

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নংSUDA.....

তারিখ2018.....

From : Director, SUDA &
Mission Director, WBSULM

To : Smt. Krishna Mardi, WBCS (Exe.)
Joint Secretary, (Food Safety Branch),
Health & Family Welfare Department,
Government of West Bengal

Sub : Proposal for Food Safety License for SHG's Product

Sir,

This is to state that, DAY-NULM Programme has been introduced by GOI in the year 2014 which is newly restructured Programme of erstwhile SJSRY Programme. The above Programme has been running successfully in our State since 2014.

This is also to state here that the implementing agencies in different ULBs, as per Programme Guideline will act for implementing the scheme by forming Self Help Groups, Area Level Federations and City Level Federations.

The members of SHGs/ ALFs/ and CLFs has been started various types of marketable food productions in their own. Now it is important to register all food products for quality control under FSSAI licensing/ registration under your Department. This license will create an opportunities to sell their products in open market and also in “Roudra Bristi” outlet introduced by Food Department which will help their capabilities to generate meaningful and sustainable livelihoods.

দুরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

In this context, you are requested to assist about the process of the licensing / registration and to provide the district-wise FSSAI Registrars list with contact numbers as we can provide it to the ULBs for the FSSAI licensing / registration.

Yours faithfully,

Director, SUDA
&
Mission Director, WBSULM

SUDA-

.2018

Copy forwarded for your information to :

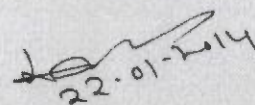
The Sr. PA to the Secretary, UD & MA Deptt., Government of West Bengal.

Director, SUDA
&
Mission Director, WBSULM

Guidelines for submission of Online application for Food Safety License:

1. Please read carefully and follow Simple Steps on Deptt. website foodsafety.delhigovt.nic.in to submit online application in form "B" for Food Safety License in the link Food Licensing and Registration System (FLRS) available on website of FSSAI at fssai.gov.in.
2. Submit copies of all required documents ONLY "ELECTRONICALLY" including form "B" and, wherever applicable, also the affidavit of proprietorship and affidavit of FSMS Plan. The FBO need not submit the physical copy of form "B" or any other document in the Deptt. of Food Safety.
3. As per FSSAI directions dated 19.07.2013:
 - (i) Column no. 4 of Form "B" is applicable for manufacturers only. As per section 3 (1)(zd)- "manufacturer" means a person engaged in the business of manufacturing any article of food for sale and includes any person who obtains such articles from an other person and packs and labels it for such purposes.
 - (ii) In case of manufacturer, person mentioned at column no. 4 and 5 of form "B" shall be same.
 - (iii) In column no. 5, Name of Nominee, if appointed shall be mentioned.
4. In case of registered company, instead of submitting whole Memorandum of Association and Article of Association (MOA) only the copy of Certificate of Registration/ Incorporation under Companies Act, relevant pages of kind of business undertaken by the company, Responsibilities liabilities of directors and list of Directors as available in the MOA shall be submitted electronically
5. Separate license is to be obtained for each sales outlet. In case the FBO is having godowns for storage and vehicles for transfer of food article from its godown to its sales outlet, the details of such godown/registration no. of vehicles shall be added in the address column of Form "B" after entering the address of sales outlet. However in case the said vehicle is being used for transportation of food article of other FBOs also, then he need a separate "Transporter" license.
6. If an FBO like sweet shop is having its workshop at a different premises other than its sales outlet and the said workshop is meant only to prepare food to be sold at single sales outlet, then application can be made for single license while mentioning the address of workshop after the address of its sales outlet in Form "B".

7. License for manufacturing and processing unit will be issued after inspection of the unit whereas for units other than manufacturing and processing unit, license will be issued without pre-inspection.
8. The Deptt. being regulator/facilitator, license for FBOs will be generated on the basis of documents uploaded by the FBO presuming that the FBO has complied with the provisions of FSS Act/Rules/Regulations and other Acts/Rules/Regulations etc. as applicable. However, the department reserves the right to inspect site and scrutinize documents as per policy of the department.
9. Any information found incorrect/false at later stage may lead to suspension/cancelation of license and action as per provision of the FSS Act/Rules/Regulations.


22.01.2014

(Sohan Singh Kanawat)
Special Commissioner(Food Safety)



File No. 15(18)2018/State/e-Sign/RCD/FSSAI
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(Regulatory Compliance Division)

FDA Bhavan, Kotla Road,
New Delhi-110 002

Dated, the 18th April, 2018

ORDER

Sub: Generation of Online FSSAI License and Registration- reg.

At present, as per the practice followed, the printed copy of License/Registration Certificate granted is sent by the Licensing/Registration Authorities to Food Business Operators (FBOs) through post at their correspondence address except in case of Delhi, Jammu & Kashmir and Madhya Pradesh where State Licenses/Registration Certificates bearing scanned signatures of concerned Licensing/Registration Authorities are sent by email to FBOs.

2. The practice of sending License/Registration by post has certain disadvantages like postal delay in delivery, non-receipt of License/Registration certificate and it also leads to inconvenience and harassment of FBOs who have to visit the office of Licensing/Registering Authority in case of non-receipt of License/Registration Certificate.

3. FSSAI has been seized of the matter for sometime. It has been decided that in case of Central License, State License and Registration, after the Licensing/Registration Authority approves grant of License/Registration, a copy of License/Registration Certificate will be sent to email ID/FLRS Bin of FBO. The License/Registration Certificate will contain the following sentence at the end:

"This is a computer generated License/Registration Certificate and does not require signature of the License/Registration Authorities."

The FSSAI License/Registration Certificate shall also bear a Quick Response (QR) code as a security feature to verify the License/Registration Certificate. Based on the computer generated License/Registration Certificate, the FBO will be in position to start his food business immediately. This decision will come into force w.e.f. 01 May 2018.

4. The computer generated copy of License/Registration Certificate will be sent to (i) registered email-id of FBO, (ii) email-id of the person nominated for complying condition of License by the FBO and (iii) in FLRS Bin of FBO. An SMS Alert in this regard will also be sent to the concerned FBO for information at the time of generation of License/Registration Certificate.

P.T.O

5. This issues with the approval of Competent Authority in accordance with the powers vested in FSSAI under Section 16 (5) and Section 89 of Food Safety and Standards Act, 2006.

Garima Singh
(Garima Singh)
Director (RCD)

To

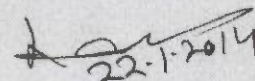
1. Commissioners of Food Safety of all States/UTs.
2. All Central Licensing Authorities
3. CITO – for uploading on FLRS homepage
4. FSSAI Helpline, Jaipur

Govt. of NCT of Delhi
Department of Food Safety
A-20, Lawrence Road Indl. Area, New Delhi- 110035

Simple steps to submit Online application for Food Safety License

Please visit the website of Food Safety & Standards Authority of India at <http://www.fssai.gov.in> to file On-line application for Food Safety License. Click "Food Licensing and Registration System" (FLRS) and take the following simple steps to submit the application:

1. Click the tool "Check your eligibility" on the web page of FLRS to know whether you are eligible for Central License or State License or Registration.
2. If you are eligible for State License, check the list of documents to be uploaded from the website of FSSAI and store in electronic mode before proceeding to fill online application.
3. Sign up in "Self-Care-Portal" on top right of the web page and create your User ID and Password.
4. Sign in with your User ID and Password
5. Click "Apply for License/Registration" in the link License/Registration and select the state as Delhi and proceed after clicking the Kind of Business.
6. Click on the action "Click to apply" on right hand side of the page.
7. Click on Form "B" and fill up and take print out of each page by pressing "Ctrl+P" before taking the step – "Save and Next".
8. Sign the hard copy of Form "B", scan and upload.
9. Scan other documents and upload.
10. SBI Challan will be generated.
11. Take out print.
12. Deposit challan with required license fee printed on the challan in any branch of State Bank of India.


22-1-2014

(Sohan Singh Kanawat)
Special Commissioner(Food Safety)

Schedule 2
[See Regulation 2.1.1 and Regulation 2.1.7]
Form 'A'

**Application for Registration / Renewal of Registration under Food Safety
and Standards Act, 2006**

Kind of business:

- Permanent/Temporary Stall holder
- Hawker (Itinerant / Mobile food vendor)
- Home based canteens/dabba wallas
- Petty Retailer of snacks/tea shops
- Manufacturer/Processor
- Re Packer
- Food stalls/arrangements in Religious gatherings, fairs etc
- Milk producers (who are not member of dairy co operative society)/ milk vendor
- Dhaba
- Fish/meat/poultry shop/seller
- Other(s), please specify: _____



(a).Name of the Applicant/Company: -

(b).Designation:

- Individual
- Partner
- Proprietor
- Secretary of dairy co-operative society.
- Others (Please specify)

(c).Proof of Identity of applicant: _____

[Note: Please submit a copy of photo ID like Driving License, Passport, Ration Card or Election ID card]

(d).Correspondence address:

Tel No: _____ Mobile No.: _____

Fax No.: _____ Email: _____

[Note: In case the number(s) are a PP or common number(s), please specify the name of the contact person as well]

(e).Area or Location where food business is to be conducted/Address of the premises:

(f).Description of the food items proposed to be Manufactured or sold:

S.No.	Name of Food category	Quantity in Kg per day or M.T. per annum

--	--	--

Please attach separate sheet if required

(g). Total Annual turnover from the food business, if existing, alongwith any supporting document(s) showing proof of income (**In case of renewal*):

(h) In case of new business - intended date of start: _____

(i) In case of seasonal business, state the opening and closing period of the year: _____

(j) Source of water supply:

Public supply Private supply Any other source

(k) Whether any electric power is used in manufacture of the food items:

Yes

No

If yes, please state the exact HP used or sanctioned Electricity load:

(I) I/We have forwarded a sum of Rs.....towards registration fees according to the provision of the Food Safety and Standards (Licensing and Registration) Regulations, 2011 vide:

- Demand Draft no. (payable to -----)
- Cash

(Signature of the Applicant)

FORM NO.IX

(Form of Nomination – Refer rule 2.5.1)

NOMINATION OF PERSONS BY A COMPANY

Being the proprietor or a signatory authorized by the board of directors of the company in terms of Rule 2.5.1 (2), I do hereby gives notice that the following persons(s) is/are nominated as the person(s) in charge of establishment, branch or the unit mentioned against the name of the person(s) and shall be responsible and liable for food safety or any contravention of the Act and rules/regulations or directions issued thereunder in respect of the concerned establishment/branch/unit. The person(s) shall take all such steps as may be necessary to prevent the commission by the Company of any offence under and comply with the provisions of Food Safety and Standards Act, 2006 and the Rules and Regulations made thereunder.

Branch wise/office wise nomination .

Establishment/branch/unit name	Name and Sign of Person i/c
1.	1.
2.	2.
3.	3.

A certified copy of the resolution of the board regarding the authorized signatory, dated _____ is enclosed.

Place: _____

For _____ Ltd./Private Ltd.

Date: _____

1. Authorized signatory of the company

Place:

Date:

(NON-JUDICIAL STAMP PAPER)

AFFIDAVIT

This is to state that We, M/s.located
at ofDistrict of
..... State is an applicant for a new licence/ conversion/renewal of licence/ as
a (name of activity/service) of
..... (category of products) and that we have a foodsafety plan to ensure
safety and standards of our products as per Food Safety & Standards Act, 2006. We
further declare that we shall put in place a Food Safety Management System and shall
comply with the requirements under Schedule-4 of Food Safety and Standards
(Licensing and Registration of Food Businesses) Regulations, 2011.

Date:

(Signature):

Name:

Designation:

Name and Address of FBO:

ALL FOOD PROCESSING UNITS OTHER THAN MENTIONED ABOVE

1	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only)
2	List of Directors with full address and contact details (mandatory for companies only)
3	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used (mandatory for manufacturing and processing units only)
5	List of food category desired to be manufactured. (In case of manufacturers)
7	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable (mandatory only for manufacturing and processing units only)
12	Food Safety Management System plan or certificate (if any)
27	Declaration Form
25	Upload Production unit photograph
4	Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. .
8	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) .
9	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm
22	Form IX: Nomination of Persons by a Company alongwith the Board Resolution.

Note : In case of water is ground water then NOC from CGWA is necessary to be submitted accordingly (As per office order dated 02.01.2018 as available on official website of FSSAI i.e www.fssai.gov.in)

PROPRIETARY FOOD	
26	Undertaking from FBO on letterhead (Only for Proprietary Foods).
25	Upload Production unit photograph
27	Declaration Form
12	Food Safety Management System plan or certificate (if any)
2	List of Directors with full address and contact details (mandatory for companies only)
1	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only)
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(As per office order dated 02.01.2018 as available on official website of FSSAI i.e www.fssai.gov.in)

DRAFT

**From: - Director, SUDA &
Mission Director, WBSULM**

To: -

Smt. Krishna Mardi, *WRB (Edu.) & Branch*
Joint Secretary, *(Food Safety & Branch)*
~~Food Safety and Standards Authority of India (FSSAI)~~
Health & Family Welfare Department
Government of West Bengal

Sub: Proposal for Food Safety licence for SHG's Product

Madam,

This is to state that, DAY-NULM Programme has been introduced by GOI in the year 2014 which is newly restructured Programme of erstwhile SJSRY Programme. The above Programme has been running successfully in our state since 2014.

This is also to state here that the implementing agencies in different ULBs, as per Programme Guideline will act for implementing the scheme by forming Self Help Groups, Area Level Federations and City Level Federations.

The members of SHGs / ALFs / and CLFs has been started various types of marketable food productions in their own. Now it is important to register all food products for quality control under FSSAI licensing /registration under your department. "Roudna Brishiti" - a fair price outlet is a good platform where these types products may be sold and this will help SHGs to unleash their capabilities to generate meaningful and sustainable livelihoods.

This licence will create an opportunities to sell their products in open market and also in 'Roudna Brishiti' outlet introduced by food department which will help

In this context , you are requested to assist about the process of the licensing /registration and to provide the district wise FSSAI Registrars list with contact numbers as we can provide it to the ULBs for the FSSAI licensing /registration .

Yours faithfully,

Director, SUDA
&
Mission Director,
WBSULM

Memo No. :- SUDA-

Date:-...../6/2018

Copy forwarded for your information to;

1. The Sr. PA to the Secretary, UD & MA Dept, Government of West Bengal

Director,SUDA
&
Mission Director,
WBSULM

UD/00/2018/10381 Pr. Secy/UD&MA
10.10.18

Government of West Bengal
Health & Family Welfare Department
Office of the Commissioner of Food Safety
Swasthya Bhawan, GN-29, Sector - V
Salt Lake, Kolkata - 700091



No.385/HF/CFS/1M-20/14

Dated, Kolkata the 5th October, 2018

From: Smt. Godhuli Mukherjee,
Commissioner of Food Safety & Secretary,
Health & Family Welfare Department,
Govt. of West Bengal

To : The Principal Secretary,
Urban Development & Municipal Affairs Department,
Govt. Of West Bengal

Sub: Proceedings of the 2nd Meeting of the Steering Committee on Food Safety and Standards Act, 2006 held on 10th September, 2018.

Sir,

Enclosed please find herewith the proceedings of the 2nd meeting of the Steering Committee for supervision and monitoring of the implementation of the provisions of the Food Safety and Standards Act, 2006 held on 10th September, 2018 at Nabanna under the Chairmanship of the Chief Secretary to the Govt. of West Bengal for your kind information and necessary action.

Yours faithfully,

G. L. S. 10.10.2018
Commissioner of Food Safety & Secretary
to the Govt. of West Bengal

Pr. Secy/UD&MA
Safal/2018

DD (As)
Saf
CPLD
[Signature]

**Proceedings of the Second Meeting of the Steering Committee
for supervision and monitoring of the implementation of the provisions of the
Food Safety and Standards Act, 2006 held on 10.09.2018 at Nabanna.**

The Chief Secretary and Chairperson of the Committee welcomed the members of the Committee and initiated the discussion. Agenda-wise discussion followed thereafter. List of participants is enclosed.

Agenda No. 1: Enforcement of the FSS Act, 2006: A report on Present Status

The Commissioner Food Safety presented a report on the present status of enforcement of the Food Safety and Standards Act, 2006 in the State.

The Additional Chief Secretary, Health and Family Welfare Department informed the Committee that the enforcement activities can be taken up more rigorously once the process of recruitment of FSOs is completed. It was noted that recommendations of WBHRB on recruitment of FSOs are tentatively expected to be available by October, 2018. He informed that some additional staff may be provided to Food Safety wing through reshuffling of Group-'C' & Group-'D' Staff.

He also advised to include more specific information like dates etc while presenting status reports.

Agenda No.2: Change the Nomenclature of the Existing State-Level Steering Committee to State Level Advisory Committee on Food Safety and Inclusion of Other Stake Holders

The Committee agreed to the proposal to change the nomenclature of the existing Committee to "State Level Advisory Committee on Food Safety to Assist, Aid or Advise on any Matter Concerning Food Safety" as stipulated under FSS (Licensing and Registration of Food Businesses) Regulations, 2011.

On the proposal for inclusion of other stakeholders, the Chief Secretary advised to include the representatives of Enforcement Branch in the committee. He further observed that need-based meetings and consultations may be held separately with other stake holders as and when required.

Agenda No.3: Creation of District Level Advisory Committee for Monitoring and Implementation of the Act at the District Level

The Chief Secretary observed that there are already quite a few district level committees dealing with similar issues, such as the Committees framed by the Department of Consumer Affairs, Department of Animal Resources etc. Hence the District Level Advisory Committee for monitoring and implementation of Act at district level, as required under the Regulation 2.1.15 of FSS (Licensing and Registration of Food Businesses) Regulations, 2011, may be formed taking into account the existence and mandates of the existing committees. He advised to move a proposal along these lines for consideration.

Agenda No.4: Use of Food Grade Blue Color in Industrial Ice to Stop its Misuse in Place of Edible-Ice

Industrial ice being cheaper, it is rampantly used in place of edible ice in storing food or even in serving cold beverages causing serious health hazards. Additional Chief Secretary, Health and Family Welfare Department informed that the matter has been taken up with Industry, Commerce and Enterprises Department to stop the misuse of Industrial Ice in place of edible-ice. Chief Secretary approved the proposal and directed to take it up with the Department of Industry, Commerce and Enterprises for further necessary action.

Agenda No.5: Food Safety Awareness among School Children Through School Curriculum

Commissioner Food Safety informed that the Orange Books 1, 2 and 3 published by FSSAI for children of various age groups has been shared with the School Education Department. It was proposed that to inculcate food safety discipline at an early age these may be considered for inclusion in school syllabus. Chief Secretary advised that suitable extracts may be prepared which may be included in the school syllabus.

Agenda No.6: Food Fortification

The Ministry of Human Resource Development (MHRD) and the Ministry of Women and Child Development (WCD) have issued letters mandating the use of fortified oil, wheat flour and double fortified salt in MDM and ICDS respectively. Principal Secretary, Food and Supplies Department informed that food fortification initiatives are under process. The Chief Secretary advised Principal Secretary, Food and Supplies Department to call a meeting to chalk out a way forward in supplying fortified food in the state.

Additional Chief Secretary, Health and Family Welfare Department advised to organize registration melas in different districts as well.

There being no other issue, the meeting ended with a vote of thanks to the Chair.



Chief Secretary
Government of West Bengal

List of Participants

**Second Meeting of the Steering Committee
On Food Safety and Standards Act, 2006 held on 10.09.2018**

A. Members of the Steering Committee

1. Shri Malay Kumar De Chief Secretary
2. ShriRajivaSinha Additional Chief Secretary, Health and Family Welfare Department
3. Shri Anil Verma Principal Secretary, Animal Resources Development Department
4. ShriManoj Kumar Agarwal Principal Secretary, Food & Supplies Department
5. ShriManoj Pant Principal Secretary, Public Health Engineering Department
6. Smt. NandiniChakrabarty Secretary, Food Processing Industries & Horticulture
7. Smt. SanghamitraGhosh Secretary, WCD & SW Department
8. Smt. Godhuli Mukherjee Commissioner, Food Safety
9. Shri Rajesh Singh Director, FSSAI (Eastern Region), and representative of CEO, FSSAI
10. Shri D.P. Guha Designated Officer, FSSAI, Easter Region

B. Other Invitees

1. ShriBinod Kumar Secretary, Health and Family Welfare Department
2. Smt. R. Vimala S.P.D., PBSSA, School Education Department
3. Smt. SunitaMitra Deb Joint Commissioner, Food Safety
4. Smt. Krishna Mardi Joint Secretary, Food Safety
5. Dr. SubirKirtania Assistant Commissioner, Food Safety

UD/00/2018/05897

Pr. Secy/UD&MA
20.06.18

File No. HFW-1609915/2018-FS SEC-Dept. of H&FW/218

Government of West Bengal

Health & Family Welfare Department
Office of the Commissioner of Food Safety
Swasthya Bhawan,
G 29, Sector V, Salt Lake, Kolkata - 700 091.

Dated 14/06/2018

From Commissioner of Food Safety & Secretary
Health & Family Welfare Department,
Govt. of West Bengal.

DDG



To The Principal Secretary,
Govt. of West Bengal,
Department of Urban Development and Municipal Affairs,
Nagarayan,
DF-8, Sector - I, Bidhannagar,
Kolkata - 700 064.

Sub: Fees for analysis of food articles by Central Combined Laboratory (CCL)

Sir,

In view of the alleged adulteration of meat issue, different Municipalities including Kolkata Municipal Corporation have been sending samples to West Bengal Public Health Laboratory (WBPHL) for analysis. Requests were being received from Municipalities for waiver of fees charged by WBPHL for analysis of samples. The matter was considered and it has been decided that the Central Combined Laboratory (including WBPHL) will conduct analysis of food articles received from Municipalities and Corporations free of charge till 30th of June, 2018 for public service. This is issued with the concurrence of Finance Department vide their U.O. No Gr O/2018-19/0006 dated 12.06.2018.

Accordingly, Municipalities may kindly be requested to send additional meat samples to WBPHL for analysis.

G.A. 14.6.2018
Commissioner of Food Safety & Secretary
Health & Family Welfare Department
Govt. of West Bengal

Dir, SUDA
18/6/2018

CPLA
P

Sl. No.	Name of the Food Product
1	Achar
2	Bori
3	Papad
4	Chanachur
5	Chire Packet
6	Chop & Tele Bhaja
7	Confectionary
8	Dry Food
9	Coconut Product
10	Fish Products
11	Moori
12	Ghee Preparing
13	Pickle (Mango, Tamarind, Chilli etc.)
14	Jam & Jelly
15	Nimki
16	Sauce & Vinigar
17	Nut Packing
18	Potato Chips
19	Corn Sell
20	Sweets
21	Pithas
22	Cakes
23	Salty Foods
24	Puffed Rice