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

No. PA/DO(A)/FS/2013/1372-1374

Dated: 23/5/13

**MINUTES OF THE MEETING HELD UNDER THE CHAIRMANSHIP OF COMMISSIONER  
FOOD SAFETY ON 20.5.2013 AT 4.30 PM TO REVIEW THE FUNCTIONING OF LICENSING/  
REGISTRATION.**

A meeting was held in the Conference Hall on 20.5.2013 at 4.30 PM. with Dy. Director(FS), DOs & FSOs of the Department. The following directions were given by the Commissioner Food Safety:

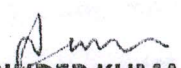
1. Instructions/Draft guidelines with regard to visit of FSOs for licensing/registration must be framed and ID issued within 3 days. (Action: DO(Licensing & Misc.)
2. DO(W) and DO(ND) informed that some applications were found incomplete. Commissioner desired that list of incomplete applications alongwith name of FSO who was to supervise the process should be forwarded to the Commissioner within 24 hours. (Action: All DOs)
3. Instructions regarding receiving and processing of applications has not been issued in spite of repeated orders. DO(Licensing & Misc.) must ensure that the instructions are issued within 24 hours. (Action: All DOs)
4. No notice will be issued to the applicant for Incomplete information regarding business and the application should be processed based on available information. The responsibility will be fixed against the FSO concerned for receipt of incomplete applications. (Action: All DOs)
5. No need for inspections for the FBOs i.e. retailers, transporters, wholeseller initially and license should be issued on the basis of the application and the documents attached. Inspections should be carried out for these groups of traders within 3 months of issuance of license. However, at the time of issuance of license condition for compliance under Schedule IV should be insisted.

(Action: All DOs)





7. The Work Plan prepared by the Department should be followed for conducting inspections of processing and manufacturing units. The applicants should be asked to ensure compliance with regard to different provisions as per the time line indicated in the Work Plan (Action: All FSOs)
8. At the time of inspection at the work place of the applicant, subjective judgement should be avoided. Specific instructions/directions should be passed by DOs based on the observations of the concerned FSO. (Action: All DOs)
9. So far as the implementation of license/registration provision is concerned, the Department is the facilitator to ensure the compliance of the safety norms and standards through licensing/registration. Our preliminary task will be to issue license/registration. No application for license/registration should be rejected due to lack of information or documents. (Action: All DOs)
10. DOs will organize training programme for FBOs on regular basis on every month with regard to the licensing/registration provisions and also with regard to the public health issues. (Action: All DOs)
11. Training calendar should be drawn up by the Designated Officer within 7 days and put up for approval of Commissioner Food Safety. (Action: All DOs)

  
( SURINDER KUMAR )  
DY.DIRECTOR (ADMN.)

Copy to:-

1. All Designated Officers, Food Safety Deptt. for compliance.
2. PS to Commissioner Food Safety for information.
3. Programmer, EDP Cell for uploading the minutes on the Department website.