

Empanelment of Inquiry Officers in ITDC

Applications are invited from public servant from Central / State / Corporation / Autonomous bodies Govt. employees having experience in conducting departmental inquiries for empanelment as Inquiry Officer. The inquiry officer shall be appointed by the Competent Disciplinary Authority as per ITDC Conduct, Discipline Appeal Rules or Standing Orders

Those who are interested in empanelment as inquiry officer may [click here](#) to apply. Last date for applying is 31.01.2019.

TERMS & CONDITIONS OF APPOINTMENT OF INQUIRY OFFICER (IO)

- (i) The IO shall be appointed by the Competent Disciplinary Authority as per ITDC Conduct, Discipline & Appeal Rules or Standing Orders of the units as the case may be on case to cases basis.

It should be ensured that the officer so appointed has no bias and had no occasion to express an opinion in writing in the earlier stages of the case.

- (ii) The IO shall maintain strict secrecy in relation to documents/ data/ information pertaining to the Inquiry both directly or indirectly.
- (iii) The terminated/ dismissed officers or officers in service or retired against whom disciplinary inquiry is pending shall not be eligible to act as Inquiry Officer.
- (iv) The IO shall submit the inquiry report within the time indicated in the appointment order itself.
- (v) The IO, who is not in the employment of ITDC, shall be entitled to the TA/DA as per entitlement at the time of retirement from the Govt. or Corporation.
- (vi) The designation of the IOs, who are not in the employment of ITDC, shall be treated the designation at the time of their retirement from the Govt service or the rank which they are holding in the department where they are working in the Govt or PSU at the time of appointment as IO.
- (vii) The Competent Disciplinary Authority can terminate the appointment of an Inquiry Officer or any valid ground e.g. violation of the principles of natural justice, bias or vindictiveness etc.

If the status of IO is terminated before the completion of the inquiry the quantum of honorarium is to be paid shall be decided by the Competent Disciplinary Authority.

- (viii) Number of inquiries to be entrusted to inquiry Officer shall not exceed 5 numbers at a time.
- (ix) The IO shall submit all the documents meticulously and carefully on the line of submission of the inquiry report.
- (x) The honorarium & reimbursement of conveyance shall be paid after one month of submission of the inquiry report and the presentation of the claim by the IO.

The honorarium shall be inclusive of secretarial charges for preparation & submission of the inquiry report as well as other incidental charges, if any.

As per CVC guidelines the Inquiry Officer should not attain the age of 70 years.

For applying online [click here](#)