

Dated : 25th September, 2018

Sub :Notice for empanelment of retired officers as the Inquiry Officer for conducting departmental inquiries in North Eastern regional Agriculture, Marketing Corporation Limited, NERAMAC (A Government of India Enterprises) (Under Ministry of DoNER, Govt. of India).

1. **North Eastern regional Agriculture, Marketing Corporation Limited, NERAMAC (A Government of India Enterprises) (Under Ministry of DoNER, Govt. of India)** intend to empanel retired Officers not below rank of Dy. Secretary in the Central Government and equivalent Officer in the state Government or Addl.GM (E-6) and above of Central PSUs to be appointed as Inquiry Officer for the purpose of conducting departmental inquiries. The panel created for the above purpose will be initially valid for the period of THREE years.
2. Eligible retired officials willing for empanelment as Inquiry Officer may send a hard copy of their Bio-Data duly completed in all respects along with a processing fee of Rs. 500/- (Rupees five hundred only) as per proforma (Annexure – ‘A’) by 15.10.2018 to the **INCHARGE (P&A), North Eastern regional Agriculture, Marketing Corporation Limited, NERAMAC (A Government of India Enterprises) (Under Ministry of DoNER, Govt. of India)** by post with subject as “Empanelment of Inquiry Officer” to HOD (P&A) H.O. : 9, Rajbari Path, G.S Road, Ganeshguri, Guwahati – 781005, Assam (India).
3. **Processing Fee:** The applicant should submit the processing fee of Rs. 500/- (Rs. Five hundred only) for alongwith the application. The NEFT/ RTGS/ Demand Draft shall be in the name of **MD, NERAMAC, 9 Rajbari Path, G.S Road, Guwahati – 781005, Assam, (India)**. The fee shall be non refundable.

RTGS details is as follows:

Bank Name: State Bank of India,

Branch Name: New Guwahati Branch, Bamunimaidam

Account No: 10566982782

IFSC Code: SBIN0000221

4. Following are the eligibility conditions for appointment of willing retired officers as Inquiry Officers to conduct departmental inquiries :
 - (i) The retired officers willing to serve as the Inquiry Officer should not be more than 65 years of age as on 01.10.2018.
 - (ii) He/She should be in sound health- both physically and mentally.

(iii) He/She should not be an accused officer in any pending departmental inquiry or criminal case.

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

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 employee.

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.

6. The Inquiry Officer shall submit the enquiry report after completing the inquiry in a time bound manner to the Disciplinary Authority.

7. The IO will be paid an honorarium of Rs.35,000/- per case plus lumpsum conveyance allowance of Rs.5,000/-(In case attendance is more than 4, conveyance allowance would be paid @ 1000/- per attendance extra) and secretarial assistance amount of Rs.10,000/- per case if no assistance is provided by NERAMAC and in case final report is prepared/typed by IO through his own sources, an amount of Rs.3,000/- would be payable towards clerical/typing charges.

8. Payment will be made to the Inquiry Officer only when the report is accepted by the Disciplinary Authority. In case it is not possible to proceed with the matter due to stay by court 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. Time bound disposal of cases should be done by IO.

9. Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that :-

a) All cases 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 case 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 officials are governed.
10. The services of Inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.

Sd/-

Administrative Officer

Annexure – ‘A’

**APPLICATION FOR APPOINTMENT OF RETIRED OFFICERS AS THE INQUIRY
OFFICER TO CONDUCT DEPARTMENTAL INQUIRY**

1. Name of the officer (In capital letters) :
2. Date of retirement from service :
3. Date of birth
4. Age on the date of submitting the :
Application
5. Last post held before retirement :
6. Details of the Ministry/Deptt/PSU
and various posts/positions held
during the service :
7. Have you ever assigned the
responsibility of the Inquiry Officer :
8. If Yes, the details thereof :
9. Whether retired on attaining the age of :
Superannuation or voluntary retirement
10. Whether any penalty was imposed
during the service
11. If yes, the details thereof
12. Processing Fees with details:
13. Permanent / Present Address &
Contact Number/email

Place :
Date :

Name and Signature