

No. 15(6)2020/FLRS/RCD/FSSAI
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety and Standards Act, 2006)
(Regulatory Compliance Division)
FDA Bhawan, Kotla Road, New Delhi - 110002

Dated, the 31st August 2020

Subject: Standardized list of documents for FSSAI License- reg.

FSSAI vide letter no. 15(15)2018/CLAs/RCD/FSSAI dated 22.11.2019 (copy enclosed) had advised Licensing Authorities (State/Central) to steer clear of seeking additional/irrelevant documents from FBOs leading to their avoidable harassment and undue delay in processing of applications.

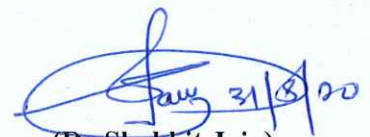
2. The said matter was also discussed in the 28th and 29th meetings of CAC held on 22nd May 2020 and 5th August 2020 respectively wherein it was decided that kind of business (KOB) wise documents as already uploaded on the homepage of FLRS/FoSCoS (<https://foscos.fssai.gov.in/assets/docs/KoBwiseDocumentsrequiredforLicense.pdf>) should be followed uniformly by respective Licensing Authorities in all States/UTs. Since the requirement of uploading of signed copy of Form A (application for Registration) and Form B (application for License) by applicants has been done away, all applicants are now therefore, required to upload all documents mandatorily **self-attested** by the authorised signatory/proprietor.

3. In view of the above, you are requested to direct the concerned Designated Officers/Food Safety Officers to refrain from insisting on submission of additional documents beyond the list issued by FSSAI. The unnecessary insistence on submission of same by Licensing/Registration Authority may attract strict action against them. However, in case of pre-requisite condition of additional document requirement for grant of FSSAI License/Registration by a local body or a State/UT, the same shall be communicated to public through a public order issued by Competent Authority or Commissioner of Food Safety of concerned State/UT.

4. It was also decided to initiate consultation regarding the requirement of NOC from CGWA as a precondition for FSSAI licensing/registration as it is not uniform across the country is depending on the category of areas on the level of ground water. The requirement of NOC from CGWA reportedly hampers timely grant of FSSAI license/registration. Kindly send your comments at the earliest.

5. This issues with the approval of the Competent Authority and in supersession of previous correspondence on the subject of even number dated 31st August 2020.

Encl: As stated



(Dr Shobhit Jain)

Executive Director (Compliance Strategy)

Email: ed-office@fssai.gov.in

To

1. Commissioner of Food Safety of concerned States/UTs and Regional Directors of FSSAI
2. CITO – for uploading on the website

Copy for information to -

1. Head (RCD)
2. PPS to Chairperson, FSSAI
3. PS to CEO, FSSAI

File No. 15(15)2018/CLAs/RCD/FSSAI
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety and Standards Act, 2006)
Regulatory Compliance Division
FDA Bhawan, Kotla Road, New Delhi - 110002

Dated, the 22nd November, 2019

To

The Commissioners of Food Safety of all States/UTs
The Directors of all Regional Offices

Subject: Additional/irrelevant documents sought by licensing authorities in processing applications for license/registration -reg.

Sir/Madam,

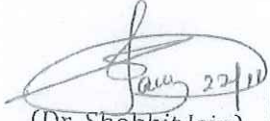
FSSAI has been in receipt of cases of licensing authorities demanding FBOs to submit documents/ information not required under FSS (Licensing and Registration of Food Businesses) Regulations. Many a time, these additional documents have no direct relevance to the Kind of Business applied for and sometimes they are quite irrelevant like asking for in-house laboratory in food business where is not mandatory, recall plan in case of transporter etc. This causes inconvenience to and harassment of FBOs and undue delay in processing of applications. In this regard, following directions are issued:-

- i. The licensing authorities must avoid demanding additional/irrelevant documents. A list of documents required for each Kind of Business is already available on the Food Licensing and Registration System (FLRS) and licensing authorities may limit their queries only to those documents. In case any additional document is considered essential, reasons must be recorded for calling the same in FLRS. These reasons shall invariably be submitted to FSC/Director Regional Office for review.
- ii. Queries should not be asked in piece-meal manner. The application should be properly and carefully scrutinized and all deficiencies in the application should be raised in one go. The observations should be clear, point wise and with a proposed solution to the FBOs.
- iii. In case of auto generated licenses the licensing authorities shall check those applications to ensure that all documents filed are in order. Else a notice should be issued to FBO and further processing undertaken.
- iv. The Commissioners of Food Safety and Directors, Regional Offices should have monthly monitoring meetings to review the following cases.
 - a) Cases where queries have been raised more than twice.
 - b) Cases where additional documents have been called by DO/FSO.
 - c) Cases of auto generated licenses due to their non-attendance by licensing Officers.

Contd....

2. Any undue delays and multiple queries should be taken seriously and explanation called from the concerned officers. For this purpose, IT division of FSSAI will share the details of queries raised on a single application more than two times and auto-generated licenses on monthly basis. The licensing officers may be directed to submit the cases where additional documents were demanded on monthly basis.

3. It is requested that necessary instructions may be issued to licensing authorities for strict compliance. Repetition of such delinquency should invite adverse action against erring officials.

 22/11/19

(Dr. Shobhit Jain)
Executive Director (Compliance Strategy)