

To,
The Head of the Department (HR)
Hindustan Copper Corporate Office
1, Ashutosh Chowdhury Avenue,
Kolkata - 700019

Sub: Application from Retired Officers for empanelment as Inquiry Officer

Respected Sir/Madam,

In reference to your circular no. _____ dated _____, the undersigned who retired as _____ (Design & Grade) from _____ (HCL/other CPSE/Government) in the year _____ hereby submit the Application in the prescribed format for empanelment as Inquiry Officer.

Thanking you

Yours Sincerely,

[Name of the Applicant]
[Contact Details]

Encl: Application for empanelment of Retired Officer as Inquiry Officer in the prescribed format (Annexure-I(A))

APPLICATION FOR EMPANELMENT**(FOR EMPANELMENT OF RETIRED OFFICERS AS INQUIRY OFFICERS)**

Photo

1. Name of the Retired Officer (in capital letters)	
2. Date of superannuation from Service	
3. Name of the Organization superannuated from. In the case of HCL, name of Unit / Office	
4. Position and Grade held at the time of superannuation	
5. Amount of Monthly Pension Drawn (For Retired Govt. Servants) / Last Drawn Basic Pay (For Retired PSU Executives) (in Rs.)	
6. Details of Organizations along with departments/functions served during the service	
<p>7. Has the applicant ever Conducted departmental inquiry as Inquiry Officer(IO) while in service or acted as Disciplinary/ Appellate Authority in a disciplinary proceeding for Major Penalty. If yes, details w.r.t.</p> <p>a. Total Number of completed departmental enquiries as IO.</p> <p>b. Number of completed departmental enquiries as IO (other than habitual absenteeism cases).</p> <p>c. Number of departmental proceedings for Major Penalty handled as Disciplinary/ Appellate Authority.</p>	
<p>8. Is the applicant currently empaneled as Inquiry Officer with any other Organization Or Unit / Office of HCL, etc. If yes, details w.r.t.</p> <p>a. Number of ongoing departmental enquiries.</p> <p>b. Number of completed departmental enquiries in current Financial Year</p>	
9. Whether any major penalty was imposed on the applicant during the service. If yes, the details thereof	
10. Whether any judicial proceedings in criminal case are pending against the applicant. If yes, the details thereof	

- ❖ I hereby undertake and declare that, in case of change of any of the information mentioned at Sl. 9 & 10 above, I will inform the competent authority immediately.
- ❖ I also solemnly declare that I will not be engaged in any professional work which is likely to interfere with performance of my duties as IO

Signature of the Retired Officer.....

Name of the Retired Officer.....

Permanent/ Present Address

Email ID

Contact Number

Place: _____

Date: _____

Format of Offer for Empanelment of Retired Officers as IO

Date:

Ref. No.

To,

Dear Sir,

- 1.0 Please refer to your Application dated _____ for consideration for empanelment as Inquiry Officer to conduct Department Inquiry against our circular No. dated _____.
- 2.0 We are pleased to inform you that you have been selected for empanelment as an IO at _____ Corporate Office for the purpose of conducting departmental inquiries. The empanelment would be for a period of three years.
- 3.0 The actual assignment for conducting departmental inquiries would be awarded by the Disciplinary Authority (DA) based on your willingness for a case, experience in the field and status of residence. A separate communication to that effect as and when a case is assigned will be issued.
- 4.0 Terms & Conditions (including payments, if any) will be as per the applicable guidelines (Copy of the policy guidelines enclosed).
- 5.0 You are requested to submit the Declaration. (Please refer Annexure III)
- 6.0 This offer for empanelment is provisional subject to the fulfillment of requisite eligibility criteria and verification of documents/information/ declaration submitted in this regard. Wrong submission or willful suppression of information if found at any stage of empanelment, will make your empanelment liable to be terminated and the work assigned to you shall stand withdrawn with immediate effect.
- 7.0 In case of any dispute on interpretation of any part of this letter or w.r.t. your empanelment, howsoever arising; the decision of the authority approving your empanelment shall be final and binding.
- 8.0 Inadvertent omission or commission or mistakes, if any appearing in the offer of appointment are liable to be rectified at any time before or after empanelment to bring the terms and conditions of offer in accordance with the extant policy/rules and regulations of the Company that may be in force from time to time.

For & on behalf of

Corporate Office _____

Hindustan Copper Limited

Declaration

(To be submitted at the time of Empanelment)

The undersigned, who has been appointed as IO, vide Order/Letter No. _____ dated _____ of Disciplinary Authority, hereby, declare and undertake that,

- (i) I will maintain strict secrecy in relation to the documents received or the information/data collected by me in connection with the inquiry and utilize the same only for the purposes of inquiry in the cases entrusted to me.
- (ii) No such documents/information or data shall be divulged to anyone during the Inquiry or after completion of the Inquiry. All the records, reports etc. available with me either in hard copy or in digital form, in the capacity of Inquiry Officer, shall be duly returned to the Competent Authority, at the time of submission of the Inquiry Report.
- (iii) I haven't been awarded any major penalty during the service period and no judicial proceeding in any criminal case is pending against me.

If the undersigned is found to be violating any of the above undertaking or any portion of the undertaking is found to be false/ incorrect at any stage during my empanelment, my empanelment is liable to be terminated and the work assigned to me will stand withdrawn with immediate effect. Further, decision of competent authority w.r.t the payment of Honorarium and other allowances, if any, will be final and binding on me.

[Signature]

Name of the IO :.....

Mobile No.....

Email ID.....

Present Address.....

Certificate/Undertaking

(To be submitted at the time of assignment of Inquiry cases)

The undersigned, who is an empaneled IO, has been assigned to conduct Departmental Inquiry in the case of _____, vide Order/Letter No. _____ dated _____ of Disciplinary Authority, declare that, I am 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.

It is certified that the above declaration is true to the best of my knowledge. I understand that if the above certificate/undertaking is found to be incorrect at any stage during my empanelment, my empanelment is liable to be terminated and the work assigned to me will stand withdrawn with immediate effect. Further, decision of competent authority w.r.t the payment of Honorarium and other allowances, if any, will be final and binding on me.

[Signature]

Name of the IO:.....

Mobile No.....

Email ID.....

Present Address.....

Claim Form - Honorarium and other allowances to Empaneled/Appointed Retired Officer as Inquiry Officers

Personal Details

Name of IO	
PAN No.	
Bank Account No.	
Bank/Branch	
IFSC Code	
GST No.(if applicable)	

Case Details

Reference of Case handled	
Category of Inquiry conducted(refer Clause 7)	
1) Number of witnesses deposed >10	
2) Number of witnesses deposed >=6 to <=10	
3) Number of witnesses deposed <6	

Claim for Reimbursement

Particulars	Total Entitlement	Claimed Amount
Honorarium (In Rs.)		
Secretarial Assistance Allowance		
Transportation Allowance		
TA claim (In Rs.) [Approval of DA & Proof of Journey along with bills to be enclosed] [Details of journey overleaf]		
Total amount		

Declaration (Tick the applicable clause and strike down whichever is not applicable)

- ☐ It is certified that the undersigned has conducted the departmental inquiry entrusted to me by DA in the case of..... vide Order/letter No..... dated..... and have submitted two ink signed copies of the Inquiry Report to the Disciplinary Authority.
- ☐ It is certified that I have completed the following stage:

Stage	Particulars	Payment to be released	Tick
1	Upon completion of oral Inquiry.	➤ 50% of the Secretarial Assistance ➤ 50% of the Transport Allowance	<input type="checkbox"/>
2	Upon submission of Inquiry Report.	➤ 50% of Honorarium ➤ 50% of the Transport Allowance ➤ 50% of the Secretarial Assistance	<input type="checkbox"/>
3	Within 45-days of submission of Inquiry Report.	➤ 50% of Honorarium	<input type="checkbox"/>

Payment of Honorarium, Secretarial Assistance & Transportation allowance may please be paid as per applicable terms and condition.

☐ The process is stalled due to _____ (specify reason such as 'Stay by Courts', etc.). Accordingly, it is requested that the undersigned may be discharged from duties after payment of honorarium and other dues on Pro-Rata basis as per the Terms & Conditions of the applicable guidelines/procedures (for Pro rata cases only).

[Signature]

Name of IO

Date:

Place:

Name	
Office / Unit	

[illegible]

Amount in Words _____

[Signature]
Name of IO

Direct Assignment Cases

Confidential

Format of Offer for Engagement of Retired Officers as IO

Date:

Ref. No.

To,

Dear Sir,

- 1.0 We are pleased to inform you that you have been appointed/engaged as an Inquiry Officer at _____ Corporate Office for the purpose of conducting departmental inquiry.
- 2.0 Terms & Conditions (including payments, if any) will be as per the applicable policy guidelines (Copy of the policy guidelines enclosed).
- 3.0 You are requested to submit the Declaration cum Undertaking. (Please refer Annexure B).
- 3.0 Wrong submission or willful suppression of information if found at any stage of appointment/engagement, will make your appointment/engagement liable to be terminated and the work assigned to you shall stand withdrawn with immediate effect.
- 4.0 In case of any dispute on interpretation of any part of this letter or w.r.t. your appointment/engagement, howsoever arising; the decision of the authority approving your appointment shall be final and binding.
- 5.0 Inadvertent omission or commission or mistakes, if any appearing in the offer of appointment are liable to be rectified at any time before or after appointment to bring the terms and conditions of offer in accordance with the extant policy/rules and regulations of the Company that may be in force from time to time.

For & on behalf of

Corporate Office _____

Hindustan Copper Limited

Direct Assignment Cases
Declaration cum Undertaking

(To be submitted at the time of Appointment)

The undersigned, who has been appointed as IO, vide Order/Letter No. _____ dated _____ of Disciplinary Authority, hereby, declare and undertake that,

- (i) I will maintain strict secrecy in relation to the documents received or the information/data collected by me in connection with the inquiry and utilize the same only for the purposes of inquiry in the cases entrusted to me.
- (ii) No such documents/information or data shall be divulged to anyone during the Inquiry or after completion of the Inquiry. All the records, reports etc. available with me either in hard copy or in digital form, in the capacity of Inquiry Officer, shall be duly returned to the Competent Authority, at the time of submission of the Inquiry Report.
- (iii) I haven't been awarded any major penalty during the service period and no judicial proceeding in any criminal case is pending against me.
- (iv) I am 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

[Signature]

Name of the IO:

Mobile No.....

Email ID.....

Present Address.....