

DEPARTMENT OF FOOD SAFETY
GOVERNMENT OF N.C.T. OF DELHI

127/C

No.F.91)/12/DoFS/Admn./ 1100 - 1102

Dated : 15-5-12

MINUTES OF THE MEETING

A review meeting of the Department was held on 15-5-2012 at 11.00 AM under the Chairmanship of Commissioner Food Safety. The following points were discussed and decision taken : -

1. Distribution of Work: The fresh orders for distribution of work amongst the staff needs to be issued. (Action: All Branch except Account & EDP)
2. Repatriation of Drivers : The Drivers may be repatriated from the Revenue Department urgently (Action: Admn. Branch.)
3. Animals : The dog always found sitting at Entrance Gate of the office Complex is required to be removed. SPCA maybe requested to take action. Caretaking branch is to ensure compliance. (Action: Caretaking Branch)
4. Non Display of Boards: No office Board with proper name of the department is displayed and various Boards with the name of section are required to be installed at entrance gate of the each branch properly. Also boards are to be put up outside the gate. Display board with details of officers, branches including room number and floor is to be installed at reception counter. (Action: Caretaking Branch)
5. Construction at 4th Floor : The possibility of construction at 4th Floor may be explored by contacting PWD engineers. (Action: Caretaking Branch)
6. Reception Hall : The place & sitting arrangement for visitors are required to be improved. Proposal be put up within 07 days. (Action: Caretaking Branch)
7. Attendance : The Concerned Branch Incharge will maintain Attendance Register and their leave account *besides monitoring punctuality*. A.O. to issue necessary instructions (Action: All Branch Incharge/AO)
8. Vacant Posts : A letter for filling up the vacant posts of DASS Cadre be put up to the Services Department. (Action: Admn. Branch.)
9. CUG System : Providing of Hand Sets to all field staff be put up along with justification and technical requirement

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(Action: D.O.- 3)
10. Deployment of Field Staff : The performance of field Staff will required to be
days.
(Action: All D.Os.)

11. LIFT System: The matter for installation of Lift in this office will discussed by
the officers of PWD with Administrative Officer Food Safety after taking date and
time

(Action: Caretaking Branch)

A Compliance report with regard to all action points to be put up on time to the
undersigned for further submission to Commissioner Food Safety.



(JASWANT RAO)
OFFICE SUPERINTENDENT

Copy for information and necessary action to :-

1. All Concerned
2. P.S. to Commissioner Food Safety
3. 3. Guard File.



(JASWANT RAO)
OFFICE SUPERINTENDENT