

**DEPARTMENT OF FOOD SAFETY
GOVERNMENT OF NCT. OF DELHI
A-20, LAWRENCE ROAD, DELHI-110035**

No.F.7(284)/DoFS/Admn./2014/2923

Dated: 11/7/14

ORDER

Allocation of work amongst the senior officers of this Department is hereby ordered with immediate effect as under:-

S.No.	Designation	Work Allocated
01.	Spl. Commissioner (Food Safety)	<ol style="list-style-type: none">1. Policy matters.2. Matters related to FSSAI/GOI/GNCTD3. Computerization/EDP Cell4. First Appellate Authority under RTI Act5. Supervision of the subordinate branches/officers.6. All other matters/files referred by CFS7. Link Officer of Commr.(FS) until and unless some other Link Officer is appointed by the Services Department, GNCT of Delhi
02.	Administrative Officer (Food Safety)	<ol style="list-style-type: none">1. Administrative matters, including leave, salary, promotion, MACP, pension and all other service matters, discipline and punctuality.2. Finalization of Recruitment Rules, Creation of posts, Filling up of vacancies, etc.3. Court cases on Administrative matters (through DC(FS))4. State Public Information Officer5. Supervision of R & I Branch
03.	Dy. Commissioner (Food Safety)	<ol style="list-style-type: none">1. Supervision of the Licensing/Registration work as well as that of Designated Officers/ Food Safety Officers and Food Testing Laboratory.2. Monitoring of Prosecution Branch and Court cases.3. Vigilance Officer4. Identify space for DO office in each District, acquiring space from various agencies and setting up of DO offices during the targeted period.

		5. Parliament/Assembly Questions 6. Nodal Officer for PGC/PGMS and other grievances monitoring mechanism, including public complaints. 7. Education, Training, Public Awareness & other miscellaneous matters related to FSS Act. 8. Matters related to Facilitation Centres and DO offices at Mayur Bhawan. 9. Supervision of Accounts Branch, Planning Branch, & Caretaking Branch 10. Head of Office
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Further, Administrative Officer(FS) will discharge the duties of Head of Office in the absence of the Dy. Commissioner(FS) and both the officers will be Link Officers of each other.

Administrative Officer(FS) and Dy.Commissioner(FS) shall put up their files directly to the Spl.Commissioner(FS) who shall in turn dispose of the routine matters at his own level, and put up only the important files to the undersigned. In case of extremely urgent matters, particularly when Spl.Commissioner is not available on his seat, the Administrative Officer and the Dy.Commissioner(FS) can however bring such files directly to the undersigned.



(K.K.Jindal, IAS)
Commissioner (Food Safety)

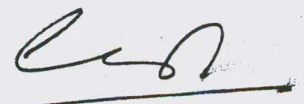
All Officers concerned

NO. F.7(284)/DoFS/Admn/2014/

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Copy forwarded to:-

1. All Branch Incharges, Deptt. of Food Safety
2. Programmer for uploading on the website of the Department
3. PS to Commissioner(Food Safety)
4. Guard File.



(K.K.Jindal, IAS)
Commissioner (Food Safety)