

Strictly For internal circulation only

Department of Food Safety
Government of NCT of Delhi
8th Floor, Mayur Bhawan, New Delhi-110001

Dt. 26/4/25

F.No.PPS/CFS/DOFS/2025/ 2706-07

Ref:- Achieving zero pendency at all levels.

ORDER-04/2025

All the files, proposals & daks are required to be dealt as an important public purpose work. Any delay in dealing with such proposals at this Commissionerate are not desirable. Sometimes some of the dak, document, communications & files may be kept pending out of inadvertence with the officials or officers under 'Please speak' or 'Discuss please' or gets merged with any other file or document or so. To create a facility of reminder for the self/self- check and to keep the pendency at zero level, it is hereby ordered that the dak/diary-dispatch, clerk of the HQ office will inform the Pr. P.S./PS/PA, as available, at the Commissioner's Personal Branch office in the forenoon of every Monday/first working day of the week w.r.to the details of any pendency of any such communication/ proposals with the Commissioner since 07 days or more, if any.

The PPS/PS/PA, as the case may be, to the CFS will ensure the receipt of such PENDENCY REPORT' or 'NIL Report'.

Any consequences arising out of the non-compliance of this order will be the sole responsibility of officer/official(s) concerned.



(Commissioner, Food Safety)

Copy to: 1. All officers & officials of the Personal Branch.
2. Diary clerk(s).