

CENTRAL SILK BOARD
(Government of India)
Ministry of Textiles
BENGALURU

File No. CSB-1 (3) / 99-VIG.

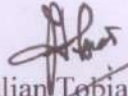
Date : 23-02-2021

CIRCULAR

Sub:- Inviting applications from the Retired Officers for empanelment as Inquiry Officer – reg.

In terms of DoPT O.Ms. No.142/40/2015-AVD.I dated 07-01-2016 & 15.9.2017 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 for empanelment as Inquiry Officer for conducting Departmental Inquiries against delinquent officials of this Board. The details of the Terms & Conditions and Applications are published in Central Silk Board Website, i.e. www.csb.gov.in on 23-02-2021 vide Advertisement No.1/2021/Vig. Dated 23-02-2021 (copy enclosed for reference)

It is requested to circulate the same among the newly retired officers in your Organisation for needful.


[Julian Tobias] 23/2/2021
Joint Director (Admn.)

To

- 1.As per the attached list
- 2.The Deputy Director (Comp), CSB, Bangalore with a request to publish the Advertisement No. 1/2021/vig dated 23-02-2021 in CSB Website (copy enclosed).

CENTRAL SILK BOARD
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Advertisement No. 1/2021/vig.

File No. CSB-1 (3) / 99-VIG. Date : 23-02-2021

In terms of DoPT O.Ms. No.142/40/2015-AVD.I dated 07-01-2016 & 15.9.2017 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) **Retirement:** It means superannuation as well as Voluntary Retirement (VR).
- (ii) (a) **Disciplinary Case Status :** Must not have been imposed with any kind of Penalty / Punishment in any Departmental Disciplinary Case OR no case is pending at the time of submission of the application or at the time of empanelment.
(b) **Criminal Case Status :** Must not have been imposed with penalty after prosecution or must not have been prosecuted or is being prosecuted in any criminal case(s) while in service or thereafter and pending at the time of submission of the application or at the time of empanelment.
- (iii) 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.
- (iv) Must have served in the organisations governed by CCS (CCA) Rules 1965 and Fundamental Rules as applicable to employees of Central Government Organisations.
- (v) The Retired officers willing to serve as the Inquiry Officer should not be more than 63 years of age as on the 1st January, 2021 ; newly retired Officers (within one years standing) are preferred.
- (vi) He/she should be in sound health – both physically and mentally.
- (vii) He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity.
- (viii) The number of disciplinary cases assigned to him/her as an Inquiry Officer will be restricted to 8 cases in a year with not more than 4 cases at a time.
- (ix) The designated Inquiry Officer shall require to furnish 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 connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.
- (x) 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 submission of the Inquiry Report.
- (xi) The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by this office or via Video Conference as per the decisions of the Disciplinary / Appointing Authority. The use of Video Conferencing, if feasible, should be utilised to minimise the travel of all concerned i.e. Inquiring Authority, Presenting Officer, Charge Sheeted Employee, Witnesses as the case may be without compromising the mandatory procedure and other requirements in the interest of fair and proper inquiry. The facility for Video Conferencing shall be under the direction of the Chief Vigilance Officer.
- (xii) (i) The rates of honorarium and other allowances payable to the retired officers not below the rank of Deputy Secretary in Central Government and equivalent officer in the State Government / PSUs:-

Items	Category	Time taken to complete the inquiry proceedings	Rate per case (in Rupees)
Honorarium	I	Where the number of witnesses cited in the charge-sheet is more than 10	80% of monthly basic pension drawn
	II	Where the number of witnesses cited in the charge-sheet are between 6-10	60% of monthly basic pension drawn
	III	Where the number of witnesses cited in the charge-sheet is less than 6	50% of monthly basic pension drawn
Transport Allowance		₹ 40,000 per case	
Secretarial Assistance	I	Where the number of witnesses cited in the charge-sheet is more than 10	₹ 40000
	II	Where the number of witnesses cited in the charge-sheet is more than 6-10	₹ 30000
	III	Where the number of witnesses cited in the charge-sheet is more than 6	₹ 20000

(ii) 50% will be paid on submission of the Inquiry Report. Remaining amount will be paid within 45 days. In case it is not possible to proceed with the matter within 45 days 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 a pro rata basis.



(xiii) The Inquiry Officer shall undertake travel for conducting inquiry (unavoidable circumstances) with the approval of the Disciplinary Authority.

(a) The Inquiring Officer shall be entitled for Air travel (economy class)/Rail journey as per rank at the time of retirement or as decided by the Appointing Authority subject to guidelines issued by the department of Expenditure, Ministry of Finance.

(c) The accommodation if necessary shall be arranged by the Central Silk Board ordinarily in its Guest House and if not available, at any such accommodation decided by the Appointing Authority within the entitlements

(xiv) 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 (duly signed) properly documented and arranged is handed over to the office of Disciplinary Authority.

(b) The report/returns/findings on each of the Articles of Charge which has been enquired into should specifically deal and addresses 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 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.

(d) 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 Disciplinary Authority.

(xv) General Conditions:

(i) The Member Secretary reserves the right to cancel and / or modify the provisions of this intimation in part or in whole, if required, without assigning any reason thereof.

(ii) The application, complete in all aspects (as per Annexure-I) should be sent by email to co.vigilance@csb.gov.in. Incomplete applications shall be summarily rejected and no further correspondence shall be entertained. Those not empanelled may not be intimidated separately but the list of empanelled persons shall be made available on the website of Central Silk Board

(xvi) The services of Inquiry Officers whose performance is not up to the mark may be terminated with the approval of the Appointing Authority.

(xvii) The payment of Honorarium, Travel expenses (if applicable) etc shall be made by electronic fund transfer for which the selected officials will be required to furnish details of their Bank Account.

(xvii) The Application as per Annexure-I should reach on or before 22-03-2021 along with all required documents as mentioned in the application format. The Applications received after the stipulated date will not be considered. No Hard Copies need be submitted.



ANNEXURE -1

**APPLICATION FORM FOR EMPANELMENT OF RETIRED OFFICERS AS THE INQUIRING
AUTHORITY (I.A.)**

PHOTO

**(Self-attested copies of documents to be submitted as proof of eligibility/
experience claimed)**

1. Name of the Retired Officer
(In Capital Letters)
2. Date of Birth
3. Date of superannuation / VR from
the service
4. Position & Grade held at the time of
Superannuation / VR
5. Details of departments you have
been posted during the Service
[Please attach a separate sheet
with full details of Posts /
Designation held during service.
6. Have you ever been assigned to this
post of the Inquiry Officer.
[Please attach the details
separately]
7. (i) Willingness to serve in the places:
[Specify the preferred place to
serve as I.O.]
Delhi / Kolkata / Guwahati /
Ranchi/ Bilaspur / Jorhat /
Bangalore /Mysore.
(ii) Whether willing to conduct Inquiry
at Offices of CSB apart from those at 7(i)
YES or NO
8. Have you ever received a Memo on
Charges for the Misconduct
YES or NO
9. Whether any penalty was imposed
during the service
10. Whether any Disciplinary Case against
you is pending



11. If yes, the details thereof (for Sl. No. 8-10)
12. Have you ever been prosecuted in any court of law for a criminal offence?
13. Whether any punishment was imposed for the criminal case
14. If yes, the details thereof
15. Is there any criminal proceeding in any court of law going on :
16. If yes, the details thereof with status :

(Signature of the Candidate)

Name :

Correspondence Address :

.....

.....

..... E-mail ID :

.....

Mobile Number :

Place :

Date :

