

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 Crores.
 - 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 officer/employee 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 actual separation from the Bank as per e-Circular No. CDO/P&HRD-PM/20/2022-23 dated 21.06.2022, will be eligible for engagement/empanelment in the Bank on attaining the age of 60 years.
 - b) The retired officer should have retired from the Bank's service on attaining superannuation on or after 31.12.2021 as officer in the grades SMGS IV/V.
 - c) The empanelment shall be up to the maximum age of 65 years, subject to renewal of contract.
 - d) The retired officer should be maximum 63 years of age as on the date notification.
 - e) The retired officer should have good track record of performance and thorough knowledge of systems and procedures.
 - f) The retired officer should have appropriate qualification including domain expertise required for the work to be assigned.
 - g) The integrity of the official should not have been doubtful during his service in the Bank
 - h) No punishment/ penalty should have been inflicted on the officials during five years of his service in the Bank preceding his/her retirement.
 - i) Cases of CBI or other law enforcement agencies should not be pending against the official.
 - j) The retired officer should maintain good health and not suffering from any major ailments.
 - k) The candidates called for interview, shall attend at their own expense.
 - l) The empanelment of retired officer in the Bank will be on contract basis and shall not be treated as extension in service for the purpose of pension and other superannuation benefits.
 - m) The official should have sufficient experience in credit area.
 - n) Ex-officers who are engaged in other Organizations are not eligible for empanelment.

- o) The applicant should be maintaining good health and willing to travel to all places in the country.
- p) 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 empanelled 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-IB.
- d) Allotment of Investigation assignment:

Controller of the concerned branch/Unit/establishments of various Verticals (CAG/CCG/SARG etc.), not below the grade of TEGS-VI, can engage an official from the pool of empanelled ex-officers for the purpose under advice to AGM (BCDM) of the Circle, The list of empanelled ex-Officials may be obtained from the Circle/E&BC department at Corporate Centre The pool of officers should be utilised in such a way that the work of investigation is given to all empanelled 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 investigating official (IO) will be furnished with a suitable letter of introduction which should clearly indicate the authority of the Investigating official. He will also be advised the terms of reference of Investigation to the Investigating Officer 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 Investigating officer 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 detailed below:

Scale / Grade at The time of retirement	Quantum of Loan & Advance Case	Max. nos. 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 Crores	As decided by the SAE Ordering Authority (Max 07 days)	4500	3 cases
SMGS-V			5000	3 cases

*Amount is inclusive of local conveyance.

- f) AGM (BCDM) Will be the Competent Authority to extend the number of days (upto maximum 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/Hatting 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.
- 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) Training: Suitable training programme is to be organized by STU Department of the circle for retirees to equip them with the latest changing banking scenario, business process and knowledge of the Bank's new business models etc. STU will design a One-Day Workshop Programme, in consultation with the Ethics & Business Conduct Department, for this purpose,
- k) 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.
- l) The IO shall submit the bill for claiming the fee for Investigation, to the SAE ordering authority.
- m) The bill will be credited to the account of ex-officer by debiting to Charges (Sundry Account) 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.
- n) No Other payment will be made to them in the form of salary/ allowance/ out-of-pocket expenses/ conveyance etc.
- o) The Investigating Officers should not use the Bank's name or logo on their signboards, nameplates, visiting cards, stationery etc.
- p) They shall not have any financial/ administrative powers.
- q) 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.