

**DEPARTMENT OF FOOD SAFETY  
GOVERNMENT OF NCT OF DELHI  
A-20, LAWRENCE ROAD INDUSTRIAL AREA, RING ROAD,  
DELHI - 110 035.**

No. F. 1(169)/FS/CT/12/ 4512-18

Dated: 06-9-13

**Minutes of the meeting held under the chairmanship of Spl. Commissioner (Food Safety) on 05.08.2013 at 11.00AM in his chamber to review the activation of Helpline Services.**

A meeting was held under the Chairmanship of Spl. Commissioner (Food Safety) on 05.08.2013 at 11.00 AM in his chamber to review the activation of Helpline Services. The following officers were present in the meeting:-

SI. No.	Name of Officer with Designation
1.	Sh. S.S. Kanawat, Spl. Commr.(FS)
2.	Sh. Surinder Kumar, DD(Admn.)
3.	Sh. B.P. Mishra, AO
4.	Sh. P.N. Khatri, DO(N)
5.	Sh. M.K. Gupta, DO(West)
6.	Sh. Arun Gupta, Do(South & SW)
7.	Sh. Pawan Bhatnagar, DO(North West)
8.	Sh. Shyam Lal, DO(East & SE)
9.	Dr. Pramod Kothekar, DO(HQ)
10.	Smt. Meena Jain, SO/PO

The points discussed in the meeting are as follows:


1. The matter of activation of helpline Services was discussed in detail and it was decided that all Dos will provide detailed FAQs on different matters for the services to be activated.

Action: All Dos.



2. The matter of completion of APARs was discussed and all concerns are directed to complete the APARs of the staff working under them by 10.09.2013.

Action all Branch incharges

 5-9-2013

**(SOHAN SINGH KANAWAT)**  
**SPL. COMMISSIONER (FS)**

No. F. 1(169)/FS/CT/12/

Dated:

Copy to:-

1. All Designated Officers, Deptt. of Food Safety for compliance.
2. All Branch Incharges, Deptt. of Food Safety.
3. Smt. Meena Jain, SO/PO
4. A.O., Deptt. of Food Safety
5. PS to Commissioner, Food Safety.
6. PA to Spl. Commissioner, Food Safety.
- ✓ 7. Programmer, EDP Cell for uploading the minutes on the Department website.

  
**(SOHAN SINGH KANAWAT)**  
**SPL. COMMISSIONER (FS)**