



**एनएचपीसी लिमिटेड**  
(भारत सरकार का एक नवरातन उद्यम)  
**NHPC Limited**  
(A Government of India Navratna Enterprise)  
CIN: L40101HR1975GOI032564



मानव संसाधन विभाग  
Human Resource Department  
एनएचपीसी ऑफिस कॉम्प्लेक्स, सेक्टर-33,  
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**Notification No.: NH/HR/Rectt./02/2025**

**NOTE: Those who have already applied against NHPC Advt. No. NH/HR/Rectt/01/ 2024 need not apply again.**

Applications are invited from retired Officers of Central Govt. /State Govt./PSUs (Central & State), not below the rank of Deputy Secretary in Central Govt. and equivalent rank in the State Govt./PSUs, for empanelment as Inquiring Authority to conduct Departmental Inquiries in **NHPC Ltd.** (as and when required).

### **SUBMISSION OF APPLICATION**

Interested applicants are requested to apply through the On-line registration system only available on NHPC website at [www.nhpcindia.com/career.htm](http://www.nhpcindia.com/career.htm)

### **TERMS AND CONDITIONS FOR EMPANELMENT OF INQUIRY OFFICERS**

#### **1. Eligibility:**

##### **Essential:**

- The retired officers willing to serve as Inquiring Authority should have superannuated from E-8 level (Rs.1,20,000- 2,80,000/- as per DPEs 2017 pay scales and above level) or equivalent pre-revised scale & above in PSUs or Deputy Secretary or above in Central Govt. or equivalent rank in State Govt.
- He/she should not have been penalized in a Disciplinary Proceeding case (No Penalty in disciplinary proceedings or No prosecution in criminal case).

##### **Desirable:**

- Degree in Law from a recognized University.
- Previous experience in Vigilance and/ or Establishment matters preferably with first-hand experience of conducting Departmental Enquiries.

#### **2. Tenure:**

The Panel created for the above purpose will be valid for a period of 03 Years (**THREE YEARS**) from the date of acceptance of offer of empanelment.

### 3. Procedure for Empanelment:

Received applications of officers willing to serve as Inquiry Officers shall be scrutinized by an internal committee based upon the eligibility criteria and other conditions of empanelment. Selected Inquiry Officer (s) shall be issued with the offer of empanelment.

### 4. Payment/ Honorarium

The rates of Honorarium and other payment related terms and conditions are mentioned as per under:

Items	Category		Rate per case (in Rupees)	
			For Retired Govt. Servants	For Retired PSU Executives
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.	An amount equal to 45% of the last drawn Basic pay.
	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.	An amount equal to 35% of the last drawn Basic pay.
	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.	An amount equal to 30% of the last drawn Basic pay.
Transport Allowance		Rs. 40,000/- per case, subject to the condition that 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 retirement. The daily allowance (for outstation journey): Same as the officer was entitled to immediately prior to retirement.		
Secretarial Assistance Allowance (if no assistance is provided by NHPC)	I	Where number of witnesses cited in the charge sheet is more than 10.	Rs. 40,000/-	
	II	Where number of witnesses cited in the charge sheet are between 6-10.	Rs. 30,000/-	
	III	Where number of witnesses cited in the charge sheet is less than 6.	Rs. 20,000/-	

4.1 GST (if any) on above rates shall be payable extra. The payment shall be subject to TDS as per Income Tax Rules.

- 4.2 In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5,000/- will be payable to the IO for every additional charged officer.
- 4.3 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.
- 4.4 If there is delay in completion of inquiry, which is not due to non- cooperation of the charged officer or due to stay orders etc., or for which no extension has been granted by the Disciplinary Authority, the Honorarium would be reduced by 50%.
- 4.5 Payment to the Inquiring Officer shall be released only after the following conditions are ensured:
- i) All case records and Inquiry Report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority who appointed him/her as the Inquiring Officer.
  - ii) 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 employees as per the extant rules and instructions.
  - iii) 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 rules of the Corporation.
  - iv) Inquiry Report should be accepted by the Disciplinary Authority. In case if it is not possible to proceed with the matter due to stay order issued by any Court of Law etc., then the Inquiring Officer may be discharged from his duties with immediate effect and payment of honorarium, if any, shall be made on pro-rata basis based upon the period and quantum of work involved in the case.

## 5. Assignment

- i) The Inquiring Officer (IO) shall be entrusted with cases for conducting inquiry by any Disciplinary Authority as per the provisions of NHPC CDA Rules.
- ii) The engagement for any particular case shall be decided by the Disciplinary Authority based on the experience in that sector and place/ location of his residence. That, the Inquiring Officer cannot question the decision of the

Disciplinary Authority regarding allotment of any case and that the decision of Disciplinary Authority is final. Letter regarding engaging a retired officer as Inquiry Officer will only be issued with approval of Disciplinary Authority.

- iii) The number of disciplinary cases shall be restricted to 20(Twenty) cases in a calendar year, with not more than 04 (four) cases at a time.

#### **6. Removal from Empanelment:**

- i) Empanelment as IO shall be terminated at any time by the empanelling authority, viz. CMD, NHPC in consultation with CVO for performance related or sundry other reasons, after serving a show-cause notice to the empanelled IO to be replied within 30 days from the date of issuance of such notice.
- ii) A review of performance of every Empanelled Inquiry Officer may be done by the CMD in consultation with CVO as and when required.
- iii) The offer of Empanelment is liable to be withdrawn at any point of time without notice if NHPC comes across any evidence/knowledge that the experience and/or any other particulars indicated in his/her application format submitted to NHPC are false, misleading, not matching the advertisement specifications and/ or amounts to suppression of information/particulars/facts, which should have been brought to the notice of NHPC.

#### **7. Removal as Inquiry Officer:**

Disciplinary Authority, who appointed him/her as IO may, for reasons to be recorded in writing, may divest him/her from the charge of IO without notice and without communicating any reasons, and in such case no honorarium shall be paid to the IO.

#### **8. Other Terms and Conditions:**

- i) The designated Inquiry Officer shall be required to give the following undertaking along with his acceptance that:
  - a. 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 NHPC employee. A certificate to this effect shall be obtained from the Inquiry Officer with respect to every inquiry and placed on record;

- b. He/ she 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.
- ii) 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.
- iii) The Inquiry Officer shall conduct the inquiry proceedings at a location considering the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/Presenting Officer etc. Video Conferencing shall be utilized to the maximum extent possible to minimize travel undertaken by IO/PO/CO. The Company will facilitate necessary arrangement for video conferencing.
- iv) The Inquiry vshall conduct the inquiry at mutually agreed with the Presenting Officer. In case of disagreement regarding the place of Inquiry, the decision of the Disciplinary Authority in consultation with CVO shall be final and binding.
- v) The Inquiring Authority shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the appropriate authority, not below the level of E9.
- vi) The Inquiry Officer 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 Inquiry Officer.
- vii) No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications not submitted as per the prescribed format are liable to be REJECTED.
- viii) NHPC reserves the right to reject any or all applications from the Retired Officers without assigning any reason(s) thereto. NHPC reserves the right to change/ modify/ cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.

- ix) Scrutiny Committee reserves the right to empanel the retired employees. The services of Inquiry Officers whose performance is not up to the mark will be terminated by the appointing authority/DA.
- x) Incumbent Inquiry Officer having more experience of conducting inquiries shall have preference over others.
- xi) Application will need to be submitted through on-line system only. No hard copy is required to be sent unless asked for by NHPC. Any other mode of submission of application is unacceptable.
- xii) All updates pertaining to empanelment shall be displayed on NHPC website under Career section, so all the applicants are requested to visit the NHPC website time to time for all sorts of updates.

### **Important Dates**

Date of Commencement of online submission of Applications: **01.05.2025 (11:00 AM)**

Date of Closing of online submission of Applications: **25.05.2025 (6:00 PM)**

For any queries, applicants can drop an email at [recttcell2023@nhpc.nic.in](mailto:recttcell2023@nhpc.nic.in)

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