



MECON LIMITED

(A PSU under Ministry of Steel, Govt. of India)

H.O: Doranda, Ranchi-834002;

Phone: 0651-2483000

CIN No.: U74140JH1973GOI001199

Ref. Adv. No: 11.73.4.3.2020/Empanelment IA/01 dated: 19.08.2020

**EMPANELMENT OF RETIRED EXECUTIVES AS INQUIRY AUTHORITY (I.A.) TO CONDUCT
DEPARTEMENTAL INQUIRIES IN MECON LTD.**

MECON, A Premier Miniratna, Schedule 'A', Govt. of India Enterprise under Ministry of Steel, providing Engineering, Consultancy and Project Management Services invites applications from willing and eligible retired Officers/ Executives of MECON or any other CPSEs or Central Government to serve as the empaneled Inquiry Authority for conducting departmental inquiries.

1.0. Eligibility

The eligibility conditions for empanelment of retired Officers/ Executives as **INQUIRY AUTHORITY** (for brevity I.A.) to conduct departmental inquiries are as under: -

- 1.1. **Retirement status:** Must have retired from MECON or any other CPSEs or Central Government.
- 1.2. **Grade:** Not below the grade of E-7 for in case of CPSE and not be below the rank of Deputy Secretary or equivalent in case of Central Government Service.
- 1.3. **Age:** 65 years of age (Upper Limit) on the date of empanelment.
- 1.4. **Experience:** Must have conducted at least two departmental inquiries as I.A. while in service.
- 1.5. **Disciplinary Case Status:** Must not have been imposed with any kind of punishment (including warning letter, if warning letter is not a punishment as per respective organization) in any Departmental Disciplinary Case **OR** no case is pending at the time of submission of the application or at the time of empanelment.
- 1.6. **Criminal Case Status:** Must not have been imposed with penalty after prosecution or must not have been prosecuted or is being prosecuted in any criminal case(s) while in service or thereafter and pending at the time of submission of the application or at the time of empanelment.

1.7. **Others:** Must be generally in good health and mind and fit to perform the duties assigned to the task.

2.0. **Retirement:** It means superannuation as well as Voluntary Retirement (VR).

3.0. **Validity of the Empanelment:**

3.1. The empanelment of the I.A. for conducting departmental enquiry shall be valid for a period of 03 (three) years.

3.2. The number of cases assigned to the I.A. may be restricted to 4 (four) in a year with not more than 2 (two) cases at a time.

4.0. **Rates of Honorarium**

4.1. The rates of honorarium and other allowances payable to the I.A. shall be as under: -

Details of Enquiry		Rates of Honorarium per Case (in Rs.)		Transport allowance (In Rs.)
Category	No. of witnesses (includes both Management and Defence Witness)	E7/E8 (For CPSE) or Deputy Secretary (For Central Govt.)	E9 & above (For CPSE)/ Director & above (Central Govt.)	
A	Where the number of witnesses cited are more than 10	40,000/-	60,000/-	Lumpsum amount of Rs. 10,000/- per case (excluding Rail/ Air Fare for Journey)
B	Where the number of witnesses cited are between 6-10	30,000/-	50,000/-	
C	Where the number of witnesses cited are less than 6	20,000/-	40,000/-	

4.2. Secretarial assistance and other necessary infrastructure facilities in connection with conduct of departmental inquiry shall be provided by MECON.

4.3. 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.

4.4. 50% of the honorarium shall be paid on submission of the Inquiry Report and remaining honorarium shall be paid within 45 days.

4.5. In case it is not possible to proceed with the matter due to stay by Courts etc. the I.A. shall be discharged 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 Disciplinary Authority (for brevity D.A.)

5.0. Travel and Accommodation

- 5.1. The I.A. shall be entitled for Rail (AC 1st Class) or Air travel (economy class).
- 5.2. The accommodation shall be arranged by the Company ordinarily in its transit house/guest house and in case of non-availability, the accommodation in hotel shall be arranged.

6.0. Assignment of Inquiry

- 6.1. The D.A. at his/her discretion shall decide the assignment of departmental inquiry to the empaneled I.A. based on their willingness for a case, experience in the field and status of residence etc.

7.0. Terms and Conditions of Empanelment

- 7.1. The I.A. shall maintain utmost secrecy in relation to the documents/ records/ data/ information etc. which shall come to his/ her possession arising out of and in course of inquiry and shall utilize the same exclusively for the purpose of the said inquiry and not for any other purpose whatsoever.
- 7.2. No such documents/ records/ data/ information etc. shall be divulged to anyone during the inquiry or thereafter.
- 7.3. All the records shall be handed over in person (both in hard copy and in digital form) to the D.A. In case of non-availability of the D.A. for any reason, the same shall be handed over to the Chairman and Managing Director (CMD), MECON.
- 7.4. He/ she has not been punished in a Disciplinary Proceeding nor prosecuted in a criminal proceeding in the manner as stated at para 1.5. and 1.6.
- 7.5. He/ she must be in good mental and physical condition in the manner as stated at para 1.7.
- 7.6. The I.A. shall be required to give an undertaking to the above effect while at the time of applying and also while taking up the assignment.

8.0. Conditions precedent to the conduct of inquiry

- 8.1. The I.A. shall be required to give a declaration in a prescribed format to the D.A. prior to taking up the assignment that he/ she is not a witness or a complainant in the case to be inquired into or close relative (means kith and kin) or a known friend of the delinquent employee. The declaration shall be kept on record.

9.0. Conduct of Inquiry

- 9.1. The I.A. shall conduct the inquiry proceeding at a location considering the availability of documents/records etc which might be used during the inquiry proceeding, convenience of Presenting Officer (for brevity P.O.), Witness and ordinarily in the location where such act(s) of misconduct has/have been committed or omitted.
- 9.2. The maximum use of Video Conferencing, if feasible, should be utilized to minimize the travel of all concerned i.e. I.A., P.O., Charge sheeted Employee (for brevity CSE), Witnesses as the case may be without compromising the mandatory procedure and other requirement in the interest of fair and proper inquiry. The necessary facility for Video Conferencing shall be organized by the Office In-Charge of the concerned location of MECON, where the inquiry proceeding is scheduled to be conducted.

10.0. Responsibility of I.A.

- 10.1. The I.A. shall submit the Inquiry Report (ink signed copies) together with entire case file i.e. record of inquiry including exhibits etc. containing all records connected with the concerned inquiry. The Inquiry report shall be handed over in the manner as stated at para 7.3. The I.A. shall provide as many copies as the number of delinquent employees plus one copy (all in original). The document must be properly arranged before it is handed to the D.A.
- 10.2. The Finding of the Inquiry Report on each of the Articles of Charge which has been inquired into must be specifically deal and address each of the procedural objections if any raised by the delinquent employee as per extant rules and instructions.
- 10.3. There should not be any ambiguity in the Inquiry Report and it is therefore all the necessary to ensure all procedural requirements of Departmental Inquiry are met in accordance with relevant service rules of the Company (here Conduct & Discipline Appeal Rules of MECON in short CDA Rules, MECON) applicable to the delinquent employee.

11.0. Review of Inquiry Authority

- 11.1. A review of each empaneled I.A. shall be done after receipt of 02 (two) Inquiry Reports where adherence to time lines and the procedure and quality shall be assessed by the Empanelment Committee of MECON constituted for the purpose. The service of I.A. whose performance is not found to be up to the mark as recommended by the Empanelment Committee of MECON duly constituted by CMD, MECON, shall be terminated prematurely with the approval of CMD. No representation or correspondence on such matter shall be taken into any cognizance.

12.0. Procedure of Application

- 12.1. Interested retired officers/executives meeting the above requirements may apply by visiting Careers section of MECON's website www.meconlimited.co.in. Candidates may download the application form (attached with the advertisement) and send it duly filled in after affixing recent passport size photograph along with self-attested copies of all required documents as mentioned in the application format, by Registered post/ Speed Post/ Courier to

**Deputy Manager (HR) – Recruitment Section
Human Resources Department,
MECON Limited,
Vivekananda Path,
At/PO: Doranda,
Ranchi-834002 (Jharkhand).**

Alternatively, the applicants may send the soft copy duly signed wherever required through email to the recruitment2020@meconlimited.co.in email id. In the subject line of the email, it should be mentioned as “**Application for Empanelment of Inquiry Authority**”.

- 12.2. The envelope containing the application shall be superscribed as “**Application for Empanelment for Inquiry Authority**”
- 12.3. The last date for receipt of application shall be 18.09.2020 (end of Office hours).
- 12.4. **Selection Mode:** Personal Interview. It may be either face to face or telephonic or through Video Conferencing.

13.0. General Conditions:

- 13.1. The application not duly filled shall be summarily rejected and no further correspondence shall be made from either side.
- 13.2. MECON reserves the right to cancel/ review and/ or modify the provisions of this scheme/ guideline, if required, without issuing any further reason or assigning any reason thereof.

To,

The General Manager I/c (HR)
Human Resources Department,
MECON Limited,
Vivekananda Path,
At/PO: Doranda,
Ranchi-834002 (Jharkhand).

Sub :- Application for Empanelment of Inquiry Authority.

Respected Sir,

With reference to your advertisement No. _____
dated _____, the undersigned who retired as
_____ (Designation & Grade) on
superannuation / VR from _____
(Organization & Location) in the year _____, hereby submit the Application in the
prescribed format for empanelment as Inquiry Authority (I.A.)

Thanking You,

Yours Sincerely,

(Signature of the Applicant)
Address :-

**Encl: Application Form for empanelment of Retired Officer/Executive as Inquiry
Authority in the Prescribed format (Annexure-II)**

**APPLICATION FORM
(FOR EMPANELMENT OF RETIRED OFFICERS/EXECUTIVES AS INQUIRY AUTHORITY (I.A.))**

Unique ID allotted :
(To be filled by the office)

Photo

**(Self-attested copies of documents to be submitted as proof of eligibility/
experience claimed)**

1. Name of the Retired Officer / Executive (In Capital Letters)
2. Date of superannuation/ VR from service
3. Position & Grade held at the time of Superannuation / VR
4. Details of departments you have been posted during the Service
5. Have you ever been assigned to this post of the Inquiry Officer.
6. If yes, the details thereof
7. Have you ever received a Memo on Charges for Misconduct
8. Whether any penalty was imposed during the service
9. Whether any disciplinary case against you is pending
10. If yes, the details thereof (for sl no 7-9)

11 Have you ever been prosecuted in any court of law for criminal offence?

12 Whether any punishment was imposed for criminal case

13 If yes, the details thereof

14 Is there any criminal proceeding in any court of law going on:

15 If yes, the details there of with status:

(Signature of the Candidate)

Name :

Correspondence Address :

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E-mail ID :

Mobile Number :

Place :

Date :