

(14) Files
Forward

DEPARTMENT OF FOOD SAFETY
GOVERNMENT OF NCT OF DELHI
A-20, LAWRENCE ROAD INDUSTRIAL AREA, RING ROAD,
DELHI - 110035.


No.F.PA/Commr.(FS)/FS/2013/ 1434-1438

Dated: 29/5/13

ORDER

As decided, applications for licensing are being received in the Department. For time bound disposal of the applications, enclosed directions are being circulated for strict compliance by all concerned.


DD(Admn.) will review the disposal of licensing applications on fortnightly basis and compile district wise information to be forwarded to Personal Branch of Commr.Food Safety by 5th and 20th day of the month


(K.J.R BURMAN)
Commissioner, Food Safety

To

1. Dy.Director(Admn.), Deptt.of Food Safety.
2. Administrative Officer, Deptt.of Food Safety
3. All Designated Officers, Deptt.of Food Safety
4. Accounts Officer, Deptt.of Food Safety
5. Guard File

Encl.: As above.


2/6/13

14/6
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INSTRUCTIONS WITH REGARD TO DISPOSAL OF APPLICATIONS FOR
LICENSING/REGISTRATION

1. Application of FBO with completed Form B, the required documents and demand draft will be received by DEO at the counter.
2. The FBO who is not aware of the process at the counter shall be guided about the process ; documents required and fee payable for the license by the FSO on duty. In case he is carrying the required documents, the procedure as mentions as point 1 will be followed.
3. DEO shall check the documents as per checklist, enter the application, DD details in Excel worksheet and shall provide the receipt to the FBO.(Same Day in the check list prepared by the deptt.)
4. DEO to handover the complete set with entry no. of the complete set written on the first page of Form B to LDC/UDC (Reception Counter).(Same day.)
5. DEO shall also mail the complete list of applications to DO received in the day(between 2 to 3 pm) each day district wise.(Same day)
6. UDC at reception counter shall sort the application district wise and arrange applications in the bundles and shall send the same to DEO of the concerned district officer before 5pm on the (Same day along with the list indicating the name of FBO's.)
7. (i) The DEO in district shall enter the complete details in the Performa enclosed and shall mail this to the accounts branch.(on the next working day before lunch hour. i.e Application day+1)
(ii) DEO of concerned district shall handover the application along with a computer printout of the application so received to the DO. (on the next working day before lunch hour.i.e. Application day+1)
8. 1. a) DO shall (in application day+2 days) scrutinize the application (Form B) for the documents required for application.
b) For the fee payable and that it has been correctly paid.
c) Shall also see if the form B has been filled up correctly.
2. Assign unique ID of the application.
3. Assign date for the inspection by the FSO.
4. SMS the same to FBO
5. Issue license if no inspection is required.
6. Send the application to FSO physically or by mail as the case may be and also inform him about the date of inspection.
9. LDC/UDC in the DQ office to send all the drafts pay orders to AAO on the next date before lunch along with a printout of excel sheet already prepared by DEO.(on the next working day before lunch hour. i.e application day+ 1)

- 10. FSO to inspect the unit on the assigned date and shall submit a report to the DO.(In application + 20 days)
- 11. DO shall direct the DEO district office to print out the license in prescribed form and also prepare and improvement notice(if any) in 7 days after the receipt of inspection report the FSO.
- 12. License to be sent to the FBO by Speed Post only by the DO.(at the convenience of DO but not later than 60 days of the application day)
- 13. The Postal receipt shall be pasted on the first page of form B in all circumstances by the dispatcher.

The concerned DOs, FSOs and Incharge of reception Cell will ensure compliance of these instructions in spirit. The time line indicated for the different activities mentioned in these instructions have to be maintained without fail. In case the time line is not maintained ,concerned DO must examine the reasons for the same and resolve the problems so that delays do not reoccur.

- 14. All the record shall be maintained by the head clerk licensing. All Files containing applications report copy of license & details of the draft shall be sent to head clerk licensing/ record keeper in licensing branch (within application +75 Days). District wise data of the application for license is received and the licenses/registrations issued shall also be kept in the respective district.

Documents required:

Mandatory for all:

- 1. Form- B in Duplicate
- 2. Annexure 1
- 3. Demand Draft/Pay Order of required fee in favour of **DDO Department of Food Safety payable at Delhi . D.D./Pay order**
 NO.....Amount.....
- 4. Documents for ID Proof Group Code A

a) Voter ID /Photo ID	A1
b) Driving License	A2
c) Passport	A3
d) Ration Card	A4
e) Aadhar Card	A5

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f) Photo Id certified by MP/MLA/Councilor/Sarpanch of the village
Panchayat or Gazzetted Officer A6

5. Documents for Address Proof Group code B

- a) Voter ID /Photo ID A1
- b) Driving License A2
- c) Passport A3
- d) Ration Card A4
- e) Electricity Bill A5
- f) Water Bill A6
- g) Tele(MTNL) A7

6. Documents for Proof of Constitution Group Code C

- a) Copy of Partnership deed in case of partnership firm C1
- b) Memorandum and article of Association with list of present
Directors in case of company C2
- c) Declaration in case of Proprietorship. C3
- d) Copy of certificate under Cooperative Act. C4
- e) Document issued by any Govt. Authority or Local Body. C5
- f) Copy of certificate of Registration under Societies Act. C6

Proof of place of business premises (Any one) Group Code D

- a) water bill A6
- b) electricity bill A5
- c) telephone bill D1
- d) Lease deed copy D2
- e) Rent receipt D3
- f) NOC from the owner D4
- g) Document issued by any Govt. Auth. or Local Body. D5

Mandatory for Manufacturing & Processing units Group Code E

- 7. Blueprint/layout plan E1
- 8. Name and List of Equipments and Machinery E2
- 9. List of food category E3
- 10. Authority letter (In case of nomination) along with any one of ID proof (Code
A) mentioned at serial no. 4. E4

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Mandatory only in case of milk and milk processing units

11. Proof of source of procurement/ supply

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|----------------------------------|----|
| a) Purchase bill | F1 |
| b) voucher, | F2 |
| c) copy of contract/supply order | F3 |

Mandatory only in case of Meat and Meat Processing Plants

12. Proof of source of procurement/ supply

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|----------------------------------|----|
| a) Purchase bill, | G1 |
| b) copy of contract/supply order | G2 |
| c) Mandi receipt | G3 |

Mandatory only for Re-labellers

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| 13. NOC from original manufacturer | H1 |
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