



समुद्री उत्पाद निर्यात विकास प्राधिकरण
THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
(वावाणिज्य और उद्योग मंत्रालय, भारत सरकार)
(Ministry of Commerce & Industry, Govt. of India)
एमपीईडीए हाउस, पनमपिल्ली एवन्सू, कोच्चि – 682 036,
Panampilly Avenue, Panampilly Nagar, Kochi – 682 036

NOTICE

Empanelment as Auditor for aquaculture certification programme, 'SHAPHARI'

MPEDA is implementing an aquaculture certification programme for hatcheries and aquaculture farms, titled 'SHAPHARI'. The certification programme was launched on 7th February 2020 and it is a tool to gain consumer confidence and assure the quality of seeds/produce in the market. The production units which are enrolled for the certification programme are audited by Empanelled auditors based on the standards prescribed for the programme.

Those technical experts who are interested and eligible as per the criteria in below table for empanelment under SHAPHARI certification are invited to send filled in application in the prescribed format along with supporting documents to MPEDA by email to aquacert@mpeda.gov.in on or before **July 12, 2024**.

The application format and terms & conditions for empanelment of auditors are provided in Annexes A & B. The basic criterion for empanelled auditor is outlined below:

1.	Essential educational Qualification	Post Graduate Degree in Biological sciences
2.	Who can apply	Those who are working in State/Central Government Organization / Institutes / Universities or retired from State/Central

		Government Organization / Institutes / Universities are eligible to Apply (In-service officials are required to submit their applications through proper channels.)
3.	Essential Experience	At least 10 years of experience in aquaculture/hatchery sector
4.	Age Limit As on 31.05.2024, for retired officials	Should not exceed 70 years
5.	Period of empanelment	3 years (may be extended further)
6.	Remuneration (only during audit)	Auditors will be eligible for TA, Daily allowance and accommodation as applicable to officer in the level of Deputy Director in MPEDA and provided with an honorarium of Rs. 2000/Day, for retired personnel. In-service personnel as auditor will be eligible for TA,DA and accommodation as per the actual pay level and honorarium of Rs. 2000/day.
7.	Location of the Audit	Anywhere in India
8.	Selection	As per requirement of the programme

Director
MPEDA

Annexure A

**APPLICATION FOR EMPANELING THE AUDITORS UNDER SHAPHARI
CERTIFICATION PROGRAMME OF MPEDA**

1.	Name and address (in block letters)	:	
2.	Email ID	:	
3.	Mobile no.	:	
4.	Educational qualification	:	
5.	Experience	:	
6.	Employment status	:	In-service/Retired
7.	Date of birth (dd/mm/yyyy)	:	
8.	Present employment (Designation & name of the	:	

	organization / institute with address)		
9.	Name of the organization / institute last served along with position held (if applicable)	:	
10.	Total no. of years of experience in aquaculture sector	:	
11.	Bank Details (Name, Account No., IFS Code, Bank Name, Branch Name)	:	

DECLARATION

I _____ son / daughter / spouse of _____ hereby declare that the information given above is true to the best of my knowledge and belief and nothing has been concealed therein. I am aware that, empanelment as auditor for Shaphari certification programme is based on own willingness and MPEDA has the right to withdraw the empanelment at any time.

Signature

Place:

Date:

Recommended by the Organization/Department:

(for in-service)

TERMS AND CONDITIONS FOR EMPANELLED AUDITORS

1. Procedure for assigning Auditors:

- Empanelled auditors will be assigned audit work by the Certification Cell on random basis.
- The intent for audit will be intimated by email communication along with audit report formats.
- The auditor has to accept or decline the audit assignment. In case the auditor declines, the reason may please be stated.
- While submitting the reply to the intent, the auditor may list out the hatcheries in the jurisdiction with which he/she has any relationship (business/family).

2. Procedure for conducting audit

The audit consists of an opening meeting, a site audit, collection of necessary samples in case of hatcheries, a review of management records and procedures, and a closing meeting. All points in the standards shall be addressed. Any non-conformity raised during the evaluation is recorded by the auditor in the formal report.

- Auditor will be issued guidelines for conducting audit along with the work order, containing details of name and location of the hatchery, time frame for the audit etc.
- Immediately after receiving the work order, auditor has to submit a travel programme suiting to the time frame. On approval of the travel plan, MPEDA will make arrangement for air travel, local conveyance and accommodation. Train ticket may be booked by the auditor and it will be reimbursed while submitting the Claim bill.
- Certification Cell (CC) will intimate the hatchery/farm regarding the impending preliminary/certification audit. However, as the surveillance audit is supposed to be unforeseen and unexpected, the same will not be intimated to the hatchery/farm.
- Auditor may visit various sections of the hatchery/farm, observe operations with special focus on the inputs used and the records maintained thereof.

- In case of hatchery, Auditor will have to collect and despatch the samples for analysis as per the procedure of conducting certification and surveillance audit. Local MPEDA office will facilitate sample dispatch. Sample analysis reports are expected to be communicated to Certification cell by concerned labs. Audit observations are to be recorded and submitted as soon as the audit is completed.
- Upon receiving the lab reports, the surveillance auditor or lead auditor of the certification audit will close the audit report.

3. **Terms and conditions of empanelment:**

- The empanelment is for a period of 3 years from the date of empanelment.
- Empanelment should not be construed as an employment of MPEDA.
- As per the requirement for audit, intent will be issued to the empanelled auditor on a random basis.
- Upon acceptance of the intent, the empanelled auditor will be assigned an audit work order.
- Auditor has to carry out the audit as per the guidelines issued.
- Auditors will be arranged flight tickets, hotel accommodation and local transport to visit the unit as applicable to officer in the level of Deputy Director in MPEDA, for retired officials. In-service personnel as auditor will be eligible for TA,DA and accommodation as per the actual pay level. In addition to the above, an honorarium of Rs.2000/-per day shall be paid. Auditors will be paid DA as applicable to officer in the level of Deputy Director in MPEDA. If travel by train, auditor has to arrange to and fro tickets, which will be reimbursed.
- Auditor needs to maintain the confidentiality of the work assigned to and findings thereof.
- Auditor with business/family relation with a hatchery shall not audit that particular unit. In case of any such relation, this may be revealed upon receiving the intent for auditing the hatchery. The auditor will not be assigned audit of that hatchery. In the instance of any such relationship coming to the knowledge of MPEDA after the audit, the concerned auditor will be removed from the panel.
- Once audit work order is issued to the auditor, the auditor shall complete the work and submit the report in the stipulated time frame.
- Signing of the offer of empanelment will amount to signing an undertaking in acceptance of the terms and conditions.

- An empanelled auditor can opt for de-empanelment after completion of all the works assigned and settlement of dues if any.
- The authority has the right to cancel the auditor from the empanelment list at any time.
