

4-ITPO(8)/Vig./2003

Dated: 17/07/2021

INDIA TRADE PROMOTION ORGANISATION

Subject: Inviting applications for empanelment of Retired Government Servants as Inquiry Officers in ITPO

India Trade Promotion Organisation, invites applications from Retired Officers from Ministries/Department under Government of India and PSUs to be empanelled as Inquiry Officer to Conduct Departmental Inquiries against the delinquent officials.

Applications are invited from the willing applicants satisfying the eligibility conditions given below in the prescribed proforma attached as Annexure. The requirement for the post of Inquiry Officer is as under:

A. DUTY STATION

The inquiry proceedings are to be conducted at the headquarters or at the Regional Offices of ITPO

B. ELIGIBILITY CONDITIONS

- i. Retired officers who are willing to serve as Inquiry Officer and should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case)
- ii. Rank: Retired officers not below the Rank of Deputy Secretary or equivalent in Central/ State Govt (in CDA Scale) and equivalent officer in PSUs (not below the level of E4 / IDA scale 70,000- 2,00,000/-)
- iii. Age: Not more than 70 years on 1st July of empanelment year

C. VALIDITY OF PANEL

3 years

D. SELECTION PROCEDURE

Empanelment of Inquiry Officer, from the panel of eligible retired officers, will be done by a Screening Committee nominated for the purpose by the Competent Authority.

E. OTHER TERMS AND CONDITIONS:-

- i. He/She should be in Sound physical and mental health
- ii. He/She should not be a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent officer.
- iii. He/She should maintain strict secrecy in relation to the documents /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. An undertaking to this effect will be obtained.
- iv. He/She should not divulge such documents/information or data to any one during the Inquiry or after presentation of the Inquiry Report.
- v. 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.
- vi. He/She should be willing to conduct hearings over Video Conferencing to the maximum extent possible.
- vii. He/She shall submit the inquiry report after completing the inquiry within six months from the date of his appointment as Inquiry Officer.

F. RATE OF HONORARIUM

- i. Honorarium - 30,000/- per case (Number of cases restricted to 8 cases/year, with not more than 4 cases at a time).
- ii. Transport Allowance - Taxi Charges on actual basis with a ceiling of Rs.40,000/- per case. In unavoidable circumstances where the Inquiry Officer has to undertake travel for conducting inquiry, the rate of TA/DA in such cases may be permissible to the rate applicable to the serving officers of equivalent rank. (Note: Payment will be made after completion of Inquiry and submission of Inquiry Report within 30 days)

G. REVIEW

- i. Review of every empanelled Inquiry Officer will be done after receipt of 2 inquiry reports where adherence to time lines and the procedure and quality of work will be assessed. Subsequent allocation of work may be done only after such evaluation.
- ii. The services of Inquiry Officers whose performance is not upto the mark will be terminated by the Competent Authority, without notice and without assigning any reasons.

Interested and eligible retired officers should send duly filled application form in the prescribed format (annexed herewith) through speed post to **"Deputy Manager (Vigilance), Hall No. 7(G), Pragati Bhawan, Pragati Maidan, New Delhi 110001"** or through email at skchawla@itpo.gov.in on or before **16.08.2021**.

**APPLICATION FOR EMPANELMENT OF RETIRED GOVERNMENT SERVANTS AS
INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY IN ITPO.**

1. Name of the officer :	
2. Date of Birth & Age (Years) :	
3. Gender (Male/Female) :	
4. Whether belong to SC/ST/OBC :	
5. Mobile No. :	
6. Email Address :	
7. Date of retirement from government service :	
8. Last Post held before retirement :	
9. Last pay drawn (with Basic Pay) :	
10. Details of the Ministry/PSUs/Department and posts held during the service :	
11. Have you ever been assigned the responsibility of the Inquiry Officer :	
12. If yes, the details thereof	
13. Whether retired on attaining the age of Superannuation or voluntary retirement :	
14. Details of penalty imposed during the service, if any :	

Name and signature:

Permanent and Correspondence Address:

Date:

Contact Number/email:

UNDERTAKING

1. I solemnly declare that information given above is correct and complete. Any information found at any stage incorrect, I shall be responsible for that.
2. I shall give undertaking that Charged Officer is in no way related to me while accepting the appointment.
3. I shall maintain strict secrecy in relation to the documents I receive or information/data collected by me in connection with the Inquiry and utilize the same only for the purpose of inquiry in the case entrusted to me.
4. No such documents/information or data will be divulged to anyone during the Inquiry or after presentation of the Inquiry Report.
5. I will maintain strict secrecy and confidentiality of all records/documents/proceedings etc. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed me as such, at the time of presentation of the Inquiry Report.

Name:

Signature:

Place:

Date: