

Govt. of NCT of Delhi
Department of Food Safety
A-20, Lawrence Road Indl. Area, New Delhi-110035

Dated 07-4-14

No. LIC/12/I/11/ 155-58

MINUTES OF MEETING HELD ON 25.03.2014 AT 4.00PM

A meeting was held under the Chairmanship of Commissioner, Food safety on 25.03.2014 at 4.00PM to discuss matters related to scrolls sent by SBI and matters related to online licensing. The meeting was attended by the following Officers:

1. Sh. P.N. Khatri, DO(ND-I)
2. Sh. Pawan Bhatnagar, DO(Central-I)
3. Sh. Shyam Lal, DO(East & South-East)
4. Sh. Raj Pal Singh, DO(Shahdara & North-East)
5. Sh. P.M.Kothekar, DO(North West)
6. Sh. Virender Singh, DO(West & South)
7. Sh. O.P.S.Ahlawat, DO(South-West & ND-II)
8. Mrs.Nirmala Joseph.K, (Programmer)
9. Sh. Arun Kumar Jain, Chief Manager(Head Office, SBI)
10. Sh. Amol Kumar, Chief Manager(East Patel Nagar, SBI)
11. Sh. Shalabh, NISG
12. Sh. Charanjit Singh, AAO

The following points were discussed/clarified with SBI:

1. It was pointed out by designated officers that Journal number in the Scrolls are not matching with the Journal number shown in online application. SBI Clarified that these two Journal numbers are independent of each other and are for their internal reference only and the Food Safety Department shall not take notice of these journal numbers and only use the reference number to search application for payment verification of fee. EDP Cell is

directed to disable the search option through Journal number in the software.(Action by EDP)

2. Some FBO's have made complaint regarding non updating of Challan deposited. SBI is directed to send the missing Scrolls for 5 days details as conveyed earlier to NISG/SBI. AAO is directed to follow up the matter.
..... (Action by AAO)

3. In cases of mismatching of Scrolls with application visible on FLRS all Designated Officers will send e-mail to SBI and shall coordinate with SBI to resolve the problem.
..... (Action by All DOs)

The following matters were discussed with NISG:

1. Designated officers have received some applications which fall in area out of their jurisdiction. FLRS provides to send back the application to FBO for modification of District. Commissioner (Food Safety) was of the strong view that instead of sending back the application to the FBO for modification in the application form, the FLRS software shall have option for the Receiving Designated Officer to forward it to the concerned Designated Officer.
2. One more report option based on the kind of business to be incorporated in the FLRS report of Designated Officers.
3. Option to mark application for inspection even after issuance of license for all kind of business to be incorporated in FLRS.
4. In FLRS Serial No.3 of list of documents for list of directors as shown as a mandatory field where as the FBO may be Proprietorship or Partnership firm. It shall be amended as : "List of Directors/Partners/Proprietor/ Executive Members of Society/Trust".
5. In Serial No. 10 of list of documents word "Affidavit" has been mentioned although it stands for "Affidavit for Proprietor". It shall be rectified accordingly to make it clear to applicant FBOs.
6. Simple steps issued by Department of Food Safety were being displayed on the FSSAI website i.e. <http://foodlicensing.fssai.gov.in> however it has been removed recently from the website which is required to be

published again in the website. NISG was requested to upload the steps again.

7. Some Designated Officers enquired NISG as to which "Kind of Business" the FBOs running sweet shops in other States are filing application in FLRS. NISG informed that Sweetshops applications are being filed under "Retailer" category.
8. FLRS provides entry of data of licenses issued manually. However training is required for making such entries. NISG agreed to impart training to staff of Department of Food Safety. A convenient date is to be fixed in coordination with NISG.



(B.P.MISHRA)

H.O.O.(FOOD SAFETY)

Copy to:

1. PS to Comm. Food Safety
2. All Designated Officers
3. AAO
4. EDP Cell for uploading on Department Website.