

STEEL AUTHORITY OF INDIA LIMITED
Durgapur Steel Plant

No: DSP/IOPO/2025/712

Date 03.04.2025

Empanelment of Retired Officers as Inquiry Officers (IOs) at Durgapur Steel Plant, SAIL

Introduction:

Durgapur Steel Plant is seeking to empanel experienced and qualified retired officers to serve as Inquiry Officers (IOs) for conducting departmental inquiries. This initiative aims to broaden the pool of available experts and ensure fair and efficient inquiry processes.

Objective:

- Engage retired officers to conduct departmental inquiries within the company.

Coverage:

The empanelment is open to retired officers from SAIL.

Eligibility Criteria:

To be eligible for empanelment as an Inquiry Officer at SAIL, retired officers must meet the following criteria:

1. **Grade at Superannuation:** Must have retired at Grade E-7 or above
2. **Age:** Must be less than 70 years of age on the date of empanelment.
3. **Experience:** Should have experience conducting departmental inquiries as an IO while in service or acted as Disciplinary/Appellate Authority in a disciplinary proceeding for Major Penalty.
4. **Disciplinary Record:** Should not have been awarded any major penalty during their service period, and no judicial proceeding in any criminal case should be pending against them.
5. **Fitness:** Generally, should be in good health and fit to perform the assigned duties.

How to Apply:

Applicants must fill in the prescribed application form (Annexure-I) available on the website and send it via email/post to persod.dsp@sail.in, with the subject as: '**Empanelment of Retired Officers as Inquiry Officers**', or send the hard copy to the following address before **15.04.2025**.

**Office of HR-OD,
Room No 103,
1st Floor Ispat Bhawan,
Durgapur Steel Plant.**

Tenure of Empanelment:

- The empanelment is valid for three (3) years.

- Fresh empanelment is possible after the term, provided the retired officer reapplies and continues to meet eligibility conditions.

Honorarium and Allowances:

The rates of honorarium, transportation allowance and secretarial assistance payable to retired officers, appointed as Inquiry Officers will be as under:

No of witnesses deposed (Taking both prosecution as well as defense witnesses)	Grade at the time of superannuation			
	E-7	E-8	E-9	CEO/Director/ Chairman
Where the number of witnesses deposed are more than 10	50,000	60,000	70,000	90,000
Where the number of witnesses deposed are between 6 to10	40,000	50,000	60,000	80,000
Where the number of witnesses deposed are less than 6	30,000	40,000	50,000	70,000

Transportation Allowance excluding Rail/Air fare (in Rupees)

Location	Transportation Allowance
City-based	Rs. 20,000/- per case
Plant-based including Ranchi Units	Rs. 10,000/- per case

Secretarial Assistance (in Rupees)

Secretarial Assistance, wherever required, shall be provided by SAIL. However, in a case (s) where no assistance is provided by SAIL, following Secretarial Assistance on lump-sum basis shall be payable:

No. of witnesses deposed (Taking both, prosecution as well as defense witnesses)	Grade at the time of superannuation	
	E-7 to E-9	CEO/Director/ Chairman
Where the number of witnesses deposed are more than 10	25,000	40,000
Where the number of witnesses deposed are between 6-10	20,000	35,000
Where the number of witnesses deposed are less than 6	15,000	30,000

Responsibilities of IO

- Ensure effective discharge of responsibilities as per applicable SAIL CDA Rules/Other Service Rules.
- Hand over all case records and inquiry reports (two signed copies) to the Disciplinary Authority upon completion of the inquiry.
- Address all procedural objections raised by the charged employees as per extant rules and instructions.
- Ensure the inquiry report is unambiguous and all procedures for conducting departmental inquiries have been followed.

Terms & Conditions:

- Maintain secrecy/confidentiality of all information/data.
- Provide declarations and certificates stating no conflict of interest.
- Conduct inquiry proceedings within the Plant/Unit premises.
- Submit the inquiry report within 180 days (90 days for absenteeism cases).

Payment Terms:

- 50% of Secretarial Assistance and Transport Allowance upon completion of oral Inquiry.
- 50% of Honorarium, Transport Allowance and Secretarial Assistance upon submission of Inquiry Report.
- Remaining 50% of Honorarium within 45 days of submission of Inquiry Report.

Annexure - I

To,

The Head of HR,

_____ Plant / Unit

City – Pin Code

Sub: Application from Retired Officers for empanelment as Inquiry Officer (ROIO)

Respected Sir/Madam,

In reference to your circular no. _____ dated _____, the undersigned who retired as _____ (Desgn & Grade) from _____ (SAIL) in the year _____ hereby submit the Application in the prescribed format for empanelment as Inquiry Officer (ROIO).

Thanking you

Yours Sincerely,

[Name of the Applicant]

[Contact Details]

Encl: Application for empanelment of Retired Officer as Inquiry Officer in the prescribed format (Annexure-I(A))

APPLICATION FOR EMPANELMENT**(FOR EMPANELMENT OF RETIRED OFFICERS AS INQUIRY OFFICERS [ROIO])**

Photo

1) Name of the Retired Officer (In capital letters)	
2) Date of superannuation from service	
3) Name of the Plant/Unit of SAIL last worked in	
4) Position & Grade held at the time of superannuation	
5) Details of departments/functions served during the service	
6) Has the applicant ever Conducted departmental inquiry as Inquiry Officer(IO) while in service or acted as Disciplinary/ Appellate Authority in a disciplinary proceeding for Major Penalty. If yes, details w.r.t. a) Total Number of completed departmental enquiries as IO. b) Number of completed departmental enquiries as IO (other than habitual absenteeism cases). c) Number of departmental proceedings for Major Penalty handled as Disciplinary/ Appellate Authority.	
7) Is the applicant currently empaneled as Inquiry Officer with any other Organization /Plant or Unit of SAIL, etc. If yes, details w.r.t. a) Number of ongoing departmental enquiries. b) Number of completed departmental enquiries in current Financial Year	
8) Whether any major penalty was imposed on the applicant during the service. If yes, the details thereof	

9) Whether any judicial proceedings in criminal case are pending against the applicant. If yes, the details thereof	
I hereby undertake and declared that, in case of change of any of the information mentioned at Sl. 9 above, I will inform the competent authority immediately	

Signature of the Retired Officer.....

Name of the Retired Officer.....

Permanent/ Present Address

Email ID

Contact Number

SAIL P No

Place: _____

Date: _____