

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 27th March 2020

Subject: Direction under 16(5) of FSS Act, 2006 regarding Standard Operating Procedure (SoP) for issuance of offline Licenses/Registrations in case of Exceptional situations - reg.


FSSAI has a pan-India online system for issuance of License and Registration since 2012. All States/UTs are issuing Licenses/Registrations through online mode only. This not only ensures the uniformity in issuance of FSSAI Licenses/Registrations throughout the country but also helps in managing the data of food businesses centrally.

2. Off-late, there have been the instances of internet shutdowns when there is complete non-accessibility of FSSAI's online food licensing and registration system (FLRS – <https://foodlicensing.fssai.gov.in>) by the users.

3. Keeping in view the past instances, a Standard Operating Procedure (SoP) has been prepared for the situations like complete lockdown of internet services, natural calamities or unforeseen technical glitch encountered in the online licensing system. The attached SoP would serve as guidance to concerned authorities for issuance of offline Licenses/ Registrations or allowing food businesses to continue their food businesses whose licenses/registrations have expiry date during the period of non-availability/non-accessibility of online licensing system in the region. The Commissioners of Food Safety of all States/UTs are requested to strictly follow the said SoP in case of non-accessibility of FSSAI's online licensing system by the users in their region.

4. This issues with the approval of Competent Authority and under section 16(5) of Food Safety and Standards Act, 2006.

Encl: As stated



(Dr Shobhit Jain)

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To

1. Commissioner of Food Safety of all States/UTs and all Central Licensing Authorities
2. CITO, FSSAI: For uploading on FSSAI website.

Copy for information to -

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

Standard Operating Procedure (SOP) for issuance of off-line Registration and License in exceptional situations

Step 1: Initiation of Offline Licenses/Registrations Certificate

Procedure for Issuance Offline Licenses/Registrations Certificates can be initiated by either of the following:

1. FSSAI issues an order to the effect
2. Commissioner Food Safety of the concerned State/UT with prior approval from CEO, FSSAI or in emergency situation, under intimation to CEO, FSSAI – citing the reasons thereof.

Commissioner Food Safety of the concerned State/UT shall periodically review the order and terminate it as soon as possible.

Step 2: How to process the Licensing/Registration Applications?

Case 1: Already Submitted Applications with payments in online licensing system (FLRS)

On producing the proof of FLRS receipt/other documents pertaining to licensing/registration application by an FBO, licensing/registration authorities can process the applications as per sub-regulation 2.1.4 of Food Safety and Standards (Licensing & Registration of Food Businesses) Regulations, 2011.

Case 2: Application for fresh License/Registration:

Food Business Operator to apply for License/registration by submitting the requisite documents according to the Kind of Business, Form-B and requisite fee (as per Schedule-3 of the said regulations) to be paid through the mode as applicable in that State/UT.

The concerned licensing authority process/scrutinizes the application and may return or reject the application or mark the inspection or if satisfied with the application and the pre-license/registration inspection is not required to be conducted, may generate the License/Registration instantly in the format as below.

Generate and Dispatch of License/Registration- (Uniform Numbering System)

The Uniform Numbering System of License/Registration (Refer FSSAI letter no. 123-Dir(Enf)/FSSAI/2011 dated 19.07.2011) would remain same with limited series available for offline mode i.e. Registration Certificates/Licenses issued offline shall

have serial numbers to start with digit 8 or 9 (series 800000-999999), starting with 800000.

The current allotment of digits is as under:

□	□□	□□	□□□	□□□□□□
↓	↓	↓	↓	↓
License/ Registration	State/UT	Year	Designated Officer	Serial No. of License/Registration

Allotment of Digits in case of Offline Registration shall be as under:

From [2 -- -- --- 800001] till [2 -- -- --- 999999]
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Allotment of Digits in case of Offline License shall be as under:

From [1 -- -- --- 800001] till [1 -- -- --- 999999]
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An example of Offline issued Registration Certificate number for the State of Uttar Pradesh

□	□□	□□	□□□	□□□□□□
Signifies Registration	State code of UP	Year 2020	RA code	Serial No.

Offline Registration no. '2 27 20 126 8xxxxx' or '2 27 20 126 9xxxxx'

An example of Offline issued License number for the State of Bihar

□	□□	□□	□□□	□□□□□□
Signifies License	State code of Bihar	Year 2020	D.O code	Serial No.

Offline License no. '1 04 20 012 8xxxxx' or '1 04 20 012 9xxxxx'

*** The record of license/registration numbers issued need to be kept by the DO so that no duplication happens.**

Case 3: Renewal of Licenses/Registrations

Food businesses which have expiry date of their existing FSSAI license/registration during the period of when there is no availability of internet in the region shall apply for renewal of their existing license/registration by submitting physical copy of

renewal application to licensing/registering authority. Offline renewals of License/Registration shall be granted only for a period of **one year**.

* The renewal fee (as per Schedule-3 of the said regulations) shall be paid through the mode as applicable in that State/UT

In case of emergency where restriction on movement are placed by State/District authorities, food business which have expiry date of their existing FSSAI license/registration during the period shall be allowed to continue their food business till the restoration of normalcy in the region or shall be allowed to act according to the orders issued by competent authorities/FSSAI.

FSSAI shall provide the extended window (60 days) to such FBOs to file renewal of their license/registration after restoration of internet services in the region. Further, if such FBO fails to avail the opportunity to renew the license/registration in extended window, he/she shall be required to apply for fresh FSSAI License/Registration.

Case 4: Modification, Surrender or Transfer of License, Endorsement of Organic/Fortified Food Products

FBOs shall make application in physical form to the concerned authorities for modifying (with or without fee, as the case may be), surrendering or transferring their license/registrations. Further, for the endorsement of organic or fortified foods on license/registration, FBO shall submit the requisite/supporting documents. Upon consideration, the authorities shall provide approval to the concerned FBOs.

Licensing/Registration Authorities shall maintain all the records/approvals of offline issued/renewed/modified licenses/registrations in their area of jurisdiction. Provision will be made to enable uploading of data to Food Licensing and Registration System (FLRS – <https://foodlicensing.fssai.gov.in>) on restoration of internet services or at intermittent period from any other location.

Step 3: Capturing of data of licenses/registrations for further record

State Food Safety Commissioner to intimate FSSAI about the restoration of internet services in the region. Further, Commissioner food safety shall, by an order, direct all the licensing/registration authorities to feed the data of offline issued license/registrations and other related data in online licensing system i.e FLRS within 15 days of restoration of internet services in the region or at a reasonable frequency if limited internet is available.

This exercise will help authorities themselves in maintaining the online record of FBOs centrally and conducting inspections through FoSCoRIS. This will further help FBOs in making online transactions such as renewals, annual returns and applying for endorsements for organic/fortified food, surrendering/transferring of licenses/ registrations.