

CIRCULAR TO ALL ZONAL / BRANCH OFFICES

Sub: Expeditious disposal of Disciplinary Action cases- Engagement of Retired Executives of the Bank as Enquiry Officer.

For quick disposal of Disciplinary Action cases and conducting and concluding the enquiries against the officers in time, bank had called for application from the retired executives vide Circular No CHO/POS/5/2016-17 dated 01.03.2017 and on the basis of applications received, the panel of Retired Executives was revised and circularised vide circular No. CHO/POS/17/2017-18 dated 09.01.2018.

In response to above referred circular dated 01.03.2017 sufficient number of applications were not received and the panel could not be enlarged to the desired extent. Moreover, the existing panel is not evenly distributed amongst various States/Zones and for some States/Zones there is no executive empanelled. In view of increase in number of RDA cases, it is felt expedient to further enlarge the panel of retired executives for engagement as Enquiry Officer. Therefore, applications are invited from the retired executives of our bank for empanelment as Enquiry Officer on the terms and conditions enclosed with this circular as Annexure-I

In view of above, the Zonal/Branch Offices are advised to contact the Retired Executives of the Bank in **Scale-IV and above**, residing within their jurisdiction, competent to deal with Disciplinary Actions cases and are desirous to function as Enquiry Officer. The terms and conditions for engagement of Retired Executives as Enquiry Officer as mentioned in Annexure-I, may be brought to the notice of retired Executives who are willing to get their names empanelled as Enquiry Officer. They may also be advised to submit their applications for engagement as Enquiry Officer in the prescribed format as per Annexure -II to your office latest by 20.04.2019. On receipt of applications from the Retired Executives in **Scale-IV and above**, the same may be forwarded by 1st class courier to Shri Sanjay Patil, Asst. General Manager, Personnel Services Department, (Discipline Cell), 4th floor, Head Office-I, Kolkata – 700001, in an envelope superscripted "APPLICATION FOR ENGAGEMENT AS ENQUIRY OFFICER" within 25.04.2019

Please note that submission of such application does not automatically give the applicants right for empanelment.



Naresh Kumar
General Manager
Personnel Services
Encls. As above.



TERMS AND CONDITIONS FOR ENGAGEMENT OF RETIRED EXECUTIVES OF UCO BANK AS ENQUIRY OFFICER

The retired UCO Bank Officer, hereunder, referred to as Enquiry Officer (EO):

1. should not be more than 70 years of age as on the 1st April 2019.
2. should be in sound health, physically and mentally.
3. should not have been punished for serious irregularities during entire service period.
4. shall not engage himself/herself in any other professional work or service, which is likely to interfere with the performance of his/her duties as Enquiry Officer.
5. shall be appointed as EO by the Disciplinary Authority of the Charged Officer whose case is entrusted to him/her.
6. will be entrusted with the Enquiries on 'case-to-case' basis, by the Disciplinary Authority.
7. shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the Enquiry and utilize the same only for the purpose of Enquiry in the case entrusted to him/her. No such documents/information or data are to be divulged to any one during the Enquiry or after presentation of the Enquiry Report. The EO entrusted with the Enquiries will be required to furnish an undertaking to maintain strict secrecy and confidentiality of all records/documents/proceedings etc. All the records, reports etc. available with the EO shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Enquiry Report.
8. shall be paid a lump sum remuneration of Rs.20,000/- (Rupees twenty thousand only) for vigilance case and Rs.15,000/- for non- vigilance case, per Departmental Enquiry.
9. shall be paid, in addition to the remuneration of Rs.20,000/- or Rs.15,000/- as the case may be, an amount of Rs.3,000/- (Rupees three thousand only) per Departmental Enquiry Report, for Clerical and Stenographic work, which the EO has to arrange by himself/herself.
10. will be entitled, besides the above, reimbursement of Rs.1500/- (Rupees one thousand five hundred only) as Conveyance Charges, per Departmental Enquiry Report (applicable only if the place of Enquiry is a 'A' or 'B-1' class cities).
11. shall conduct the enquiry proceedings only in the office premises of the Bank.
12. shall conduct enquiry proceedings at the Branch/Office where the misconduct was committed or at the place as may be directed by the Disciplinary Authority or at the place of concentration of the charged officer(s), witnesses etc. In circumstances where the Enquiry Officer has to undertake travel for conducting enquiry, the rate of TA/DAs in such cases may be permissible to the rate applicable to the serving officers of equivalent rank.
13. shall be provided with a room or place on the days of enquiry by the Bank.
14. shall be provided with the stationery/postage by the Bank.
15. may be terminated from the service of an EO at any time by the Appointing Authority, without notice and without assigning any reasons.
16. shall complete the enquiry and submit the Enquiry Report within a period specified by the concerned Disciplinary Authority in the letter appointing them as Enquiry Officer **(Not more than three months from the date of such appointment irrespective of the fact whether the case is Vigilance or Non- Vigilance one)** to become eligible for payment of remuneration indicated in items No. 8 to 10. In case the enquiry reports are submitted beyond the stipulated period, 50% of the above remuneration under item No. 8 will be payable.
17. Submission of such applications does not automatically give the applicants right for empanelment.



The General Manager,
UCO Bank,
Personnel Services Department,
4th floor, Head Office - 1,
10, BTM Sarani, Kolkata-700001

Date :

Sir,

Through: Proper Channel

Re : Application for Empanelment of Retired Executives in Scale-IV and above for engagement as Enquiry Officer

With reference to Head Office Circular No CHO/PÓS/04/2019-20 dated 06.04.2019, I hereby apply for empanelment as Enquiry Officer. My particulars are given below for your consideration:

1.	Name:	
2.	Emp. No:	
3.	Date of Birth/Age (in Yrs as on 01.04.2019)	
4.	Date of Retirement:	
5.	Residential address & Telephone No:	
6.	Position held at the time of retirement:	
7.	Educational/Professional Qualification:	
8.	Present occupation, if any	
9.	Experience in dealing with Disciplinary action cases, if any, as Enquiry Officer/Disciplinary Authority	
10.	State(s), where would like to work.	1..... 2..... 3.....

I hereby undertake to abide by the terms and conditions for engagement as Enquiry Officer, as mentioned in Annexure-I to circular No. CHO/POS/04/2019-20 dated 06.04.2019.

I, hereby, also declare that the information/particulars furnished in this application are true to the best of my knowledge.

Yours faithfully,

Signature of Applicant