

**MINISTRY OF DEFENCE**  
**(Office of JS(E) & CAO)**

**PREPARATION OF PANEL FOR APPOINTMENT OF**  
**INQUIRY OFFICER/PRESENTING OFFICER**

1. There exists a panel of AFHQ officials for appointment as Inquiry Officers/Presenting Officers for conducting of Departmental Inquiry in terms of Rule 14 of CCS(CCA) Rules, 1965.
2. The Disciplinary proceedings are quasi-judicial in nature. The function of the Presenting Officer is to marshal evidence against the charge employee; to cross-examine the defence witnesses; submit his written brief; and above all, to render such assistance to the Inquiry Officer as is required by him. The inquiry officer must follow the prescribed procedure properly.
3. It is, therefore, requested that Officials having sound knowledge of relevant Rules and procedures with special reference to CCS (CC&A) Rules, 1965 and interested to work as Inquiry Officers/Presenting Officer may sent their application for incorporation of their names in the existing panel, as per the proforma attached as Appendix 'A' to this Note by 15 Sep 2016.
4. This may please be given wide publicity.



(Sulabh Rastogi)  
SAO, CAO/DD

22<sup>nd</sup> Aug 2016

**All Coord Section of Branches of Army HQ/ISO**

**Air HQ/ PC Coord**

**IHQ MoD (N)/DOA(Civ)**

**All Section of CAO's Office**

✓ **CAO/EDP** - For uploading the circular on CAO website.

**APPLICATION PROFORMA**

1.	Name (in capital letters)	
2.	Designation	
3.	Complete Office Adress (Please give Room No., Block, Wing etc.)	
4.	Telephone Numbers	Mobile –  Office –
5.	Educational Qualification	
6.	Nature of Duties being performed at present	
7.	Experience in handling Disciplinary Cases/Departmental Inquiry	
8.	Whether attended any Course on (i) CCS(CC&A) Rules (ii) IO/PO	

**(Signature of the Applicant)**