

NOTICE INVITING APPLICATIONS

Sub : Empanelment of retired officers as an Inquiry Officers for conducting Departmental Inquiry - reg.

Applications are invited in the prescribed format (**Link given in point 15**) from willing and eligible retired officers of rank of Deputy Secretary and above in the Central Government and in Autonomous Organization from the Ministries/Departments/Autonomous Organizations under Government of India to serve as Inquiry Officers for the purpose of conducting departmental inquiry against the delinquent officials of the Institute.

2. The inquiry Officer shall conduct the inquiry proceedings in the officials' premises provided by IITD. Preference will be given to eligible persons residing at Delhi and NCR areas. TA will be admissible to the officers for conducting inquiry as per relevant rules/guidelines of Government of India.
3. The eligibility conditions for appointment of willing retired officers as an Inquiry Officer for conducting departmental inquiry will be as under:
 - (i) Retired officers who are willing to serve as Inquiry Officer.
 - (ii) He/she should not have been penalized in a Disciplinary proceeding case. (No penalty in DP or prosecution criminal case).
4. The applications will be screened by three Members Committee and the decision of the Competent Authority shall be final.
5. The number of disciplinary cases assigned to Inquiry Officer will be restricted to 08 cases in a year, with not more than 04 cases at a time.
6. The inquiry Officer shall not be more than 70 years of age as on 1st April of the year of his/her empanelment. The panel of retired Officers created for the purpose of appointing inquiry officers will be valid for a period of 3 years or attaining the age of 70 year whichever is earlier.
7. **Term and Conditions for an appointment.** The designated inquiry officers shall require to give undertaking as follows:
 - (i) He/She will not be witness or a complainant in a matter to be inquired into or a close relative, a known friend of the delinquent officer. A certificate to this effect to be submitted by the designed Inquiry Officers.
 - (ii) Shall maintain strict secrecy in the relations of documents he/she receives or information/data collected by him or her in the

connection of the inquiry and utilize the same for the purpose of inquiry in the case entrusted to him/her.

8. No such documents/information or data shall be divulged to anyone during the inquiry or after presentation of the inquiry report. All record, report etc. to be returned back at the time of presentation of inquiry report.
9. The inquiry officer shall submit inquiry report after completing inquiry within 180 days from the date of his/her appointment as the Inquiry officer, extension of time beyond 180 days can be granted only by the Competent Authority.
10. The inquiry officers shall undertake travel for conducting inquiry (in unavoidable circumstance with the approval of the Competent Authority).
11. A review of every empanelled Inquiry officer will be done after receipt of Inquiry reports where adherence to timelines and the procedure and quality of work will be assessed by the Institute. Subsequent allocation of work may be done only after such evaluations.

Any Issue arising out of this, between Inquiry officer and Disciplinary Authority, will be decided by _____, whose decision shall be binding on both parties.

1. The empanelled inquiry officer will be entrusted with the inquiries on case to case basis by the Disciplinary Authority.
13. The services of the Inquiry office who performance is not upto the mark shall be terminated with the approval of the Competent Authority.
14. The rates of honorarium and other allowances payable to the Inquiry Officer will be as under:

Items	Category	Time taken to complete the inquiry proceedings	Rate per case (in Rupees)
Honorarium	'I'	Where the number of witness cited in the charge sheet is more than 10	80% of monthly basic pension drawn
	'II'	Where the number of witness cited in the charge sheet are between 6-10	60% of monthly basic pension drawn
	'III'	Where the number of witness cited in the charge sheet is less than 6	50% of monthly basic pension drawn

Transport Allowance		Rs. 40000/- Per case Subject to the condition that the for outstation journey, the actual expenses for Air/Railway AC 1 will be reimbursed in addition (subject to the approval of the Competent Authority) and for outstation journey by Air journey will be performed by Air India in the cheapest if the entitled class as per their status before retirement and tickets will have to arranged through authorized/permissible sources as per MoF's guidelines;. If journey is not performed by Air India, Prior approval for travelling in airlines other than Air India would be required as per prescribed procedure: Similarly travelling by train would also be permissible/restricted as per the fare of class entitled to the officer before retirement.	
Secretarial Assistance	'I'	Where the number of witness cited in the charge sheet is more than 10	Rs.40000/-
	'II'	Where the number of witness cited in the charge sheet are between 6-10	Rs.30000/-
	'III'	Where the number of witness cited in the charge sheet is less than 6	Rs.20000/-

50% will be paid on submission of the Inquiry Report. Remaining amount will be paid within 45 days. In case it is not possible to proceed with the matter due to stay by court etc., the Inquiry officer may be discharged from his/her duties and payment of honorarium and other allowances will be made on pro rata basis.

Note: In case of Officers retired from non-pensionable establishments, the remuneration above shall be calculated on 50% of the last pay drawn before retirement.

15. The application not in a prescribed format shall be summarily rejected. Candidates are required to fill the application form (**typed**) and the same filled in application in word format will be uploaded on Google form whose link is given below in point no. 16.

Link for Downloading Application Format :

<https://owncloud.iitd.ac.in/nextcloud/index.php/s/4e9zBnmd6sb3c4D>

16. The duly filled application form will be submitted at the link <https://docs.google.com/forms/d/18I1yEwy4G1PVbvVliikMQzoCrTGx2yymzRLgpfkJsWm/edit>

17. The last date of submission of application for empanelment is **20.07.2022**.