



**HEAVY ENGINEERING CORPORATION LIMITED  
HQRS ADMINISTRATION AND PERSONNEL DIVISION**

**Advertisement No. AHEC/POL/01/2022 dated 19/12/2022**

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF SUPERANNUATED OFFICERS  
AS INQUIRING AUTHORITY FOR CONDUCTING DEPARTMENTAL INQUIRIES**

Heavy Engineering Corporation Limited, Ranchi, a Central Govt. Public Sector Enterprise was established in the year 1958. It is one of the largest Engineering Complex in India. It manufactures and supplies capital equipments, machines and renders turnkey Project execution services required for the core sector industries. It has complete manufacturing set up which includes casting & forging, fabrication, machining, assembly and testing-all at one location backed by a strong design-engineering and technology team.

HEC invites applications from superannuated officers from not below the IDA 2007 Pay Scale of Rs 43,200-66,000/- in E-7 grade (2<sup>nd</sup> PRC) or equivalent pay scale of 3<sup>rd</sup> PRC to work as Inquiring Authority (IA) who have adequate experience and have knowledge of the procedure of quasi-judicial proceedings for conducting departmental inquiries as per the Conduct, Discipline and Appeal Rules of HEC against the employees of HEC.

1. **Eligibility Criteria Of Empanelment Of Inquiry Officers** :The eligibility criteria for empanelment of superannuated Officers as Inquiry Authority to conduct departmental inquiries are as under:-

- Must be not less than 60 years and below the age of 67 years as on 01.12.2022 and should have superannuated from not below the IDA 2007 Pay Scale of Rs 43,200-66,000/- in E-7 grade (2<sup>nd</sup> PRC) or equivalent pay scale of 3<sup>rd</sup> PRC.
- Only those superannuated officers will be selected for empanelments, who have retired without any penalty (Major/Minor). Superannuated Officers against whom inquiry is ongoing will not be considered for empanelment. HEC reserves the right to obtain vigilance clearance from the respective CPSUs from where the Officer superannuated before empanelment.
- Must have adequate experience in **vigilance/disciplinary/administration matters** and should have experience of conducting departmental inquiries as Inquiring Authority.
- Should be of sound health, physically and mentally and should be stationed in Ranchi Municipal Area.

2. **Assignment of Disciplinary Case:**

The number of disciplinary cases assigned to an Inquiring Authority may be restricted to 8 cases in a year, with not more than 4 cases at a time, however Joint enquiry against more than one employee in a particular case shall be treated as one case.

3. **Validity of the Panel:**

The Panel created for the above purpose will be valid for a period of THREE YEARS. Based on the performance of the Inquiring Authority (IA), it can be further extended for another two years at a time subject to maximum of 67 years of age of the persons in such panel.

4. **Remuneration:**

The services of empanelled Inquiring Authority (IA) will be taken as and when required and he/she will be entitled for remuneration for Inquiring against each employee (90% payment on submission of report & balance 10% on acceptance of Inquiry Report by the Disciplinary Authority) as per the table given below:

Period of Enquiry till submission of Inquiry Report	Consolidated Remuneration
Within 90 days from the date of appointment as IA	Rs. 20,000/-
Beyond 90 days from the date of appointment as IA	Rs. 15,000/-

## 5. Procedure for Appointment:

On approval of the panel by the Competent Authority, a formal letter communicating empanelment of selected superannuated Officer as Inquiring Authority shall be issued.

## 6. Other Terms and Conditions :

- i. Shall be appointed as Inquiring Authority by the Disciplinary Authority of the Charged employee whose case is entrusted to him/her. However, the selection of Inquiring Authority for any case to be undertaken by a person who has not retired from the department to which the case/Charged Officer pertains.
- ii. Will be entrusted with the Inquiries on 'Case-to-case' basis, by the Disciplinary Authority.
- iii. 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. No such documents/information or data are to be divulged to any one during the Inquiry or after presentation of the Inquiry Report. The Inquiring Authority entrusted with the Inquiries will be required to furnish an undertaking to maintain strict secrecy and confidentiality of all records/documents/ proceedings etc. All the records, reports etc. available with the Inquiring Authority shall be duly returned to the Authority which appointed him/her as such, at the time of presentation of the Inquiry Report.
- iv. The designated Inquiring Authority, shall require to give an undertaking as follows:-
  - a) 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.
  - b) 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.
  - c) That no criminal case is pending against him/her in any Court of Law.
- v. Before the payment is received by the Inquiry Authority, it will be his/her responsibility to ensure that:-
  - a) All case records and inquiry report (two original signed copies) properly documented and arranged are handed over to the Disciplinary Authority.
  - b) The report/findings on each of the Article of Charge which has been inquired into and should specifically deal and address each of the procedural objections, if any, raised by the charged employee 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 employee is governed.
- vi. Shall be paid consolidated remuneration per Departmental Inquiry Report against each employee (90% payment on submission of report & balance 10% on acceptance of Inquiry Report by the Disciplinary Authority) as per the table given below:

Period of Enquiry till submission of Inquiry Report	Consolidated Remuneration
Within 90 days from the date of appointment as IA	Rs. 20,000/-
Beyond 90 days from the date of appointment as IA	Rs. 15,000/-

- vii. No vehicle will be provided by HEC Ltd. for to and fro movement for conducting the Inquiries.
- viii. Shall conduct the inquiry proceedings only in the office premises of HEC Ltd.

- ix. Shall be provided with a room with furniture and lockable almirah.
- x. Shall be provided with the stationery/postage by HEC Ltd.
- xi. Shall be terminated from the services of an Inquiring Authority at any time for specific case by the Disciplinary Authority, without notice and without assigning any reasons. In such case no remuneration shall be paid to the Inquiring Authority.
- xii. The services of inquiring Authority whose performance is not satisfactory will not be extended further.
- xiii. Shall submit the inquiry report maximum within six months from the date of his appointment as Inquiring Authority.
- xiv. In case it is not possible to proceed with the matter due to stay by courts etc., the Inquiring Authority may be discharged from his/her duties and payment of honorarium/remuneration will be made on pro rata basis.

**7. Miscellaneous:**

- (i) The Inquiring Authority shall not engage himself/herself in any other professional work or service, which is likely to conflict with the performance of his/her duties as Inquiring Authority during the Inquiry.
- (ii) HEC reserves the right to reject any or all applications without assigning any reason(s) thereto. HEC reserves the right to change / review / modify / cancel the terms and conditions of the appointment without assigning any reason or notice thereof.
- (iii) Applications not duly filled in as per prescribed format or submitted after the last date shall be summarily rejected and no further correspondence shall be made from either side.

**8. Procedure for applying:**

Interested eligible applicants meeting the above requirements may apply in the prescribed format 'Annexure-I' appended below.

Applicants are required to take print out, fill in application form and send the application duly signed after pasting a recent photograph on the space provided along with self attested copies of all required testimonials, certificates/documents of experience, age, Identity proof issued by Government of India etc. Applications are to be submitted in an envelope superscribing as "**Application for Empanelment of Inquiring Authority**" through Registered Post / Speed Post / Courier & should reach the Office of "Senior Manager (P&A), Hqrs. Admn. & Personnel Division, Hqrs Admn. Building, HEC Ltd, Plant Plaza Road, Dhurwa, Ranchi-834004, Jharkhand **on or before 05:00 PM on 30<sup>th</sup> December, 2022.**

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**HEAVY ENGINEERING CORPORATION LIMITED  
HQRS ADMINISTRATION AND PERSONNEL DIVN**

Annexure-I

**APPLICATION FOR EMPANELMENT OF INQUIRING AUTHORITY**

**Advertisement No. AHEC/POL/01/2022 dated 19/12/2022**

Please paste a  
Self attested  
Recent Passport  
size Photograph

1. Name of the Superannuated Officer (In Capital Letters) :
2. Date of Birth (With proof) : Age as on 01.12.2022(YY/MM/DD):
3. Mailing Address :
4. Contact Details : Mobile No. :  
: Email ID :
5. Qualifications and Achievements :  
(Self attested degrees/diploma/mark-sheet/other certificate to be attached)
6. Date of superannuation from CPSU :
7. Whether superannuated or took voluntary retirement:
8. Name & Address of CPSU from where superannuated:
9. Last post held before superannuation along with pay scale:  
(Attach proof)
10. Details of the organizations and posts held during the service:
11. Nature of work and responsibilities executed during the service:
12. Have you ever been assigned the responsibility of the Inquiring Authority?
13. If yes, the details thereof including number of cases handled:

14. Have you ever received a Memo on Charges for Misconduct or penalized in a disciplinary case.

If yes, details thereof:

15. Whether any penalty was imposed during the service. If yes, the details thereof:

16. Whether any disciplinary/vigilance case against you is pending. If yes, details thereof:

17. Whether any punishment was imposed for criminal case. If yes, details thereof:

18. Is there any criminal case or proceeding in any court of law going on against you. If yes, details thereof:

19. In Case of Ex – HEC Employee P. No. & last place of posting before superannuation to be given:

**Please Note:** Additional sheets for descriptions as above may be attached if required. Self attested copies of all supporting documents/certificates in respect of age, service particulars, relieving certificate, PAN, ADHAAR etc. are to be enclosed.

**DECLARATION / UNDERTAKING:**

I do hereby solemnly declare that the facts and information given by me in the above application are true, complete and correct to the best of my knowledge and belief. In the event of any discrepancy in the particulars/information furnished by me being detected at any stage as incorrect, then appointment may be cancelled / terminated without any notice and I shall be personally held responsible for the same.

**Place :**

**Name :**

**Date :**

**Signature :**