

HOW TO LODGE AN APPEAL REGARDING CERTIFICATION DECISIONS

- The appeals are to be addressed to the Chairman i2P2M
- Appeals are submitted to i2P2M in writing within 90 working days of the i2P2M decision against which the appeals is made.
- Appeals request should be sent in the prescribed format (Form- F8-1) along with the relevant supporting evidence. Form can be downloaded from i2P2M site.
- The supporting evidence shall be in a separate sealed envelope in a tamperproof manner.
- Operations & Development team shall review the appeal and the application for compliance with the requirements of the appeals process.
- When a decision on suspension has been made against a Certified Person against which an appeal is made, the decision shall be put on hold till the Appeal process is completed and a final decision is rendered.
- Nominated Appeal's officer shall acknowledge the receipt of appeal.
- A record pertaining to all appeals including important details like date of receipt, name and address of the person who has made complaint, details of appeals and outcome of appeals shall be maintained in the 'Appeals File'.
- An independent Appeals Committee will be formed to go in to the merit of the appeal.
- Appeals shall seek clarifications/ documents as appropriate. Appeals committee may call appellant for personal hearing.
- All decisions shall be taken in impartial manner without any discriminatory action against the appellant.
- Decision of the Appeal's Committee will be communicated to appellant.