

Date: 9th May 2017

PEC LIMITED, HANSALAYA, 15 BARAKHAMBA ROAD, NEW DELHI – 110001.
(A Government of India Enterprise under the Ministry of Commerce & Industry)

EXPRESSION OF INTEREST

**Sub: APPOINTMENT OF RETIRED GOVERNMENT SERVANT(S) AS
THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY**

(Detailed guidelines, eligibility condition, terms & conditions and other relevant information etc.)

1. Applications are invited from eligible retired officers who earlier worked in the Government Ministries / Departments under the Government of India/ State Governments/Autonomous Bodies and PSUs to appoint as Inquiry Officer for conducting departmental inquiry against a delinquent official in the PEC.

2. Persons applying for Inquiry Officer should have worked at the level of Deputy Secretary or above. Equivalence of Central Government ranks vis-à-vis PSU designations would be as under:

Joint Secretary and above in Central Government = Director and CMD of PSU
Dy. Secretary/Director in Central Government = From Joint GM and above

3. The term of appointment of Inquiry Officer for conducting inquiry and submitting Inquiry Report shall be three years. However, the term of appointment of such officers may further be extended for another year, if required.

4. Following are the eligibility conditions for appointment of willing retired officers as the Inquiry Officers to conduct the departmental inquiry:

- (i) The retired officers willing to serve as the Inquiry Officer should not be more than 65 years of age as on 01.04.2017.
- (ii) He / she should be in sound health- both physically and mentally.
- (iii) He / she should not be an accused officer in any pending inquiry.
- (iv) The retired officer willing to serve as the Inquiry Officer should have impeccable integrity and clean service record.

5. Willingness of the retired officer(s) to serve as Inquiry Officer for conducting departmental inquiry is called for by inviting applications. Eligible retired officers are required to submit their applications in the prescribed Application Format which *inter-alia* infer that they are ready and willing to serve as Inquiry Officer.

6. Terms and conditions for appointment of retired officers as the Inquiry Officer. The designated Inquiry Officers shall be required to give an undertaking as follows:

- (i) that he/ she is not a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent officer of the Foundation.
- (ii) 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 purposes of inquiry in the case entrusted to him/ her.

7. No such documents/ information or data shall be divulged to any one during the inquiry or after presentation of the Inquiry Report. All the papers/ records etc. available with the Inquiry Officer shall be duly returned to PEC as such, at the time of presentation of the Inquiry Report.

8. The Inquiry / inquiry proceedings shall preferably be conducted in the official premises of PEC Head Office at New Delhi.

9. The Inquiry Officer shall submit the Inquiry Report after completing inquiry within ninety days from the date of his/ her appointment as Inquiry Officer. Extension of time beyond ninety days can be granted only by the Disciplinary Authority.

10. The rates of Honorarium and allowances payable to the Inquiry Officer will be as under:

Particulars/Details			Rate per case (in Rupees)	
Item	Category	Time taken to complete the inquiry proceedings	Dy. Secretary/ Director	Joint Secretary and above
Honorarium	"I"	Within 45 days	Rs.60,000/-	Rs.75,000/-
	"II"	Within 90 days	Rs.40,000/-	Rs.50,000/-
	"III"	Beyond 90 days	Ea.30,000/-	Rs.40,000/-
Transport Allowance		At actual, as per PEC Rules.		
Secretarial Assistance		Rs.30,000/- per case if no secretarial assistance is provided by PEC		

Note: Secretarial assistance to Inquiry Officer may be provided by PEC as per the requirement/ demand / convenience of officers.

11. Payment will be made to Inquiry Officer only when the Inquiry Report is submitted and the same is accepted by the Disciplinary Authority. In case it is not possible to proceed in the matter due to stay by Court(s) etc., the Inquiry Officer may be discharged from his/ her duties and payment of honorarium will be made on *pro-rata* basis.

12. Before the payment is received by the Inquiry Officer, it will be his/ her responsibility to ensure that:

(i) All case records and Inquiry Report (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority.

(ii) The Report returns findings on each of the Article of Charge which has been enquired into should specifically deal and addresses each of the procedural objections, if any, raised by the charged officers as per the extant Rules and instructions.

(iii) There should not be any ambiguity in the Inquiry Report and therefore the case should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant Rules/ instructions of Conduct, Disciplinary and Appeal Rules to which the delinquent official is governed.

13. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of PEC LIMITED.

14. Persons willing to apply for being appointed as Inquiry Officer may send/ submit their applications duly filled-in in the prescribed Application Format and as per the procedure. The applications should be addressed to the General Manager P&A, PEC LIMITED, Hansalaya, 15 Barakhamba Road, New Delhi – 110001., **latest by 29.05.2017.**

15. This issues with the approval of the Competent Authority.

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

**Name Of Officer :
(in Capital Letters)**

Date of retirement from Govt. Service :

**Age on the date of submitting the :
application**

**Details of the Ministry and posts held :
During the service**

**Have you ever been 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**

Pace:

Date:

(The empanelment of retired officers for their appointment as Inquiry Officer will be done by a committee comprising of three Joint Secretary level officers including CVO of the concerned PSU)