

NOTICE INVITING APPLICATIONS

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

Applications are invited in the prescribed format (**Copy enclosed**) from willing and eligible retired officers of the rank of Deputy Secretary and above in the Central Government and equivalent officers in the State Governments/PSUs to serve as Inquiry Officer for the purpose of conducting departmental inquiry against the officers/officials of the National Highways Authority of India at New Delhi.

2. The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by NHAI. 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 the 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 proceedings 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 panel will be valid for a period of 03 years.**
7. **Terms and conditions for an appointment.** The designated Inquiry Officers shall require to give undertaking as follows:
 - (i) He/She will not be a witness or a complainant in a matter to be inquired into or a close relative, an known friend of the delinquent government officer. A certificate to this effect to be submitted by the designated Inquiry Officer.
 - (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 records, reports 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 officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the Competent Authority
11. The services of the inquiry officer whose performance is not upto the mark shall be terminated with the approval of the Competent Authority

12. 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. 40,000/- 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 of the entitled class as per their status before retirement and tickets will have to be 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 the 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.40,000/-
	'II'	Where the number of witness cited in the charge sheet are between 6-10	Rs.30,000/-
	'III'	Where the number of witness cited in the charge sheet is less than 6	Rs.20,000/-

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 courts 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 NHA and other Government Organizations, which are non-pensionable establishments, the remuneration above shall be calculated on 50% of the last pay drawn before retirement.

13. The application not in a prescribed format shall be summarily rejected.

14. The last date of submission of application for empanelment from willing retired officers is _____.

APPLICATION FOR APPOINTMENT OF RETIRED GOVERNMENT SERVANTS AS THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY

1.	Name of the Officer (In Capital letters)	:									
2.	Date of retirement from Govt. service (Enclose copy of Identity Card issued for Pensioners)	:									
3.	Age on the date of submitting the application	:									
4.	Last Post held before retirement	:									
5.	Basic Pension (enclose copy of PPO)	:									
6.	Details of the Ministry and posts held during the service	:									
	Ministry/Department	Post	<table border="1"> <thead> <tr> <th colspan="2">Period</th> <th rowspan="2">Duties/functions carried in relation to Vigilance Disciplinary inquiry, if any</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Period		Duties/functions carried in relation to Vigilance Disciplinary inquiry, if any	From	To			
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From	To										
7.	Have you ever been assigned the responsibility of Inquiry Officer If yes, the details thereof	:									
8.	Whether retired on attaining the age of Superannuation or voluntary retirement	:									
9.	Whether any penalty was imposed during the service If yes, the detail thereof	:									
10.	Whether any disciplinary proceedings is still under way against you, if yes, details thereof	:									
11.	Whether any FIR/criminal cases ever registered against you; if yes, the details thereof	:									
	Place: Date:		Name and signature Permanent/Present Address & Contact Number								

(The empanelment of retired officers for their appointment as the Inquiry Officer will be done by a Committee)