

## **MMTC LIMITED**

CORPORATE OFFICE CORE-1, SCOPE COMPLEX LODHI ROAD, NEW DELHII-110003  
(A Government of India Enterprise under the Ministry of Commerce & Industry)

### **EXPRESSION OF INTEREST**

#### **Sub : APPOINTMENT OF RETIRED HON'BLE JUDGES/ RETIRED GOVERNMENT SERVANT(S)/RETIRED PUBLIC SECTOR OFFICERS AS THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY**

(Detailed guidelines, eligibility condition, terms & conditions and other relevant information etc.)

1. MMTC proposes to prepare a panel of Inquiry Officers for conducting departmental enquiry(s) and for the same applications are invited from eligible retired officers who earlier worked in the Ministries/Departments under the Government of India/State Governments/Autonomous Bodies and PSUs General Managers and above) and also invited from retired judges who are willing to be appointed as Inquiry Officers for conducting departmental inquiry against delinquent officials in the MMTC.

2. Persons applying for Inquiry Officer should have worked at the level of Deputy Secretary or above. Equivalence of Central government ranks vis-à-vis PSU designations would be as under for the purpose of honorarium :-

Retired Hon'ble Judges of High Court & above/  
Joint Secretary & above in Central Government = Director and CMD of PSU

Retired Hon'ble Judges upto District Courts/  
Dy. Secretary/Director in Central Government = General Manager and above

3. The panel of Inquiry Officer shall be valid for a period of three years. However, the term of appointment of such personnel may further be extended for another year on same terms and conditions, if required.

### **ELIGIBILITY**

4. Following are the eligibility conditions for appointment of willing Retired Hon'ble Judges /Retired officers as the Inquiry Officers to conduct the departmental inquiry:

a. He/she should be in sound health both physically and mentally.

b. He/she should not have been penalized in a disciplinary proceeding (no penalty or prosecution in criminal case).

c. He / she should have impeccable integrity and clean service record.

d. He / she should have past experience in conducting departmental (vigilance / administrative) inquiries in PSUs or Govt. Organizations.

## **TERMS AND CONDITIONS**

5. The designated inquiry officers shall be required to give an undertaking as follows:
- 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 officer of the company.
  - 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 purposes of inquiry in the case entrusted to him/her.
  - No such documents / information or data shall be divulged to any one during the inquiry or after presentation of the inquiry report. All the papers / records etc. available with the Inquiry Officer shall be duly returned to MMTC as such, at the time of presentation of the Inquiry Report.
6. The Inquiry / Inquiry proceedings shall preferably be conducted in the official premises of MMTC, Head Office at New Delhi / or any other office of MMTC across India.
7. The number of disciplinary cases assigned to an Inquiry Officer will be restricted to 04 cases in a year with not more than 03 cases at a time.
8. The Inquiry Officer shall submit the Inquiry Report after completing inquiry within 180 days from the date of his/her appointment as Inquiry Officer. Extension of time beyond 180 days can be granted only by the Disciplinary Authority/Competent Authority.
9. The rates of Honorarium and Allowances payable to the Inquiry Officer will be as under:

(a) Honorarium

Retired Hon'ble Judges of High Court & above/ Joint Secretary and above of Government/ Director & CMD of Public Sector Undertaking	Rs.55,000/- per inquiry report basis
Retired Hon'ble Judges upto District Courts/ Deputy Secretary/Director of Government/ GM and above of PSU	Rs.45,000/- per inquiry report basis

(b) Transport Allowance (TA) : Rs. 10,000/- per case basis.

(c) Secretarial Assistance (SA) : Rs. 10,000/- per case basis

(d) In a case there are more than one employee to be enquired in the same case (composite case), the transport and secretarial compensation shall be as under:

- In case of two employees :-  
TA will be Rs.15,000/- Lumpsum  
SA will be Rs.15,000/- Lumpsum
- In case of three and more employees: TA will be Rs.20,000/- Lumpsum  
SA will be Rs.20,000/- Lumpsum

10. Payment will be made to Inquiry Officer only when the Inquiry Report is submitted and the same is accepted by the Disciplinary Authority. In case it is not possible to proceed in the

matter due to stay by Court(s) etc. the Inquiry Officer may be discharged from his/her duties and payment of honorarium will be restricted to 50% of the honorarium.

11. 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 (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority.

b. The Report should contain findings on each of the Article of Charge which has been enquired into. IO should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant Rules and instruction.

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 Conduct, Disciplinary and Appeal Rules to which the Delinquent official is governed.

12. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority/Competent Authority of MMTC LIMITED.

13. Eligible retired personnel willing to apply for being empaneled as Inquiry Officer may send/submit their applications duly filled-in in the prescribed Application Format. The application should be addressed to the Chief General Manager (P), MMTC LIMITED, CORPORATE OFFICE, Scope Complex, Lodhi Road, New Delhi -110003.

14. The EOI application complete in all respects should reach Chief General Manager(P), MMTC latest by 05<sup>th</sup> August, 2020.

15. Along with the EOI applications, applicant shall also attach this EOI duly signed on all pages as a token of acceptance of all the terms and conditions contained herein.

**APPLICATION FORMAT**

**APPLICATION FOR APPOINTMENT OF RETIRED HON'BLE JUDGES/ RETIRED GOVERNMENT SERVANTS/RETIRED PUBLIC SECTOR OFFICERS AS THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY**

**Name of Officer  
(in Capital letters) :**

**Date of retirement from Govt. Service :**

**Age on the date of submitting the application :**

**Details of the Ministry/PSU and post held  
during the service :**

**Details of inquiries conducted :**

**Whether retired on attaining the age  
of Superannuation or voluntary  
Retirement :**

**Whether any penalty was imposed  
during service in departmental proceedings :**

**If yes, the details thereof :**

**Whether prosecuted in any criminal case, :  
if yes, details thereof.**

**Name and Signature**

**Permanent/Present Address &**

**Contact Number**

**Email id**

**Place :**

**Date :**