

Govt. of NCT of Delhi
Department of Food Safety
A-20, Lawrence Road Indl. Area, New Delhi- 110035

No. F(DO-12)/FS/55/N/2013 | 8795-98

Dated 22-01-14

MINUTES OF MEETING HELD ON 21.01.2014 AT 5:00PM

A meeting was held under the chairmanship of Commissioner, Food Safety on 21.01.2014 at 5:00 PM to discuss matters related to online licensing and guidelines to be given to FBOs with regards. The meeting was attended by Spl. Commissioner, Food Safety and following Designated Officers:

1. Sh. P.N. Khatri, DO(ND-I)
2. Sh. Pawan Bhatnagar, DO (Central-I)
3. Sh. Shyam Lal, DO (East & South-East)
4. Sh. Raj Pal Singh, DO (Shahadara & North-East)
5. Sh. P.M. Kothekar, DO (North West)
6. Sh. Virender Singh, DO (West)
7. Sh. O.P. S. Ahlawat, DO (South, South-West & ND -II)

At the outset Commissioner, Food Safety briefed about start of online licensing of FBOs under FSS Act 2006, in NCT of Delhi to speedup the process keeping in view the last date fixed by FSSAI i.e. 04.02.2014. It was desired by Commissioner, Food Safety that submission of application, its annexures and supporting documents shall be made electronically only by the FBOs and there was no need to submit physical copy of any document to make the process paperless which will be in line with the spirit behind the scheme of online process. In the meeting following decisions were taken after discussion :

1. A notice is to be put up department website about start of online licensing.
2. The Deptt. shall request NISG to link provision of submission of application for registration and its process and issuance of registration certificate to FBOs under FSS Act 2006.
3. Simple steps to submit online application for Food Safety License were discussed which are to be uploaded on department website and are placed at Annexure-1.

4. Guidelines for FBOs to submit online application for Food Safety License were also discussed and are placed at Annexure-2.
5. As per suggestions in the meeting NISG is to be requested about some amendment in the FLRS software.


22.1.2014

(Sohan Singh Kanawat)
Special Commissioner(Food Safety)

Annexures:

1. Simple steps to submit online application for Food Safety License
2. Guidelines for FBOs to submit online application for Food Safety License

Copy to:

1. PS to Comm. Food Safety
2. All Designated Officers
3. All FSOs
4. Programmer to upload the minutes of meeting alongwith Annexures

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Simple steps to submit Online application for Food Safety License

Please visit the website of Food Safety & Standards Authority of India at <http://www.fssai.gov.in> to file On-line application for Food Safety License. Click "Food Licensing and Registration System" (FLRS) and take the following simple steps to submit the application:

1. Click the tool "Check your eligibility" on the web page of FLRS to know whether you are eligible for Central License or State License or Registration.
2. If you are eligible for State License, check the list of documents to be uploaded from the website of FSSAI and store in electronic mode before proceeding to fill online application.
3. Sign up in "Self-Care-Portal" on top right of the web page and create your User ID and Password.
4. Sign in with your User ID and Password
5. Click "Apply for License/Registration" in the link License/Registration and select the state as Delhi and proceed after clicking the Kind of Business.
6. Click on the action "Click to apply" on right hand side of the page.
7. Click on Form "B" and fill up and take print out of each page by pressing "Ctrl+P" before taking the step – "Save and Next".
8. Sign the hard copy of Form "B", scan and upload.
9. Scan other documents and upload.
10. SBI Challan will be generated.
11. Take out print.
12. Deposit challan with required license fee printed on the challan in any branch of State Bank of India.


22-1-2014

(Sohan Singh Kanawat)
Special Commissioner(Food Safety)

Guidelines for submission of Online application for Food Safety License:

1. Please read carefully and follow Simple Steps on Deptt. website foodsafety.delhigovt.nic.in to submit online application in form "B" for Food Safety License in the link Food Licensing and Registration System (FLRS) available on website of FSSAI at fssai.gov.in.
2. Submit copies of all required documents ONLY "ELECTRONICALLY" including form "B" and, wherever applicable, also the affidavit of proprietorship and affidavit of FSMS Plan. The FBO need not submit the physical copy of form "B" or any other document in the Deptt. of Food Safety.
3. As per FSSAI directions dated 19.07.2013:
 - (i) Column no. 4 of Form "B" is applicable for manufacturers only. As per section 3 (1)(zd)- "manufacturer" means a person engaged in the business of manufacturing any article of food for sale and includes any person who obtains such articles from an other person and packs and labels it for such purposes.
 - (ii) In case of manufacturer, person mentioned at column no. 4 and 5 of form "B" shall be same.
 - (iii) In column no. 5, Name of Nominee, if appointed shall be mentioned.
4. In case of registered company, instead of submitting whole Memorandum of Association and Article of Association (MOA) only the copy of Certificate of Registration/ Incorporation under Companies Act, relevant pages of kind of business undertaken by the company, Responsibilities liabilities of directors and list of Directors as available in the MOA shall be submitted electronically
5. Separate license is to be obtained for each sales outlet. In case the FBO is having godowns for storage and vehicles for transfer of food article from its godown to its sales outlet , the details of such godown/registration no. of vehicles shall be added in the address column of Form "B" after entering the address of sales outlet. However in case the said vehicle is being used for transportation of food article of other FBOs also, then he need a separate "Transporter" license.
6. If an FBO like sweet shop is having its workshop at a different premises other than its sales outlet and the said workshop is meant only to prepare food to be sold at single sales outlet, then application can be made for single license while mentioning the address of workshop after the address of its sales outlet in Form "B".

7. License for manufacturing and processing unit will be issued after inspection of the unit whereas for units other than manufacturing and processing unit, license will be issued without pre-inspection.
8. The Deptt. being regulator/facilitator, license for FBOs will be generated on the basis of documents uploaded by the FBO presuming that the FBO has complied with the provisions of FSS Act/Rules/Regulations and other Acts/Rules/Regulations etc. as applicable. However, the department reserves the right to inspect site and scrutinize documents as per policy of the department.
9. Any information found incorrect/false at later stage may lead to suspension/cancelation of license and action as per provision of the FSS Act/Rules/Regulations.


22.01.2014

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