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NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization
under Ministry of Human Resource
Development, Department of
School Education & Literacy)

Govt. of India
B-15, Institutional Area,
Sector-62, NOIDA
Uttar Pradesh-201309

11-3/2017 -NVS(Admn)/4355

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NOTIFICATION

Samiti intends to prepare a panel of retired officers as Inquiry Officers in connection with conduct of departmental proceedings. Accordingly, applications are invited in the prescribed format (**Annexure-I**) from the eligible retired Government servants to be empanelled as Inquiry Officer to conduct the departmental inquiry:-

2. The eligibility conditions for empanelment as Inquiry Officer

(i) Retired officers not below the rank of Under Secretary in Central Government and equivalent in PSUs and autonomous bodies who are willing to serve as Inquiry Officer

(ii) He/she should not have been penalised in the disciplinary proceedings. No penalty in departmental proceedings or prosecution in criminal case against him/her.

3. Procedure for empanelment

On receipt of the applications from the willing retired officers, the same will be scrutinized by a three members Committee consisting of Commissioner, NVS, Joint Commissioner (Admn.) and Chief Vigilance Officer. The empanelment will be decided on the basis of **willingness** of the retired officers as well as his/her **experience** in the areas and **status of residence**. **Disciplinary Authority will appoint the Inquiry Officer** from the panel prepared and available at NVS Hqrs. The validity of panel will be for a period of 03 years.

4. Terms and conditions for appointment of Inquiry Officer from the panel

a) 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.

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