

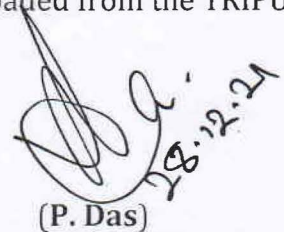
GOVERNMENT OF TRIPURA  
GENERAL ADMINISTRATION (AR) DEPARTMENT

NO.F. 3(11)-GA(AR)/16/P-I/7014

Dated, Agartala  
the, 28<sup>th</sup> December, 2021

**NOTICE**

The Government of Tripura shall appoint retired IAS/ Sr. TCS/ Judicial Officers as Inquiry Officer to conduct departmental inquiries. Interested retired IAS/ Sr. TCS/ Judicial Officers may please submit applications in prescribed format by post to the Under Secretary, GA(AR) Department, Govt. of Tripura, New Capital Complex, Secretariat, Agartala, Tripura, Pin- 799010 or through e-mail to [gaar.agt-tr@nic.in](mailto:gaar.agt-tr@nic.in) so as to reach on or before 12<sup>th</sup> January, 2022 (before 5.30 PM). Details regarding terms & conditions of appointment and prescribed format for application may be downloaded from the TRIPURA STATE PORTAL (<https://tripura.gov.in>) Website.



(P. Das)

Under Secretary  
GA(AR) Department  
Govt. of Tripura

**GOVERNMENT OF TRIPURA**  
**GENERAL ADMINISTRATION (AR) DEPARTMENT**

NO.F. 3(11)-GA (AR)/2016(P-I)/7011

dated, the 28<sup>th</sup> December, 2021.

**MEMORANDUM**

Subject:- Appointment of retired officer as the Inquiry Officer for conducting Departmental Inquiries- reg.

The undersigned is directed to state that the issue of utilizing the services of retired officer for conducting departmental inquiries had been under consideration. It has now been decided that retired IAS officer / Sr. TCS officer / Judicial Officer for conducting Departmental Inquiries against the delinquent officials would be appointed.

2. The retired officer not below the rank of the Director /Secretary to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries.

3. The following are the eligibility conditions for appointment of willing retired officers as the Inquiry Officer to conduct departmental inquiries:-

- i. The retired officers willing to serve as the Inquiry officer should not be more than 70 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.

4. Willingness of the retired officer to serve as the Inquiry Officer for conducting departmental inquiry will be called for by inviting applications. A format of the application calling for willingness from the retired officer willing to serve as the Inquiry officer is enclosed.

5. A three-member committee consisting of Secretary, Law, Addl. Secretary, GA (AR) & Addl. Secretary GA (P&T) Deptt shall be constituted for selection of the retired officer.

6. The terms & conditions of selection of retired officer as Inquiry Officer would be as follows:-

- i. Applications of retired officers willing to serve as an Inquiry Officer should be scrutinized carefully to ensure that the applicant meets the eligibility criteria.
- ii. The retired officer willing to serve as the Inquiry officer should have impeccable integrity and clean service record.

7. 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.

8. No such documents/information or data shall be divulged to any one 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.

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

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

11. 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.


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

Particular /deaths			Rate per case (in Rs.)	
Item	Category	Time to complete the inquiry proceedings	Director/Judicial Officer	Secretary
Honorarium	All category of employees	Within 90 days	20,000	30,000
		Beyond 90 days	10,000	15,000

Payment will be made to the Inquiry Officer only when he/she submits the inquiry report within ninety days and the report is accepted by the Disciplinary Authority. If the delay in completion of the inquiry is due to non-cooperation of the charged officer or due to stay orders etc., the same will be taken into consideration while deciding the amount of honorarium to the Inquiry officer by the concerned organization/office. 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.

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

- All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority.
- 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.
- 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.

  
28-12-21  
( Pankaj Das )  
Under Secretary to the  
Government of Tripura



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

1. Name of the officer :  
(In capital letters)
2. Date of retirement from government service :
3. Age on the date of submitting the application :
4. Last Post held before retirement :
5. Details of the Ministry and posts held during  
the service :
6. Have you ever assigned the responsibility of  
the Inquiry Officer :
7. If yes, the details thereof :
8. Whether retired on attaining the age of  
Superannuation or voluntary retirement :
9. Whether any penalty was imposed during  
the service :
10. If yes, the details thereof :

Name and signature with date,  
Permanent/Present Address &  
Contact Number.

Place:

Date:

(The empanelment of retired officers for their appointment as the Inquiry Officer will be done by a three-member committee consisting of Secretary, Law, Addl. Secretary, GA (AR) & Addl. Secretary GA (P&T) Deptt shall be constituted for selection of the retired officer).