

**ADVERTISEMENT**

**Subject: Appointment of retired Public Servants as the Inquiry Officers for conducting Departmental Inquiry-reg.**

National Minorities Development and Finance Corporation (NMDFC) intends to appoint one retired Public Officer as the Inquiry officer. The interested retired public servants who retired from the posts not below the rank equivalent to Deputy Secretary in the Central Government/ State Government or Public Sector Undertakings and who are eligible to be appointed as Inquiry Officer for the purpose of conducting departmental inquiry as per terms and conditions stipulated in the DoPT's O.M. dated 15.09.2017, are requested to submit their application through speed post or by email ([m.punia29@nic.in](mailto:m.punia29@nic.in) or [puniamanoj0810@gmail.com](mailto:puniamanoj0810@gmail.com)) **latest by 10<sup>th</sup> February, 2020** in the prescribed format (Copy attached) for appointment as Inquiry Officer, to the Chief Manager (HRM&A), NMDFC, 1<sup>st</sup> Floor, Core – I, Scope Minar Laxmi Nagar, Delhi – 92 along with details of Basic Pension Drawn.

**A. Eligibility conditions for appointment of willing retired Public Servant as the Inquiry Officer to conduct departmental inquiries:-**

- (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)

**B. Terms and conditions for appointment of retired Public Servant as the Inquiry Officer.**

**1. 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 employee of the Corporation. A certificate to this effect will be obtained from the Inquiry Officer 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.

**2. 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.**

- 3. 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.**



4. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of CMD, NMDFC.
5. The Inquiry Officer shall submit the inquiry report after completing the inquiry within 45 days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond 45 days can be granted only by the CMD, NMDFC.
6. The rates of honorarium and other allowances payable to the Inquiry Officer will be as per the DoPT OM dated 15/09/2017, which is given as under:-

Items	Particulars
Honorarium	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 1 will be reimbursed in addition.
Secretarial Assistance	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 *prorata* basis.

7. 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 office of 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 o 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 employees of the Corporation are governed.
8. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of NMDFC.

**Manoj Punia**  
**Chief Manager (HRM&A)**

**APPLICATION FOR APPOINTMENT OF RETIRED PUBLIC SERVANT AS THE  
INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY**

Name of the officer :  
(In capital letters)

Date of retirement from PSU :

Last Post held before retirement :

Details of the Office and posts held during the service :  
Basic Pension as on date :  
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  
Permanent/Present Address &  
Contact Number**

**Place:**  
**Date:**

