

F.No.17/NVC/2023/Misc/ (476)
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(VIGILANCE CELL)

Ansari Nagar, New Delhi-110029
Dated the 11 July, 2023

NOTICE

Subject:- Inviting panel of officers to be nominated for appointment of Inquiry Officer for conducting disciplinary proceedings on the administrative and vigilance matters for AIIMS, New Delhi

The undersigned is directed to state that the issue of utilizing the services of retired officers for conducting departmental inquiries has been under consideration. It has been decided that panels of retired officers from Ministries / Departments / Autonomous Organizations under Government of India would be created and maintained for conducting Departmental Inquiries on administrative and vigilance matters against the delinquent officers in All India Institute of Medical Sciences, New Delhi.

2. It is proposed to maintain a panel of retired officers not below the rank of Deputy Secretary or equivalent in Central Government and in autonomous organization to be appointed as Inquiry Officer for the purpose of conducting departmental inquiries at AIIMS, New Delhi.

3. The panels of retired officers not below the rank of Deputy Secretary in Central Government to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries would be maintained level/rank wise and place-specific where its centers/institutes are located. Applications are invited from retired officers of Central Government/Central Government autonomous organizations not below the rank of Deputy Secretary willing to serve as Inquiry Officer for conducting departmental inquiries on administrative and vigilance matters as per format of the application enclosed.

4. The following eligibility and terms and conditions may be considered for appointment of willing retired officers as the Inquiry officers to conduct departmental inquiries on administrative and vigilance matters in AIIMS, New Delhi:-

- (i) The retired officer should be in sound health-both physically and mentally;
- (ii) He/She should not be an accused officer in any pending inquiry and should have had an impeccable track record in terms of integrity.

- (iii) Vigilance clearance certificate from the office where last served to be submitted alongwith certificate of no penalty during the entire service period. The officer is also to self certify that there are no disciplinary proceedings or criminal proceedings pending against him during the service or any time thereafter.
- (iv) The retired officer must have handled disciplinary case as IO in atleast one case or have dealt with disciplinary case during the service with knowledge of conduct of disciplinary proceedings.
- (v) Once the disciplinary case is entrusted to the officer, they should maintain confidentiality of the case records and should not refuse to accept the assignment without any valid reason to the satisfaction of the Competent Authority.
- (vi) The number of disciplinary cases assigned to an Inquiry Officer would be restricted to 8 cases in a year, with not more than 4 cases at a time.
- (vii) The applications of retired officers willing to serve as an Inquiry Officer should meet the eligibility criteria and clean service record.
- (viii) 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.
- (ix) 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.
- (x) The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department / Organization, which engages him/her.
- (xi) The IO has to arrange secretarial assistance on his own.
- (xii) 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.
- (xiii) 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 depending on the circumstances of the case.

(xiv) The rates of honorarium and other allowances payable to the Inquiry Officer is to be fixed based on payment terms as indicated in DoP&T OM No.DOPT-1668597747466 dated 16.11.2022, which is as follows:-

Items	Category		Rate per case (in rupees)
Honorarium	I	where number of witnesses cited in the charge sheet is more than 10	An amount equal to 90% of the monthly basic pension drawn.
	II	where number of witnesses cited in the charge sheet are between 6-10	An amount equal to 70% of the monthly basic pension drawn.
	III	where number of witnesses cited in the charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn.
Secretariat Assistance	I	where number of witnesses cited in the charge sheet is more than 10	Rs. 40,000/-
	II	where number of witnesses cited in the charge sheet are between 6-10	Rs. 30,000/-
	III	where number of witnesses cited in the charge sheet is less than 6	Rs. 20,000/-

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

(xvi) 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 (ink signed copies on pages in blue ink) properly documented and arranged is handed over to the Disciplinary Authority.
 - b. The report must contain findings on each of the Articles of charge which has been enquired into and 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.
 - d. General Examination of the C.O. should be taken as per rules / instructions of disciplinary proceedings.
 - e. All records should be authenticated in blue ink on all pages. The documents taken on record must be legible and should not be cut in corners or smudged on any part of the pages. The documents of CO are also to be legible and authenticated in blue ink on all pages. The inquiry report and other documents taken on record are to be serially numbered and indexed. The documents should be titled properly and indexed like Daily order sheets, Prosecution exhibits, Defence exhibits, statement witnesses of PO/CO, general examination, correspondence with DA/CO, PO brief, CO brief etc.
- (xvii) The services of Inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.
5. The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station / place, PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO following principles of natural justice.
 6. After receipt of applications from eligible officers, the application may be scrutinized and eligible applications may be shortlisted for appointment of Inquiry Officer. The panel may be kept for a period of 3 years or until fresh panel is made.
 7. 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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8. The application forms may be sent to this office before 11th August, 2023.

9. Those interested and also eligible for consideration as Inquiry Officer may forward the application forms to The Administrative Officer (Vigilance), All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029.

S. Chaturvedi

(Shashank Chaturvedi)

Administrative Officer (Vigilance)

Ph:-011-26593362

Email:- chaturvedi.s@gov.in

Copy to:

Faculty-Incharge (Computer Facility), AIIMS: with request to arrange to upload this notice in the AIIMS portal (under 'Recruitment' head of 'Notice')

APPLICATION FOR INCLUSION IN THE PANEL OF RETIRED GOVERNMENT SERVANTS FOR APPOINTMENT AS INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY

1. Name of the officer :
(In the capital letters)
2. Date of the retirement from the Government service :
3. Age on the date of submitting the application :
4. Last post held before retirement :
5. Details of the Ministry and post held during the Service :
6. Whether the post held on retirement is of the level :
of DS/Director equivalent or JS and above level
Amount of Basic Pension drawn
7. Have you ever assigned the responsibility of the Inquiry :
officer
8. If yes, the details thereof with no. of inquiries conducted :
- 8(a) If not, the details of experience/knowledge in dealing :
with conduct of disciplinary cases
9. Whether retired on attaining the age of :
Superannuation or voluntary retirement
10. Whether any penalty was imposed during the :
Service if yes, the detail thereof
11. Vigilance clearance certificate from the officer where last : YES/NO
served attached
12. Certificate of no penalty : YES/NO
During the entire service period enclosed

13. Certified that there are no disciplinary proceedings or criminal proceedings Pending against me during the service or any time thereafter
14. Certified that the above information is correct and no information has been withheld.

Signature
Name and Present address &
Contact Number
Mob No:
Landline:
Email:

Place:
Date: