कोल इण्डिया लिमिटेड
(भारत सरकार उपक्रम)
विजिलेंस डिविजन,
कोल भवन, प्रेमिसिज सं.04, एमएआर,
प्लॉट सं.-एएफ-III, एक्शन एरिया-1 ए,
न्यू टाउन, राजरहाट, कोलकाता-700 156
वेबसाइट: www.coalindia.in
सी आई एन सं. L23109WB1973GOI028844

कोल इंडिया
Coal India

COAL INDIA LIMITED
(A Govt. of India Undertaking)
Vigilance Division,
Coal Bhawan, Premises No.04, MAR,
Plot No-AF-III, Action Area -1A,
New Town, Rajarhat, Kolkata – 700 156
Website: www.coalindia.in
CIN No. L23109WB1973GOI028844

Ref. No. CIL/VIG/Inq_Auth./09/IA/ 609 (A) Date: 17 . 11.2026

Sub: Notification for Inviting Application for Empanelment of retired officers as the Inquiry Authorities.

Application in the attached format are hereby invited from eligible candidates for empanelment as Inquiry Authority for conducting departmental Inquiry proceedings of Vigilance cases in Coal India Limited (CIL) and/or its subsidiaries (BCCL/CCL/CMPDI/ECL/MCL/NCL/SECL & WCL).

The terms and conditions for empanelment are as follows:

1. **Eligibility**: Retired Government/ PSU's Executives not below the rank of E8/ General Manager of CPSU pay scale or equivalent at the time of retirement.

2. The Inquiry Authority (IA) should not be an accused officer in any pending inquiry nor has suffered of any penalty out of a Departmental or a Criminal Enquiry Proceedings during his/her service tenure.

3. **Experience:** Past experience of conducting Departmental Inquiry as an Enquiry Officer and/or working as a Presenting Officer/Defence Assistant in Departmental Enquiry proceedings is desirable.

4. The Retired Officials empanelled as Inquiring Authority (IA), may be depanelled at any time without assigning any reason in case of any adverse information is received against him with regard to his health (physical and mental), conduct, providing any wrong information for empanelment etc.

5. After due scrutiny and verification of the application and documents by CIL as may be deemed appropriate, the names would be shortlisted in the panel for empanelment with approval of Competent Authority.

6. **Validity:** The empanelment shall remain valid for a period of 03 (three) years from the date of empanelment, subject to annual review, as may be deemed necessary.

7. Empanelment as IA does not confer any right on them to be appointment as IA.

8. The IA will be entrusted with the inquiries, on case to case basis, by the Disciplinary Authority (DA).

9. All the terms and conditions mentioned in the office order no. CIL/ C-5 A (PC)/CDA/400 dated, 27.08.2013, CIL/C5A (PC)/CDA/479 dated 18.09.2020 and any amendment/changes made therein from time to time shall be applicable to the Inquiring Authority.

10. The IA will be paid honorarium as per existing office no. CIL/ C-5 A (PC)/CDA/400 dated 27.08.2013, CIL/C5A (PC)/CIL CDA/E 42961/1480 dated 14.08.2026 and as amended from time to time.

11. Apart from honorarium, the Inquiring Authority shall be entitled for the following facilities:

i) For outstation officers, suitable accommodation in company's guest house or hotel near the place of work will be provided. TA for journey from place of residence to place of duty shall be given at par with equivalent Rank officials of Coal India. Company will provide local transport at place of Company HQ or alternatively, compensate charges for the same on actual basis on production of supporting documents.

ii) For officers having residence in same location of company HQ, vehicle will be provided for movement from residence to office and back in connection with inquiry.

iii) Suitable office space and secretarial assistance for conducting inquiry will be provided.

12. **Appointing Authority**: The empaneled dignitaries will be appointed as IA of a specific departmental proceedings by the respective CMD of CIL and its subsidiaries.

13. The appointment of an IA may be terminated at any time by the DA in a case without serving any notice and without assigning any reason.

14. The Designated IA must avoid conflict of interest related to the case. If there is any conflict of interest in any case or even an iota of doubt regarding the same, it should be brought to the notice of DA.

15. The Designated Inquiring Authority shall require to give an undertaking as follows:

i) that he/she is not a witness or a complainant in the matter to be enquired into or a close relative or a known friend of the delinquent official. 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.

16. All the records, reports etc. available with the I.O. shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report.

17. The DA may also appoint any serving officer as Inquiring Authority as per his discretion.

18. On finalization, the panel of IAs will be displayed in the CIL Website in Vigilance Section for information.

The format for Application is enclosed herewith to be filled in by the willing candidates and the same may be sent via e-mail/ Speed Post on or before 17.12.2026 addressed to:

General Manager (Vigilance)
Vigilance Division,
Coal India Limited,
Coal Bhawan,
Premises No.04, MAR,
Plot No-AF-III, Action Area -1A,
New Town, Rajarhat, Kolkata - 700 156

E-mail id: gmvigilance.cil@coalindia.in

Encl: As above.

17/11/26

(N. R. Srivastava)
General Manager (Vigilance)/HoD
Coal India Limited

APPLICATION FORMAT

Sl.No.	Description	Details
1	Name (In Capital letters)	
2	Date Of Birth (DD/MM/YYYY)	
3	Date of Retirement (DD/MM/YYYY)	
4	Age on the date of submitting the application	
5	Educational Qualification	
6	Brief Experience *	
7	Areas of expertise *	
8	Grade/ Designation at the time of retirement (Supporting documents to be submitted)	
9	Name of the organization last served	
10	Have you ever been assigned the responsibility of the Inquiry Officer (Yes/ No)	
	If yes, the details thereof	

11	Preference of Companies proposed to be served for (maximum 3 nos.) CIL/ BCCL /CCL /CMPDIL / ECL / MCL /NCL /SECL /WCL		1. 2. 3.	
12	Postal address for communication			
13	Mobile Nos. & e-mail id (compulsory)			
14	Whether any disciplinary proceedings initiated during the service (Yes/ No)			
	If yes, the details thereof			
15	**SrN**	**Documents**	**Details of document**	**Enclosed**
	1	Self attested ID proof issued by Govt. Authorities		Yes/NO
	2	Self attested documents with details regarding Grade/ Designation / Organization served at the time of retirement		Yes/NO

I hereby declare that my health will not be a constraint for travelling to the place of Inquiry and conduct the same in an impartial manner.

I further declare that I had never been a charged officer in any completed or pending Inquiry.

***A separate sheet may be attached if required and should not be more than 500 words.**

Place:
Date:

Name and Signature