

**MINUTES OF THE MEETING HELD UNDER THE CHAIRMANSHIP OF THE COMMISSIONER
FOOD SAFETY ON 01.05.2013 AND REVIEWED ON 01.05.2013 AT 3.30 P.M REGARDING
QUARTERLY WORK OUT PLAN FOR THE YEAR 2013-2014.**

F.No.1.1(51)/FS./Plg./AP/2013-14/ 1079-81

Dated: 10/5/13

A meeting was convened under the chairmanship of Commissioner Food safety and the Officers / officials who have attended the meeting is enclosed as Annexure I.

The following points were discussed during the meeting:

1. Filling-up of vacant posts: - Details of the Vacant post of Dy. Legal Advisor, Chemist, Process Server etc. be submitted and same to be filled-up on contractual basis / outsourcing basis. Requisition is to be sent to DSSSB/ Services Department to fill the vacant post on emergent basis out of 66 posts created by the Cabinet Note vide its decision No. 1796 dated 01.08.2011.
Action: A.O. / Food Analyst
2. Setting-up of DO Office & Food Lab: - As discussed in the meeting proposal for purchase of built up structure from DDA & other Agencies like Urban Slum Improvement Board for DO Offices & Food Lab be pursued. CFS directed AO to get the status of the premises to be allotted for DO's office & Food Lab by the DDA.
Action: A.O. / Food Analyst
3. Enforcement Branch:- Budget of Rs. 83.90 lakhs have been proposed in the Annual Plan 2013-14 for new scheme i.e. setting-up of Enforcement Branch but in the BE 2013-14 no Budget has not been allocated for this new scheme. Matter to be pursued with Planning / Finance Department for providing adequate budget.
Action: SO/PO
4. Re-tendering for purchase of G.L.C. for analysis of Trans Fats and Fatty Acid Profile be made immediately.
Action: Food Analyst
5. Mobile Lab:- Process for procurement of Mobile Lab be initiated along with manpower.
Action: Food Analyst
6. The CFS informed that the budget allotted for purchase of ready built building is only 5 crores, which is not sufficient for this purpose. Food Analyst has been directed to work out the total estimate of built up building required for food lab & filling of minimum equipment for testing & get the sufficient funds allotted in Revised Budget.
Action: Food Analyst
7. Proposal for change of Recruitment Rules for Re-Designated Posts & newly created posts i.e. Dy. Food Safety Commissioner, Food Analyst, Dy. Food Analyst and Chemist be initiated. It has been informed that the matter is still pending with UPSC and AO has been directed to get them finalized from the concerned authorities.
Action: AO
8. DO to check out programme for awareness evolution and initiation with Trader Market Association should be carried out on regular basis.
Action: All DO's
9. Respective Branch Officer to carry out all the other action as included in the Action Plan 2013-14 in time bound manner.
Action: All Branch Incharge

The meeting ended with a vote of thanks.


(Surinder Kumar)
Dy. Director / HOO

To

1. Food Analyst
2. All DO's/Branch Incharge
3. P.S. to Commissioner