



**STEEL AUTHORITY OF INDIA LIMITED**  
**(A Government of India Enterprise)**  
**BOKARO STEEL PLANT**  
**Bokaro Steel City – 827001, Jharkhand, India**

Advt. No. BSL/RR/2019-01

12.03.2019

**Empanelment of Retired Officers as Inquiry Officers (ROIO) to conduct  
Departmental Inquiries in SAIL/Bokaro Steel Plant**

SAIL Bokaro Steel Plant invites applications from eligible retired officers for empanelment as Inquiry officers (ROIO), in the requisite format (Annexure I & Annexure II), with the eligibility detailed below:

Procedure for empanelment of Retired Officers as Inquiry Officers (ROIO) for conducting Departmental Inquiries would be as described in this notification.

**1.0 Eligibility**

The eligibility conditions for empanelment of willing retired officers as Inquiry Officers to conduct departmental inquiries are as under:-

- (i) Officers retired from services of the company, on attaining the age of superannuation, not below the rank of Deputy General Manager, who are willing to serve as Inquiry Officer.
- (ii) He/ She should not be more than 70 years of age on the date of empanelment.
- (iii) He/ She should have experience of having conducted at least two departmental enquiries (D.Es) whilst in service (to ensure familiarity with DE procedures).
- (iv) He/ She should not have been penalized in a Disciplinary Proceedings case (no penalty in DP or prosecution in criminal case)
- (v) He/ She should be generally in good health and fit to perform the duties assigned to the task.

**2.0 Validity of the empanelment**

The empanelment of the ROIO for conducting departmental inquiry will be valid for a period of three years/ or till the ROIOs attaining 70 years of age; whichever is earlier.

**3.0 Assignment of work to ROIOs**

The Disciplinary Authority (DA) will decide on awarding the assignment to the empanelled ROIOs based on their willingness for a case, experience in the field and status of residence.

**4.0 Terms & Conditions of Empanelment**

The designated Inquiry Officer shall be required to give an undertaking in the prescribed format as follows:-

- (i) 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. A declaration in this regard has to be furnished by the ROIO.

- (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 ROIO either in hard copy or in digital form, shall be duly returned to the Authority which appointed him/her as such, at the time of presentation of the Inquiry Report.
- (iii) That he/she has not been penalized in a Disciplinary Proceedings and/or in any Criminal case.

## 5.0 Conditions related to conduct of Inquiry

- (i) The ROIO has to declare at the time of accepting the assignment 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 employee. A certificate to this effect will be obtained from the ROIO with respect to every inquiry and be placed on record, in the prescribed format.
- (ii) The ROIO shall conduct the inquiry proceedings at a location within the Plant premises 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 Inquiry Officer/Presenting Officer/Delinquent employee.
- (iii) The ROIO shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the DA in the case. The entitlement for travel/accommodation will be as per the entitlement on the date of superannuation.
- (iv) The ROIO shall submit the inquiry report after completing the inquiry within 180 days from the date of award of assignment. Extension of time beyond 180 days can be granted only by the DA of the case keeping in view the circumstances of the case.

## 6.0 Rates of Honorarium

The rates of honorarium and other allowances payable to the ROIO will be as under:-

Details of Enquiry		Rate of Honorarium per case as per Retirement Grade (in Rs)		Transport Allowance (in Rs)
		E7 & E8	E9 & Above	
Category	No. of witnesses*			
'I'	Where the number of witnesses cited are more than 10	40,000/-	60,000/-	Flat Rs. 10,000/- (fixed) per case [Excluding Rail/Air fare for journey]
'II'	Where the number of witnesses cited are between 6-10	30,000/-	50,000/-	
'III'	Where the number of witnesses cited are less than 6	20,000/-	40,000/-	
Secretarial Assistance shall be provided by the Bokaro Steel Plant/unit				

\*includes both, prosecution as well as defense witnesses.

- (i) The rates of honorarium shall be reviewed for revision after every three years. The revision, if any undertaken by DoPT in its guidelines, shall also be taken into account.

- (ii) 50% of the amount will be paid on submission of the Inquiry Report. Remaining amount will be paid within 45 days.
- (iii) The entitlement of Rail or Air travel/ accommodation will be as per entitlement of the retired officer on the date of superannuation.
- (iv) In case it is not possible to proceed with the matter due to stay by courts etc., the ROIO may be discharged from his/ her duties and payment of honorarium and other allowances will be made to him on pro rata basis, computed using no. of days worked on case out of maximum 180 days or the no. of witnesses examined in the case out of maximum of 10, whichever is higher, on certification by DA.

## **7.0 Responsibilities of ROIO**

Before the payment is received by the ROIO, it will be his/her responsibility to ensure that:-

- (i) All case records and inquiry report (two ink signed copies) properly documented and arranged, is handed over to the Disciplinary Authority.
- (ii) The findings of the Report 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 delinquent employee as per the extant rules and instructions.
- (iii) 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 CDA Rules/ Standing Orders or any other Service Rules through which the delinquent employees are governed.

## **8.0 Review of ROIO**

A review of every empanelled ROIO will be done after receipt of 2 inquiry reports where adherence to time lines and the procedure and quality of work will be assessed by the Empanelment Committee of Bokaro Steel Plant. Subsequent allocation of work may be done only after such evaluation. The services of ROIOs, whose performance is not found to be upto the mark, will be terminated with the approval of the Empanelling Authority.

- 9.0** The application is to be submitted in a sealed Envelope with 'Application for ROIO' superscribed on it. The application should be addressed to GM (Personnel), Bokaro Steel Plant, Ispat Bhavan Bokaro Steel City 827001. **The last date for receipt of applications for Retired Officers as Inquiry Officers is 12.04.2019**

SAIL reserves the right to withdraw, review, alter and / or amend the provisions of these guidelines, at any time without any notice.

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