

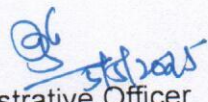
**CIRCULAR**

Subject: Empanelment of Retired Officers as Inquiry Officers for Conducting Departmental Inquiries Against Delinquent Officials.

The undersigned is directed to state that NID MP is in the process of constituting a panel of Inquiry Officers for conducting Departmental Inquiries against officers whose Cadre Controlling Authority is Director, NID MP, based on the terms and conditions prescribed vide this Department's OM of even number 142/40/2015-AVD.I dated 15th September 2017 and subsequent amendments, if any.

The eligible retired officers (not below the rank of Deputy Secretary in Central Government and equivalent officer in the State Government) from the Ministries/Departments under the Government of India and State Government, who are willing to be empaneled as Inquiry Officers at NID MP, may apply in the format annexed in this Circular and send their applications to the Administrative Officer (Establishment Section), National Institute of Design, Madhya Pradesh, Village Acharpura, Eintkhedi, Distt. Bhopal (MP) Pin-462038 latest by 12<sup>th</sup> May 2025.



  
Administrative Officer  
National Institute of Design, Madhya Pradesh

Encl: As above

Copy to:

- (i) Director, NID MP– for kind information, please
- (ii) CVO, NIDMP – for kind information, please
- (iii) Registrar, NID MP– for kind information, please
- (iv) CAO, (NID MP, NID AP, NID Assam & NID H) – for kind information, please
- (v) Guard File



**APPLICATION FOR APPOINTMENT OF RETIRED GOVERNMENT  
SERVANTS AS THE INQUIRY OFFICER TO CONDUCT  
DEPARTMENTAL INQUIRY**

**Name of the officer :**  
**(In capital letters)**

**Date of retirement from government service :**

**Last Post held before retirement :**

**Details of the Ministry and posts held during  
the service :**

**Have you ever assigned the responsibility of  
the Inquiry Officer :**

**If yes, the details thereof :**

**Whether retired on attaining the age of  
Superannuation or voluntary retirement :**

**Whether any penalty was imposed during  
the service :**

**If yes, the details thereof :**

**Name and signature  
Permanent/Present Address &  
Contact Number**

**Place:**

**Date:**

**(The empanelment of retired officers for their appointment as the Inquiry  
Officer will be done by a Committee comprising of three Joint Secretary level  
officers including CVO of the concerned Ministry/Departments/PSUs)**