

File No.-11-63/2024-Vig.
Archaeological Survey of India
Government of India
Vigilance Section

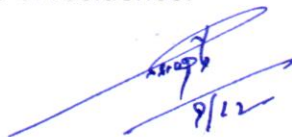
Dharohar Bhawan,
24, Tilak Marg, New Delhi-01
Dated the 6th December, 2024

CIRCULAR

Sub: Empanelment of retired officers as the Inquiry Officers for conducting departmental inquiries - reg.

The undersigned is directed to state that the issue of utilizing the services of retired Officers for conducting departmental inquiries had been under consideration of this Directorate. It has now been decided that panels of retired officers from Ministries/Departments under Government of India and PSUs would be created and maintained for conducting Departmental Inquiries against the delinquent officials.

2. **Procedure for empanelment of retired officers as the Inquiry Officers-** Panels of retired officers not below the rank of Deputy Secretary in Central Government and equivalent Officers in State Government /PU to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries.
3. **Validity of the panel-** The panel of the retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be valid for a period of three years.
4. Following are the eligibility conditions for appointment of willing retired officers as the Inquiry Officer to conduct departmental inquiries:
 - i. Retired officers who are willing to serve as Inquiry Officer.
 - ii. He/She should not have been penalized in a Disciplinary proceedings case. (No penalty in DP or prosecution criminal case)
5. Applications are invited from willing and eligible retired Officers to serve as the Inquiry Officer for conducting departmental inquiry. In this regard, a format for inviting application is annexed.
6. A three member committee consisting of Joint Secretary/Director level officers including the CVO of this Directorate would be constituted . After receipt of willingness of retired officers, names of the officers will be screened by the committee so constituted. The DA will decide on the appointment of the IO based on willingness for a case, experience in sector and status of residence.


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7. The number of disciplinary cases assigned to Inquiry officer may be restricted to 08 cases in a year, with not more than 04 cases at a time.

8. Terms and conditions for appointment of retired officers as the Inquiry Officer- The designated Inquiry Officers shall require to give undertaking as follows:

i. He/She is not be a witness or a complainant in a matter to be inquired into or a close relative or a known friend of the delinquent Government officer. A certificate to this effect to be submitted by the designated Inquiry Officer with respect to every inquiry and placed on record..

ii. Shall maintain strict secrecy in the relations of documents he/she receives or information/data collected by him or her in the 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 records, reports etc. available with the Inquiry Officer shall be duly returned at the time of presentation of 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 witness/PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize the travel undertaken by the IO/PO/CO.

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 inquiry report after completing 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 Competent Authority.

13. The rates of honorarium and other allowances payable to the Inquiry Officer will be as under:

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 for outstation journey, the actual expenses for Air / 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 instruction issued by DoPT/DoE from time to time for air travel regarding booking of air tickets through authorized agencies and cheapest available fare)	
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.

14. Before the payment is received by 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 office of Disciplinary Authority.

(b) The report returns findings on each of the Articles of Charges 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.

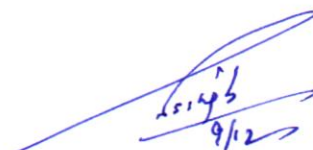
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15. Letter regarding engaging a retired officers as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of this Directorate.

16. 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 authority of ASI. Subsequent allocation of work may be done after such evaluation. The services of inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.

17. Any issue arising out between Inquiring Officers and the Disciplinary Authority will be decided by the CVO, ASI whose decision shall be final and binding on both parties.

18. The application not in a prescribed format shall be summarily rejected. The applicant may send the dully filled application form (along with annexure, if any) by speed post and send mail to sovig.asi2@gmail.com. And the last date of submission of application for empanelment from willing retired officers is 25.12.2024 (upto 06:00 PM).



(Sarvjit Singh)
Director (Admn.)

To,

1. Notice Board
2. Website Section
3. The NIC Cell , Ministry of Culture with a request to upload this circular on Ministry's Website for wider publicity.

**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 Govt. Service :

Last post held before retirement :

Details of the Ministry and post held during service :

Have you ever assigned the responsibility of the Inquiry Officer :

If yes, the details thereof :

Whether retired on attaining the age of superannuation or VRS :

Whether any penalty was imposed during service :

If yes, the details thereof :

Name and signature
Permanent/Present address &
Contact Number

Place:

Date:

(The empanelment of retired officers for their appointment as the Inquiry Officer will be done by a Committee comprising of three Joint Secretary/Director level officers including the CVO of this Directorate)