


Dated the 11 February, 2020

MINUTES OF THE MEETING

Subject:- Minutes of Meeting with FSSAI officials of Head Quarters and Regional Offices through video conference -reg.

Minutes of the meeting with FSSAI officials of Head Quarters and Regional Offices through video conference held on 06.2.2020 at 3rd Floor Conference Hall at 10: 30 AM chaired by Chairperson, FSSAI are enclosed herewith for information and necessary action.

Encl: as above


Sharad Aggrawal
Director(Training)

To:

1. Mr. Rajeev Jain, Executive Director (HR/TCB/PC/Library)
2. Dr. Shobhit Jain, Executive Director (Compliance Strategy)
3. Dr. N. Bhaskar, Advisor (Standards)
4. Shri Kumar Anil , Advisor (QA)
5. Dr. Rubeena Shaheen, Director (Standards)
6. Ms. Inoshi Sharma, Director (SBCD))
7. Shri Sharad Aggrawal, Director (Training)
8. Dr. Amit Sharma, Director (Imports)
9. Shri Sonu Jacob, Director (Codex)
10. Shri. Raj Singh, Head (GA/Legal/Parliament/Rajbhasha/RTI)
11. Shri R K Mittal, Head (Regulatory Compliance)
12. Shri Sunil Bakshi, Head (Regulations/ Codex/ IC)
13. Shri A K Chanana, Head (IT) / Chief Information and Technology Officer
14. *Directors, All Regional offices.*

Record of Discussion

Meeting with FSSAI officials of Head Quarters and Regional Offices through video conference was held on 06.02.2020 under the chairmanship of CEO, FSSAI. The list of attendees is annexed at A. The points discussed are mentioned as under:

1) Workshops

Workshops are to be conducted region wise on various issues in the coming days. The 1st workshop is to be organized by RO Northern region and coordinated by HQ. These workshops will involve participation of 2 personnel each from regional offices, Northern, State FBOs and other related stakeholders from the Northern region. The regional offices are to thereafter conduct similar workshops in states with involvement of state officials and businesses. The sequence of workshops to be conducted is as follows :

- i. **1st workshop: Labelling and claims (to be organised within 10 days) by Northern region.**
Objective: Identify and reduce the labelling and claim defects.
Coordinator: Head RCD, Ms. Deepika , TO (RCD).
- ii. **2nd Workshop: Initiatives regarding milk safety including STP and Verified Milk Vender Scheme.**
Objective: Improve compliance and encourage availability of basic testing kits and equipments like lactometer in each shop.
Coordinator: Advisor (QA), Ms. Monica Punia, AD(QA).
- iii. **3rd Workshop: Food safety issues in Fruits and Vegetables (also meat where suitable)**
Objective: Improve awareness about malpractices in mandis and create awareness in line with Delhi High Court directions to spread awareness in citizen about the issues like pesticide, artificial ripening, colouring etc. IEC to give inputs regarding material available and publicity done.
Coordinator: ED(RCD), Shri Vikas Talwar DD (RCD).
- iv. **4th Worksop: Milk products and mustard oil:**
Objective: Improve compliance and awareness about malpractices with appropriate corrective measures and strategy of work in this regard.
Coordinator: Advisor (Standards), SC Khurana, Consultant (Standards), Ms. Aiman, TO (Standards).
- v. **5th Workshop : Quarterly engagement meeting with importers.**
Coordinator: Director (Imports).

2) Training and assessment on Food Safety E-Mitra in four cities in assistance with M/S Ginger. Regional offices were informed of the decision to engage a firm for

conducting CBT for FSMs (Digital/ Mitras) are to be associated with them to assist and also evaluate the pilot.

Coordinator: ED(RCD), Shri Vikas Talwar DD (RCD).

3) SOP and guidelines- Regulatory compliance: Based on inputs given by RO South zone, a draft will be shared with ROs to finalise the role and responsibilities of ROs with respect to licensing, compliance and imports

Coordinator: ED (CS).

4) SOP and guidelines- HR, Finance, admn and SBCD: Regional offices to provide current status, issues and suggestions regarding HR, Finance, SBCD and admin issues to organise ROs better in view of imminent expansion. RO South Zone to send first draft. GA and HR to work out current proposals such as reg mobile phones and plan out admn and HR management structure at ROs.

Coordinator: ED (HR), GA Division.

5) Eat Right Initiative (ERI) Regional offices to give report on areas of their region where the work has been carried out towards ERI implementation, awareness and activities.

Coordinator: Director (SBCD)

6) Food Safety Index: The modalities to assess the performance of States on the food safety index by a 5 member team was discussed. Directions in this regard will be issued by HQ

Coordinator: Head(RCD)

7) Performance Management system(PMS):

A presentation on setting of goals of employees as per new PMS was discussed circulated to all the official to make them understand the concept of performance management system and in fixing goals and targets of their work in alignment with positive work culture . The goals submitted were reviewed and not found adequately framed as per the PMS. All Divisional Heads to submit revised goals by 14th Feb.

A recognition and reward system to be established. To start the employee of the month would be institutionalised.

Coordinator: Director (PMU)

8) Media Reports Validation : It was discussed to constitute a Media report validated Team (MRV) to study and initiate necessary actions on personnel

- i. Ms Monica Puniya, AD (QA)
- ii. Ms. Pooja Puri, Documentation Officer, FFRC
- iii. Ms. Ruchika Sharma Lead Media, PR, and Corporate Engagement (SBCD)
- iv. Ms. Aprajita Verma Technical Officer(Standards)
- v. Ms. Manpreet Kour, Technical Officer(Standards)
- vi. Ms. Aruna Bandil, Assistant Director (QA)

Coordinator: Director (Training)

ANNEXURE A

1. Mr. Rajeev Jain, Executive Director (HR/TCB/PC/Library)
2. Dr. Shobhit Jain, Executive Director (Compliance Strategy)
3. Dr. N. Bhaskar, Advisor (Standards)
4. Shri Kumar Anil , Advisor (QA)
5. Ms. Inoshi Sharma, Director (SBCD))
6. Shri Sharad Aggrawal, Director (Training)
7. Dr. Amit Sharma, Director (Imports)
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11. Shri Sunil Bakshi, Head (Regulations/ Codex/ IC)
12. Shri A K Chanana, Head (IT) / Chief Information and Technology Officer
13. Directors- Northern Region,
14. Regional Offices through Video Conference.

