

**No.C-13011/09/2019-Vig.**  
**Government of India/ भारत सरकार**  
**Ministry of Food Processing Industries/ खाद्य प्रसंस्करण उद्योग मंत्रालय**  
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**Panchsheel Bhawan, August Kranti Marg,**  
**New Delhi. Dated: 02.08.2024**

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

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The undersigned is directed to refer to the above mentioned subject and to enclose herewith the revised guidelines for the Committee of IEMs (Independent External Monitors).

2. This issues with the approval of the Competent Authority.

*D.S.S. Srinivasa Rao*

**(D.S.S. Srinivasa Rao)**

Under Secretary to the Govt. of India

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**Encl: Revised Guidelines.**

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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 & CVO (MA)           |
| 5 PPS to AS & FA                                             | 6 PPS to Sr. EA                      |
| 7 PS to JS (PPS)                                             | 8 PS to JS (DP)                      |
| 9 PS to JS (RS)                                              | 10 All Directors/DS in MoPFI         |
| 11 All Sections in MoFPI                                     | 12 C.V.C                             |
| 13 NIC with a request to upload on the<br>Ministry's website | 14. Hindi Section for Hindi version. |

**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).

2. **Role/Functions of IEMs**:

- a. Examine grievances received by applicants against decision of **Project Approval Committee (PAC)** as per guidelines of Pradhan Mantri Kisan Sampada Yojana (PMKSY) Scheme.
- b. Looks into the matters related to compliance of Integrity Pact adopted by the MoFPI (Annexure-3 dated 07.01.2020).

3. **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 appear/represent**:

- a. Promoters who have grievances against decision of PAC for PMKSY Scheme.
- b. Bidders/vendors/public/civil society can also submit complaints regarding any bid/tenders.

5. **When to Appeal/Represent**:

- a. Within 15 days from the date of posting of the decision of PAC on the website of MoFPI.
- b. At any stage of a Bid/Tender.

6. **Submission of appeal/representation/complaint**:

(a) The appeal/representation against the decision of PAC/Approval Committee shall be sent only through e-mail to the Director/Deputy Secretary (Grievance) as per the prescribed format (Annexure-I).

(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.

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**7. Processing of Representations/Appeal:**

- a. Any appeal/representation against the order of PAC received by the Ministry will be forwarded by the Director/DS (Grievance) to the concerned Division for their comments.
- b. The comments will be provided by the Division within three working days in the prescribed format (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 Committee of IEMs 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 send to all concerned at least 7 days before the meeting.

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

- a. Promoters/complainants/bidders/vendors/PMA's, 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) .
- 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 document 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, necessary assistance will be provided to the Committee of IEMs by concerned Division.

**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 & PAC:**

- a. After hearing of representations against the decision of PAC, if it is found that the recommendations of Committee of IEMs differ with the decision of PAC, 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 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.

*01/02/2018*

**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. Penalty:** In case the Committee of IEMs find that the appeal/representations/complaint has been filed with malafide intention, penalty up to a maximum amount of Rs.1,00,000/- (one Lakh only) may be imposed on the applicant/promoter/complainant.

**13. Payment of remuneration to IEM:** Payment of remunerations 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 IEMs by the Scheme Division which had the highest number of Grievances. In case of complaints regarding alleged irregularities, payment shall be made by the Establishment Division. An amount of Rs. 25,000/- (Rs Twenty Five Thousand only) per day of hearing/sitting be paid to each IEM subject to a maximum of Rs.3,00,000/- in a calendar year with respect to sitting fee.

**14. Travelling Allowance:** MoFPI will provide Airfare/Local taxi fare on production of documentary proof/bill for to and fro journey for IEMs. Hotel Allowance will be provided as eligible to Additional Secretary to Govt. of India. No TA or other expenditure will be paid to the Promoters(s)/petitioners.

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21/10/18

**(Annexure -1)**

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

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

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

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(Signature of the Lead Promoter of Company with seal)

(Annexure -2)

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

[Note – Appeal submitted other than this format will not be entertained].

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 PAC on the matter (PDF and MS word)	To be attached
6.	Comment of the Division of appeal/Representation	To be attached
7.	Any other remarks, if any	

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

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