

No. File No. 1 (2)2011/ State/ FSSAI  
**Food Safety & Standards Authority of India**  
(A Statutory Regulatory Body of Govt. of India)  
Ministry of Health & family Welfare  
3<sup>rd</sup> Floor, FDA Bhawan, Kotla Road  
New Delhi-110 002

Dated the 3<sup>rd</sup> October, 2011

To

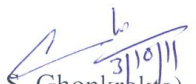
All Commissioners of Food Safety of States/UTs.

**Subject:- Advisory regarding renewal/transfer of licenses during transition period.**

With reference to the subject cited above, undersigned is directed to inform that the following procedure shall be adopted during the period of one year starting 5<sup>th</sup> August, 2011 for the renewal/transfer of licenses to the Food Safety and Standards Act:-

1. In case of transfer/renewal of licenses where validity of the license does not expire within one year of transition period but he applies for a new license number or for renewal, as provided in the regulations, pre-inspections may not be insisted upon for the purpose of such renewal/transfer and an undertaking of the FBO regarding compliance with the license conditions in the proforma attached shall be obtained and considered sufficient.
2. During this transition period of one year penalty for renewals may not be levied which is necessitated and attributable mainly to the lack of knowledge and awareness regarding procedures, availability of adequate infrastructure to carry out this task in the office of Designated Officers, etc.
3. Since some units/FBOs, which were registered/licensed with Central authority may shift to the concerned State/UT due to the provisions (Schedule I of FSS Rules, 2011); and similarly, some FBOs will shift to Central licensing system from States/UT, it is essential that records of their previous registration/license must be transferred at the earliest to the appropriate D.O. It is required that all such transfers from one D.O.(Central or State) to another D.O. (Central or State)

may take place within a period of 3 months of issue of this advisory. It will be appropriate if information on these transfers is sent to FSSAI in the proforma (enclosed) so that data could be maintained on these transfers of licenses and the process could be monitored and followed up.

  
(S.S. Ghonkrota)  
Director (Enf.)  
Tel.No.011-23220994

C.C.

- i) All Central Designated Officers
- ii) Registering/Licensing Authorities for FPO, Milk, Meat & Edible Oil at Central level and for milk under State level (Director, Department of Animal Husbandry of all States/UTs.)
- iii) PS to CEO

Undertaking from Food Business Operator

I, .....(Name of authorized person representing).....(Name and address of unit) hereby state that the above mentioned unit conforms to or hereby undertake to comply to these conditions within the stipulated transition period of one year

i) All the conditions of license mentioned under Schedule 2 of Food Safety & Standards (Licensing and Registration of Food Business ) Regulations, 2011.

ii) All the requirements given in the Schedule 4 of Food Safety & Standards (Licensing and Registration of Food Business ) Regulations, 2011.

Signature of Authorised Person

