

स्पीड पोस्ट/गोपनीय
केन्द्रीय विद्यालय संगठन(मुख्यालय)
18 सांस्थागत क्षेत्र, शाहीद जीत सिंह मार्ग,
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दिनांक: 21.08.2019

उपायुक्त
केन्द्रीय विद्यालय संगठन,
सभी क्षेत्रीय कार्यालय।

विषय: केन्द्रीय विद्यालय संगठन में विभागीय जांच हेतु केन्द्रीय विद्यालय संगठन व अन्य सरकारी संस्थानों से सेवा-निवृत्त अधिकारियों को जांच अधिकारी नियुक्त करने के लिए नामिका (empanelment) तैयार करने के संबंध में।

महोदया / महोदय,

उपरोक्त के संदर्भ में अवगत कराना है कि आयुक्त, केन्द्रीय विद्यालय संगठन, नई दिल्ली द्वारा यह निर्णय लिया गया है कि केन्द्रीय विद्यालय संगठन में विभागीय जांच प्रभावी व यथासमय करने के लिए सेवा-निवृत्त अधिकारियों (के0वि0सं0 व अन्य सरकारी संस्थानों से) को विभागीय जांच के लिए जांच अधिकारी नियुक्त किया जाए तथा उनकी नामिका (empanelment) सभी क्षेत्रीय कार्यालय स्तर पर तैयार की जाए। इस नामिका को चयन के लिए, इसका पुनरीक्षण व जांच के0वि0सं0 (मु0) में कार्यरत संयुक्त आयुक्त स्तर के अधिकारी से कराई जाएगी तथा संस्तुति आयुक्त, के0वि0सं0 (मु0), नई दिल्ली के अनुमोदनार्थ प्रस्तुत की जाएगी। अतः इस नामिका को तैयार करने के लिए नियम 14(12) सी0सी0एस0 (सी0सी0ए0), नियम, 1965 व भारत सरकार, कार्मिक लोक शिकायत तथा पेंशन मंत्रालय (कार्मिक और प्रशिक्षण विभाग) के कार्यालय ज्ञापन एफ.न0142/40/2015-AVD.1 दिनांक 15.09.2017 (संलग्न) का संज्ञान लेते हुए इसमें जारी निबंधन और शर्तों का पालन करते हुए कृपया 16 सितम्बर, 2019 तक इस कार्यालय को अपनी संस्तुति, अभ्यर्थी की सहमति / Undertaking व Bio-data (संलग्न प्रपत्र में) व सभी सम्बंधित प्रपत्रों के साथ अग्रिम कार्रवाई हेतु भेजना सुनिश्चित करें :

1. Retired Officers below the rank of Deputy Secretary in Central Govt. and equivalent officer in the Autonomous Body are not to be appointed as the I.O.
2. The panel of such retired officer appointed as I.O. will be valid for a period of three years.
3. Retired officers who are willing to serve as I.O. and he/she should not have been penalized in Disciplinary proceeding or criminal case.
4. The number of cases assigned to an IO shall be restricted to 8 cases in a year, with not more than 4 cases at a time.
5. The designated IO shall have to give undertaking that (i) he/she is not a witness or a complainant in the case, not a close relative or a known friend of the delinquent officer. (ii) Shall maintain strict secrecy in relation to the document, information etc. he/she receives/collected in connection with the inquiry.
6. All records, report etc. available with ther IO shall be returned to the authority which appointed him/her at the time of submission of inquiry report.

7. IO shall conduct inquiry at a location taking into account the availability of records, place where the misconduct occurred, convenience of witnesses/PO etc.
8. The IO shall travel for conducting inquiry with the approval of an authority as may be nominated by the competent authority.
9. IO shall submit inquiry report within 180 days. Extension of time beyond 180 days can be granted by the prescribed authority.
10. The rates of honorarium, Transport Allowance and Secretarial Assistance to the IO will be paid as per rate prescribed by DoPT from time to time.
11. Before receiving the payment, the IO will ensure that two copies of Inquiry report are handed over to the Disciplinary Authority, specifically dealt with and address each of the procedural objection raised by CO and there should not be any ambiguity in the inquiry report.
12. Letter regarding engaging IO will be issued with the approval of the Disciplinary Authority.
13. After receipt of 2 inquiry reports, the empanelled IO will be reviewed with reference to the adherence to time limit, procedure and quality of work. The services of IO whose performance is not upto the mark will be terminated by the appointing authority.
14. Any issue arising between the IO and the Disciplinary Authority will be decided by the Head of the Deptt. whose decision shall be final and binding on both parties.

अतः आपसे अनुरोध है कि केन्द्रीय विधालय संगठन में विभागीय जांच के लिए सेवा-निवृत्त अधिकारियों को जांच अधिकारी नियुक्त करने के लिए जो नामिका (empanelment) तैयार की जाए उसमें उपरोक्त दिशानिर्देशों का पालन किया जाए तथा आवेदक अधिकारी से उपरोक्त बिन्दुओं के सत्यापन/अनुपालन हेतु दस्तावेज व Undertaking के साथ इस कार्यालय में दिनांक 16 सितम्बर, 2019 तक भेजना सुनिश्चित करें।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जा रहा है।

संलग्न: यथोपरि।

भवदीय

सौरभ जैन

(सौरभ जैन)

अपर आयुक्त (प्रशा) व
मुख्य सतर्कता अधिकारी

प्रतिलिपि:-

1. उपायुक्त, ई0डी0पी0, के0वि0सं0, को इस निवेदन के साथ की पत्र को के.वि.सं.(मु0) (मु0) की वेबसाइट में शीर्ष सूचनापट (Announcement) के अंतर्गत अपलोड करें। केन्द्रीय विधालय संगठन से इतर अन्य सरकारी संस्थानों से सेवा-निवृत्त अधिकारी (Not below the rank of Deputy Secretary) जो पत्र में दिये गये 1 से 14 बिन्दुओं पर पात्रता के साथ इच्छुक हैं अपने Bio-data के साथ समस्त वांछित प्रपत्रों के साथ अधोहस्ताक्षरी को दिनांक 16 सितम्बर, 2019 तक आवेदन कर सकते हैं।
2. गार्ड फाईल ।

F.No.142/40/2015-AVD.I
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi Dated, the 15th September, 2017

OFFICE MEMORANDUM

Subject:- Procedure for empanelment of retired officers as the Inquiry Officers for conducting Departmental Inquiries- reg.

The undersigned is directed to state that the issue of utilizing the services of retired officers for conducting departmental inquiries had been under consideration of the Department. It has now been decided that panels of retired officers from the Ministries/Departments under Government of India and PSUs would be created and maintained by the respective Cadre Controlling Authorities for conducting Departmental Inquiries against the delinquent officials.

2. **Procedure for empanelment of retired officers as the Inquiry Officers** - Panels of retired officers not below the rank of Deputy Secretary in Central Government and equivalent officer in the State Governments/PSUs to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries would be maintained level/rank wise and place-specific by each cadre controlling authority where its offices are located.
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. The respective Cadre Controlling Authority will ensure that a panel of retired Inquiry Officers is available with them.
4. Following are the eligibility conditions for appointment of willing retired officers as the Inquiry Officers 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)
5. The respective Cadre Controlling Authority will immediately take necessary action for inviting applications from willing and eligible retired officers to serve as the Inquiry Officer for conducting departmental inquiry. In this regard, a format for inviting applications is annexed.

6. A three-member committee consisting of Joint Secretary level officers including CVO of the concerned Ministry/Departments/PSUs would be constituted by the respective cadre controlling authority. The other two members can be from the same Ministry/Department or from the attached or subordinate office. After receipt of willingness of the retired officers, names of the officers will be screened by the committee so constituted. The formation of panel will be a continuous and ongoing process. The DA will decide on the appointment of the IO based on willingness for a case, experience in the sector and status of residence. Committee constituted for making panels of retired officers as the Inquiry Officer has to keep in mind that applications of retired officers willing to serve as an Inquiry Officer should be scrutinized carefully to ensure that the applicant meets the eligibility criteria.

7. 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.

8. **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. 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.

9. 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.

10. 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. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO. The cadre controlling authorities will facilitate necessary arrangements for the Video Conferencing.

11. 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 Ministry/Department.

12. 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.

13. The rates of honorarium and other allowances payable to the Inquiry Officer 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 for outstation journey, the actual expenses for Air/Railway AC 1 will be reimbursed in addition. (subject to the approval of the competent authority and for outstation journey by Air journey will be performed by Air India in the cheapest of the entitled class as per their status before retirement and tickets will have to be arranged through authorized /permissible sources as per MoF's guidelines;. If 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 traveling by train would also be permissible/restricted as per the fare 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/-

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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.

14. 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 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 Government officials are governed.

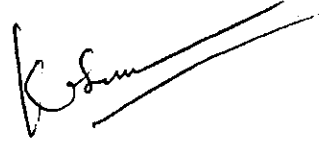
15. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the Ministry/Department/ Office concerned.

16. A review of every empanelled Inquiry Officer will be done after receipt of 2 inquiry reports where adherence to time lines and the procedure and quality of work will be assessed by the concerned Ministry. Subsequent allocation of work may be done only after such evaluation. The services of Inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.

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17. Any issue arising out of this O.M. between the Inquiring Officer and the Disciplinary Authority will be decided by the Secretary , DoPT whose decision shall be final and binding on both parties.

18. These guidelines are issued for internal use of DoPT and other Cadre controlling authorities may adopt the same with suitable amendments.



(K. Srinivasan)

Under Secretary to the Govt. of India

Tel:23092957

To

All Ministries / Departments (As per Standard List)

All State Chief Secretaries (As per Standard List)

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 :

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
Permanent/Present Address &
Contact Number

Place:

Date:

(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/Departments/PSUs)

Bio-data

1. Name (in Block Capital letter as in PPO: _____
(Copy of PPO to be attached)
 2. Father's Name : _____
 3. Name of post from which retired : _____
 4. Date of Birth : _____
 4. Address for correspondence : _____

 5. Date of retirement : _____
(Superannuation/ Voluntary)
 6. Name of the Department in which served with Ministry : _____
 7. Name of the Post from which retired : _____
 8. Level of the Post (Deputy Secretary/ or above) : _____
 9. Grade Pay/ Pay Level (copy of LPC to be attached) : _____
- Email. ID. _____
Mob. No. _____

Undertaking

I _____ hereby express my willingness to act as Inquiry Officer (if found eligible) as per the terms and conditions given in the letter of KVS dated _____.

Date: _____

(Signature of the applicant)