

भारत सरकार टकसाल
INDIA GOVERNMENT MINT
(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई)
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Corporate Identity Number (CIN) of SPMCIL: [U22213DL2006GOI144763]



No. IGMK/HR(Legal)/M/04(CON)/2023-24/ 115

Date: 15/01/2024

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF
INQUIRY OFFICER FOR A PERIOD OF THREE YEARS.**

India Government Mint, Kolkata invites application from Retired officers from Central Government, SPMCIL or other Central PSUs, for empanelment as **INQUIRY OFFICERS** for the purpose of conducting departmental inquiries for a period of 3 years. Such officers will be appointed as Inquiry Officers, as per requirement, on case to case basis. The details of the eligibility criteria for the assignment, honorarium payable per inquiry case etc. are given below:

1. Validity of the panel:

The panel of the retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be normally valid for three years which may be further extended to two more years based on the requirement. The Competent Authority may, however, depanel any empanelled officers at any time, for good and sufficient reasons, to be formally brought on record which may or may not be communicated to the retired officer.

2. Eligibility:

Essential:

- Retired officers not below the rank of Deputy Secretary in the case of Central Government officers (Not less than Grade Pay Rs. 7600/- as per VI CPC or Level 12 as per VII CPC).
- Retired Manager/DGM (E-4 Level) or above in the case of SPMCIL/ other PSUs.
- The applicant should not have been penalized in a Disciplinary Proceeding case or a criminal case (No penalty in disciplinary proceedings or No prosecution in criminal case).
- The Applicant should have conducted at least 2 inquiries during the last 2 years prior to engagement.

Desirable:

- Degree in Law from a recognized University.
- Previous experience in Vigilance and/or Establishment matters preferably with first-hand experience of conducting Departmental Enquiries.
- Preference shall be given to those who are retired from CVC or Vigilance Department or have worked in CVC/Vigilance Department for a substantial period of time i.e. more than 05 years.

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

The designated Inquiry Officer shall be required to give an undertaking as follows:

- I. That the candidate 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 official. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and placed on record.

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- 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.
4. 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.
 5. 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 Company will facilitate necessary arrangements for the video conferencing.
 6. 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 Unit.
 7. 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.
 8. **Honorarium:** 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 Rs.)	
			For Central Govt. Retired Officers	For officers retired from SPMCIL/other PSUs
Honorarium	I	Where the number of witnesses are more than 10	80% of the monthly basic pension drawn	40% of last (basic) pay drawn
	II	Where the number of witnesses are between 6-10	60% of the monthly basic pension drawn	30% of last (basic) pay drawn
	III	Where the number of witnesses are less than 6	50% of the monthly basic pension drawn	25% of last (basic) pay drawn
Transport Allowance		With a Maximum Limit of Rs.40,000/- per case Subject to the condition that the outstation journey, the actual expenses of 2-Tier A.C Railway Journey will be reimbursed. In case, Travelling by Air or by Train in higher accommodation would also be permissible/restricted as per the 2 Tier-AC fare of the Railways subject to the approval of the Competent Authority.		
Secretarial Assistance	I	Where the number of witnesses are more than 10		Rs. 40,000/-
	II	Where the number of witnesses are between 6-10		Rs. 30,000/-
	III	Where the number of witnesses are less than 6		Rs. 20,000/-

50% will be paid on submission of 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.


9. Before the payment is received by the Inquiry Officer, it will be his/ her responsibility to ensure that:
- All case and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office Disciplinary Authority.
 - The report returns findings on each of the Articles of Charges which has been enquired into should specifically deal and addresses each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
 - There should not be any ambiguity in the inquiry report and therefore care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/Conduct and Disciplinary and appeal Rules to which the delinquent official is governed.
10. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the concerned.
11. The number of disciplinary cases assigned to an Inquiry Officer shall be restricted to 4 cases in a year, with not more than 2 cases at a time.

Miscellaneous:

- The Inquiry Officer shall not engage himself / herself in any other professional work or service, which is likely to be in conflict with the performance of his/ her duties as Inquiry Officer.
- IGMK reserves the right to reject any or all applications from the Retired Officers without assigning any reason(s) thereto. IGMK reserves the right to change/ modify/ cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.
- After receipt of the applications, the same shall be scrutinized in line with the terms and conditions enunciated in the advertisement and eligible candidates shall be called for an interaction meeting to be conducted online. Mere application for empanelment shall not entail any applicant any right to be empanelled as an Inquiry Officer. IGMK shall for the said purpose will constitute a committee to evaluate the suitability for empanelment based on the requirements of the unit.

How to Apply:

Application in the prescribed format along with self-attested copies of relevant documents must be sent by Speed/ Registered Post addressed to **The Chief General Manager, India Government Mint, Alipore, Kolkata - 700053** within 21 days from the date of this Notice.


[Rashmi Singh]
Manager (HR) &
Head of Office

**APPLICATION FORM FOR
EMPANELMENT AS INQUIRY OFFICERS**

1. Name of the Post : EMPANELMENT AS INQUIRY OFFICER

2. Name of the candidate
(all in block letters)

3. Father's Name

4. Date of Birth
(DD MM YY)

5. Age

6. Permanent Address

Passport
size photo

7. Address for correspondence

8. Phone numbers (office)
(Residence)
Mobile
E-mail

9. Religion

10. Nationality

11. Details of Educational Qualifications starting from professional to matriculation:

(Please attach copies)

S.No.	Details of Exams	Year of Passing	Subject	Marks	Board/University

12. Details of Experience starting from latest employment:

Name of Organisation	Position held & Level	Period		Pay-scale with Pay	Total Emoluments	Brief description of duties
		From	To			

13. Please specify whether any relative(s) is working in IGMK/SPMCIL. If so, furnish their name and designation and relationship.

14. Information with regard to Past Experience as Inquiry Officer:

15. Copies of Certificates/testimonials to be enclosed (like PPO, Last Pay Certificate etc.)

i)

ii)

ii)

iv)

16. Declaration: I _____ hereby affirm and declare that the statements made in the application are true and unexaggerated. I undertake that any misrepresentation or material omission made in this application form will render the undersigned liable to immediate dismissal.

Date:

Place:

(Signature of the Candidate)