



## Indian Institute of Management Kashipur

(For IIM Kashipur's website)

### **NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF INQUIRY OFFICERS**

Applications are invited from the retired officers (not below the rank of Deputy Secretary in Gol) of the Ministries/Departments under Government of India, or its equivalent officer in PSUs, who fulfills the following conditions for empanelment as Inquiry Officer (the panel will normally be valid for three years) for conducting Departmental Inquiries against delinquent officials of Indian Institute of Management Kashipur:-

#### **2. Eligibility conditions for appointment of willing retired officers**

- (I) The retired officers, not below the rank of Dy. Secretary in Gol or its equivalent officer in PSUs, willing to serve as the Inquiry Officer should not be more than 65 years of age as on the 1<sup>st</sup> April of the year of his/her empanelment;
- (II) He/she should be in sound health - both physically and mentally; and
- (III) He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity.

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

- (i) The designated Inquiry Officer shall require to give an undertaking as follows:-
  - (a) 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.
  - (b) 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.
  - (c) 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.
- (ii) The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department.
- (iii) The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the Disciplinary Authority.
- (iv) 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 can be granted only by the Disciplinary Authority.

Continued....2



## Indian Institute of Management Kashipur

-2-

#### **4. Rates of honorarium and other allowances payable to Inquiry Officers and other conditions thereof**

(i) The rates of honorarium and other allowances payable to the Inquiry Officers will be as notified by DoP&T from time to time.

(ii) Before the payment is made to 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 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.

(iii) Payment will be made to the Inquiry Officer only when the report is accepted by the Disciplinary Authority.

(iv) 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.

**5.** The willing and eligible retired officers may submit the application to the Director, IIM Kashipur or email there CVs on [director@iimkashipur.ac.in](mailto:director@iimkashipur.ac.in) by 14.03.2017.

(s/d)

(Capt. M C Joshi)

Chief Administrative Officer