

No. 7/1/Inquiry/2008-VSII
GOVERNMENT OF INDIA
DIRECTORATE GENERAL
CENTRAL PUBLIC WORKS DEPARTMENT
(VIGILANCE UNIT)
NIRMAN BHAWAN, NEW DELHI

Dated 08 August, 2016


A draft for issue of Press Notice for Invitation of application for empanelment of Inquiry Officers is enclosed herewith.

Encls As above.

(S.S. Chauhan)
Executive Engineer (HQ)

Copy to:

1. ✓ AE (Computer) Vigilance Unit, CPWD alongwith copy of Application Form, Terms and Conditions for uploading on CPWD website www.cpwd.nic.in
2. M/s Nirman Advertising Pvt. Ltd. 1, Link Road, Jangpura Extension, New Delhi-110 014 - 2 copies.
3. Notice Board.


(S.S. Chauhan)
Executive Engineer (HQ)

GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT

INVITATION OF APPLICATION FOR EMPANELMENT OF INQUIRY OFFICERS

Applications are invited from retired CPWD officers from the rank of Chief Engineer and above on behalf of the President of India for the empanelment of Inquiry Officers for three years or up to the date of attainment of 65 years whichever is earlier by 1st April of the year of his/her empanelment.

Application form and terms and conditions can be obtained from the office of EE(HQ) O/o JS & CVO, CPWD, Nirman Bhawan, Room No. 128, 'A' Wing New Delhi - 110011 free of cost on written request up to 31.08.2016, 5.00 pm or can be downloaded from the CPWD website. Duly filled in Application Form along with Terms and Conditions shall be received upto 09.09.2016, 5.00 pm in the office of EE(HQ), O/o JS & CVO, CPWD Room NO. 128 'A' Wing, Nirman Bhawan.

Application Form and terms and conditions can also be downloaded from the CPWD Web Site www.cpwd.gov.in.

The application form received after due date and time shall not be entertained. CPWD reserves the right for rejection of any or all applications without assigning any reason.



(S.S. Chauhan)

Executive Engineer (HQ)
Vigilance Unit, CPWD
Nirman Bhawan, New Delhi.

APPLICATION FORM FOR EMPANELMENT OF INQUIRY OFFICER

1. Full Name:-
2. Last post held and date of retirement:-
3. Date of birth:-
4. Correspondence address with phone No.:-
5. Whether, having the experience of Inquiry Officer:-
6. If yes, number of cases in hand:-
7. Whether the applicant was imposed any penalty:-
8. If yes, quantum of penalty:-
9. Whether, any disciplinary proceeding is in progress against applicant:-

UNDERATKING

1. I solemnly declare that information given above is correct and complete. Any information found at any stage incorrect, I shall be responsible for that.
2. I shall give undertaking that Charged Officer is no way related to me while accepting the appointment.
3. I shall maintain strict secrecy in relation to the documents I receive or information/data collected by me in connection with the Inquiry and utilise the same only for the purpose of inquiry in the case entrusted to me. No such documents/information or data will be divulged to any one during the Inquiry or after presentation of the Inquiry Report. I will maintain strict secrecy and confidentiality of all records/documents/proceedings etc. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed me as such, at the time of presentation of the Inquiry Report.
4. I undertake that the performance of work of Inquiry Officer will not be affected due to additional work/job.

Date:

Signature:-

Place:

Name:-

Postal address with pin and phone No.:-

S.N	TERMS AND CONDITIONS
1	Should not be more than 65 years of age as on the 1 st April of the year of his/her empanelment. The panel of the retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be valid for a period of three years.
2	Should be in sound health, physically and mentally.
3	He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity.
4	Even if appointed Inquiry Officer is engaged with other professional work, he will give undertaking while accepting the appointment that the performance of work of Inquiry Officer will not be affected.
5	Shall be appointed as Inquiry Officer by the Disciplinary Authority of the Charged Officer whose case is entrusted to him/her. Shall give undertaking that Charged Officer is no way related to him while accepting the appointment.
6	Will be entrusted with the Inquiries on 'Case-to-case' basis, by the Disciplinary Authority
7	Shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the Inquiry and utilise the same only for the purpose of Inquiry in the case entrusted to him/her. No such documents/information or data are to be divulged to any one during the Inquiry or after presentation of the Inquiry Report. The Inquiry Officer entrusted with the Inquiries will be required to furnish an undertaking to maintain strict secrecy and confidentiality of all records/documents/proceedings etc. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report
8	Shall conduct the inquiry proceedings only in the office premises of the Department/Organization, which engages him/her
9	The inquiry proceedings are to be conducted at the headquarters of the Departments/Organizations or at the place of concentration of the charges officer(s), witnesses etc. In unavoidable circumstances where the Inquiry Officer has to undertake travel out side the headquarters of the Departments/Organizations for conducting inquiry, transport allowance Rs. 40,000/- (lumpsum) shall be paid for each case.
10	Shall be provided with a room with furniture and lockable almirahs by the concerned Department/Organization, which engages him/her on the days of inquiry. Rs.30,000 per case shall be paid as Secretarial Assistance if no assistance is provided by the department.

11	Shall be provided with the stationery by the Department/Organization, which engages him/her. Postage will be born by Inquiry Officer.
12	Shall be terminated from the services of an Inquiry Officer at any time by the Appointing Authority, without notice and without assigning any reasons.
13	Shall submit the inquiry report after completing the inquiry within six months from the date of his appointment as Inquiry Officer to become eligible for payment of remuneration.
14	The full amount of honorarium of Rs.75,000/- shall be paid to the Inquiry Officer only when the inquiry is completed within a period of 45 days, and Rs.50,000/- will be paid, if the inquiry is completed within a period of 90 days and Rs.30,000/- will be paid, if it is completed within a period of 90 days. Payment will be made to the Inquiry Officer only when the report is accepted by the Disciplinary Authority. In case, if it is not possible to proceed with the matter due to stay by the 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.
15	The number of disciplinary cases may be restricted to 20 cases in a year with not more than 4 cases at a time.
16	Before the honorarium payment is made to Inquiry Officer, all case records and inquiry report may be handed over to the Disciplinary Authority by the Inquiry Officer.