

No.31015/03/2022-AVU
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture & Farmers Welfare
(Administrative Vigilance Unit)

37/D, Krishi Bhawan, New Delhi
Dated 06th June, 2022

CIRCULAR

Subject: Inviting Panel of officers to be nominated for appointment of Inquiry Officer for conducting disciplinary proceedings on the vigilance matter for Administrative Vigilance Unit, D/oA&FW reg.

The undersigned is directed to state that the issue of utilizing the services of retired officers for conducting departmental inquiries. It has been decided that a panel of retired officers from Ministries/Department under Government of India would be created and maintained for conducting Departmental Inquiries in Disciplinary Proceedings against the delinquent officers in the Department of Agriculture and Farmers Welfare.

2. It is proposed to invite a panel of retired officers not below the rank of Deputy Secretary or equivalent in Central Government to be appointed as "**Inquiry Officer**" for the purpose of conducting departmental inquiries at the following places with preference and till such time the existing panel may be utilized:

(i)	New Delhi	(ii)	Faridabad	(iii)	Ghaziabad
(iv)	Lucknow	(v)	Mumbai	(vi)	Patna
(vii)	Hyderabad	(viii)	Kolkata	(ix)	Guwahati
(x)	Bhopal	(xi)	Kochi	(xii)	Kozhikode
(xiii)	Jaipur	(xiv)	Varanasi	(xv)	Bhubaneswar
(xvi)	Raipur	(xvii)	Nagpur	(xviii)	Ahmedabad
(xix)	Tuticorin	(xxi)	Anantpur		

3. The panels of retired officers not below the rank of Deputy Secretary in Central Government to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries would be maintained level/rank wise and place-specific with preference where the offices are located. Applications may be invited from retired officers of Central Government not below the rank of Deputy Secretary willing to serve as Inquiry Officer for conducting departmental inquiries on vigilance matters as per format of the application enclosed.

4. The following **eligibility and terms and conditions** may be considered for appointment of willing retired officers as the Inquiry officers to conduct departmental inquiries on vigilance matters in D/o AFW to have a wider panel:

- i. The retired officers willing to serve as the Inquiry Officers should not be more than 70 years of age as on the 1st January of the year of his/her empanelment.
- ii. He /she should be in sound health-both physically and mentally.
- iii. She should not be an accused officer in any pending inquiry and should have had an impeccable track record in terms of integrity.
- iv. Vigilance clearance certificate from the office where last served to be submitted along with certificate of no penalty during the entire service period. The officer is also to self-certify that



there are no disciplinary proceedings or criminal proceedings pending against him during the service or any time thereafter.

- v. The retired officer must have handled disciplinary case as Inquiry Officer in at least one case or have experience in dealing with disciplinary case during the service with knowledge of conduct of disciplinary proceedings
- vi. Once the disciplinary case is entrusted to the officer, they should maintain confidentiality of the case records and should not refuse to accept the assignment without any valid reason to the satisfaction of the Competent Authority.
- vii. The number of disciplinary cases assigned to an Inquiry Officer would be restricted to 8 cases in a year, with not more than 4 cases at a time.
- viii. The applications of retired officers willing to serve as an Inquiry Officer should meet the eligibility criteria and clean service record.
- ix. 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 Officer.
- x. 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 entrusted to him/her.
- xi. The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department/ Organization, which engages him/her.
- xii. The IO has to arrange secretarial assistance on his own.
- xiii. 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.
- xiv. The Inquiry Officer shall submit the inquiry report after completing the inquiry within prescribed 06 months (180 days) or as amended by DOP&T/CVC from the date of his/her appointment as the Inquiry Officer. Extension of time beyond 180 days or extant time limit can be granted depending on the circumstances of the case.
- xv. The rates of honorarium and other allowances payable to the Inquiry Officer may be fixed based on payment terms as indicated in DOP&T OM No.142/40/2015-AVDJ dated 15/9/2017, which is as follows: -

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	the 50% of monthly basic pension drawn

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