

No. 48/01/2008-3 Vig.II
HARYANA GOVERNMENT
Vigilance DEPARTMENT
(Vigilance-II Branch)

Dated: Chandigarh, 15 the March, 2022

To

All the Administrative Secretaries to Govt. Haryana,
 All the Heads of Departments of Haryana,
 All the Managing Directors/Heads of Board/Corporations of Haryana Government,
 All the Divisional Commissioners in Haryana.
 All the Deputy Commissioners and Sub-Divisional Commissioners in Haryana.
 All the Registrars of Universities in Haryana,

Subject : Terms and conditions of empanelled Inquiry Officers alongwith rate(s) of Honorarium and maintenance of record of Inquiry cases entrusted to them.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that the matter regarding revision of list of empanelled Inquiry Officers alongwith rate of Honorarium was under consideration of State Government. Further, the matter regarding entrusting of Inquiry cases of Group C employees to the empanelled Inquiry Officers was also under consideration.

2. After careful consideration following decisions have been taken by Government in this regard :-

- (i) In spite of Inquiry cases of charged Officers of Group A & B, the same of charged persons of Group C may also be entrusted to empanelled Inquiry Officers;
- (ii) For the purpose of fixation of rate(s) of Honorarium the charge sheets have been categorised and the revised rate(s) of Honorarium with certain conditions are given below.
- (iii) A web portal namely hrmshry.nic.in has been created to maintain the record of Inquiry cases entrusted to the Inquiry Officers (both empanelled and Departmental) and to know the status of Inquiry cases disposed of during a month.
- (iv) Duties and responsibilities of Disciplinary Authorities to maintain the record and to make payment of Honorarium in time to empanelled Inquiry Officers.
- (v) Application of these instructions to all Boards/Corporations/Public Sector Undertakings/ Universities etc. of Haryana Government.

1. Eligibility Criteria for empanelment of retired officers as Inquiry Officer:-

- (i) In addition to retired IAS Officers, the retired IPS/ IFS(Indian Foreign Service)/ IFS (Indian Forest Service)/ ret'd. Engineers-in-Chief/Chief Engineers/ Retired Doctors of the level of DGHS/DHS will also be consideration for appointment/ empanelment so that Enquiries of technical and complex nature may be handled in an effective manner. Retired Judicial Officers should be avoided

because they have no experience of civil service of Government Departments.

(ii) Age and eligibility criteria for empanelment of a retired officer as an Inquiry Officer will be as under :-

- (a) He should not be below the rank of Special Secretary to Govt. Haryana at the time of retirement.
 - (b) The term of Inquiry Officer shall be three years, which will be renewed from time to time upto 70 years of age subject to satisfactory record of Inquiries conducted by him, i.e. (i) the number of Inquiries assigned to him, (ii) No. of Inquiries completed by him (iii) No. of charges proved by him; (iv) No. of Charges not proved by him; (v) Remarks of Disciplinary Authority w.r.t. his Inquiry Report(s).
 - (c) The maximum age of Inquiry Officer should not be more than of 70 years. (At present out of 20 only six Inquiry Officers are between 65 – 70 years' age remaining 14 are above 70 years of age).
 - (d) He should be in sound health - both physically and mentally.
 - (e) He should have been free of punishment during his service career.
 - (f) He should have impeccable integrity and clean service record.
 - (g) He shall have to give an undertaking to follow the timeline and other guidelines issued by Government from time to time.
- (iii) The name of Inquiry Officer may be removed from the empanelment if—
- (a) the quality of Inquiry Report is not cogent, clear, logical;
 - (b) the Inquiry Report does not give specific findings against each charge;
 - (c) undue delay is in submission of Inquiry Report.

2. Rate of Honorarium of Inquiry Officer :-

The empaneled Inquiry Officer will be entitled to the following amount of honorarium of an Inquiry entrusted to him/her by the disciplinary authorities provided all the terms and conditions of inquiry are followed by him/her :-

Sr. No.	Cat.	Category of Charge sheet	Rate of Honorarium		Time Limit
			If charged person is one only	If charged persons are more than one	
(1)	A	If number of charges are upto two, pertaining to Grave Misconduct, Negligent of duty, Willful	Rs. 10,000/-	Rs. 5,000/- for each additional charged	The time limit of 45 days if number of charges are upto two. The

		absence.		person.	time limit of 60 days if the number of charges is more than two and/or number of charged persons are more than one.
(2)	A-1	If number of charges are more than two, pertaining to Grave Misconduct, Negligent of duty, Willful absence.	Rs. 10,000/- + Rs. 5,000/- for each additional charge.		
(3)	B	If number of charges are upto two, pertaining to Moral Turpitude.	Rs. 15,000/-	Rs. 5,000/- for each additional charged person.	The time limit of 60 days if number of charges are upto two. The time limit of 75 days if the number of charges is more than two and/or number of charged persons are more than one.
(4)	B-1	If number of charges are more than two, pertaining to Moral Turpitude.	Rs. 15,000/- + Rs. 5,000/- for each addl. charge.		
(5)	C	If number of charges are upto two, pertaining to Embezzlement/ financial irregularities.	Rs. 25,000/-	Rs. 5,000/- for each additional charged person.	The time limit of 60 days if number of charges are upto two. The time limit of 75 days if the number of charges is more than two and/or number of charged persons are more than one.
(6)	C-1	If number of charges are more than two, pertaining to Embezzlement/ financial irregularities.	Rs. 25,000/- + Rs. 5,000/- for each additional charge.		
(7)	D	If number of charges are upto two, pertaining to different categories.	Rs. 20,000/-	Rs. 5,000/- for each additional charged person.	The time limit of 60 days if number of charges are upto two. The time limit of 75
(8)	D-1	If number of charges are more than two,	Rs. 20,000/- + Rs. 5,000/- for		

		pertaining to different categories.	each additional charge.		days if the number of charges is more than two and/or number of charged persons are more than one.
Note.— Where in particular Inquiry substantial issues are involved the Administrative Secretary shall be competent to enhance the rate of honorarium upto 50,000/-.					

3. **Departmental Inquiry to the Officers in-service:-**

The Group A & B Officers in-service may also be designated as Inquiry Officer by the Disciplinary Authority, but they will not be entitled to any Honorarium for this work.

(a)	Inquiry for Group C & D employees	Officer of Group B holding a post of at least two Pay Level above the charged person.
(b)	Inquiry for Group B Officers	Officer of Group A holding a post of at least two Pay Level above the charged person.
(c)	Inquiry for Group A Officers	Officer of Group A holding a post of at least two Pay Level above the charged person.
(d)	Inquiry for Group A Officers drawing pay in the highest pay levels	Inquiry Officers from the list notified by Government from time to time.

4. **Competent Authority for Selection of Inquiry Officer:-**

In all the disciplinary cases of Group C & D, the concerned Head of Department and in case of Group A & B Officers, the concerned Administrative Secretary shall be competent to select the Officer from the panel or Officer in-service to assign him an Inquiry.

5. **Proportionate Payment:**

When the Inquiry Report is not received within the prescribed period and delay in completion of the inquiry is due to non-cooperation of the charged person or due to stay orders etc., the same will be taken into consideration while deciding the amount of honorarium to the Inquiry officer by the concerned sanctioning authority. 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.

6. In time Payment of Honorarium:

Payment will be made to the Inquiry Officer only when he/she submits the inquiry report within prescribed period and the report is accepted by the Disciplinary Authority. Disciplinary Authority should sanction immediately the payment of Honorarium to the Inquiry Officer, but it should be ensured that all the necessary documents and record have been received with the Inquiry Report. Further, necessary action should be taken by the DDO concerned for actual payment of Honorarium at the earliest with the information to the Inquiry Officer that on what date the honorarium has been deposited in his/her bank account with particulars of the Inquiry/case in respect of which the payment has been made.

7. Arrangement of Secretarial help for the Inquiry Officer for conducting hearing:

The Disciplinary Authority shall also make available the secretarial help for recording of evidence, proceedings and maintenance of the inquiry record etc. by providing a stenographer and a facility of computer for recording the proceedings. When the Inquiry officer does not want to avail the assistance from the department, then a Secretarial Assistance of Rs. 5,000/- per inquiry will be granted to the empaneled Inquiry Officer in addition to above. The expenditure will be met out from the Honorarium sub-head of the Department concerned.

8. Seating arrangements by the Disciplinary Authority/Head of Department:

The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department/Organization, which engages him. The concerned authority should make necessary arrangements of the office accommodation for the Inquiry Officer and seating arrangements for the parties before their arrival on the date(s) of hearing for conducting the proceedings. Preferably, the seating arrangement should be such that both the parties will have equal access to the Inquiry Officer and the Inquiry Officer can watch and hear both the parties comfortably. At any rate, the seating arrangements should not be such as to send any signal that Inquiry Officer is inclined in favour of either of the parties. Besides, it is desirable that no one other than those who are required for the hearing is present in the room while the hearing is in progress. This may not always be possible and it depends upon the space provided to the Inquiry Officer by the Disciplinary Authority. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the Disciplinary Authority.

9. Maximum number of Inquiries to be entrusted:

One Inquiry Officer would not be entrusted more than 20 inquiries annually. If more than

20 inquiries have been assigned by different departments, the empaneled Inquiry Officer will inform to the Inquiry Officer Vigilance and also the Chief Secretary to Govt. Haryana (in Vigilance-II Branch) of the same. The consolidated information of entrusting of inquiries to IOs will be maintained by the office of Inquiry Officer Vigilance.

- 10. Maintenance of Record of number of Inquiries entrusted to an Inquiry Officer:** A list of retired officers empanelled by Government for conducting departmental inquiries in respect of Group A & B officers and Group C employees is issued from time to time. The record of each and every Inquiry Officer to whom the inquiries are entrusted should be maintained by the Disciplinary authorities.

11. Monthly report by the empaneled Inquiry Officers:

All Inquiry Officers shall submit monthly report to the Chief Secretary (in Vigilance-II Branch) and also to the Inquiry Officer, Vigilance, Haryana (SCO No. 145-146 Sector 17- C, Chandigarh) on the of 1st of every month regarding—

- (i) receipt of new Inquiries during the preceding month; and
- (ii) submission of Inquiry Reports during the preceding month.

- 12. Information to the Inquiry Officer Vigilance:** All the Disciplinary Authorities while nominating an empaneled Inquiry Officer of an officer in service should send an endorsement to the office of Inquiry Officer, Vigilance, Haryana (SCO No. 145-146 Sector 17- C, Chandigarh) so that a record can be maintained about the inquiries being handled by various Inquiry Officers. Further, to monitor the disposal/ progress of departmental inquiries, all the Disciplinary authorities will send a quarterly statement of the number of inquiries decided/ pending under Rule-7 against the Government employees to the office of Inquiry Officer, Vigilance, Haryana, in the prescribed proforma enclosed.

13. Feedback by the Heads of Departments and Administrative Secretaries:

All the Heads of Departments and Administrative Secretaries shall give feedback to the Chief Secretary in Vigilance Department on the quality of Inquiry done by a particular Inquiry Officer. Whether the empaneled Inquiry Officer follows due procedure and gives specific findings against each charge levelled in the charge sheet.

14. Removal of name from the list of empaneled Inquiry Officers:

The name of Inquiry Officer shall be removed from the empanelment if—

- (a) the quality of Inquiry Report is not cogent, clear, logical;
- (b) the Inquiry Report does not give specific findings against each charge;
- (c) undue delay is in submission of Inquiry Report.

15. Resignation by Inquiry Officer:

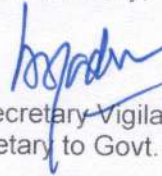
Whenever an empaneled Inquiry Officer wants to resign from empanelment as Inquiry Officer he shall submit an application to the Chief Secretary to Govt. Haryana (Vigilance Department) along with an undertaking that all the Inquiries assigned to him have been duly completed. Department-wise list of Inquiry Reports submitted by him during the period of last three months preceding the date of resignation will also be enclosed with the application of resignation. His request will be accepted by the Chief Secretary in Vigilance Department and all the Head of Departments/ Administrative Secretaries will be informed in this regard by way of a circular letter.

16. Application of list of empaneled Inquiry Officers to Board/Corp/Universities:

The list of empaneled officers is also applicable to Boards/ Corporations/Public Sector Undertakings etc. of Haryana Government and necessary provision will be made in the software to be created by the NIC.

3. These instructions are issued in supersession of all the instructions listed at Annexure-A. These may please be brought to the notice of all concerned for strict compliance in letter and in spirit.

Yours faithfully,



Under Secretary Vigilance,
for Chief Secretary to Govt. Haryana.

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List of Empanelled Inquiry Officers:-

Sr.No.	Name	Date of Birth	Remarks
1	Sh. M.K. Midha, IAS (Retired), H.No. 999, Sector-15, Part-II, Gurugram.	15.04.1957	
2	Sh. Vijay Kumar Verma, Joint Director, Prosecution (Retired), Flat No. 41, GH-7, Sector-5, Mansa Devi Complex, Panchkula-134114.	02.04.1945	
3	Sh. O.P. Garg, Addl. Distt. & Sessions Judge (Retired) H.No. 1637, Sector-15, Panchkula.	11.05.1938	
4	Sh. K.S. Arora, Addl. Excise & Taxation Commissioner (Retired), H.No. 802, Sector-8, Panchkula.	11.11.1948	
5	Sh. D.D. Gautam, IAS (Retired), H.No. 1735, Sector-21, Panchkula.	12.10.1950	
6	Sh. R.P. Bhasin, District & Sessions Judge (Retired), H.No. 538, Sector-7, Panchkula.	N/A	
7	Sh. H.P. Chaudhary, IAS (Retired), H.No. D-316, GH-II, Sector-5, MDC, Panchkula.	12.09.1945	
8	Sh. Balwan Singh, IAS (Retired), 178 J, Amaravati Enclave, Post Office, Chandi Mandir, Panchkula.	02.10.1950	
9	Sh. V.G. Goel, H.C.S. (Retired), H.No. 540, Sector-7, Panchkula.	05.04.1940	
10	Sh. O.P. Langayan, IAS (Retired), Ghatiwala, Bitna Road, Opposite Dera Baba Bhag Singh, Pinjore, Distt. Panchkula.	21.02.1951	
11	Sh. Roshan Lal, HCS (Retired), H.No. 1633, Sector-13P, Hisar.	01.04.1954	
12	Sh. Krishan Lal Manhas, IFS (Retired), H.No. E-5, 3 rd Floor, Green Park Main, New Delhi- 110016.	08.01.1954	
13	Dr. D.R. Yadav, Medico-Legal Advisor to Government of Haryana and Director, PGIMS, Rohtak (Retired), H.No. 696/28, Subhash Nagar, Rohtak.	19.10.1945	
14	Sh. Narinder Kumar Wadhawan, IAS (Retired), (Punjab Cadre), H.No. 563, Sector-2, Panchkula, Haryana.	16.09.1953	
15	Sh. Ramesh Krishan, IAS (Retired), H.No. 491, Sector-6, Panchkula- 134109.	20.03.1956	
16	Sh. Satish Kumar Katyal, HCS (Retired), H.No. 718, Ward No. 6, Shastri Nagar, Near FCI Godown, Kurukshetra-136118.	05.01.1951	
17	Sh. Mohinder Kumar, IAS (Retired), H.No. 143, Sarswati Kunj, Opposite Vatika Towers, Sector-53, Gurugram.	16.05.1953	
18	Sh. Jai Dev Naharwal, IAS (Retired), H.No. 109, Hope Apartments, Sector-15, Part 2 nd , Gurugram.	17.01.1947	

Proforma regarding status of Departmental Inquiries as on _____

1.	Name of the Department/Office :	
2.	Name of the Inquiry Officer :	
3.	Number of charged persons involved in the Inquiry :	
4.	Name and designation of the charged person(s) :	
5.	Date of appointment for an Inquiry:	
6.	Number of Inquiries marked before the 1 st January of the current calendar year and still pending:	
7.	Number of Inquiries marked during the 1 st /2 nd / 3 rd / 4 th quarter of the current calendar year :	
8.	Number of Inquiries pending with the Inquiry Officer out of the same marked during the current calendar year:	
9.	Number of Inquiries finalized within the prescribed period by the Inquiry Officer during the current calendar year:	
10.	Number of Inquiries finalized by the inquiry Officer during the current calendar year but not within the prescribed period:	

Signature of Disciplinary Authority _____

Name : _____

Designation : _____

APPLICATION FOR APPOINTMENT OF RETIRED OFFICERS AS THE INQUIRY OFFICERS TO CONDUCT DEPARTMENTAL INQUIRY

1.	Name of the retired officer (in capital letters) :	
2.	Date of Birth :	
3.	Age on the date of submitting the application :	
4.	Date of retirement from government service:	
5.	Post last held at the time of retirement :	
6.	Details of the posts held during the service:	
7.	Have you ever assigned the responsibility of the Inquiry Officer:	
8.	If yes, the details thereof:	
9.	Whether retired on attaining the age of superannuation or otherwise :	
10.	Whether any penalty was imposed during service career:	
11.	If yes, the details thereof :	
12.	Any other remarks	

Place:

Signature: _____

Name : _____

Date:

Email ID : _____

Mobile No. _____

List of Instructions issued by Government from time to time regarding Inquiry Officer

1	1959.12.10	No. 12277-V(1) 59/13470	V-I	Departmental enquiries-time-limit
2	2005.10.20	No. 62/17/2005-6GS-I	GS-I	Appointment of Inquiry Officers under the Haryana Civil Services (Punishment & Appeal) Rules, 1987.
3	2006.12.05	No. 62/17/2005-6GS-I	GS-I	Appointment of Inquiry Officers under the Haryana Civil Services (Punishment & Appeal) Rules, 1987.
4	2009.08.25	No. 48/1/2008-3VII	Vig. Br.	Appointment of Inquiry Officer under the Punjab Civil Services (Punishment and Appeal) Rules, 1987
5	2009.11.05	No. 48/1/2008-3VII	Vig. Br.	Appointment of Inquiry Officer under the Punjab Civil Services (Punishment and Appeal) Rules, 1987
6	2009.12.31	No. 48/1/2008-3VII	Vig. Br.	Appointment of Inquiry Officer under the Punjab Civil Services (Punishment and Appeal) Rules, 1987
7	2010.02.23	No. 48/1/2008-3VII	Vig. Br.	Appointment of Inquiry Officer under the Punjab Civil Services (Punishment and Appeal) Rules, 1987
8	2010.04.16	No. 48/1/2008-3VII	Vig. Br.	Appointment of Inquiry Officer under the Punjab Civil Services (Punishment and Appeal) Rules 1987
9	2013.02.04	No. 48/1/2008-3VII	Vig. Br.	Appointment of Inquiry Officer under the Punjab Civil Services (Punishment and Appeal) Rules, 1987 for conducting regular departmental enquires pertaining to Group A and Group B officers.
10	2013.03.20	No. 48/1/2008/-3Vig(II)	Vig. Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment and Appeal) Rules, 1987 for conducting regular departmental inquiries pertaining to Group A and B officers
11	2013.03.26	No. 48/1/2008/-3Vig(II)	Vig. Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment and Appeal) rules, 1987 for conducting regular departmental enquires pertaining to Group A and B officers.
12	2013.04.11	No. 48/1/2008-3Vig.(II)	Vig. Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment and Appeal) Rules, 1987 for conducting regular departmental enquires pertaining to Group A and Group B officers.
13	2013.07.15	No. 48/1/2008-3Vig.(II)	Vig. Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment and Appeal) Rules, 1987 for conducting regular departmental enquires pertaining to Group A and B officers.
14	2013.12.02	No. 48/1/2008/-3Vig(II)	Vig. Br.	Appointment of Inquiry Officer under the Haryana Civil Services Rules 1987 for conducting regular departmental enquires pertaining to Group A and B officers.
15	2014.10.28	No. 48/1/2008/-3Vig-II	Vig.II Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment Appeal) Rules 1987 for conducting regular departmental enquiries pertaining to Group A and B officers.
16	2014.11.12	No. 48/1/2008-3Vig-II	Vig.II Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment Appeal) Rules 1987 for conducting regular departmental enquiries pertaining to Group A and B officers.
17	2014.11.24	No. 48/1/2008-3Vig-II	Vig.II Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment Appeal) Rules 1987 for conducting regular departmental enquiries pertaining to Group A and B officers.
18	2015.06.08	No. 48/1/2008-3Vig(II)	Vig.II Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment Appeal) Rules 1987 for conducting regular departmental enquiries pertaining to Group A and B officers.

19	2016.01.06	No. 48/1/2008-3Vig-II	Vig.II Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment Appeal) Rules 1987 for conducting regular departmental enquiries pertaining to Group A and B officers.
20	2016.05.11	No. 48/1/2008-3Vig-II	Vig.II Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment Appeal) Rules 1987 for conducting regular departmental enquiries pertaining to Group A and B officers.
21	2016.05.11	No. 48/1/2008-3Vig-(II)	Vig.II Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment Appeal) Rules 1987 for conducting regular departmental enquiries pertaining to Group A and B officers.
22	2016.10.05	No. 48/1/2008-3Vig-II	Vig.II Br.	Grant of Honorarium to the Inquiry Officers appointed for conducting regular departmental enquiries pertaining to Group A and B officers.
23	2016.11.08	No. 48/6/2016-3Vig-II	Vig.II Br.	Grant of Honorarium to the Inquiry Officers appointed for conducting regular departmental enquiries pertaining to Group A and B officers.
24	2016.12.16	No. 48/1/2008-3Vig-II	Vig.II Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment Appeal) Rules 1987 for conducting regular departmental enquiries pertaining to Group A and B officers.
25	2017.07.20	No. 48/1/2008-3Vig-II	Vig.II Br.	Appointment of Retired IAS /HCS/Judicial Officers as Inquiry Officers for conducting departmental enquiries.
26	2017/11/22	48/1/2008-3Vig.II	Vig.II Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment Appeal) Rules 1987 for conducting regular departmental enquiries pertaining to Group A and B officers
27	2017/12/07	48/1/2008-3V-II	Vig.II Br.	Appointment of Inquiry Officer.
28.	2018/08/27	48/1/2008-3V-II	Vig.II Br.	Appointment of Retired IAS /HCS/Judicial Officers as Inquiry Officers.
29	2019/06/04	No. 48/1/2008-3Vig.II	Vig.II Br.	Grant of Honorarium to the Inquiry Officers appointed for conducting regular departmental enquiries pertaining to Group A and B officers.
30	2019/06/12	No. 48/1/2008-3Vig.II	Vig.II Br.	Appointment of Inquiry Officer under the Haryana Civil Services (Punishment Appeal) Rules 2016 for conducting regular departmental enquiries pertaining to Group A and B officers.
31	2020/02/06	No. 48/1/2015-3Vig.II	Vig.II Br.	Appointment of Retired IAS/HCS/Judicial Officers as Inquiry Officers for conducting departmental enquiries in respect of Group A and B Officers under the Haryana Civil Services (Punishment Appeal) Rules 2016.
32.	2022/01/27	No. 48/1/2015-3Vig.II	Vig.II Br.	Appointment of Retired IAS/HCS/Judicial Officers as Inquiry Officers for conducting departmental enquiries in respect of Group A and B Officers under the Haryana Civil Services (Punishment Appeal) Rules 2016.