

No. C.14017/3/2016-Vig.
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Nirman Bhawan, New Delhi
Vigilance Division

Room No.-414, D-Wing,
Nirman Bhawan, New Delhi
Dated 24th May, 2016

OFFICE MEMORANDUM

Subject : Inviting panel of officers to be nominated for appointment of Inquiry Officer in r/o disciplinary proceedings-regarding.

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/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 the 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 | | |

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 70 Years of age as on the 1st June 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 round in terms of integrity.

5. Applications are invited from retired officer of Central Government/autonomous organisation 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.

Contd..2/-

6. The number of disciplinary cases assigned to an Inquiry Officer would be restricted to 20 cases in a year, with not more than 4 cases at a time.

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

Particulars/Details			Rate per case (in ₹)	
Items	Category	Time taken to complete the inquiry proceedings	Dy. Secretary / Director	Joint Secretary and above
Honorarium	'I'	Within 45 days	₹60000	₹75000
	'II'	Within 90 days	₹40000	₹50000
	'III'	Beyond 90 days	₹30000	₹40000
Transport Allowance			₹40000/- per case	
Secretarial Assistance			₹30000 per case if no secretarial assistance is provided by the Ministry/Department concerned.	

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 sent to this office before 30-06-2016.

Lalit Kapoor

(Lalit Kapoor)

Under Secretary to the Govt. of India
Tel. No. 23061143(O)

To
All Ministries / Departments (As per list)

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.
- (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.

**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 :

Age on the date of submitting the application :

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 with date,
Permanent / Present Address & Contact Number

Place:

Date: