



NLC INDIA LIMITED
(‘Navratna’ - Government of India Enterprise)
CORPORATE OFFICE : BLOCK-1 : NEYVELI – 607801
DISCIPLINARY ACTION CELL : HR DEPARTMENT

Cir. No. CORP/HR/DA/1645-2/2022

Date: 23.09.2022

Sub: Empanelment of retired government officers as Inquiry Officers for conducting Departmental Inquiries- Reg

Ref: Cir No. CORP/P&A/DA/1645/2011, dt 04-02-2011.

- 1.0 NLC India Ltd (NLCIL) proposes to make a panel of retired government officers of State/Central government organizations and CPSUs to serve as Inquiry Officers (IOs) for conducting departmental inquiries.
- 2.0 Accordingly, applications are invited in the prescribed format enclosed, from the eligible retired government officers of State / Central government organizations / CPSUs willing to serve as Inquiry Officers for conducting departmental inquiries against NLCIL employees as per the following terms & conditions.
- 3.0 The terms and conditions for appointment of retired government officers as Inquiry Officers (IOs) are as under;
- 3.1 The Inquiry Officer shall be appointed by the disciplinary authority of the charged officer/workman whose case is entrusted to him/her. The designated IO should not be more than 70 years of age as on the 1st July of the year of his empanelment and should be in sound health both physically and mentally. The empanelment is valid upto a maximum of 70 years of age of the designated IOs.
- 3.2 The Inquiry Officer shall conduct the inquiry proceedings in the office premises of the company which engages him/her. The IO shall utilize video conferencing mode to the extent possible. In case of any conflict regarding the mode of conduct of inquiry, the decision of the disciplinary authority is final and binding. All required arrangements for the conduct of inquiry will be made by the concerned department which engages him/her on the days of inquiry.
- 3.3 The Inquiry Officer should have impeccable integrity and clean service records and should not be an accused officer in any pending inquiry. The designated IO shall not be a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent officer / workman.
- 3.4 The Inquiry Officer shall maintain strict secrecy in relation to the documents/files and other information that he comes in possession while conducting inquiry. No such documents or

information shall be divulged to anyone during the inquiry or after presentation of the inquiry report. All records, reports etc. available with the IO shall be duly returned to the authority which appointed him as such at the time of presentation of the inquiry report.

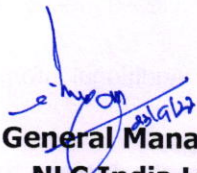
- 3.5 The honorarium / lump sum remuneration shall be payable to Inquiry Officers at prescribed rates notified by NLCIL vide its Circular No. CORP/HR/DA/1645-1/2022, dt 23.09.2022 as amended from time to time.
- 3.6 Where the Inquiry Officer has to undertake travel for conducting inquiry, the rate of TA/DA in such case shall be payable at the rate admissible to the serving officers of equivalent rank/ post/ grade of the Company and subject to such other conditions prescribed by the company from time to time. Accommodation to Inquiry Officers will be arranged at Company guest house treating him/her as guest of the Company. The cost of postages if any will be borne by NLC India Ltd.
- 3.7 The Inquiry Officer should be well conversant with the rules & regulations, procedures on conduct of disciplinary proceedings. 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 provisions/rules to which the delinquent officer/ workmen are governed.
- 3.8 The Inquiry Officer should submit a monthly report to the disciplinary authority concerned indicating the status / progress of the inquiries conducted by them in the prescribed format enclosed latest by 10th day of the succeeding month. A copy of the monthly report should also be endorsed to the CVO of NLCIL in respect of vigilance cases.
- 3.9 The reports and the finding on each of the articles of charge which has been inquired into should specifically deal and address each of the procedural objections if any raised by the delinquent officers/workmen as per the extant rules.
- 3.10 The Inquiry Officer shall submit the inquiry report after completing the inquiry within three months from the date of receipt of order of his/her appointment as the Inquiry Officer. Extension of time beyond three months can be granted only by the disciplinary authority. The inquiry reports and other documents taken on record are to be authenticated in all pages, serially numbered and indexed. The IO shall hand over the inquiry report properly arranged & documented (two ink signed copies) to the disciplinary authority.
- 3.11 The remuneration for conducting inquiry shall become payable to the Inquiry Officer on submission of inquiry report and acceptance by the disciplinary authority. In case it is not possible to proceed with the matter due to stay by courts, non co-operation of the charged officer/workman etc., the IO will be discharged from his / her duties and payment of honorarium and other allowances shall be made on pro rata basis.



- 3.12 The disciplinary authority may dispense / terminate the services of Inquiry Officer at any time if the performance of the Inquiry Officer is not upto the mark.
- 4.0 A three member committee consisting of senior level officers of NLCIL including an officer from vigilance branch will scrutinize the applications submitted by the retired government officers and recommend the names of the retired government officers for empanelment as Inquiry Officer.
- 5.0 A formal letter communicating empanelment of the selected retired government officer as Inquiry Officer will be sent to the concerned at the postal address / e-mail ID furnished in the Application Format.
- 6.0 The empanelment of retired government officers does not confer any right on them to be appointed as Inquiry Officer. The retired government officers empanelled as Inquiry Officer may be depanelled at any time without assigning any reason or notice thereof in case of any adverse information received against him/her.
- 7.0 The formation of panel of Inquiry Officers will be a continuous and ongoing process. The list of Inquiry Officers thus empanelled will be operated for the purpose of conducting departmental inquiries in NLC India Ltd and its JVs.
- 8.0 The willing and eligible retired government officers to be considered for inclusion in the panel as inquiry officers may submit their application complete in all respect in the prescribed format enclosed either by speed post to the address: **The Chief General Manager (HR), Disciplinary Action Cell, HR Department, Corporate Office, NLC India Ltd, Block-1, Neyveli-607801, Cuddalore District, Tamilnadu** or through e-mail at **thiagaraju.c@nlcindia.in** latest by 31st October 2022.
- 9.0 NLCIL reserves the right to reject any or all applications without assigning any reason(s) thereto. NLCIL reserves the right to change/modify/amend the terms and conditions of appointment without assigning any reason or notice thereof.

This issues with the approval of Competent Authority.

Encl: As above


Chief General Manager/HR
NLC India Ltd

To

All Heads of Units/Branches/Departments including JVs and Regional Offices.

Copy to All CGMs of HR/Group Heads of HR/HoHRs

Copy to PS/TS to CMD/FDs/CVO

Copy to GM/Computer Section/CO, for uploading in NLCIL website for wider publicity.

Copy to host in NLCIL Intranet