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**DEPARTMENT OF FOOD SAFETY
GOVT. OF NCT OF DELHI
A-20, LAWRENCE ROAD INDUSTRIAL AREA,
NEW DELHI -110035**

No. F. (DO -12)/FS/55/N/2013/ 6011-14

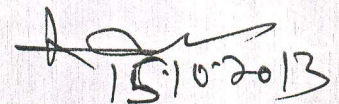
Dated: 17/10/13

ORDER

A meeting was held on 23.09.2013 under the chairmanship of Commissioner, Food safety in which Special Commissioner, Food Safety, all Designated Officers, Administrative Officer and Food Safety Officers were also present. Among other points it was directed that henceforth:

1. The application for licenses in form B as well as all the annexures submitted at the counter or to FSOs at the time of inspection shall be authenticated by the applicant on all pages. (Action: Staff on duty at Reception Counter and All FSOs).
2. The dealing hand will mention all the documents in the noting side and also will mention the page number of each document in the noting portion. The FSO concerned shall examine these documents and must record in his recommendation about the correctness and veracity of the documents. (Action: All FSOs).
3. The Food Safety Officers while inspecting the premises shall make aware the Food Business Operators to comply with the provisions of Schedule IV of FSS (Licensing and Registration of Food Businesses) Regulations, 2011 and if so required issue notice to FBOs with the time limit and specific improvement to be made by Food Business Operators for which follow up action shall also be taken accordingly. (Action: All FSOs)
4. As already instructed, all the Designated Officers are required to maintain the data in computer of all licensing applications received as well as action taken so that whenever online licensing/registration starts the data can be transferred to the software smoothly. (Action: All DOs)

The instructions shall be strictly complied with by all the officers/officials concerned.



(S.S. KANAWAT)
SPECIAL COMMISSIONER

1. All Designated Officers to issue necessary instructions to Supporting Staff.
2. All Food Safety Officers.
3. ☒ Programmer for uploading on department website

Copy for information:-

PS to Commissioner, Food Safety.