OFFICE MEMORANDUM

Subject: Inviting applications of retired officers as Inquiry Officers for conducting Departmental Inquiries.

The undersigned is directed to state that the issue of utilizing the services of retired officers for conducting departmental inquiries has been under consideration for quite some time. It has now been decided that panels of retired officers from the Ministries/Departments under Govt. of India and PSUs would be created and maintained for conducting Departmental Inquiries on vigilance matters against the delinquent officers in Ministry of AYUSH.

2. It is proposed to maintain a panel of retired officer not below the rank of Deputy Secretary or equivalent in Central Government and in autonomous organization to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries at New Delhi.

3. Validity of the panel: 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.

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

   (i) The retired officers willing to serve as the Inquiry Officers should not be more than 65 years of age as on the 1st April of the year of his/her empanelment.

   (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 and should have had an impeccable track record in terms of integrity.

5. Applications are invited from retired officer of Central Government/autonomous organization not below the rank of Deputy Secretary willing to serve as Inquiry Officer for conducting departmental inquiries on vigilance matters. A format of the application is enclosed.
6. The number of disciplinary cases assigned to an Inquiry Officer would be restricted to 20 cases in a year, without more than 4 cases at a time.

7. Terms and conditions for appointment of retired officers as the Inquiry Officer.

   The designated Inquiry Officer shall require 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 Government officer.
   
   (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 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 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.

9. The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department/Organization, which engages him/her.

10. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the Disciplinary Authority.

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

12. The rates of honorarium and other allowances payable to the Inquiry Officer will be as under:-

<table>
<thead>
<tr>
<th>Particulars / Details</th>
<th>Rate per case (in Rs.)</th>
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</thead>
<tbody>
<tr>
<td>Honorarium</td>
<td></td>
</tr>
<tr>
<td>'I' Category Within 45 days</td>
<td>Rs. 60000/-</td>
</tr>
<tr>
<td>'II' Category Within 90 days</td>
<td>Rs. 40000/-</td>
</tr>
<tr>
<td>'III' Category Beyond 90 days</td>
<td>Rs. 30000/-</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td>Rs. 40000/- per case</td>
</tr>
<tr>
<td>Secretarial Assistance</td>
<td>Rs. 30000/- per case if no secretarial assistance is provided by the Ministry/Department concerned.</td>
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</tbody>
</table>
Payment will be made to the Inquiry Officer only when the 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.

13. 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 (two ink signed copies) properly documented and arranged is handed over to the disciplinary Authority.

(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.

(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.

14. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the Ministry/Department/Officer concerned.

15. The Department of Personnel & Training (AVD.I) may be consulted in case of clarification(s) on any of the issues related to empanelment of retired officer as an Inquiry Officer for conducting departmental inquiries.

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

(Anjan Biswas)
Under Secretary to the Govt. of India

To

1. All Heads of Research Councils /National Institutes under Ministry of AYUSH (as per list attached).
2. All Officers of the rank of Deputy Secretary and above in the Ministry of AYUSH.
3. The Under Secretary (CS), Ministry of AYUSH.
4. NIC for uploading the above O.M. on the website of Ministry of AYUSH.
APPLICATION FOR APPOINTMENT OF RETIRED GOVERNMENT SERVANTS AS
THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY

Name of the Officer : 
(in capital letter)

Date of retirement from Government service : 

Age on the date of submitting the application : 

Last post held before retirement : 

Details of the Ministry and post 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 : 

If yes, the details thereof : 

Name and signature with date, Permanent/ Present Address & contact number

Place: 
Date: