



नवोदय विद्यालय सामात

NAVODAYA VIDYALAYA SAMITI

(मानव संसाधन विकास मंत्रालय, शिक्षा विभाग, भारत सरकार का स्वायत्त संगठन)
(An Autonomous Organization of Ministry of Human Resource Development, Govt. of India)

लेखराज पन्ना, तृतीय तल Lekhraj Panna, Third Floor
सेक्टर -2, विकास नगर, लखनऊ-226022 Sector-2, Vikas Nagar, Lucknow-226022
☎ 0522-2738692 Fax No: 0522-2738695

E-Mail:-nvsrolko@rediffmail.com Website:-www.nvsrolko.org

पत्रा.सं०. 16-4(सा०-आदेश)/नविस(लक्षे)/प्रशा०/2018-19

दिनांक: 11.09.2018

नोटिफिकेशन

विषय: विभागीय कारवाइयों में जांच अधिकारी के रूप में कार्य करने हेतु सेवानिवृत्त अधिकारियों का पैनल बनाये जाने के संबंध में।

नवोदय विद्यालय समिति, मुख्यालय, नोएडा ने एक नोटिकेशन संख्या 11-3/2017-नविस(प्रशा०)/4355 दिनांक 27.08.2018 के द्वारा विभागीय कार्यवाहियों में जांच अधिकारी बनाए जाने हेतु विस्तृत जानकारी के साथ इस कार्यालय को भेजा गया है इसकी एक प्रतिलिपि विद्यालय की ईमेल पर भेजी जा रही है। साथ ही साथ क्षेत्रीय कार्यालय लखनऊ के वेबसाइट पर भी उपलब्ध है।

इस संदर्भ में आपसे अनुरोध है कि इस नोटिफिकेशन का व्यापक प्रसार करें जिससे अधिक से अधिक संख्या में अर्ह सेवानिवृत्त अधिकारी इस हेतु आवेदन कर सकें। पूर्ण रूप से भरे आवेदन पत्र इस कार्यालय में दिनांक 30.10.2018 तक भेजे जा सकते हैं।

(कै०माहेश्वरी)

सहायक आयुक्त (प्रशा०)

1. समस्त प्राचार्यगण,
जवाहर नवोदय विद्यालय,
लखनऊ संभाग।
2. समस्त अधिकारीगण,
नविस क्षेत्रीय कार्यालय,
लखनऊ
3. नोटिस बोर्ड
4. सू० नं० लखनऊ वेबसाइट।

फैक्स: 0120-2405182
दूरभाष: 0120-2405180, 84,
2405929
नवोदय विद्यालय समिति
(मानव संसाधन विकास मंत्रालय
का स्वायत्त संस्थान
स्कूल शिक्षा एवं साक्षरता विभाग,
भारत सरकार)
बी -15, इंस्टीट्यूशनल एरिया,
सेक्टर 62, नोएडा
उ०प्र०-201309



Fax: 0120-2405182
Tel: 0120-2405180, 84, 2405929
NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization
under Ministry of Human Resource
Development, Department of
School Education & Literacy)
Govt. of India
B-15, Institutional Area
Sector-62, NOIDA
Uttar Pradesh-201309

11-3/2017 -NVS(Admn)/4355

Date: 27/08/2018

NOTIFICATION

Samiti intends to prepare a panel of retired officers as Inquiry Officers in connection with conduct of departmental proceedings. Accordingly, applications are invited in the prescribed format (**Annexure-I**) from the eligible retired Government servants to be empanelled as Inquiry Officer to conduct the departmental inquiry:-

2. The eligibility conditions for empanelment as Inquiry Officer

- (i) Retired officers not below the rank of Under Secretary in Central Government and equivalent in PSUs and autonomous bodies who are willing to serve as Inquiry Officer
- (ii) He/she should not have been penalised in the disciplinary proceedings. No penalty in departmental proceedings or prosecution in criminal case against him/her.

3. Procedure for empanelment

On receipt of the applications from the willing retired officers, the same will be scrutinized by a three members Committee consisting of Commissioner, NVS, Joint Commissioner (Admn.) and Chief Vigilance Officer. The empanelment will be decided on the basis of **willingness** of the retired officers as well as his/her **experience** in the areas and **status of residence**. **Disciplinary Authority will appoint the Inquiry Officer** from the panel prepared and available at NVS Hqrs. The validity of panel will be for a period of 03 years.

4. Terms and conditions for appointment of Inquiry Officer from the panel

- a) 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. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and placed on record.

Sf. Jt. (41)
Sf. Jt. (41)
S.O. (11)
Very Imp.
through
Sh. Mishra
Keild
B/S
u/guar
PL
9/9
ASO/17
967
05/5/18

- (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.
- (b) The Inquiry Officer shall not divulge any information or data/documents 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.
- (c) 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.
- (d) The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of Disciplinary Authority.
- (e) 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 Disciplinary Authority.
- (f) The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 8 cases in a year, with not more than 4 cases at a time.
- (g) Letter regarding engaging a retired officer as the Inquiry Officer will only be issued by the Disciplinary Authority with the approval of Competent Authority at NVS Hqrs. level.
- (h) A review of every empanelled Inquiry Officer will be done after receipt of 2 inquiry reports where adherence to time lines and the procedure and quality of work will be assessed by the Competent Authority. Subsequent allocation of work may be done only after such evaluation. The services of Inquiry Officers whose performance is not upto the mark will be terminated by disciplinary authority.
- (i) Any issue relating to the appointment and services of Inquiry Officer between Inquiry Officer and Disciplinary Authority will be resolved by the Commissioner, NVS.

5. Rate of honorarium and allowances

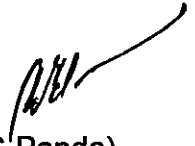
Items	Cate gory	Time taken to complete the inquiry proceedings	Rate per case (in rupees)
Honorarium	'I'	Where the number of witnesses cited in the Charge sheet is more than 10	80% of monthly basic pension drawn or deemed to be drawn, if no pension is available
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10	60% of monthly basic pension drawn or deemed to be drawn, if no pension is available
	'III'	Where the number of	50% of monthly basic pension

rules/instructions of disciplinary and appeal Rules to which the delinquent Government officials are governed.

7. Submission of Application & due date

Application to be sent in prescribed format (Annexure-I) to Joint Commissioner (Admn.), Navodaya Vidyalaya Samiti, Hqrs., B-15, Sector-62, NOIDA on or before 30 October, 2018.

This issues with the approval of Competent Authority.



(B.C.Panda)

Assistant Commissioner (Admn.)

Copy to:

- ✓ 1. Deputy Commissioner, NVS, All Regional Offices – for wide circulation & display in RO's website. All applications received in response to this notification should be forwarded to NVS Hqrs office before 10.11.2018.
2. PA to Commissioner, NVS Hqrs.
3. AC(IT) – for ensuring display in Samiti's website for information of all concerned.