

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

No.PA/DC(FS)/2014/

8075-83

Dated

14/10/14

Minutes of the meeting held under the Chairmanship of Commissioner (Food Safety) on 01.10.2014 at 12.30 PM in the conference room at Mayur Bhawan, Facilitation Centre, Connaught Place, New Delhi regarding 'Swachh Bharat Mission'.

A meeting was held under the chairmanship of Commissioner (Food Safety) on 01.10.2014 at 12.30 PM in the conference room at Mayur Bhawan Facilitation Centre, Connaught Place, New Delhi regarding 'Swachh Bharat Mission': The list of participants is enclosed. The following points were discussed:

1. Firstly the Commissioner (FS) welcomed all the participants and new participants and they introduced themselves to the Commissioner(FS)
2. Commissioner (FS) briefed about the policy of Hon'ble Prime Minister regarding 'Swachh Bharat' Mission For this, he directed all the officers/officials of the department to clean their offices, home and surroundings without fail.
3. On inspection, Commissioner (FSD) observed that the toilet at Mayur Bhawan Facilitation Centre is not properly cleaned and there is no sign board indicating either for Male or Female on it, resulting into a bad image of the department. He directed DC (FS) and AO to do the needful. He also directed to fix the signboard of the department and branches positively.
4. Commissioner (FS) directed AO/In-charge (Caretaking) to provide the dustbins/baskets to all officials at Mayur Bhawan Facilitation Centre to dispose of the waste and directed all that the dustbins/baskets should be cleaned. Commissioner (FS) also suggested to all the staff to improve their habits of cleanliness and make their surroundings clean and beautiful.
5. Commissioner (FS) directed all staff of the department to reach office at 9.00 AM on 2.10.14 and mark their attendance in time without fail, for taking pledge.
6. Commissioner apprised that all files should be kept dust free and in neat file covers, otherwise they may cause harm and spread/infect diseases.
7. Commissioner (FS) directed all Dos and FSOs to fasten the process of issuing licenses/registration to FBOs as no extension will be provided further and directed them to keep a watch in their area/ market regarding cleanliness.

8. As the festive season like Durga Pooja, Dusshera, Diwali, X-mas, New Year is going to start, there are many chances for manufacturing/sale of adulterated or sub-standard food products including sweets made from khoya. Commissioner (FS) instructed all Dos and FSOs to maintain rigorous surveillance by lifting of samples and conduct periodical inspections.
9. Commissioner (FS) apprised all the participants about Shramdaan to be volunteered by everybody. i.e. to devote at-least 100 hours every year, that is 2 hours every week towards cleanliness
10. Commissioner (FS) directed all to take photographs of their offices 'before and after' cleaning.
11. Commissioner (FS) gave directions to all branch in-charges that all old records kept in old almirahs should be segregated and prepare the list of records which is not required, should be weeded out. He directed Admn. Officer to perform this task according to Retention Schedule issued by AR/GAD Deptt. After that, old waste records which are not required as per Retention Schedule may be sent to Recycling Wing
12. Commissioner (FS) directed the In-charge (caretaking) to vacate the FSO room at Lawrence Road and shift the almirahs to some other place so that the place could be used by FSOs.
13. Commissioner (FS) suggested all DOs and FSOs to maintain cordial relations with their officers/ADMs.
14. Commissioner.(FS) took pledge with all the participants that all will make their offices and surroundings clean and if any visitor try to spoil the office premises, a polite message may be passed on to him and efforts should be made to keep the cordial relations with the visitors.

The meeting ended with a vote of thanks to the Chair.


(Pawan Kamra)
Dy.Commissioner(FS)

No.PA/DC(FS)/2014/ 8075-83

Dated

To

1. PS to Secretary (H&FW), Govt. of NCT of Delhi.
2. PS to Commissioner Food Safety.
3. PA to Dy.Commissioner(FS) Deptt. of Food Safety
4. All Designated Officers/All FSOs, Deptt. of Food Safety.
5. All Branch Incharges, Deptt. of Food Safety
6. A.O., Deptt. of Food Safety
7. SO/PO, Deptt. of Food Safety.
8. Food Analyst, Deptt. of Food Safety.
9. Programmer, EDP Cell for uploading the minutes on the Department website.


(Pawan Kamra)
Dy.Commissioner(FS)