

F. No. B-11016/02/2016-Ad. V 14522
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs
Office of Chief Vigilance Officer)



6th Floor, Hudco Vishala Building,
Bhikaji Cama Place, New Delhi - 66
Dated: - the 2nd June, 2016

NOTICE INVITING APPLICATIONS

Subject:- Empanelment of retired officers as the Inquiry Officers for conducting Departmental Inquiries- reg.

Applications are invited in the prescribed format (copy enclosed) from willing and eligible retired officers of the rank of Deputy Secretary and above in the Central Government and equivalent officers in the State Governments/PSUs to serve as Inquiry Officers for conducting departmental inquiry against officers/officials of the Customs and Central Excise, at 7 Zonal Offices of the Directorate General of Vigilance, Customs & Central Excise at Delhi, Kolkata, Mumbai, Chennai, Ahmedabad, Hyderabad & Lucknow. The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department/Organization. Preference will be given to eligible persons residing at the respective stations/adjoining towns. No TA/DA will be paid to officers for conducting inquiry.

2. The eligibility conditions for appointment of willing retired officers as the Inquiry Officers to conduct departmental inquiries, will be as under:-

- (i) The retired officers willing to serve as the Inquiry Officer should not be more than 65 years of age as on the 1st April of the year of his/her empanelment.
- (ii) He/she should be in sound health - both physically and mentally.

- (iii) He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity
3. The applications will be screened by a three member Committee of Officers in CBEC and the recommendations of the Committee will be placed before the competent authority for his approval. The decision of the competent authority shall be final
4. The panel will be valid for a period of three years.
5. The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 20 cases in a year, with not more than 4 cases at a time. However, empanelment as Inquiry Officer will not be a guarantee that an officer is mandatorily assigned an inquiry and the same will be subject to availability of work.
6. The terms and conditions for appointment of retired officers as the Inquiry Officer will be governed by DOP&T's OM F. No. 142/40/2015-AVD.I, dated 7.1.2016.
7. Applications, complete in all respect, should reach the undersigned within a month from the date of issue of this notice.



(B. K. Mahanta)
Under Secretary to the Government of India
Tel.No. 26171184

DG(System), CBEC, 4th & 5th Floor, It is requested that a copy of this notice
Samrat Hotel, Chanakya Puri New Delhi may be hoisted on the website of CBEC.
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ISSUED with enclosed

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

Name of the officer :
(In capital letters)

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
the 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 :

**Name and signature
Permanent/Present Address &
Contact Number**

Place:

Date:

**(The empanelment of retired officers for their appointment as the
Inquiry Officer will be done by a Committee comprising of three
Joint Secretary level officers including CVO of the concerned
Ministry/Departments/PSUs)**