

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF FOOD SAFETY, 8TH MAYUR BHAWAN,
CONNAUGHT PLACE, NEW DELHI-110001.**

No. F.10(7)/DoFS/Admn/2021/ 7046-49

Dated: 14-3-22

ORDER

In continuation to this office order dated 25.02.2022, the newly appointed Food Safety Officer are hereby directed to undergo On-Job Training as per schedule below:-

Induction Training Programme: Session Plan for 'On-Job-Training'

Day	Name of Food Safety Officer	Name of Designated Officer	Subject	Session
Task-1 Attachment to any Food Business Operator				
Day 1 14.03.2022	1. Ms. Poonam 2. Sh. Sanjay	Sh. Satish kr. Gupta	Understand food business operator and their functions	Visit to any Food Business and understanding its processes
Day 2 15.03.2022	1. Puneet Kumar 2. Sunny Rao	Sh. Hukam Singh		Develop GHP-GMP Plan for the FBO and discussion on the Understand Food Business same with FBO
Day 3 16.03.2022	3. Manjoor Ali			Implementation of GHP-GMP plan
Day 4 17.03.2022				Verification of the plan in presence of Designated Officer.
Task-2 Visit to Food Business Sector				
Day 5 21.03.2022	1. Ms. Poonam 2. Manjoor Ali	Sh. S.P Singh Sh. R.K Bhaskar	Understanding High risk flow risk food businesses	Detailed discussion on Schedule IV
Day 6 22.03.2022	3. Sh. Sanjay			Visit to low risk food business
Day 7 23.03.2022				Visit to high risk food business such as meat or milk Day processing unit
Day 8 24.03.2022	1. Puneet Kumar 2. Sunny Rao	Sh. Saurabh Sharma		Preparation and understanding of Food Safety Management Plan for low of high food businesses
Task-3 Inspection				
Day 9 25.03.2022	1. Ms. Poonam 2. Sh. Sanjay 3. Puneet Kumar	Sh. Ranjeet Singh	Inspection	Detailed discussion on following types of Inspection (under guidance of Designated Officer). • Food premises inspection (Schedule IV) • Food Standards inspection Discussion on related documentation
Day 10 28.03.2022	4. Sunny Rao 5. Manjoor Ali	Sh. R.K Bhaskar		

Task-4 Surveillance				
Day 11 29.03.2022	1.Ms. Poonam	Sh. Hukam Singh	Surveillance	Data collection and development of surveillance plan as prescribed by FSSAI
Day 12 30.03.2022	2. Sh. Sanjay 3.Puneet Kumar 4. Sunny Rao 5.Manjoor Ali			Discussion on previously conducted surveillance plans e.g.- National Milk Safety and Quality Survey, 2018
Task-5 Food Sampling				
Day 13 31.03.2022 & Day 14 01.04.2022	1.Ms. Poonam 2. Sh. Sanjay 3.Puneet Kumar	1.Sh. A.K Singh 2.Sh. Ranjeet Singh 3.Sh. Satish Kr, Gupta	Sampling	Demonstration of sampling by Designated Officer
Day 15 04.04.2022	4. Sunny Rao 5.ManjoorAli	4.Sh. Bal Mukund 5.Sh. Sompal Singh		Practicing sampling in any food processing unit
Task-6 Food Analysis				
Day 16 05.04.2022	1.Ms. Poonam	Food Analyst Food Laboratory Lawrence Road, Industrial Area	Attachment to Lab	Submission of food sample to laboratory
Day 17 06.04.2022	2. Sh. Sanjay 3.Puneet Kumar 4. Sunny Rao 5.Manjoor Ali			Observe food product analysis Preparation of food analysis report Interpretation of food analysis report
Task-7 Adjudication				
Day 18 07.04.2022	1.Ms. Poonam	Sh. A.K Singh	Adjudication	Discussion with Designated Officer regarding adjudication and related procedures
Day 19 08.04.2022	2. Sh. Sanjay 3.Puneet Kumar 4. Sunny Rao 5.Manjoor Ali	Sh. Ranjeet Singh Sh. Satish Kr. Gupta Sh. Hukam Singh Sh. Saurabh Sharma		

18.3.22

Preparation and Submission of report				
Day 20 11.04.2022 & Day 21 12.04.2022	1.Ms. Poonam 2. Sh. Sanjay 3.Puneet Kumar 4. Sunny Rao 5.Manjoor Ali	Sh. Adeshwar Kant (Deputy Director, Food Safety) Sh. A.K Singh, DO Sh. Ranjeet Singh, DO		Preparation of report in respect of above tasks and its further submission to respective Joint & Commissioner (Food Safety) or Deputy Commissioner (Food Safety) in case of FSO or Director / Joint Director (Regional Office, FSSAI) in case of CFSOs
Day 22 13.04.2022	1.Ms. Poonam 2. Sh. Sanjay 3.Puneet Kumar 4. Sunny Rao 5.Manjoor Ali	Sh. Adeshwar Kant (Deputy Director, Food Safety) Sh. A.K Singh, DO Sh. Ranjeet Singh, DO		Debriefing, Submission of feedback and Valediction

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14.3.22
(Adeshwar kant)
Deputy Director (FS)/HOO

No. F.10(7)/DoFS/Admn/2021/ 7046-49

Dated:- 14.3.22

Copy for information and necessary action:-

1. System Analyst with request to upload the order on the website of the department.
2. All Designated Officers, Department of Food Safety
3. Food Safety Officers concerned.
4. Guard file.

14.3.22
(Adeshwar kant)
Deputy Director (FS)/HOO

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