

F.No.A.40011/1/17-Admn.-II
The National Institute of Health & Family Welfare

Baba Gangnath Marg, Munirka,
New Delhi-110067
Dated: 30/1/2017

NOTICE INVITING APPLICATIONS

Sub: Empanelment of retired officers as the Inquiry Officers for conducting Departmental Inquiries – reg.

Applications are invited in the prescribed format (copy enclosed) from willing and eligible retired officers of the rank of Deputy Secretary and above in the Central Government and equivalent officers in the State Governments/PSUs to serve as Inquiry Officers for conducting departmental inquiry against officers/officials of The National Institute of Health & Family Welfare at New Delhi. The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Institute. Preference will be given to eligible persons residing at Delhi and NCR area. No TA/DA will be paid to officers for conducting inquiry.

2. The eligibility conditions for appointment of willing retired officers as the Inquiry Officers to conduct departmental inquiries, will be as under:-
 - (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.
3. The applications will be screened by a three member Committee of officers of Professor level in the NIHFV and the recommendations of the Committee will be placed before the competent authority for his approval. The decision of the competent authority shall be final.
4. The panel will be valid for a period of three years.
5. The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 20 cases in a year, with not more than 4 cases at a time. However, empanelment as Inquiry Officer will not guarantee that an officer is mandatorily assigned an inquiry and the same will be subject to availability of work.

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6. The terms and conditions for appointment of retired officers as the Inquiry Officer will be governed by DOP&T's OM F.No. 142/40/2015-AVD.I, dated 7/1/2016 as amended from time to time.

7. Applications, complete in all respect, should reach the undersigned on or before 6th March, 2017.

Encls.: As above.

(Rajiv R. Singh)
Deputy Director (Admn.)

Copy to:

1. Incharge, Computer Centre, NIHFW - with a request to publish this notice on the website of The NIHFW.
2. HOD, Communication, NIHFW- with a request to publish this notice in leading newspapers (Hindi and English).

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

- 1. Name of the Officer :
(In capital letters)
- 2. Date of retirement from Govt. service :
(Enclose copy of Identity Card issued for Pensioners)
- 3. Age on the date of submitting the application :
- 4. Last Post held before retirement :
- 5. Details of the Ministry and posts held during:
the service

Ministry/Department	Post	Period		Duties/functions carried in relation to Vigilance/Inquiry, if any
		From	To	

- 6. Have you ever assigned the responsibility of :
Inquiry Officer
If yes, the details thereof
- 7. Whether retired on attaining the age of :
Superannuation or voluntary retirement
- 8. Whether any penalty was imposed during :
the service

If yes, the detail thereof :

Place:
Date:

Name and signature
Permanent/Present Address &
Contact Number

(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)