



F.No.A.40011/1/2020-Admn.-II
The National Institute of Health & Family Welfare

Baba Gangnath Marg, Munirka,
New Delhi-110067
Dated:- 11/04/2022

NOTICE INVITING APPLICATIONS

Sub: Empanelment of retired officers as the Inquiry Officers for conducting Departmental Inquiries – reg.

Applications are invited in the prescribed format (copy enclosed) from willing and eligible retired officers of the rank of Deputy Secretary and above in the Central Government and equivalent officers in the State Governments/PSUs to serve as Inquiry Officers for conducting departmental inquiry against officers/officials of The National Institute of Health & Family Welfare at New Delhi. The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Institute. Preference will be given to eligible persons residing at Delhi and NCR area. TA will be admissible to the officers for conducting inquiry as per the relevant rules/Guidelines of the Govt. of India.

2. The eligibility conditions for appointment of willing retired officers as the Inquiry Officers to conduct departmental inquiries, will be as under:-
 - (i) Retired officers who are willing to serve as Inquiry Officer.
 - (ii) He/she should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case).
3. The applications will be screened by a three member Committee of officers of Professor level in the NIHFV and the recommendations of the Committee will be placed before the competent authority for his approval. The decision of the competent authority shall be final.
4. **The panel will be valid for a period of three years.**
5. The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 08 cases in a year, with not more than 4 cases at a time. However, empanelment as Inquiry Officer will not guarantee that an officer is mandatorily assigned an inquiry and the same will be subject to availability of work.
6. The terms and conditions for appointment of retired officers as the Inquiry Officer will be governed by DOP&T's OM F.No.142/40/2015-AVD.I, dated 15/09/2017 as amended from time to time.

Contd...

7. The rates of honorarium and other allowances payable to the Inquiry Officers 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/Railways AC I will be reimbursed in addition.(subject to the approval of the competent authority and for outstation journey 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 would be required as per the prescribed procedure; Similarly travelling by train would also be permissible/restricted as per the far 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.

8. Applications, complete in all respect, should reach the undersigned on or before **7th May, 2022.**

9. This issues with the approval of Director,(Additional Charge)NIHFW.

Encls.: As above.

Kishorey
11.4.2022
Incharge (Admn.II)

Copy to:

Incharge, Computer Centre, NIHFW - with a request to publish this Notice on the website of the NIHFW.

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

1. Name of the Officer :
(In capital letters)
2. Date of retirement from Govt. service :
(Enclose copy of Identity Card issued
for Pensioners)
3. Age on the date of submitting the application :
4. Last Post held before retirement :
5. Details of the Ministry and posts held during:
the service

Ministry/Department	Post	Period		Duties/functions carried in relation to Vigilance/Inquiry, if any
		From	To	

6. Have you ever assigned the responsibility of :
Inquiry Officer
If yes, the details thereof
7. Whether retired on attaining the age of :
Superannuation or voluntary retirement
8. Whether any penalty was imposed during :
the service
If yes, the detail thereof :

Place:
Date:

Name and signature
Permanent/Present Address &
Contact Number

(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/Department/PSUs)