

**Department of Food Safety
Government of NCT of Delhi
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Connaught Place, New Delhi-110001
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No. F.6/PA/Commr.(FS)/2015/ 10474-10479

Dated: 13/1/16

Minutes of the Review meeting of All officers/Designated Officers/Food Safety Officer held on 11.1.2016 at 10.30 AM under the chairmanship of Commissioner Food Safety, Govt. of N.C.T. of Delhi

A Review meeting of All Officers/Designated Officers/Food Safety Officers was held on 11.1.2016 at 10.30 AM under the chairmanship of Commissioner Food Safety. List of the participants is enclosed.

The following points were discussed:

1. Commissioner(FS) announced that the theme of the Year for Food Safety Department is Edible oil, Cooking Media & spices sold in open.
2. Commissioner(FS) directed all DOs to gather intelligence regarding manufacturing units, storage godowns, places of likely hoardings, Restaurants, hotels, dhabas and even street food vendors to check the toxicity & adulteration in oil.
Action : All DOs & FSOs
3. Commissioner(FS) directed to all to follow up the action of notices on Non-licensing and put the report to Commissioner(FS). She desired that every week atleast 20 notices should be served by each DO & follow up action taken.
Action : All DOs & FSOs
4. Commissioner(FS) asked from all FSOs and Dos to share the experience of food testing kits for which Food Analyst replied that the data is not reliable. Commissioner(FS) directed Food Analyst to keep an eye on food lab that no outsider is allowed to enter in the food lab to avoid the complaints and maintain secrecy.
Action : Food Analyst
5. Commissioner(FS) advised to all to make the programme for surveying entire Delhi to check the concentration of markets FBOs/street food vendors and do the coverage of street food vendors through market associations to cover them for trainings for which CII/FICCI /NASVI personnels' assistance will be provided, if required.
Action : All Dos & FSOs
6. Commissioner(FS) advised to launch a field drive market wise alongwith FSSAI using mobile vans provided by FSSAI to check the adulteration.
Action : All Dos & FSOs
7. Commissioner(FS) asked about the licensing status from all Dos. Dos have stated the following report

	Applications accepted	Licenses issued	Pending
Sh.Shyam Lal,DO	2465	2226	239
Sh.Suniti Gupta,DO	3242	3094	148

8. Commissioner(FS)directed Do(Prosecution) to hold the review meetings of all FSOs to clear the prosecution cases.

Action: DO(Prosecution)

9. Commissioner(FS) directed System Analyst to design the self inspection report form of the FBOs mentioning the columns of parameters for licensing and upload in FLRS on which vendors will tick every parameters in the form annually. Commissioner(FS)also directed to all that there shall not be any inspection without permission till the programme is designed. She is also required to follow up on online Payment System.

Action: System Analyst

- 10.Commissioner(FS)directed all FSOs to take the photo of the vendor and shop during lifting of samples and load the jpg image in e-file.

Action : All Dos & FSOs

- 11.Commissioner(FS) asked about the status of prosecution form Sh.Shayam Lal and he replied that 50% is still pending and Commisisoner(FS) directed to clear the pendency a t the earliest.

Action Sh.Shyal Lal,DO(Pros.)

- 12.Commissioner(FS)desired that Public Prosecutors should be present in weekly review meeting in future.

Action: PA to Commissioner(FS)

- 13.Commissioner(FS)directed to follow the procedure of e-office and all work may be done through e office. In consent cases mother file should be scanned and hard copy of consent may be signed and uploaded in file also. She informed that digitally or e-signed is as valid as ink signed copy.

Action : All concerned

- 14.Commissioner(FS)desired that Dy.Commr. will resubmit the file regarding Dy.Legal Advisor and promotion of DOs to Commissioner(FS)immediately.

Action:Dy.Commisisoner(FS)/AO

15. Commissioner(FS) informed to all that restructuring of all Dos will be done by the next meeting and order will be issued shortly in which she will re-designate all Dos for specific work like prosecution, licensing, enforcement, misc. etc.

16. Commissioner(FS) asked from System Analyst about the e-banking and directed that refund will not be made from this deptt. That will be done from Delhi govt. Treasury.

Action: System Analyst

17. Commissioner(FS) directed Food Analyst to complete the proceedings of the proposal reg. upgradation and strengthening of food lab


Action: Food Analyst

18. Commissioner(FS) directed that samples of brands shall not be lifted and desired that registration drive of vendors of spices at Mithai Pul should be done.

Action : All Dos & FSOs

19. Commissioner(FS) directed to all that pendency should be cleared by next Monday review meeting i.e. 25.1.2016.

The meeting ended with a vote of thanks to the Chair.


(Dr. Mrinalini Darswal)
Commissioner (Food Safety)

No. F.6/PA/Commr. (FS)/2015/ 10474-10479

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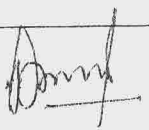
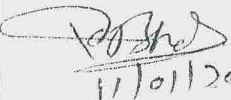

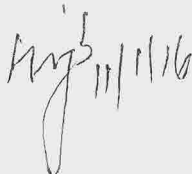


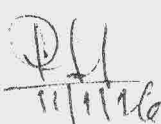
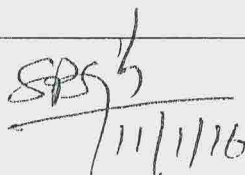
Copy forwarded to:-

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


Encl. As above.

Meeting of all Officers of Food Safety Department under the
chairmanship of Commissioner(FS) on 11/01/2016 at 10.30 PM at
Conference Hall, Mayur Bhawan, Connaught Place, New Delhi.

S.NO.	NAME & DESIGNATION	CONTACT NO.	SIGNATURE
①	Virendra Singh De	9818333950	Virendra Singh 11/1/16
②	Dr. Poonam. W. Kothekar. DO.	9892885555	P. Kothekar 11/01/2016
3.	SUSHIL KUMAR MAO	9968045370	Sushil Kumar
4.	NIRMALA RANI, A.O	9868928777	N.Rani
5.	Ashok Kumar S/O P	9310777006	Ashok Kumar 11.1.16
6.	S.M. Bhadani Food Analyst	9899776812	S.M. Bhadani 11.1.16
7.	Niravula Joseph Syrup Analyst.	9868839114	Niravula Joseph 11/1/16

8.	B. P. Saraha	9827779364	
9.	R. K. Bharker FSO	9868161748	 11/01/2016
10	A. K. SINGH F.S.O	9810434865	 11/1/2016
11.	HELKAM SINGH FSO	9650599508	 11/1/16
12.	N. N. Sharma D.O	9891395024	 11-01-16
13	Satish Kumar Gachla FSO	9999113358	 11/1/16
14	Ram Pratap Syc	9810591024	 11/1/16
15	Sompal Singh	9871570453	 11/1/16

16 - Badmouli FSO 9811268679 TS 2-1

17- Sumit K. Gupta 9810666461 
Dn