

File No. 1(48) 2011/ Seminar/ FSSAI  
**Food Safety and Standards Authority of India**  
(Ministry of Health & Family Welfare, Govt. of India)  
3rd & 4th Floor, FDA Bhawan, Kotla Road  
New Delhi – 110002

Date: 10.05.2012

To

Commissioner Food Safety of all States/ UTs

**Subject: Minutes of National workshop on Regulatory and Enforcement Procedures – reg.**

The undersigned is directed to forward herewith the minutes of 'National workshop on Regulatory and Enforcement Procedures' held on 20<sup>th</sup> April, 2012 at 10:00 am, 4<sup>th</sup> Floor, Committee Room, FDA Bhawan, Kotla Road, New Delhi – 110002.

Sd/-  
(Dr. D.S. Yadav)  
DD (Enf-II)

Copy To:

1. PPS to CP
2. PS to CEO
3. Dir (E)
4. Dir (QA & S)
5. Dir (A)
6. Dir (Sur.)
7. Dir (Zonal)
8. All concerned officers of FSSAI

**Minutes of the National Workshop on Regulatory and Enforcement Procedures held on 20<sup>th</sup> April, 2012, 4<sup>th</sup> Floor, Conference Hall, FDA Bhawan, Kotla Road, New Delhi – 110002**

Shri. K. Chandramouli, Chairperson, FSSAI extended a warm welcome to all the members and their representatives to the National Workshop on Regulatory and Enforcement Procedures. List of participants who attended the meeting is attached at **Annexure - I**.

The main objective of the workshop was to have a feedback from the States/ UTs regarding the extent of implementation of FSS Act, 2006, Rules & Regulations, 2011. The issues discussed during the workshop would be discussed in the 7<sup>th</sup> CAC Meeting to be held on 27.04.2012.

**A. Documents to be enclosed while applying for new/ renewal or transfer of license to State/Central Licensing Authority**

It was decided unanimously that the list of documents was indicative but could be mentioned in the list wherever such documents were mandatory. This would guide and help the DO while deciding the requirements of documents.

1. Regarding point no. 8 it was decided that the analysis report of water should not be mandatory except in cases where potable water is used as an ingredient by manufacturing/ processing industries.
2. An advisory to be issued on point no. 12: "NOC from manufacturer in case of Re-labellers".
3. The details of technical personnel to be produced at the time of inspection rather than sending it as a document with renewal/ transfer of license application.
4. The State/ UT Govt. could incorporate changes as per their requirements.

**B. Checklist/ Inspection formats** for various categories could not be discussed due to shortage of time and it was decided that these will be circulated and mailed to all States/ UTs for comments by 26.04.2012 and would be finalized in CAC.

**C. Uniformity in sampling procedures/ equipment & Method of handling of samples from field to laboratories**

1. While discussing the sampling procedure, there was a suggestion to mention license number on the sample.
2. The fee for sending 3<sup>rd</sup> sample to referral lab would be borne by the Designated Officer.
3. A discussion took place on the strategy to be adopted for sampling of fresh fruits and vegetables.

**D. Storage procedures and disposal of referral samples (sample 2<sup>nd</sup> & 3<sup>rd</sup>) & Disposal of seized material**

1. FSSAI was in the process of finalizing the same and would finalize after consultation with the States/UTs.

#### **E. Integration of online licensing and offline licensing**

1. In order to know the progress of Licensing/ Registration in State/ UT, the States/ UTs were asked to furnish details of the following:
  - a. The no. of applications received manually
  - b. The no. of applications under process
  - c. The no. of license/ registration issued

#### **F. Uniformity in registration procedures**

1. There was a suggestion to issue an identity card to the FBO along with the registration certificate for maintaining uniformity in registration throughout the Country.

#### **G. The other issues discussed were:**

1. The inspection of the Central Licensed units by the State FSO in the respective jurisdiction area.
2. Further course of action w.r.t. seized articles to be decided.
3. There should be a mechanism of sharing data amongst States/ UTs.
4. For taking license of proprietary food, firstly the FBO has to take approval of the product from *Product Approval Division, FSSAI*. Also, NOC will be given for the proprietary products which are already in the market subject to the condition that the FBO will apply for the license meanwhile.
5. Chairperson suggested that there should be manuals for DOs, FSOs, AOs for a one-step solution to their queries.
6. The trainings for DOs & FSOs of the North-Eastern States will be conducted in the month of May/ June, 2012 at Guwahati.

#### **H. It was decided that the following activities would be done by these States/ FSSAI as given below:**

1. Documents to be enclosed with application of license/ registration (**FSSAI**)
2. Audit/ Inspection checklist (**FSSAI**)
3. **Tamil Nadu** : Uniformity in sampling procedures/ equipment
4. **Maharashtra** : Disposal of seized material
5. **Andhra Pradesh** : Method of handling of samples from field to laboratories
6. **Gujarat** : Storage procedures and disposal of referral samples (sample 2<sup>nd</sup> & 3<sup>rd</sup>)
7. **Punjab & Goa** : Uniformity in registration procedures

Point 1 & 2 to be placed before CAC on 27<sup>th</sup> April, 2012. Regarding rest of the points, the concerned State to finalize and circulate to all States for comments within 1 month.

At the end, Chairperson thanked all the participants and mentioned that these types of workshop would need to be held regularly.

## ANNEXURE – I

The following were present during the National Workshop on Regulatory and Enforcement Procedures held on 20<sup>th</sup> April, 2012

1. Sh. N. Thapa, Designated Officer, Sikkim
2. Sh. Norden Lepcha, Designated Officer, Sikkim
3. Sh. R.K. Ahuja, Deputy Commissioner, Food Safety, Delhi
4. Dr. P.K. Vats, Designated Officer, Delhi
5. Sh. Sanjeev Kumar, Designated Officer, Jammu & Kashmir
6. Ms. Jyoti J. Sardesai, Designated Officer, Goa
7. Sh. R.F. Lotha, Additional Commissioner, FDA, Nagaland
8. Sh. D.M. Chincholikar, State Licensing Authority, Madhya Pradesh
9. Sh. A. Sudhakar Rao, Joint Food Controller, Andhra Pradesh
10. Dr. Jai Singh, Designated Officer, Punjab
11. Dr. Bhupinder Singh, Designated Officer cum DHO, Punjab
12. Sh. Chaturbuj Meena, Food Analyst, Madhya Pradesh
13. Dr. A. Ganesan, Joint Director, Chennai
14. Sh. Dipak P. Tandel, FSO, Daman & Diu
15. Dr. K. Jayakumar, Additional Commissioner Food Safety, Tamil Nadu
16. Sh. D.R. Chauhan, Dy. Commissioner (Food), Gujarat
17. Sh. G.H. Rathod, Joint Commissioner, Maharashtra
18. Sh. K.V. Sankhe, Assistant Commissioner, FDA, Maharashtra
19. Dr. K.U. Methekar, FSO, FDA, Maharashtra
20. Sh. Ashok Khullar, Jt. Commissioner (Food), Haryana
21. Dr. D.P. Lochan, Director FDA, Chandigarh
22. Sh. K. Anil Kumar, Jt. Commissioner, Kerala
23. Sh. O.P. Verma, Additional Commissioner, Food and Drugs, Uttar Pradesh
24. Sh. S.K. Chaurasia, Chief Food Safety Officer, Uttar Pradesh
25. Sh. Amit, Food Safety Officer, Uttar Pradesh
26. Dr. Satbir Singh, Designated officer, Chandigarh
27. Sh. Purinder Pal Singh, Food safety Officer, Chandigarh
28. Sh. Raghu Guda, NISG, Hyderabad
29. Sh. I.N. Moorthy, NISG, Hyderabad
30. Dr. Satwant Bhalla, Joint Director, Punjab
31. Dr. Rameshwar Jaiswal, Deputy Director, Rajasthan
32. Sh. Rajesh Agarwal, Rajasthan

### FSSAI Officials:

1. Sh. Chandramouli, Chairperson
2. Sh. S.S. Ghonkrokta, Director (Enf.)
3. Dr. Dhir Singh, Director(Q&S)
4. Sh. Asim Chaudhary, Director (Admn.)
5. Col. C.R. Dalal, Director (Surveillance)
6. Sh. Pradip Chakraborty, Director(Zonal)
7. Sh. Rajiv Sharma(DD- tech)
8. Sh. D.S .Yadav,( DD-tech)
9. Dr. A .K. Singla, Deputy Director (Enf)
10. Sh. Anil Mehta, Deputy Director( Codex)
11. Sh. S. B. Dongre, Consultant( PA)
12. Dr. A. Madhavan, Assistant Director (Enf.)