



NOTICE INVITING APPLICATION

Sub: Empanelment of retired officers as Inquiry Officers for conducting departmental Inquiries-reg.

Applications are invited in the prescribed format (**Copy enclosed**) from willing and eligible retired officers not below the rank of Deputy Secretary in the Central Government and equivalent rank in the State Government and in the level of E6 Pay Scale of Rs. (90,000-2,40,000 & above) in case of PSUs, for empanelment as Inquiry Officers to conduct Departmental Inquiries in Rajasthan Electronics & Instruments Limited (REIL), Jaipur.

Terms and Conditions of Empanelment of Inquiry Officers

1. Tenure

The panel created for the above purpose will be valid for a period of three years. However, it can be further extended for another one year subject to maximum of 67 years of age.

2. Location

Jaipur (The location is indicative and inquiry may done at any other location also as per the requirement of the Company).

3. Eligibility

Essential:

- Must have superannuated from the level of at least E-6 (Pay scale of Rs. 90,000-2,40,000 & above) in PSU and Deputy Secretary & above in Central Govt./Equivalent rank in the State Govt.
- He/she should not have been penalized in a Disciplinary proceedings case. (No penalty in disciplinary proceedings or No prosecution in criminal case) and shall submit an undertaking to this effect.
- Retired officers willing to serve as Inquiry Officer should not be more than 63 years of age as on 1st Nov, 2024.

Preferable:

- Previous experience in DoPT/Vigilance HR/Legal matters preferably with first-hand experience of conducting Departmental Enquiries.
- Retired officers who are working as IOs for other Govt. Departments/ PSUs on regular basis.
- Officers retired from CVC or worked in CVC and working as IOs.



4. Procedure of Empanelment:

On approval of panel, a formal letter communicating empanelment of selected retired officers as Inquiry Officer shall be issued.

5. Other Terms and Conditions:

- He/ She should be in sound health, physically and mentally.
- REIL reserves the right to obtain vigilance clearance from the respective department/ organization before empanelment.
- He/she shall be entrusted with the cases for conducting the Inquiry by any Disciplinary Authority as per the rules.
- Mere empanelment as IO will not give any right to any IO to be assigned with the cases.
- The Inquiry Report after its completion should be submitted to the Disciplinary Authority who appointed him as IO.
- The number of disciplinary cases assigned to an Inquiry Officer shall be restricted to 5 cases in a year, with not more than 3 cases at a time.
- The services of Inquiry Officer whose performance is not satisfactory will not be extended further.
- He/she 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. No such documents/information or data are to be divulged to any one during the Inquiry or after presentation of the Inquiry Report. The I.O. entrusted with the Inquiries will be required to furnish an undertaking to maintain strict secrecy and confidentiality of all records/documents/proceedings etc. All the records, reports etc. available with the I.O shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry report;
- The designated Inquiry Officer shall be required to give the following undertaking along with his acceptance:
 1. That he/ she will not be a witness or a complainant in a matter to be inquired into relative, or a known friend of the delinquent employee. A certificate to this effect shall be obtained from the Inquiry Officer with respect to every inquiry and placed on record;
 2. That he/she shall maintain strict secrecy in the relations of documents he/she receives or information/data collected by him or her in connection with the Inquiry and utilize the same for the purpose of inquiry in the case entrusted to him/her. He/she shall also be required to sign an NDA in this respect.



- The Inquiry officer shall submit inquiry report after completing inquiry within 180 days from the date of his/her appointment as the Inquiry officer. Extension of time beyond 180days can be granted only by the Disciplinary Authority as may be prescribed;
- Before the payment of remuneration is claimed by the Inquiry Officer, it will be the responsibility of the IO to ensure that:
 - 1) The report of 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 he charged officers as per the extant rules and instructions;
 - 2) 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 REIL CDA Rules.

6. Entitlements:

Items	Category	Time* Taken for completion of departmental inquiry and submission of report	Rate per case(in rupees)
Remuneration**	I	Within 45 days (40%)	Rs.36,000/-
	II	Within 90 days (30%)	Rs. 27,000/-
	III	Beyond 90 days (25%)	Rs. 22,500/-
Secretarial Assistance		<ul style="list-style-type: none">• Room for conducting the inquiry will be provided.• Clerical assistance whenever the inquiry is held will be provided. However, Rs. 10,000/- per case shall be given if no assistance is provided by REIL.	

*Time taken shall be reckoned from 10th day of date of receipt of order of appointment.

**This remuneration would include work of preparation of Inquiry Report.

- TA/DA/Accommodation by REIL shall be given as per the entitlement of an Executive in the level of E-8 in REIL.
- Local Transport facility or reimbursement of conveyance charges as per REIL rules.
- 50% of the remuneration will be paid on submission of Inquiry report after the same is accepted by Disciplinary Authority. Balance 50% shall be paid after the finalization of disciplinary proceedings or 45 days from the date of acceptance of Inquiry Report whichever is earlier.



7. Removal from Empanelment

Empanelment as IO shall be terminated at any time for performance-related or any other reasons, after serving a show cause notice to the empanelled IO, to be replied within 30 days from the date of issuance of such notice. Such show cause notice shall preferably be issued by speed post and e-mail.

8. Removal as Inquiry Officer:

Disciplinary Authority who appointed him/her as IO may, for reasons to be recorded in writing, divest him from the charge of IO in consultation with CVO without notice and without communicating any reasons and in such case no remuneration shall be paid to the IO.

9. Miscellaneous

- The Inquiry Officer shall not engage himself/herself in any other professional work or service, which is likely to conflict with the performance of his/her duties as Inquiry officer during the inquiry.
- REIL reserves the right to reject any or all applications without assigning any reason (s) thereto. REIL reserves the right to change/modify/cancel the terms and conditions of the appointment without assigning any reason or notice thereof.
- Inquiry officer appointed in terms of this notification shall conduct Inquiry at the place mutually agreed with the Presenting Officer. In case of disagreement regarding the place of Inquiry, the decision of the DA shall be final and binding.

Important Dates	
Date of Commencement of submission of Application: via registered/speed post	07.11.2024
Last date of receipt of Application	: 06.12.2024

No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications not submitted as per the prescribed format are liable to be REJECTED. Application format attached as annexure.

SUBMISSION OF APPLICATION

Application will need to be addressed to Addl. General Manager (P&IR), REIL, 2, Kanakpura Industrial Area, Sirsi Road- 302034 by registered/speed post/email i.e. kamlesh.singh@reil.co.in in the prescribed format (enclosed) along with the Identity Proof issued by Government of India. Any other mode of submission of applicable is unacceptable.

Note: The applicants are advised to fill in all their particulars in the application carefully as submission of wrong information, may lead to rejection of the application.



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

1.	Name of the Officer(In Capital letters)	
	Date of Birth (with proof)	
	Address for correspondence	
	Email Id:	
	Telephone No./Mobile No.	
	Qualification and Achievements	
2.	Date of retirement from government service/PSU	
3.	Age on 01.11.2024	
	Last Post held before superannuation	
4.	Pay Scale: Pay Grade/Level:	
5.	Details of the organization and posts held during the service (past 10 years details)	
6.	Nature of work and responsibilities executed during the service (past 10 years details)	
7.	Any Experience of conducting Departmental Enquiries in DopT/Vigilance HR/Legal Matters.	
8.	If yes, the details thereof including number of cases handled	
9.	Whether retired on attaining the age of Superannuation or voluntary retirement	
10	Whether any penalty was Imposed during the service(past 10 years details)	
	If yes, the detail thereof	
11.	In case of REIL employee, Reference No. to be mentioned.	
12.	Whether employed in any organization post retirement, if yes, Details of the same to be provided.	
13.	Whether you have been assigned the responsibility of the Inquiry Officer, please provide the details of number of cases handled.	

S.No.	Brief facts of the case/charge	No. of Documents submitted/witness examined	Brief of finding submitted
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RAJASTHAN ELECTRONICS & INSTRUMENTS LIMITED, JAIPUR



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Please note: Additional sheets for description may be attached if required

Copies of all supporting documents in respect of service particulars, relieving certificate, PAN, AADHAR, etc. to be enclosed.

Note: In case any information/documents is found to be false or misrepresented at later date the empanelment shall be cancelled with immediate effect.

Name and Signature Permanent/
Present Address &
Contact Number

Place:

Date:

UNDERTAKING

- 1. I solemnly declare that information given above is correct and complete. If at any stage, any information furnished by me is found incorrect, then I shall be personally responsible for the same.**
- 2. I also undertake that I have never been penalized in as disciplinary case or have never been involved/ charge-sheeted in a criminal case.**

Name and Signature
Permanent/Present Address &
Contact Number