

**India Government Mint,
D-2, Sector-1, Noida-201301,
Gautam Buddh Nagar, Uttar Pradesh
(A Unit of Security Printing and Minting Corporation of India Ltd.)**

Advertisement inviting application for empanelment of Inquiry Officers

India Government Mint, Noida (A Unit of Security Printing and Minting Corporation of India Limited), wholly owned Government of India invites application from retired Government Servant/Public Servant as per following criteria/requirements for empanelment of Inquiry Officers for a period of 3 years the purpose of conducting departmental inquiries. Such officers will be appointed as Inquiry Officers, as per requirement, on case to case basis:

The details of the eligibility criteria for the assignment, honorarium payable per inquiry case etc. are given below:

1. Validity of the panel:

The panel of the retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be normally valid for three years. The Competent Authority may, however, depanel any empanelled officers at any time, for good and sufficient reasons, to be formally brought on record which may or may not be communicated to the retired officer.

2. Eligibility:

- I. Minimum education qualification : Graduate in any subject from a recognized university/institute
- II. Experience: (a) Retired Government Servant/public servant should have worked on E-4 level or equivalent or higher level at the time of retirement and (b) Experience in conduction of departmental enquiries in Govt. department / PSUs. (c) The individual should have an exposure of minimum 3 years in HR / Vigilance domain.
- III. Preference: (a) Retired from CVC or Vigilance Department or has worked in CVC/Vigilance department for a substantial period of time i.e. more than 5 years (b) He / She should have conducted at least 2 inquiries during the last 2 years, prior to engagement.

- The applicant should not have been penalized in a Disciplinary Proceeding case (No penalty in disciplinary proceedings or No prosecution in criminal case).

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

The designated Inquiry Officer shall be required to give an undertaking as follows:

i. That the candidate 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 official. A certificate to this effect will be obtained from the Inquiry Office with respect to every inquiry and placed on record

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.

iii. The Inquiry Officer shall not engage himself / herself in any other professional work or service, which is likely to be in conflict with the performance of his/her duties as Inquiry Officer.

4. 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.

5. The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/PO etc.

6. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of an authority as may be nominated by the concerned Unit.

7. 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 only by the Authority as may be prescribed.

8. The honorarium and other allowance payable to empanelled retired government officers on performing as Inquiry Officer shall be as under:-

Items	Category	Time taken to complete the Inquiry proceedings	Rate per case (in rupees) for Central Govt. retired Officers
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	50% of monthly basic pension drawn

		sheet is less than 6	
Transport Allowance			Rs.40000/- per case. Subject to 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 disciplinary authority and for outstation journey by Air journey will be performed by Air India in the cheapest of the entitle class as per their status before retirement and tickets will has to be arranged through authorized/permissible sources, It journey is not performed by Air India, prior approval for travelling in airlines other than Air India would be required as per the prescribed procedure; Similarly travelling by train would also be permissible/restricted as per the fare of class entitled the officer before retirement.
Secretarial Assistant	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

Items	Category	***Rate per case (in rupees) for officer retired from SPMCIL/PSUs
1	For administrative cases	Rs.15000/- (without prosecution witness)
		Rs.25000/- (with prosecution witness)

- ❖ 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.
- ❖ 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 only by disciplinary authority.

Note: ***Above rates of honorarium and other allowance are applicable to retired PSU officers. As they will be paid honorarium and other allowance as per CHO letter dated 18.07.2014.

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

- ❖ All case and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority.
 - ❖ The report returns findings on each of the Articles of Charges 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.
 - ❖ There should not be any ambiguity in the inquiry report and therefore care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/Conduct and Disciplinary and appeal Rules to which the delinquent official is governed.
10. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the concerned.
 11. The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 8 cases in a year, with not more than 4 cases at a time.
 12. Interested persons fulfilling the above eligibility criteria may sent their application in prescribed proforma along with self-attested copies of relevant documents so that it reaches to the General Manager, India Government Mint, D-2, Sector-1, Noida-201301 by **15.04.2019** through Registered Post or Speed Post. Application received after the due date will not be entertained. For any postal delay India Government Mint Noida management will not be responsible.
 13. In case, it is found at any stage of the selection process or during tenure period that the candidate has furnished false information/certificate or incorrect information or suppressed any relevant information/material facts or does not fulfill the eligibility criteria, his/her candidature/service are liable for rejection/termination without notice/prosecution. The General Manager, India Government Mint, Noida reserves the right to cancel the whole process of engagement, without assigning reasons thereof.
 14. IGM Noida reserves the right to reject any or all applications from the Retired Officers without assigning any reason(s) thereto. IGM Noida reserves the right to change/modify/cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.

Sd/-
Dy. Manager (H.R.)