

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

No. 2288-94

Dated: 20-6-2014

MINUTES OF THE INTRODUCTORY MEETING HELD UNDER THE CHAIRMANSHIP OF
COMMISSIONER FOOD SAFETY ON 20.6.2014 AT 11.00 AM WITH ALL THE SENIOR
OFFICERS OF THE DEPTT. OF FOOD SAFETY

A meeting was held in the Conference Hall on 20.6.2014 at 11.00 AM with all the senior officers of the department. The list of officers who attended the meeting is enclosed as Annexure I.

At the outset, the Commissioner(FS) welcomed all the participants and thereafter the officers present in the meeting introduced themselves, one by one. Thereafter general discussion regarding recruitment and filling up of vacant posts, Registration and Licensing of the Food Business Operators(FBOs), hygiene, cleanliness and general upkeep of the headquarter building etc., was held and the following decisions were taken:

1. District-wise list of all the main colonies/areas/markets etc. and also a Map of the NCT of Delhi, clearly depicting the district-wise jurisdiction shall be prepared and circulated amongst all the DOs/FSOs and the concerned branches. The list/map so prepared shall be uploaded on the department website also.

(.....Action: Spl.Commr.(FS) assisted by two DOs of his choice)

2. To monitor the periodical progress with regard to registration/licensing, a proforma for Weekly Progress Report shall be prepared for approval of the Commissioner(FS) and thereafter circulated to all the DOs.

(.....Action: Spl.Commr.(FS))

3. Immediately an Awareness Campaign by way of print as well as electronic media shall be launched for information of all the FBOs to get themselves registered/licensed before 4th August,2014

(.....Action: Spl.Commr.(FS)

4. File regarding amendment/finalization of RRs of various posts shall be put up to the Commissioner(FS) by next Wednesday i.e. 25.6.2014.

(.....Action: Admn.Officer)

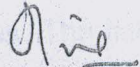
5. A consolidated note with regard to the various posts presently lying vacant and the action taken so far as well as the proposed action to fill up the same shall also be put up to the Commissioner(FS) by 26.6.2014.

(.....Action: Admn.Officer)

6. As regards the general upkeep of the Headquarter Building and also the basic facilities to be provided to all the officers/staff, the Commissioner(FS) took a round of the entire building and separately issued instructions to the Admn.Officer and staff to do the needful as early as possible.

(.....Action: Admn.Officer/Caretaker)

The meeting ended with a vote of thanks.


(B.P.MISHRA)
Administrative Officer

Copy to:

1. PS to Commr.(FS) , Deptt.of Food safety
2. PA to Spl. Commr.(FS), Deptt.of Food Safety
3. All Branch Incharges, Deptt.of Food Safety
4. All Designated Officers, Deptt.of Food Safety
5. All Food Safety Officers, Deptt. of Food Safety.
6. Food Analyst,
7. Programmer, EDP Cell for uploading the minutes on the Department website.