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**Government of India**  
**Ministry of Communication**  
**Department of Posts**  
**Office of the Chief Postmaster General, Punjab Circle, Chandigarh-160017**

Memo No Vig/41-1/2021

Dated: 17.10.2022

**Subject : Procedure for empanelment of retired officers as the Inquiry Officers for conducting Departmental Inquires in Punjab Postal Circle-- reg.**

This is regarding empanelment of retired officers for utilizing their services for conducting departmental inquires against the delinquent officials of Punjab Postal Circle.

2. **Procedure for empanelment of retired officers as the Inquiry Officers --** Panels of retired officers not below the rank of ASP Cadre-Group B (Gazetted) officer and place specific, to be appointed as the Inquiry Officer for the purpose of conducting departmental inquires would be maintained in the Circle.
3. **Validity of the Panel -** The panel of the retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiries will be valid for a period of three years.
4. **Foillowing are the eligibility conditions for appointment of willing retired officers as the Inquiry Officers to conduct departmental inquires:-**
  - i) Retired officers who are willing to serve as Inquiry Officer.
  - ii) He/She should not have been penalized with major penalty in a Disciplinary Proceeding or prosecuted in a criminal case.
5. Applications from willing and eligible retired officers to serve as the inquiry Officer for conducting departmental inquiries are invited in the format annexed as **Annexure-A.**
6. A three-member committee consisting of Chief Postmaster General, Punjab Circle, Chandigarh, Postmaster General, Punjab West Region, Chandigarh & Director Postal Services (HQ), Punjab Circle, Chandigarh would carry out the work of scrutiny, screening, selection & constitution of panel of such retired officers. After receipt of willingness of the retired officers, names of the officers will be screened by the committee. The formation of panel will be a continuous

and ongoing process. The Disciplinary Authority will decide on the appointment of the Inquiry Officer based on willingness for a case, experience in the sector and status of residence. Committee constituted for making panels of retired officers as the Inquiry Officer has to keep in mind that applications of retired officers willing to serve as an Inquiry Officer should be scrutinized carefully to ensure that the applicant meets the eligibility criteria.

7. The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 8 (Eight) cases in a year, with not more than 4 (Four) cases at a time.
8. **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 Government official/GDS. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and place on record.
  - 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.
9. 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 which appointed him/her as such, at the time of presentation of the Inquiry Report.
  10. The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO. The Divisional Heads/Units will facilitate necessary arrangements for the Video Conferencing.
  11. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the respective Divisional Heads/Units.
  12. 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 respective Disciplinary Authority in accordance with extant provisions.

13. The rates of honorarium and other allowances payable to the Inquiry Officer will be as under:-

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 exclusive of Dearness Relief.
	'II'	Where the number of witnesses cited in the charge sheet are between 6 -10	60 % of monthly basic pension exclusive of Dearness Relief.
	'III'	Where the number of witnesses cited in the charge sheet is less than 6.	50 % of monthly basic pension exclusive of Dearness Relief.
Transport Allowance		As admissible under the relevant rules.	

An amount equal to 50 % of the Honorarium will be paid on submission of the Inquiry Report and remaining amount will be paid within a period of subsequent 45 days. In case, it is not possible to proceed with the matter due to stay granted 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.

14. 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 (two ink signed copies) 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 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 care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/instructions under which the inquiry has been initiated.

15. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued by the Disciplinary Authority concerned.

16. A review of every empanelled Inquiry Officer will be done after receipt of two (2) inquiry reports where adherence to time lines and the procedure and quality of work will be assessed by the committee. Subsequent allocation of work may be done only after such evaluation. The services of Inquiry Officers whose performance is not up to the mark will be terminated by the committee.

17. Any issue arising out of this order between the Inquiring Officer and the Disciplinary Authority will be decided by the Chief Postmaster General, Punjab Circle, Chandigarh whose decision shall be final and binding on both parties.

18. These guidelines are issued for the internal use of divisions/units under Punjab Circle.



Asstt. Postmaster General (Vigilance),  
Punjab Circle, Chandigarh-160017.

Copy for wide circulation to:-

1. DDG (VP), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi for kind information.
2. Postmaster General, Punjab West Region, Chandigarh.
3. Chief Postmaster General, HP Circle, Shimla.
4. Chief Postmaster General, Haryana Circle, Ambala.
5. Chief Postmaster General, Delhi Circle, Delhi.
6. All the Divisional Heads under Punjab Circle with a request to ensure delivery of instant memorandum at the last known residential address of pensioner/retiree in the cadre of ASP & above for wider publication.
7. S/SRM, LD Division, Ludhiana/I Division, Jalandhar.
8. Supdt PSD/CSD, Ludhiana.
9. Manager MMS, Chandigarh.
10. Manager RLO, Amritsar.
11. DAP, Kapurthala/Jalandhar.
- ➔ 12. Assistant Director (Mod), Punjab Circle, Chandigarh for displaying the said memorandum on website of the Circle.

**APPLICATIONS FOR APPOINTMENT OF RETIRED GOVERNMENT  
SERVANTS AS THE INQUIRY OFFICER TO CONDUCT  
DEPARTMENTAL INQUIRIES**

- (i) Name of the officer  
(In capital letters) :
- (ii) Date of retirement from Government service :
- (iii) Last Post held before retirement :
- (iv) Details of posts held during the service :
- (v) Have you ever assigned the responsibility of  
the Inquiry Officer :
- (vi) If yes, the details thereof :
- (vii) Whether retired on attaining the age of  
Superannuation or voluntary retirement :
- (viii) Whether any major penalty was imposed during  
the service :
- (ix) If yes, the details thereof :
- (x) Whether ever prosecuted in criminal proceedings :
- (xi) If yes, the details thereof :

**Name and signature  
Permanent/Present Address &  
Contact Number**

**Place:  
Date:**

(The empanelment of retired officers for their appointment as the Inquiry Officer will be done by a Committee comprising of three Joint Secretary level officers including CVO of the concerned Ministry/Department/PSUs)