

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

No. F.1.1(51)/FS/Plg./AP/2013-14/4858-66

Dated: 17/9/13

**MINUTES OF THE MEETING HELD UNDER THE CHAIRMANSHIP OF THE COMMISSIONER
(FOOD SAFETY) ON 05.09.2013 AT 4.30 PM TO REVIEW THE PLAN SCHEMES.**

A meeting was convened under the chairmanship of Commissioner, Food Safety with the officers of the Department.

The following points were discussed during the meeting:-

1. Regarding acquiring the built up structure from DDA for DO office & Food Laboratory, AO/Food Analyst to follow up and get demand letter from DDA within 15 days.
Action: AO/Food Analyst
2. Regarding mobile van, Expression of Interest may be issued within five days.
Action: Food Analyst
3. For proper cleanliness of Food Laboratory, Caretaking Branch to send a comprehensive proposal to the AR Department including QCI guidelines regarding sanitation staff.
Action: Caretaking
4. Regarding procurement of laptops, Commissioner (FS) expressed his displeasure and said that since the HP model for purchase on DGS&D rate contract is not currently available, the orders may be placed to ICSIL or NICSI after obtaining necessary approval from Finance Department with in the next 15 days. Programmer to follow up personally.
Action: Programmer
5. For filling up the post of FSO, AO is to take up the matter again with DSSB telephonically as well as in writing. A proposal for ad-hoc appointment of Dy. Food Analyst is to be put up within Seven days.
Action: AO
6. The proposal regarding setting up of two NABL accredited lab under Govt. of India, Central Sponsored Scheme has been rejected by the Finance Department. Letter is sent to FSSAI for communicating observation of Finance Department.
Action: Food Analyst

Action: Food Analyst

7. All necessary arrangements relating to organize a workshop on Content and Module development for training to Food Business Operators, consumers etc. be completed by 10th September, 2013.

Action: DO (Misc.)

8. The information regarding FBOs be sent to the AR Deptt. within 3 days for creation of posts.

Action: AO

9. Re-2013-14 and BE-2014-15 be sent by 13th September, 2013.

Action: AAO

10. Reminder be sent to the Planning Deptt. for approval of Plan Schemes.

Action: SO/PO

(SOHAN SINGH KANAWAT)
SPL. COMMISSIONER (FS)

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Copy to:

1. PS to Commissioner (FS), Deptt. of Food Safety
2. PA to Special Commissioner (FS) Deptt. of Food Safety
3. All DOs, Deptt. of Food Safety
4. Administrative Officer, Deptt. of Food Safety
5. Food Analyst, Deptt. of Food Safety
6. Asstt. Accounts Officer, Deptt. of Food Safety
7. SO/PO., Deptt. of Food Safety
8. In-charge, Caretaking Branch, Deptt. of Food Safety
9. Programmer, EDP Cell, Deptt. of Food Safety

(SOHAN SINGH KANAWAT)
SPL. COMMISSIONER (FS)