

Empanelment of Retired Officer as Inquiry / Investigation Officer for conducting Departmental Inquiry / Investigation.

M/s,Karnataka Antibiotics & Pharmaceuticals Ltd, a pioneer pharmaceutical company intends to empanel retired officer for the purpose of conducting departmental inquiry / investigation in corporate office or in the depots located across the country.

The panel created for the above purpose will valid for a period of three years.

- I. **AGE** : The candidate willing to serve as inquiry officer should not be more than 65 years of age as on 1.1.2019. Officer presently serving in professional consultancy agency and specialized in investigation, inquiry and disciplinary / departmental proceeding may also apply provided they meet the criteria with regard to age, qualification and work experience.
- II. **QUALIFICATION** : Degree in Pharma / Engineering / Agriculture from the recognized university or CA/ ICWA. Candidate having qualification like degree of Law, Personnel Management, HR & IR will be preferred.
- III. **WORK EXPERIENCE :-**
 - (a) The candidate should be retired IAS Officer / IPS Officer / Retired Judiciary / Retired Director / Executive Director / General Manager / Deputy General Manager from any CPSU / PSU.

- (b) He / She should have worked in Vigilance Department for atleast 4-5 years.
- (c) He/ She should be conversant with the Investigations, Disciplinary Procedure, Conduct Rules of any PSU.
- (d) He/She should be conversant with the legal process.

IV. REMUNERATION :-

A.

Particulars / Details		
Category	Time taken to complete the Inquiry Proceedings	Rate per case [in rupees]
A	Within 30 working days	Rs.30,000/-
B	Within 45 working days	Rs.25000/-
C	Within 60 working days	Rs.20000/-
D	Within 90 working days	Rs.15000/-
E	Beyond 90 working days	Rs.10000/-

B. 1. Company shall provide boarding / lodging facilities. The necessary arrangement shall be made as per rules after obtaining approval of Competent Authority.

2. Travel expenses shall be reimbursed from the residing place to the place of inquiry / investigation as per eligibility of the existing rank.

V. OTHER TERMS AND CONDITIONS :-

- i) **Job Description** : He / She shall be entrusted with cases for conducting the inquiries / investigations by MD/CVO of the Company. The Inquiry report / investigation report after its completion should be submitted to the MD/CVO of the Company or the person authorized by the Company.
- ii) Empanelment does not guarantee any assignment of Inquiry / Investigation. No notice will be given for removing name from empanelment.
- iii) **Notice period for removal from empanelment** : Shall be terminated at any time by the appointing authority without notice and without assigning any reason.
- iv) **Facilities for working** :- Shall be provided with the necessary infrastructure for holding inquiry / investigations besides the stationery / postage of the company.
- v) **Place of Empanelment** : In the head office or in any of the places, where the depots of M/s.KAPL are located depending on the case allotted to the I.O.
- vi) **Empanelment Period** : - Will be empanelled for the period of 3 years subject to an annual review by the MD/CVO of the company.

VI. OTHERS :-

- i) The Inquiry / Investigation Officer will conduct the inquiry proceeding / investigations only in the factory / office premises of the KAPL or at the place of concentration of the charged officer / witness etc.

- ii) M/s.KAPL reserve the right to reject any or all applications from the Retired Officer without assigning any reason thereto. M/s.KAPL reserve the right to change / modify / cancel the terms and conditions of the empanelment without assigning any reason or notice thereof. Likewise, M/s.KAPL reserve its right to cancel the empanelment without assigning any reason or notice to the concerned empanelled Inquiry / Investigation Officer.
- iii) The Retired Officer empanelled as Inquiry / Investigation Officer should be in sound health, physically and mentally.
- iv) The Retired Officer shall be engaged as Inquiry / Investigation Officer by the Disciplinary Authority for the charged officer whose case is entrusted to him /her.
- v) The Retired Officer will be entrusted with the inquiries /investigations on case to case basis by the Disciplinary Authority.
- vi) The Retired Officer shall maintain strict secrecy in relation to the documents he / she receives or information / data collected by him / her in connection with the inquiry / investigation and utilize the same only for the purpose of the inquiry in the case entrusted to him /her. No such documents / information or data are to be divulged to any one during inquiry / investigation or after presentation of the inquiry / investigation report.
- vii) The I O entrusted with the inquiries / investigations will be required to furnish an undertaking to maintain strict secrecy and confidentially of all records / documents / proceedings

- etc. All the records, report etc., available with the I.O. shall be duly returned to the Authority which appointed him / her as such, at the time of presentation of the inquiry / investigation report.
- viii) The Retired Officer will be provided with a office with furniture by the concerned department /organization which engages him / her on days of enquiry / investigation.
- ix) The Retired Officer will be provided with the stationery / postage by the department / organization which engages him /her.

VII. HOW TO APPLY : The application in the prescribed format along with the self attested Xerox copy of document towards educational qualification and work / job experience is to be sent to the HOD, HR Department, Karnataka Antibiotics & Pharmaceuticals Ltd., Dr.Rajkumar Road, Rajajinagar, 1st Block, Bengaluru – 560 010 and the soft copy of the same to be sent on the email : jch@kaplindia.com **on or before 16.01.2019.**

VIII. NOTE :-

- 1) The empanelment is for specified period as stated above and as such should not be construed as an offer of employment or regular employment in the company.
- 2) Apart from the remuneration and other details mentioned above, the appointed candidate is not entitled to any other perquisites / facilities.

UNDERTAKING

1. I solemnly declare that information given above is correct and complete. Any information found at any stage incorrect, I shall be responsible for that
2. I shall give undertaking that charged officer is no way related to me while accepting the appointment.
3. I shall maintain strict secrecy and security in relation to the documents. I receive or information / data collected by me in connection with inquiry / investigation and utilize the same only for the purpose of inquiry / investigation in the case entrusted to me. No such documents / information or data will be divulged to any one during the inquiry / investigation or after presentation of the inquiry / investigation report. I will maintain strict secrecy and confidentiality of all records / documents / proceedings etc. All the records, report etc., available with the inquiry / investigation officer shall be duly returned to the Authority which appointed me as such at the time of presentation of the inquiry / investigation report.
4. I undertake that the performance of work of Inquiry / Investigation Officer shall not be affected due to additional work / job.

Name & signature of the applicant

Date :

Place :

**APPLICATION FOR EMPANELMENT FOR PROVIDING SERVICES AS
INQUIRY / INVESTIGATION OFFICER TO CONDUCT DEPARTMENTAL
INQUIRY / INVESTIGATION**

01.Full Name :

02.Designation :
[at the time of superannuation]

03.Name of organization last worked :

04.Date of Birth & Age [years] :

05.Present place of residence :
[with complete postal address]

06.Permanent place of residence :

07.Mobile No. :

08.Telephone No. [Residence] :

09.Email address :

10.Educational Qualifications :-

Qualification [starting from graduation]	University / Institute	Year of passing	Percentage / Grade / Division	Remarks

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11.DETAILS OF PROFESSIONAL EXPERIENCE :-

Sl.No.	Positions held / designation	Nature of work / experience	Approx. duration [years]	Remarks

12.Have you ever assigned the responsibility of the Inquiry / Investigation Officer :

13.If yes, the details thereof :

[Note] Kindly indicate experience in conducting inquiry proceedings / investigation with respect to type and number of inquiries / investigations with copy of letter of appointment as I.O. from concerned organizations.

14.Last pay drawn [with basic pay and grade]

15.Whether retired on attaining the age of superannuation or voluntary retirement.

16.Whether any penalty was imposed during the service.

17.If yes, the details thereof.

