

Food safety & Standards Authority of India
Ministry of Health & Family Welfare
Office of the Deputy Director (F&VP)
1st Floor, East Tower, NBCC place, Pragati Vihar,
B P Marg, New Delhi -110003
Ph 011-24360932-35

Letter No: FPO: Renewal 2011: FP: NR: 2010

Date: _____.2010

M/s _____

SUB: RENEWAL OF FPO LICENSE

Dear sir/ madam

I am directed to draw your kind attention on the above subject and inform that license under FPO is now being regulated under **FOOD SAFETY & STANDARDS AUTHORITY OF INDIA**. In this connection the license under FPO issued to you is due for its renewal for year 2011 (Renewal application may be submitted for 1,3,5, & 10 yrs with proportionate licence fees.). The application for renewal shall reach to this office on or before 30th November 2010 for year 2011 and onwards. The following documents are required to be submitted to this office for the purpose:

1. Application Form A in duplicate
2. Original License
3. Demand Draft of appropriate license fees for the specific category in which you hold the license, under the Head of Account as " **SENIOR ACCOUNTS OFFICER, FSSAI**", Payable at **NEW DELHI**
4. Information sheet (Specimen copy enclosed)

Please note that the Annual Production Statements/ Export statements for calendar year 2010 in respective form C/ C1 shall reach to this office on or before 31.01.2011

It is further informed that no application for renewal shall be entertained beyond the current year of validity under any circumstances.

Yours faithfully

Enclosure: As above

Deputy Director (F&VP)

INFORMATION SHEET

(To be submitted by the existing FPO licensees along with renewal documents/ annually by 30th of November Every year for valid licenses)

1	Name and address (with contact details) of Proprietor/Partner/Director/president:	
2	Name and address (with contact details) of the factory with FPO number:	
3	Product licenced	
4	Category of licence 1) Actual fly proofed area for manufacturing the products 2) Storage area	Large Scale/SSB/SSA/Cottage Scale/Home Scale-B
5	Licence renewed up to	
6	Installed capacity of factory	
7	Hygienic & Sanitary conditions in the factory: 1) Whether premises is adequately fly-proofed 2) Whether annual maintenance/ white washing etc have been done (Mention the date/ month in which the same was done) 3) Whether walls of manufacturing hall/ area up to 5 feet have been provided with tiles/oil painted 4) Number of Urinal / toilets provided	YES/NO YES/NO YES/NO
8	Hygienic & Sanitary Conditions of factory personnel 1) Total number of workers employed in the factory 2) Whether medical examination of workers for any contagious, communicable diseases etc is done from a recognized medical practitioner. If yes on what date	YES/NO
9	Condition of drainage system and arrangement for disposal of refuse, smoke and dust etc	
10	Arrangements for the quality control of raw material as well as for finished products 1) Whether chemist engaged, if yes then mention qualification of chemist, enclosed appointment letter 2) Whether separate laboratory provided. If yes mention the lab area 3) List of lab equipments available (enclose list) 4) Whether the record of analysis is being maintained. 5) No. of samples of food products tested	YES/NO YES/NO
11	Availability of potable water and its suitability in the manufacture of fruit products 1) What is the source of water 2) Have you done the water analysis report for the above source of water, if yes please mention the report reference number and date including the remarks made by the laboratory 3) Enclose the latest test report of last one year 4) Capacity of the storage tanks for potable water, and periodical cleaning procedure.	Panchayat/Municipal /Government supply/open well/bore well/ YES/NO

12	Whether equipments and machinery as per unit operation involved in the process of manufacture of fruit products are adequate and are being maintained in working conditions. if so periodical maintenance record thereof(enclose a list)	
13	Quality of raw materials and finished products 1. Name of the products 2. Total Quantity produced 3. Number of Sample analyzed 4. Number of samples confirming to the FPO specification 5. Number of samples not confirming to the FPO specification	
14	Labelling and marking defects 1. Whether labels meets the statutory labeling requirements 2. Submit the copies of labels used by you	
15	H.P used in the manufacture of the products	
16	Whether Production /Stock/Batch Records are Maintained as per Form-D &E. Identify the code/embossing pattern used	YES/NO
17	Any shortfall observed during the previous inspection by the inspecting officer. If yes please indicate and action taken to comply to the directions thereof	YES/NO
18	If there is any change in ownership/ management of the firm, if yes give details	YES/NO
19	If there is any change / alteration / modification in the structure/plan of the factory building, machinery etc, indicate the details thereof (If yes enclose the Revised Plan and/or Revised List of machineries and equipments)	YES/NO
20	Overall remarks or status: -	

Undertaking

I / we do hereby undertake that the information's furnished as above are true to the best of my knowledge and belief

Place
Date
partner

Signature of the Proprietor/ MD/ Mg.

(This is a specimen copy only. The above information may be typed neatly and signed by the Proprietor/ MD/ Mg. partner as the case may be. This information sheet has to be sent along with renewal application)