



**DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-1
B-Block, 3rd Floor Room No. 311,
Vikas Sadan, INA New Delhi**

File No. PERS/PB-I/0004/2020/F9/ 4141
Computer No. 6207

Dated: 04.06.2026

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF INQUIRY OFFICERS

Applications are invited in the prescribed format (enclosed herewith) from the officers who have retired from not below the rank of Deputy Secretary (Pay Level 12 in the 7th CPC) from the Ministries/Departments under Government of India, or equivalent officers in PSUs and Delhi Development Authority and who fulfill the following conditions for empanelment as Inquiry Officer for conducting Departmental Inquiries against delinquent officials of DDA.

2. Eligibility conditions for appointment of willing retired officers:

- a) Retired officers who are willing to serve as Inquiry Officer.
- b) He/she should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case).
- c) He/she should be in sound health - both physically and mentally.

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

- a) The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 8 cases in a year, with not more than 4 cases at a time.
- b) The designated Inquiry Officer shall require to give an undertaking as follows: (i) 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. (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.
- c) 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.
- d) The Inquiry Officer shall conduct the inquiry proceedings at a location approved by DDA.
- e) 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.
- f) The panel of Inquiry Officers shall be valid for three years.

4. Rates of honorarium and other allowances payable to Inquiry Officers and other conditions thereof

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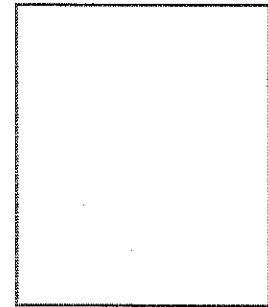
- a) The rates of honorarium and other allowances payable to the Inquiry Officers and conditions thereof will be as approved by DDA.
- b) Before the payment is made to the Inquiry Officer, it will be his/her responsibility to ensure that:
- All case records and the inquiry report (two ink signed copies) should be properly documented and arranged before it is handed over to the Disciplinary Authority.
 - The report returns findings on each of the Article of Charge which has been enquired into and it should specifically deal and address 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 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.
- c) Payment will be made to the Inquiry Officer only when the report is accepted by the Disciplinary Authority.
- d) 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.
- e) 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.
- f) A review of every empaneled 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 by the concerned Department. Subsequent allocation of work may be done only after such evaluation. The services of Inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.
5. Any issue arising out of this notice between the Inquiring Officer and the Disciplinary Authority will be decided by the VC, DDA whose decision shall be final and binding on both parties.
6. A committee will be constituted by DDA and after receipt of willingness of the retired officers, names of the officers will be screened by the said committee. The interview may also be conducted by DDA and the willing officers will have to attend the same at the place and time fixed by DDA, which will be notified to the shortlisted candidates. No TA/DA etc. shall be paid by DDA.
7. The willing and eligible retired officers may submit their application in the prescribed form alongwith attested copies of relevant documents/testimonials to the Commissioner (Personnel), DDA, Vikas Sadan, INA, New Delhi-110023 by 15.07.2026. **Incomplete applications will summarily be rejected.**

Encl.: Application format


(Vineet Jain) 04/6/26

Commissioner (Personnel)

APPLICATION FORM FOR APPOINTMENT OF RETIRED OFFICERS (not below the rank of Deputy Secretary in GoI) OF THE MINISTRIES/DEPARTMENTS UNDER GOVERNMENT OF INDIA AND EQUIVALENT OFFICERS IN PSUs AND DELHI DEVELOPMENT AUTHORITY AS THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRIES. (Please use separate sheet (s) if needed)



(Photo)

Name of the officer (In capital letters)

Date of retirement from government service

Last Post held before retirement

Details of the Ministry and posts held during the service

Substantive Grade Pay & Grade Pay last drawn /equivalent to Central Govt. pay structure (Please attach last pay certificate)

Have you ever 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 If yes, the details thereof

Whether in sound health both physically and mentally

If yes, please attach the medical certificate from the Registered Medical Practitioner (MBBS or above)

Present status of employment post retirement, if any

P.P.O. No. (Please attach copy of P.P.O)

Copy of identity card issued by the last employer

(signature)

Name: _____

Permanent/Present Address: _____

Contact Number: _____

Place: _____

Date: _____