

DEPARTMENT OF FOOD SAFETY  
GOVERNMENT OF NCT OF DELHI  
A-20, LAWRENCE ROAD INDUSTRIAL AREA, RING ROAD,  
DELHI-110 035.

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Dated: 14-6-13

**Instructions for using photocopier machines**

1. Do not touch the support area for the document processor as there is a danger that your fingers or other objects may become caught or pinched, and this can result in injury.
2. Avoid multiple connections in the same outlet.
3. Install the machine in a location that is well ventilated.
4. Avoid locations with humidity or dust and dirt.
5. Keep the machine away from flammable liquids, gases, and aerosols.
6. Do not place metallic objects or containers with water (flower vases, flower pots, cups etc.) on or near the machine.
7. Do not damage, break or attempt to repair the power cord.
8. Do not place heavy objects on the cord and pull it unnecessarily.
9. Never attempt to repair or disassemble the machine or its parts.
10. If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, switch off the main power immediately and remove the power plug from the outlet.
11. If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, switch off the main power immediately and remove the power plug from the outlet.
12. Do not remove or connect the power plug with wet hands.

This issue with the approval of Commissioner (FS).  
Non compliance of the above instructions shall be viewed seriously.

  
(Surinder Kumar)  
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To

All Branch Incharges  
PS to CFS  
Programmer, EDP cell to upload on the Website.