



GOVERNMENT OF INDIA
GEOLOGICAL SURVEY OF INDIA
CENTRAL HEADQUARTERS
27 – J. L. NEHRU ROAD
KOLKATA : 700 016

No. 207 /C-11/16/2015-Vig.

Dated: 06.02.2019.

OFFICE MEMORANDUM

A panel of serving as well as retired officers of the GSI is proposed to be prepared for selection of the Inquiry Officers to conduct various Departmental Inquiries against such delinquent officers/officials, whose cases are decided at the level of GSI under Rule 14 and Rule 16(1) of CCS (CCA) Rules (1965). The panel will be there for Kolkata, and for various stations where Regional Headquarters, State / Operational Units or large establishments of GSI are located.

2. Applications are, therefore, hereby invited from the willing serving, as well as retired officers, for empanelment as the Inquiry Officer and for appointment by the respective Disciplinary Authority as and when required for conducting the Departmental Inquiries. The applicant should not be below the rank of Gr. B (Gazetted). A format of the application is enclosed in **Annexure-1**.

3. Following are the eligibility and terms and conditions for empanelment as Inquiry Officer for conducting the Departmental Inquiries:

- (i) The retired officers willing to serve as the Inquiry Officer should not be more than 70 years of age as on the 1st April of the year of his/her empanelment.
- (ii) He / She should be in sound health- both physically and mentally.
- (iii) He / She shall not engage himself/herself in any other professional work or service, which is likely to interfere with the performance of his/her duties as Inquiry Officer.
- (iv) Even after empanelment, one shall be appointed as IO only by the Disciplinary Authority of the Charged Officer whose case is entrusted to him / her.
- (v) He / She will be entrusted with the Inquiries on 'case-to-case' basis, by the Disciplinary Authority.
- (vi) He / She should not be an accused officer in any pending inquiry.
- (vii) The applicant should have impeccable integrity and clean service record.

4. The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 10 cases in a year with not more than 2 cases at a time for serving Government Servants. For retired Government Servants, it should be restricted to 20 cases in a year and 4 cases at a time.

5. The designated Inquiry Officer (IO), on appointment, shall require to give an undertaking that (a) 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, (b) 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 and (c) 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 who appointed him/her as such, at the time of presentation of the Inquiry Report.

6. The Inquiry Officer shall submit the inquiry report after completing the inquiry preferably within ninety (90) days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond a period of six (06) months can be granted only by the Disciplinary Authority.

7. The maximum rate of Honorarium and other allowances payable to the Inquiry Officer is given in the **Annexure - 2**. Payment will be made to the Inquiry Officer only when he/she submits the inquiry report within six (06) months and the report is accepted by the Disciplinary Authority. If the delay in completion of the inquiry is due to non-cooperation of the Charged Officer or due to Stay Orders etc., the same will be taken into consideration while deciding the amount of honorarium to the Inquiry Officer by the concerned organization/office. 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.

8. The Inquiry Officer (Retd.) shall conduct the inquiry proceedings at the headquarters of the Departments/Organization or at the place of posting of the charged officer(s), witnesses etc. In unavoidable circumstances where the Inquiry Officer has to undertake travel for conducting inquiry, with the approval of the Disciplinary Authority, the rate of T.A. / D.A. in such cases may be permissible to the rate applicable to the serving officers of equivalent rank.

9. The IO shall be provided an accommodation in the office premise with required logistic support on the days of enquiry (viz. Secretarial assistance, Transport etc.) by the office which engages him / her, to carry out enquiry proceedings.

10. The final Inquiry Report should have an assessment of evidence in respect of each Article of Charge vis-a-vis the statement of Imputation of misconduct and misbehavior and the Defense of the Government Servant, the findings of the I.O. in respect of each Article of Charge and reasons therefor.

11. The Inquiry Officer shall conclude and submit the Inquiry Report within a period of six (06) months from the date of his/her appointment as the Inquiry Officer. Where it is not possible to adhere to the time limit, the Inquiry Officer may record the reasons and seek extension of time from the Disciplinary Authority in writing.

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

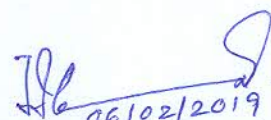
i) The final Inquiry Report (two inked-signed copies) and all the case records viz. (a) written statement of defense, if any, submitted by the Government Servant, (b) the oral and documentary evidence produced in the course of Inquiry, (c) written briefs, if any, submitted by the Presenting Officer and the Government Servant, (d) the interlocutory orders passed by the Disciplinary Authority and by the Inquiry Officer and (e) a docket containing the Daily Order Sheets of all the hearings shall be properly documented, arranged and will be handed over to the Disciplinary Authority.

ii) The report should categorically state the findings of the Inquiry Officer 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, raised by the Charged Officer(s) as per the extant rules and instructions.

iii) 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 Government officials are governed.

13. The appointment of Inquiry Officer may be terminated at any time by the Disciplinary Authority without notice and without assigning any reason. However the concerned authority has to intimate the competent authority the reasons for doing so.

14. All eligible officers are requested to submit their application in the prescribed format directly, so as to reach Shri Prabir Ganguly, Administrative Officer (Vigilance), Central Headquarters, Geological Survey India, 27, Jawaharlal Nehru Road, Kolkata- 700016 by **March 14, 2019**.


06/02/2019

(तपन कुमार जाना/Tapan Kumar Jana)

निदेशक (भूविज्ञान) और सतर्कता अधिकारी, भा.भू.स, केंद्रीय मुख्यालय, कोलकाता /
Director (G) and Vigilance Officer, GSI, CHQ, Kolkata

To

1. The Addl. Director General/ Dy. Director General & HOD, GSI, ER, Kolkata/NEnR, Kolkata/ M&CS, Kolkata/RSAS, Bangalore/TI, Hyderabad/NR, Lucknow/WR, Jaipur/NER, Shillong/SR, Hyderabad/CR, Nagpur.
2. The Dy. Director General, All State Units/Opn. Units under NR/CR/WR/SR/ER/NER/ M&CSD/GSITI/ DGCO, GSI, Lucknow/Nagpur/Jaipur/Hyderabad/ Kolkata/ Shillong/Mangalore/ New Delhi /Kochi/ Visakhapatnam.
3. Dy. Director General (P), GSI, CHQ, Kolkata.
4. Dy. Director General (IT), GSI, Kolkata – He is requested to upload this OM in the GSI-Portal.
5. The Director (Personnel)/ Director (Administration), CHQ, GSI, Kolkata.
6. All Vigilance Officers, GSI, ER, Kolkata/M&CS, Mangalore/RSAS, Bangalore/TI, Hyderabad/NR, Lucknow/WR, Jaipur/NER, Shillong/SR, Hyderabad/CR, Nagpur. They are requested to give wide publicity of this OM so that the willing Serving/Retired officers come to know about the process of empanelment.
7. The Director, Administrative Vigilance Section, GSI, CHQ, Kolkata.
8. The Guard file, Vigilance Section, CHQ, GSI, Kolkata.

**APPLICATION FOR APPOINTMENT AS INQUIRY OFFICER TO CONDUCT
DEPARTMENTAL INQUIRY**

1. Name of the officer :
(In capital letters)
2. Permanent Address :
3. Address for communication :
4. Telephone No.(Residential/Office) :
Mobile No :
E-mail id :
5. Whether serving or retired Government servant:
6. Date of Birth :
7. Date of retirement :
8. Educational Qualification :
9. Present Pay or pay in the Pay Band / Scale :
at the time of retirement (Grade pay, if any,
to be shown separately)
10. Details of the postings held while in service :
(viz. Period, Designation, Office of posting,
Location)
11. Whether ever assigned the responsibility of :
the Inquiry Officer in the past
12. If yes, the details thereof :
13. Whether retired on attaining the age of :
Superannuation or retired voluntarily
14. Post held now (or last post held for retired :
Officer)
15. Whether any penalty was imposed in past :
during the service or whether any criminal
case is pending or whether the applicant was
convicted in a criminal case in past
16. If yes, the details thereof :

Name and signature with date

Place :

Date :

The details of Honorarium / Remuneration payable to the Inquiry Officers

For retired Officers:			
Particulars/Details		Rate per case (in Rupees)	
Items	Time taken to complete the inquiry proceedings	Upto the level of Director	Sr. Administrative Grade & above
Remuneration	Beyond 90 days (but not exceeding 180 days)	15,000	20,000
For serving Officers :			
Honorarium	Beyond 90 days (but not exceeding 180 days)	5,000	10,000