

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

File No. F(DO-12)/01/2012/ 7115-19

Date.....26/11/12

Minutes of meeting held on 22.11.2012 in the Chamber of Commissioner Food Safety and following points were discussed.

1. **Regarding awareness generation:-**

- a) The Department has printed five types of booklets for distribution to various stakeholders as well as to general public and school children. The area FSO should discuss these with the market Associations RWAs Consumer organizations and distribute them for information. The first booklet which deals in general rules for the safe keeping of food is to be distributed through RWAs and Consumer organizations listed in the Department of Consumers Affairs of the Delhi Govt. It was decided to print 5000 booklets.

---Action SO/FSO/DO

The second booklet which deals actions to be taken by the FBOs(Halwais, Small street food vendors, School Hospital and Office canteens and small Dhabas) for providing the safe food to their customers. About 1500 booklets to be printed.

----Action SO/ Area FSO

The third booklet provides the guidelines to the consumers. This again shall be distributed through market and trade associations and RWA's. Action area FSO 5000 booklets to be printed.

----Action area FSO/DO

The fourth booklet provides the guidelines for street food. It was decided to distribute these booklets through the National Federation of street food vendors as well as through FSO's of this department. 5000 booklets are to be printed.

----Action DO (Misc)/Area DO/Area FSO

The fifth and last booklet provides some information regarding the safe food to school children and it was felt that target for the same shall be students of fourth standard studying in MCD schools. FSOs should organize awareness sessions for school children in primary section and distribute these booklets to class IV students. It was decided that 20000 of these booklets shall be printed by this department.

About 1500 each of the booklets are already printed and about 10000 brochures have already been printed and now 7500 are available. Ten thousand

more pamphlets are to be printed. Proof to be corrected by SO/PO before printing.

--- Action SO/PO/Area FSO/DO

- b) About 120 Meetings with trade and market associations have already been conducted by the officers and officials of this department and they have informed about the licensing work which is to be taken up by the department very soon. These associations have shown their willingness/eagerness for being associated in this process. Review meetings be organized by the area FSO in the next two weeks. Action Area FSO
- c) The department of food safety is exhibiting its past achievements and future targets in various Mela's and Utsavs. The department has recently participated in Perfect Health Mela and Meri Delhi Utsav. Some permanent panels to be created to be exhibited in the future programs.

----Action Po/DO Misc.

- d) A control room is already functioning at headquarter and it is decided to post a UDC permanently for this purpose. ---Action OS
- e) A dedicated helpline with answering machine is also to be installed.--- Action SO/PO
- f) Spot testing facilities were offered by the NABL approved labs during festive season at highly discounted rates. It is reported that the response and outcome is very encouraging and shall be continued in future. A consolidated report of the tasks conducted is to be put up by next weeks. Action DO Central

2. Licensing and registration:

- a) Licensing note is to be put up by the DO Licensing.
- b) It is decided to start licensing work by 10.12.2012. This shall be done by fixing one day each for one district thereby completing eleven districts in eleven days. The schedule has to be prepared for this purpose. -action---DO(Licensing).
- c) Instructions chart for FBO's (those applying for licence) and a checklist for those receiving the applications is to be prepared---action--- DO(Licensing).
- d) According to new instructions received from FSSAI only eight documents are required instead of previous eighteen. This should be put up on official website of the department. DO(Licensing).
- e) Various forms and registers along with other necessary stationary are to be procured immediately. - action by Ms. Usha Kiran, FSO(licensing) along with Sh. M.K.Gupta, FSO.
- f) An advertisement is to be published on 01.12.2012 in leading newspapers in Hindi and English, regarding submission of application for licensing district wise. DO(Licensing).
- g) Fifteen computers are to be hired along with internet facility.---action- Programmer

- h) All DO's and FSO's are to be provided email ID's. Action programmer
 - i) Training schedule for DO's and FSO's is to be fixed as dates have been finalized. This training has to be imparted by NISG at Aryabhata Polytechnic.
---Action-DO(licensing).
 - j) It was also decided in the meeting that one dedicated land line phone apart from the internet facility is to be provided to all Dos. ----Action SO
 - k) The furniture items against the pending orders are to be purchased. Action SO/DD(A)
 - l) Data Entry Operator one each for the Distts are to be appointed. Action OS
- 3. Enforcement Structure:-**
- a) The Plan proposal; be resubmitted for consideration of planning department. Action PO/SO
- 4. Training:-** as per information received from FSSAI, a training is to be given to all FSO's of the department from 26.12.2012 to 30.12.2012. A letter has already been sent to FSSAI in this regard but a list of resource person is awaited. A reminder is to sent by next week action DO (Hq)
- 5. Laboratory:-**
- a) It was decided that State should get powers to conduct examination for Food Analysts:-action -Food Analyst.
 - b) It was also decided in the meeting that State should also be empowered to approve/ register the NABL Accredited Labs in the state under the Regulations.- action -Food Analyst.
 - c) It was also decided that while preparing the central list of NABL approved labs in the States the concurrence of the state should be taken.- Proposal for all these issues be put up by next week. Action -Food Analyst.
- 6. E-governance:-** the process of engaging M/s NISG for collection and processing of data relating to online licensing is already underway. DO(Licensing).
- 7. Work plan:-** the copy of Kerala and Andhra model to be obtained and thereafter work plan to be prepared -action- DO(HQ) & DO(Misc)
- 8. Constitution of steering committee:-** the committee is to be setup constituting the following members:
- a. Chief Secretary Chairman
 - b. Secretary (Health)
 - c. Secretary (Finance)
 - d. Secretary (IT)
 - e. Divisional Commissioner
 - f. Director (Local Bodies)
 - g. Director (Agriculture Marketing)
 - h. Nominated Member FSSAI
 - i. Nominated Member NABL Labs

- j. Two Nominated experts 1. Technical 2. Food Safety Codex
 - k. State Commissioner Food Safety Department Member Secretary
- The proposal for the same be put up.

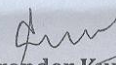
----Action DO(Licensing).

- 9. **Counterpart agreement:** Annexure A is to be obtained from FSSAI- Action DO Lic
- 10. **Involvement of MCD:** Considered separately Action DO Misc
- 11. **Incorporation of Food Inspectors with Food safety Administration.** Already done

The following Officers were present in the meeting, which was presided by the **Commissioner Food Safety Delhi.**

- i. Sh. Surender Kumar Dy Director Food Safety
- ii. Sh T N Meena Administrative Officer
- iii. Sh K K Mittal Designated Officer (Hq)
- iv. Sh Pawan Bhatnagar Designated Officer (Lic)
- v. Sh P N Khatri Designated Officer (Lic)
- vi. Sh Suniti Kumar Gupta Designated Officer (Misc)
- vii. Ms Usha Kiran Food Safety Officer (Lic)

Meeting ended with a vote of thanks to the participants.



Surender Kumar
Dy Dir Food Safety

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Copy for information and necessary action to:

- 1. PS to Commissioner Food Safety
- 2. PS to Dy Dir Food Safety
- 3. Administrative Officer
- 4. All DOs
- 5. All FSOs
- 6. SO/PO
- 7. Food Analyst.
- 8. ☒ Prog EDP


Surender Kumar
Dy Dir Food Safety