

EMPANELMENT OF RETIRED OFFICERS OF THE BANK IN SMGS-IV & SMGS-V GRADE AS INVESTIGATING OFFICER ON CONTRACT BASIS

1. Name of the Position: Investigating Officer (IO).
2. **Brief Role of the Job:**
 - a) To conduct Staff Accountability Examination (SAE) in NPA accounts with outstanding upto Rs. 50.00 crores.
 - b) The role of empaneled Investigating Officers 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 Investigation Officer 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. 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 voluntary retirement as per eCircular 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.
 - 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 (**Censure or higher**) 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 official should have at sufficient experience in credit area.

g) **Ex-officers who are engaged in other Organizations are not eligible for empanelment.**

h) The applicant should be maintaining good health and willing to travel to all places in the country.

i) 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 Investigation Officer is found lacking in honesty and integrity.

The Ethics & Business Conduct Department at Corporate Centre, with the recommendations of Circle/ Vertical, shall be competent to de-list and terminate the contract of empaneled officers.

c) Service Level Agreement (SLA), duly stamped, will be taken from the officials selected for empanelment.

d) Allotment of Investigation assignment:

Controller of the concerned Branch/Unit/ establishment of various Verticals (CAG/CCG/SARG etc.), not below the grade of TEGS-VI, can engage an Official from the pool of empaneled ex-officers for the purpose under advice to AGM (BCDM) of the Circle. The list of empanel ex-Officials may be obtained from the Circle/ E&BC department at Corporate Centre. The pool of officers should be utilized in such a way that the work of investigation is given to all empaneled officials in an equitable manner and preferably to

the locally available ex-officers. In the event of non-availability of requisite skill/specialized officials for a particular case, officers from outside centre may be assigned the investigation task.

Every IO will be furnished with a suitable letter of introduction which should clearly indicate the authority of the IO. He will also be advised the terms of reference of Investigation in writing/ email with a copy to the concerned branches/ offices. The investigation report will be submitted as per the standard format mentioned herein above. While assigning the task, it may be ensured that the ex-officer should not have handled the account(s) during his tenure in the Bank or headed the Branch/ Region in the capacity as Branch Manager/ Regional Manager in the past.

After the investigation is completed, the IO should prepare a self-contained report and obtain a receipt. This should be forwarded to the controlling authority. Further processing of the report shall be done by the Bank's regular officers in usual manner.

e) Maximum number of days allotted for Investigation and submission of report and remuneration to be paid per investigation are as per 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* Rs.	Maximum no. of cases at one point of time
SMGS-IV	Upto Rs. 50.00 Crore	As decided by the SAE Ordering Authority (Max 7 days)	4000	3 cases
SMGS-V			4500	3 cases

* The amount is inclusive of local conveyance.

f) AGM (BCDM) will be the Competent Authority to extent the number of days (upto max 7 days) after satisfying the reasons for extension sought by the IOs. Such sanction of extension is to be put up to Corporate Centre for control by DGM (BCDM). In exceptional cases, if time required is assessed as more than 7 days, prior approval of E&BC Department of concerned Circle will be necessary.

g) 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.

h) 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 Allowances will be paid as per their grade at the time of retirement.

i) 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.

j) The investigating officer 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.

k) The investigating officer shall submit the bill for claiming the fee for investigation, to the SAE ordering authority. 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.

l) No other payment will be made to them in the form of salary/allowance/out-of-pocket expenses/conveyance etc.

m) The Investigating Officers should not use the Bank's name or logo on their signboards, name-plates, visiting cards, stationary etc.

n) They shall not have any financial/administrative powers.

o) They shall not be given access to Core Banking platform/ intranet etc. However, they can verify the relevant details pertaining to their investigation with the help of the Branch/Business Outfit head or any other authorized officers by the Branch/Business Head.
