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MINUTES OF THE MEETING HELD UNDER THE CHAIRMANSHIP OF THE COMMISSIONER FOOD SAFETY on 28.5.2012 at 11.30 A.M REGARDING RENOVATION & MODIFICATIN IN THE FOOD SAFETY BUILDING

F.No.1(151)/FS./Store/PWD/12/ 1578-25 Dated: 30-5-12

A meeting was convened under the chairmanship of Commissioner Food safety and the Officers / officials who have attended the meeting is enclosed as Annexure I.

The following points were discussed during the meeting:

1. Exploring the possibility of 4th floor: It was suggested by the AE (Civil) that porta cabin may be installed at 4th floor. The Commissioner has told that atleast 6000 sq. ft. space will be required for sitting of 60 officials. Ex. Engineer was advised to consult Architect and inform department about the appropriate steps to be taken ,

   Action: Ex. Engineer (PWD)(Civil)

2. Installation of Lift in the Office: The AE (Elect.) have assured to give the full lay out plan regarding installation of lift at the earliest.

   Action: A.E. (Elect.)(PWD)

3. Centralized Air conditioning of the Building: The AE (Elect.) have told that the 15 days time will be required to give the possibility of the plan.

   Action: A.E. (Elect.)(PWD)

4. Cold room: The PWD officials have agreed to give the estimate for the cold room for the food lab.

   Action: A.E. (Elect.)(PWD)

5. The PWD officials have agreed to give the financial & physical achievements on quarterly basis.

   Action: Ex.Engr.(Civil) & A.E.(Elect.)

6. Installation of Coolers outside window: It was agreed by the AE (Civil) to install the coolers.

   Action: Ex.Engr.(Civil)

7. The AE (Civil) has assured to give the estimate for replacement of existing iron window with the Aluminium window in the building for which the letter has already been sent to them.

   Action : A.E.(Civil)

8. It was also agreed by AE (Civil) that Malba in and around the premises of Food Safety deptt. will be disposed off at the earliest.

   Action : A.E.(Civil)

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9. The Commissioner has desired to have cupboards in each room of the building. The Branch Incharges were directed to inform caretaking branch about their requirement.

Action: S.O.(Caretaking)

10. Regarding providing the space for canteen, it was told by the PWD staff that the area may be identified for this.

Action : A.E.(Civil)

11. Commissioner directed Ex.Engr. (Civil) to submit the measurement for the premises of whole building by today.

Action: Ex.Engineer (Civil)

The concerned officers were directed to send compliance report within 15 days.

The meeting ended with a vote of thanks

(T.N. MEENA)
Administrative Officer

To

ALL CONCERNED