

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF FOOD SAFETY**

8th Floor, Mayur Bhawan, Connaught Place, New Delhi – 110001

No.F./1012/4/2016/Admn./2443-49

Dated: 03/08/26

**INTERIM WORK ALLOCATION**  
**(Duties under the FSS Act, 2006)**

In exercise of the administrative powers vested in the Commissioner (Food Safety) Government of NCT of Delhi, under the provisions of the Food Safety and Standards Act, 2006, including Section 30 of the Act, read with the Food Safety and Standards Rules, 2011, and in the interest of ensuring effective administration and expeditious disposal of statutory functions of the Department, the following interim allocation of work amongst the Designated Officers is hereby ordered with immediate effect and shall remain in force until further orders.

**I. Statutory Functions of the Designated Officer**

Without prejudice to the statutory powers and responsibilities prescribed under Section 36 of the Food Safety and Standards Act, 2006, the Food Safety and Standards Rules, 2011 and the Regulations framed thereunder, the functions of the Designated Officer include, inter alia:

1. Administration and supervision of food safety activities within the assigned jurisdiction.
2. Grant, renewal, suspension and cancellation of licences and registrations under the provisions of the Food Safety and Standards Act, 2006.
3. Supervision and monitoring of inspections, surveillance and sampling conducted by the Food Safety Officers.
4. Issuance of authorisation/DO Slips to Food Safety Officers for lifting of food samples.
5. Receipt, scrutiny and acceptance of food samples lifted by the Food Safety Officers and ensuring their timely dispatch to the Food Analyst.
6. Examination of Food Analyst Reports and initiation of appropriate statutory action thereon.
7. Processing of cases for adjudication and prosecution in accordance with the provisions of the Act and Rules.
8. Monitoring compliance of Improvement Notices and other enforcement actions.
9. Maintenance of statutory records, reports, returns and coordination with Food Safety Officers, Food Analysts, Adjudicating Officers and other authorities.
10. Discharge of such other statutory or administrative functions as may be assigned by the Competent Authority from time to time.

**II. Interim Allocation of Work in addition to the other assigned work**

**A. Dr. Shrikant R. Tapdiya, Deputy Commissioner (in Level 10)**

Dr. Shrikant R. Tapdiya shall, in addition to the Lab duties & other duties assigned to him, look after all prosecution matters under the Food Safety and Standards Act, 2006, including:

1. Scrutiny and examination of prosecution proposals received from the Designated Officer.

2. Processing and approval of prosecution cases in accordance with the provisions of the Act.
3. Coordination with the Departmental Counsel/Standing Counsel and all Courts of law.
4. Filing and monitoring of complaints (including putting up Inspection Order for CM Jan Sunwai, PGMS, CPGRAMS, LGLP etc.), appeals, revisions, affidavits, replies and other legal proceedings.
5. Review and monitoring of all pending prosecution cases.
6. Any other matter relating to prosecution entrusted or marked by the Competent Authority.

**B. Shri Sandeep Ahlawat, (S.O. in Level 8) as 'SL & RA' FOR ALL THE DISTRICTS OF**

Shri Sandeep Ahlawat shall look after all matters relating to Registration and Licensing under the Food Safety and Standards Act, 2006, including:

1. Processing of applications for grant, renewal, modification and transfer of licences and registrations.
2. Processing of applications and compliances through the FoSCoS Portal.
3. Disposal of representations, correspondence and other matters pertaining to Registration and Licensing.
4. Any other work relating to Registration and Licensing.

**However, matters relating to suspension and cancellation of licences/registrations shall not be dealt with by Shri Sandeep Ahlawat and shall be dealt with by Shri Saurabh Sharma, Designated Officer.**

**C. Shri Saurabh Sharma, Designated Officer (in Level 7)**

Shri Saurabh Sharma shall look after the following statutory functions **AS D.O.(HQ.) FOR ALL THE DISTRICTS OF SINGLE CITY STATE OF DELHI:**

1. Suspension and cancellation of licences and registrations under the Food Safety and Standards Act, 2006.
2. Issuance of Designated Officer (DO) Slips/authorisations for lifting of food samples.
3. Receipt, scrutiny and acceptance of food samples lifted by the Food Safety Officers.
4. Ensuring timely dispatch of accepted samples to the notified Food Analyst.
5. Examination of Food Analyst Reports.
6. Initiation and processing of all consequential statutory and enforcement actions arising from Food Analyst Reports, **except matters relating to prosecution.**
7. Monitoring of sampling work and all connected enforcement proceedings.
8. Any other work assigned/marked by the Competent Authority.

**III. The link officers will be as under:**

**Officer**

**Link Officer**

1. Dr. Shrikant R. Tapdiya: Sh. Saurabh Sharma
2. Sh. Sandeep Ahlawat : Sh. Saurabh Sharma
3. Sh. Saurabh Sharma: Sh. Sandeep Ahlawat

#### IV. General Instructions

1. The above allocation is purely **interim** in nature and is intended only for smooth and efficient disposal of work. It shall not dilute or curtail the statutory powers and responsibilities conferred under the Food Safety and Standards Act, 2006.
2. All officers shall provide necessary assistance to one another to ensure timely disposal of statutory matters.
3. Any matter involving overlapping jurisdiction or requiring clarification shall be placed before the Commissioner (Food Safety) for appropriate orders and till that time will be dealt by the DO(HQ.).
4. This Office Order shall come into force with immediate effect and shall remain operative until further orders.

This issues U/S 30(2)(d) of the FSS Act, 2006 with competent approval.

Commissioner (Food Safety)  
Department of Food Safety

Copy to:

1. CEO, FSSAI, Govt. of India, FDA Bhawan, New Delhi
2. Executive Director, FSSAI
3. PS to Commissioner, Food Safety
4. All Concerned Officers
5. All concerned FSOs/Officials
6. S.O. (Admn.)
7. EDP Cell
8. Guard File

