

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 22<sup>nd</sup> 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.

  
(Dr. Shobhit Jain)

Executive Director (Compliance Strategy)