

P-12032/03/2015-PC
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan August Kranti Marg
New Delhi

Dated 28.07.2020

Subject: Revised guidelines for the Committee of IEMs (Independent External Monitor)

The undersigned is directed to refer to the above mentioned subject and to enclosed here with the revised guidelines for the Committee of IEMs (Independent External Monitor)

2. This issues with the approval of the Hon'ble Minister, FPI.

Encl: Revised Guidelines


(Tual Za Kam)

Under Secretary to the GoI.
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To

1. Smt. Rekha Gupt
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2. Smt. Meenakshi Mishra
198/1, Neb Valley, Neb Sarai
IGNOU Road, New Delhi-110 068
3. Shri Najib Shah
Prestige Mayberry
Nagondanhalli Main Road whitefield off
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Copy to:-

- | | |
|-------------------------------------|---|
| 1. PS to Hon'ble Minister, FPI | 2. PS to Hon'ble MOS, FPI |
| 3. Sr.PPS to Secretary, FPI | 4. Sr.PPS to AS (MJ) |
| 5. PPS to JS (RP) | 6. PPS to JS(AK) |
| 7. P PS to EA(BKB) | 8. PPS to JS(MA) |
| 9. PS to JS(AS) | 10.PPS to AS&FA |
| 10. All Director/DS . | 11.CVC |
| 12. All Divisions/All sections. | 13. NIC- to upload on Ministry of the website |
| 14. Hind section for Hindi version. | |

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GUIDELINES FOR COMMITTEE OF INDEPENDENT EXTERNAL MONITORS (IEMs)

1. Independent External Monitors (IEMs): As per CVC guidelines, IEMs are eminent personalities of high integrity and reputation, appointed for a period of three years as per the procedure laid down by the Government of India and also with the approval of Central Vigilance Commission (CVC). The present IEMs of Ministry of Food Processing Industries (MoFPI) and their tenure are as under:

<u>Name</u>	Tenure (from - to)
(a) Ms. Rekha Gupta,	: 13.11.2018 to 12.11.2021
(b) Ms. Meenakshi Mishra,	: 14.11.2018 to 13.11.2021
(c) Shri Najib Shah,	: 28.02.2020 to 27.02.2023

2. Duties and responsibilities of IEMs:

- Examine complaints received by applicants against decision of Inter-Ministerial Approval committee (IMAC) of Ministry of Food Processing Industries.
- Look into the matters related to compliance of Integrity Pact adopted by the MoFPI (annexure-3)


3. Chairman/chairperson: There will be no Chairman/Chairperson of the Committee of IEMs. All three IEMs are to be treated at par. The recommendations of the Committee of IEMs will be given by consensus or with majority.

4. Who can appeal/represent:

- Promoters who have grievances against decision of IMAC
- Bidders/vendors/public/civil society can also submit complaints regarding any bid/tender

5. When to Appeal/represent:

- Within 15 days from the date of posting of the decision of IMAC on the website of MoFPI .
- At any stage of a bid/tender


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6. Submission of appeal/representation/complaint:

(a) The appeal/representation against the decision of IMAC/Approval committee shall be sent only through e-mail given in the notice of decision to the Director /Deputy Secretary (Grievance) as per the prescribed format. (Annexure-1).

(b) Complaint against any bid or tender process may be submitted through e-mail to the Director/Deputy Secretary (Grievance). There is no specific format for submitting complaint.

7. Processing of Representations/Appeal:

- a. Any appeal/representation against the order of IMAC received by the Ministry will be forwarded by the Director/DS (Grievance) to the concerned Divisions for their comments.
- b. The comments will be provided by the Division within three working days in the prescribe proforma (Annexure-2) to Dir/DS(Grievances).
- c. After receiving the comments, Grievance cell of MoFPI will refer the appeal /representations/complaints along with comments of Division to the CIEMs through e-mail.
- d. The Committee of IEMs, shall fix the date of meeting/hearing/sitting in consultation with Director / Dy. Secretary (Grievance) of MoFPI.
- e. Meeting notice should be sent to all concerned at least 7 days before the meeting.

8. Hearing/Meeting/Sitting by Committee of IEMs :

- a. Promoters/complainants/bidders/vendors PMAs, officials of the Scheme division of MoFPI and officer/official of grievance cell will attend the meeting/hearing/sitting called by Committee of IEMs. This meeting/hearing/sitting can also be held through Video conferencing (VC) also.
- b. Full discipline/decorum will be maintained during the meeting/hearing/sitting.
- c. The Committee of IEMs will have the authority to demand/access relevant documents and seek clarifications from relevant persons
- d. A minimum of 5 number of appeal/ representation/complaints will be taken in a day along with personal hearing of the promoters/bidders/vendors.
- e. Recommendations on these appeal/representations/petitions will be submitted by the Committee of IEMs to Secretary/CVO.
- f. For the purpose of official work, one Secretariat Assistant/ PMA will be provided to the Committee of IEMs by concerned Division.



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9. Quorum:-

At least two IEMs have to be present for convening any meeting/hearing/sitting to be done by the Committee of IEMs.

10. Difference of opinion of Committee of IEMs & IMAC:

- a. After hearing of representation against the decision of IMAC, if it is found that the recommendations of Committee of IEMs differ with the decision of IMAC, the matter will be put up by the concerned Scheme division to Hon'ble Minister, FPI on file for a decision.
- b. The decision of the Hon'ble Minister, FPI will be final. This will be placed on the website of the Ministry and will also be conveyed to the promoters/applicants by the concerned Division.

11. Complaints regarding alleged irregularities:

(a) Committee of IEMs would examine complaints alleging irregularities received by them, conduct investigation and give their recommendations to the Secretary/CVO of the Ministry.

(b) They may also send their report to Central Vigilance Commission in cases of suspicion of serious irregularities requiring administrative/legal action.

12. Forfeiture of EMD: In case the Committee of IEMs finds that the appeal/representation/complaint has been filed with malafide intention, penalty up to Rs.1,00,000/- (one lakh only) may be imposed on the applicant/promoter/complainant.

13. Payment of remuneration to IEM: Payment of remuneration to each IEM should be made from the allocation of concerned division under professional fee from where grievance is received. In case grievances relating to more than one Scheme are discussed /heard in a day, payment should be made to the IEM by the Scheme Division which had the highest number of grievances. In case of complaints regarding alleged irregularities, payment shall be made from Establishment Expenditure. An amount of Rs. 20,000/- (twenty thousand) per day of hearing/sitting shall be paid to each IEM.

14. TA : MoFPI will provide Airfare (Economy Class- Air India only)/Local Taxi fare on production of documentary proof/bill for to and fro journey for IEMs. Hotel allowance will be provided as per entitlement of JS to Govt. of India. No TA or other expenditure will be paid to the Promoter(s)/petitioners.

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Annexures


(Annexure-1)

Prescribed format for Promoter/Company to submit their appeal to Dy. Secretary/
Director(Grievance) of MoFPI

[Note-appeal submitted other this format will not be entertained].

1.	Name of MoFPI scheme and EoI date	
2	Name of the applicant	
3	Registered office and detail of location of the Project.	
4	Name of the lead promoter with contact No. & email etc.	
5	Grant Amount applied for	
6	Date of the IMAC meeting	
7	Details of grievance	
8	Contention of the promoter, against rejection(along with relevant supporting documents)	
9	Any other remark, if any	
10	Details of person(Phone no. /E-mail) who will represent before Committee.	

(Signature of the Lead Promoter of Company with seal)



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(Annexure-2)

Prescribed format for the concerned division to submit their comment to Grievance Cell of MoFPI.

1.	Name of the Division	
2	Name of the applicant	
3	Name of the scheme/ project.	
4	Grant amount applied for	
5	Consolidated agenda & Minutes of the IMAC on the matter (PDF and MS word)	To be attached
6	Comment of the Division of appeal/Representation	To be attached
7	Any other remark, if any.	

(Signature of US/DD/DIA or other authorized officer of Division)


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