

No. C. 31011/4/2018-C.V.O. / 999

Puducherry, dt. 17 MAR 2025


C I R C U L A R

Sub: CVO – Empanelment of retired officers as “Inquiry Officer”
for conducting Departmental inquiries / proceedings in RDA
cases – Willingness called for – Reg.

It has been decided to utilize the services of retired Officers of Government of Puducherry as “Inquiry Officer” for conducting Departmental Inquiries / Proceedings instituted against the officers / officials of Government of Puducherry by drawing a panel of retired Officers of Government of Puducherry.

2. The Officers, who has retired from service, not below the rank of Under Secretary to Government of Puducherry or equivalent in the Government of Puducherry may apply for being consider for the panel of “Inquiry Officer” for the purpose of conducting departmental inquiry as per the terms and conditions stipulated in Annexure-I to this Circular. Application in the prescribed format (Annexure-II) may be submitted to the Chief Vigilance Office, Chief Secretariat, Puducherry.

// BY ORDER //


(M. KANNAN)
Under Secretary to Government
(Vigilance)

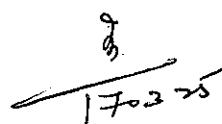
Encl.: Annexure – I and II.

ANNEXURE-I

**TERMS AND CONDITIONS FOR APPOINTMENT OF
RETIRED OFFICERS AS "INQUIRY OFFICER"**

The Retired Government Officials, hereinafter, referred to as "Inquiry Officer":

1. should not be more than 70 years of age as on the 1st July of the year of his empanelment;
2. should be in sound health, physically and mentally;
3. should not have been penalised in Disciplinary proceedings case and should not have been prosecuted in criminal case;
4. 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.
5. 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.
6. The Disciplinary Authority / Cadre Controlling Authority shall provide place for conducting the inquiry proceedings. Video conference should be utilised to the maximum extent possible to minimize travel undertaken by the Inquiry Officer/PO / CO. The cadre controlling authorities will facilitate necessary arrangements for the Video Conferencing.
7. The Inquiry Officer shall submit the report after completing the inquiry within 180 days from the date of his / her appointment as Inquiry Officer. Extension of time beyond 180 days can be granted only by the Disciplinary Authority as may be prescribed. If there is delay attributable on the part of Inquiry Officer, the Disciplinary Authority may deduct maximum of 50% of the Honorarium payable.


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8. The rate of honorarium and other allowances payable to the Inquiry Officer will be as detailed:

<i>Items</i>	<i>Criteria</i>	<i>Rate per case</i>
Honorarium	where the number of witness cited in the charge sheet are more than six	40% of monthly basic pension drawn by the retired official
	where the number of witness cited in the charge sheet are less than six	30% of monthly basic pension drawn by the retired official
Travelling Allowance	₹2,000/- per case	
Secretarial Assistance	where the number of witness cited in the charge sheet are more than six	₹5,000/- per case
	where the number of witness cited in the charge sheet are less than six	₹4,000/- per case

50% will be paid on submission of the Inquiry Report. Remaining amount will be paid within 45 days. In case, Inquiry Officer is changed midway before completion of Inquiry the scale of payment will be as follows:

- (i) Completion of prosecution case - 25%
- (ii) Completion of defence case - 25%
- (iii) Submission of Inquiry - 50%

9. 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 are handed over to the Disciplinary Authority.
- (b) The inquiry report returns findings on each of the Article of Charge 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.

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ANNEXURE-II

APPLICATION FOR APPOINTMENT OF "INQUIRY OFFICER"

1. Name of the retired Officer (in caps) : _____
2. Date of Retirement from Government Service : _____
3. Age on the date of submitting the application : _____
4. Post held at the time of retirement : _____
5. Details of Department and posts held during the service : _____
6. a) Whether assigned the responsibility of Inquiry Officer while in service : _____
b) If yes, details there of : No. of cases : _____
7. Whether retired on attaining the age of superannuation or voluntary retirement : _____
8. Whether any penalty was imposed during your service : _____
If yes, the details thereon : _____
9. Address for communication : _____

- Mobile No.

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- Email id: _____
10. Additional information, if any, in support of the suitability for appointment as Inquiry Officer (ie, Educational Qualification/ training underwent etc.) : _____

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle during my entire service and at the time of my retirement.

Place:
Date:

Signature of the applicant