

# Dr Bhubaneswar Borooah Cancer Institute

*A Grant-in-Aid Institute of Department of Atomic Energy, Govt. of India*

*And a Unit of Tata Memorial Centre (Mumbai)*

Gopinath Nagar, A. K. Azad Road,

Guwahati-781016, Assam

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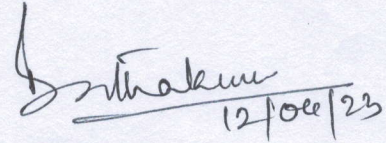
No: BBCI-TMC/Gen-457 / EoI / 1428 / 2023

Date: 12 / 04 / 2023

## Notice Inviting EoI

“Expression of Interest” (EoI) is hereby invited from individuals for “Empanelment of retired officers as the Inquiry Officers for conducting Departmental Inquiries against the delinquent officials” at Dr. B. Borooah Cancer Institute.

The EoI will be received up to **02:00 PM on 26/04/2023** and will be opened on the same day at **03:00 PM**. The complete EoI document, terms & conditions etc. can be obtained from the Office of the Director, Dr. B. Borooah Cancer Institute, Guwahati-16, during the office hours from **09:00 AM to 04:00 PM** from **12/04/2023 to 26/04/2023** or may downloaded from the BBCI website: <http://www.bbcionline.org/tenders.php>.



12/04/23

**Director**

Dr. B. Borooah Cancer Institute  
Guwahati-16

**EXPRESSION OF INTEREST FOR EMPANELMENT OF RETIRED OFFICERS AS THE INQUIRY OFFICERS FOR CONDUCTING DEPARTMENT INQUIRIES AGAINST THE DELINQUENT OFFICIALS AT DR. B. BOROOAH CANCER INSTITUTE, GUWAHATI**

Dr. B. Borooah Cancer Institute Invites Expression of Interest (EOI) from individuals for “Empanelment of retired officers as the Inquiry Officers for conducting Departmental Inquiries against the delinquent officials at Dr. B. Borooah Cancer Institute”.

The EOI shall be submitted in the format given in **Annexure-A**, along with copies of supporting documents as mentioned.

**ELIGIBILITY:**

1. The eligible retired officers (not below the rank of Deputy Secretary) from the Ministries/ Departments under the Government of India and equivalent officer in the State Governments / PSUs, who are willing to be empanelled as Inquiry Officers, may apply in the format annexed herewith (**Annexure-A**).
2. Validity of the panel - The panel of the retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be valid for a period of three years.
3. Retired officers who are willing to serve as Inquiry Officer should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case)

**TERMS & CONDITIONS**

1. 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 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.
  - iii. 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.
  - iv. 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.

- v. 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 Department.
- vi. 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.
- vii. The rates of honorarium and other allowances payable to the Inquiry Officer will be as under:

Items	Category	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
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10	60% of monthly basic pension drawn
	'III'	Where the number of witnesses cited in the charge sheet is less than 6	50% of monthly basic pension drawn
Transport Allowance		Rs. 40,000/- per case  Subject to the condition that the for outstation journey, the actual expenses for Air/Railway AC 1 will be reimbursed in addition. (subject to the approval of the competent authority and for outstation journey by Air journey will be performed by Air India in the cheapest of the entitled class a per their status before retirement and tickets will have to be arranged through authorized / permissible sources as per MoF's guidelines. If journey is not performed by Air India, prior approval for travelling in airlines other than Air India would be required as per the prescribed procedure; Similarly traveling by train would also be permissible/restricted as per the far of class entitled to the officer before retirement.	
Secretarial Assistance	'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/-

**APPLICATION FOR APPOINTMENT OF RETIRED GOVERNMENT SERVANTS AS THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY**

**Name of the officer** :  
**(in capital letters)**

**Date of retirement from government service** :

**Last Post held before retirement** :

**Details of the Ministry and posts held during the service** :

**Have you ever assigned the responsibility of the Inquiry Officer** :

**If yes, the details thereof:**  
**Whether retired on attaining the age of Superannuation or voluntary retirement** :

**Whether any penalty was imposed during the service** :

**If yes, the details thereof** :

**Signature** :

**Name** :

**Permanent / Present Address** : .....

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**Contact Number** :

**Place:**

**Date:**