

MINUTES OF THE MEETING HELD UNDER THE CHAIRMANSHIP OF THE COMMISSIONER FOOD SAFETY ON 16.7.2013 AT 11.00 a.m. TO REVIEW THE PLAN EXPENDITURE 2013-14.

F.No.1(51)/FS/Plg./AP/2013-14/ 3223-26

Dated: 30-7-13

MINUTES OF MEETING

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. Public Analyst will report the matter to Spl.Commissioner within 15 days after pursuing the matter with DDA

(Action: Public Analyst)

2. Regarding mobile van, the Public Analyst will submit the procurement plan for purchase of mobile van within 15 days to the Spl.Commissioner(FS).

(Action: Public Analyst)

3. For proper cleanliness of the Food Laboratory, Care Taking Branch should take necessary action in the matter immediately.

(Action: Care Taking)

4. Regarding procurement of lap top, a letter should be issued to the supplier asking for delivery of the same within 7 days, failing which, they should be informed that the company will be black listed and the copy shall be sent to DGS&D.

(Action: Care Taking)

5. For filling up the posts of FSO, reminder should be sent to DSSSB for immediate action.

(Action: Dy.Director(Admn.))

6. The pending proposals of ACP/MACP in respect of Sh. Baljeet Singh & Shri Jeet Ram should be put to Spl.Commissioner(FS) immediately.

(Action: Dy.Director(Admn.))

7. Proposal for adhoc appointment of Deputy Food Analyst will be put up within 15 days.

(Action: Dy.Director(Admn.))

8. The enforcement activities will be reviewed by Special Commissioner within a week.

(Action: Spl.Commissioner)

9. All the Dos are directed to organize awareness programmes for consumer/food business operator within 3 days which will be attended by Commissioner/Spl.Commissioner/Dy.Director. The information regarding the training programme should be sent to the Spl.Commissioner by 17.7.2013.

(Action: All Dos)

10. The proposal regarding setting up of 2 NABL accredited lab under Govt. of India Central Sponsored Scheme should be put up for approval of H&FW and Finance Department within 10 days.

(Action: Public Analyst)

11. Pursue the matter with AR Department regarding filling of various posts in the Department.

(Action: Dy.Director(Admn.))

Meeting ended with vote of thanks to the Chair.


(SURINDER KUMAR)
HEAD OF OFFICE

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3. All DOs.
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5. *Programmer with the direction to upload on Dept. website.*