



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.

भारत सरकार के पूर्ण स्वामित्वाधीन

WHOLLY OWNED BY GOVT. OF INDIA

Regd. Office: Jawahar Vyapar Bhawan, 16th Floor, Janpath, New Delhi-110001

No.CHO(HR)/Admn/16/18/2019

Date: 30.07.2024

Security Printing & Minting Corporation of India Limited (SPMCIL) is a Miniratna Category – I Central Public Enterprise wholly owned by Government of India. It started functioning as a Corporatized entity with effect from 13th January, 2006 under the administrative control of Department of Economic Affairs, Ministry of Finance. The principal activity/business of the Company is designing and manufacturing of security papers, Printing of Currency notes, Passports, non-judicial stamp papers, postage stamps, Minting of the Coins etc.

The Operational units of the Company are strategically located across the Country having its four Mints at Mumbai, Kolkata, Hyderabad and Noida, four Currency/Security presses at Nashik, Dewas and Hyderabad, besides a high quality Paper manufacturing mill at Narmadapuram.

SPMCIL invites application from Retired officers from Central Government, SPMCIL or other Central PSUs, for empanelment as **INQUIRY OFFICERS** for the purpose of conducting departmental inquiries for a period of 3 years. Such officers will be appointed as Inquiry Officers, as per requirement, on case to case basis. The details of the eligibility criteria for the assignment, honorarium payable per inquiry case etc. are given below:

1. Validity of the panel:

The panel of the retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be normally valid for three years. The Competent Authority may, however, depanel any empaneled officers at any time, for good and sufficient reasons, to be formally brought on record which may or may not be communicated to the retired officer.

2. Eligibility:

Essential:

- Retired officers not below the rank of Deputy Secretary in the case of Central Government officers.
- Retired Manager or above in the case of SPMCIL/ other PSUs.
- The applicant 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.

3. Terms and conditions for appointment of retired officers as the Inquiry Officer:

The designated Inquiry Officer shall be required to give an undertaking as follows:

- i. That the candidate 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 official. A certificate to this effect will be obtained from the Inquiry Office with respect to every inquiry and placed on record
 - ii. 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 case entrusted to him/her.
4. 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.
 5. The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/PO etc. Video conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO. The Company will facilitate necessary arrangements for the video conferencing.
 6. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of an authority as may be nominated by the concerned Unit.
 7. The Inquiry Officer shall submit the inquiry report after completing the inquiry within 180 days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond 180 days can be granted only by the Authority as may be prescribed.

8. **Honorarium:** The rates of Honorarium and other allowances payable to the Inquiry Officer will be as under:-

Items	Category	Time taken to complete the inquiry proceedings	Rate per case (In Rs.)	
			For Central Govt. Retired Officers	For officers retired from SPMCIL/other PSUs
Honorarium	'I'	Where the number of witnesses is more than 10	90% of the monthly basic pension drawn	40% of last (basic) pay drawn
	'II'	Where the number of witnesses is between 6-10	70% of the monthly basic pension drawn	30% of last (basic) pay drawn
	'III'	Where the number of witnesses is less than 6	60% of the monthly basic pension drawn	25% of last (basic) pay drawn
Transport Allowance		Rs.40,000/- per case Subject to the condition that for the outstation journey, the actual expenses for Air/Railway Journey will be reimbursed. Travelling by Air/Train would also be permissible/restricted as per the fare of class entitled to the officer before retirement (further subject to the approval of the Competent Authority and in compliance of the instructions issued by DoPT/DOE from time to time for Air Travel regarding booking of Air Tickets through authorized agencies and cheapest available fare).		
Secretarial Assistance	'I'	Where the number of witnesses is more than 10		Rs.40,000/-
	'II'	Where the number of witnesses is between 6-10		Rs.30,000/-
	'III'	Where the number of witnesses is less than 6		Rs.20,000/-

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.

9. Before the payment is received by the Inquiry Officer, it will be his / her responsibility to ensure that:
- 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 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 care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/Conduct and Disciplinary and appeal Rules to which the delinquent official is governed.

10. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the concerned.

11. 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.

Miscellaneous:

- i. The Inquiry Officer shall not engage himself / herself in any other professional work or service, which is likely to be in conflict with the performance of his/her duties as Inquiry Officer.
- ii. SPMCIL reserves the right to reject any or all applications from the Retired Officers without assigning any reason(s) thereto. SPMCIL reserves the right to change/modify/cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.

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 **The Jt. General Manager (HR), SPMCIL, 1st Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001** on or before **23/08/2024**.

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**APPLICATION FOR EMPANELMENT OF INQUIRY OFFICER TO CONDUCT
DEPARTMENTAL INQUIRY**

1. Full Name :
2. Designation (at the time of superannuation):
3. Name of Organization last worked in:
4. Date of Birth:
5. Present postal address:
6. Permanent address:
7. Mobile No:
8. Alternative Mobile/Landline No:
9. E-mail address:
10. EDUCATIONAL QUALIFICATION*

Specialized Qualification, if any.	University/Institute	Discipline	Remarks

* Please enclose self-attested copy

11. 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

12. Have you ever worked as Inquiry Officer:
(If yes, details thereof):
13. Last pay drawn (with Basic Pay & Grade) :
14. Retirement reference (Please enclose self-attested copy of PPO)/Service Certificate/last salary slip:

15. 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 Inquiry Officer.

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: