

 सेल SAIL	STEEL AUTHORITY OF INDIA LIMITED Corporate Rules Section	Date of Issue 23 rd April, 2024
	Reference No. PER/RULES/4020(IO/PO)	Date of Effect 23 rd April, 2024

Policy Guidelines for empanelment/engagement/appointment of Retired Officers/Serving employees as Inquiry Officers/Presenting Officers

1.0 INTRODUCTION:

SAIL has been appointing serving employees/retired officers as Inquiry Officers (IOs)/ Presenting Officers (POs) for conducting departmental inquiries in terms of applicable service rules. In order to widen the pool of experienced/qualified/ retired officers to be appointed as IOs as well as to suitably compensate the additional efforts of serving employees, appointed as IOs & POs, the existing guidelines/procedure has been revisited. It is envisaged that the revised policy guidelines will facilitate in improving the availability of experienced persons for conducting the departmental inquiries in SAIL.

2.0 OBJECTIVE:

- (i) To engage/empanel Retired Officer as Inquiry Officer (IO) for conducting departmental inquiries in the Company.
- (ii) To prescribe norms for compensating retired officers as IO and serving employees as Inquiry Officer (IO) / Presenting Officer (PO).

3.0 COVERAGE:

- (i) Empanelment/engagement of retired officers; superannuated from CPSEs/ Government, as Inquiry Officers for conducting departmental enquiries.
- (ii) Appointment of Serving employees as Inquiry Officers/Presenting Officers.

4.0 ELIGIBILITY

In order to be eligible for applying for empanelment in SAIL as Inquiry Officer for conducting departmental inquiries, the retired officer should fulfill the following criteria:

Sl.No.	Criteria	Eligibility Criteria
1.	Grade at the time of superannuation	E-7 or above (<i>Rs 1,20,000-3% - 2,80,000 as per DPEs 2017 pay-scales or equivalent pre-revised scale or any higher pay scale</i>) or Dy. Secretary & above in Government.
2.	Age	Less than 70 years of age on the date of empanelment.
3.	Experience	Conducted departmental inquiry as IO while in service or acted as Disciplinary/ Appellate Authority in a disciplinary proceeding for Major Penalty.
4.	Disciplinary Record	Should not have been awarded any major penalty during the service period and no judicial proceeding in any criminal case should be pending against him/her.
5.	Fitness	Generally, in good health and fit to perform the duties assigned.

5.0 PROCESS FOR EMPANELMENT OF RETIRED OFFICERS:

- (i) Retired officer desirous of getting empaneled with a SAIL Plant/Unit as Inquiry Officer for conducting departmental inquiries shall be required to apply for empanelment as per laid-down procedure.
- (ii) In order to facilitate receipt of applications from the eligible retired officers, a General Circular covering Eligibility Criteria, Terms & Conditions as well as a list of Designated Authorities for the purpose along with mailing address, contact details and designated e-mail Id(s) at each Plant/Unit shall be made available at Careers page of Company's website www.sail.co.in.
- (iii) Applicants shall be required to fill-in the prescribed application form available at the website (**Annexure-I**) and send it through e-mail/post to the designated authority of the respective Plant/Unit for which he/she intends to apply for empanelment.
- (iv) Each Plant/Unit will process the applications received by it on or before 31st December of the year for placing before the "*Empanelment Committee*" constituted for the purpose as specified hereinafter. Applications received on or after 1st January of following year shall be taken up in the next empanelment cycle.
- (v) The "*Empanelment Committee*" will consider the applications received in terms of past-experience of the applicants, area of specialization, eligibility/suitability, etc. and firm-up its recommendations. Depending upon number of applications received for empanelment, the committee may adopt suitable screening/short-listing criteria and if required, may also hold personal interaction with the applicants through virtual mode before finalizing its recommendations.
- (vi) The Committee shall submit its recommendations to the Head of Personnel, latest by 15th February every year.
- (vii) The recommendations of the Committee for empanelment shall be processed by the Personnel Department for approval of concerned Functional Director/Chief Executive.
- (viii) After the approval, a formal "Offer of Empanelment" would be issued to the selected retired officer employee as per prescribed format (**Annexure-II**), by 31st March of the particular year.
- (ix) Assignment of any disciplinary case to the empaneled retired officer for conducting inquiry shall however be as per the decision of the Disciplinary Authority or any other Authority competent to appoint the Inquiring Authority in terms of applicable service rules.
- (x) The list of retired officers empaneled by a Plant/Unit should be also made available to Corporate Office for suitably sharing with all other Plants/Units, preferably through corporate web-portal for utilizing their services, as per requirement.

6.0 TENURE OF EMPANELMENT:

The empanelment of retired officers shall be valid for a period of three (3) years. However, on expiry of the term, there will be no bar for fresh empanelment through the “*Empanelment Committee*”; provided the retired officer applies afresh while continuing to fulfill the laid-down eligibility conditions.

7.0 HONORARIUM & ALLOWANCES TO RETIRED OFFICERS:

The rates of honorarium, transportation allowance and secretarial assistance payable to retired officers, appointed as Inquiry Officers will be as under:

I. Rate of Honorarium (in Rupees)

No. of witnesses deposited (Taking both, prosecution as well as defense witnesses)	Grade at the time of superannuation			
	E-7	E-8	E-9	CEO/Director/ Chairman
Where the number of witnesses deposited are more than 10	50,000	60,000	70,000	90,000
Where the number of witnesses deposited are between 6 to 10	40,000	50,000	60,000	80,000
Where the number of witnesses deposited are less than 6	30,000	40,000	50,000	70,000

II. Transportation Allowance excluding Rail/Air fare (in Rupees)

Location	Transportation Allowance
City-based	Rs. 20,000/- per case
Plant-based including Ranchi Units	Rs. 10,000/- per case

III. Secretarial Assistance (in Rupees)

Secretarial Assistance, wherever required, shall be provided by SAIL. However, in a case (s) where no assistance is provided by SAIL, following Secretarial Assistance on lump-sum basis shall be payable:

No. of witnesses deposited (Taking both, prosecution as well as defense witnesses)	Grade at the time of superannuation	
	E-7 to E-9	CEO/Director/ Chairman
Where the number of witnesses deposited are more than 10	25,000	40,000
Where the number of witnesses deposited are between 6-10	20,000	35,000
Where the number of witnesses deposited are less than 6	15,000	30,000

8.0 APPOINTMENT OF SERVING EMPLOYEES AS INQUIRY OFFICERS/ PRESENTING OFFICERS:

Appointment of Serving SAIL employees as Inquiry Officers/Presenting Officers shall be continued to be done in terms of SAIL Conduct Discipline & Appeal Rules, 1977 and/or other applicable service Rules. However, in order to facilitate effective conduct of inquiry in a time-bound manner, following need to be ensured:

- (i) A person who is due to retire shortly (*may be within a period of one year*), will ordinarily not be appointed as Inquiry Officer (IO) /Presenting Officer (PO). In case the departmental inquiry gets delayed due to any reason and the IO retires before submission of inquiry report, he/she may be considered for continuing IO even after his retirement, subject to his/her willingness and other conditions applicable to appointment of retired officers as IOs.
- (ii) Same Inquiry Officer (IO) /Presenting Officer (PO) should continue to conduct inquiry, even after his/her transfer or promotion, till the inquiry report is submitted by him/her. In case of transfer of IO/PO to a new station, Video Conferencing may be used for conducting/continuing the departmental inquiry. However, in unavoidable circumstances, the IO/PO may be allowed to visit the earlier station for conducting the ongoing inquiry/inquiries.

9.0 HONORARIUM TO SERVING EXECUTIVES:

(i) For handling cases of long-absenteeism:

Role	Grade-wise Honorarium (Rs.) payable		
	E-1 to E-3	E-4 to E-6	E-7 & above
As Inquiry Officer	5,000	7,000	10,000
As Presenting Officer	2,500	3,500	5,000

(ii) For handling cases other than of long-absenteeism:

Category	Rate of Honorarium per case (Rs.)
As Inquiry Officer	Amount equal to 10% of monthly Basic Pay*
As Presenting Officer	Amount equal to 05% of monthly Basic Pay*

* As on the date of appointment as IO/PO



10.0 IN CASE OF COMMON DISCIPLINARY PROCEEDINGS:

In case of common disciplinary proceedings, the Inquiry Officer (IO) and Presenting Officer (PO) shall be paid an additional honorarium of Rs. 5000/- and Rs. 2500/- respectively for every additional charged employee.

11.0 RESTRICTION ON NUMBER OF CASES:

- (i) In ordinary circumstances, a retired officer shall not be assigned more than five (5) departmental enquiries (other than long-absenteeism cases) in a year. Further, at the time of assigning a new departmental enquiry, the retired officer should not be dealing with more than two (2) departmental enquiries as Inquiry Officer.
- (ii) As far as possible, the aforesaid limits should be followed in case of serving employees also.

12.0 RESPONSIBILITIES OF IO/PO:

An employee/retired officer appointed as Inquiry Officer/Presenting Officer shall ensure effective discharge of his/her responsibilities as per applicable SAIL CDA Rules/ Other Service Rules. Further, release of final payment of honorarium/ allowances, etc. shall be subject to the following:

- (i) Upon completion of the inquiry, all case records and inquiry report (two signed copies) properly documented and arranged, shall be 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 employees as per the extant rules and instructions.
- (iii) There should not be any ambiguity in the inquiry report and every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with applicable service rules and extant policies/ guidelines.

13.0 TERMS & CONDITIONS OF ENGAGEMENT:

- (i) Retired officer designated as IO shall be required to give an undertaking related to maintaining the secrecy/confidentiality of all the information/ data alongwith the declarations in the prescribed format (**Annexure-III**) and a certificate in the prescribed format (**Annexure-IV**) at the time of accepting the assignment stating 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.
- (ii) The IO shall conduct the inquiry proceedings at a location within the Plant/Unit 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 extent possible to minimize the need to travel by the IO/PO/Delinquent employee. Plant/Unit will facilitate necessary arrangements for the Video Conferencing.

- (iii) In case of requirement, the retired officer engaged as IO may undertake outstation travel for conducting inquiry with the prior approval of the Disciplinary Authority or of any other Authority delegated with such powers. Upon approval, the entitlement for travel/accommodation, etc. will be as per the entitlement of the retired officer on the date of superannuation.
- (iv) The IO shall submit the inquiry report within 180-days from the date of award of assignment. However, in case of absenteeism cases, IO shall submit the inquiry report within 90-days. Extension of time beyond 180-days or 90-days, as may be applicable can be granted only by the Disciplinary Authority keeping in view the circumstances of the case.
- (v) Payment to the retired officer, appointed as IO in a case, shall be released as under:

Stage	Particulars	% Payment to be released
I.	Upon completion of oral Inquiry.	➤ 50% of the Secretarial Assistance ➤ 50% of the Transport Allowance
II.	Upon submission of Inquiry Report.	➤ 50% of Honorarium ➤ 50% of the Transport Allowance ➤ 50% of the Secretarial Assistance
III.	Within 45-days of submission of Inquiry Report.	➤ 50% of Honorarium

- (vi) Where it is not possible to proceed ahead with the Inquiry due to any injunction by courts/any other reason or the assignment gets terminated by SAIL due to any reason, DA may discharge the Inquiry Officer from his/her duties and payment of honorarium and other allowances in such a situation will be made on *pro-rata* basis, as illustrated at **Annexure-A**. A Standard Claim-Form is also enclosed at **Annexure-V**.

14.0 COMPOSITION OF EMPANELMENT COMMITTEE:

A three-member empanelment committee as per following composition may be constituted at each Plant/Unit as per requirement:

Plant/Unit	Composition
Integrated Steel Plant	CGM (Personnel), ACVO, and one SC/ST member, preferably in E-8 grade.
Corporate Office	CGM (Personnel), CGM (Vigilance) and one SC/ST member, preferably in E-7 or above grade.
Other Plants/Units	CGM/GM (Personnel)*, ACVO, and one SC/ST member, preferably in E-7 or above grade.

**Or as may be approved by the Competent Authority in case of non-availability of members of adequate seniority.*

15.0 COMPETENT AUTHORITY:

- (i) For Plants/Units (other than corporate office), concerned Functional Director/ Chief Executive will be the Competent Authority to approve the Constitution of Empanelment Committee as well as recommendations of the Committee for empanelment of retired officers as IOs.
- (ii) For Corporate Office, constitution of Empanelment Committee as well as recommendations of the Committee for empanelment for retired officer as IOs shall require approval of Director (Personnel).

16.0 REVIEW OF IO/PO:

- (i) A general review of every retired officer assigned a case as IO will be done after receipt of two (2) inquiry reports on the basis of parameters viz. adherence to time-lines, applicable procedure and the quality of inquiry report and subsequent allocation of work will be done on the basis of existence of no adverse report.
- (ii) The empanelment/engagement of retired officers as IOs, whose performance is not found to be upto the mark, or who will refuse to accept the disciplinary case for enquiry on two (2) successive occasions will be terminated with the approval of Competent Authority as mentioned at Para 15.0 above.

17.0 OTHER TERMS & CONDITIONS:

- (i) Any provision in these policy guidelines shall not take away the right of the Disciplinary Authority to appoint any person, who may not be on the panel for the purpose, as Inquiry Officer in a case owing to requirements w.r.t. past-experience/ expertise/ seniority, etc. Further, the person so engaged will be required to furnish undertakings/declarations, to the extent applicable.
- (ii) Rates of Honorarium/Secretarial Assistance and Transport Allowance to retired Govt. Official engaged as IO will be as per relevant DoPT guidelines.

18.0 SAVINGS:

- (i) Director (Personnel) is authorized to amend the formats/ annexures/ declarations under these guidelines and/or issue clarification regarding these guidelines.
- (ii) Chairman, SAIL reserves the right to withdraw, review, alter and / or amend the provisions of these guidelines, at any time without any notice.

Annexure-A

1.0 Linkage of Honorarium and Secretarial Assistance with Witnesses examined and submission of Inquiry report would be taken as under:

Component	Weightage
With Witnesses examined	70%
With Submission of Inquiry report	30%
Total	100%

2.0 Pro-rata payment of Honorarium amount and Secretarial assistance will be payable depending upon % of witnesses examined, as calculated below; subject to minimum 20% of the amount of honorarium and secretarial assistance prescribed at para 7.0(I) and 7.0(III) of the guidelines.

Illustrations for the aforesaid provisions are as under:

Parameter	Case-1	Case-2	Case-3
Grade of Inquiry Officer at the time of retirement	E-9	E-8	E-7
Rate of Honorarium prescribed (H)	60,000	50,000	40,000
Secretarial Assistance prescribed (SA)	20,000	20,000	20,000
% of witnesses examined	Say 5 out of 8	Say 8 out of 9	Say 2 out of 10
PRO RATA HONOURARIUM			
Honorarium calculation	$60,000 \times 0.7 \times 5/8 = 26,250$	$50,000 \times 0.7 \times 8/9 = 31,111$	$40,000 \times 0.7 \times 2/10 = 5,600$
Minimum payment of Honorarium	20% of H i.e. Rs. 12,000/-	20% of H i.e. Rs. 10,000/-	20% of H i.e. Rs. 8,000/-
Honorarium Amount Payable on Pro rata basis	26,250	31,111	8,000
PRO RATA SECRETARIAL ASSISTANCE			
Secretarial Assistance calculation	$20,000 \times 0.7 \times 5/8 = 8,750$	$20,000 \times 0.7 \times 8/9 = 12,444$	$20,000 \times 0.7 \times 2/10 = 2,800$
Minimum payment of Secretarial Assistance	20% of SA i.e. Rs. 4000/-	20% of SA i.e. Rs. 4000/-	20% of SA i.e. Rs. 4000/-
Secretarial Assistance payable on pro rata basis payment	8,750	12,444	4,000

3.0 Transportation Allowance(TA) shall stand reduced in the same ratio as payment of Honorarium; subject to minimum 20% of applicable Transport Allowance.

Annexure - I

To,
The Head of Personnel,
_____ Plant / Unit

City – Pin Code

Sub: Application from Retired Officers for empanelment as Inquiry Officer (ROIO)

Respected Sir/Madam,

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

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 [ROIO])

Photo

1) Name of the Retired Officer (In capital letters)	
2) Date of superannuation from service	
3) Name of the organisation superannuated from. In the case of SAIL, name of Plant/Unit	
4) Position & Grade held at the time of superannuation	
5) Details of organizations alongwith departments/functions served during the service	
6) 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. a) Total Number of completed departmental enquiries as IO. b) Number of completed departmental enquiries as IO (other than habitual absenteeism cases). c) Number of departmental proceedings for Major Penalty handled as Disciplinary/ Appellate Authority.	
7) Is the applicant currently empaneled as Inquiry Officer with any other Organization /Plant or Unit of SAIL, etc. If yes, details w.r.t. a) Number of ongoing departmental enquiries. b) Number of completed departmental enquiries in current Financial Year	
8) Whether any major penalty was imposed on the applicant during the service. If yes, the details thereof	

9) Whether any judicial proceedings in criminal case are pending against the applicant. If yes, the details thereof	
I hereby undertake and declared that, in case of change of any of the information mentioned at Sl. 9 above, I will inform the competent authority immediately	

Signature of the Retired Officer.....

Name of the Retired Officer.....

Permanent/ Present Address

Email ID

Contact Number

Place: _____

Date: _____

Confidential

**Format of Offer for Empanelment of Retired Officers as Inquiry Officer
(ROIO)**

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 Inquiry Officer (ROIO) at _____Plant/Unit 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 on

Plant/Unit_____

Steel Authority of India Limited

Declaration

(To be submitted at the time of Empanelment)

The undersigned, who has been appointed as ROIO, 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 ROIO:

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 ROIO, 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 ROIO:

Mobile No.....

Email ID.....

Present Address.....

**Claim Form – Honorarium and other allowances to Empaneled/Appointed
Retired Officer as Inquiry Officers (ROIO)**

Personal Details

Name of ROIO	
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 alongwith 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 ROIO.....

Date:

Place:

Details of Journey undertaken in connection with conducting departmental inquiry by the empaneled/appointed retired officer as inquiry officer (ROIO)

Name	
Plant/Unit	

Details of Journey undertaken

[illegible]

Amount in Words

[Signature]

Name of ROIO.....

Confidential

**Format of Offer for Empanelment of Retired Officers as Inquiry Officer
(ROIO)**

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 Inquiry Officer (ROIO) at _____Plant/Unit 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 on

Plant/Unit_____

Steel Authority of India Limited

Direct Assignment Cases

Confidential

Format of Offer for Engagement of Retired Officers as Inquiry Officer (ROIO)

Date:
Ref. No.

To,

Dear Sir,

- 1.0** We are pleased to inform you that you have been appointed/engaged as an Inquiry Officer (ROIO) at _____Plant/Unit 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).
- 4.0** 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.
- 5.0** 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.
- 6.0** 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 on

Plant/Unit_____

Steel Authority of India Limited

Direct Assignment Cases
Declaration cum Undertaking

(To be submitted at the time of Appointment)

The undersigned, who has been appointed as ROIO, 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 ROIO:

Mobile No.....

Email ID.....

Present Address.....