

NEHRU YUVA KENDRA SANGATHAN

**An Autonomous Body under the
Ministry of Youth Affairs and Sports**

Government of India

Scope Minar, Laxmi Nagar,

District Centre, Vikas Marg,

Delhi-110092

INVITATION OF APPLICATION FOR EMPANELMENT OF INQUIRY OFFICERS

Applications are invited from retired officers from the rank of Deputy Director and above of Govt. of India/State Government on behalf of Director General, NYKS, for the empanelment of Inquiry officers.

Application form with terms and conditions & other details can be obtained/downloaded from the NYKS **website** www.nyks.org.

**Maj.Gen. (Rtd.) Dilawar Singh
DG, NYKS, Hq**

NEHRU YUVA KENDRA SANGATHAN
Vigilance Section

INVITATION OF APPLICATION FOR EMPANELMENT OF INQUIRY OFFICERS

Applications are invited from retired officers from the rank of Deputy Director and above of Govt. of India/State Government on behalf of Director General, NYKS, Ministry of Youth Affairs & Sports, Govt. of India for the empanelment of Inquiry officers upto the date of attainment of 70 years whichever is earlier by **upto 01.07.2017 at 5.00 P.M**

Application form and terms and conditions can be obtained from the office of NYKS, Hq, 2nd Floor, Core-IV, Scope Minar, District Centre, Laxmi Nagar, Delhi free of cost or can also be downloaded from the NYKS **website** www.nyks.org.

Duly filled in Application Form alongwith Terms and Conditions shall be received in the office of Nehru Yuva Kendra Sangathan, 2nd Floor, Core-IV, Scope Minar, District Centre, Laxmi Nagar, Delhi **upto 15.05.2017 at 5.00 P.M** .

The application form received after due date and time shall not be entertained . NYKS reserves the right for rejection of any or all applications without assigning any reason.

Maj.Gen. (Rtd.)Dilawar Singh
Director General
NYKS, Hq
Scope Minar, Laxmi Nagar,
District Centre, Vikas Marg,
Delhi-110092

APPLICATION FORM FOR EMPANELMENT OF INQUIRY OFFICER

1. Full Name :-
2. Last post held and date of retirement:-
3. Date of birth:-
(date of attainment of 70 years on 1st July, 2017)
4. Correspondence address with phone No:-
5. Whether, having the experience of Inquiry Officer:-
6. If yes, number of cases in hand:-
7. Whether the applicant was imposed any penalty:-
8. If yes, quantum of penalty:-
9. Whether, any disciplinary proceeding is in progress against applicant:-

UNDERTAKING

1. I solemnly declare that information given above is correct and complete. Any information found at any stage incorrect, I shall be responsible for that.
2. I shall give undertaking that Charged officer is no way related to me while accepting the appointment.
3. I Shall maintain strict secrecy in relation to the documents I receive or information/ data collected by me in connection with the Inquiry and utilize the same only for the purpose of inquiry in the case entrusted to me. No such documents /information or data will be divulged to any one during the Inquiry or after presentation of the Inquiry Report. I will maintain strict secrecy and confidentiality of all records /documents/proceedings etc. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed me as such, at the time of presentation of the Inquiry Report.
4. I undertake that the performance of work of Inquiry Officer will not be affected due to additional work/job.

Date:

Signature:-

Place:

Name:-

Postal address with pin and
phone No:-

TERMS AND CONDITIONS

Terms and conditions for appointing retired officers as inquiry officers may be as under:

1. Should not be more than 70 years of age as on the 1st July of the year of his empanelment.
2. Should be in sound health, physically and mentally.
3. Even if appointed inquiry officer is engaged with other professional work, he will give undertaking while accepting the appointment that the performance of work of inquiry officer will not be affected
4. Shall be appointed as Inquiry Officer by the Disiplinary Authority of the Charged Officer whose case is entrusted to him/her. Shall give undertaking that Charged Officer is no way related to him while accepting the appointment.
5. Will be entrusted with the inquiries on case- to- case basis by the Disciplinary Authroity.
6. 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 then same only for the purpose of Inquiry in the case entrusted to him/her. No such documents/formation of data are to be indulged to any one during the inquiry or after presentation of the Inquiry Report. The IO entrusted with the inquiries will be required to furnish an undertaken to mainatain strict secrecy and confidentially of all records/documents proceedings etc. All the records reports etc available with the IO shall be duly returned to the authority which appointed him /her as such at the time of presentation of the Inquiry Report.
7. Shall conduct the inquiry proceedings only in the office premises of the Department/Organisastion, which engages him/her.
8. The inquiry proceedings are to be conducted at the Hqrs of the Departments/Organisation or at the place of concentration of the charges officer(s), witnesses etc. In avoidable circumstances where the inquiry officrs has to undertake travel outside the headquarters of the Departments/Organisation for conducting inquiry, the rate of TA/DA in such cases may be permissible to the rate applicable to the serving officers of equirvalent rank

9. Shall be provided with a room with furniture and lockable almirahs by the concerned Departments/Organisations which engages him/her on the date of inquiry.
10. Shall be provided with the stationery of the Department/Organisation, which engages him/her. Postage will be borne by the Inquiry Officer.
11. Shall be terminated from the services of the Inquiry officer at any time by the Appointing Authority, without notice and without assigning any reasons.
12. Shall submit the inquiry report after completing the inquiry within prescribed time limit from the date of his appointment as Inquiry Officer to become eligible for payment of remuneration.
13. Inquiry Officer shall be paid the remuneration of Rs.15,000/- plus Rs.2500/- for every additional charges officer per case .
14. The number of disciplinary cases may be restricted to 20 cases in a year with not more than 4 cases at a time.
15. The full amount of honorarium shall be paid only when the inquiry is completed within a period of six months. If there is delay in completion of the inquiry which is not due to non-cooperation of the charged officer or due to stay orders or non-receipt of documents from the custodian within stipulated period etc. the honorarium would be reduced by 50%.
16. Before the honorarium payment is made to the Inquiry Officer, all case records and inquiry report may be handed over to the Disciplinary Authority by the Inquiry Officer.