

भारतीय पास्चर संस्थान,
कुन्नूर – 643 103, नीलगिरी

**PASTEUR INSTITUTE OF INDIA,
COONNOOR – 643 103, THE NILGIRIS**

No. PII/ADMN/IO/2024-25/2300

Dated: 9th December, 2024

OFFICE MEMORANDUM

Sub: Empanelment of retired officers as the Inquiry Officers for conducting departmental inquiries against the delinquent officials – Reg.

Pasteur Institute of India, Coonnoor is in the process of constituting a panel of Inquiry Officers for conducting Departmental Inquiries against the delinquent officials in this Institute. The eligible retired officers (not below the rank of Deputy Secretary in Central Government and equivalent officer in the State Governments/PSUs/Central Autonomous organizations who are willing to be empanelled as Inquiry Officers, may apply in the format annexed in the said OM dated 09.12.2024 and send their applications to the Director, Pasteur Institute of India, Coonnoor – 643 103, The Nilgiris (T.N.) (or) through email to piicnr@gmail.com latest by **23.12.2024**.

Director

**भारतीय पास्चर संस्थान,
कुन्नूर – 643 103, नीलगिरी
PASTEUR INSTITUTE OF INDIA,
COONOR – 643 103, THE NILGIRIS**

No. PII/ADMIN/IO/2024-25/2300

Dated: 9th December, 2024

OFFICE MEMORANDUM

Sub: Inviting panel of officers to be nominated for appointment of Inquiry Officer for conducting disciplinary proceedings on the vigilance matters for Pasteur Institute of India, Coonoor.

Pasteur Institute of India, Coonoor is proposed to invite 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.

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/Central Autonomous organizations to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries would be maintained level/rank.

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.

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 vigilance matters in PII, Coonoor:-

(i) The retired officers willing to serve as the Inquiry Officers should not be more than 70 years of age as on the 1st January of the year of his / her empanelment.

(ii) He /She should be in sound health-both physically and mentally.

(iii) He/ She should not be an accused officer in any pending inquiry and should have had an impeccable track record in terms of integrity.

(iv) Vigilance clearance certificate from the office where last served to be submitted along with 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.

(v) The retired officer must have handled disciplinary case as IO in at least one case or have dealt with disciplinary case during the service with knowledge of conduct of disciplinary proceedings.

(vi) 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.

(vii) 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.

(viii) The applications of retired officers willing to serve as an Inquiry Officer should meet the eligibility criteria and clean service record.

(ix) 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.

(x) 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.

(xi) The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department / Organisation, which engages him/her.

(xii) The IO has to arrange secretarial assistance on his own, if possible.

(xiii) 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.

(xiv) 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.

(xv) 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 the 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 the 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 the number of witnesses cited in the charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn
Transport Allowance			Rs. 40,000/- per case Subject to the condition that the for outstation journey, the actual expenses for air travel / railways journey will be reimbursed in addition as per their entitled class at the time of their retirement (further subject to the approval of the competent authority and in compliance of the instructions issued by DoPT/DOE from time to time for air travel regarding booking of air tickets through authorized agencies and cheapest available fare).
Daily Allowance			Same as the officer was entitled to immediately prior to 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/-

In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5000 will be payable to Inquiry Officer for every additional charged officer.

(xvi) 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.

(xvii) 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 of witnesses of PO/CO, general examination, correspondence with DA/CO, PO brief, CO brief etc.

(xviii) 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 scrutinised 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 application forms may be sent to this office before 23.12.2024.

8. Those interested and also eligible for consideration as Inquiry Officer may forward the application forms to the Director, Pasteur Institute of India, Coonoor – 643 103, The Nilgiris (T.N.) (or) through email to piicnr@gmail.com.

Date: 09-12-2024

Director

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 office where last served attached : Yes/ No
12. Certificate of no penalty during the entire service period enclosed : Yes/ No

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 (if any))

Email:

Place:

Date: