



भारत सरकार / Government of India  
परमाणु ऊर्जा विभाग / Department of Atomic Energy  
सतर्कता अनुभाग / Vigilance Section

अणुशक्ति भवन / Anushakti Bhavan,  
छत्रपति शिवाजी महाराज मार्ग / C.S.M Marg,  
मुंबई / Mumbai - 400001.

सं.No. VIG-32/1/2025-DAE /9987

जुलाई July 25, 2025

**परिपत्र CIRCULAR**

विषय : विभाग में समूह 'ए' अधिकारियों के विरुद्ध प्रारंभ की गई अनुशासनात्मक कार्यवाही में विभागीय जांच करने हेतु जांच अधिकारियों का एक पैनल तैयार करने के लिए विभाग के सेवानिवृत्त अधिकारियों से आवेदन आमंत्रित करना।

Subject : Inviting applications from retired officers of the Department for preparing a panel of Inquiry Officers for conducting Departmental Inquiries in the disciplinary proceedings initiated against Group 'A' officials in the Department - regarding.

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परमाणु ऊर्जा विभाग और इसकी संघटक इकाइयों के ऐसे अधिकारियों से आवेदन आमंत्रित किए जाते हैं, जो उप सचिव या समकक्ष ग्रेड के पद से सेवानिवृत्त हुए हैं, ताकि उन्हें जांच अधिकारियों के रूप में नियुक्ति के लिए सेवानिवृत्त अधिकारियों के पैनल में शामिल किए जाने पर विचार किया जा सके, जिसका गठन परमाणु ऊर्जा विभाग द्वारा विभागीय जांच करने के लिए किया जा रहा है।

Applications are invited from the officers of Department of Atomic Energy and its Constituent Units who have retired from the service not below the rank of Deputy Secretary or equivalent grade for consideration to be included in the panel of retired officers for appointment as Inquiry Officers which is being constituted by the Department of Atomic Energy for conducting Departmental Inquiries.

2. नियुक्ति हेतु भत्ते और नियम व शर्तें डीओपीटी के दिनांक 16.11.2022 के कार्यालय ज्ञापन संख्या 142/40/2015-एवीडी.1 के अनुसार होंगी (अनुलग्नक-1)।

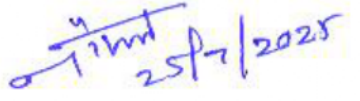
The allowances and terms & conditions of appointment would be as per DoPT's OM No. 142/40/2015-AVD.I dated 16.11.2022 (Annexure-I).

3. आवेदन एक बंद लिफाफे में , जिस पर "जांच अधिकारियों के पैनल के लिए आवेदन" लिखा होना चाहिए। आवेदन 'अनुलग्नक-II' में दिए गए निर्धारित प्रारूप में होना चाहिए और निम्नलिखित पते पर दिनांक 30.09.2025 तक अधोहस्ताक्षरी को प्रस्तुत किया जाए :

The application should be in a closed envelope and should be superscribed **"Application for empanelment of Inquiry Officers"**. Application should be in the prescribed format given in 'Annexure-II' and submitted to the undersigned **latest by 30.09.2025** at the following address :

अवर सचिव (सतर्कता) Under Secretary (Vigilance),  
अणुशक्ति भवन, सी.एस.एम. मार्ग Anushakti Bhavan, C.S.M. Marg,  
मुंबई Mumbai - 400001.

संलग्न Encl : अनुलग्नक Annexure-I&II

  
(नौफेल टी.पी. Noupal T.P.)  
अवर सचिव (सतर्कता)  
Under Secretary (Vigilance)

1. संघटक इकाइयों के प्रमुख को सूचना और संबंधित इकाई की वेबसाइट पर परिपत्र अपलोड कर परिचालन हेतु।

Head of Constituent Units for information and circulation by uploading the circular on website of respective Unit.

2. प्रमुख, सीआईएसडी - पऊवि वेबसाइट पर अपलोड करने हेतु।

Head, CISD - for uploading on DAE website.



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

North Block, New Delhi  
Dated the 16<sup>th</sup> November, 2022

**OFFICE MEMORANDUM**

**Sub: Grant of Honorarium to Inquiry Officers / Presenting Officers in the departmental inquiries conducted by the Ministries / Departments - reg.**

The undersigned is directed to refer to the subject mentioned above and to say that the rates of honorarium payable to Inquiry Officer (IO) /Presenting Officer (PO) in the case of departmental inquiries were last revised vide OM No.142/15/2010-AVD.I dated 31<sup>st</sup> July, 2012 in the case of serving Government Servants functioning as part time IO/PO and vide OM No.142/40/2015-AVD.I dated 15<sup>th</sup> September, 2017 in the case of retired Govt. Servants functioning as IO.

2. The existing rates of honorarium as prescribed in the aforesaid OMs were reviewed in consultation with Department of Expenditure and it has been decided to revise the existing rates of the honorarium payable to IO/PO.

3. Accordingly, these consolidated guidelines are being issued in supersession of DoPT's OMs dated 31.07.2012 and 15.09.2017.

4 The rates of honorarium as revised are indicated in the table below:-

a. The rates of honorarium payable to the Inquiry Officer

(i) Retired Officer

Items	Category		Rate per case (in rupees)
Honorarium	I	where number of witnesses cited in the charge sheet is more than 10	An amount equal to 90% of the monthly basic pension drawn.
	II	where number of witnesses cited in the charge sheet are between 6-10	An amount equal to 70% of the monthly basic pension drawn.
	III	where number of witnesses cited in the charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn.

<b>Transport Allowance</b>		Rs. 40,000/- per case Subject to the condition that the for outstation journey, the actual expenses for air travel / railways journey will be reimbursed in addition as per their entitled class at the time of their retirement (further subject to the approval of the competent authority and in compliance of the instructions issued by DoPT/DoE from time to time for air travel regarding booking of air tickets through authorized agencies and cheapest available fare).	
<b>Daily Allowance</b>		Same as the officer was entitled to immediately prior to retirement.	
<b>Secretarial Assistance</b>	'I'	Where the number of witnesses cited in the charge sheet is more than 10	Rs. 40,000/-
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10	Rs. 30,000/-
	'III'	Where the number of witnesses cited in the charge sheet is less than 6	Rs. 20,000/-

(ii) Serving Officer

<b>Rate per case (in rupees)</b>
An amount equal to 15% of the monthly basic pay drawn.

(iii) In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5000 will be payable to Inquiry Officer (both retired and serving) for every additional charged officer.

b. The rates of honorarium payable to the Presenting Officer

<b>Rate per case (in rupees)</b>
An amount equal to 10% of the monthly basic pay drawn.



5. The revised structure of rates of honorarium and allowances as indicated above are intended to be made applicable to Departmental Proceedings including inquiry proceedings undertaken by the committee on Sexual Harassment, by Ministries / Departments in respect of officials / officers serving under different cadres of services under their administrative control. However, in case a cadre of a service or organizations 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. The grant of Honorarium in the case of serving Government servants who are appointed as part time Inquiry Officer/ Presenting Officer and retired Government servants 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.

7. Before the payment is received by the Inquiry Officer/Presenting Officer, whether serving or retired, it will be the responsibility of 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 office of 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.

**8. Terms and conditions for appointment of Inquiry Officer:**

The designated Inquiry Officer shall be required 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. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and placed on record;



- (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 at a location 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 maximum extent possible to minimize travel undertaken by the IO/PO/CO. The cadre controlling authorities will facilitate necessary arrangements for the Video Conferencing.

11. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of an authority as may be nominated by the concerned Ministry/Department.

12. The Inquiry Officer shall submit the inquiry report after completing the inquiry within 180 days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond 180 days can be granted only by the Authority as may be prescribed.

13. 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.

14. Any issue arising out of this O.M. between the Inquiring Officer and the Disciplinary Authority will be decided by the Secretary, DoPT whose decision shall be final and binding on both parties.

15. These instructions will be applicable prospectively for processing the Bill submitted by the Inquiry Officers/Presenting Officers.

16. All the Ministries/Departments are requested to bring these instructions to the notice of all concerned under their control.

17. This issues with the concurrence of Department of Expenditure, Ministry of Finance vide their I. D. Note No. 14/4/2009-E.II(B) dated 26/10/2022.

*Rupesh Kumar*  
(Rupesh Kumar)

Under Secretary to the Govt. of India



To

- (i) All Ministries/Departments of the Govt. of India
- (ii) Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi
- (iii) Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi
- (iv) Railway Board, Rail Bhavan, Delhi.
- (v) Union Public Service Commission/Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/ Prime Minister's Office/Planning Commission.
- (vi) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
- (vii) Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi - 110001
- (viii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (ix) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

Copy to: Director, NIC, DOPT - with the request to immediately place this OM on the website of this Department ("what's new" tab) for information of all concerned.

**प्रपत्र PROFORMA**

1.	अधिकारी का नाम Name of the Officer	
2.	पऊवि की इकाई जहाँ से अधिकारी सेवानिवृत्त हुए हैं DAE Unit from which the officer has retired	
3.	सेवानिवृत्ति से पहले धारित अंतिम पद Last post held before retirement	
4.	सातवें वेतन आयोग के अनुसार अंतिम वेतन का पे लेवल Pay level of last pay drawn as per 7 <sup>th</sup> CPC	
5.	विभाग में समकक्ष और उससे ऊपर का पद (उप सचिव/निदेशक/संयुक्त सचिव) Equivalent and above post in Department (Deputy Secretary/Director/Joint Secretary)	
6.	जन्म तिथि Date of birth	
7.	सेवानिवृत्ति तिथि Date of retirement	
8.	स्थायी पता Permanent address	
9.	वर्तमान (पत्राचार) पता Present (Communication) address	
10.	मोबाइल नंबर Mobile No.	
11.	ई-मेल आईडी E-mail ID	
12.	आईओ/पीओ के लिए प्रशिक्षण कार्यक्रम/ पाठ्यक्रम, यदि कोई हो, का विवरण Details of training programme/course, if any attended, for IO/PO	
13.	क्या आपको कभी आईओ की ज़िम्मेदारी सौंपी गई है? Have you ever been assigned the responsibility of IO	
14.	यदि हाँ, तो जाँच का विवरण (पऊवि इकाई का नाम/जाँच पूरी होने की अवधि) If yes, Details of Inquiry (Name of DAE Unit/time period of completion of inquiry)	



15.	उन मामलों की संख्या जिनमें वर्तमान में आईओ के रूप में नियुक्त हैं (यदि कोई हो) No. of cases in which presently appointed as IO (if any)	
16	प्रत्येक मामले का विवरण (पऊवि इकाई का नाम, आईओ के रूप में नियुक्ति की तिथि) Details of each case (name of DAE Unit, date of appointment as IO)	
17.	क्या एफआर 56 के तहत अधिवर्षिता/वीआरएस की आयु प्राप्त करने पर सेवानिवृत्त हुए हैं? Whether retired on attaining the age of superannuation/VRS under FR 56	
18.	क्या सेवा अवधि के दौरान कोई दंड लगाया गया है? Whether any penalty imposed during the service period	
19.	यदि हाँ, तो उसका विवरण If yes, the details thereof	

मैं प्रमाणित करता/करती हूँ कि उपरोक्त तथ्य मेरी जानकारी और विश्वास के अनुसार सत्य हैं और मैं समझता/समझती हूँ कि यदि उपरोक्त तथ्य असत्य पाए जाते हैं तो मैं संबंधित पेंशन नियमों के अंतर्गत अनुशासनात्मक कार्रवाई के लिए उत्तरदायी हूँ।

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action under relevant pension rules in the event that the above facts are found to be falsified.

हस्ताक्षर Signature \_\_\_\_\_

स्थान Place :

दिनांक Date :