



मुख्यालय/ **HEADQUARTERS OFFICE**  
कर्मचारीराज्यबीमानिगम  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
पंचदीपभवन| कामरेडइंद्रजीतगुप्तामार्ग|नईदिल्ली  
**PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI-02**  
( ISO 9001-2000 Certified ) Website - [www.esic.nic.in](http://www.esic.nic.in)

**Advertisement for Empanelment of Retired Officers as Inquiry Officer**

Employees State Insurance Corporation, a Statutory Body constituted under an Act of Parliament is in the process of empanelling the retired Governments officers to act as an Inquiry Officer for the purpose of conducting departmental inquiries against its serving/retired officers/officials at various locations wherein ESIC field offices are functioning.

Accordingly, applications are invited from the officers retired from the rank of Deputy Secretary (retired from the Pre-Revised Grade Pay Rs. 7600/-) and above from the Central Government/Central Public Sector Undertakings/Autonomous Bodies for appointment as an Inquiry officer.

Terms & conditions for the appointment are as under:

The Retired Government Officer, hereinafter, referred to as Inquiry Officer (IO):

1. Retired officers who are willing to serve as Inquiry Officer should be in sound health, physically & mentally.
2. He/She shall not engage himself/herself in any other professional work or service, which is likely to interfere with the performance of his/her duties as inquiry officer.
3. He/She should be free from Vigilance Angle.
4. He/she should not have been penalized in a Disciplinary Proceedings case(no penalty in DP or prosecution in criminal case) during his/her service or after his/her retirement.

5. A three member committee of Joint Secretary level officers including the CVO of ESI Corporation as constituted by the Director General, ESI Corporation will screen applications and other details of the willing retired officers and recommend the empanelment. The Competent Disciplinary Authority will decide the appointment of the I. O. based on the willingness, experience in the sector and status of residence.
6. The retired officers so selected to work as Inquiry Officer will be required to furnish an undertaking as follows:
  - (i) 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 Government Officer. Inquiry officer will have to furnish a certificate to this effect with respect to every inquiry.
  - (ii) that he/she 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
7. 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.
8. He/She shall conduct the inquiry/proceedings only in the office premises of the ESIC at a station of convenience of the witnesses and charged officer as far as possible.
9. He/she shall submit the inquiry report, after completing the inquiry preferably within six months from the date of his appointment as inquiry officer. In case of any delay, the Inquiry Officer shall have to explain reasons for the same to the satisfaction of the Competent Disciplinary Authority(CDA) while submitting his/her Inquiry Report.
10. The rates of honorarium and other allowances payable to the Inquiry officer shall be the rates prescribed by Government of India from time to time.
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 office of Disciplinary Authority.
  - (b) The report/ returns/ findings on each of the Articles of Charge 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 every 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 officials are governed.
12. The CDA will be within his/her right to change the Inquiry Officer of any inquiry without notice and without assigning any reason.
13. The ESIC reserves its right to de-empanel any Inquiry Officer at any time without notice and without assigning any reason.
14. The number of disciplinary cases assigned to an Inquiry Officer shall be restricted to 8 cases in a year, with not more than 4 cases at a time.

**Director General  
Employees State Insurance Corporation**

**Annexure-I**

**APPLICATION FOR APPOINTMENT OF RETIRED GOVERNMENT SERVANTS AS THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY.**

Name of the officer :  
(In capital letters)

Present Address :

Date of retirement from government service :

Age on the date of submitting the application :

Last post held before retirement :

Details of the Ministry and posts held during the service :

Have you ever assigned the responsibility of an Inquiry Officer :

If yes, the details thereof :

Whether retired on attaining the age of Superannuation or voluntary retirement :

Whether any penalty was imposed during the service :

If yes, the details thereof :

Location/Region for which applying :

**Name and signature  
alongwith contact number**

**Place:**

**Date:**

**(The empanelment of retired officers for their appointment as Inquiry Officer will be done by a Committee comprising of three members including CVO, Employees State Insurance Corporation)**



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INDICATIVE ADVERTISEMENT

**Indicative Advertisement for Empanelment of Retired Officers as Inquiry Officer**

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Accordingly, applications are invited from the officers retired from the rank of Deputy Secretary (retired from the Pre-Revised Grade Pay Rs. 7600/-) and above from the Central Government/Central Public Sector Undertakings/Autonomous Bodies for appointment as Inquiry officers.

**Procedure for empanelment:** The selection will be made on the recommendation of three member committee taking into consideration the willingness of retired officer to serve as an inquiry officer and that he/she should not have been penalized in a disciplinary proceeding case or in criminal case.

The panel of inquiry officers created will be valid for a period of 3 years.

The detailed advertisement alongwith locations for which Inquiry officers are to be appointed are available on ESIC website [www.esic.nic.in](http://www.esic.nic.in). Eligible and willing retired officers may apply online as per terms and conditions mentioned on the ESIC website by 5<sup>th</sup> of June, 2019.

**Director General**  
**Employees State Insurance Corporation**