed to travel on duty in bus / rail as per entitlement which may be like this :
 - (i) Contractual appointee's availing 'package upto Rs 10,000/- per month be allowed to travel in deluxe bus and second class in rail.
 - (ii) The appointees availing package above Rs 10,000/- be allowed in deluxe bus and III AC in Rail. No Air Journey be allowed, no taxi, and no own car shall be allowed for making journey.
12. Daily allowance may be determined @ **1.00%** of consolidated amount for service providers providing manual, clerical, ministerial, computer services and **0.75%** (minimum Rs. 100/-) for professional / officer services.