

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

F.No.1(51)/FS/Plg./AP/2013-14/ 2285-87

Dated: 11/7/13

MINUTES OF MEETING

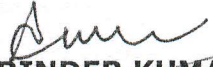
Minutes of Planned Review Meeting held in the chamber of Commissioner, Food Safety on 01.07.2013 at 11.30 AM. The following officers were present:-

1. Deputy Director (Admn.)
2. Administrative Officer
3. DO - Headquarter
4. DO - Licensing
5. Food Analyst
6. Programmer
7. AAO
8. SO

Following points were discussed in the meeting:-

1. The expenditure incurred on various planned schemes were reviewed by the Commissioner. It was found that expenditure has been incurred on recurring items like salary, AMC etc. No action has been taken to implement the various initiatives included in the annual plan.
2. Commissioner conveyed his displeasure to SO (Planning) for lack of coordination and inaction leading to delay in plan expenditure.
3. It was found that Food Analyst had sent the requisition for purchase of various lab items on 03.05.2013 but no action has been taken by Caretaking Branch. Instead wrong information about tendering etc. was provided by SO (Planning). Deputy Direction (Admn.) was directed to issue the Show Cause Notice to SO (Planning) for inaction and also giving misleading statement.
4. The minutes of meeting held on 01.05.2013 shows that action had to be taken by various officers but no action taken report has been submitted. None of the officers could give details of action taken to implement decisions taken in the previous meeting held on 01.05.2013. All officers were directed to submit action taken report within three days. Also they should submit report with regard to action initiated for implementing the different schemes during the second quarter. The review meeting of all the points mentioned above will be held on 16.07.2013 at 11.00 AM.

Meeting ended with vote of thanks to the Chair.


(SURINDER KUMAR)
HEAD OF OFFICE

Copy to:

1. PS to Commissioner
2. All officers attended the meeting.
3. All Designated Officers for Action Taken Report regarding meeting held on 01.05.2013.