



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड
(भारत सरकार का उद्यम)
POWER GRID CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)



Corporate HR Department - Establishment Section
(केन्द्रीय मानव संसाधन - स्थापना विभाग)

Notification No. : Estt 01/2019

Ref: CC/HR/Estt./IO/2019

Date: 22-07-2019

Applications are invited from retired Officers of Central Govt./ State Govt./ PSUs (Central & State), not below the rank of Deputy Secretary in Central Govt. & equivalent rank in the State Govt., and E8 & above in PSUs, for empanelment as Inquiry Officers to conduct Departmental Inquiries in POWERGRID.

SUBMISSION OF APPLICATION

Interested applicants are requested to apply through the On-line registration system only available on www.powergridindia.com

TERMS AND CONDITIONS OF EMPANELMENT OF INQUIRY OFFICERS

1. **Tenure:**

The Panel created for the above purpose will be valid for a period of **THREE YEARS**. Based on the performance of the Inquiry Officer, it can be further extended for another two years.

2. **Eligibility:**

Essential:

- Must have superannuated from the level of E-8 & above in PSU and Deputy Secretary & above in Central/ State Govt.
- He/ she should not have been penalized in a disciplinary proceeding case (No penalty in disciplinary proceedings or No prosecution in criminal case).

Desirable:

- Degree in Law from a recognized University.
- Previous experience in Vigilance and/ or Establishment matters preferably with first-hand experience of conducting Departmental Enquiries.
- Retired Officer willing to serve as Inquiry Officer should preferably be not more than 65 years of AGE as on 1st July of the year of empanelment.

3. Procedure for Empanelment:

- On approval of Panel, a formal letter communicating empanelment of selected retired officers as Inquiry Officer shall be issued by HR department to each of the retired officers thus empanelled.

4. Other Terms and Conditions:

- He/ she shall be entrusted with the cases for conducting the Inquiry by any Disciplinary authority as per the rules.
- The Inquiry Report after its completion should be submitted to the Disciplinary Authority who appointed him as IO.
- The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 15 cases in a year, with not more than 10 cases at a time.
- Letter regarding engaging a retired officer as Inquiry Officer will only be issued with the approval of the Disciplinary Authority.
- A review of performance of every empanelled Inquiry Officer will be done by CMD, POWERGRID in consultation with CVO, POWERGRID after the initial period of empanelment of three years. The services of Inquiry Officer whose performance is not up to the mark will not be extended further.
- The rates of Honorarium and other allowances payable to the Inquiry Officer shall be as under:

Particulars/ Details			Rate per case (in Rupees)		
Items	Category	Time taken to complete the Inquiry proceedings	Dy. Secretary/ Director	Joint Secretary and above	GM and above in PSUs
Honorarium	'I'	Within 45 days	Rs. 60,000/-	Rs. 75,000/-	Rs. 75,000/-
	'II'	Within 90 days	Rs. 40,000/-	Rs. 50,000/-	Rs. 50,000/-
	'III'	Beyond 90 days	Rs. 30,000/-	Rs. 40,000/-	Rs. 40,000/-
Transport Allowance		Rs. 40,000/- per case			
Secretarial Assistance		Rs.30,000 per case if no assistance is provided by POWERGRID			

- Secretarial Assistance shall normally not be provided by POWERGRID. However, in the event of this being provided, secretarial allowance shall not be payable.
- The designated Inquiry Officer shall be required to give the following undertaking along with his acceptance:
 - 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 shall be obtained from the Inquiry Officer with respect to every inquiry and placed on record;

- That he/ she 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 utilise the same only for the purpose of Inquiry in the case entrusted to him/her.
- No such information/ documents 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.
- The Inquiry Officer shall submit the Inquiry Report after completing the 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 Authority as may be prescribed;
- Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that:
 - The report of findings on each of the Article 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;
 - 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 POWERGRID CDA Rules;
 - Payment shall be made after the Inquiry Report is accepted by the DA. In case it is not possible to proceed with the matter due to stay by the Courts etc., the Inquiry Officer may be discharged from his/her duties and payment of honorarium or other allowances will be made on pro rata basis.

5. **Removal from Empanelment:**

- Empanelment as IO shall be terminated at any time by the Empanelling Authority, viz. CMD, POWERGRID in consultation with CVO, POWERGRID for performance-related or sundry other reasons, after serving a Show Cause Notice to the empanelled IO, to be replied within 30 days from the date of issuance of such Notice. Such Show Cause Notice shall preferably be issued by Speed post and e-mail.

6. **Removal as Inquiry Officer:**

- Disciplinary Authority who appointed him/ her as IO may, for reasons to be recorded in writing, may divest him from the charge of IO without notice and without communicating any reasons, and in such case no honorarium shall be paid to the IO.

7. **Miscellaneous:**

- The Inquiry Officer shall not engage himself/ herself in any other professional work or service, which is likely to conflict with the performance of his/ her duties as Inquiry Officer.
- POWERGRID reserves the right to reject any or all applications from the Retired Officers without assigning any reason(s) thereto. POWERGRID reserves the right to change/ modify/ cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.
- Inquiry Officer appointed in terms of this notification shall conduct Inquiry at the place mutually agreed with the Presenting Officer. In case of disagreement regarding the place of Inquiry, the decision of the DA in consultation with CVO shall be final and binding.

Important Dates

Date of Commencement of on-line submission of Application	: 22.07.2019
Date of Closing of on-line submission of Application	: 31.08.2019

No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications not submitted as per the prescribed format are liable to be REJECTED.

Committee reserves the right to empanel the retired employees. The services of Inquiry Officers whose performance is not up to the mark will be terminated by the appointing authority.

Application will need to be submitted through on-line system only. No hard copy is required to be sent unless asked for by POWERGRID. Any other mode of submission of application is unacceptable.