



KARNATAKA ANTIBIOTICS &
PHARMACEUTICALS LIMITED

(A Government of India Enterprise)
BANGALORE

NOTICE FOR EMPANELMENT OF RETIRED OFFICERS AS THE INQUIRY OFFICERS FOR CONDUCTING DEPARTMENTAL INQUIRIES IN KAPL LIMITED

About KAPL Limited:

Karnataka Antibiotics and Pharmaceuticals Limited is a Joint Sector Company of Government of India with 59.17% of shareholding and 40.83% from Government of Karnataka through Karnataka State Industrial Infrastructure Development Corporation (KSIIDC).

KAPL Limited intends to empanel retired Officers as Inquiry Officers for the purpose of conducting departmental inquiries with details mentioned hereunder.

Eligibility conditions for Inquiry Officer:

Following are the eligibility conditions for appointment of willing retired officers as Inquiry Officers to conduct departmental inquiries:-

- (i) Retired officers who are willing to serve as Inquiry Officer.
- (ii) Retired Officers not below the rank of Dy. Secretary in the Central Government (i.e. equivalent to Pay level 12 of pay matrix as per 7th CPC) and equivalent Officer in the State Government/ PSUs (i.e. equivalent to pay scale of Rs.70000-200000 as per IDA 3rd PRC).
- (iii) He/she should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case).
- (iv) The experience in the sector and status of residence shall also be considered.

Validity of the panel:

The panel of retired officers created for the purpose of appointing Inquiry Officers for conducting departmental Inquiry will be valid for a period of three years.

Terms and Conditions for appointment of retired officers as the Inquiry Officer:

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;
- (ii) 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.

Other Conditions:

- (i) No such documents/information or data shall be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. 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.
- (ii) The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO.
- (iii) The Inquiry Officer shall undertake travel for conducting Inquiry (in unavoidable circumstances) with the approval of Disciplinary Authority.
- (iv) The number of disciplinary cases assigned to an Inquiry Officer will be restricted to 8 cases in a year, with not more than 4 cases at a time.
- (v) 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 depending upon the circumstances of the case.
- (vi) Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority.
- (vii) A review of every empanelled Inquiry Officer will be done after receipt of 2 inquiry reports where adherence to time lines and the procedure and quality of work will be assessed. Subsequent allocation of work may be done only after such evaluation. The services of Inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.



**Structure of rates of Honorarium and other allowances payable to the
Inquiry Officer:**

Items	Category	Rate per case (in rupees)	
		For officers retired from the Ministries/ Departments under Government of India	For officers retired from PSUs
Honorarium	I Where the number of witnesses cited in the charge sheet is more than 10	An amount equal to 90% of the monthly basic pension drawn	An amount equal to 45% of the last drawn Basic Pay
	II Where the number of witnesses cited in the charge sheet are between 6-10	An amount equal to 70% of the monthly basic pension drawn	An amount equal to 35% of the last drawn Basic Pay
	III Where the number of witnesses cited in the charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn	An amount equal to 30% of the last drawn Basic Pay
Transport Allowance	To and Fro taxi arrangement will be arranged by the Company		

In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5000 will be payable to Inquiry Officer for every additional charged officer.

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 Honorarium will normally be regulated by taking into account the quantum of work involved in individual disciplinary cases.

Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that :-

- (i) All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority.
- (ii) The report returns findings on each of the Articles of Charge which has been enquired into should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.



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- (iii) 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 of KAPL.

How to apply:

Eligible retired officials willing for empanelment as Inquiry Officer may send their Bio-Data duly completed in all respects as per proforma (Annexure-'A') along with supporting documents to Deputy General Manager (HR), KAPL Limited, Registered & Corporate Office. "ARKA - THE BUSINESS CENTRE", Plot No. : 37, Site No. : 34/4, NTTF Main Road, Peenya Industrial Area, 2nd Phase, Bangalore-560058 by post. The last date of submission of application is 20 days from the date of publication of this advertisement [advertisement date 05.06.2024]


Deputy General Manager(HR)
KAPL Limited



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Annexure-'A'

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

1. Name of the officer (In capital letters) :
2. Date of retirement from government service :
3. Last Post held before retirement :
4. Details of the Ministry and posts held during the service :
5. Last Pay scale drawn in CDA/IDA :
6. Last basic pay drawn in CDA/IDA :
7. Monthly basic pension drawn, if any. :
8. TA/DA rules applicable to the Officer immediately prior to his/her retirement :
9. Have you ever been assigned the Responsibility of the Inquiry Officer :
- If yes, the details thereof :
10. Whether retired on attaining the age of Superannuation or voluntary retirement :
11. Whether any penalty was imposed during the service :
- If yes, the details thereof :
- Vigilance clearance to be submitted From the last serving organization

Name and signature

Permanent/Present Address

Contact Number

Place:

Date:

(Note: Supporting documents to be attached.)