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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF FOOD SAFETY
8th FLOOR, MAYUR BHAWAN, CONNAUGHT PLACE, NEW DELHI – 110001

F. No. /DoFS/1012/4/2016/Admn./ 2268-71

Dated: 27/7/26

OFFICE ORDER

The Department of Food Safety has established a modern Food Testing Laboratory equipped with various **High-End Analytical Equipment (HEE)** procured under different schemes of the Government of India. The Government of NCT of Delhi is committed to ensuring scientific infrastructure and ensuring scientific enforcement of the provisions of the Food Safety and Standards Act, 2006.

The efficient utilization, maintenance and upkeep of these High-End Equipments are essential for ensuring uninterrupted analytical testing, maintaining accreditation requirements and maximizing the benefits of the substantial public investment made in the laboratory infrastructure.

Accordingly, in pursuance of the approval of the Competent Authority, **Dr. Shrikant R. Tapdiya**, Department of Food Safety, is hereby designated as the **Responsible Officer** for the management, ensuring its operation for public good, maintenance and optimal utilization of all High-End Equipments (HEE) installed in the Food Laboratory, with immediate effect and until further orders.

He shall, inter alia, be responsible for:

1. Overseeing the effective operation and optimum utilization of all High-End Equipments installed in the Food Laboratory.
2. Coordinating with FSSAI, Government of India, equipment manufacturers, suppliers, service providers, Annual Maintenance Contract (AMC)/Comprehensive Maintenance Contract (CMC) agencies and other stakeholders regarding installation, commissioning, maintenance, repair, calibration, validation and performance verification of the equipment.
3. Ensuring availability of trained technical manpower for operation of the High-End Equipments and facilitating capacity building wherever necessary.
4. Monitoring timely procurement of consumables, reference standards, accessories, spare parts and other essential items required for uninterrupted functioning of the equipment.
5. Ensuring compliance with quality management systems, NABL requirements, preventive maintenance schedules and statutory guidelines relating to laboratory equipment.

6. Reviewing the operational status of all High-End Equipments on a regular basis and taking timely corrective measures to minimize downtime.
7. Submitting periodic reports to the Commissioner (Food Safety) regarding the operational status, utilization, maintenance and performance of the High-End Equipments.
8. Performing such other functions as may be assigned by the Commissioner (Food Safety) from time to time in connection with the management and effective utilization of the High End Equipments

All officers/officials of the Department and the Food Laboratory shall extend necessary cooperation and provide all requisite assistance to Dr. Shrikant R. Tapdiya in the discharge of the above responsibilities.

This issues with the prior approval of the Competent Authority.



(Sumit Sharma)
AD (IT)/ Head of Office

Copy to:

1. Dr. Shrikant R. Tapdiya, Deputy Commissioner, Department of Food Safety, GNCT of Delhi.
2. PS to Commissioner (Food Safety), Department of Food Safety, GNCT of Delhi.
3. Notified Food Analyst/In-charge, Food Laboratory, Department of Food Safety, GNCT of Delhi.
4. Guard File.