

No.F.16.1/2017-E-II/AOIO | 21  
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
SRI AUROBINDO MARG, NEW DELHI – 110 016

Dated : 10<sup>th</sup> January 2017

NOTICE

**Sub:- Notice for empanelment of retired officers as the Inquiry Officer for conducting departmental inquiries in NCERT, New Delhi.**

1. National Council of Educational Research and Training, Sri Aurobindo Marg, New Delhi – 110 016 intend to empanel retired Officers not below rank of Dy. Secretary in the Central Government and equivalent Officer in the State Government or PSUs to be appointed as Inquiry Officer for the purpose of conducting departmental inquiries. The panel created for the above purpose will be valid for the period of three years.

2. Eligible retired officials willing for empanelment as Inquiry Officer may send their Bio-Data duly completed in all respects as per proforma (Annexure-'A') **by 30.01.2017** to the Deputy Secretary, Establishment II, National Council of Educational Research and Training, Sri Aurobindo Marg, New Delhi – 110 016 by post and a copy of same may be sent by email with subject as **"Empanelment of Inquiry Officer"** to eiincert@gmail.com.

3. Following are the eligibility conditions for appointment of willing retired officers as Inquiry Officers to conduct departmental inquiries:-

(i) The retired officers willing to serve as the Inquiry Officer should not be more than 70 years of age as on 01<sup>st</sup> April 2017.

(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 be of impeccable integrity.

4. 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

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utilize the same only for the purpose of inquiry in the case entrusted to him/her.

5. 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.

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

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

8. 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 will be granted only by the Disciplinary Authority depending upon the circumstances of the case.

9. The rates of honorarium and other allowances payable to the

Items	Particulars/Details		Rate per case (in Rupees)	
	Category	Time taken to complete the inquiry proceedings	Dy. Secretary/Director	Joint Secretary and above
Honorarium	A	within 30 days	60000	75000
	B	within 45 days	50000	60000
	C	within 60 days	40000	50000
	D	within 90 days	30000	40000
	E	beyond 90 days	15000	20000
Transport Allowance	40000			
Secretarial Assistance	30000 per case if no assistance is provided by the Department/Office concerned			

10. 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 court 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.

11. Before the payment is received by the Inquiry Officer, 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 officials are governed.

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

**(Kanta Kelkar)**  
**Deputy Secretary**

Copy to:-

1. Head, DICT & TD with request to upload the notice on the Council's website under title "Empanelment of Retired Officers as Inquiry Officer for conducting departmental inquiries in NCERT".
2. PS to Director for information.
3. PS to Joint Director for information.
4. PA to Secretary for information.
5. Guard file.

