

**Manual 4 (Food Safety)**  
**Norms set for the discharge of functions**  
**[Section 4(1)(b)(iv)]**

1. Samples

Illustration

S.no.	Activity	Time frame/Norm
1	Lifting of samples by Food Safety Officer	As per Direction of the competent Authority
2	Deposit of sample lifting in food Laboratory	By next working day
3	Analysis of Food Sample by public analyst.	Within 14 days
4	Intimation to vendor from whom sample is lifted on finding on finding sample as genuine	Within 10 days from the receipt of report of public analyst by Designated Officer
5	Investigation to be completed by Food Safety Officer and submission of file consent in case of adulterated / misbranded food	Within three months
6	Time for institution of prosecution after getting consent	Within 7 days from the grant of consent.
7	Sending of intimation with copy of report of Food analyst to FBO and other accused person	Within 10 days of the receipt of report of Food Analyst
8	Return of the documents seized by Food Safety Officers to the vendors	Within 30 days after taking extracts of the relevant information
9	Acknowledgement of Nomination filed by companies/firm by the Designated Officers.	No acknowledgement under FSS Act but intimation only (Online Submission)

2. Registration and License of Food Business

S.no.	Activity	Time frame/Norm
1.	Issuance of Registration to FBO's	07 Designated Officer of the Concerned District
2.	Grant of Licenses to FBOs	60 days Designated Officer of the concerned District
3.	Filling of Nomination by companies and acceptance thereof by the Designated Officer	15 days Designated Officer of the Concerned area/District and the dealing assistant of the Nomination branch
4.	Complaints made by public against FBOs regarding Food adulteration	45 days Food Safety Officer as detailed by Commissioner and the Designated Officer
5.	Complaints made by FBOs regarding delay in issuance of License/Registration	15 days Designated Officers of the concerned District

**Process by which these services can be accessed**

For Registration and License of Food Business.

1. Application for license and Registration at Facilitation Center at Food Safety Department, Govt of NCT of Delhi, 8<sup>th</sup> Floor Mayur Bhawan, Connaught Place, New Delhi-01
2. Apply Online for license or Registration at website :- <https://foscos.fssai.gov.in>