

**Manual 3 (Food Safety)**  
**Procedure followed in decision-making process**  
**[Section 4(1)(b)(iii)]**  
**Flow Process Chart**

<b>S.No.</b>	<b>Activity</b>	<b>Level of action</b>	<b>Time frame</b>
<b>1</b>	<b>Lifting of sample</b>	<b>D O /Food Safety Officer</b>	<b>4 hours approx. per sample</b>
<b>2</b>	<b>Deposit of lifted sample to Food Laboratory.</b>	<b>Food Safety Officer</b>	<b>By next working day</b>
<b>3</b>	<b>Analysis of food sample by Food analyst.</b>	<b>Food Analyst</b>	<b>Within 14 days</b>
<b>4</b>	<b>Deposit of two counterparts of sample to designated officer.</b>	<b>Food Safety Officer</b>	<b>On the next working day after having deposited this sample to Food Laboratory.</b>
<b>5</b>	<b>Submission of report to the office of designated officer</b>	<b>Food Safety Officer</b>	<b>By next working day on website.</b>
<b>6.</b>	<b>Intimation to vendor from whom sample is lifted on finding sample as genuine.</b>	<b>Designated Officer</b>	<b>Within 10 days from the receipt of Public Analyst Report.</b>
<b>7</b>	<b>Investigation to be completed by food inspector and submission of file for consent in case of adulterated/ misbranded food.</b>	<b>Food Safety Officer</b>	<b>Within three months From the receipt of case file from DO.</b>
<b>8</b>	<b>Time for institution of prosecution after getting consent.</b>	<b>Food Safety Officer</b>	<b>Within 7 days of grant of consent.</b>
<b>9</b>	<b>Sending of intimation with copy of report of food analyst to vendor and other accused persons.</b>	<b>Designated officer</b>	<b>Within 10 days from the receipt of Food Analyst report,</b>
<b>10</b>	<b>Nomination of companies</b>	<b>Designated Officer</b>	<b>Online, after submission of related documents.</b>
<b>11</b>	<b>Application received under Delhi Right to Information Act</b>	<b>SPIO</b>	<b>As per Delhi Right to Information Act, within 30 days</b>