

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI – 110124

Notification No. 13/Staff (Discipline-I)/12-2025

Date: 16.04.2025

Subject: Empanelment of retired officers as the Inquiry Officers for conducting Departmental Inquiries against delinquent officials.

The office of the Comptroller and Auditor General of India, New Delhi invites application from retired Group 'A' officers of Indian Audit & Accounts Department (IA&AD), Central Government officers or its organizations and Central PSUs for empanelment as INQUIRY OFFICERS for conducting departmental inquiries for the IA&AD offices situated at Station (as per the list enclosed as annexure-A). The empanelment will be for a period of 3 years. The empaneled officers will be appointed as Inquiry Officers, as per requirement, on a case to case basis. The eligibility criteria for empanelment, honorarium payable, T&C, etc. are given below:

1. Validity of the panel:

The panel of Inquiry Officers will be normally valid for three years. The Competent Authority may, however, depanel any empaneled officers based on review of performance and for good and sufficient reasons, to be formally brought on record, which may or may not be communicated to the empaneled officer.

2. Eligibility:

- i. Retired officers from Central Government Ministries/Departments who have retired from the post in Pay Level 10 (as per the 7th CPC) and above.
- ii. Previous first-hand experience of conducting Vigilance/Disciplinary Inquiries.
- iii. The applicant should not have been penalized in a disciplinary proceeding case, or prosecuted in a criminal case).

Desirable:

Experience in handling of Disciplinary proceedings or Degree in Law from a recognized University, Certified Fraud Examiner, Degree/Certificate in Alternate Dispute Resolution (Arbitration).

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 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 the office to which the inquiry pertains. Video conferencing could be utilized, if needed.
6. 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 Competent Authority as may be prescribed.
7. **Honorarium:** The rates of Honorarium and other allowances payable to the Inquiry Officer shall be as follows;

Items	Category		Rate per case (in rupees)
Honorarium	I	where number of witnesses cited in the charge sheet is more than 10	An amount equal to 90% of the monthly basic pension drawn.
	II	where number of witnesses cited in the charge sheet are between 6-10	An amount equal to 70% of the monthly basic pension drawn.
	III	where number of witnesses cited in the charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn
Transport Allowance	₹ 40,000/- per case. Outstation transit if any is to be paid on actual basis (restricted to Economy Class travel by air or Second AC by train, with prior approval of the Disciplinary Authority).		
Daily Allowance	Same as the officer was entitled to, immediately prior to his/her retirement.		
Secretarial Assistance	I	where the number of witnesses cited in the charge sheet is more than 10	₹ 40,000/-
	II	* where the number of witnesses cited in the charge sheet are between 6-10	₹ 30,000/-
	III	* where the number of witnesses cited in the charge sheet is less than 6	₹ 20,000/-

* Where the quantum of documents pertaining to the Inquiry proceedings are significantly higher and voluminous requiring extra efforts, the Disciplinary Authority at his own discretion can consider such cases for enhancement of amount of honorarium, subject to a maximum ceiling of ₹ 40,000/-

Fifty percent of the total amount 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 related papers and inquiry report (two ink signed copies) properly documented and arranged is handed over to the 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 Rules to which the delinquent official is governed.
9. Only Disciplinary Authority shall be authorized to appoint Retired Government officers as Inquiry officer, out of empaneled retired officers as per CCS (CCA) Rules, 1965. However, the Disciplinary Authority may ensure that Retired Inquiry officer so appointed should have retired from the post higher than delinquent official/charged officer.
10. 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.
11. It is clarified that in respect of the cases pertaining to sexual harassment, the complaint committee constituted in the Ministry or Department shall be deemed to be the inquiry Authority appointed by the Disciplinary Authority. Accordingly, the cases of Sexual Harassment shall only be inquired by the duly constituted Internal Complaint Committee of the concerned field offices in accordance with Rule 14 (2) of CCS (CCA) Rules, 1965.

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. The office reserves the right to reject any or all applications from the Retired Officers without assigning any reason(s) thereto. The office also 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 e-mail and Speed/Registered Post addressed to:

Assistant Comptroller and Auditor General (N-1),
Office of the Comptroller and Auditor General of India,
9, Deen Dayal Upadhyaya Marg,
New Delhi – 110124
E-Mail Address: acn@cag.gov.in

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APPLICATION FOR EMPANELMENT OF INQUIRY OFFICER TO CONDUCT

DEPARTMENTAL INQUIRY

1. Full Name:
2. Designation (at the time of superannuation/retirement):
3. Name of organization last worked in:
4. Pay level of the last pay drawn as per 7th CPC:
5. Date of Birth:
6. Present postal address:
7. Permanent address:
8. Mobile No:
9. Alternative Mobile/Landline No:
10. E-mail address:
11. EDUCATIONAL QUALIFICATION*

Specialized Qualification, if any	University/ Institute	Year	Discipline	Remarks

* Please enclose self-attested copy

12. DETAILS OF PREVIOUS PROFESSIONAL EXPERIENCE IN THE VIGILANCE/DISCIPLINE AND/OR ESTABLISHMENT MATTERS:

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

13. Have you ever worked as Inquiry Officer:
(If yes, details thereof):
14. No. of cases in which appointed Inquiry officer, (If yes, details thereof):
15. Retirement reference (Please enclose self-attested copy of PPO)/Service Certificate/last salary slip:
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16. Whether any departmental or criminal proceedings are pending against or have ever resulted in imposition of penalty on the applicant.
- If yes, details thereof:
17. The preference of station(s) in which the applicant is willing to be considered for empanelment:
(In descending order as per the list enclosed as Annexure-A with no restriction on number of stations for preference).

Annexure-A

Sl. No.	Station	Sl. No.	Station
1.	Agartala	22.	Kohima
2.	Ahmedabad	23.	Kolkata
3.	Aizwal	24.	Lucknow
4.	Bengaluru	25.	Mumbai
5.	Bhopal	26.	Nagpur
6.	Bhubaneswar	27.	New Delhi
7.	Chandigarh	28.	Panaji
8.	Chennai	29.	Patna
9.	Dehradun	30.	Prayagraj
10.	Gangtok	31.	Puducherry
11.	Gorakhpur	32.	Pune
12.	Guwahati	33.	Puri
13.	Gwalior	34.	Raipur
14.	Hajipur	35.	Rajkot
15.	Hubli	36.	Ranchi
16.	Hyderabad	37.	Secunderabad
17.	Imphal	38.	Shillong
18.	Jabalpur	39.	Shimla
19.	Jaipur	40.	Srinagar
20.	Jammu	41.	Thiruvananthapuram
21.	Itanagar	42.	Vijayawada

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 certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action under relevant pension rules in the event that the above facts are found to be falsified.
3. 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: