

India Tourism Development Corporation Limited
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7 Lodi Road, New Delhi-110003

SUB- **EMPANELMENT OF RETIRED OFFICERS AS INQUIRY OFFICERS FOR CONDUCTING DEPARTMENTAL .**

India Tourism Development Corporation Limited (ITDC) invites online applications in the prescribed format from willing and eligible retired officers of the rank of Deputy Secretary and above in the Central Government and equivalent officers in the State Governments/PSUs for their empanelment as Inquiry Officer for the purpose of conducting departmental inquiry in India Tourism Development Corporation Limited. The eligibility criteria and other terms and conditions may be seen at the following pages.

The Corrigendum/Addendum to this advertisement, if any, shall be published only on the website of ITDC namely <https://itdc.co.in>. The applications are required to be submitted through **online mode** and the online application form link is available at the end of this document. The Last date of receipt of **ONLINE** application is 15-02-2023 (up to 6 P.M.)

CVO (ITDC)

INDIA TOURISM DEVELOPMENT CORPORATION
VIGILANCE DIVISION

Ref: ITDC/INQUIRY OFFICERS/2023

Date: 24-01-2023

SUB- EMPANELMENT OF RETIRED OFFICERS AS INQUIRY OFFICERS FOR CONDUCTING DEPARTMENTAL INQUIRIES.

India Tourism Development Corporation Limited (ITDC), a Central Public Sector undertaking, under Ministry of Tourism, Govt. of India invites online applications in the prescribed format from willing and eligible retired officers of the rank of Deputy Secretary and above in the Central Government and equivalent officers in the State Governments/PSUs for their empanelment as Inquiry Officer for the purpose of conducting departmental inquiry in India Tourism Development Corporation Limited. The eligibility criteria and other terms and conditions may be seen at ITDC website <https://itdc.co.in>.

The Inquiry Officer shall be appointed by the Competent Disciplinary Authority as per ITDC Conduct, Discipline & Appeal Rules 2010 or Standing orders (amended as on date).

The last date for receipt of online applications is **15-02-2023 up to 6 PM.**

TERMS & CONDITIONS FOR APPOINTMENT OF INQUIRY OFFICER (IO).

1. The retired officers who retired from the post not below the rank of Deputy Secretary in the Central Government or equivalent officers in the State Governments or Public Sector Undertakings are eligible to apply for empanelment as Inquiry Officer for the purpose of conducting departmental Inquiry in ITDC. Please upload/enclose document in support of eligibility.
2. The retired officers willing to serve as the Inquiry officers (IO) should not be more than 70 years of age as on the 1st January 2023.
3. The Inquiry Officers (IO) shall be appointed by the Competent Disciplinary Authority as per ITDC Conduct, Discipline & Appeal Rules 2010 or Standing Orders (amended as on date) of the units as the case may be on case to cases basis. It should be ensured that the officer so appointed has no bias and had no occasion to express an opinion in writing in the earlier stages of the case.
4. The IO shall maintain strict secrecy in relation to documents/data/information pertaining to the Inquiry both directly or indirectly and utilize the same only for the purpose of inquiry in the case entrusted to him/her.

5. The IO will not be a witness or complainant in a matter to be inquired into or a close relative or a known friend of the delinquent Govt. officer. A certificate to this effect will be required to be submitted by the designated IO.
6. The terminated/dismissed officers or officers in service or retired against whom disciplinary inquiry is pending shall not be eligible to apply as Inquiry Officer.
7. The IO shall submit the inquiry report within the time frame indicated in the appointment letter.
8. The IO who is not in the employment of ITDC shall be entitled to the TA/DA as per entitlement at the time of retirement from the Govt. or Corporation.
9. The designation of the IOs, who are not in the employment of ITDC, shall be treated as the designation at the time of their retirement from the Govt. service or the rank which they are holding in the department where they are working in the Govt. or PSU.
10. The Competent Disciplinary Authority can terminate the appointment of an Inquiry Officer on any valid ground e.g. violation of the principles of natural justice, bias or vindictiveness etc.
11. If the status of IO is terminated before the completion of the inquiry, the quantum of honorarium shall be decided as per ITDC Conduct, Discipline & Appeal Rules 2010 or Standing Orders (amended as on date) of the units as the case may be on case to cases basis.
12. The Number of inquiries to be entrusted to any inquiry Officer shall not exceed 7 numbers at a time.
13. The IO shall submit all the documents meticulously and carefully on the line of submission of the inquiry report. No such documents/information or data shall be divulged to anyone during the Inquiry or after presentation of the Inquiry Report
14. The honorarium & reimbursement of conveyance shall be paid after one month of submission of the inquiry report and on the presentation of the claim by the IO. The Honorarium will be paid as per ITDC notification dated 20-2-14 and in future if there is any enhancement in the remuneration, the same shall be notified and will be applicable. The honorarium shall be inclusive of secretarial charges for preparation & submission of the inquiry report as well as other incidental charges, if any.
15. 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.

16. ITDC reserves the right to cancel the empanelment process at any stage without any cause.
17. The decision of ITDC will be final and binding, and no correspondence in this regard will be entertained. It is clarified here that submission of application form does not confer any right to the applicant for empanelment as IO in ITDC.
18. In case of any dispute arising with regard to the empanelment of Inquiry Officers in ITDC or any incidental matter thereto, the Courts at Delhi shall have exclusive jurisdiction in the said regard.

Those who are interested in empanelment as Inquiry Officer may [click here](#) **or use the link** <https://form.jotform.com/230161598918060> to apply.

