



# KENDRIYA VIDYALAYA SANGATHAN

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F.No. 11029/8/2008-KVS (Vig.)

Dated: 19 .01.2009

## OFFICE MEMORANDUM

The Board of Governors, KVS in its 81<sup>st</sup> meeting held on 18.12.2008 has accorded the approval for revised terms and conditions for utilizing the services of outsiders including retired officers to conduct Departmental Inquiries and consolidated payment of enhanced rate of Rs. 15,000/- (fifteen thousand) only as remuneration/stenographical and payment of Conveyance charges to them.

Accordingly, the existing terms and conditions followed by K.V.S. as mentioned in Central Vigilance Commissions' circular F.No. 998/MS/23 dated 16<sup>th</sup> September 1999 stands amended to the extent mentioned in Annexure - A enclosed herewith.

These instructions shall take effect from 18<sup>th</sup> December 2008.

(Pragya Richa Srivastava)  
Joint Commissioner (Admn.)

F.No. 11029/8/2008-KVS (Vig.)

**SUBJECT: TERMS AND CONDITIONS FOR UTILISING THE SERVICES OF OUTSIDERS INCLUDING RETIRED OFFICERS FOR CONDUCTING DEPARTMENTAL INQUIRIES AND PAYMENT OF REMUNERATION/ STENOGRAPHIC AND CONVEYANCE CHARGES TO THEM.**

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**APPROVED TERMS AND CONDITIONS FOR UTILISING THE SERVICES OF OUTSIDERS INCLUDING RETIRED OFFICERS FOR CONDUCTING DEPARTMENTAL INQUIRIES AND PAYMENT OF REMUNERATION/ STENOGRAPHIC AND CONVEYANCE CHARGES TO THEM.**

<b>S.No.</b>	<b>TERMS AND CONDITIONS</b>
1	Inquiry Officer should not be more than 70 years of age as on the 01 <sup>st</sup> July of the year of his empanelment.
2	The Inquiry Officer should be in sound health, physically and mentally. To this effect, the person concerned has to submit a declaration before the competent authority.
3	A consolidated amount of Rs. 15,000/- (Rupees Fifteen Thousand only) per inquiry may be allowed to the Inquiry Officer. (It includes remuneration, clerical & stenographic work and conveyance charges.)
4	The Disciplinary Authority shall entrust Inquiry Officer with the inquiries on case-to-case basis.  The Inquiry Officer shall bring it to the notice of the Disciplinary Authority before commencement of the proceeding, in case it comes to his notice that the Charged Officer is a relative or close associate/ friend of the Inquiry Officer or any kind of personal enmity or mis-understanding between them. The Inquiry Officer shall bring it to the notice of the Disciplinary Authority before commencement of the proceeding, in case it comes to his notice that the Charged Officer is a relative or close associate/ friend of the Inquiry Officer or any kind of personal enmity or mis-understanding between them.

S.No.	TERMS AND CONDITIONS
5.	<p>The inquiry proceedings are to be conducted as per the procedures laid down in the C.C.S. (C.C. &amp; A.) Rules, 1965 subject to the provisions of Article 80 of the Education Code for Kendriya Vidyalayas and only at the Headquarters of the Sangathan or in the office premises of its units (Kendriya Vidyalayas) or ZIETs or at the place of concentration of the Charged Officer (s), witnesses etc. In unavoidable circumstances where the Inquiry Officer has to undertake travel for conducting inquiry with the prior approval of Disciplinary Authority or Commissioner, KVS, the rate of T.A/D.A. in such cases shall be permissible to the rate applicable to the serving officers of the equivalent rank/scale of pay in terms of prevailing relevant provisions appended in F.R. /S.R. – Part- II Travelling Allowances/ Accounts Code for KVs and revised from time to time.</p>
6.	<p>Inquiry Officer shall maintain strict secrecy in relation to the documents, information, data he/ she receives or collects 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. 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 Inquiry Officer shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report.</p>
7.	<p>(a) The Inquiry Officer shall hear the cases on day-to-day basis and submit the Inquiry Report to the Appointing/Disciplinary Authority after completing the inquiry within six months from the date of his appointment as Inquiry Officer to become eligible for full payment of remuneration.</p>

**S.No.**

**TERMS AND CONDITIONS**

- (b) In case, the Inquiry Officer fails to submit the Inquiry Report within six months time due to reasons directly attributable to the Inquiry Officer, the Appointing/Disciplinary Authority may decide about a suitable cut (that cut, may be up to Rs. 1000/- for every delay of one week) in payment of honorarium to the Inquiry Officer. There will be a period of 30 days for preparation of Inquiry Report by the Inquiry Officer after the receipt of written brief from the Presenting Officer and Charged Officer which the Inquiry Officer shall call immediately after the closure of inquiry. To condone further delay, if any, and other matters etc., Commissioner, KVS shall be the competent authority to issue orders on the recommendations of Disciplinary/Appointing Authority which shall be final and binding.
- (c) In case, it is observed/ found that the inquiry is not conducted in the proper manner as per the prescribed procedure, the Appointing / Disciplinary Authority may take decision to cancel the appointment as Inquiry Officer and in that case no honorarium will be paid to the Inquiry Officer.
- (d) The Commissioner, KVS shall be the competent authority to alter the list of officers in the panel at any time without issuing any notice and without assigning any reason to the empanelled Inquiry Officers.