

ADVERTISEMENT

SELECTION OF INVESTIGATION/ENQUIRY OFFICERS IN MSETCL.

The Maharashtra Electricity Transmission Co. Ltd. (MSETCL) invites applications from the retired officers for their empanelment as Investigating Officers/Enquiry Officers for conducting investigation/enquiry in the complaints received against its employees.

QUALIFICATIONS & EXPERIENCE (MINIMUM)

Retired police officer – not below the rank of PI OR Experienced Ex- defence officer of equivalent rank OR Retired Revenue officer- not below the rank of Naib Tehsildar OR Retired Officer from erstwhile MSEB/MSEDCL/MSETCL/MSPGCL not below the rank of Dy.EE or equivalent. The person must have a clean and non-controversial service record and presently has no connection with any organization dealing with MSETCL so as to play impartial role in conducting the Investigation/Enquiry. Command over written communication in Marathi and English languages is essential.

The above stated requirements are bare minimum and MSETCL reserves the right to seek for any additional information/data and also reserves the right to reject the application of any applicant, if in the opinion of the MSETCL, the qualification data submitted is incomplete or the applicant is found not qualified to perform the work satisfactorily.

AGE

Must be less than 62 years & physically sound & fit.

TERMS AND CONDITIONS

1. Investigation/Enquiry will include gathering of the information such as existing norms, procedure and practice followed in the area vis-a-vis the procedure followed by the delinquent employee/employees, supported by documentary evidences and statements of the related staff and the clear opinion whether further enquiry is required in the particular case or not alongwith reasons thereof. The investigation/enquiry will be carried out as per the guidelines prevailing in vogue in MSETCL to start with and shall be modified from time to time as per the experience gained.
2. The Investigation/Enquiry will be carried out as per the work order issued by the CIO; the individual job work will be issued at the discretion of the competent authority only.
3. The Investigation/Enquiry Officers shall be short listed and placed on Zone Wise panel. Offer for one Zone from one person will be considered.
4. The individual job work will be allotted to the persons short listed in the panel on rotational basis, solely at the discretion of the competent authority having due regards to the qualifications of the person.

5. The information regarding Address for correspondence, email address and contact number for allotment of Investigation/Enquiry, if not submitted with offer or in case of any change, should be provided.
6. The proceedings / any paper related to the investigation/enquiry will not be disclosed to any media / person by you.
7. Scope of work: Investigation/enquiry means preliminary investigation/enquiry into the allegations made in the complaint, with vigilance angle, before issue of charge sheet. The work order along with the attested copy of the complaint shall be sent to the Investigation/Enquiry Officer by Courier with acknowledgement or by any suitable mode including but not limited to hand delivery at the correspondence address submitted by the IO/EO as per clause 1) or at the email address.
8. The report must contain the findings of the IO/EO to the allegations made in the complaint with vigilance angle. The finding must be based on the evidences and statements or oral information gathered during the Investigation/Enquiry.
9. The copy of the above mentioned documents / oral information converted in written form must accompany the report.
10. The main aim of conducting investigation/enquiry is to find out whether there is misappropriation of revenue / resources / material or anything tangible of the organization or any irregularity done in following the rules and regulations for benefit of self or any other person, has been committed and the prescribed procedure for handling these has not been followed. The scope of the Investigation/Enquiry officer shall be limited to pointing out whether the employees mentioned in the complaint and their lapses or misconduct has resulted in such misappropriation / leakage or loss or they have carried irregularity for own or for somebody's benefit and the value of such loss or benefit, if measurable. If outsiders are also involved, indicating of this fact with evidences gathered during Investigation/Enquiry of the departmental employees will be sufficient and the Investigation/Enquiry Officer need not go beyond this point to explore the extent of involvement of outsiders and their statements need not be taken. However, the I.O/EO should collect all possible evidence by making all possible efforts.
11. The prescribed procedure of MSETCL which should have been followed by the employees concerned, the actual way by which the work / activity was carried out and the employees who failed to perform their duties which resulted into leakage/ theft/ embezzlement/ fraud/loss etc must be covered in the report.

12. The statement(s) of the main accused employee(s) in the complaint or the employee(s) who in the opinion (formed during the course of Investigation/Enquiry) of the Investigation/Enquiry officer might be responsible for the loss or other specific allegations made in the complaint must invariably be taken, if they are willing to do so, and accompany the report. Refusal to submit the statement must be recorded in the report.
13. As far as possible, the copy of the complaint and the work order shall be sent to the Investigation/Enquiry officer through courier or any other mode in advance clearly mentioning the date from which the Investigation/Enquiry shall start and the date up to which the report has to be submitted. The copy of the work order shall also be marked to the officer under whose control the employees against whom the allegation is made. He will be directed to keep the attested XEROX copies of all the papers ready for submission to the Investigation/Enquiry Officer on the first day of the Investigation/Enquiry, which has relevance to the subject matter of the complaint. The IO/EO will go through the papers submitted by the office and ask for additional papers, if necessary, and arrange the date and place for questioning and recording the statement of the concerned employees so as to complete the investigation/enquiry within the prescribed time. The additional papers (attested XEROX copies) asked by the IO/EO shall be supplied immediately and in any case not later than three days by the concerned. If the papers are not submitted / not submitted in time, the same shall be recorded in the Investigation/Enquiry report.
14. The next higher office or the concerned office of the MSETCL as per the work order will extend all the necessary cooperation to the Investigation/Enquiry Officer for conducting the Investigation/Enquiry smoothly and in an impartial manner. The said office will be responsible for calling the employees / concerned persons as per the requirement of the IO/EO on the prescribed date and time for recording their statements and questioning. Advance notice of sufficient time (as the present place of work of the employee(s) might be different) will have to be given by the IO/EO to the said office so as to arrange their presence for the Investigation/Enquiry.
15. The Investigation/Enquiry report must have an index and all the documents attached with the report must be indexed page-wise. All the pages of the report including the enclosures must be duly numbered and signed by the Investigation/Enquiry officer in blue ink.
16. The Investigation/Enquiry Officer should complete the investigation/enquiry and submit the report within 7 days from the date indicated in the work order. No extension shall be granted. However, in exceptional case extension may be granted by the CIO/ED (HR) on merits only, if applied for the same along with the reason. If Investigation/Enquiry is not completed within the stipulated time limit, no charges shall be paid and all papers / documents should be handed over to CIO at the cost of Investigation/Enquiry officer. However, T.A / D.A and other stationary charges, if incurred actually, will be paid.

17. The Investigation/Enquiry Officer will be paid Rs 5000 /- per investigation/enquiry and in special and suitable cases the Executive Director (HR) will be entitled to enhance the payment up to Rs 10000/- per investigation/enquiry. The payment shall be made after completion of Investigation/Enquiry and submission of Investigation/Enquiry report thereof. The cost of stationary / Xerox copy shall be borne by MSETCL. The payment will depend on the quantum of work involved in the investigation/enquiry and on the quality of the report submitted by the Investigation/Enquiry officer. Whether the name is to be retained on the panel for future will solely depend on the performance of the individual and at the discretion of MSETCL.
18. The remuneration mentioned above is not negotiable and will be determined after receipt of Investigation/Enquiry report and other documents in all respect within the stipulated time. In case the report is not found satisfactory or not received in stipulated time, the payment will not be made on account of the Investigation/Enquiry, except for the actual expenses incurred by the IO/EO, as verified by MSETCL.
19. One Officer and one Typist will be provided by the MSETCL at the place mentioned in the work order to assist the IO/EO in taking the statements, and preparation of report.
20. Traveling Expenses as per actual from the place of declared zone address limited to 1st class Railway fare or Road mileage in Rs./km whichever is less for up & down journey will be paid only once during the investigation/enquiry. If any journey to another place is necessitated in connection with and during the course of investigation/enquiry, the same shall also be permissible for up & down journey only once as per the above rates. The DA of Rs. 400 for maximum 7 days or the actual number of days whichever is less shall be paid. No hotel charges for halting is payable. The DA as above shall be paid only if conditions of eligibility as per Employees Service Regulations of MSETCL are fulfilled. The address declared by the IO/EO in his application shall be treated as his head quarter for this purpose.
21. The Competent Authority of MSETCL has the right to withdraw the case from the IO/EO at any stage without assigning any reason thereof and without payment of fee, in case of incomplete Investigation/Enquiry or where Investigation/Enquiry Report along with findings are not received. No representation from IO/EO shall be entertained on this whatsoever may be the reasons.
22. The IO/EO may be allotted the work of adjoining or other zones. Unwillingness for working in other zones may also be submitted, otherwise it will be presumed that the applicant is willing to work in other zones too and no representation shall be entertained/considered thereafter.
23. In case of any dispute with local officer arising out of or in connection with Investigation/Enquiry at any point, it should be brought to the notice of C.I.O.

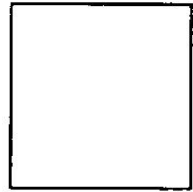
24. The I.O/EO shall keep the office of the C.I.O. informed of any change in the residential or correspondence address or telephone number, fax number for communication.
25. All the matters / disputes arising under and on account of this order shall be settled exclusively within the jurisdiction of competent Courts in Mumbai.
26. The list of the persons short listed will be put on the official web site of the MSETCL as soon as finalized.
27. MSETCL reserves the right of selection / rejection of any or all applications without assigning any reasons thereof. It is also not binding on MSETCL to disclose any analysis report on selection process.
28. The interested persons should apply in sealed envelope addressed to **“The Office of the Dy. General Manager (HR-I), HR Deptt., Maharashtra State Electricity Transmission Company Limited, Plot No,C-19, Prakashganga, Bandra-Kurla Complex, Bandra (E), Mumbai-51”** enclosing the relevant documents, within 15 days from the date of advertisement published in the news paper. The Advertisement No, offer for the work of “Investigation/Enquiry Officer”, and the Zone against which the offer is submitted must be mentioned on the envelope. No other details of the applicant should appear anywhere on the envelope.

List of 07 Zones

Sl. No.	Name of the Zone
1	Amravati
2	Aurangabad
3	Karad
4	Nagpur
5	Nashik
6	Pune
7	Vashi

FORMAT OF APPLICATION FORM

1. Name in full :
2. Correspondence Address :
3. Email ID :
4. Contact No. :
5. Date of Birth :
6. Educational Qualification :
7. Details of the Office/Department/
Organization at the time of Retirement :
8. Post held at the time of Retirement :
9. Zone applied for :
10. Willingness to work in other
adjoining Zone :
11. Any other information :



UNDERTAKING

This is to certify 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.

Date:

Place:

Signature

(Attested copy of the Office Order of Retirement issued by the competent authority of the Organization is to be attached with the Application form.)