

**Department of Food Safety
Government of NCT of Delhi
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No. F.6/PA/Commr. (FS)/2016/ 8607-22

Dated: 7-12-2016

**MINUTES OF THE MEETING HELD UNDER THE CHAIRPERSONSHIP
OF COMMISSIONER FOOD SAFETY ON 6.12.2016 AT 1.30 PM
WITH THE OFFICERS OF FOOD SAFETY, DRUG CONTROL AND
DSACS**

A meeting was held in the chamber of Commissioner(Food Safety) on 6.12.2016 at 1.30 PM with the officers of Food Safety, Drugs Control and DSACS depts. to discuss the various type of receipts/payments, present mode of their receiving/paying and to explore the possibility of receiving/paying through electronic mode. The following decisions were taken:

1. Every payments, excepts petty expenses, shall be made through electronic mode whether RTGS, NEFT or e-payment. Petty expenses and payment from imprest shall be made in cash. We may explore using SBI imprest cards for this purpose too.

Action: Food Safety, Drugs Control & DSACS

2. Payments of sample lifted will not be made by cheque. These shall be made by e-payment/RTGS/NEFT.

Action: Food Safety and Drugs Control

3. CFS directed HOO(Drugs) to prepare a list of out payments which are given by the Drugs Control Deptt. She also directed to show the file about the different systems of payment which has been changed from time to time. All payments due on account of samples lifted shall be cleared at the earliest.

Action: Drugs Control

4. There will be common site for RTI Payments in r/o. three departments i.e. Food Safety, Drugs Control and DSACS. Govt. of NCT of Delhi may be requested to provide a common platform for such common services requiring payment of fee.

Action: Food Safety, Drugs Control & DSACS

5. CFS asked from HOO (Drugs) about the provision to deposit of fine & penalties etc. in courts who said no such fines are transferred to PAO account of DC Deptt.

Action: Drugs Control

6. With regard to late payment/non-payment, CFS directed to all to release all the pending payments through RTGS and also directed not to issue by cheque or DD

Action: Food Safety, Drugs Control & DSACS

7. It has been directed by CFS to DSACS officers to link the accounts of all officials with aadhar. All payments will be made through aadhar based accounts.

Action: DSACS

8. There are certain payments which require dual signatures in DSACS. CFS directed System Analyst to study the matter and submit a report on integration with PFMS for such dual signatures. She directed DSACS officers to complete the DBT work by the end of this month.

Action: System Analyst(FS) & DSACS

9. CFS asked System Analyst to study the PFMS system and give presentation to her on 19.12.2016.

Action: System Analyst(FS)

10. With regard to tenders, security deposit EMD & performance guarantee etc. will be made online only. Release shall also be online/RTGS/NEFT.

Action: Food Safety, Drugs Control

11. It has been directed by CFS that fee for testing of samples shall not be taken in cash. Payment through debit/ credit, swipe machine shall be ensured.

Action: Food Safety and Drugs Control

12. No modification fee shall be received through Govt. challan/ Demand Draft.

Action: Food Safety and Drugs Control

13. Regarding recovery of fine and penalty by ADMs, Online payment shall be linked with the office of ADMs/DMs.

Action: Food Safety

The meeting ended with a vote of thanks


(JAI PRAKASH)
Dy.Commissioner(Food Safety)

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Dated: 7/12/16

Copy forwarded to:-

1. Deputy Commissioner-I (Food Safety)
2. PA to Commissioner(Food Safety)
3. Administrative Officer (Food Safety)
4. All Branch Incharges/All Designated Officers/
5. Chief Public Prosecutor, Patiala House Court, New Delhi
6. System Analyst with the request to upload this order on the website of the department.
7. Guard file