



**SAGARMALA**  
PORT-LED PROSPERITY



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Par-excellence*

**चेन्नै पत्तन प्राधिकरण  
CHENNAI PORT AUTHORITY**

प्रशासनिक कार्यालय :  
ADMINISTRATIVE OFFICE :

नं.1, राजाजी सालै चेन्नै - 600 001.  
No.1, Rajaji Salai, Chennai - 600 001.  
Website : [www.chennaiport.gov.in](http://www.chennaiport.gov.in)

**CHENNAI PORT AUTHORITY**

**No.1 Rajaji Salai,**

**Chennai - 600001**

**GENERAL ADMINISTRATION DEPARTMENT**

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT**

**OF INQUIRY OFFICER**

**File No. A2/7188/2021/GA**

Chennai Port Authority, an autonomous body under the MoPS&W, Gol, invites applications from eligible retired officers of Major Ports/Central Govt/Central Autonomous Body/Central PSU, preferably at the level of Dy.HODs and above of Major Ports and equivalent and having experience or knowledge of conducting inquiry proceedings as Inquiry officer. For full details regarding tenure, remuneration etc, please visit our website viz. [www.chennaiport.gov.in](http://www.chennaiport.gov.in)

Last date for receipt of applications is 13.12.2022.

Chennai- 600 001.

SECRETARY

Note: Application and Annexure are enclosed.

*C. S. S. S.*  
Secretary -  
CHENNAI PORT AUTHORITY

APPLICATION FOR EMPANELMENT OF RETIRED OFFICERS IN CHENNAI PORT  
AUTHORITY AS INQUIRY OFFICERS TO CONDUCT INQUIRY

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1. Name
2. Date of Birth & Present age
3. Date of retirement from Government service:
4. Last post held before retirement
5. Details of the Ministry and posts held during the service:
6. Permanent/Present Residential Address
7. Contact No. & E-mail ID
8. Have you ever assigned the responsibility  
of the Inquiry officer  
If yes, the details thereof:
9. Whether retired on attaining the age of superannuation  
or VRS/SVRS
10. Whether any penalty was imposed during the service  
If yes, the details thereof:

Declaration:

I do hereby declare that all the information furnished by me in this application are true and correct to the best of my knowledge and belief and no information has been suppressed.

Signature

Place:

Date:

Encl: Annexure

CHENNAI PORT AUTHORITY

GENERAL ADMINISTRATION DEPARTMENT

Applications are invited from the eligible retired officers of Major Ports/Central Government/Central Autonomous Body/Central PSUs preferably at the level of retired Dy.HODs and above of Major Ports and equivalent, for the empanelment of INQUIRY OFFICERS in Chennai Port Authority Panel of Inquiry Officers.

I. The Terms and Conditions for the engagement of retired officers as Inquiry Officer in Chennai Port Authority Panel of Inquiry Officers:

- (i) Should not be more than 70 years of age as on 1.10.2022.
- (ii) Should be in sound health physically and mentally.
- (iii) The minimum criteria of the level of the retired officers shall be
  - (a) In the case of CPSEs/PSUs -Pay band of Rs.80,000 - 2,20,000 and above (E8 level)
  - (b) In the case of Central Government, the pay band of Rs.78,800-2,09,000 and above (level 12)
  - (c) In the case of Major Ports, the retired Dy.HODs and above.
- (iv) His/Her family members should not be in current employment with Chennai Port Authority.
- (v) Should not have been separated from the office by virtue of disciplinary measures and should not have faced any disciplinary proceedings atleast 10 years before retirement on superannuation / VRS / SVRS.
- (vi) Shall not engage himself / herself in any other professional work or service, which is likely to interfere with the performance of his / her duties as Inquiry Officer.
- (vii) Shall have experience as an Inquiry Officer while serving the office or have good knowledge on conducting departmental inquiry.
- (viii) Shall be entrusted with the job of Inquiry on a Case-to-Case basis, by the Disciplinary Authority.

- (ix) 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. No such documents / information or data are to be divulged to any one during the Inquiry or after presentation of the Inquiry Report. The I.O. entrusted with the inquiries will be required to furnish an undertaking to maintain strict secrecy and confidentiality of all records / documents / proceedings etc. All the records, reports etc. available with the I.O. shall duly be returned to the authority which appointed him / her, at the time of presentation of the Inquiry Report.
- (x) Shall be paid lump sum remuneration as per his / her entitlement as indicated in Item No. II below.
- (xi) Preferably, inquiry proceedings are to be conducted at the headquarters of the Chennai Port Authority or at the place of concentration of the charged officer(s), witnesses etc. as the case may be, which may be decided on case to case basis by the DA.
- (xii) Shall be provided with stationery by the ChPA for smooth conducting of inquiry.
- (xiii) The Transport for the I.Os will be provided by the Chennai Port Authority as per the cadre eligibility.
- (xiv) Liable to be terminated as IO at any time by the Appointing Authority without notice and / or without assigning any reasons with an intimation to Vigilance Department.
- (xv) Shall submit inquiry report in the prescribed proforma along with all records and documents relating to the case after completing the inquiry, within six months from the date of his/her appointment as Inquiry Officer, to receive payable remunerations.
- (xvi) A Selection Committee comprising Secretary, FA&CAO and another HOD under the Chairmanship of Deputy Chairman to recommend the panel or as would be approved by Chairman, after considering their resume, presentation on various departmental proceedings conducted during their tenure as Government employee to be presented before the Selection Committee.

- (xvii) Tenure of panel of IOs: The Panel will be valid for 3 years and will be reviewed by the Competent Authority from time to time.
- (xviii) The selected candidates as IO in the Panel of Inquiry officers of Chennai Port Authority are conduct inquiry on the following 3 types of departmental proceedings
- (a) Offshoot of Vigilance Inquiry/CBI Inquiry
  - (b) Recommended by Court of Law and
  - (c) On account of administrative /disciplinary measures
- (xix) Letter regarding engaging a retired officer as the IO will only be issued with the approval of the Disciplinary Authority.
- (xx) A review of every empanelled IO will be done after receipt of 2 Inquiry reports where adherence to time lines and the procedure and quality of work will be assessed by the Chennai Port Authority. Subsequent allocation of work may be done only after such evaluation. The services of the IOs whose performance is not upto the mark will be terminated with the approval of appointing authority.
- (xxi) The Competent Authority reserves the right to reject the applications without assigning any reason there for.
- (xxii) Any candidate, who is found to have knowingly / willfully furnished any particulars, which are false or have suppressed material information of a character, which if known later, is liable to be disqualified.
- (xxiii) The details regarding the application format and other conditions can be downloaded from website [www.chennaiport.gov.in](http://www.chennaiport.gov.in).
- (xxiv) Application not in the prescribed format and incomplete applications will be summarily rejected. Application without self attested copies of certificates / testimonials of proof of age, qualification and experience, will also be treated as incomplete and summarily rejected.
- (xxv) Only the short listed candidates will be intimated and no correspondence will be entertained from the candidates in this regard.

(xxvi) Eligible candidate may send their Application by Speed Post/Registered Post, to the following address:

The Secretary,  
General Administration Department,  
Chennai Port Authority,  
No.1, Rajaji Salai,  
Chennai – 600 001,  
Tamil Nadu.

(xxvii) Application in the prescribed format should reach on or before 13.12.2022.

II. The rates of honorarium and other allowances payable to the Inquiry Officers:

Items	Category	No. of Witnesses	Rate per case (In Rs.)
Honorarium	I	Where the No. of witnesses cited in the charge sheet is more than 10.	80% of monthly basic pension drawn.
	II	Where the number of witnesses cited in the charge sheet are between 6-10	60% of monthly basic pension drawn
	III	Where the number of witnesses cited in the charge sheet is less than 6.	50% of monthly basic pension drawn
Secretarial Assistance		Rs.5,000/- per case, if no assistance is provided by the department.	

TA/DA	If the Inquiry officer has to conduct the inquiry at a place other than ChPA, in an unavoidable circumstances and the IO has to undertake travel for conducting such inquiry, the rate of TA/DA in such cases may be permissible to IOs at the rate applicable to a serving officers of equivalent rank of ChPA.
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