

**No:400-122/2016/PersI**  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

Pers Cell, Corporate Office

Janpath, New Delhi-110001.

**Dated : 02<sup>nd</sup> April, 2018**

**Empanelment of Retired Officers as Inquiry Officers for conducting  
Departmental Inquiry**

In terms of DoPT OM No. 142/15/2015-AVD-I dated 15<sup>th</sup> Sept. 2015 , Bharat Sanchar Nigam Limited intends to empanel retired Officers superannuating not below the rank of Deputy Secretary of Department of Telecommunication or DGM of BSNL and MTNL as Inquiry Officers (IOs) for the purpose of conducting Departmental Inquiries in Corporate Office or in any of the Units of BSNL located across the country.

**2. TENURE:**

The Panel created for the above purpose will be valid for a period of **THREE YEARS**. Based on the performance of the Inquiry Officer, it can be further extended for another two years.

**3. ELIGIBILITY:**

**Essential:**

- Must have superannuated from the rank of Director or above from Department of Telecom or DGM or above from BSNL or MTNL.
- He / She should not have been penalized in a Disciplinary Proceeding case (No penalty in disciplinary proceedings or No prosecution in criminal case).

**Desirable:**

- Degree in Law from a recognized University.
- Previous experience in Vigilance and/or Establishment matters preferably with first-hand experience of conducting Departmental Enquiries.
- Retired Officer willing to serve as Inquiry Officer should not be more than 65 years of age as on 1<sup>st</sup> July of the year of empanelment

**4. PROCEDURE FOR EMPANELMENT**

The Personnel section of BSNL will be the nodal section for finalizing the procedure with respect to Empanelment of Retired Officers as Inquiry Officers for conducting Departmental Inquiry.

**5.** The Inquiry Officer shall submit the inquiry report after completing the inquiry within 180 days from the date of his / her appointment. Extension of time beyond 180 days, if required, can be granted only by competent authority as per laid down procedure.

**6. REMUNERATION (PER CASE):**

<b>Items</b>	<b>Category</b>	<b>Time taken to complete the inquiry proceedings</b>	<b>Rate per case (in rupees)</b>
Honorarium	'I'	Where the number of witnesses cited in the charge sheet is more than 10.	80% of the monthly basic pension drawn.
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10.	60% of the monthly basic pension drawn.
	'III'	Where the number of witnesses cited in the charge sheet is less than 6.	50% of the monthly basic pension drawn.
Transport allowance		Rs. 40,000/-per case : For GM equivalent or above Rs 25,000/-per case: for others Subject to the condition that the for outstation journey, the actual expenses for Air/Railway AC 1 will be reimbursed in addition subject to the approval of the competent authority viz. Disciplinary Authority and for outstation journey by Air, India will be performed in the cheapest entitled class as per their status before retirement. Similarly travelling by train shall also be permissible/ restricted as per the fare of the class entitled to the officer before retirement.	
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 /

7. 50% will be paid on submission of Inquiry Report. Remaining amount will be paid within 45 days. In case it is 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.

8. Before the payment is received by the Inquiry Officer, it will be his / her responsibility to ensure that :

- (a) All case and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office Disciplinary Authority.
- (b) The report returns findings on each of the Articles of Charges which has been enquired into should be specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extent rules and instructions.
- (c) There should not be any ambiguity in the inquiry report and therefore 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 .

**9. OTHER TERMS AND CONDITIONS:**

- (i) He/She shall be entrusted with the cases for conducting the Inquiry by any Disciplinary Authority as per the rules.
- (ii) The Inquiry Report after its completion should be submitted to the Disciplinary Authority who appointed him as IO.
- (iii) The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 8 cases in a year, with not more than 4 cases at a time.
- (iv) Letter regarding engaging a retired officer as Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the Office Concerned.
- (v) A review of every empanelled Inquiry Officer will be done by CMD, BSNL in consultation with CVO, BSNL after the initial period of empanelment of three years. The services of Inquiry Officer whose performance is not up to the mark will not be further extended.

**10. REMOVAL FROM EMPANELMENT:**

Empanelment as IO shall be terminated at any time by the Empanelling Authority, viz. CMD, BSNL in consultation with CVO, BSNL for performance-related or sundry other reasons, after serving a Show Cause Notice to the empanelled IO, to be replied within 30 days from the date of issuance of such Notice. Such Show Cause Notice shall preferably be issued by Speed Post and e-mail.

**11. REMOVAL FROM INQUIRY OFFICER:**

Disciplinary Authority who appointed him as IO may, for reasons to be recorded in writing, divest him from the charge of IO without notice and without communicating any reasons, for reasons to be recorded in writing, and in such case no honorarium shall be paid to the IO.

**12. MISCELLANEOUS:**

- (i) The Inquiry Officer shall not engage himself / herself in any other professional work or service, which is likely to conflict with the performance of his/her duties as Inquiry Officer.
- (ii) BSNL reserves the right to reject any or all applications from the Retired Officers without assigning any reason(s) thereto. BSNL reserves the right to change/modify/cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.
- (iii) Applicants should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case).
- (iv) Inquiry Officer appointed in terms of this notification shall conduct Inquiry at any place of his convenience other than the premises (desk/chamber/residence) of the charged officer. In doing so, he shall neither seek nor accept any kind of material assistance from the charged officer.

**13. HOW TO APPLY:**

Application in the prescribed format along with self-attested copies of relevant documents must be sent by Speed / Registered Post addressed to Principal General Manager (Pers.), Bharat Sanchar Nigam Limited, Corporate Office, H.C Mathure Lane, Janpath, New Delhi-110001 on or before 31.5.2018

[PRAVIN BHAGWAT]  
Phone: 011-23037237

**APPLICATION FOR EMPANELMENT FOR APPOINTMENT AS INQUIRY OFFICER TO  
CONDUCT DEPARTMENTAL INQUIRY**

1. Full Name: .....
2. Designation  
(at the time of superannuation) : .....
3. Name of Organisation last worked in: .....
4. Date of Birth: .....
5. Present postal address : .....
6. Permanent address: .....
7. Mobile No .....
8. Aadhaar linked Mobile No. : .....
9. Alternate Mobile/Landline No. ....
10. E-mail address : .....
11. Preferred location of working  
(location can be Headquarter of BSNL CO or any BSNL Circle):  
.....

**12. EDUCATIONAL QUALIFICATIONS\***

Specialised Qualification , if any.	University/ Institute	Discipline	Remarks

\*Please enclose self-attested copy

**13. DETAILS OF PREVIOUS PROFESSIONAL EXPERIENCE IN THE VIGILANCE AND/OR ESTABLISHMENT MATTERS:**

Sl No	Positions held/ designation	Nature of work /experience	Approx. duration (yrs)	Remarks

14. Have you ever worked as Inquiry Officer:  
 (If yes, details thereof):  
 .....  
 .....
15. Last pay drawn (with Basic Pay & Grade ) .....
16. Retirement reference (Please enclose self-attested copy of PPO)
17. Whether any departmental or criminal proceedings are pending against or have ever resulted in imposition of penalty on the applicant.  
 If yes, details thereof:.....

**UNDERTAKING**

1. I solemnly declare that information given above is correct and complete. For any information found incorrect at any stage, I shall be liable for termination of my aforesaid engagement as IO.
2. I shall ensure strict confidentiality and safe custody of 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 unauthorized person 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 me as such, at the time of presentation of the Inquiry Report.

**NAME & SIGNATURE OF THE  
 APPLICANT**

**Date:** .....  
**Place:**.....

**BSNL**  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Government of India Enterprise)  
PERSONNEL BRANCH, CORPORATE OFFICE  
BHARAT SANCHAR BHAWAN, H.C. MATHUR LANE, JANPATH, New Delhi-110001.

NOTICE INVITING APPLICATIONS FOR ENPANELMENT OF INQUIRY OFFICERS

No: 400-122/2016/PersI

Dated: 02.04.2018

Applications are invited from the retired officers, not below the rank of Director from Department of Telecom or DGM from BSNL or MTNL, in the prescribed format for empanelment as Inquiry Officer for conducting Departmental Inquiries against delinquent official of BSNL.

The willing eligible retired officers may submit the application on the prescribed form along with attested copies of relevant documents/testimonials to the GM(Pers), 4<sup>th</sup> FLOOR, BHARAT SANCHAR BHAWAN, H.C. MATHUR LANE, JANPATH, New Delhi-110001 latest by 31.05.2018.

For details of format, eligibility, honorarium, terms & conditions etc please visit website <http://www.bsnl.co.in>

Assistant General Manager (Pers-I)  
4<sup>th</sup> Floor, Bharat Sanchar Bhawan,  
Janpath, New Delhi-110001  
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