

**Manual – 6 (Food Safety)**

**Statement of the categories of the documents that are held by the Directorate**

A Statement of the categories of the documents held

<b><u>S.No.</u></b>	<b><u>Nature of Record</u></b>	<b><u>Details of information available</u></b>	<b><u>Unit/Section where available</u></b>	<b><u>Retention period, where available</u></b>
1	Record of lifting of sample	Details of samples lifted, As per FSS Act/Rules	Concerned Designated Officer/FSO	Not available
2.	Record of report of Food Safety Office	Inspection made, action taken and details of the sample taken. As per FSS Act/Rules	Concerned Food Safety Officer	Not available
3.	Register of Samples Analyzed in Food lab.	Details of the sample Analyzed.	Food Analyst	Not available
4.	Record of consent granted for Institution of cases.	Legal branch file No file no of DO/FSO name of article Food Analyst report no, with date case consent No. date of consent name of officer filing complaint and name of the court.	Designated Officer (Prosecution)	Not available
5.	Register of record of cases instituted in Court	Particulars of cases instituted.	Designated Officer (Prosecution)	Not available
6.	Record of Appeal cases sent to High courts and Apex court.	Particulars of cases in Appellate Courts.	Designated Officer (Prosecution)	Not available

7.	Record of the companies/firms. who have nominated persons u/s 17(2)of FSS Act/Rule 2.5.1 of Food safety & Standards Act	Name and address Of the nominee, name and address of the unit and the company and date of acknowledgement	Concerned Designated Officer	Not available
8.	Records of Applications received and reply given under Delhi Right to Information act.	Name and address of the applicant information asked and reply given.	ASPIO	Not available
9.	Record of Parliament & Vidhan Sabah Questions	Questions & their replies.	DO(Parliament Questions)	Not available
10.	(Records of Bills Telephone, Electricity Water & OTA	Bill amount.	CTI	Not available
11.	Diary & dispatch records.	Record of Letters received & sent	In-charge R&I	5 years
12.	Stock Registers (1) Consumable items  (2) Non-consumable items	Record of Distribution of consumable items like stationary etc. Record of Distribution of non consumable items like Almirah etc.	CTI	Not available
13.	Class IV employees' uniforms. Records	Record of Distribution of uniforms.	CTI	Not available

14	Record of Salary Bills. (PBR)	Entries of pay & allowances of all staff.	AAO	Not available
15	Contingency Bills	Misc. expenditure of office.	AAO	Not available
16	Plan & Budget Records.	Plans & allocation of budget.	SO/PO	Not available