



V.N. No. 5/2024/PB-I/DDA

दिल्ली विकास प्राधिकरण

कार्मिक शाखा-1

बी-311, विकास सदन, आई. एन. ए.

नई दिल्ली-110023

No.F.7(23)16/PB-I/DDA/ 1264

Dated: 25/06/2024

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF INQUIRY OFFICERS

Applications are invited on the prescribed format (enclosed) from the retired officers (not below the rank of Deputy Secretary in Gol) of the Ministries/Departments under Government of India, and equivalent officers in PSUs and Delhi Development Authority) who fulfills the following conditions for empanelment as Inquiry Officer (the panel will be valid for three years) for conducting Departmental Inquiries against delinquent officials of DDA:-

2. Eligibility conditions for appointment of willing retired officers:-

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

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

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) The Inquiry Officer shall conduct the inquiry proceedings at a location approved by DDA.

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

- (i) The rates of honorarium and other allowances payable to the Inquiry Officers and conditions thereof will be as approved by DDA.
- (ii) Before the payment is made to the Inquiry 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 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.
- (iii) Payment will be made to the Inquiry Officer only when the report is accepted by the Disciplinary Authority.
- (iv) 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.
- (v) 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.
- (vi) A 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 by the concerned Ministry. 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 the application on the prescribed form along with attested copies of relevant documents/testimonials to the Commissioner (Personnel), DDA, Vikas Sadan, INA, New Delhi-110023 by 05.08.2024. The incomplete applications will summarily be rejected.
8. Those who are already empaneled as I.O. with DDA, are also required to apply in response to this advertisement, if they wish to be considered for period beyond their present engagement.

Encls.: Application format


(Vineet Jain)
Commissioner (Personnel)

APPLICATION FORM FOR APPOINTMENT OF RETIRED OFFICERS (not below the rank of Deputy Secretary in Gol) 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)

- 1 Name of the officer (In capital letters):
2. Date of retirement from government service:
3. Last Post held before retirement:
4. Details of the Ministry and posts held during the service:
5. Substantive Grade Pay & Grade Pay last drawn /equivalent to Central Govt. pay structure (Please attach last pay certificate):
6. Have you ever assigned the responsibility of the Inquiry Officer if yes, the details thereof
7. Whether retired on attaining the age of Superannuation or voluntary retirement:
8. Whether any penalty was imposed during the service If yes, the details thereof
9. Whether in sound health both physically and mentally:
10. If yes, please attach the medical certificate from the Registered Medical Practitioner (MBBS or above):
11. Present status of employment post retirement, if any:
12. P.P.O. No., if DDA's retired Officer (Please attach copy of P.P.O) _____
13. Copy of identity card issued by employer: _____

PASTE HERE THE
SELF ATTESTED
RECENT PHOTO

(signature)

Name: _____

Permanent/Present Address: _____

Contact Number: _____

Place: _____

Date: _____

Please fill all relevant columns carefully.
Incomplete application forms shall be summarily rejected