

F.No.A.45011/20/2016 – E-III
GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
DIRECTOR GENERAL OF CIVIL AVIATION

Opp. Safdarjung Airport,
New Delhi – 110003
Dated : 29.12.2016

Sub: Empanelment of retired officers as Inquiry Officers for conducting Departmental Inquiries in Directorate General of Civil Aviation.

With a view for utilizing the services of retired officers for conducting departmental enquiries against the delinquent officials in DGCA a panel of retired officers from the Ministries/Departments under Government of India and PSUs is to be created for which applications from eligible candidates are invited.

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

- (i) The retired officers willing to serve as the Inquiry Officer should not be more than 65 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 should not be an accused officer in any pending inquiry and should be of impeccable integrity.
- (iv) 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.

- (v) The designated Inquiry Officer shall be required 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 connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.
- (vi) 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.
- (vii) The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the DGCA.
- (viii) The Inquiry Officer shall undertake travel for conducting inquiry (unavoidable circumstances) with the approval of the Disciplinary Authority.
- (ix) 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.

- (x) The rates of honorarium and other allowances payable to the Inquiry Officer will 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 |
| Honorarium | 'I' | Within 45 days | Rs. 60,000 | Rs. 75,000 |
| | 'II' | Within 90 days | Rs. 40,000 | Rs. 50,000 |
| | 'III' | Beyond 90 days | Rs. 30,000 | Rs. 40,000 |
| Transport Allowance | | Rs. 40,000/- per case. | | |
| Secretarial Assistance | | Rs. 30,000 per case if no secretarial assistance is provided by the Ministry/Department concerned | | |

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 allowance will be made pro rata basis.

- (xi) Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that:-
- All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority.
 - 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.
 - 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 exact number of vacancies for the panel will be decided by the Department for which suitable officers will be selected by the respective Committee.
- The panel will be situated for the employees at DGCA Hqrs. and at various Regional Offices across India or as per requirement of the DGCA.
- The period of empanelment is initially for one year and can be further extended, in spells of months upto a maximum period of total 3 years depending upon performance assessment & need of DGCA.
- 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 Appendix 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 retired officers as Inquiry Officers in Directorate General of Civil Aviation."
- Applications not conforming to prescribed format may not be entertained.
- Complete applications should be sent to the **Shri Pavan Malviya, Deputy Director (Admn), Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003, so as to reach on or before 31.01.2017.** 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/-
(Pavan Malviya)
Deputy Director of Administration
for Director General of Civil Aviation
Ph No. : 011-24611362

Annexure

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

**Name of Officer :
(In capital Letters)**

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 :

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

Place :

Date :