



**Advertisement for calling the applications from Retired Officers for their empanelment as Enquiry Officer to conduct the Departmental Enquiry**

The Maharashtra State Electricity Transmission Company Limited invites applications from the retired officers for their empanelment as Enquiry Officer to conduct departmental enquiry on contract and case to case basis.

**1) Eligibility, Scope of work & Fees:**

Sr.No.	Eligibility	Scope of Work	Fees
1.	Retired Officers of the Company or Retired Officers worked with erstwhile MSEB viz. Chief Engineer, Executive Director, Director and equivalent or Retired Government Civil Officer of the rank of Deputy Secretary and above.	These retired Officers shall be appointed as Enquiry Officer for conducting the departmental enquiries against the officer of the rank of Executive Engineer, equivalent and above.	The fees shall be paid to such Enquiry Officer depending upon the amount of Loss involved and gravity of each case but in no case it shall be more than Rs. 20000/- (Lump sum) per case.
<b>Note :</b> But the status of any retired officers (at the time of retirement) should have been above the level of delinquent employee/officer.			

**2) Number of Enquiry Officers to be appointed: 02 nos.**

**3) Age Limit: The age of retired officer should not be more than 68 years as on **25.08.2016**.**

**4) Other terms & conditions:**

- i) The empanelment of retired officers having impeccable integrity shall be done as Enquiry Officer.
- ii) The Travelling Allowance and Daily Allowance shall be paid to the Enquiry Officer on par with the Company's equivalent Officers.
- iii) The Travelling Allowance / Daily Allowance expenses shall be regulated from present residence of retired officer or a place within the State of Maharashtra from where such retired officer started his journey for conducting the enquiry limited to what would have been payable for the journey from the place of present residence to the place of enquiry irrespective of the fact that Enquiry Officer retired from any of the place.
- iv) The payment of fees and Travelling Allowance / Daily Allowance of the retired Enquiry 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 Enquiry Officer which will be made from the office of the Officer not below the rank of Executive Engineer under whose jurisdiction the delinquent employee is working after following the due procedure.

- v) 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 retired officers 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 enquiry) on receipt of Enquiry Report with findings. The payment of fees and other payables to Enquiry Officer may be arranged by the concerned Competent Authority within a month from the date of submission of claim by him.
- vi) The Company Representative shall make arrangements for writer and other clerical arrangements for recording of proceedings including stationery during the enquiry. He shall also make arrangements for Rest House or Conference Room or any other suitable place for sitting and conducting the enquiry and to intimate the Enquiry 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 enquiry.
- vii) The Company Representative may extend facility of vehicle to Enquiry Officer for local movements whenever necessary and feasible. The retired officers appointed as Enquiry Officer shall also be entitled for actual reimbursement of Riksha/Taxi charges at the place of visit limited to Rs.50/- (to & fro) per occasion, if the facility of vehicle could not be extended by the Competent Representative.
- viii) The Company Representative shall ensure that he attends the enquiry well prepared without seeking postponement of enquiry and present Company's cases during the enquiry effectively. He shall issue letters to the Company's witness well in advance no sooner the date & venue is fixed. The Company Representative should also ensure that the enquiry is not postponed for want of proper arrangement to conduct enquiry or for any other reason.
- ix) The respective Disciplinary Authorities delegated with powers under schedule 'C' to Employees' Service Regulations shall issue the letter of appointment to the Enquiry Officer in the usual proforma as prescribed in Service Regulations by attaching the general terms and conditions as prescribed in Service Regulations. However, before issuing such letter concerned Disciplinary Authority shall ensure on telephone, fax, e-mail, SMS or any other prevailing mode of communication from such retired officer that he is available for conducting and completing the enquiry within the stipulated period.
- x) The Disciplinary authority is at liberty to appoint retired Officers as an Enquiry Officer as per his choice after confirming the nature of experience possessed by the concerned and the area of work done, subject to following conditions.
  - (a) The status of such retired officers should have been above the level of delinquent employee.
  - (b) Such retired Officers should have impeccable integrity while in the service of the MSEB/Company.

- xi) The retired officer who has been appointed as Enquiry Officer has to complete the enquiry and submit enquiry findings within one month from the date of receipt of the case. (He 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 to the retired Enquiry Officer).

However, such time limit may be extended by the Competent Authority by one more month in aggregate from the date of receipt of the case for which, the Enquiry Officer has to seek extension from the Competent Authority.

- xii) The Enquiry Officer shall not divulge any information with regard to the affairs of the Company, which he derive by virtue of his assignment as Enquiry Officer, without specific written permission of the Chairman & Managing Director of MSETCL.
- xiii) The Disciplinary Authority, who has assigned the enquiry to the Enquiry Officer, has a right to withdraw the case from the Enquiry Officer at any stage without assigning any reasons thereof and without payment of any fee, in case of incomplete enquiries or where Enquiry Reports alongwith the findings are not received from the Enquiry Officer.
- xiv) 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 entertain by the Company.
- xv) The MSETCL reserves the right to modify or to 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 MSETCL also reserves the right of selection / rejection of any or all applications received for appointment as Enquiry Officer without assigning any reasons thereof. It is also not binding on MSETCL to disclose the process conducted for selection of Enquiry Officer.
- xvi) The decision of the Company in all matters relating to appointment of Enquiry Officer shall be final and no individual correspondence will be entertained.
- xvii) All the matters / disputes arising under and an account of this order shall be settled exclusively within the jurisdiction of Competent Courts in Mumbai.

5) The last date of receipt of application to this office shall be **25.08.2015**.

6) The retired officer is required to enclose a Service 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 alongwith his application. He is also required to enclose a copy of medical certificate showing physically & mentally fit for the work of conducting departmental enquiry, such certificate should be obtained from a Govt. Medical Officer working at Primary Health Centre, Rural Hospital or Civil Hospital or Govt. Hospitals run by local bodies or a private registered medical practitioner having qualification as MBBS and above.

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- 7) The list of the retired officer who are selected as Enquiry Officer shall be displayed on Company's website under the head of News and no correspondence will be made to the individual.
- 8) The period of Enquiry Officer shall be for **one year** from the date of declaration of list.
- 9) The interested retired officers should apply in the Format given at the end of this advertisement in same order preferably type written on full-scape paper. All items of the application form should be filled-in properly.
- 10) Application form may be sent by way of scan copy of application form duly filled in alongwith scan copy of a service certificate / relieve order, certificate showing age of the applicant and medical certificate on the e-mail address of Chief General Manager (HR) i.e. [cgmhr@mahatransco.in](mailto:cgmhr@mahatransco.in) **on or before 25.08.2015**.

Place: Mumbai.

Date: 26.07.2016

  
||c Chief General Manager (HR)

**FORMAT OF APPLICATION FORM FOR  
APPOINTMENT AS ENQUIRY OFFICER**

Affix  
Latest  
passport size  
Photograph

1. Name in full : (First Name) (Middle Name) (Surname)
2. Correspondence Address with Pin Code. :
3. Email ID :
4. Contact No. (1) Landline No. : Code - Number  
(2) Mobile No. :
5. Date of Birth :
6. Age as on 25.08.2016 : (Years) (Month) (Days)
7. Educational Qualification :
8. Languages Known :
9. Details of retirement :
  - i) Name & address of the office from which officer retired. (Indicating Circle/Zone etc.)
  - ii) Name of the Dept. of Govt. : (If retired from Govt. Office)
  - iii) Date of Retirement :
  - iv) Post held at 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) Whether having experience of departmental enquiry. : Yes / No (If yes, give details)

(Signature of the Candidate)

10. Whether physically & mentally fit : Yes / No.  
to work as Enquiry Officer
11. Whether medical certificate of : Yes / No.  
Medical Practitioner is enclosed  
thereof.
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**UNDERTAKING**

I give the undertaking that the above information provided by me is true & correct. I have gone through the terms & conditions, which are acceptable to me. I further declare that my Service Record was clean & non-controversial having impeccable integrity while in the service. Presently I have no connection with any organization dealing with MSETCL, so that I can pay impartial role in conducting the departmental enquiry.

Date :

Place :

Signature

(Attested copy of medical certificate, service certificate / relieve order and the certificate showing age issued by the competent authority is to be attached with the Application Form).