No. 142/01/2021-AVD.I.C.I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
******

North Block, New Delhi
Dated the 25 January, 2022

OFFICE MEMORANDUM

Sub: Inviting panel of officers to be nominated for appointment of Inquiry Officer for conducting departmental inquiries against the delinquent officials in the Ministry of Health & Family Welfare (MoHFW) - reg.

The undersigned is directed to circulate OM No.C-14017/03/2016-Vig. dated 03rd January, 2021 received from Ministry of Health & Family Welfare regarding inviting panel of officers to be nominated for appointment of Inquiry Officer for conducting departmental inquiries against the delinquent officials in the Ministry of Health & Family Welfare (MoHFW). **The last date of receipt of application has now been extended to 15th February, 2022.**

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.

(Sanjay Kumar)
Under Secretary to the Govt. of India

To

All Ministries/Departments (through DoPT's website)

-I/3384981/2022

No. C-14017/03/2016-Vig.
Government of India
Ministry of Health & Family Welfare

Nirman Bhawan, New Delhi
Dated 3rd January, 2021

OFFICE MEMORANDUM

Subject:- Inviting panel of officers to be nominated for appointment of Inquiry Officer for conducting disciplinary proceedings on the vigilance matters for Vigilance Division, MoHFW.

The undersigned is directed to state that the issue of utilizing the services of retired officers for conducting departmental inquiries has been under consideration. It is been decided that panels of retired officers from Ministries / Departments / Autonomous Organisations under Government of India would be created and maintained for conducting Departmental Inquiries on vigilance matters against the delinquent officers in Ministry of Health & Family Welfare.

2. It is proposed to maintain a panel of retired officers not below the rank of Deputy Secretary or equivalent in Central Government and in autonomous organisation to be appointed as Inquiry Officer for the purpose of conducting departmental inquiries at the following places:-

(i)	New Delhi	(ii)	Pune	(iii)Hyderabad
(iv)	Mumbai	(v)	Chennai	(vi)Bengaluru
(vii)	Kolkata	(viii)	Goa	(ix)Lucknow
(x)	Guwahati	(xi)	Thiruvananthapuram	(xii) Bhopal
(xiii)	Kochi	(xiv)	Patna	(xv) Ahmedabad
(xvi)	Bhubaneswar			

4. The panels of retired officers not below the rank of Deputy Secretary in Central Government to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries would be maintained level/rank wise and place-specific where its offices are located. Applications are invited from retired officers of Central Government/Central Government autonomous organisations not below the rank of Deputy Secretary willing to serve as Inquiry Officer for conducting departmental inquiries on vigilance matters as per format of the application enclosed.

5. The following eligibility and terms and conditions may be considered for appointment of willing retired officers as the Inquiry officers to conduct departmental inquiries on vigilance matters in MoHFW:-

Not for AVD-II

(i) The retired officers willing to serve a the Inquiry Officers should not be more than 70 years of age as on the 1st January of the year of his / her empanelment.

(ii) He /she should be in sound health-both physically and mentally.

JS(AVD-I(C1)

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C.R. प्रशिक्षण विभाग Personnel & Trg. 13 JAN 2022

Received today
17.01.2022
SO(AD.II)

(iii) He/She should not be an accused officer in any pending inquiry and should have had an impeccable track round in terms of integrity.

(iv) Vigilance clearance certificate from the office where last served to be submitted alongwith certificate of no penalty during the entire service period. The officer is also to self certify that there are no disciplinary proceedings or criminal proceedings pending against him during the service or any time thereafter.

(v) The retired officer must have handled disciplinary case as IO in atleast one case or have dealt with disciplinary case during the service with knowledge of conduct of disciplinary proceedings.

(vi) Once the disciplinary case is entrusted to the officer, they should maintain confidentiality of the case records and should not refuse to accept the assignment without any valid reason to the satisfaction of the Competent Authority.

(vii) The number of disciplinary cases assigned to an Inquiry Officer would be restricted to 8 cases in a year, with not more than 4 cases at a time.

(viii) The applications of retired officers willing to serve as an Inquiry Officer should meet the eligibility criteria and clean service record.

(ix) 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 Government Officer.

(x) 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.

(xi) The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department / Organisation, which engages him/her.

(xii) The IO has to arrange secretarial assistance on his own.

(xiii) No such documents/information or data shall be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. 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.

(xiv) 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 depending on the circumstances of the case.

(xv) The rates of honorarium and other allowances payable to the Inquiry Officer is to be fixed based on payment terms as indicated in DoP&T OM No.142/40/2015-AVD.I dated 15/9/2017, which is as follows:-

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 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 traveling in airlines other than Air India would be required as per the prescribed procedure; Similarly traveling by train would also be permissible/restricted as per the far of class entitled to the officer before retirement. Prior approval is also to be obtained for travelling of the class by witness who are private persons and tickets are to be booked through authorised / permissible sources as per MoF's guidelines.
Secretarial Assistance	'I'	Where the number of witnesses cited in the charge sheet is more	Rs.40,000/-

		than 10	
	'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/-

(xvi) Payment will be made to the Inquiry Officer only when report is accepted by the Disciplinary Authority. 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.

(xvii) Before the payment is received by the Inquiry officer, it will be his / her responsibility to ensure that:-

(a) All case records and inquiry report (ink signed copies on pages in blue ink) properly documented and arranged is handed over to the Disciplinary Authority.

(b) The report must contain findings on each of the Articles of charge which has been enquired into and should specifically deal and address each of the procedural objections, if any raised by the charged officers as per the extant rules and instructions.

(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.

(d) General Examination of the C.O. should be taken as per rules / instructions of disciplinary proceedings.

(e) All records should be authenticated in blue ink on all pages. The documents taken on record must be legible and should not be cut in corners or smudged on any part of the pages. The documents of CO are also to be legible and authenticated in blue ink on all pages. The inquiry report and other documents taken on record are to be serially numbered and indexed. The documents should be titled properly and indexed like Daily order sheets, Prosecution exhibits, Defence exhibits, statement of witnesses of PO/CO, general examination, correspondence with DA/CO, PO brief, CO brief etc.

(xviii) The services of Inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.

6. The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station / place, PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO following principles of natural justice.

7. After receipt of applications from eligible officers, the application may be scrutinised and eligible applications may be shortlisted for appointment of Inquiry Officer. The panel may be kept for a period of 3 years or until fresh panel is made.

8. The services of Inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.

9. The application forms may be sent to this office before 17-01-2022.

10. Those interested and also eligible for consideration as Inquiry Officer may forward the application forms to Under Secretary (Vigilance) Ministry of Health and Family Welfare, Room No.414 A, D Wing, Nirman Bhavan, New Delhi-110108.

Digitally Signed by S Sridhar
Date: 03-01-2022 16:28:17
Reason: Approved

(S. Sridhar)
Under Secretary to the Govt. of India

To

All Ministries / Departments of Government of India.

Copy to:

(i) Under Secretary (CDN-I) with a request to circulate the O.M. within Ministry of Health & Family Welfare and also upload the same in the web-site of Ministry so that the interested retired officers can apply.

FTS 2478964

(ii) Under Secretary (AVD-I), Department of Personnel & Training with the request to circulate the O.M. by uploading the same on the web-site of DoP&T.

D/o 3385064

I/3384980/2022

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

1.Name of the officer :
(In the capital letters)

2.Date of the retirement from the Government service :

3.Age on the date of submitting the application :

4.Last post held before retirement :

5.Details of the Ministry and post held during the Service :

6.Whether the post held on retirement is of the level

of DS/Director equivalent or JS and above level :

Amount of Basic Pension drawn :

7.Have you ever assigned the responsibility of the Inquiry officer :

8.If yes, the details thereof with no. of inquiries conducted :

8(a) If not,the details of experience/knowledge in dealing with conduct of disciplinary cases

9.Whether retired on attaining the age of Superannuation or voluntary retirement :

10.Whether any penalty was imposed during the Service :

If yes, the detail thereof :

11. Vigilance clearance certificate from the office where last served attached : Yes/ NO

J/3384980/2022

12. Certificate of no penalty during the entire service period enclosed : Yes/NO

13. Certified that there are no disciplinary proceedings or criminal proceedings pending against me during the service or any time thereafter.

14. Certified that the above information is correct and no information has been withheld.

Name and signature

Present address &

Contact number

(Mob. No.

Landline (if any)

Email :

Place:

Date: