



ASSAM TEA CORPORATION LIMITED

(A Government of Assam Undertaking)

Housefed Complex, C-Block (7th Floor) Dr. B. N. Saikia Road, Dispur, Guwahati-781006

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CIN: U01132AS197 2SGC001363

Advertisement for calling applications for empanelment as Inquiry Officers to conduct Departmental Inquiries, etc.

Assam Tea Corporation Limited (ATCL), a Govt. of Assam Undertaking, invites applications for empanelment as Inquiry Officers to conduct departmental inquiries, etc.

The details of scope of eligibility, scope of work, fees, terms & conditions, etc. are as given below:

1) Eligibility, Scope of work & Fees:

Eligibility	Scope of Work	Fees
<p>A) Retired Government Civil, Police and Forest Officers of the rank of Dy. Secretary and above preferably from the state of Assam. Or B) Lawyers/ Advocates in Practice having experience of 10 years or more.</p> <p>Note: Persons having experience in Vigilance, Investigation, Inquiry and Disciplinary proceedings shall be preferred.</p>	<p>The empanelled Officers will be required to perform any of the followings:</p> <p>i. Inquiry/investigation into the truth of any imputation of misconduct, misbehaviour, irregularities, breach of trust, etc. against an employee of the Corporation.</p> <p>ii. Assistance in/ preparation of the following: a. Show Cause Notices; b. Charge Sheet / Statement of Allegations, etc.</p> <p>iii. Conducting departmental enquiry and submission of the report of findings thereon to the Disciplinary authority within the prescribed time limit.</p> <p>iv. Any other incidental duties entrusted by the competent authority from time to time.</p>	<p>Mutually agreed fees will be paid on case to case basis depending upon the gravity and magnitude of the cases assigned, etc.</p>
<p>Note: The age of applicant should not be more than 72 years as on 01.07.2017.</p>		

2) The last date of receipt of application shall be 20th September, 2017.

3) Only the short listed candidates will be called for interactive session before empanelment.

4) After the interactive session, the selected candidates will be informed through email/ postal correspondence about their engagement.

5) The Company reserves the right to modify or cancel the advertisement / empanelment process fully or partly at any stage on any grounds and such decision of the Company will not be notified or

intimated to the applicants. The Company also reserves the right of selection / rejection of any or all applications received for appointment as Inquiry Officer without assigning any reasons thereof. It is also not binding on the Company to disclose the process conducted for selection of Inquiry Officer.

- 6) The applicant is required to enclose Service/ Practice Certificate or Relieve Order showing the last designation at the time of retirement and also require to enclose a certificate showing his date of birth along with his application.
- 7) Interested persons should apply in Format A or B (as applicable) attached herewith. All items of the application form should be filled-in properly.
- 8) Signed and scanned copy of the application form is to be mailed along with all the enclosures as indicated in PDF format to the e-mail address of the Company i.e. ssassam30@gmail.com on or before 20th September, 2017.
- 9) The empanelment will be made after receipt of the consent from the selected candidates and the Undertaking as per the enclosed format.

10) Terms & Conditions of Engagement:

- A) The payment of fees and Travelling Allowance / Daily Allowance of the Inquiry Officers shall be paid (except Air Fare and Air Conditioned First Class Fare) as per rule of the Company on the basis of receipts / vouchers / tickets etc. produced by the Inquiry Officer which will be made from the head office of the Company after following the due procedure.
- B) The Travelling Allowance / Daily Allowance expenses shall be regulated from present residence of the inquiry officer or a place within the State of Assam from where such officer started his journey for conducting the Inquiry limited to what would have been payable for the journey from the place of present residence to the place of Inquiry irrespective of the fact that Inquiry Officer retired from any of the place.
- C) The fees to be paid is exclusive of stationery, typing, Xeroxing, Postages and Fax charges which will be borne by the Company by way of payment to the concerned service provider / Agency directly or through reimbursement to the inquiry officer if incurred by him on submission of vouchers / certificates. The payment of fees and other payables shall be arranged by the concerned Competent Authority (viz. the Disciplinary Authority which has assigned the Inquiry) on receipt of Inquiry Report with findings. The payment of fees and other payables to Inquiry Officer may be arranged by the concerned Competent Authority within a month from the date of submission of claim by him.

- D) The Company's Representative shall make arrangements for writer and other clerical arrangements for recording of proceedings including stationery during the Inquiry. He shall also make arrangements for Rest House or Conference Room or any other suitable place for sitting and conducting the Inquiry and to intimate the Inquiry Officer accordingly on telephone and subsequent confirmation through SMS, e-mail, Fax or letter for enabling him to incorporate the said details while conveying the date fixed for Inquiry.
- E) The Company's Representative may extend facility of vehicle to Inquiry Officer for local movements whenever necessary and feasible. The Inquiry Officer shall also be entitled for actual reimbursement of conveyance, if the facility of vehicle could not be extended by the Company's Representative.
- F) The Disciplinary authority is at liberty to appoint any one of the empanelled Officers as an Inquiry Officer as per his choice after considering the nature of experience possessed by the concerned and the area of work done, subject to the condition that the status of such officer should have been above the level of delinquent employee.
- G) The person who has been appointed as Inquiry Officer has to complete the Inquiry and submit Inquiry findings within the stipulated period from the date of receipt of the case. (Inquiry Officer will communicate the date of receipt of the case to the Competent Authority either by e-mail or SMS so as to enable to decide exact date of receipt of the case by the retired Inquiry Officer).

However, such time limit may be extended by the Competent Authority if the Inquiry Officer has sought extension on reasonable grounds.

- H) The Inquiry Officer shall not divulge any information with regard to the inquiry/ affairs of the Company, which he derives by virtue of his assignment as Inquiry Officer, without specific written permission of the Chairman & Managing Director of ATCL.
- I) The Disciplinary Authority, who has assigned the Inquiry to the Inquiry Officer, has a right to withdraw the case from the Inquiry Officer at any stage without assigning any reasons thereof and without payment of any fee, in case of incomplete inquiries or where Inquiry Reports along with the findings are not received from the Inquiry Officer.
- J) The Company has a right to amend, add, alter, delete any of the conditions without assigning any reasons thereof and no claim of compensation or loss, whatsoever may be, shall be entertained by the Company.
- K) The decision of the Company in all matters relating to appointment of Inquiry Officer shall be final and no individual correspondence will be entertained.

- L) All the matters / disputes arising under and on account of this order shall be settled by the Managing Director, ATCL.
- M) The empanelment will be valid for a period of five years.
- N) Extension of the empanelled Candidates beyond the age of 72 years may be considered by the Corporation based on the performance and fitness of the Candidate.
- O) The notice period for removal from empanelment shall be at any time by the appointing Authority, without notice and without assigning any reasons thereof.

Place: Guwahati.
Date: 31.08.2017


Managing Director
Assam Tea Corporation Limited

Managing Director
Assam Tea Corporation Limited

**A. FORMAT OF APPLICATION FORM FOR EMPANELMENT AS INQUIRY OFFICER BY
THE RETIRED OFFICERS**

1. Name in full : (First Name) (Middle Name) (Surname)
2. Permanent Address with Pin Code:
3. Present/Correspondence Address with Pin Code:
4. Email ID:
5. Contact No. (1) Landline No. :
(2) Mobile No. :
6. Date of Birth : (Birth/ High School Leaving Certificate in support of age to be enclosed)
7. Age as on 01.07.2017: (Years) (Month) (Days)
8. Educational Qualification: (Certificates of educational qualifications to be enclosed)
9. Computer Proficiency:
10. Languages Known:
11. PAN number:
12. Details of retirement:-
 - i) Name & address of the office from which the officer retired. (Indicating Circle / Zone etc.)
 - ii) Name of the Dept. of Govt. (If retired from Govt. Office):
 - iii) Date of Retirement:
 - iv) Posts held for 10 years before the time of retirement: (A separate sheet may be enclosed showing post held, Name of the Office, period, Area of work done etc. during the period of service):
 - v) Pay scale at the time of retirement:
 - vi) Experience: (A brief note on experience highlighting achievements in the service, career and any other notable details not exceeding 150 words may be attached)
 - vii) Whether having experience of departmental Inquiry: Yes / No (If yes, give details)
13. Details regarding empanelment with other Organizations, if any:
14. Other relevant information, if any.

Affix Latest
passport
size
Photograph

(Signature of the Candidate)

**B. FORMAT OF APPLICATION FORM FOR EMPANELMENT AS INQUIRY OFFICER BY
THE LAWYERS/ ADVOCATES IN PRACTICE**

Affix Latest
passport
size
Photograph

1. Name in full: (First Name) (Middle Name) (Surname)
2. Permanent Address with Pin Code:
3. Present/Correspondence Address with Pin Code:
4. Email ID:
5. Contact No. (1) Landline No. :
(2) Mobile No. :
6. Date of Birth: (Birth/ High School Leaving Certificate in support of age to be enclosed)
7. Age as on 01.07.2017: (Years) (Month) (Days)
8. Educational Qualification: (Certificates of educational qualifications to be enclosed)
9. Computer Proficiency:
10. Languages Known:
11. PAN number:
12. Name of the Bar Council:
13. Registration/ Enrolment no. and Date of Enrolment: (Copy of enrolment certificate must be attached)
14. The courts where the Advocate is regularly practicing: (Enclose Bar Association Membership Certificate)
15. Identity card issued by Bar Association / Bar Council: (to be enclosed, if any)
16. Length of Practice:
17. Area of practice & Specialization, if any (constitution/taxation/service etc.):
18. Experience: (The details of a few important cases the Advocate has dealt with/handled and reported Judgment if any, may be enclosed with any other notable details not exceeding 150 words.)

19. Whether having experience of departmental Inquiry: Yes / No (If yes, give details)

20. Whether Central/State Govt. Counsel/Pleader: Yes / No (If yes, give details)

21. Brief list of clients e.g. Govt./Organizations/Commissions/PSUs:

22. Details regarding empanelment with other Organizations, if any:

23. Other relevant information, if any.

(Signature of the Candidate)

UNDERTAKING

(To be executed by the selected candidates for empanelment)

1. I solemnly declare that information given above is true, correct and complete. Any information found at any stage incorrect, I shall be responsible for that.
2. I have gone through the terms & conditions, which are acceptable to me. I further declare that my Service/ Practice Record is clean & non-controversial having impeccable integrity while in the service/practice. Presently I have no connection with any organization dealing with ATCL, so that I can pay impartial role in conducting the assigned works of Inquiry, etc.
3. I shall maintain strict secrecy and security in relation to the documents I receive or information/data collected by me in connection with the Inquiry and utilise the same only for the purpose of inquiry in the case entrusted to me. No such documents/information or data will be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. I will 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 me as such, at the time of presentation of the Inquiry Report.
4. I hereby undertake to perform my assigned tasks with due diligence and honesty without any bias/ prejudice to the concerned issues/ persons involved in the inquiries, etc.

Date :

Signature

Place :

Note:

1. Attested copy of the required Certificates/ Documents are to be attached with the Application Form).
2. The empanelment is for a specified period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Company.
3. Apart from the remuneration & other details mentioned above, the appointed candidate is not entitled to any other Perquisites / Facilities etc.