

No.13/11/88-VIG(Vol.IV) P.F.
Government of Goa,
Directorate of Vigilance,
Serra Building, Near A.I.R.,
Altinho, Panaji Goa

Dated: 10th October, 2003.

To,
All the Head of Departments,

**Sub: Appointment of retired Government Officers as the
Inquiry Officers.**

Sir,

I am directed to inform you that in order to speedily dispose off the cases of departmental enquiries instituted against various Government Servants, the Government had decided to utilise the services of some retired Group "A" Officers for conducting enquiries against the charge officers/officials on certain terms and conditions.

Government has now decided to revise the said terms and conditions for appointing retired officers as Inquiry Officers and honorarium to be paid with the concurrence of Finance (Expenditure) Department vide their U.O. No. Fin(Exp) Department/1039(F) dated 23/9/2003. The revised terms and conditions will be applicable to the cases allotted w.e.f. 1/10/2003.

The expenditure towards the honorarium and other expenses for clerical and stenographic work including stationery for conducting the enquiries should be met from the Budget Head of the respective Department of the charged officers/officials. Copy of the revised terms and conditions is enclosed for your reference & needful.

This is brought to the notice of all concerned.

Yours faithfully,

Sd/-
(Sanjiv M. Gadkar)
Addl .Director (Vigilance)

Encl. as above.

Copy to :

- 1) Shri P.S. Nadlarni, Inquiry Officer, C/o Directorate of Education, Panaji-Goa.
- 2) Shri S.D. Dessai, Inquiry Officer, C/o Collectorate, North Goa District, Panaji.
- 3) Shri A.X.B. Viegas, Inquiry Officer, C/o Public Works Dept. Altinho, Panaji-Goa.
- 4) Shri S.V. Shirodkar, Inquiry Officer, C/o Office of the Goa State Commission for Backward Classes, Old GMC Complex, Panaji-Goa.
- 5) Shri P.W. Rane Sardessai, C/o Directorate of Vigilance, Altinho, Panaji-Goa..

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TERMS AND CONDITIONS FOR APPOINTING RETIRED OFFICERS AS
INQUIRY OFFICERS

The Retired Government Officer, hereinafter, referred to as Inquiry Officer (IO).

1. shall not engage himself/herself in any other professional work or service, which is likely to interfere with the performance of his/her duties as Inquiry Officer ;
2. 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 utilises the same only for the purpose of Inquiry in the case entrusted to him/her. No such documents/information or data are to be divulged to any one during the Inquiry or after presentation of the Inquiry Report;
3. shall be paid a lumpsum remuneration of Rs.5000/-, (Rupees Five Thousand only) per Departmental Inquiry Report, in a case, by the Department/Organisation to which the charged officer belongs;
4. shall be paid, in addition to the remuneration of Rs.5000/-, an amount of Rs.1000/-(Rupees One Thousand only)per Departmental Inquiry Report, for clerical and Stenographic work, which the IO has to arrange by himself/herself;
5. shall conduct the inquiry proceedings only in the office premises of the Department/Organisation, which engages him/her;
6. shall be provided with the stationery/postage by the Department/Organisation, which engages him/her;
7. shall be terminated from the services of an IO at any time by the Appointing Authority, without notice and without assigning, any reasons.
8. shall submit the inquiry report after completing the inquiry within six months from the date of his appointment as Inquiry Officer to become eligible for payment of remuneration as indicated at item No. 3 & 4.

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