

No.7-2/2011-FC.I
Government of India
Ministry of Consumer Affairs, Food and Public Distribution
Department of Food and Public Distribution

Krishi Bhavan, New Delhi -110001

Dated: 16th October, 2011

ORDER

Subject:- Constitution of State/Union Territory level Consultative Committees for the Food Corporation of India.

In supersession of this Department's Order No.7-1/2000-FC.I dated 04/09/2001, the following instructions are being issued for compliance in respect of the State/Union Territory level Consultative Committees for the Food Corporation of India (FCI).

2. With a view to protecting the interests of the producers as well as the consumers and to advise the Food Corporation of India (FCI) on various matters relating to procurement, storage and distribution of foodgrains, there shall be a Consultative Committee for each State/Union Territory.

3. **Composition**

3(1). The Consultative Committee for a State/UT shall consist of the following namely:-

- i) a Member of Parliament from the State/UT to be nominated by the Central Government;
- ii) Secretary to the State Government/ UT Administration dealing with Food & Civil supplies and such other officers as may be nominated by the State Government/UT Administration;
- iii) General Manager concerned of the FCI,
- iv) such non-official members as may be nominated by the Central Government.

3(2). The Member of Parliament nominated to the Consultative Committee shall be its Chairperson.

3(3). The concerned General Manager of the FCI shall be Member Secretary of the Consultative Committee.

4. **Appointment and tenure of the Chairpersons of Consultative Committee of FCI**

The Member of Parliament nominated to the Consultative Committee of a State / U.T. shall be its Chairperson. The Chairperson will be appointed on the recommendations of the Ministry of Parliamentary Affairs. The tenure of the Chairperson will be co-terminus with his tenure as a Member of Parliament.

5. **Eligibility criteria, procedure for appointment and term of non-official Members of Consultative Committee of FCI**

5(1). The non-official members to be nominated by the Central Govt. shall include inter-alia, representatives from farmers' associations, consumer bodies, social organizations and NGOs, besides public figures from within the State/UT concerned .

5(2). Appointment to the post of non-official Members of the Consultative Committee of FCI will be made with the approval of Minister of Consumer Affairs, Food and Public Distribution on the recommendations received by the Department. After approval, the State Government will be requested for verification of antecedents of the member. Only on the receipt of satisfactory report of verification of antecedents, order for appointment of a member to the concerned State Consultative Committee of FCI will be issued. The term of non-official members shall be for two years from the date of their appointment. No non-official member will be appointed for more than 2 terms.

6. **Functions of the Consultative Committee of FCI**

The Consultative Committee shall discuss and make recommendations on the following matters:-

- (a) procurement and distribution of foodgrains;
- (b) quality of foodgrains;
- (c) storage of foodgrains;
- (d) transit and storage losses;
- (e) interface of the FCI with State Government on functioning of the Targeted Public Distribution System (TPDS) including allocation, offtake and actual distribution of foodgrains for Antyodaya, BPL and APL families and for various welfare schemes being operated by the Central or State Government;

- (f) sale and disposal of stocks;
- (g) any other matter referred to it by the Ministry of Consumer Affairs, Food & Public Distribution or the Food Corporation of India for its consideration.

However, the Chairpersons or Members of the Consultative Committee shall not go into the day to day functions of FCI like transfers, postings, personnel policy, tendering process etc.

7. Meetings

- 7(1). The Consultative Committee shall normally meet once in every quarter. However, a special meeting of the Consultative Committee can be convened with the prior information of the Ministry of Consumer Affairs, Food & Public Distribution.
- 7(2). The meeting of the Consultative Committee shall be held on such date and time as may be indicated by the Chairperson.
- 7(3). While fixing a meeting, a clear notice of 15 days shall normally be given to the members.
- 7(4). The agenda for the meeting of the Consultative Committee shall be duly approved by the Chairperson.
- 7(5). Presence of one-third members of the Committee shall constitute the quorum for the meeting.
- 7(6). All members of the Consultative Committee shall maintain complete confidentiality with regard to the proceedings of the meetings.
- 7(7). Relevant information on the agenda items shall be provided to the Consultative Committee by the Member Secretary.
- 7(8). The Member Secretary of the Committee shall send the minutes of the meeting duly approved by the Chairman, to the FCI Headquarters as well as to the Ministry of Consumer Affairs, Food & Public Distribution within 15 (fifteen) days of the meeting.

8. Place of Meetings

The meetings of the Consultative Committee shall be held preferably at the State/Union Territory Headquarter.

9. Inspection

9 (1) The Consultative Committee shall have the right to inspect procurement, storage and distribution operations. The Consultative Committee shall also be entitled to inspect any godown where complaints about the quality of foodgrains stored or malpractices have been received by it. All inspection reports shall be forwarded to the Ministry of Consumer Affairs, Food and Public Distribution and FCI Headquarters, besides the General Manager, FCI.

9 (2) However, all inspections undertaken by the Consultative Committee for the State/UT concerned will be as a body and inspection by individual members or a Group of Members will not be permissible. However, the minimum number of members stipulated for carrying out inspections will be same as fixed for quorum of meeting at S.No. 7(5).

10. Accommodation

Residential accommodation for Chairpersons and Members of the Consultative Committee when on tour for inspections shall be arranged by the FCI in State Guest Houses or in the Guest Houses maintained by the FCI as far as possible.

11. TA/DA and other expenses

11(1). A Member of Parliament shall be entitled to traveling allowance on the same scale as admissible to him under section 4 of the Salary, Allowances and Pension of Members of Parliament Act, 1954. He will also be entitled for each day of the meeting a daily allowance at the same scale as is admissible to him under section 3 of the Salary, Allowances and Pension of Member of Parliament Act, 1954. He will also be entitled to daily allowances for two days preceding and two days following the meeting, if the Member of Parliament actually stays at the place of meeting.

11(2). Official members of the Consultative Committee shall be entitled to TA&DA as admissible under their respective Service Rules for the purpose of TA, DA and other expenses.

11(3). For the purpose of TA & DA, non-official members shall be treated at par with Government servants drawing pay in the Pay Band Rs.15600 -39100/- (Grade Pay Rs.5400 /-) per month as laid down under the Government of India, Ministry of Finance O.M.No.19030/3/2008-E.IV dated 23rd September, 2008.

12. Other facilities

12 (1). FCI shall provide office facilities and secretarial assistance to the Chairperson only when he visits the Regional Office for either the meeting or for the purpose of inspections. The secretarial staff shall consist of one Stenographer and one Peon and will be provided only for the duration of the meeting and not on a permanent basis.

12(2). Stationery, landline telephone facility will be provided at the time of meetings/inspections. However, visiting cards will not be provided. FCI will ensure access to the Consultative Committee members to its establishments during meetings/inspections. However, identity cards may be provided to members by FCI if so required.

12(3). Staff car with driver will not be provided.

12(4). Frequent meetings at the discretion of the Chairperson at places other than the Regional Headquarters of FCI are not desirable. The Consultative Committee shall normally meet once in every quarter. However, a special meeting of the Consultative Committee may be convened with the prior information of the Ministry of Consumer Affairs, Food and Public Distribution. The meetings of the Consultative Committee may preferably be held at the State/Union Territory Headquarters, so that it is convenient for all members to attend the meeting.

12(5). The Chairpersons and members are not entitled for payment of any lump sum honorarium other than TA/DA as admissible.

13. **Expenses on Meeting**

All expenditure on the meetings of the Consultative Committee and for making other arrangements shall be borne by the FCI. A separate account shall be kept for this purpose.



(A.K. Rana)

Under Secretary to the Govt. of India

Distribution

1. Chairman & Managing Director, FCI, New Delhi
2. Secretary, Food Corporation of India, New Delhi
3. PS to MOS(I/C), CAF&PD
4. Sr.PPS to Secretary(F&PD)
5. PS to AS&FA
6. PS to JS(P&FCI)
7. All Divisional Heads of Department of Food & Public Distribution
8. Ministry of Parliamentary Affairs, 86-B, Parliament House, New Delhi.
9. All the Directors of the Board of Directors of FCI
10. All the Chairpersons and Members of State/UT level Consultative Committee.
11. Guard File.



(A.K. Rana)

Under Secretary to the Govt. of India