

Department of Food Safety
8th Floor Mayur Bhawan, Connaught Place
New Delhi-110001

No.DOFs-9091(11)/1/2016/10799-10819

Date: 24-1-2016

CIRCULAR

The Department is facing acute shortage of staff therefore with available staff and resources the reorganization of the Department is made as under :-

SOP for Enforcement and Intelligence Branch

1. Headed by Dy. Commissioner (Enforcement).
2. Coordinated by Designated Officer (Enforcement), and Six Food Safety Officers who will gather intelligence by survey / surveillance.
3. Submit program for one week in Advance.
4. Execution of program in field by Two Food Safety Officers and submission of ATRs
5. Disposal of complaint including PGMS & PGC.
6. To monitor sampling and its follow up action till the vetting of investigating report of the IO by the DLA/Designated Officer(Pros.)
7. To ensure that the case is filed within 6 months after the receipt of report of the Food Analyst including time taken by the report from Director, RFL, Mysore.
8. To setup centralized depository of documents of food business operator to facilitate the investigation by Food Safety Officers.
9. To Maintain record of inspections samples prosecution cases, licensing / Registration for follow up action.
10. To monitor the overall performance so as to make room for improvements in Enforcement activities.

SOP for Prosecution Branch

1. Headed by DLA Coordinated by Sr. APP, APP, Designated officer(Prosecution), two Food Safety Officers, supporting staff and with one vehicle.
2. To maintain record of all court cases at all stages.
3. Scrutinizing investigation report of Food Safety Officers, getting suggestions and vetting before grant of consent for prosecution.
4. To maintain record of consents.
5. Imparting legal opinion to FSD and seeking legal opinion from Department of Law and justice.
6. To sanction professional fee of Standing Counsels of High court and Supreme court.
7. To provide legal support for violations of licensing conditions.
8. To file Affidavit in High Court, Supreme Court and Misc. matters.

9. To ensure the speedy execution of the processes issued by various courts. e.g. Summons, Warrants, Verification's etc.

SOP For Licenses /Registration Branch

1. Headed by two Designated officers.
2. One Designated officer shall be assigned with six Districts and other Designated officer with five Districts.
3. Both Designated officers shall dispose all cases of licensing and Registration.

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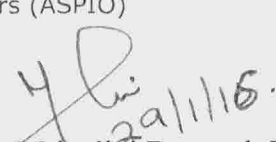
4. They shall be supported by two Food Safety Officers and other staff.
5. To monitor violation of Licensing & Registration in the field & issue notices and take follow up action .They take help of Enforcement & complaint Redressal team for such work if unable to do directly.

SOP For Head Quarter Branch

1. Headed by Designated officer.
2. Deals with all the important issues at head Quarters Level and supported by staff.

SOP For Misc. Branch

1. Headed by Designated officer.
2. Deals with Lok Sabha / Rajya Sabha / Vidhan Sabha replies. RTI matters (ASPIO)
3. All Misc. work.


(Dr. Mrinalini Darswal, IAS)
Commissioner(Food Safety)

Copy for necessary action to:-

1. Deputy Commissioner(Food Safety)
2. All Designated Officers
3. All Food Safety Officers
4. System Analyst to upload it on the Website of the Department
5. Guard File