

GOVT. OF N.C.T. OF DELHI
DEPARTMENT OF FOOD SAFETY
A-20, LAWRENCE ROAD INDL. AREA, DELHI-35.

No.F.7(264)/DoFS/Admn./2013/ 6063-67

Dated: 21-10-13

ORDER

Several steel almirahs filled with sample materials of very old cases, in many of which the cases stands settled in courts and no appeal have been preferred/pending and old records related to litigation matters or otherwise are lying in all the three floors of the building. The old records are of two types; (i) which can be weeded out (ii) which are required to be retained for having contents of policy matters, court-cases etc. Besides these records, there are also some files related to various court cases which are presently required either in trial or appeal stages. In addition to the old records, several almirahs have been found to be containing sample materials. The details of the sample materials are not known and as such at this stage, it cannot be said as to how many of them are related to live court cases and how many are not at all required to be preserved for having related to settled court cases. In the past, Admn. Branch was directed to prepare list of records/files related to Admn. Branch kept in almirahs placed in different floors of the building. This task has already been accomplished by the Admn. Branch and the list of records/files have been prepared. However the files which pertaining to the offices of various Designated Officers and the details of samples stored in various other almirahs are not known as no exercise to identify them has been carried out in the past. The Commissioner Food Safety has directed that immediate steps should be taken by deploying a suitable officer to prepare inventory of all the records/files and the sample items kept in various almirahs placed all around in the building in all the three floors. It has also been directed to complete the task in a time bound manner.

In order to accomplish the task, Sh. Y. C. Khare, Statistical Officer is hereby directed to work directly under the supervision and control of the Admn. Officer. Sh. Nagender Kumar, Gr.II Stenographer will assist him in completing the task. The time schedule for preparation of inventory of all the steel almirahs is as follows. The work will be started in the order as below :-

- | | | |
|-----------------|---|----------------|
| 1. Ground floor | - | 7 working days |
| 2. I Floor | - | 7 working days |
| 3. II Floor | - | 4 working days |
| 4. III Floor | - | 2 working days |

Sh. Y.C. Khare, S.O. will file daily report before the A.O. for having on the spot assessment regarding the completion of the portion of the task completed by him. He may take the help of 2 of the Class-IV staff who will be provided by the Incharge of the Caretaking Branch on his request.

The inventories will be prepared in 3 copies (neatly typed), out of which one will be pasted on the relevant almirah and 2 will be handed over to the A.O. All the almirahs are required to be serially numbered with paint and brush. The inventory of the almirahs which contain the records/documents/sample materials and are held by any of the officer/official of

this department, the S.O. will mention almirah number and name of officer/official, the inventory will be prepared by the concerned officer/official and the copies of such inventory will be obtained by the Nodal Officer Sh. Y.C. Khare, S.O. and accordingly dealt with.

For strict compliance.

1. Sh. Y. C. Khare, S.O.
2. Sh. Nagendra Kumar, Gr.II Steno.
3. Admn. Officer.
4. PS to CFS / PA to Spl.CFS.
5. Supdt., Caretaking Branch.

Copy forwarded to:

All Designated Officer/Concerned Branch in charge for information & necessary action with the request to identify the almirah(s) of their branches and may be brought to the notice of Nodal Officer.

Jan
21/10/2013

(SOHAN SINGH KANAWAT)
SPL. COMMISSIONER/H.O.O.

21/10/13

Gaswant RAO

(GASWANT RAO)
OFFICE SUPERINTENDENT