

**ADVERTISEMENT  
INLAND WATERWAYS AUTHORITY OF INDIA (IWAI)  
A 13, Sector 1 Noida -201301**

**Empanelment of Retired Govt. Officers as Inquiry Officer**

Applications are invited from the eligible retired officers of the Central Govt./State Govts./PSUs etc. who have retired from the post/rank of Dy. Secretary/ equivalent or above for empanelment as Inquiry Officers for conducting departmental inquiries in IWAI. Interested officers may submit their Bio-data alongwith supporting documents, on the prescribed proforma, at the above mentioned address and send an advance copy on mail at the following email address [ashokyadav@iwai.gov.in](mailto:ashokyadav@iwai.gov.in) within 10 days of the publishing of this advertisement. The eligibility conditions and prescribed format of Bio-data are available on IWAI website: [www. iwai.nic.in](http://www.iwai.nic.in).

**(Ajay Kumar)  
Assistant Secretary (L&H)  
Phone no. 0120-2474050**

**INLAND WATERWAYS AUTHORITY OF INDIA (IWAI)**  
**A-13, SECTOR-1, NOIDA -201301**

**Eligibility criteria and other conditions for appointment of retired officers as Inquiry Officer for conducting departmental inquiries.**

Inland Waterways Authority Of India (IWAI) proposes to prepare a panel of retired officers of the Central Govt./State Govts./PSUs etc. who had retired from the post/rank of Dy. Secretary/equivalent or above, to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries in IWAI to be selected based on the open advertisement . The retired officers who are willing to serve as Inquiry Officer may submit their Bio-data in the enclosed proforma (**Annexure-I**). The following are the eligibility criteria and other terms and conditions for appointment as Inquiry Officer:-

1. **Validity of the panel** - The panel of the retired officers through open advertisement, created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be valid for a period of three years.
2. After receipt of applications from eligible officers, the application will be scrutinized and eligible applications would be shortlisted for appointment of Inquiry Officer.
3. Following are the eligibility conditions for appointment of willing retired officers as Inquiry Officers to conduct departmental inquiries.
  - (a) Retired Officers who are willing to serve as Inquiry Officer should not be more than 70 years of age as on the 1<sup>st</sup> March of the year of his/ her empanelment.
  - (b) He / she should be in sound health-both physically and mentally.
  - (c) He /She should not have been penalized in a Departmental Proceeding case (no penalty in DP or prosecution in criminal case) and should be of impeccable integrity.
  - (d) The officer is to self-certify that neither disciplinary proceeding nor criminal proceeding held against him during the service or any time thereafter.
  - (e) The applications of retired officers willing to serve as an inquiry officer should meet the eligibility criteria and he/she should have a clean service record.
  - (f) The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the IWAI.
  - (g) The retired officer must have handled disciplinary cases as IO during his service and must possess adequate knowledge of conduct of disciplinary proceedings.
  - (h) Once the disciplinary case is entrusted to the officer he/she should not refuse to accept the assignment without any valid reason to the satisfaction of the Competent Authority.
4. After receipt of willingness of the retired officers, names of the officer will be screened by the Appointed Committee of IWAI. The Disciplinary Authority will decide on the appointment of Inquiry Officer based on the case and his/her experience.

5. The designated Inquiry Officer shall be required to give an undertaking as follows:-
- (a) 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 shall be placed on record.
  - (b) 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.
6. 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, at the time of presentation of the inquiry report.
7. The Inquiry Officer shall conduct the inquiry proceedings at the official premises provided by the IWAI, 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, if required.
8. The Inquiry Officer shall undertake outstation travel for conducting inquiry (in unavoidable circumstances) with the approval of the Competent Authority.
9. 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.
10. 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 rupees)
Honorarium	'I'	Where the number of witnesses cited in the charge sheet is more than 10	90% of monthly basic pension drawn
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10	70% of monthly basic pension drawn
	'III'	Where the number of witnesses cited in the charge sheet is less than 6	60% of monthly basic pension drawn

Transport Allowance		Rs. 40000/-per case Subject to the condition that for outstation journey, the actual expenses for air travel/ railway 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/-

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.

11. The Presenting Officer shall also be paid an honorarium. The rates of honorarium payable to the Presenting Officer per case shall be an amount equal to 10% of the monthly basic pay drawn.

12. Before the payment is received by the Inquiry Officer and presenting officer, it will be his/her responsibility 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 by the Inquiry Officer 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.
13. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of IWAI.
14. The number of disciplinary cases assigned to an Inquiry Officer will be restricted to 12 cases in a year with not more than 04 cases at a time.
15. A review of every empanelled inquiry officer will be done after receipt of two inquiry reports, where adherence to the time lines and the procedure and quality of work will be assessed by the office. Subsequent allocation of work may be done only after such evaluation. The services of the Inquiry Officers whose performance is not upto the mark will be terminated with the approval of the Appointing Authority.
16. Any issue arising out of the above terms and condition between the Inquiry Officer and Disciplinary Authority will be decided by the Competent Authority in the Board whose decision shall be final.
17. The eligible and willing officers may submit their Bio-data in the prescribed format, duly signed along with supporting documents at the above address within ten days of the publication of this advertisement and may send an advance copy of the same via mail at the following e- mail address ashokyadav@iwai.gov.in.
18. Canvassing by candidates in any manner will invite disqualification of their candidature.

**(Ajay Kumar)**  
**Assistant Secretary (L&H)**  
**Phone no. 0120-2474050**

**ANNEXURE-I**

**APPLICATION FOR APPOINTMENT OF RETIRED GOVERNMENT SERVANTS AS THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY**

Name of the officer (In capital letters)	
Date of retirement from Government service	
Las Post held before retirement	
Details of the Ministry/Department and posts held during the service period.	
Have you ever been assigned the responsibility of the Inquiry Officer.	
If yes, the details thereof :	
Whether retired on attaining the age of superannuation or voluntary retirement	
Whether any penalty was imposed during the service period.	
If yes, the details thereof :	

Date: \_\_\_\_\_

Signature

: \_\_\_\_\_

Place:- \_\_\_\_\_

Name:-

\_\_\_\_\_

Present Address :- \_\_\_\_\_

Permanent Address:- \_\_\_\_\_

Contact Number : \_\_\_\_\_

E-Mail: \_\_\_\_\_

