



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय भारत सरकार)

Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14- Bhikaiji Place, New Delhi – 110066

File no. HRD/2(1)2013/Delegation of Power)2361

Date: 03 MAY 2017

To

1. All Additional Central P.F. Commissioners (Zones/Head Office)
2. Director (PDUNASS)
3. All Regional PF Commissioners In-charge of the Regions Including RPFC (ASD), Head Quarter.

Subject: Revised Delegation of Administrative and Financial powers to the Central Provident Fund Commissioner and Disciplinary Authority (below the level of the CPFC) regarding payment of honorarium to Inquiry Officer/ Presenting Officer- Regarding.

Sir/Madam,

In exercise of powers conferred by Section 5E of the EPF & MP Act 1952, the Central Board, EPF in its 216th Meeting held on 30th March, 2017 has approved the revised delegation of Administrative and Financial Powers read with Sl. no.68 of Part I of the Schedule of Administrative and Financial Powers. Accordingly, powers at Sl. No.68 of the Schedule of Administrative and Financial Powers may be read as under:

SL. No.	Nature of Powers	Competent Authority	Powers
68	To sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of honorarium [FR 46(b)]	Central P.F. Commissioner	Full Powers as per the DoP&T guidelines/instructions where Disciplinary Authority is the Central P.F. Commissioner or any Authority higher in rank/level.
		Disciplinary Authority (below the level of the Central P.F. Commissioner) (In respect of IO/PO, whether serving in Govt./CBT or retired appointed by or with the approval of the Disciplinary Authority)	Full Powers as per the DoP&T guidelines/instructions to sanction the maximum rate prescribed under the FR or as prescribed by the Govt. of India from time to time to the IO/PO appointed by or with the approval of the Disciplinary Authority, subject to a report to the H.O. and observance of instructions on the subject issued from time to time.

2. The Board has also approved that this scheme of delegation shall take care of future revisions of the honorarium and shall avoid the need for amendment of the item (no.68) under

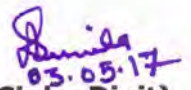
schedule of delegation of Administrative and Financial Powers and consequential delay involved in the process.

3. The Board has adopted DoP&T's OMs dated 27.07.2009, 31.07.2012 and 07.01.2016 (copy enclosed) for its implementation from the date of its issue as per the proposed re-delegation of the financial powers.

4. It is therefore, requested to take necessary action accordingly.

Enclosure: as above

Yours faithfully,

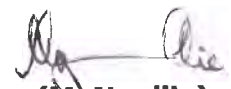


(Anita Sinha Dixit)

Additional Central P.F. Commissioner (HRD)

Copy to:

1. PS to CPFC
2. PS to CVO & FA&CAO
3. PS to all ACC Hqrs
4. All ZAPs
5. All ZTIs
6. Dy. Dir (OL) for Hindi version
7. RPFC (NDC)/Web Administrator with request to upload the same on official website.



(M. Ngullie)

Regional P.F. Commissioner-I (HRD)

F.No.142/40/2015-AVD.I
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi Dated, the 7th January, 2016

OFFICE MEMORANDUM

Subject:- Procedure for empanelment of retired officers as the Inquiry Officers for conducting Departmental Inquiries- reg.

The undersigned is directed to state that the issue of utilizing the services of retired officers for conducting departmental inquiries had been under consideration of the Department. It has now been decided that panels of retired officers from the Ministries/Departments under Government of India and PSUs would be created and maintained by the respective Cadre Controlling Authorities for conducting Departmental Inquiries against the delinquent officials.

2. **Procedure for empanelment of retired officers as the Inquiry Officers** - Panels of retired officers not below the rank of Deputy Secretary in Central Government and equivalent officer in the State Governments/PSUs to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries would be maintained level/rank wise and place-specific by each cadre controlling authority where its offices are located.

3. **Validity of the panel** - The panel of the retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be valid for a period of three years. The respective Cadre Controlling Authority will ensure that a panel of retired Inquiry Officers is available with them.

4. Following are the eligibility conditions for appointment of willing retired officers as the Inquiry Officers to conduct departmental inquiries:-

- (i) The retired officers willing to serve as the Inquiry Officer should not be more than 65 years of age as on the 1st April of the year of his/her empanelment.
- (ii) He/she should be in sound health - both physically and mentally.
- (iii) He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity.

5. The respective Cadre Controlling Authority will immediately take necessary action for inviting applications from willing and eligible retired officers to serve as the Inquiry Officer for conducting departmental inquiry. In this regard, a format for inviting applications is annexed.

6. A three-member committee consisting of Joint Secretary level officers including CVO of the concerned Ministry/Departments/PSUs would be constituted by the respective cadre controlling authority. The other two members can be from the same Ministry/Department or from the attached or subordinate office. After receipt of willingness of the retired officers, names of the officers will be screened by the committee so constituted and panel of officers (Database) will be created rank-wise viz., Deputy Secretary, Director, Joint Secretary, Additional Secretary, Secretary, etc. Approval of Minister-in-charge may be solicited for making the panel of the officers. Appointment of Inquiry Officer, from the panel of eligible retired officers, will be done by a random draw of lot. The Committee constituted for making panels of retired officers as the Inquiry Officer has to keep in mind that applications of retired officers willing to serve as an Inquiry Officer should be scrutinized carefully to ensure that the applicant meets the eligibility criteria.

7. The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 20 cases in a year, with not more than 4 cases at a time.

8. **Terms and conditions for appointment of retired officers as the Inquiry Officer.**

The designated Inquiry Officer shall require to give an undertaking as follows:-

- (i) 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 Government officer.
- (ii) 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.

9. 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 Inquiry Officer shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report.

10. The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department/Organization, which engages him/her.

11. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the Disciplinary Authority.

12. The Inquiry Officer shall submit the inquiry report after completing the inquiry within ninety days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond ninety days can be granted only by the Disciplinary Authority.

13. The rates of honorarium and other allowances payable to the Inquiry Officer will be as under:-

Particulars/Details			Rate per case (in Rupees)	
Items	Category	Time taken to complete the inquiry proceedings	Dy. Secretary/Director	Joint Secretary and above
Honorarium	'I'	Within 45 days	Rs. 60000	Rs. 75000
	'II'	Within 90 days	Rs. 40000	Rs. 50000
	'III'	Beyond 90 days	Rs. 30000	Rs. 40000
Transport Allowance		Rs. 40000/- per case.		
Secretarial Assistance		Rs. 30000 per case if no secretarial assistance is provided by the Ministry/Department concerned		

Payment will be made to the Inquiry Officer only when the report is accepted by the Disciplinary Authority. In case it is not possible to proceed with the matter due to stay by courts etc., the Inquiry Officer may be discharged from his/her duties and payment of honorarium and other allowances will be made on *pro rata* basis.

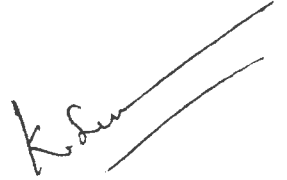
14. Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that:-

- (a) All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority.
- (b) The report returns findings 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 charged officers as per the extant rules and instructions.
- (c) 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 disciplinary and appeal Rules to which the delinquent Government officials are governed.

15. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the Ministry/Department/ Office concerned.

16. The Department of Personnel & Training (AVD.I) may be consulted in case of clarification(s) on any of the issues related to empanelment of retired officer as an Inquiry Officer for conducting departmental inquiries.

17. The services of Inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.



(K.Srinivasan)

Under Secretary to the Government of India
Tel.No. 23040291

To

All Ministries / Departments (As per Standard List)

**APPLICATION FOR APPOINTMENT OF RETIRED
GOVERNMENT SERVANTS AS THE INQUIRY OFFICER TO
CONDUCT DEPARTMENTAL INQUIRY**

Name of the officer :
(In capital letters)

Date of retirement from government service :

Age on the date of submitting the application :

Last Post held before retirement :

**Details of the Ministry and posts held during
the service :**

**Have you ever assigned the responsibility of
the Inquiry Officer :**

If yes, the details thereof :

**Whether retired on attaining the age of
Superannuation or voluntary retirement :**

**Whether any penalty was imposed during
the service :**

If yes, the details thereof :

**Name and signature
Permanent/Present Address &
Contact Number**

Place:

Date:

**(The empanelment of retired officers for their appointment as the
Inquiry Officer will be done by a Committee comprising of three
Joint Secretary level officers including CVO of the concerned
Ministry/Departments/PSUs)**

No.142/15/2010-AVD-I
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated 31st July, 2012

Office Memorandum

Subject : Grant of Honorarium to Inquiry Officers (IO)/Presenting Officers (PO) -
Consolidated instructions regarding

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The undersigned is directed to say that the Department of Personnel and Training have issued instructions vide NO 1344/99-AVD-I dated 29th June 2001 and 7th April 2003 on the subject of honorarium to the Inquiry Officers and Presenting Officers covering the aspects of rates of honorarium, appointment of retired officers as Inquiry Officer, terms and conditions for payment of honorarium etc from time to time. The rates of honorarium payable to IO/PO were last revised vide this Department's OM no 142/20/2008-AVD-I dated 27th July 2009. [copy attached].

2. A Committee of Experts set up to review the procedure of Disciplinary /Vigilance inquiries and to recommend measures for their expeditious disposal under the chairmanship of P.C Hota, former Chairman of UPSC in May 2010 had made a series of recommendations in July 2010 including the rates of honorarium. The detailed recommendation of the expert committee is available on the website of this Department. It can be accessed through the Link. <http://persmin.nic.in/DOPT/Publication/CommitteeReport/HotaCommitteeReport/HotaCommitteeReport.pdf>. The Committee had made specific recommendations as regards the rates of honorarium to IO/PO. The Recommendations of the Committee on the proposed increases in Honorarium relating to IO/PO are contained in paras 37, 42-44 of the report of the Committee.

3. The recommendations of the Expert Committee on the aspect of revision of rates of honorarium along with some other related measures were examined in the Department and was placed before the Group of Ministers on Corruption, set up for examining measures, including legislative and administrative, to tackle corruption and improve transparency. The Group of Ministers while considering the Terms of Reference also considered the recommendations of the HOTA Committee and recommended that the remuneration of the IOs and POs may be fixed, keeping in mind the recommendations of the HOTA Committee. These recommendations of the GOM have been accepted by the Government.

4. It has therefore been decided to revise the existing rates of honorarium payable to IO/PO in line with the recommendations of the Expert Committee. The revised rates of Honorarium and other allowances payable to IO both serving and retired officers and PO(serving) and the terms and conditions governing the same is indicated in Annexure -1 to this OM. The rates of Honorarium stated therein are ceilings and the concerned ministry/department where the misconduct was committed may decide the exact quantum of

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honorarium to be paid keeping in mind the volume of work involved in specific cases and the terms and conditions indicated in the Annexure -1.

5. The revised structure of rates of honorarium and allowances as indicated in Annexure-I are intended to be made applicable to Departmental Proceedings including inquiry proceedings undertaken by the committee on Sexual Harassment, by Ministries /Department in respect of officials /officers serving under different cadres of services under their administrative control. However, in case a cadre of a service or organisations such as autonomous bodies have a separate set of rules and instructions for regulating honorarium to IO/PO in existence they may choose to continue with their own set of instructions. Fully or partially funded autonomous bodies may retain their own provisions so long as they are not more beneficial than what has been proposed in this OM.

6. This orders will take effect from the date of issue of this OM and will also apply to all inquiries in progress.

7. The services of serving officers may be used as IO and PO to the extent possible in the conduct of departmental inquiries. However, Central Vigilance Commission has been requested to create and maintain a panel of retired officers/officials willing to serve as IO for conducting departmental inquiries and for this purpose also design a procedure for inviting applications from the retired Government Servants to be followed by the Ministries and Departments. Till such time such a panel of retired officers become available from CVC, the concerned ministries /departments may, where it is not possible to use the services of a serving officer as Inquiry Officer for conducting departmental inquiries, use the services of officers who have retired from Ministries/Departments, for conducting such departmental inquiries.

8. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their UO no.14(4)/2009-E-II(B) dated 26.3.2012 and 5.6.2012.

9. Hindi Version will follow.


(P.K. Ravi)

Under Secretary to the Government of India
Tel : 23094799

All Ministries/Departments [As per Standard List]

Copy to :

- a) The Comptroller and Auditor General of India, New Delhi
- b) UPSC
- c) CVC
- d) Rajya Sabha Sectt , New Delhi
- e) Lok Sabha Sectt, New Delhi

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- f) All attached /subordinate officers of the Ministry of Personnel Public Greivances and Pensions
- g) Ministry of Finance , Department of Expenditure wrt to their UO no.14(4)/2009-E-II(B) dated 26.3.2012
- h) All sections /desks of DOP&T
- i) Department of ARP&G, for civil service news
- j) Institute of Training and Management, JNU , New Delhi
- k) AVD-I Section (150 spare copies)
- l) NIC, DOP&T, North Block, New Delhi for placing the above circular alongwith annexures on the Department's website.

Annexure -1
[wrt to para 4]

Revised Rates of Honorarium and other allowances payable to Inquiry Officer and Presenting Officers in Departmental Proceedings and Terms and conditions of grant of honorarium.

1. The revised rates of honorarium payable in cases of departmental proceedings will be regulated within the range of rates indicated in the table below:

Particulars/Details		Range of Rate per case Recommended by the Committee and Accepted by the Government (Rs per case)	
		(2)	
I(a)	I(b)	Minimum (a)	Maximum (b)
Honorarium	i)IO(serving –Pt time)	i) 5000	10000
	ii)IO (retired)	ii)15000	75000
	iii)PO(serving – Pt time)	iii) 5000	10000
Transport Allowance	i)IO (retired)	i) 15000	40000
Secretarial Assistance	i)IO (retired)	i) 30000 per case if no assistance is provided by department.	

2. The grant of Honorarium in the case of serving Government servants who are appointed as part time Inquiry Officer/ Presenting Officer and retired Governments appointed as Inquiry Officers will be subject to the following conditions:-

- i. The honorarium will normally be regulated under the financial powers delegated to the Ministries/Departments and taking into account the quantum of work involved in individual disciplinary cases.
- ii. In the case where serving officers are appointed as IO/PO , the controlling department or the administrative department should make all efforts to relieve the IO/PO of his normal duties to enable him/her to complete the proceedings expeditiously.
- iii. Before the payment is received by Inquiry Officer/Presenting Officer, whether serving or retired, it will be the responsibility of the IO/PO to ensure that
 - a. All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority by the Inquiry Officer/Presenting Officer.

- b. The report returns findings on each of the Article of Charge which has been enquired into and should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
 - c. In deciding the exact quantum of honorarium within the indicated range in the table above, the quantum and nature of work involved, rank of the Inquiry Officer, the complexity of the case, time taken for completion of the inquiry etc will have to be kept in view and the decision in this regard of the department disbursing the honorarium will be final. It may particularly be ensured that the full amount of honorarium pre decided to be paid as per the slab is not paid if the inquiry has not been completed within a period of six months. If there is a delay in completion of the inquiry which is not due to non-cooperation of the charged officer or due to stay orders, etc., the honorarium should be reduced by 50%.
 - iv. The number of disciplinary cases may be restricted to 10 cases in a year, with not more than 2 cases at a time for serving Government servants and 20 cases with not more than 4 cases at a time for retired Government servants.
3. In addition to the terms and conditions indicated in para 2 above, the retired government servants appointed as IO 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 utilise 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. The I.O. entrusted with the Inquiries will be required to furnish an undertaking to maintain strict secrecy and confidentiality of all records/documents/proceedings etc.

No. 142/20/2008- AVD I
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi, Dated the 27th July 2009

OFFICE MEMORANDUM

Subject: Grant of Honorarium to Inquiry Officers/ Presenting Officers

The undersigned is directed to refer to this department's OM no 134/4/99-AVD I dated 29th June 2001 and 7th April 2003 on the subject mentioned above and to say that the rates of honorarium payable to the IO /PO in the case of departmental inquiries were last revised vide OM dated 29th June 2001 in the case of serving Government Servants functioning as part time IO/PO and vide OM dated 7th April 2003 in the case of retired Govt Servants functioning as IO. :

2. The existing rates of honorarium as prescribed in the aforesaid OMs was reviewed in consultation with the Ministry of Finance. As a result of review, it has been decided to revise the existing rates of the honorarium, payable, to IO/PO. The rates of honorarium as revised are indicated in the table below:-

Particulars	Revised Rates (per inquiry)
a) Inquiry Officer (Part time Serving Govt Servants)	Rs. 3000/- Maximum Rs.1500/- Minimum
b) Presenting Officer (Part time Serving Govt Servants)	Rs.1500/- Maximum Rs.750/- Minimum
c) Retired Govt Servants as Inquiry Officers	Rs.9750/ (lumpsum) Plus Rs. 1500/- for every additional charged officer.

3 The grant of revised rates of honorarium as above will be subject to the same conditions stipulated vide para 4 of this Department's OM no 134/4/99-AVD-I dated 29th June 2001.

4. These orders will take effect from the date of issue and will also apply to inquiries in progress.

5. This issues with the concurrence of Ministry of Finance, Department of Expenditure, vide their ID no 14(4)/2009-EII(B) 14.7.2009.

6. Hindi Version will follow.


(P.K Ravi)

Under Secretary to the Government of India
Tel No 2309 4799.

To

All Ministries/Departments [As per Standard List]

Copy to:-

1. The Comptroller and Auditor General of India, New Delhi.
2. The Union Public Service Commission, New Delhi.
3. The Central Vigilance Commission, New Delhi.
4. Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. All attached/subordinate offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.
7. Ministry of Finance and Company Affairs, Department of Expenditure, E-II.(B) Branch with reference to their I.D. No. 14(4)/2009-E.II(B) dated 14th July. 2009.
8. All Sections of the Ministry of Personnel, Public Grievances and Pensions.
9. Department of Administrative Reforms and Public Grievances- for Civil Services News.
10. AVD.I Section, DOP&T, New Delhi (200 spare copies).
11. Computer Centre (NIC), DOPT, North Block with the request for putting it on the web.


(P.K Ravi)

Under Secretary to the Government of India
Tel No 2309 4799.