



व्यावहारिक प्रशिक्षण बोर्ड (पूर्वी क्षेत्र)
BOARD OF PRACTICAL TRAINING (EASTERN REGION)

भारत सरकार के मानव संसाधन विकास मंत्रालय के उच्चतर शिक्षा विभाग के अधीन
UNDER MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA, DEPARTMENT OF HIGHER EDUCATION



F.No. BOPT/A-115/Advt.

Dated : 29th August 2017

Sub: Notice inviting application for Empanelment of serving/retired officers as Inquiry Officers for conducting Departmental Inquiries in this Board.

Applications are invited from the retired officers (not below the rank of Deputy Secretary in Government of India) of the Ministries/Departments/Autonomous Bodies under Government of India, or its equivalent office on the prescribed format (enclosed) who fulfils the following conditions for empanelment as Inquiry Officer (the panel will normally be valid for three years) for conducting Departmental Inquiries against delinquent officials of this Board:-

Following are the eligibility conditions for appointment of willing officers:-

- (i) The officer willing to serve as the inquiry officer must be fully conversant with the provisions of CCS(CCA) Rules 1965, Fundamental Rules and other rules applicable for the disciplinary proceeding for the central government employees.
- (ii) He must have experience of IO of the organisations governed by CCS (CCA) Rules 1965 and Fundamental Rules as applicable to employees of pure central government organisation.
- (iii) The retired officers willing to serve as the Inquiry Officer should not be more than 65 years of age as on the 1st April 2017.
- (iv) He/she should be in sound health – both physically and mentally.
- (v) He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity.
- (vi) The number of disciplinary cases assigned to an Inquiry Officer will be restricted to 20 cases in a year with not more than 4 cases at a time.
- (vii) The designated Inquiry Officer shall require to view an undertaking that
 - (a) He/she is not a witness or a complainant in the matter to be inquired into for a close relative or a known friend of the delinquent Government Officers.
 - (b) Shall maintain strict secrecy in relation to the documents he/she receives or information/data corrected by him/her in correction with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.
- (viii) No such document/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.
- (ix) The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by this office.
- (x) The Inquiry Officer shall undertake travel for conducting inquiry (unavoidable circumstances) with the approval of the Disciplinary Authority.

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- (xi) The Inquiry Officer shall submit the inquiry report after completing the inquiry within 90 days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond ninety days can be granted only by the Disciplinary Authority.
- (xii) The rates of honorarium and other allowances payable to the Inquiry Officer will be as under:-

Particulars/Details		Range of Rate per case Recommended by the Committee and Accepted by the Government(Rs. Per case)	
1(a)	1(b)	Minimum(a)	Maximum(b)
Honorarium	(i) IO (serving -Pt time)	(i) 5,000	10,000
	(ii) IO (retired)	(ii) 15,000	75,000
Transport Allowance	(i) IO (retired)	(i) 15,000	40,000
Secretarial Assistant	(i) IO (retired)	(i) 30,000 per case if no assistance is provided by Department	

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 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. The grant of Honorarium in the case of serving Government servants who are appointed as part-time Inquiry Officers will be subject to the following conditions:-

- (i) The honorarium will normally be regulated under the financial powers delegated to the Ministries/Departments and taking into account the quantum of work involved in individual disciplinary cases.
- (ii) Before the payment is received by Inquiry Officer, whether serving or retired, it will be the responsibility of the IO 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 by the Inquiry Officer.
- (b) The report returns findings on each of the Article of Charge which has been enquired into and should specifically deal and address each of the procedural objections, if any, rose by the charged officers as per the extant rules and instructions.
- (c) In deciding the exact quantum of honorarium within the indicated range in the table above, the quantum and nature of work involved, rank of the Inquiry Officer, the complexity of the case, time taken for completion of the inquiry, etc. will have to be kept in view and the decision in this regard of the department disbursing the honorarium will be final. If there is a delay in completion of the inquiry which is not due to non-co-operation of the charged officer or due to stay orders, etc., the honorarium should be reduced by 50%.





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- (iii) The number of disciplinary cases may be restricted to 10 cases in a year, with not more than 2 cases at a time with not more than 4 cases at a time for retired Government servants.
- (iv) 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.

The selection of the IO is the full discretion of the disciplinary authority and he reserves all rights in this regard like selection, cancellation, rejection etc. of the candidature without quoting any reasons for the same.

The appointing authority of IO may in exceptional circumstances appoint the IO with the approval of the Board any candidate on such term and conditions to be decided by the Board.

The period of empanelment is initially for one year and can be further extended, in spells upto a maximum period of total 3 years depending upon performance assessment & need of this organisation.

Applicants are requested to go through the details of eligibility criteria and satisfy themselves that they meet all requirements mentioned therein prior to applying for these vacancies.

The applications may be submitted in the prescribed format at per annexure neatly typed on white paper in double space and typed on only one side of paper. The envelope should be superscribed with: "Application for Empanelment of serving/retired officers as Inquiry Officers for conducting Departmental Inquiries in Board of Practical Training."

Applications not conforming to prescribed format may not be entertained.

Complete applications should be sent to **the Shri S. M. Ejaz Ahmed, Director, Board of Practical Training (Eastern Region), Block - EA, Opposite Labony Estate, Sector - I, Salt Lake, KOLKATA - 700 064** within 15 days from the publication of the advertisement and the same is required to be sent through email address to director@boppter.gov.in within 7 days from the publication of this advertisement. Applications received after the closing date will not be entertained under any circumstances.

The Screening Committee would scrutinize the applications. Only those fulfilling the requirements will be short listed and called for personal interaction.

Canvassing by candidates in any manner will invite disqualification of their candidature.

Sd/-
(S M Ejaz Ahmed)
Director





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Annexure

APPLICATION FOR APPOINTMENT OF GOVERNMENT SERVANTS (SERVING/RETIRED)
AS THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY

Name of Officer (In capital Letters)	:	
Designation & Scale of Pay	:	
Department and details of Ministry	:	
Details of disciplinary proceeding held/holding against you, if any	:	
Date of retirement from government service	:	
Age on the date of submitting the application	:	
Last Post held before retirement	:	
Details of the Ministry and posts held during the 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 voluntary retirement	:	
Whether any penalty was imposed during the service	:	
If yes, the details thereof	:	

Signature

Name (In block letter)

Permanent/Present Address

Contact Number

Place:

Date:



ब्लॉक - ईए, सेक्टर -1 (लाबोनी संपदा के विपरीत), साल्ट लेक सिटी, कोलकाता - 700 064, दूरभाष /Phone - (033) 2337-0750/51, फैक्स /Fax - (033) 2321-6814
Block - EA, Sector -1 (Opposite. Labony Estate), Salt Lake City, Kolkata - 700 064, ई-मेल /E-mail - inf@bopter.gov.in, वेबसाइट/website - www.bopter.gov.in