

No.A-42013/6/2017-Admn
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi – 110049

Dated: 19 .10.2020

Office Order No. 86 /2020

In pursuance of the approval of competent authority the Ministry of Food Processing Industries constitutes herewith a Task Force on Citizens' Charter with the following composition:

S.No		
(i)	Shri Manoj Joshi, Additional Secretary, MoFPI Panchsheel Bhawan, August Kranti Marg, New Delhi. Tele-011-26492476/Email:as-mofpi@gov.in	Chairman
(ii)	Shri Minhaj Alam, Joint Secretary, MoFPI, Panchsheel Bhawan, August Kranti Marg, New Delhi. Tele-011-26406571/Email:minhaj@ias.nic.in	Nodal Officer and Member-Secretary
(iii)	Smt. Reema Prakesh, Joint Secretary, MoFPI, Panchsheel Bhawan, August Kranti Marg, New Delhi. Tele-011-26494032/Email:prakashr@cag.gov.in	Member
(iv)	Shri Atul Saxena Joint Secretary, MoFPI, Panchsheel Bhawan, August Kranti Marg, New Delhi. Tele-011-26494591/Email: atul.saxena69@gov.in	Member

2. Terms of reference of the task Force will be as under:

- (i) Identification of all the stakeholders/clients and services/ products provided by the Department in consultation with officers/staff,
- (ii) Determination of standards for services provider by the department in consultation with officers/staff.
- (iii) Monitoring and review of implementation of the Citizen's charter,
- (iv) Modification of charter on the basis of suggestion/observation made by officer/staff/stakeholders,
- (v) Release of charter in public domain through website.
- (vi) All works for preparation of Draft Citizens' Charter will be completed within a month after constitution of the Task Force.

Rehan Jabeer

Rehan Zaheer

(Md. Rehan Zaheer)

Under Secretary to the Govt. of India

To,

1. Sr.PPS to AS(FPI)
2. PS to JS (MA)
3. PPS to JS (RP)
4. PS to JS (AS)

Copy to:

1. PS to Minister, FPI
2. PS/ OSD to MoS, FPI
3. Sr.PPS to Secretary(FPI)
4. PS to AS7 FA, FPI
5. JS(AK)/EA(KS)
6. All Dirs/DSs
7. All Section/Divisions of MoFPI
8. NIC-to uploaded on intrafpi.