

CHANDIGARH ADMINISTRATION
Department of Personnel

DETAILED PUBLIC NOTICE

Applications are invited from the retired officers for consideration to be included in the panel of retired officers for appointment as Inquiry Officers which is being constituted by the Department of Personnel for conducting Departmental Inquiries against the delinquent officers/officials working under the departments of the Chandigarh Administration.

2. The interested retired officers, who are willing to be empanelled as Inquiry Officers and not below the rank of Deputy Secretary in Central Government and equivalent officer in the State Government/PSUs, may check the eligibility as well as terms and conditions of the appointment, guidelines regarding grant of honorarium etc. as per DOPT's O.M.No.DOPT-1668597747466 dated 16.11.2022 and Department of Personnel, Chandigarh Administration letter No.28/45-IH(7)-2023/16550 dated 04.12.2023 (**Annexure-I**) and submit their applications in the prescribed format (as at **Annexure-II**) to the office of Secretary Personnel, Fourth Floor, Chandigarh Secretariat, Sector-9, Chandigarh or may send through email on email ID i.e. secy-personnel@chd.gov.in on or before 28.11.2025. Incomplete applications or applications received after the stipulated date and time shall be rejected summarily.

3. The Inquiry Officer so, appointed will be mandated to clear a course related to procedural steps for holding Disciplinary Proceedings/Departmental Inquiries, on iGOT Platform, in terms of the instructions/guidelines issued by the Department of Personnel & Training, Govt. of India vide letter No.11012/36/2023-PP.A-III dated 11.10.2023(**Annexure-III**).

Secretary Personnel
Chandigarh Administration

No. 28/45-IH(7)-2023/ 16550
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 04/12/23

To

All the Administrative Secretaries/
Head of Departments/Offices,
Chandigarh Administration

Subject: Regarding grant of Honorarium and Allowances to Inquiry Officers/Presenting Officers in the departmental inquiries conducted by the departments of the Chandigarh Administration.

Sir/Madam

I am directed to address you on the subject noted above and to state that Chandigarh Administration has adopted OM No.DOPT-1668597747466 dated 16.11.2022(copy enclosed) issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions, Govt. of India in respect of Inquiry Officers/Presenting Officers in the departmental inquiries conducted by the Departments of the Chandigarh Administration. The Departments are requested to ensure that all the terms and conditions as mentioned therein are fulfilled.

2. The Headquarter of the Inquiry Officers will be at Chandigarh.
3. It should be clearly mentioned while entrusting inquiries to the Inquiry Officer by the Disciplinary Authority concerned that inquiries will be conducted at the place provided by the concerned department. No manpower i.e. Clerk/Steno etc. and Transport will be provided by the concerned department and the same will be arranged by the Inquiry Officer on their own.
4. The aforementioned instructions issued by the Department of Personnel and Training, Govt. of India vide OM No.DOPT-1668597747466 dated 16.11.2022 will be applicable with effect from 16.11.2022 i.e. in such cases where inquiry has been entrusted to Inquiry Officer on or after 16.11.2022.

Yours faithfully

AKM
04/12/23
Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst No. 28/45-IH(7)-2023/ 16551

Dated: 04/12/23

A copy is forwarded to the Finance Secretary(in Finance Branch) w.r.t. their U.O.No.10677-UTFII(10)-2023/13354 dated 12.09.2023 for information.

AKM
04/12/23
Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

No.DOPT-1668597747466
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
AVD(AVD-I/C-I)

North Block, New Delhi
Dated 16 November, 2022

OFFICE MEMORANDUM

Subject:- Grant of Honorarium to Inquiry Officers / Presenting Officers in the departmental inquiries conducted by the Ministries / Departments - reg.

The undersigned is directed to refer to the subject mentioned above and to say that the rates of honorarium payable to Inquiry Officer (IO) / Presenting Officer (PO) in the case of departmental inquiries were last revised vide O.M No.142/15/2010-AVD.I dated 31st July, 2012 in the case of serving Government Servants functioning as part time IO/PO and vide O.M No.142/40/2015-AVD.I dated 15th September, 2017 in the case of retired Govt. Servants functioning as IO.

2. The existing rates of honorarium as prescribed in the aforesaid OM's were reviewed in consultation with Department of Expenditure and it has been decided to revise the existing rates of the honorarium payable to IO/PO.

3. Accordingly, these consolidated guidelines are being issued in supersession of DoPT's OM's dated 31.07.2012 and 15.09.2017.

4. The rates of honorarium as revised are indicated in the table below:-

a. The rates of honorarium payable to the Inquiry Officer:

(i) Retired officers:

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.
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/-

(ii) Serving officers:

Rate per case (in rupees)
An amount equal to 15% of the monthly basic pay drawn.

(iii) In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5000 will be payable to Inquiry Officer (both retired and serving) for every additional charged officer.

(b) The rates of honorarium payable to the Presenting Officer:

Rate per case (in rupees)
An amount equal to 10% of the monthly basic pay drawn.

5. The revised structure of rates of honorarium and allowances as indicated above are intended to be made applicable to Departmental Proceedings including inquiry proceedings undertaken by the committee on Sexual Harassment, by Ministries / Departments in respect of officials / officers serving under different cadres of services under their administrative control. However, in case a cadre of a service or organizations such as autonomous bodies have a separate set of rules and instructions for regulating honorarium to IO / PO in existence, they may choose to continue with their own set of instructions. Fully or partially funded autonomous bodies may retain their own provisions so long as they are not more beneficial than what has been proposed in this O.M.

6. The grant of Honorarium in the case of serving Government servants who are appointed as part time Inquiry Officer/ Presenting Officer and retired Government servants appointed as Inquiry Officers will be subject to the following conditions:

i. The honorarium will normally be regulated under the financial powers delegated to the Ministries/Departments and taking into account the quantum of work involved in individual disciplinary cases.

ii. In the case where serving officers are appointed as IO/PO, the controlling department or the administrative department should make all efforts to relieve the IO/PO of his normal duties to enable him/her to complete the proceedings expeditiously.

7. Before the payment is received by the Inquiry Officer/Presenting Officer, whether serving or retired, it will be the responsibility of IO/PO to ensure that:

a. All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office of 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.
8. Terms and conditions for appointment of Inquiry Officer: The designated Inquiry Officer shall be required to give an undertaking as follows:
- 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. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and placed on record;
 - 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.
9. 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.
10. 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 cadre controlling authorities will facilitate necessary arrangements for the Video Conferencing.
11. 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 Ministry/Department.
12. 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.
13. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the Ministry/Department/ Office concerned.
14. Any issue arising out of this O.M. between the Inquiring Officer and the Disciplinary Authority will be decided by the Secretary, DoPT whose decision shall be final and binding on both parties.
15. These instructions will be applicable prospectively for processing the Bill submitted by the IOs / POs.
16. All the Ministries/Departments are requested to bring these instructions to the notice of all concerned under their control.
17. This issues with the concurrence of Department of Expenditure, Ministry of Finance vide their I. D. Note No. 14/4/2009-E.II(B) dated 26/10/2022.

(Sign of Authority)
Rupesh Kumar
Under Secretary to the Govt. of India
23094799

To,

- i. All Ministries/Departments of the Govt. of India.
- ii. Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi.
- iii. Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi.
- iv. Railway Board, Rail Bhavan, Delhi.
- v. Union Public Service Commission/Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/ Prime Minister's Office/Planning Commission.
- vi. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
- vii. Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi.
- viii. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- ix. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

Reference:

1. DoPT's O. M. No. 142/15/2010-AVD.I dated 31st July, 2012
2. DoPT's O. M. No. 142/40/2015-AVD.I dated 15th September, 2017

PROFORMA

1.	Name of the Officer :			
2.	Service from which the officer has retired :			
3.	Last post held before retirement :			
4.	Pay Level of last pay drawn as per 7 th CPC :			
5.	Rank of post last held in Centre/ State/ PSU : (i.e. whether equivalent or above the rank of Deputy Secretary in Centre Govt. or equivalent in State / PSU)			
6.	Date of birth :			
7.	Date of retirement :			
8.	Permanent address :			
9.	Present (communication) address :			
10.	Mobile No. :			
11.	E-mail Address :			
12.	Details of State Government/ Ministry/ Department from which the officer is retired (Contact details) :			
	Name :			
	Address :			
	Contact No. :			
	E-mail ID :			
13.	Details of experience regarding handling disciplinary matters , if any :			
(a)	Name of State Government/ Ministry/ Department	Duration during which handled disciplinary matters	Post held	Nature of work
(i)				
(ii)				
(iii)				
14.	Details of training programme/ course, if any attended, for IO/ PO			

15.	Have you ever been assigned the responsibility of IO If Yes, details of Inquiry (Name of Department/ time period of completion of inquiry etc.)	
16.	No. of cases in which presently appointed as IO Details of each case (Name of the Ministry/ Department, date of appointment as IO)	
17.	Whether retired on attaining the age of superannuation /VRS under FR 56	
18.	Whether any penalty imposed during the service period (penalty in disciplinary proceedings or prosecuted under criminal case) If Yes, details thereof	

Place:
Date:

(Signature)

STATEMENT

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action under relevant pension rules in the event that the above facts are found to be falsified.

(Signature)

F. No. 11012/36/2023-PP.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Personnel Policy – A.III Section)

202, North Block, New Delhi
Dated 11 October, 2023

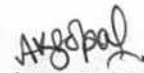
OFFICE MEMORANDUM

Subject: Requirement of completing/clearing a course related to procedural steps for holding Disciplinary Proceedings/ Departmental Inquiries by Inquiring Authorities (IAs)/Inquiry Officers (IOs), on iGOT Karmayogi Platform

Department of Personnel and Training has issued several instructions, in the past, for streamlining of conduct of Disciplinary Proceedings in order to reduce delay and to ensure expeditious disposal of Disciplinary cases. Besides, this Department has been emphasizing upon the need for conforming with the procedures prescribed in the Central Civil Services (Classification, Control and Appeal) Rules, 1965 {CCS(CCA) Rules, 1965}, as amended from time to time, while handling disciplinary proceedings conducted in Ministries/Departments. It is imperative that the inquiry is conducted strictly in accordance with the procedures prescribed for this purpose. However, it has been observed that, many a time, Hon'ble Administrative Tribunals and Courts have held the proceedings, concluded by the Inquiry Officer, as non-est for not being in conformity with the laid down procedure. Moreover, in several cases, referred to this Department by the Administrative Ministries/Departments for advice, it has been noticed that Inquiring Authorities/Inquiry Officers sometimes inadvertently miss the essential steps while conducting inquiry, in most of cases, due to lack of thorough knowledge of the procedures prescribed for conducting departmental proceedings; thereby committing avoidable lapses, which result in setting aside of inquiry by the Tribunals/Courts.

2. In order to avoid such a situation and with a view to strengthening the knowledge base and skill of IAs/IOs in handling a Departmental Inquiry, it has been decided that, **in future, it may be ensured that IAs/IOs are mandated to clear a course related to procedural steps for holding Disciplinary Proceedings/ Departmental Inquiries, on iGOT Platform** (<https://igotkarmayogi.gov.in/> OR iGOT Karmayogi App). One such course available on the iGOT Platform is "Conduct of Enquiry in Disciplinary Matters".

3. All Ministries/Departments are, therefore, requested to ensure that Officers being designated as IAs/IOs complete/clear the said course on iGOT Karmayogi Platform, so as to avoid the avoidable lapses in conduct of a Departmental Inquiry.


(A K GOPAL)

Under Secretary to the Government of India
Tel. +91-11-23040264

To,

The Secretaries of all Ministries / Departments (as per standard list)

Copy to: -

1. Comptroller & Auditor General of India, New Delhi
2. Union Public Service Commission, New Delhi
3. Central Vigilance Commission, New Delhi
4. CVOs of all Ministries/ Departments
5. Central Bureau of Investigation, New Delhi
6. All Union Territory Administrations
7. Lok Sabha / Rajya Sabha Secretariat
8. All attached and subordinate Offices of Ministry of Personnel, PG & Pensions
9. All Offices and Sections of the Ministry of Personnel, Public Grievances & Pensions
10. NIC, Department of Personnel & Training, North Block, New Delhi with the request to upload the above O.M. at the website of DOPT
11. Hindi Section for translation in Hindi