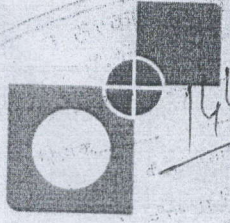


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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

CHO (HR) /Legal/4/4/2014/4243

Date: 30.11.2017

To

The General Managers,
Mints, Presses & Paper Mill

Sub: Revision of Honorarium payable to retired Government officers who are appointed as Inquiry Officers in Disciplinary Cases.

Sir,

With the approval of the Competent Authority, the Corporate Office has prescribed the terms and conditions for appointment of Officers/retired officers as Inquiry Officers and revised the rates of honorarium payable to the Inquiry Officers/Presenting Officers for departmental proceedings vide communication bearing No. CHO(HR)/Legal/4/4/2014/2383 dated 18.07.2014. Recently, DoP&T vide Office Memorandum No. 142/40/2015-AVD.I dated 15th September 2017 has revised the Terms and Conditions for appointment of retired officers as the Inquiry Officer along with rates of honorarium and other allowances payable to the Inquiry Officer. Accordingly, the rates of honorarium and other allowances payable to the retired Government Officers who are appointed as Inquiry Officers in Disciplinary Cases are revised 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

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	'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 disciplinary authority and for outstation journey by Air journey will be performed by Air India in the cheapest of the entitled class as per their status before retirement and tickets will have to be arranged through authorized/permissible sources. 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 travelling by train would also be permissible/restricted as per the fare 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

* 50% will be paid on submission of the Inquiry Report. Remaining amount will be paid within 45 days. In case it is not possible to proceed with the matter due to stay by courts etc., the Inquiry Officer may be discharged from his/her duties and payment of honorarium and other allowances will be made on pro rata basis.

* The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the disciplinary authority.

* 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.

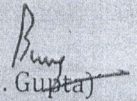
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2. The rates of honorarium payable to the retired officers of PSU's and the serving employees of the Company who are appointed as Inquiry officer/Presenting officer will remain unchanged for the present and they will be regulated as per Corporate Office communication No. CHO (HR)/Legal/4/4/2014/2383 dated 18.07.2014.

3. The aforesaid rates of honorarium and other allowances shall be effective from the date hereof.

This issues with the approval of the Competent Authority.

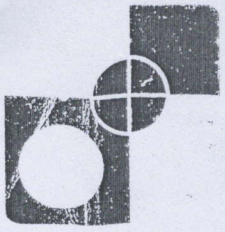
Yours faithfully,


(B.J. Gupta)

Addl. General Manager (HR)

Copy to:-

1. OSD to CMD
2. Sr. EA to Director (Tech.)/ EA to Director (HR)/SA to Director (F)/EA to CVO
3. All Additional GMs
4. Dy. General Manager (HR), Dy CVO
5. Company Secretary
6. Master Folder



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

No. CHO (HR) /Legal/4/4/2014/2383

Date: 18.07.2014

To

The General Managers,
Mints, Presses & Paper Mill

Sub: Revision of Honorarium payable to Inquiry Officers.

Sir,

As per SPMCIL CDA Rules, 2010, the disciplinary cases are to be disposed of within a time frame following prescribed procedure. The Units must have empanelled Inquiry Officers on the basis of guidelines issued vide communication No.SPMCIL/VIG/75/11/3023 dated 13.06.2011. Department of Personnel and Training vide OM No.142/15/2010-AVD-I dated 31st July, 2012 has revised the rates of honorarium payable to Inquiry Officers/Presenting Officers. SPMCIL has also decided to prescribe the terms and conditions for appointment of officers/retired officers as Inquiry Officers and revise the rates of honorarium payable to Inquiry Officers/Presenting Officers for departmental proceedings as under:-

1. For Administrative Cases

Sr. No.	Particulars	Inquiry Officer		Presenting Officer
		Without prosecution witnesses	With prosecution witnesses	
1	Serving employees	₹5,000/-	₹7,500/-	₹5,000/-
2	Retired employees	₹15,000/-	₹25,000/-	-----

2. For Cases involving vigilance angle

Sr. No.	Particulars	Inquiry Officer		Presenting Officer
		Without prosecution witnesses	With prosecution witnesses	
1	Serving employees	₹7,500/-	₹10,000/-	₹10,000/-
2	Retired employees	₹25,000/-	₹35,000/-	-----

2. The grant of honorarium in the case of serving employees who are appointed as part-time Inquiry Officers/Presenting Officers and retired Government employees appointed as Inquiry Officers will be subject to the following terms and conditions:-

- (i) In combined cases of Disciplinary Inquiry additional amount equal to 25% of the honorarium will be paid per charged employee.
- (ii) If there is delay in completion of the Inquiry which is not due to non-cooperation of the charged officer or due to stay orders etc, the honorarium shall be reduced by 50%.
- (iii) In case of ex-parte proceedings, the amount of honorarium may be reduced by 50%.
- (iv) For finalization of the Inquiry Report at the residence of the retired Inquiry Officer- ₹5000/- will be paid.
- (v) Secretarial Assistance will be provided by the Department.
- (vi) Expenses towards conveyance will be reimbursed to the retired Inquiry Officers @ ₹1500/- per meeting.
- (vii) Expenses towards postal charges will be reimbursed as per actuals.

3. Before making payment to the Inquiry Officer/Presenting Officer, whether serving or retired, it may be ensured that:-

- (a) All case records and Inquiry report (two ink signed copies) properly documented and arranged are handed over to the Disciplinary Authority by the Inquiry Officer/Presenting Officer.
- (b) The report containing findings on each of the Article of charge which has been enquired into, whether proved or not, should be submitted by the Inquiry Officer by clearly indicating his findings against each charge.

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4. Pending decision of the Administrative Ministry, the retired Govt./PSU employee will not be nominated as Inquiry Officer for future Disciplinary cases the subject of which is on the list of Ministry of Home Affairs requiring security clearance.

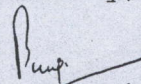
5. The retired Government employee appointed as Inquiry Officer shall maintain strict secrecy in relation to the document he/she receives or information/data collected by him/her in connection with the Inquiry and utilize the same only for the propose of Inquiry in the case entrusted to him/her. No such documents/information or data are to be divulged to any one during the Inquiry or after presentation of the Inquiry Report. 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.

6. For serving officers, henceforth the Inquiry Officer should be one level above the charged officer and in case of retired Government/PSU official as Inquiry Officer, his designation/level just before retirement should be at least equal or one level below the charged officer.

7. The above terms and conditions and rates will be effective for ongoing as well as future Inquiries.

This issues with the approval of the Competent Authority.

Yours faithfully,


(B.J. Gupta)
DGM (IR)

Copy to:-

1. OSD to CMD
2. EA to Director (HR)/ EA to Director (Tech.)/ EA to CVO
3. Addl. GM (F&A)
4. All DGMS of Corporate Office
5. Master Folder