



**Indian Institute of Management, Sirmaur**

**भारतीय प्रबंध संस्थान, सिरमौर**

**Dhaura Kuan, Distt. Sirmaur, Himachal Pradesh – 173031**

**(Under the aegis of Ministry of Education, Govt. of India)**

**(शिक्षा मंत्रालय, भारत सरकार के अधीन)**

Advertisement No.: 02/2025, Dated: September 30, 2025

**NOTICE FOR INVITING APPLICATIONS FOR EMPANELMENT OF RETIRED OFFICERS  
FROM CENTRAL GOVERNMENT/ STATE GOVERNMENT/ PUBLIC SECTOR  
UNDERTAKINGS AS INQUIRY OFFICER**

**About IIM Sirmaur**

IIM Sirmaur is one of the newer institutions of the Indian Institute of Management family in the country. Taking forward the legacy of the IIM brand, IIM Sirmaur is committed to delivering quality education, indigenous knowledge, and practices in an enabling environment. The Institute strives for the seamless integration of management education with local and global aspirations with the understanding that management education is not just about seeking the most competitive employment opportunities but rather about learning to serve socio-economic concerns through ethical and visionary corporate leadership. Established in 2015, the Mission of the Institute is to develop and foster professionals with competencies in creating and leading future-oriented solutions for sustainable growth adhering to the highest standards of ethical and human aspects of work. Our vision is to be a “Globally Respected Institution for Management Excellence.”

In accordance with the guidelines for empanelment of Inquiry Officers, applications are invited from retired officials of the Central Government, State Governments, Public Sector Undertakings, and other eligible retired officers for empanelment as Inquiry Officers. The prescribed application format, titled “**Application for Empanelment as Inquiry Officer at IIM Sirmaur to Conduct Departmental Inquiries,**” is enclosed along with the guidelines.

Interested retired officers meeting the eligibility criteria may submit their duly filled -in application in the prescribed format (Annexure – I), along with relevant documents, to the following email:

Please mention clearly on the email subject line: "**Application for Empanelment as Inquiry Officer**"

**Duly filled and signed applications may be submitted by email to the concerned official on or before October 11, 2025 (Saturday), as per the details given below:**

To

The Administrative Officer (Personnel/ General Administration),

Indian Institute of Management Sirmaur,

Dhaura Kuan, Distt. Sirmaur,

Himachal Pradesh – 173031

Email ID: [ao\\_personnel@iimsirmaur.ac.in](mailto:ao_personnel@iimsirmaur.ac.in)

### **TERMS AND CONDITIONS OF EMPANELMENT OF INQUIRY OFFICERS (IOs)**

#### **1. Tenure:**

The initial empanelment will be for a period of three (03) years or till he/she attains the age of 65 years, whichever is earlier. However, it can be further extended as per requirement, one year at a time, subject to a maximum of 65 years of age.

#### **2. Eligibility:**

##### **Essential:**

- a) Must have superannuated from the Pay Level - 12 or above of the 7<sup>th</sup> CPC & above or from the rank of Deputy Secretary & above in Central Government/ State Government/ Public Sector Undertakings.
- b) He/she should not have been penalized in a disciplinary proceeding case (No penalty in disciplinary proceedings or No prosecution in criminal case) and shall submit an undertaking to this effect. (Annexure – II)
- c) Retired Officer willing to serve as Inquiry Officer should not be more than 65 years of age as on the date of notification.

##### **Desirable:**

- a) Previous experience preferably with first-hand conducting Departmental Enquiries.

#### **3. Procedure of Empanelment:**

Received applications of retired officers willing to serve as Inquiry Officers shall be scrutinized by an internal committee based upon the eligibility criteria and other conditions of empanelment. The decision of the Competent Authority of CWC regarding empanelling of the Inquiry Officer shall be final. Selected applicant (s) will be issued with the letter of empanelment.

#### **4. Other Terms and Conditions:**

- a) He/ She should be in sound health, physically and mentally.

- b) The Institute may verify details from last organization of the applicant during the period of empanelment, and in case a declaration by the official is found to be not true, his/her empanelment will be terminated without assigning any reasons.
- c) He/ She shall be entrusted with the cases for conducting the Inquiry by any Disciplinary Authority as per the Institute's regulations.
- d) Mere empanelment as IO will not confer any right to any IO to be assigned with the cases.
- e) The Inquiry Report after its completion should be submitted to the Disciplinary Authority who appointed him as IO.
- f) The maximum number of disciplinary cases handed currently in a year should be not more than eight, and not more than 4 cases at a time.
- g) The designated Inquiry Officer shall be required to give the following undertaking along with his acceptance:
- 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 employee.
  - ii. That he/she shall maintain strict secrecy in relation to the documents he/she receives, or information/ data collected by him/her in connection with the Inquiry and utilize the same only for the purpose of Inquiry in the case entrusted to him/her. He/ She shall also be required to sign a Non-Disclosure Agreement (NDA) as per **Annexure - III** in this respect.
- h) 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 as may be required.
- i) Before the payment of remuneration is claimed by the Inquiry Officer, it will be the responsibility of the IO to ensure that:
- i. The report of findings on each of the Articles of Charge which has been enquired into have been specifically dealt and IO shall address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
  - ii. There should not be any ambiguity in the inquiry report and therefore every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/ instructions/guidelines of CWC/DoPT/CVC.

## **5. Entitlements:**

Items	Category		Rate per case (INR) for CDA pay scale
Honorarium	I	where number of witnesses cited in the memorandum/charge sheet is more than 10	An amount equal to 90% of the monthly basic pension drawn
	II	where number of witnesses cited in the memorandum/charge sheet are between 6-10	An amount equal to 70% of the monthly basic pension drawn
	III	where number of witnesses cited in the memorandum/ charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn.

Transport Allowance		For outstation journey, Inquiry Officer shall be entitled to train fare as per eligibility of the last post held at the time of retirement.  Air journey to Inquiry Officer shall be provided on case to case basis with the approval of Competent Authority. Reimbursement of local conveyance to Inquiry Officer shall be reimbursed as per guidelines of Institute issued from time to time.	
Secretarial Assistance	Secretarial Assistance may be arranged by the Inquiry Officer. The Institute shall, however, bear the expenses as per the charges detailed below.		
	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/-		

a) GST (if any) on above rates shall be payable extra. The payment shall be subject to TDS as per Income Tax Rules.

b) In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5,000/- will be payable to the IO for every additional charged officer.

c) If there is delay in completion of inquiry, which is not due to non- cooperation of the charged officer or due to stay orders etc., or for which no extension has been granted by the Disciplinary Authority, the Honorarium would be reduced by 50%.

d) Payment to the Inquiring Officer shall be released only after the following conditions are ensured:

i. All case records and Inquiry Report (two ink signed/digitally signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority who appointed him/her as the Inquiring Officer.

ii. Inquiry Report should be accepted by the Disciplinary Authority. In case if it is not possible to proceed with the matter due to stay order issued by any Court of Law etc., then the Inquiring Officer may be discharged from his duties with immediate effect and payment of honorarium, if any, shall be made on pro-rata basis based upon the period and quantum of work involved in the case.

## **6. Removal from Empanelment:**

Empanelment as IO shall be terminated at any time for performance-related or any other reasons, after serving a Show Cause Notice to the empanelled IO, to be replied within 30 days from the date of issuance of such Notice. Such Show Cause Notice shall preferably be issued by Speed post and email.

**7. Miscellaneous:**

- a) The Inquiry Officer shall not engage himself /herself in any other professional work or service, which is likely to conflict with the performance of his/her duties as Inquiry Officer during the inquiry.
- b) IIM Sirmaur reserves the right to reject any or all applications without assigning any reason(s) thereto. IIM Sirmaur reserves the right to change/ modify/ cancel the terms and conditions of the appointment without assigning any reason or notice thereof.
- c) The Inquiry Officer shall conduct the inquiry proceedings at a location considering the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/Presenting Officer etc. Video Conferencing shall be utilized to the maximum extent possible to minimize travel undertaken by IO/Presenting Officer/Charged Officer.
- d) The Institute will facilitate necessary arrangement for video conferencing.
- e) Inquiry Officer appointed in terms of this notification shall conduct Inquiry at the place mutually agreed with the Presenting Officer. In case of disagreement regarding the place of Inquiry, the decision of the Disciplinary Authority shall be final and binding.
- f) Incomplete applications and applications not submitted as per the prescribed format are liable to be REJECTED. Application format attached as **Annexure - I**.

Sd/-  
Administrative Officer  
(Personnel/ General Administration)  
Indian Institute of Management Sirmaur

Please affix self-  
attested  
photograph

**APPLICATION FOR EMPANELMENT AS INQUIRY OFFICER IN IIM SIRMAUR  
TO CONDUCT DEPARTMENTAL INQUIRIES**

1. Name of the Officer :  
(In capital letters)  
Date of Birth (with proof) :  
Address for correspondence :  
  
Email ID :  
Telephone no/ Mobile no. :  
Qualification and Achievements :  
  
2. Date of retirement from government service/ PSU :  
  
3. Age as on date :  
(DD/MMM/YYYY)  
  
4. Last Post held before retirement with pay scale :  
  
5. Details of the organization and Nature of duty :  
  
6. Have you ever been assigned the responsibility of the  
Inquiry Officer (Yes/No)? :  
  
7. If yes, the details thereof including number of cases  
Handled :

Sr. No.	Brief facts of the case/ charge	No. of documents Submitted/ witness examined	Brief of finding submitted
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Please note: Additional sheets for description may be attached If required

8. Whether retired on attaining the age of Superannuation  
or voluntary retirement? :  
  
9. Whether any penalty was imposed during the service?  
If yes, the details thereof. :  
  
10. Whether employed in any organization post retirement,  
if yes, Details of the same to be provided. :

Copies of all supporting documents in respect of service particulars, relieving certificate, PAN, Aadhar Card, etc. to be enclosed.

**Note: In case any information/ document is found to be false or misrepresented at a later date the empanelment shall be cancelled with immediate effect.**

Name :

Signature :

Present Address :

Permanent Address :

Place :

Date :

## **ANNEXURE – II**

### **UNDERTAKING**

1. I solemnly declare that information given above is correct and complete. If at any stage, any information furnished by undersigned is found incorrect, then I shall be personally responsible for the same.
2. I also undertake that I have never been issued charge sheet/ penalized in a departmental disciplinary case or have never been involved / charge- sheeted in a criminal case.

Name :

Signature :

Date :

**This Non-Disclosure and Confidentiality Agreement (this "Agreement") is entered into as of the ..... (the “Effective Date”) by and between:**

**IIM Sirmaur**

And

.....

FOR GOOD CONSIDERATION, and in consideration of being empanelled by IIM Sirmaur ..... hereby agrees and acknowledges:

1. That during the course of my empanelment there may be situation when certain trade secrets of the Institute disclosed to me; said trade secrets consisting but not necessarily limited to:

(a) Technical information: Methods, processes, techniques, etc.

(b) Business information: Customer lists, pricing data, sources of supply, financial data and marketing, planning, or plans etc.

2. I agree that I shall not during, or at any time after the termination of my empanelment in the Institute, use for myself or others, or disclose or divulge to others including future Empanelled inquiry officer, any trade secrets, confidential information, or any other proprietary/confidential/official data of the Institute in violation of this agreement.

3. That upon the termination of my empanelment from IIM Sirmaur:

a) I shall return to the Institute all documents and property of the Institute, including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, computer hardware's, and all other materials and all copies thereof relating in any way to the Institute's, or in any way obtained by me during the course of empanelment. I further agree that I shall not retain copies, notes or abstracts of the foregoing.

b) The Institute may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.

c) This agreement shall be binding upon me and my personal representatives and successors in interest, and shall inure to the benefit of the Institute, its successors and assigns.

4. I agree to retain the Confidential Information of IIM Sirmaur in strict confidence, to protect the security, integrity and confidentiality of such information and to not permit unauthorized access to or unauthorized use, disclosure, publication or dissemination of Confidential Information except in conformity with this Agreement.



5. I shall not commit any act or do anything which might reasonably be considered: i. to be immoral, deceptive, scandalous or obscene; or ii. to injure, tarnish, damage or otherwise negatively affect the reputation and goodwill associated with IIM Sirmaur.

\_\_\_\_\_  
Empanelled Inquiry Officer Name

\_\_\_\_\_  
IIM Sirmaur Representative Name

\_\_\_\_\_  
Empanelled Inquiry Officer Signature

\_\_\_\_\_  
IIM Sirmaur Representative Signature

Date:

Date: