

**EMPANELMENT OF RETIRED OFFICERS OF THE BANK**  
**AS INVESTIGATING OFFICER ON CONTRACT BASIS**  
**FOR EXAMINATION OF STAFF ACCOUNTABILITY OF NPA ACCOUNTS**

**Brief Role of the Job:**

- a) To conduct investigation in disciplinary cases including cases related to advances and administrative/other miscellaneous cases which do not fall under fraud/suspected fraud category.
- b) The role of empanelled 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 evidences 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.

**Eligibility Criteria:**

- a) The retired officer should have retired from the Bank's service on attaining superannuation **on or after 31.05.2019** as officer in the grades of SMGS-IV & V. The officers voluntarily retired/ resigned/ suspended or left the Bank otherwise before superannuation are not eligible for consideration for engagement.
- b) The empanelment of an official will be terminated when he will attain 65 years of age.
- 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 official should have at least five years' work experience in the relevant areas (Advances/ High value Credit/Forex/Agriculture/IT etc). Officials who worked as head of branches of SMGS-IV and above category, Regional Manager/Head of RACPC/SMECC, Relationship Manager or in Vigilance/Disciplinary Proceeding Cell will also be eligible for the position, even if such assignments are less than five years.
- g) Ex-officers who are engaged in other Organisations 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.

**Terms and Conditions of Empanelment:**

a) Minimum one year and maximum three years or officer attaining age of 65 years, whichever is earlier, subject to quarterly review of performance in HRMS.

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) An undertaking, 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, not below the grade of SMGS-V, in consultation with AGM(BCDM) of the Circle, can engage an Official from the pool of empaneled ex-officers for the purpose. 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.

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 Retiremen t	Quantum of Loan & Advance Case	Max. No. Of Working Days		Lump-sum amount per investigation basis. (Rs)*		Maxim um number of cases at one point of time
		PB Advances	Other than PB Advances	PB Advances	Other than PB Advances	
1. For cases related to Advances						
SMGS-IV & V	Upto Rs. 10.00 lacs	1 Day	2 Days	3000	6000	5 Cases

	Above Rs. 10.00 lacs upto Rs.1.00 Cr	2 Days	3 Days	6000	9000	
	Above Rs. 1.00 Cr to upto Rs. 50.00 Crs	4 Days	5 Days	12000	15000	3 Cases
2. For Other Cases						
SMGS-IV & V		As decided by the Competent Authority		Rs. 3000/- per day		3 Cases

\* The amount is inclusive of local conveyance.

f) Conveyance & Transportation are payable for outstation work, at the rate as applicable to the grade of the IO at the time of retirement from the Bank's service.

g) 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.

h) 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.

i) Training: Suitable training programme is to be organized by STU for retirees to equip themselves with the latest changing banking scenario, business process and knowledge of the Bank's new business modules etc. STU will design a One-Day Workshop programme, in consultation with the Ethics & Business Conduct Department, for this purpose.

j) The investigating officers 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 AGM (BCDM)

l) 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.

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

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

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

p) 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.