

No. I-12020/24(E)/2025-NCB-II
Government of India
Ministry of Home Affairs
Internal Security-II Division
(NCB-II Section)

Room No. 10, 2nd Floor,
MDC National Stadium, New Delhi – 110002
Dated the 3rd February, 2026

OFFICE MEMORANDUM

Subject: Empanelment of retired officers as the Inquiry Officers for conducting departmental inquiries in NCB under CCS (CCA) Rules, 1965-reg.

The undersigned is to forward herewith an advertisement received from Narcotics Control Bureau (NCB) vide communication no. II/37(10)/Hiring Retd. Officers/2024/Vig.-28 dated 19.01.2026, inviting applications from willing retired Officers from Ministries/Departments under GoI and State Governments/ PSUs for empanelment as Inquiry Officers to conduct departmental enquiries in NCB under CCS (CCA) Rules, 1965.

2. It is requested to upload the enclosed advertisement on the website of the Ministry of Home Affairs for wide publicity.

Encl.: As above.


(Vandana Chaudhary)
Deputy Secretary to the Government of India
Tel. No. 011-23075114

To

**The Under Secretary,
IT Cell, Coordination Division,
Ministry of Home Affairs.**

Copy To:

1. Superintendent (Vig. & Confd.), Narcotics Control Bureau, New Delhi

101/WS(NCB/2026)
27/01/2026



GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
NARCOTICS CONTROL BUREAU

Room No. 315, 2nd Floor,
August Kranti Bhawan

New Delhi -110066

Contact No.- 011-21600005

E-mail- ddvig@gov.in

NOTICE INVITING APPLICATIONS

Empanelment of retired officers as the Inquiry Officers for conducting departmental inquiries in NCB under CCS (CCA) Rules, 1965-reg.

1. NCB intends to have a panel of Inquiry Officers to conduct departmental Enquiries against NCB personnel under the CCS (CCA) Rules, 1965. Applications are accordingly invited in the prescribed Proforma (Annexure-I) from willing **Retired Officers from Ministries/Department under Government of India and State Government/PSUs** for empanelment as Inquiry Officers (I.O.) to conduct departmental Inquiries in Narcotics Control Bureau (MHA).

2. Eligibility Criteria:

- 2.1 Retired officers not below the rank of Deputy Secretary in Central Government (i.e. in the CDA Scale of 78800-209200, Level-12 (7th CPC) and equivalent officer in State Government/PSUs who are willing to serve as Inquiry Officer.
- 2.2 He/she should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case).
- 2.3 The retired officer willing to serve as Inquiry Officer should not be more than 65 years of age as on 1st April 2026.
- 2.4 He/she should be of sound health, both physically and mentally.
- 2.5 He/She must have handled disciplinary case as IO in at least one case or have dealt with disciplinary case during the service with knowledge of conducting disciplinary proceedings.

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3. Validity of Panel:

The panel will be valid for a period of 03 years. The retired officer would be eligible for fresh empanelment after expiry of the tenure.

4. Selection Process:

The applicant would be empanelled as Inquiry officer in NCB after due screening process by a committee nominated for the purpose by DG, NCB.

5. Term and Conditions for appointment:

The designated Inquiry Officer shall give an undertaking/Certificate in enclosed Proforma Anneuxure-II in each case before initiating inquiry.

6. Honorarium & other allowances:

6.1 The honorarium and other allowances shall be paid to the Inquiry Officer in terms of extant DoP&T's O.M. NO. 142/40/2015-AVD.I dated 16.11.2022, or as revised by DoP&T from time to time, subject to the following conditions:

6.1.1. Payment will be made to the Inquiry Officer only when report is accepted by the Disciplinary Authority. In case, it is not possible to proceed with the matter due to stay by courts etc. The Inquiry Officer may be discharged from his/her duties and payment of honorarium and other allowances will be made on pro rata basis.

6.1.2. All the case records and inquiry report (ink signed copies on pages in blue ink) properly document and arranged is handed over to the Disciplinary Authority.

6.1.3. The report must contain findings on each of the Articles of charge which has been enquired into and should specifically deal and address each of

the procedural objections, if any raised by the charged officers as per the extant rules and instructions.

- 6.1.4. 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.
- 6.1.5 General examination of the C.O. should be taken as per rules/instructions of disciplinary proceedings.

7. General Conditions:

- 7.1 Willing and eligible retired officers should send duly filled application form with their one recent passport size photograph along with necessary supporting documents in enclosed Proforma. Application should be filled up in prescribed format only with BOLD letters either in English or in Hindi and sent through email at ddvig-ncb@gov.in or through post to: **The Deputy Director (Vigilance) Narcotics Control Bureau HQrs., Room No. 315, 2nd Floor, August Kranti Bhawan, Bhikaji Cama Place, R.K. Sector-1, New Delhi-110066.**
- 7.2 Empanelment will be liable for cancellation if at any stage it is found that information furnished in the application is misleading/incomplete/false.
- 7.3 NCB reserves the right to cancel the advertisement and/or selection process without assigning any reason thereto. NCB also reserves right to change/modify/cancel the terms and conditions of empanelment without assigning any reason or notice thereof.

8. Important Dates:

Closing date for receiving duly filled application is **28.02.2026**

Application complete in all respect may be sent by applicant to Narcotics Control Bureau HQrs, 11nd floor August Kranti Bhawan, R.K. Puram, New Delhi –110066 or e-mail at ddvig-ncb@gov.in.

Encl: Annexure-I & II


Pardeep Singh

Superintendent (Vig. & Confd.)

(Contact No. 011-21600005)

F.No. II/37(10)/Hiring Retd. Officers/2024/Vig.-**28**

Dated: **19/01/2026**

Copy to:

- (i) The Under Secretary, IS-II Division, MHA with request to circulate the advertisement within MHA and also upload the same in the website of Ministry so that the interested retired officers may apply.
- (ii) The Under Secretary (AVD-I), Department of Personnel & Training with the request to circulate the advertisement by uploading the same on the website of DoP&T.
- (iii) The Assistant Director (DI) NCB HQrs. With request to upload the advertisement on the website of NCB.


Pardeep Singh

Superintendent (Vig. & Confd.)

ANNEXURE-I

APPLICATION FOR INCLUSION IN THE PANEL OF RETIRED GOVERNMENT OFFICERS FOR APPOINTMENT AS INQUIRY OFFICER TO CONDUCT DEPARTMENTAL ENQUIRIES

PHOTO

1.	Name of the Officer		
2.	Service from which the officer has retired		
3.	Last post held before retirement		
4.	Pay level of last pay drawn as per 7 th pay commission		
5.	Equivalent post in centre (Secretary/AS/ JS/Director/DS)		
6.	Date of Birth		
7.	Date of Retirement		
8.	Permanent Address		
9.	Present (Communication address)		
10.	Mobile No.		
11.	Email Address		
12	Details of State Government/Ministry /Department from which the officer is retired (contact details) a. Name: b. Address: c. Contact No.: d. Email ID:		
13	Details of experience regarding handling disciplinary matters if any		
(a)	Name of State Government/ Ministry/Department	Duration during which handled	Post held Nature of Work

		disciplinary matters		
i.				
ii.				
iii.				
14.	Details of training programme/court, if any attended, for IO/PO			
15	Have you ever been assigned the responsibility of Inquiry Officer, if yes, mention the level of officer, nature of allegations and rules under which the departmental enquiry was conducted.			
16.	No. Of cases in which presently appointed IO (if any)			
(a)	Details of each case (Name of Ministry/Department, date of appointment as IO)			
17	Whether retired on attaining the age of superannuation/VRS under FR 56			
18.	Whether any penalty imposed during the service period, If yes, the details thereof			

(Signature)

Place:

Date:

Statement

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action under relevant pension rules in the event that the above facts are found to be falsified.

(Signature)

UNDERTAKING TO BE GIVEN IN EACH CASE

1. That I am not a witness or a complainant in the matter to be inquired into or a close relative or known friend of the delinquent Government Officer.
2. That I shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by me in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to me.
3. That No 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 DG, NCB at the time of presentation of the Inquiry report.
4. That I 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.
5. That I shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the competent authority.
6. That I shall not refuse to accept the assignment without any valid reason to the satisfaction of the Competent Authority.
7. That I shall conduct inquiry proceedings either in the official premises provided by the Zonal Office/NCB HQrs or through Video-Conferencing.
8. That I will have to arrange secretarial assistance on his own.
9. That I shall submit the inquiry report after completing the inquiry within 180 days from the date of appointment as the Inquiry Officer. Extension of time beyond 180 days can be granted depending on the circumstances of the case.