

**DEPARTMENT OF FOOD SAFETY
GOVERNMENT OF NCT OF DELHI
A-20, LAWRENCE ROAD INDUSTRIAL AREA, RING ROAD,
DELHI – 110035.**

No.F.1.1(51)/FS/Plg./AP/2013-14/8409 - 8415

Dated : 7-1-14

**MINUTES OF THE REVIEW MEETING HELD UNDER THE CHAIRMANSHIP OF
THE COMMISSIONER (FOOD SAFETY) ON 1.1.2014 AT 11.00 AM**

A review meeting was convened under the chairmanship of Commissioner, Food Safety with the officers of the Department to discuss the following agenda items:

- 1. Plan expenditure**
- 2. Steering Committee**
- 3. On-line licensing**
- 4. RRs to be notified and posts be filled up**
- 5. Other important issues**

I At the outset Commissioner wished the officers New Year and requested them to act with new vigor and determination to fulfill the promises of new Government. He drew attention to the meeting held by the Hon'ble Minister of Health & Family Welfare on 28.12.13. The Hon'ble Minister of Health & Family Welfare had directed the Commissioner to set up transparent system of functioning whereby public interface is improved and accountability is established. Accordingly, Commissioner instructed all the officers to emphasize on efficiency and transparency in all their actions and supervise and monitor work of their subordinates so that harassment to the public or other functionaries are eliminated. He also emphasized that serious action will be taken against any officer/official in case complaints of graft or any other misdemeanor is received.

II PLAN EXPENDITURE

1(a) Purchase of GLC

Commissioner, Food Safety reviewed the expenditure and implementation of annual plan during the 3rd quarter. It was found that the purchase of GLC for Rs.6 lacs by the Food Lab is still pending even though the tender process has been completed. Food Analyst submitted that only one tender has been received. In the last meeting held on 12.12.2013, he was advised to place the matter before the competent authority within seven days. However, he has not complied with the directions. He was again directed to place the matter before the competent authority within 3 days and AO was directed to complete formalities and issue orders within 7 days

(b)Purchase of Mobile Food Lab

Letter seeking nomination from National Institute of Food Technology Entrepreneurship(.NIFTEM) and FSSAI for constituting Tender Evaluation Committee should be sent by 16.12.13 without fail. In the earlier meeting dated 12.12.2013, he was advised to follow the matter on telephone but he explained that he followed the matter through email and no response has been received for the said email from NIFTEM. Commissioner said that he was directed to follow the matter on telephone, therefore, he should follow up the matter on telephone and CFS be informed about the outcome within 7 days.

(c)Setting up of District Offices

All Designated Officers(DOs) were directed to personally follow up the references received from DDA in their respective districts and expedite the response by the Field Officers of DDA. Further Designated Officers were to examine possibility of hiring the office space from Delhi Metro Rail Corporation(DMRC) in their respective districts in case space from DDA is not found available/ suitable.CFS enquired from each of the Designated Officer about the progress made regarding follow up action with DDA and/or identify new sites for setting up of district office. The reply of none of the D.O. was found to be satisfactory. Reply of Shri Shyam Lal, D.O. was highly unsatisfactory. He has not taken any step in this regard and neither directed his subordinate staff to follow up the matter. CFS desired that the explanation of Sh. Shyam Lal must be called for. A.O. will submit the proposal for calling of explanation of Shri Shyam Lal. All the D.O.s were advised to make sincere and concerted effort to identify the building/space/land for opening of new district office in their respective districts. Each D.O. shall submit the concrete proposal to the CFS within 10 days.

Shri S.N. Bhardwaj, Food Analyst informed that he has visited and inspected the 7th floor, Ambedkar Bhawan Indl.Area, Rohini and found the space suitable for opening of new district laboratory. He further informed that a proposal for sending sealed quotation as desired by G.M. Delhi State SC/ST Financial Development Corporation, is being submitted for approval of CFS. CFS stated that the availability of the building/space in East Delhi for laboratory purpose as discussed in the earlier meetings may also be explored at the earliest.

(d)Purchase of Laptops

File regarding purchase of laptops has already been sent to the Finance Department for concurrence. Programmer was advised to follow up the matter regularly with the Finance Department.

(e) **Purchase of computers, printers scanners etc.**

The Programmer informed that the order has been placed to the supplier for printers and scanners. She further informed that for purchase of computers the proposal has been moved for concurrence of IT Department.

2. (a) Admn. Officer was to take follow up action for setting up of facilitation centres at Mayur Bhawan. Constant liaison with DTTDC is required in this case and site visit may also be undertaken atleast once in 15 days.
- (b) Regarding hiring of three more vehicles for the district set up, CFS said that the proposal moved by the A.O. is not comprehensive. A.O. was directed to move a comprehensive proposal within 5 days positively.]

III. STEERING COMMITTEE

D.O.(Licensing) informed that file relating to constituting of Steering Committee for implementation of Food Safety Act has already been sent to the Secretary(H&FW) for further approval of Chief Secretary, Delhi.

IV. ONLINE LICESNING

- (a) AAO informed that there is coordination insome problem with regard to receipt of payment scroll from SBI and reflection of the same in the software by NISG. After detailed deliberation in the matter by the various officers present in the meeting it was concluded that the problems being pointed out by the AAO can be handled by the AAO with simple pursuance and coordination with the SBI. There was some discrepancy in respect of depositing the challans and scroll receipt. CFS directed the AAO to sort out the matter immediately and report to him the progress within 2 days.
- (b) D.O.(Licensing) informed that the DOs , FSOs and DEOs have been imparted training by the NISG on 20.12.2013. He further informed that the user ID and password have been allotted to the concerned DO/FSO etc.
- (c) D.O.(Licensing) informed that Department is ready to receive licensing applications online and it can be started in a very short notice.

V RRs TO BE NOTIFIED AND POSTS BE FILLED UP

- (a) A.O. informed that the posts of Driver have been circulated to all the branches of Department of H&FW. A.O. further informed that the RRs for the post of Dy.Commr.(FS) have been notified and published in the Gazette. Similarly, for finalizing RRs for the post of chemist, a meeting was held in the UPSC on 30.12.2013 and UPSC has suggested that the posts which have been lapsed

should be got revived from the competent authority before sending the proposal to the UPSC for concurrence of RRs. CFS advised the A.O. to complete the job on priority.

- (b) A.O. informed that roster for the post of Field Assistant has not still been completed. CFS stated that the matter has already been delayed so much. A.O. was advised that roster may be completed as per the instructions within 10 days and the proposal be sent to DSSSB for filling up the post within next 5 days of finalizing the roster.
- (c) Regarding filling up the post of FSO by the DSSSB, CFS advised the A.O. to send a reminder to Secretary, DSSSB within 7 days and thereafter it should be enquired telephonically.
- (d) Regarding filling up the 22 posts of stenographers/LDCs etc. CFS advised A.O. to send a written request to the Services Department mentioning the details of vacancy position and also urgency for the Department in view of licensing of FBOs etc.

VI OTHER IMPORTANT ISSUES

- (a) A.O. informed that the matter regarding office complex for allotment of DOs has been taken up with the PWD for white wash etc. and the PWD is going to start the work shortly. CFS advised the AO to pursue the matter with the PWD on regular basis and get the required things done on priority basis.
- (b) The issue to mount the border surveillance on strategic points during odd hours to check supply of adulterated milk, if any, was reviewed in view of the Supreme Court directions in the matter. The progress in this regard was very very slow. CFS directed all the DOs and FSOs to intensify the border surveillance on strategic points during odd hours. He further suggested that Spl. Commissioner may issue separate orders for deployment of teams of DOs and FSOs from other districts in the bordering area of U.P. which is most vulnerable area in this regard. During the review of the progress CFS asked Shri R.K.Bhasker, FSO who gave a very irresponsible and insensitive and blunt reply that he has not made any effort till date in this regard. CFS expressed his anguish in the matter and directed the A.O. to make out a case against him for dereliction of duties and submit the file to the CFS for appropriate orders.
- (c) CFS directed the D.O.(HQ) to send the report to the FSSAI regarding unsafe milk and milk products within 4 days.
- (d) Commissioner, Food safety directed all the officers to strictly adhere to the time limits discussed during the meeting and submit their reports as per schedule indicated in the minutes.

- (e) Commissioner, Food safety discussed the procedure for collection of samples being followed by the department. In this regard, attention was drawn to rule 2.4.1. under which the FSO is supposed to obtain signatures from witnesses present at site while collecting the samples. He directed that in future FSOs deputed for lifting of samples invariably take the following steps:-
- (i) Collect sample of the article that has been mentioned by the DO in the DO's slip;
 - (ii) Enlist support from public to act as witness and obtain witness's signatures in all concerned papers
- (f) The procedure for analysis of samples was also reviewed during the meeting. FSO revealed that out of the samples handed over for analysis by DO, part of it is handed over to the chemist for analysis and other part is retained by FA for review/reanalysis, if required. Commissioner(FS) directed that the procedure should be made more accountable and transparent by taking the following two steps:-
- (i) FA and concerned chemist will seal the part of the sample retained for review/reanalysis and put their signatures as proof of the seal.
 - (ii) If review/ reanalysis is required, the retained sample will be opened in the presence of FA and concerned chemist and the same will be recorded in the register maintained by the FA.
- Necessary instructions in this regard should be passed and also it should be included in the sample analysis plan of the department.

The meeting ended with a vote of thanks.


(Sohan Singh Kanawat)
Spl.Commissioner(FS)

To

- 1. PS to Commissioner, Food Safety
- 2. All Designated Officers, Deptt. of Food Safety
- 3. Administrative Officer, Deptt. of Food Safety
- 4. Food Analyst, Deptt. of Food Safety
- 5. Asstt. Accounts Officer, Deptt. of Food Safety
- 6. SO/PO., Deptt. of Food Safety
- ✓ 7. Programmer, EDP Cell, Deptt. of Food Safety