

**EMPANELMENT OF RETIRED OFFICERS OF THE BANK AS INVESTIGATING OFFICER ON CONTRACT BASIS**

**1. Name of Position:** Investigating Officer (IO)

**2. Brief Role of the Job:**

- a) To conduct Staff Accountability Examination (SAE) in NPA accounts with outstanding upto Rs.50 Crore.
- b) The role of empaneled IO shall be restricted up to the stage of submission of SAE / investigation report to the Authority ordering SAE / investigation.
- c) The SAE / investigation report should be a statement of facts and should not contain any recommendation.
- d) The standard format developed by BCDM Department will be utilized for submitting SAE / Investigation Report.
- e) The IO shall ensure that all documents and registers containing the evidence are retained in personal custody of Branch / Unit Head having been entered in the Branch Document Register.
- f) The authority who is ordering investigation may assign other related roles as per requirement of a particular case.

**3. Eligibility Criteria:**

- a) The retired officer should have retired from the Bank's service on attaining superannuation on or after 31.12.2019 as officer in the grades SMGS-IV/V.
- b) The empanelment of an official will be terminated when he will attain 65 years of age or after 3 years of empanelment, whichever is earlier.
- c) The integrity of the official should not have been doubtful during his service in the Bank.
- d) No punishment / penalty should have been inflicted on the official during five years of his service in the Bank preceding his retirement.
- e) No cases of CBI or other law enforcement agencies should be pending against the official.
- f) The officer should have retired from the Bank's service only on attaining superannuation at the age of 60 years. The officers voluntarily retired / resigned / suspended or left the Bank otherwise before superannuation are not eligible for consideration for engagement. However, any officer, who has completed 58 years of age and 30 years of service / pensionable service (both the conditions need to be satisfied) as on the date of applying for voluntary retirement as per e-Circular Nos. CDO/P&HRD-PM/58/2015-16 dated 07.10.2015 & CDO/P&HRD-PM/12/2017-18

dated 05.05.2017, will be eligible for empanelment in the Bank on attaining the age of 60 years.

- g) The official should have sufficient experience in credit area.
- h) Ex-officers who are engaged in other Organizations are not eligible for empanelment.
- i) The applicant should be maintaining good health and willing to travel to all places in the country.
- j) Pensioners presently drawing their pension from one circle but residing permanently / temporarily in the geographical area of another Circle may apply to the Circle presently they are residing in. The pensioners shall not be eligible for empanelment in a Circle if they are presently neither residing nor drawing their pension from that Circle.

#### 4. Terms and Conditions of Empanelment:

- a) The ex-officers will be empaneled initially for a period of 2 years. If their performance is satisfactory and depending on their suitability and requirement of the Bank, the period of empanelment will be extended / renewed for a further period of 12 months in each instance till they attain the age of 65 years or complete 3 years of empanelment, whichever is earlier, keeping in view his/her good health appropriate for the work and level of expertise.
- b) The Bank may cancel/terminate the contract of the empanelment at any time without assigning any reason whatsoever. However, following indicative performance parameters may be used for termination of empanelment:
  - i) The ex-officer is unable to address the assigned works as expected by the Bank.
  - ii) Quality of the assigned work is not up to the satisfaction of the Bank.
  - iii) The Investigating Officer fails in timely completion of Investigation as finally decided by the Bank.
  - iv) The Investigating Officer is found lacking in honesty and integrity.
- c) Service Level Agreement (SLA), duly stamped, will be taken from the officials selected for empanelment, as given in **Annexure-III**.
- d) Maximum number of days allotted for Investigation and submission of report and remuneration to be paid per investigation are as detailed below:

Scale / Grade at the time of retirement	Quantum of Loan & Advance Case	Max. no of working days	Lump-sum amount per day without prejudice to pension *	Maximum No. of cases at one point of time
SMGS-IV	Upto Rs.50.00 Crores	As decided by the SAE Ordering Authority (Maximum 7 days)	4000	3 cases
SMGS-V			4500	3 cases

\* Amount is inclusive of local conveyance.

- e) Conveyance & transportation are payable for outstation investigation work, at the rate as applicable to the grade of the IO at the time of retirement from the Bank's service.
- f) Lodging/Halting Allowances: The Bank will arrange to provide accommodation in Bank's Guest house / Transit house for outstation Investigation work. However, if the same is not available, expenses for accommodation may be reimbursed as per their eligibility in the grade at the time of retirement. Halting/Travelling Allowance will be paid as per their grade at the time of retirement.
- g) Monitoring of Performance: If an IO repeatedly fails to submit the report in time or if the quality of report is found to be below the expected level, Circle / Vertical will not allot cases to him and seek approval from Corporate Centre for de-listing him.
- h) The IO shall disclose during course of investigation process the information relating to any close relatives as defined by the Bank, if found among the accused / persons suspected to be involved.
- i) The IO shall submit the bill for claiming the fee for Investigation, to the SAE ordering authority.
- j) The bill will be credited to the account of ex-officer after deducting the income tax at source as per the rates mentioned in the Income Tax Rules, as applicable to Advisor / Consultant / Facilitator. No advance will be sanctioned against such bill.
- k) No other payment will be made to them in the form of salary / allowance / out-of-pocket expenses / conveyance etc.
- l) The Investigating Officers should not use the Bank's name or logo on their signboards, nameplates, visiting cards, stationery etc.
- m) They shall not have any financial / administrative powers.

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