



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. A.60011/04/2022-DISC/237

June 01, 2022

The Regional Executive Director
Airports Authority of India
ER/NR/NER/SR/WR

The Executive Director
RCDU / FIU
AAI, New Delhi.

The Principal,
CATC, Allahabad

The Director,
IAA, New Delhi

The Airport Director
Airports Authority of India
NSCBI Kolkata / Chennai.

The General Manager
CRSD / E & M Workshop
AAI, New Delhi.

Sub: Empanelment of retired officers as Inquiry officer for conducting Departmental Inquiry.

Sir,

Airports Authority of India intends to prepare a panel of retired officers; not below the rank / designation of DGM (E-6) of AAI or any other Public Sector Undertakings, as Inquiry Officer, for the purpose of conducting departmental inquiry in Corporate Hqrs. or any of the units / offices of AAI located across the country.

2. The detailed proposal including eligibility criteria and 'Format of Application' is enclosed herewith for extending vide publicity.

Thanking you

Yours faithfully

(Nivedita Dubey)
General Manager (HR)

Encl: As above.

Sub: Empanelment of retired officers as Inquiry Officer for conducting Departmental Inquiry.

Airports Authority of India (AAI)

Airports Authority of India (AAI) is a Schedule-A, Miniratna Public Sector Undertaking constituted by an Act of Parliament, came into existence with effect from 1st April, 1995. AAI is responsible for creating, upgrading, maintaining and managing Civil Aviation infrastructure both in Ground and Aerospace in the country.

AAI intends to empanel retired officers, not below the designation / rank of Deputy General Manager (E-6) of AAI for the purpose of conducting departmental inquiry in Corporate Hqrs. Or in any of the units / offices of AAI located across the country.

Panel Validity Period

The panel created for the above purpose will be valid for a period of three years since notifications of the Panel and can be extended for another two years, subject to review of performance.

Essential Requirement for Inquiry Officer of Panel

Age: The retired officer willing to serve as Inquiry Officer shall not be more than 65 years of age as on date of this notice.

Qualifications: Degree in engineering (any stream) and / or any master's degree and other professional qualification like degree in law, personnel management, industrial relation, HR, finance, labour laws.

Integrity: He / she should not be an accused officer in any pending inquiry and should be of impeccable integrity.

Work Experience

- i. Experience in vigilance and disciplinary matters as Group-A officer in any Central PSUs.
- ii. Shall be conversant with the procedures of disciplinary proceedings, conduct rules of the Central PSU.
- iii. Shall be conversant with a legal process, Indian Evidence Act, and HR matters.
- iv. Desirable proficiency in knowledge of computers (MS Office).

Remuneration

Remuneration for Retired Officer

<u>Rank</u>	<u>Amount</u>
Ex-Member of PSE Board or equivalent per Inquiry	When inquiry proceeding completes till 45 days: Rs.70000/- When inquiry proceeding completes beyond 45 days till 90 days: Rs.45000/- When inquiry proceeding completes beyond 90 days: Rs.35000/-
ED & Equivalent per inquiry	When inquiry proceeding completes till 45 days: Rs.55000/- When inquiry proceeding completes beyond 45 days till 90 days: Rs.35000/- When inquiry proceeding completes beyond 90 days: Rs.25000/-
GM/JGM/DGM per inquiry	When inquiry proceeding completes till 45 days: Rs.40000/- When inquiry proceeding completes beyond 45 days till 90 days: Rs.30000/- When inquiry proceeding completes beyond 90 days: Rs.25000/-

TA as equivalent to serving employees of the same rank plus Secretarial Assistance or Rs. 10,000/- per Inquiry Report shall also be payable.

The payment of honorarium to IO would be subject to the following conditions:

- i. A lump-sum payment as per entitlement will be made within (30) days from the date of submission of the Inquiry Report.
- ii. 10% additional for each Charged Officer, if Charged Officer are more than one.
- iii. Efforts may be made to engage the Inquiry Officers from the same station where charged officer is posted. However, in case the Inquiry involves tours outside the place of inquiry, TA / DA / Hotel Accommodation will be regulated and provided by AAI as per the entitlement of equal rank officer in AAI.
- iv. The inquiry is required to be completed within six months, including submission of the Final Inquiry Report. The number of disciplinary cases may be restricted to four (4) cases to each Inquiry Officer at a time.
- v. The amount / honorarium will be paid only on acceptance of the Inquiry Officer's report by Disciplinary Authority.

- vi. No honorarium shall be admissible to the officers appointed as Inquiry Officers but later changed on account of any reasons before the submission of report.
- vii. Before the honorarium payment is made to Inquiry Officer, all case records and Inquiry Report must be handed over to the Disciplinary Authority by the Inquiry Officer.

Job Description

- i. The inquiry officer / inquiry authority shall be appointed by AAI as per the AAI Employees (Conduct, Discipline and Appeal) Regulations, 2003 or as amended from time to time.
- ii. He / she shall be entrusted with the cases for conducting inquiry by any competent officers of AAI.
- iii. The report after completion of inquiry shall be submitted to the Competent Authority of AAI who appointed the Inquiry Officer.
- iv. The officer empanelled can be terminated / removed at any time by the Competent Authority without notice and without assigning any reason.

FACILITIES FOR WORKING

Shall be provided with the necessary infrastructure for holding enquiry besides the stationary / postage by AAI.

PLACE OF EMPANELMENT

In any of the places where the Units / Offices of AAI is located, depending on the case allotted.

OTHERS

- (i) The Inquiry Officer shall not engage himself / herself in any other professional work or service, which is likely to interfere with the performance of his / her duties as Inquiring Authority.
- (ii) The Inquiry Officer shall conduct the inquiry proceedings only in the office premises of AAI or at the place of concentration of the charged officer / witness etc.
- (iii) AAI reserves the right to reject any or all applications from the Retired Officials without assigning any reason / s thereto. AAI reserves the right to change / modify / cancel the terms and conditions of the empanelment without assigning any reason or notice thereof. Likewise, AAI reserves it is

right to cancel the empanelment without assigning any reason or notice to the concerned empanelled Inquiry Officer.

- (iv) The retired officer empanelled as Inquiry Officer should be in sound health, physically and mentally.
- (v) The retired officer will be entrusted with the Inquiries on 'Case-to-case' basis, by the Disciplinary Authority.
- (vi) The retired officer 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.
- (vii) The Inquiry Officer 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 I.O. Inquiry Officer shall be duly returned to the Authority which appointed him / her as such, at the time of presentation of the Inquiry Report.
- (viii) The retired officer will be provided with a room with furniture and lockable almirahs by the concerned Department / Organization, which engages him / her on the days of inquiry.
- (ix) The retired officer will be provided with the stationary / postage by the Department / Organization, which engages him / her.

HOW TO APPLY:

The application in the prescribed format alongwith the self-attested Xerox copies of documents towards educational qualifications and work / job experience is to be sent to Disciplinary Cell, Airports Authority of India, A-Block, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi - 110003 on or before 17th June 2022.

Note:

1. *The empanelment is for a specified period as stated above and as such should not be construed as an offer of employment or a regular employment in AAI.*
2. *Apart from the remuneration and other details mentioned above, the appointed candidate is not entitled to any other Perquisites / Facilities etc.*

APPLICATION FOR EMPANELMENT FOR APPOINTMENT AS INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY IN AAI

1. Full Name : _____ Employee No. : _____
2. Designation (at the time of superannuation): _____
3. Name of Department last worked : _____
4. Date of Birth & Age (Years) : _____
5. Gender (Male / Female) : _____
6. Whether belong to SC/ST/OBC : _____
7. Present place of residence: _____
(with complete postal address) _____
8. Permanent place of residence : _____
9. Mobile No. : _____
10. Telephone No. (Residence) : _____
11. E-mail address : _____

12. EDUCATIONAL QUALIFICATIONS

Qualification starting from Graduation	University / Institute	Year of passing	Percentage / Grade Division	Remarks

13. COMPUTER PROFICIENCY : (Please give brief details about)

14. DETAILS OF PROFESSIONAL EXPERIENCE:

Sl. No.	Positions held / designation	Nature of work / experience	Approx. duration (yrs.)	Remarks

15. Have you ever assigned the responsibility of the Inquiry Officer:

16. If yes, the details thereof:

(Note) kindly indicate experience in conducting inquiry proceedings with respect to type and number of inquiries regarding Service matters / Hiring of Services / Purchase of goods / LSTK Contracts etc. with copy of letter of appointment as IO from concerned organizations.

17. Choice of place of working as Inquiry Officer:

18. Last pay drawn (with Basic Pay):

19. Whether retired on attaining the age of Superannuation or voluntary retirement:

20. Whether any penalty was imposed during the service:

21. If yes, the details thereof:

UNDERTAKING

1. I solemnly declare that information given above is correct and complete. Any information found at any stage incorrect, I shall be responsible for that.

2. I shall give undertaking that Charged Officer is no way related to me while accepting the appointment.

3. I shall maintain strict secrecy and security in relation to the documents I receive or information / data collected by me in connection with the Inquiry and utilize the same only for the purpose of inquiry in the case entrusted to me. No such documents / information or data will be divulged to anyone during the inquiry or after presentation of the Inquiry Report. I will maintain strict secrecy and confidentiality of all records / documents / proceedings etc. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed me as such, at the time of presentation of the Inquiry Report.

4. I undertake that the performance of work of Inquiry Officer will not be affected due to additional work / job.

NAME & SIGNATURE OF THE APPLICANT

Date _____

Place _____