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**DEPARTMENT OF FOOD SAFETY
GOVERNMENT OF N.C.T. OF DELHI
A-20, LAWRENCE ROAD INDUSTRIAL AREA, RING ROAD, DELHI-110035**

No. F.7(182)/DoFS/2012/ 231

Dated, the 16/4/2012

ANNUAL WORK PLAN FOR THE YEAR 2012-13.

Sno.	Description
1st Quarter	
1.	Promotion of Food safety Officer to the post of Designated officer
2.	Proposal for , Change of Recruitment Rules for the Re-Designated posts and Newly Created posts viz. Dy. Food safety Commissioners, Designated officers, Food Analyst, Dy. Food Analyst, Food Safety Officers, and Chemists.
3.	Proposal for, approval for Appointment of Data Entry operators and Class IV through Out sourcing
4.	Proposals for filling up the vacant posts through DSSSB .
5.	Clear the pending proposals of ACP/MACP to all categories of staff
6.	Proposal for Appointment of Dy. Food Analyst on adhoc basis & contractual appointment of Chemists.
7.	Proposals for procurement of space for Licensing and Registration work.
8.	Tendering for procurement of G.L.C for analysis of Trans Fats and Fatty Acid Profile.
9.	Initiate Licensing and registering after obtaining the approval of competent authority for Out sourcing the process.
10.	Proposal for change in Nomenclature for the post of Joint Director to Addl. Commissioner (Food Safety) as approved by the Cabinet vide its decision No. 1796 dated 1/8/2011.
11..	Enforcement Activities.
12	Organize awareness programme for Consumer /Food business Operators.
2nd Quarter	
1.	Finalizing the Recruitment Rules for the Re-Designated posts and Newly Created posts viz. Dy. Food safety Commissioners, Designated officers, Food Analyst, Dy. Food Analyst, Food Safety Officers, and Chemists and get them cleared and Notified.
2.	Opening of Tenders and placement of orders for procurement of G.L.C for analysis of Trans Fats and Fatty Acid Profile.
3.	Pursue for filling up the vacant posts through DSSSB .
4.	Continue the process of Licensing and registering as approved by the competent authority.
5.	Re-Assessment of staff Requirement for the Designated officers.
6.	Proposal for creation of staff after re-assessment of staff Requirement
7	Proposal for filling up the newly created posts of U.D.C., Steno through Services Department.
8	Enforcement activities