

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: SERVICES-I BRANCH  
DELHI SECRETARIAT: 7<sup>TH</sup> LEVEL: B-WING  
I.P. ESTATE: NEW DELHI-110002: PH: 011-23392038(O).

F.No.30/25/2018/S.I./2191

Dated: 15-09-2020

OFFICE MEMORANDUM

Sub: Appointment/Empanelment of Inquiry Officer for conducting Departmental Inquiries- reg.

Inquiry Officers are appointed by the Disciplinary Authority under Rule 14(2) of the CCS (CCA) Rules, 1965 for conducting Departmental Inquiries. It has come to notice that in some cases, officers, who are appointed as Inquiry Officer for conducting departmental proceedings are themselves facing departmental inquiry or are accused in any pending inquiry either by Anti Corruption Branch, GNCTD or other Central Agency or their name appears in the Agreed List.

The undersigned is directed to invite attention to the Department of Personnel and Administrative Reforms O.M. No.39/40/70-Estt(A) dated 09.11.1972 which inter alia, provides that only those Officers who are free from bias should be appointed as Inquiry Officers by the disciplinary authority to conduct departmental inquiries. It is, therefore, of utmost significance that the Inquiring Authority should have an unblemished service record with impeccable integrity.

In view of above, ACS/Pr. Secretaries/Secretaries/HODs of various Departments/PSUs/Local/Autonomous bodies/Grant-in-Aid Institutions/Societies of Govt. of NCT of Delhi are requested to strictly adhere to the aforementioned points before appointing Inquiring Authority in Departmental Inquiries and to invariably check their vigilance status before appointing gazetted officer as Inquiry officer.

This issues with the prior approval of Chief Secretary.

  
15/9/2020  
(ANJU MANGLA)  
DY. SECRETARY (SERVICES)

All Addl. Chief Secretaries/Principal Secretaries/Secretaries,  
All Head of Departments,  
Local and Autonomous Bodies,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.