

मिसिलसंख्या / F.No. 14/32/2016-Adm.I

भारतसरकार / Government of India

कृषि एवं किसान कल्याण मंत्रालय / Ministry of Agriculture & Farmers' Welfare

कृषि एवं किसान कल्याण विभाग / Department of Agriculture & Farmers Welfare

वनस्पतिसंरक्षण, संगरोध एवं संग्रह निदेशालय / DIRECTORATE OF PLANT PROTECTION, QUARANTINE
AND STORAGE

एन.एच.-4, फरीदाबाद, हरियाणा / N.H.IV. FARIDABAD (HARYANA)

दिनांक / Dated: 15 July, 2022.

To

The Joint Secretary (PP),
Department of Agriculture & Farmer's Welfare,
Ministry of Agriculture & Farmers' Welfare,
Krishi Bhawan, New Delhi.

[Kind Attn: Director (PP-Estt.)]

Subject: Inviting panel of Officers to be nominated for appointment of Inquiry Officer for conducting disciplinary proceedings on the vigilance matter for AVU, DA&FW-reg.

Sir,

I am directed to refer to DA&FW's O.M. No. 44014/8/2018-PP(Estt.) dated 11.07.2022 forwarding therewith circular dated 06.06.2022 regarding forming a panel of retired officers for conducting departmental inquiries in disciplinary proceedings against the delinquent officers in DA&FW.

2. It is to inform that the circular has been uploaded on the website of DPPQ&S for wide publicity. Any application from willing and eligible retired officers as and when received will be forwarded to DA&FW in due course.

Yours faithfully,


(N.K. Singh)

Chief Administrative Officer

Copy to:

1. Shri Arun Kumar Singh, Under Secretary (PP-Estt.), DA&FW, Krishi Bhawan, New Delhi.
2. Shri V. Surinder, Under Secretary (PP-Estt.), DA&FW, K.B., N. Delhi.
3. PPS to PDA.

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

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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

[Handwritten Signature]

Transport Allowance		Rs. 40,000/- per case	
		Subject to the condition that for outstation journey, the actual expenses for Air/Railway AC I will be reimbursed in addition (subject to the approval of the competent authority and for outstation journey by Air by following instructions regarding Air Travel on Government Account issued by the Department of Expenditure from time to time)	
Secretarial Assistance	'I'	Where the number of witnesses cited in the charge sheet is more than 10	Rs.40,000/-
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10	Rs.30,000/-
	'III'	Where the number of witnesses cited in the charge sheet is less than 6	Rs.20,000/-

xvi. Payment will be made to the Inquiry Officer only when report is accepted by the Disciplinary Authority. In case, it 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 allowances will be made on pro rata basis.

xvii. 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 (ink signed copies on pages) properly documented and arranged is handed over to the Disciplinary Authority.

(b) The report must contain findings on each of the Articles of charge which has been enquired into and 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 of disciplinary and appeal Rules to which the delinquent Government officials are governed.

(d) General Examination of the Charge Officer should be taken as per rules / instructions of disciplinary proceedings.

(e) All records should be authenticated in blue ink on all pages. The documents taken on record must be legible and should not be cut in corners or smudged on any part of the pages. The documents of CO are also to be legible and authenticated in blue ink on all pages. The inquiry report and other documents taken on record are to be serially numbered and indexed. The documents should be titled properly and indexed like Daily order sheets, Prosecution exhibits, Defence exhibits, statement of witnesses of PO/CO, general examination, correspondence with DA/CO, PO brief, CO brief etc.

xviii. The services of Inquiry Officer/s whose performance is not upto the mark will be terminated with the approval of Disciplinary Authority.

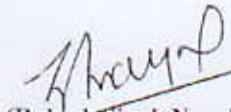
5. The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station / place, PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO following principles of natural justice.

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6. After receipt of applications from eligible officers, the application may be scrutinized and eligible applications may be shortlisted for appointment of Inquiry Officer. The panel will be kept for a period of three (03) years or until fresh panel is made. The services of Inquiry officers whose performance is not up to the mark will be terminated with the approval of Disciplinary Authority.

7. The application form may be sent to this office **before 31.07.2022** along with all relevant documents for inviting application from the retired central Government officers).

8. All those eligible officers and interested for consideration as Inquiry officer may forward the application forms along with all the requisite documents to Under Secretary (Vigilance), Department of Agriculture and Farmers Welfare, Room No. 37/A, Krishi Bhawan, New Delhi – 110001.



(Rakesh Singh Nayal)

Deputy Secretary to the Govt. of India
Tel: 23387175

To,

All Ministries / Departments of Government of India.

Copy to:

- (i) All Division Heads, DoA&FW
- (ii) All attached, subordinate and autonomous organizations under the administrative control of DoA&FW
- (iii) US(DA) – for uploading this Circular on the Department's website on its home page under "Whats New"
- (iv) Under Secretary (AVD-1), Department of Personnel & Training with the request to circulate the O.M. by uploading the same on the web-site of DoP&T.