



भारत सरकार / GOVERNMENT OF INDIA  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय /  
MINISTRY OF HEALTH & FAMILY WELFARE  
अखिल भारतीय स्वास्थ्य विज्ञान और जन स्वास्थ्य संस्थान /  
ALL INDIA INSTITUTE OF HYGIENE & PUBLIC HEALTH  
निदेशक का कार्यालय / Office of the Director  
स्टोर अनुभाग / Store Section  
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File No: **Store.21-12/2023-24**

Date: **17/08/2026**

## **OFFICE ORDER**

Subject: **Appointment of Independent External Monitor (IEM) for overseeing and implementation of Integrity Pact in AIH&PH, Kolkata**

The Competent Authority, AIH&PH, Kolkata has appointed the following Independent External Monitors (IEMs) in All India Institute of Hygiene & Public Health for overseeing and implementation of Integrity Pact in major procurements in AIH&PH, Kolkata:

- i. Shri Rajeev Kumar Jain, IIS (Retd.) S-332, Greater Kailash Part-2, Third Floor New Delhi, Delhi – 110048, Mobile No. 9811300133, E-Mail: [rakjeevicha@gmail.com](mailto:rakjeevicha@gmail.com)
1. The above appointments are made keeping in view the following references:
  - i. CVC Office order no. 024/VGL/088/0722 dated 13-08-2026, regarding appointment of IEMs in AIH&PH, Kolkata.
  - ii. CVC circular no. 015/VGL/091, dated- 14.06.2023 regarding the revised Standard Operating Procedure for Adoption and Implementation of Integrity Pact.
2. The Appointment of IEMs shall be governed by the following terms and conditions: -

**FEE:** The IEMs shall be paid fees @ Rs.25,000/- (Twenty-Five Thousand rupees only) per sitting. However, the maximum amount payable to IEMs in a calendar year shall not exceed Rs. 3,00,000/- with respect to sitting fees. The TA/DA, transportation and accommodation to IEMs will be payable by the AIH&PH, Kolkata.

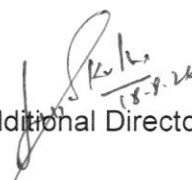
**TENURE:** For a period of three (03) years w.e.f the date of issue of this order.

**OTHER ITEMS:** As per Para 6.4 of the revised Standard Operating Procedure for Adoption and Implementation of Integrity Pact, the Department shall provide Secretarial Assistance to IEMs for rendering his/her job as IEM.

**PLACE OF SITTING:** Kolkata.
3. The IEMs are requested to sign and return the copy of Non-disclosure Agreement and declaration of absence of conflict-of-interest undertaking (**Annexure – I & II**) within 15 days.
4. Accordingly, all the concerned officer(s) are requested to take the following actions immediately: -
  - i. All RFPs/Tenders where the estimated cost exceeds Rs. Five Lakh for general admn. & Rs. 50 Lakh for other procurements the names of the IEMs may be suitably incorporated.
  - ii. In cases where RFPs/Tenders have already been issued, the appointment of the IEM may be intimated to the concerned vendors immediately and in any case, before the signing of the Integrity Pact.
  - iii. If the Pact has already been signed, the concerned vendor(s) may be suitably apprised about the appointment of the IEMs in AIH&PH, Kolkata at the earliest by the concerned officer(s).
5. The functioning of IEMs may be facilitated as follows:

- i. The IEMs would be provided access to all documents/records pertaining to the contract for which a complaint or issue is raised before them, as and when warranted. However, the documents/records/information having National Security implications and those documents which have been classified as Secret/Top secret are not to be disclosed.
- ii. It would be desirable to have structured meeting of the IEMs with the Director/Head of the Institute on a half yearly basis to discuss/ review the information on tenders awarded during the preceding six months period. Additional sitting, however, can be held as per requirement.
- iii. The IEMs would examine all complaints received by them and give their recommendations/views to the Director/Head of the Institute, at the earliest. They may also send their report directly to the CVO in case of suspicion of serious irregularities requiring legal/ administration action. Only in case of very serious issue having a specific, verifiable Vigilance angle, the matter should be reported directly to the Commission. IEMs are expected to tender their advice on the complaints, within 30 days.
- iv. For ensuring the desired transparency and objectivity in dealing with the complaints arising out of any tendering process or during execution of contract, the matter should be examined by the full panel of IEMs jointly, who would look into the records, conduct an investigation, and submit their joint recommendations to the Institute.
- v. IEMs should examine the process integrity; they are not expected to concern themselves with fixing of responsibility of officers. Complaints alleging malafide on the part of any officer of the Institute should be looked into by the CVO of the concerned institute.
- vi. The advisory role of IEMs is envisaged as that of a friend, philosopher and guide. The advice of IEMs would not be legally binding and it is restricted to resolving issues raised by a bidder regarding any aspect of the tender which allegedly restricts competition or bias towards some bidders. At the same time, it must be understood that IEMs are not consultants to the institute. Their role is independent in nature and the advice once tendered would not be subject to review at the request of the institution.
- vii. Issues like warranty/ guarantee etc. should be outside the purview of IEMs.
- viii. All IEMs should sign no-disclosure agreements with the institute in which they are appointed. They would also be required to sign a declaration of absence of conflict of interest.
- ix. A person acting as an IEM shall not be debarred from taking up other assignments such as consultancy with other organizations or agencies subject to his declaring that his additional assignment does not involve any conflict of interest with existing assignment. In case of any conflict of interest arising at a later date from an entity wherein he is or has been a consultant, the IEM should inform the CEO and recuse himself from that case.
- x. The institute will provide secretarial assistance to IEMs for rendering his/her job as IEM.
- xi. In case of any misconduct by an IEM, the Director/ Head of the Institute should bring it to the notice of the Commission detailing the specific misconduct for appropriate action at the Commission's end.
- xii. The role of the CVO of the Institute shall remain unaffected by the presence of IEMs. A matter being examined by the IEMs can be separately investigated by the CVO in terms of the provisions of the CVC Act or Vigilance Manual, if a complaint is received by him or directed to him by the Commission.
- xiii. All the deliberations during the IEMs meeting should be minuted and in next meeting the IEMs should confirm the recorded minutes of previous meeting.

This is issued with the approval of Competent Authority.

  
Additional Director

Copy for information to:

1. Director General of Health Services, Nirman Bhawan, New Delhi
2. Shri Roopal Prakash, Director, Central Vigilance Commission
3. Shri Narender Kumar, Section Officer, Coordination-I, Central Vigilance Commission.
4. Dr. Amit Banik, Professor & HoD, Dept of Sanitary Engineering & Vigilance Officer
5. Shri S.K. Bhanawat HoD, Dept of statistics for uploading to Institutes website.