

Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
(Vigilance Branch)
G-1, Vikas kuteer, I.P. Estate, New Delhi-110002

No: VG/1204/63/Misc.Vig./DUSIB/2020/D-559

Date: 18/8/2020

NOTICE

DUSIB, Govt. of NCT of Delhi invites fresh applications from officers, including the retired officers, not below the rank of Deputy Secretary (PB-3 with G.P. Rs. 7600/-) in Central Government and equivalent post in the State Government/PSUs. He/She should not have been penalized in a Disciplinary Proceedings case (no penalty in DP or prosecution in criminal case) and having impeccable integrity, for empanelment as Inquiring Authorities for the purpose of conducting departmental inquiries under CCS (CCA) rules, 1965, on the usual terms and conditions of Government. Validity of the panel would be maximum three years or less on the discretion of Competent Authority.

Eligible and willing officers may submit their applications to the Dy. Director(Vig.), DUSIB, GNCTD, G-1, Vikas Kuteer, I.P. Estate, New Delhi-110002 within 30 days of advertisement in News Papers till 6.00 pm. with following details:

- (i) Name
- (ii) Father's Name
- (iii) Date of Birth/Date of Retirement
- (iv) Whether the post at the time of retirement was equivalent to Dy. Secy./Director/Jt. Secy. Level of GOI : Say (Yes/No), if yes, mention the equivalent to which post.
- (v) Permanent as well as present residential address, with residential/mobile no. and email address.
- (vi) Post held at the time of retirement, with PB+GP
- (vii) Whether involved in a Criminal/Vigilance case during service and details of penalty, if any, imposed.
- (viii) Experience in administration/vigilance work.
- (ix) Amount of pension, along with copy of PPO.

Undertaking

1. I solemnly declare that information given above is correct and complete. If at any stage, any information furnished by me is found as incorrect then I shall be personally responsible for the same.



2. While accepting the appointment, I shall ensure that the charge officer is not related to me.
3. I shall ensure that I am not a witness of a complainant in the matter to be inquired into or in an another case relating to a close relative or a known friend of the charged officer.
4. I shall maintain strict secrecy in relation to the documents received of information/date collected in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to me.
5. I also undertake that my performance as an Inquiry Officer will not be affected due to any other work/job being taken up by me.
6. I also undertake that I have never been charge-sheeted in a disciplinary case or involved/charge-sheeted in criminal case.

**Name & Signature
& Contact No.**

Application form and terms & conditions can also be downloaded from the website www.delhishelterboard.in. The application received after due date & time shall not be entertained. The DUSIB reserves the right for rejection of any or all applications without assigning any reason.

**(Manoj Jain)
Dy. Director(Vig.)
DUSIB**

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Terms & conditions for appointment of working and retired officers as the Inquiry Officers.

- (i) The Officer applying for empanelment of IO should not be more than 70 years of age as on date of empanelment in DUSIB.
- (ii) 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 Inquiry Report.
- (iii) The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department/organization, which engages him/her.
- (iv) The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the Disciplinary Authority.
- (v) The Inquiry Officer shall submit the inquiry report after completing the inquiry within stipulated time from the date of his/her appointment as the Inquiry Officer. Extension of time beyond stipulated period can be granted only by the Disciplinary Authority.
- (vi) The rates/quantum of honorarium and other allowances payable to the Inquiry Officer will be applicable on prevailing rates as admissible from time to time. At present DUSIB is paying Rs. 45000/- & Rs. 10000/- to the retired and working IOs respectively for each inquiry.
- (vii) The DUSIB will provide the infrastructure and secretarial assistance to the retired IOs hence amount of honorarium will be consolidated amount and no TA/DA will be paid.
- (viii) Payment will be made to the Inquiry Officer only when the report is accepted by the Disciplinary Authority.
- (ix) 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 reports 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 charges 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 proceedings for conducting departmental inquiries have been followed in accordance with the relevant rules/instructions of disciplinary and appeal rules to which the delinquent Government officers are governed.
 - d) The services of Inquiry Officers whose performance is not up to the mark will be terminated with the approval of competent authority.

Validity of the panel would be three years and this order of empanelment of retired Inquiry Officers are exclusively meant for DUSIB, GNCTD, whose appointment will be made by DUSIB in the departmental proceedings recommended by this Department.


(Manoj Jain)
Dy. Director(Vig.)
DUSIB