

**OFFICE ORDER NO. 140/2019-ADM.I**

**09 AUG 2019**

Director General, Archaeological Survey of India, New Delhi is pleased to engage Ms. Sugandha Jain, as a Consultant (Conservation Architect) on contract basis at the ASI Hqrs, New Delhi w.e.f. the date of her joining ASI for a period of one year on a monthly remuneration of Rs.70,000/- per month for undertaking the following assignments :


- i. Preparation of nomination dossiers of selected ASI Monuments to be submitted to the World Heritage Centre, Paris.
- ii. Preparation of Site Management Plans for World Heritage Monuments.
- iii. Assistance in preparation of Conservation Plans for special projects from time to time.
- iv. Assistance to the ASI Circles in designing/developing visitors' amenities within monuments premises.
- v. Assisting Conservation and World Heritage Sections as and when required.
- vi. Any other work assigned to the Consultants from time to time.

2. The terms and conditions for her engagement in ASI will be as under:

- (i) The period of engagement of Ms. Sugandha Jain as Consultant (Conservation Architect) shall be for a period of one year from the date of her joining ASI.
- (ii) The Consultant will not be entitled to any other financial benefits other than the consolidated remuneration of Rs. 70,000/- (Rupees Seventy thousand only) per month.
- (iii) The engagement of Ms. Sugandha Jain as Consultant in ASI shall be further subject to the provisions of GFR-2017 and other conditions as applicable contained in the guidelines issued by MoC vide their O.M.No.H-13011/101/2015-Estt. dated 23.03.2018.
- (iv) No other benefits except the monthly remuneration fee will be payable to her.
- (v) She will not be entitled to any other perquisites, such as HRA, CCA, DA and residential accommodation etc.
- (vi) She will be required to complete the assigned task as per the laid down target.
- (vii) Her work will be monitored /supervised by the Jt. DG (Conservation)/Conservation Division and in case her performance is not found satisfactory, the engagement is liable to be terminated without assigning any reason.
- (viii) It will be open to Government to terminate the contract by, giving one month's notice. She is required to give a minimum one month's prior notice to end the contract.
- (ix) She will work as full time consultant in ASI and will not take any other assignment during the period of contract.
- (x) She will be entitled to avail 8 days leave in a calendar year as per para 7 of the Ministry of culture's guidelines dated 23.03.2018.
- (xi) The Consultant will not divulge any information gather by her during the period do her assignment to anyone who is not authorized to know/have the same. Consultant will, upon the completion of the contract, hand over all material, in hard copy and soft copy to Jt. DG (Conservation)/Conservation Division.
- (xii) The Consultant is entitled for TA/DA (while travelling on official duty) as admissible to serving ASI officials equivalent to the rank of SAE.

3. The expenditure on the remuneration of above Consultant will be debitible to Sub-Head 14 01 28 Professional Service for the years 2019-20 & 2020-21.

4. This issues with the approval of the competent authority vide e-Office Note 29 dated 1.8.2019 on e-file No. 15029/26/2019-O/o JDG.

  
(Tara Chandar)  
Dy. Director(Admn.)

Copy to:-

1. Ms. Sugandha Jain, A-1/90B Lawrence Road, New Delhi
2. Cash Section (2 copies)
3. PS/PA to DG/ADG (Adm.)/All Joint DGs/ All Directors/ DD(A/c), ASI Hqrs, New Delhi
4. PAO, ASI, Dharohar Bhawan, New Delhi
5. Budget and Account Section, ASI Hqrs, New Delhi
6. Office Order folder/ Guard file