

**GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT**

**INVITATION OF APPLICATION FOR EMPANELMENT OF INQUIRY
OFFICERS**

Applications are invited from retired CPWD officers of 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 his/her empanelment whichever is earlier.

Application form and terms & conditions can be obtained from the office of Executive Engineer (HQ), O/o JS & CVO, CPWD, Nirman Bhawan, Room No. 130, 'A' Wing New Delhi – 110011 free of cost on written request up to 23.03.2018, or can be downloaded from the CPWD website www.cpwd.gov.in. Duly filled in Application Form along with Terms & Conditions shall be received up to 26.03.2018 at 5:00 pm in the office of EE (HQ), O/o JS & CVO, CPWD, Room No. 130, 'A' Wing, Nirman Bhawan, New Delhi.

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.

Executive Engineer (HQ)
Vigilance Unit, CPWD
Room No. 130, 'A' Wing,
Nirman Bhawan, New Delhi.

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

- Name of the officer :
(In capital letters)
- Date of retirement from government service :
- Last Post held before retirement
- Details of the Ministry and posts held during
the service :
- Have you ever assigned the responsibility of the
Inquiry Officer :
- If yes, the details thereof :
Whether retired on attaining the age of :
Superannuation or voluntary retirement :
- Whether any penalty was imposed during the :
service
- If yes, the details thereof :

Name and signature
Permanent/Present Address &
Contact Number

Place:

Date:

(The empanelment of retired officers for their appointment as the Inquiry Officer will be done by a Committee comprising of three Joint Secretary level officers including CVO of the concerned Ministry/Departments/PSUs)

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 certificate that with respect to every inquiry, I am not a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent Government officer.
3. I shall maintain strict secrecy in relation to the documents, received or information/data collected by me in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to me.

Date:

Signature:-

Place:

Name:-

Postal address with pin and phone No.:-

	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 from the date of his/her appointment.
2	The retired officer should not below the rank of Chief Engineer. Present empanelled Inquiry Officers who have completed their three years of empanelment as Inquiry Officer may also apply.
3	He/she should not have been penalized in a Disciplinary Proceedings case (no penalty in DP or prosecution in criminal case).
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 utilize 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	The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/ PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO. The cadre controlling authorities will facilitate necessary arrangements for the Video Conferencing.
9	Shall be terminated from the services of an Inquiry Officer at any time by the Appointing Authority, without notice and without assigning any reasons.
10	The Inquiry Officer shall undertake travel for conducting inquiry (in Unavoidable circumstances) with the approval of an authority as may be nominated by the concerned Ministry/Department.
11	The Inquiry Officer shall submit the inquiry report after completing the 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 Authority as may be prescribed.
12	The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 8 cases in a year, with not more than 4 cases at a time.
13	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.

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 witnesses cited in the charge sheet is more than 10	80% of monthly basic pension drawn
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10	60% of monthly basic pension drawn
	'III'	Where the number of witnesses 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 I 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 a per their status before retirement and tickets will have to be arranged through authorised/ 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 witnesses cited in the charge sheet is more than 10	Rs.40,000/-
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10	Rs.30,000/-
	'III'	Where the number of witnesses 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.

15	<p>Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that:-</p> <p>(a) All case records and inquiry report (two ink signed copies) properly documented and arranged are handed over to the office of Disciplinary Authority.</p> <p>(b) The report returns findings on each of the Articles of Charge which has been enquired into should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.</p> <p>(c) There should not be any ambiguity in the inquiry report and therefore every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/instructions of disciplinary and appeal Rules to which the delinquent Government officials are governed.</p>
16	<p>A review of every empanelled Inquiry Officer will be done after receipt of 2 inquiry reports where adherence to time lines and the procedure and quality of work will be assessed by the concerned Ministry. Subsequent allocation of work may be done only after such evaluation. The services of Inquiry Officers whose performance is not up to the mark will be terminated with the approval of appointing authority.</p>
17	<p>Any issue arising out of this O.M. between the Inquiring Officer and the Disciplinary Authority will be decided by the Secretary, DoPT whose decision shall be final and binding on both parties.</p>