

123/c

**DEPARTMENT OF FOOD SAFETY  
GOVT. OF NCT OF DELHI  
A-20, LAWRENCE ROAD, INDUS.AREA, DELHI-35**

No : F.1 1003/2012/FSS/1095-99  
ORDER

Dated : 15-5-12

All the FSO's /F.A.'s/Dealing Asstt. are hereby directed that the following instructions are to be followed :

1. All the complaints on food adulteration are to be attended by FSO's and ATR should be uploaded/ furnished immediately.
2. Attendance is to be marked in branch.
3. Old records are to be weeded out timely.
4. Almira's are to be maintained properly. A list of file's /documents is to be pasted outside the almira.
5. Entries are to be made in the Movement Registers while going out in the field for performing official duties.
6. Investigation file's are to be submitted timely at the earliest for grant of consent by the D.O or CFS.
7. RTI application's are to be put up replied properly within stipulated time.
8. Nomination documents are to be put up with seven days of its receipt..

The directions issued by the Commissioner (Food Safety) vide U.O. No. PA/Commr./FS/2012/696 dt. 4.5.2012 where ever applicable must be followed and a compliance report should be submitted to the undersigned. (copy enclosed).

Non compliance of the above instructions will be viewed seriously.

(Sudhir K. Nagpal)  
DO-2 & 3

Copy to:

1. P.S. to Commissioner(Food Safety), Deptt. of Food Safety, GNCTD.
2. All the FSO's /F.A.'s of North, Central, West & South West Divisions.
3. AO, Deptt. of Food Safety, GNCTD for information.
4. Sh. Vikas/ Sh. K.P.Singh for compliance to maintain sample register/complaints/ Nomination files/RTI Records respectively.
- ✓ 5. Guard File.

*copy*  
*15/5/12*  
(Sudhir K. Nagpal)  
DO-2 & 3