

पंजाब एण्ड सिंध बैंक

(भारत सरकार का उपक्रम)

प्र.का.मानव संसाधन विकास विभाग

(अनुशासनात्मक कार्यवाही कक्ष)

दूसरी मंजिल, प्लेट बी, ब्लॉक 3

एनबीसीसी बिल्डिंग, ईस्ट किडवाई नगर

नई दिल्ली-110023

ईमेल-: hohrd.dac@psb.co.in

ੴ ਸ੍ਰੀ ਵਾਗਿਗੁਰੂ ਜੀ ਕੀ ਫੁਤਰਿ



पी.एस.बी.

Punjab & Sind Bank

(A Government Of India Undertaking)

H.O. Human Resources Development Deptt.

(Disciplinary Action Cell)

2nd Floor, Plate B, Block 3

NBCC Building, East Kidwai Nagar

New Delhi- 110023

E-mail: hohrd.dac@psb.co.in

Empanelment of Retired Executives of Public Sector Banks for appointment as Inquiry Officer in the Departmental Inquiries.

Punjab & Sind Bank invites applications from interested & willing retired executives of Public Sector Banks in the matter.

Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria.

IMPORTANT DATES:

Commencement of date of application	17.09.2024
Last Date for receipt of hard copy of application with documents.	01.10.2024
Date of Further Process	Will be informed separately.

Eligibility criteria for retired executives to be empaneled as Inquiry Officers:

1. Interested & willing applicant should have been retired from a Public Sector Bank in a cadre not less than that of TEGS- VI i.e. not below the rank of Deputy General Managers.
2. The Applicant should not be more than 70 years of age at the time of his/ her empanelment.
3. Official should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case).
4. The applicant should possess the following experience/ exposure:-
 - (i) Should have sound Banking experience and exposure in the area of Credit, Forex, etc.
 - (ii) Should have conducted inquiries as PO/IA or acted as Disciplinary Authority or Competent Authority for the purpose of Departmental Actions and should have a flair for writing reports.
 - (iii) Should possess in depth working knowledge/ understanding of Departmental Proceedings.
 - (iv) Should have sound experience of working as Zonal Manager/ Branch Manager.
5. Official 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 Inquiry Officer.



Process for applying to be empaneled as Inquiry Officers:

1. Willing and interested applicants should submit their application as per attached proforma (**Annexure- I**) to the nearest Zonal Office (**Annexure- II**) addressing the Zonal Manager failing which their application/ candidature will not be considered for shortlisting/ interview.

Procedure for selection of Retired Executives as Inquiry Officers:

1. After receipt of willingness of the retired executives, names of the officers will be screened by the HO Level committee so constituted for the purpose keeping in mind that applications should be scrutinized carefully to ensure that the applicant meets the eligibility criteria. The formation of panel will be a continuous and ongoing process.
2. HO Level Committee may decide to interact with the applicants, if required.
3. In respect of applicants retiring from other Public Sector Banks, details of the officials must be verified from their respective erstwhile Bank.
4. On completion of the above process, a letter confirming empanelment as Inquiry Authority/ Officer and mentioning terms & conditions of empanelment would be sent to the selected retired executive by HRD Department, Corporate Office.

Validity of the empanelment of Retired Executives as Inquiry Officer:

1. The empanelment of retired executives for the purpose of appointment as Inquiry Officers for conducting departmental inquiry will be valid for three (03) years from the date of empanelment.
2. A review of every empanelled Inquiry Officer will be done after receipt of two (02) inquiry reports where adherence to time lines and the procedure and quality of work will be assessed by the respective Disciplinary Authority. Subsequent allocation of work shall be done only after such evaluation.
3. The services of Inquiry Officers whose performance is not upto the mark may be terminated with the approval of committee constituted for empanelment of retired executives as inquiry officers, without notice and without assigning any reasons.
4. On completion of three years of empanelment as inquiry officers, retired executives would be eligible for further retention in the panel for three (03) years, if otherwise fulfils other terms & conditions for empanelment as specified for the purpose.

Terms & Conditions for appointment of retired executives as Inquiry Officer:

The designated Inquiry Officer shall require to give an undertaking as follows:



- i. that he/she is not a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent officer. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and placed on record;
- ii. shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.
- iii. On attaining the maximum age of engagement i.e. 70 years, he/ she would not be assigned any further inquiries. However, any pending inquiries allotted to the IA before attainment of 70 years of age will have to be completed as per the extant rules/ guidelines.
- iv. A non-disclosure agreement shall be executed with the retired executives empaneled as IOs while assigning any case.

Roles & Responsibilities of Retired Executives appointed as Inquiry Officer:

- a) All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority.
- b) The report returns findings on each of the Articles of Charge which has been enquired into should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
- c) There should not be any ambiguity in the inquiry report and therefore every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/instructions of disciplinary and appeal Rules to which the delinquent Government officials are governed.
- d) No such documents/information or data shall be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report.
- e) The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/ PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO. The cadre controlling authorities will facilitate necessary arrangements for the Video Conferencing.
- f) The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of an authority, which appointed him/her as such.
- g) The Inquiry Officer shall submit the inquiry report after completing the inquiry within 180 days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond 180 days can be granted only by the Authority as prescribed vide guidelines dated 15.06.2012 of DFS, MoF, Gol.



Honorarium Payable to Retired Executives appointed as Inquiry Officer

Honorarium:

Items	Category	Rate per case (in Rs.)
Honorarium	I where number of witnesses cited in the charge sheet is more than 10	An amount equal to 90% of the monthly basic pension drawn
	II where number of witnesses cited in the charge sheet is between 6-10	An amount equal to 70% of the monthly basic pension drawn
	III where number of witnesses cited in the charge sheet is less than 6	An amount equal to 60% of the monthly basic pension drawn

*In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5000/- will be payable to Inquiry Officer for every additional charged officer.

Transport Allowance:

The Retired Executives shall also be compensated for travel/ stay expenses incurred by them for any outstation travel, and shall also be eligible to receive TE/DA at the present rate admissible to the post held at the time of retirement or leaving the Bank's service. The travel should be undertaken after taking necessary approval from the Disciplinary Authority who has appointed the Inquiry Authority.

Secretarial Assistance:

The concerned reporting Zonal Office shall arrange for necessary need based secretarial service without compromising on the confidentiality of the case.

Note: Maximum 8 cases in a year, with not more than 2 cases at a time to be assigned to Retired Executives appointed as Inquiry Officer.

The Bank would be free to reject the candidature of any candidate at any stage of the process, if he / she is found to be ineligible and / or furnished incorrect or false information/ certificates/ documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited.

Bank reserves the right to shortlist requisite number of candidates based on the experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for further selection process as decided by the Bank.

If required, the Personal Interview venue, time & date will be informed to the shortlisted candidates in due course and candidates have to attend the same at their own cost. The



necessary communications will be done through **e-mail** only. The interviews will be conducted at New Delhi.

The Application Form with required documents SHOULD REACH the above mentioned address (as mentioned in Point 9(d) above) ON OR BEFORE _____.

APPLICATIONS FORMS WITH ENCLOSURES RECEIVED AFTER THE LAST DATE WILL NOT BE ENTERTAINED.

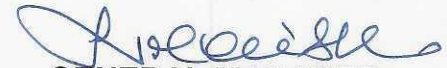
APPLICATIONS FORMS RECEIVED WITHOUT DOCUMENTS WILL NOT BE ENTERTAINED.

DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection will lead to disqualification of the candidate from the selection and he/she will not be allowed to appear in any of the PUNJAB AND SIND BANK recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

NEW DELHI

Date: 13.09.2024



GENERAL MANAGER

Human Resource Development



ANNEXURE- I

Application for empanelment as Inquiring Authority in the Punjab & Sind Bank:

<u>Position Name</u>	<u>Inquiring Authority</u>
<u>Please Indicate "Zone" of Choice for empanelment</u>	Paste Passport Size Photograph & sign across the Photograph
<u>in the order of preference (Maximum -3- Zones)</u>	1) _____ 2) _____ 3) _____

Name of the Ex-Executive	Ms./ Mr.	
Date of Birth		
Retiring Grade		
Date of Retirement		
Name of the Bank		
Total Banking experience		
Exposure details of working in the area of Credit / Forex/ Investigation/ Audit / Vigilance function etc.	Period From To	Function Viz. Credit, Forex etc.
Exposure details of working as Disciplinary authority/ Competent authority as well as IA/PO		



Contact Number	
Contact E-Mail ID	
Location/ Zone of stay	
Details of past Disciplinary Action, if any.	
Comments on overall suitability for the position: -	

Please enclose relevant documents (i.e. self-attested photo ID & address proof, age proof, educational qualification, experience etc.) along with the application form.

Signature of the Applicant:

Date:

Place:

Views / Comments/ Observations of the Zonal Authority:

The Application of Mr/ Ms. _____ is recommended/
not recommended for empanelment.

Signature:

Date:



Details of Zones**Annexure- II**

Sr. No.	Zone	Address	E-mail
1.	Amritsar	Hall Bazar , Chowk Phawara, Amritsar-143001	zo.amritsar@psb.co.in
2.	Bareilly	97-2, Tulasherpur, Pilibhit Bypass Road, Bareilly- 243005	zo.bareilly@psb.co.in
3.	Bhatinda	100ft. Road, Civil Lines, Bathinda-151001	zo.bhatinda@psb.co.in
4.	Bhopal	2nd Floor, Behind SBI, Kolar Road, Akbarpur, Bhopal-462042	zo.bhopal@psb.co.in
5.	Chandigarh	SCO 84-91, Second Floor , Sector 17-B, Bank Sqaure Chandigarh-160017	zo.chandigarh@psb.co.in
6.	Chennai	Ist Floor, 770A, Anna Salai, Chennai- 600002	zo.chennai@psb.co.in
7.	Dehradun	30, I & S Building, Mohhebewala, Saharanpur Road, Dehradun, Uttrakhand- 248002	zo.dehradun@psb.co.in
8.	Delhi I	7 Sidhartha Enclave, 2nd Floor, Ashram Chowk, New Delhi-110014	zo.delhi1@psb.co.in
9.	Delhi II	B38/39, 3rd Floor, Phase 1 Industrial Area, Naraina,New Delhi-110028	zo.delhi2@psb.co.in
10.	Faridkot	1 st Floor Red Cross Bhawan, Sadiq Chowk, Faridkot Punjab-151203	zo.faridkot@psb.co.in
11.	Gandhi Nagar	Unit 4, 3rd Floor GIFT Tower One, GIFT City, Gandhinagar, Gujarat-382355	zo.gandhinagar@psb.co.in
12.	Gurdaspur	435/7,Civil Lines, Gurdaspur- 143521	zo.gurdaspur@psb.co.in
13.	Gurgaon	Institutional Plot no 151,Sector-44,Gurgaon-122003	zo.gurgaon@psb.co.in
14.	Guwahati	42, MG Road, Uzan Bazar, Guwahati -781030	zo.guwahati@psb.co.in
15.	Hoshiarpur	SCO-23, SCH No.11, Sant Harchand Singh Longowal Nagar Chandigarh Road, Hoshiarpur-146001	zo.hoshiarpur@psb.co.in
16.	Jaipur	Plot 30 and 31 Mohan Tower Prince Road Vidyut Nagar Vaishali Nagar, Jaipur-302021	zo.jaipur@psb.co.in
17.	Jalandhar	Bank House, Model Town, Jalandhar-144003	zo.jalandhar@psb.co.in
18.	Kolkata	14-15 Old Court House Street , 1 st Floor -700001	zo.kolkata@psb.co.in
19.	Lucknow	Plot No. 47-A, Sadguru Tower, 1st Floor, Sitapur Road Yojna, Sector-E, Jankipuram (near engineering college chauraha), Lucknow- 226001	zo.lucknow@psb.co.in
20.	Ludhiana	5 th Floor, Noble Enclave, Bhai Bala Chowk, Ludhiana-141001	zo.ludhiana@psb.co.in
21.	Mumbai	27/29. Ambalal Doshi Marg, Fort, Mumbai- 400001	zo.mumbai@psb.co.in
22.	Noida	C-1A, SECTOR 63, NOIDA- 201307	zo.noida@psb.co.in
23.	Panchkula	SCO- 1 st & 2 nd floor, Sector 5 Panchkula, Haryana-134109	zo.panchkula@psb.co.in
24.	Patiala	Rajbaha Road, Patiala - 147001.	zo.patiala@psb.co.in
25.	Vijayawada	Fourth Floor, H.No.54-14-4C/1, 4th Floor,R.K.Galleria, Ring Road, Srinivasanagar Bank Colony, Vijayawada, AP. - 520008	zo.vijayawada@psb.co.in

