

**DEPARTMENT OF FOOD SAFETY
GOVT. OF NCT OF DELHI
A-20, LAWRENCE ROAD INDL. AREA, DELHI-35**

F.No.4(145)/PFA/Admn./3990-92

Dated: 27/8/13

MINUTES OF THE MEETING

A meeting was convened under the Chairmanship of Commissioner (Food Safety) on 22.08.2013 at 11.00 AM with the officers of this department to discuss about the current Audit paras of Delhi Government and AGCR. The following points were discussed in the meeting:-

1 .The reply submitted by the Food Analyst of Sr. No.-1,2,4 & 7 of Para-2 of internal audit were not found satisfactory and reply of Programmer of Sr. No.-3 & 4 of the same para was also not found satisfactory. Further, Administration Branch has not submitted the reply of Sr. No.-5 of the Para-2. Food Analyst & Programmer was directed to resubmit the reply in detail with proper justification within 3 days. Administration Branch was also directed to submit the reply of Sr. No.5 of para-2 of Internal Audit within 3days.

(Action: Dy. Director/AO/Programmer/O.S./Food Analyst)

2. The reply submitted by the Food Analyst of Para-5 of internal audit was not found satisfactory. He was directed to maintain the uniform format of log book of equipments containing the vital information like warranty period, extended warranty period, details of firm providing AMC, date of breakdown, date of complaint, date of repair, cost of repair, downtime of machine etc. so that downtime of the machine could be ascertained and appropriate action against the manufacturer/AMC firm could be taken if the repair takes long time.

(Action: Food Analyst)

3. The reply of para-6 was not submitted by DO(Hq.). Commissioner (Food Safety) has directed that the reply of the said para may be obtained from the concerned Food Inspectors/FSOs within 3 days. AAO to send audit para to all concerned.

(Action: Sh. P.N. Khatri, Sh. Pawan Bhatnagar, & Sh. Saurabh Sharma)

4. The reply of para-7 was not submitted by Caretaking Branch. Caretaking Branch was directed to submit the reply of the said para within 3 days.

5. The reply of para-3 of AGCR Audit was not submitted by DO(Hq.) Commissioner (Food Saety) has directed Dy. Director(Admn.) to submit the reply of the said para within 3 days.

(Action: Dy. Director (Admn.)

6. The Commissioner (Food Safety) has directed that Para No. 4 of AGCR Audit i.e. Non Production of Records, may be circulated along-with copy of audit memos to all concerned branches and Incharge of all concerned branches will show/put up the requisite records/files before Head of Office within a week.

(Action: AAO/Branch Incharge)

Commissioner (Food Safety) has further directed that all replies should be approved from Competent Authority before submit to Accounts Branch. It was decided that a review meeting will be held in 15 days. All concerned are directed to send compliance report to office of Spl. Commissioner within 10 days.

Meeting ended with vote of thanks to the Chair.

Kanaw
27.8.2013
(S.S.KANAWAT)

SPL. COMMISSIONER/HEAD OF OFFICE

Copy to:

1. P.S. to Commissioner
2. P.A. to Spl. Commissioner
3. All Concerned Officers/Officials