



*Inspiring Trust, Assuring Safe & Nutritious Food*  
Ministry of Health and Family Welfare, Government of India

MANUAL  
FOR  
DEVELOPMENT  
OF  
FOOD REGULATIONS

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## **MANUAL FOR DEVELOPMENT OF FOOD REGULATIONS**

### **1. GENERAL**

Food Safety & Standards Act 2006 is an Act to consolidate the laws relating to food and to establish the Food Safety and Standards Authority of India for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption and for matters connected therewith or incidental thereto.

### **2. SCOPE**

This manual describes the general aims and principles of standardization in brief, explains functions of standardization in FSSAI, outlines the procedures governing the preparation of food regulations and routine activities followed to achieve the aim.

### **3. AIMS OF FOOD REGULATIONS**

The broad aims of food regulations can be summarized as:

- a) Providing safe and wholesome food to citizen of this country;
- b) Protection of consumer interests through adequate and consistent quality of food;
- c) Facilitate food businesses in innovation;
- d) Promotion of trade by removal of barriers caused by differences in national practices without compromising the safety of the product.

### **4. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES FOR THE TECHNICAL WORK**

**4.1** The Authority has set up a Scientific Committee and 19 Scientific Panels for providing scientific opinion in respect of food safety. The functioning of the Scientific Committee and Scientific Panels shall be governed by the provisions of Food Safety and Standards Authority of India (Transaction of Business and Procedures for the Scientific Committee and Scientific Panels) Regulations, 2016. The Authority has established Guidelines for Internal Procedure for Selection of Members of the Scientific Committee and Scientific Panels. As per the guidelines, the Food Authority shall make a call for EOI for selection of members of the Scientific Committee and Scientific Panels through advertisement. EOI shall be evaluated by an Assessment Committee following the eligibility criteria specified therein (**Annex-1**).

## **4.2 Scientific Committee**

**4.2.1** Under Section 14 of Food Safety and Standards Act, 2006, the Food Authority has been empowered to constitute Scientific Committee for providing scientific opinion to the Food Authority. The other functions of the Committee are:

- a) General co-ordination necessary to ensure consistency of the scientific opinion procedure and in particular with regard to the adoption of working procedures and harmonisation of working methods of the Scientific Panels.
- b) To provide opinions on multi-sectoral issues falling within the competence of more than one Scientific Panel, and on issues which do not fall within the competence of any of the Scientific Panels.
- c) Wherever necessary, and particularly, in the case of subjects which do not fall within the competence of any of the Scientific Panel, set up working groups and in such cases, it shall draw on the expertise of those working groups when establishing scientific opinions.
- d) Wherever necessary, organize public hearing.

### **4.2.2 Composition of Scientific Committee**

The Scientific Committee shall consist of the Chairpersons of the Scientific Panels and six independent scientific experts not belonging or affiliated to any of the Scientific Panels.

### **4.2.3 Meetings of Scientific Committee**

The meeting of Scientific Committee shall be held at least once in three months. The notice for the meeting shall be issued not less than 15 days in advance giving details of the venue and time. The agenda shall be sent at least 7 days in advance and minutes issued after the meeting.

## **4.3 Scientific Panels**

**4.3.1** Scientific Panels consisting of independent scientific experts are constituted by the Food Authority under Section 13 of Food Safety and Standards Act, 2006. Functions of Scientific Panels are:

- a) The Scientific Panels shall be responsible for providing the scientific and technical advice on the subject falling within their competence and other associated subjects to the Food Authority and development of standards for food products.

- b) The Scientific Panels may draw the attention of the Chief Executive Officer to any specific or emerging issue falling within its jurisdiction which it considers can pose an imminent or potential risk to consumer health.
- c) The Scientific Panels shall be responsible to identify, monitor the R&D activities or projects on the subject falling within their competence.
- d) The Scientific Panels may constitute sub- groups consisting of members of the Scientific Panel. The Scientific Panel shall also nominate or appoint the Chairperson of the sub- group. The Scientific Panel shall ensure that the tasks assigned are completed within a specified time-frame. The sub-group shall cease to function on completion of the task for which it was constituted.
- e) The concerned Scientific Panel shall coordinate the functioning of working groups constituted as per provisions 4.9 and ensure that the tasks assigned are completed within a specified time-frame.
- f) The Scientific Panels may organize public hearings with individuals, petitioners or other stakeholder representatives, if considered necessary for the completion of a scientific opinion in the following manner, namely:
  - i) hearings shall be clearly indicated in the draft agenda or minutes of the meetings in which such hearings take place; and
  - ii) the Scientific Panel shall not take any decisions during such hearings.

#### **4.3.2 Meetings of Scientific Panels**

The meeting of Scientific Panel shall be held as per the tasks identified. The notice for the meeting shall be issued not less than 15 days in advance giving details of the venue and time. The agenda shall be sent at least 7 days in advance and minutes issued after the meeting.

#### **4.4 Rapporteurs**

The Scientific Committee/Panels should designate a rapporteur from among their members with the approval of Chairperson of the Committee or Panel to prepare within the specific time period, the following, namely:

- a) record of the outcome of the discussion on the technical agenda; and
- b) scientific opinion thereof in the format given in **Schedule-I**

#### **4.5 Reimbursement of expenses and sitting fees to Members of Scientific Committee and Scientific Panels**

**4.5.1** Travel and subsistence expenses incurred by members or external experts or rapporteurs in connection with meetings relating to the Scientific Committee, Scientific Panels, Working Groups or external experts shall be reimbursed by the Food Authority in accordance with Regulation 23 of Food Safety and Standards Authority of India (Transaction of Business and Procedures for the Scientific Committee and Scientific Panels) Regulations, 2016.

**4.5.2** The members of the Scientific Committee, Scientific Panels, Working Groups or external experts shall be paid a sitting fee of four thousand rupees for each day or part thereof for attending a meeting and the sitting fee may be reviewed by the Food Authority after every two years.

**4.5.3** The rapporteur member of the Scientific Committee or the Scientific Panel or the Working Group shall be paid an additional honorarium of two thousand rupees for discharging the duties as a rapporteur for each day or part thereof for meeting attendance.

**4.5.4** Prior sanction of the Competent Authority should be obtained to provide TA/DA to the members as mentioned in 4.2.3 and 4.3.2 respectively. The proforma to obtain sanction is given in **Annex-2**.

#### **4.6 Identification of Scientific Committee and Scientific Panels**

The following abbreviations shall be used for Scientific Committee and Scientific Panel for ease of identification:

- i) Scientific Committee: SC
- ii) Scientific Panel on Biological Hazards: SP-01
- iii) Scientific Panel on Pesticides Residues: SP-02
- iv) Scientific Panel on Antibiotic Residues: SP-03
- v) Scientific Panel on Contaminants in Food Chain: SP-04
- vi) Scientific Panel on Food additives, Flavourings, Processing Aids and Materials in Contact with Food: SP-05
- vii) Scientific Panel on Labelling and claims/Advertisements: SP-06
- viii) Scientific Panel on Genetically Modified Organisms and Foods: SP-07
- ix) Scientific Panel on Functional foods, Nutraceuticals, Dietetic Products and Other Similar Products: SP-08

- x) Scientific Panel on Method of Sampling and Analysis: SP-09
- xi) Scientific Panel on Cereals, Pulses & Legume and their Products (Including Bakery): SP-10
- xii) Scientific Panel on Fish and Fisheries Product: SP-11
- xiii) Scientific Panel on Meat and Meat Products including Poultry: SP-12
- xiv) Scientific Panel on Milk and Milk Products: SP-13
- xv) Scientific Panel on Fruits & Vegetables and their Products (Including Dried Fruits and Nuts): SP-14
- xvi) Scientific Panel on Oils and Fats: SP-15
- xvii) Scientific Panel on Sweets, Confectionery, Sweeteners, Sugars & Honey: SP-16
- xviii) Scientific Panel on Water (including flavoured water) & Beverages (alcoholic non - alcoholic): SP-17
- xix) Scientific Panel on Nutrition and Fortification: SP-18
- xx) Scientific Panel on Spices and Culinary Herbs: SP-19.

#### **4.7 Scope of a Scientific Panel**

The scope each Scientific Panel shall be defined by the Scientific Committee and shall be reviewed from time to time.

#### **4.8 Chairperson of Scientific Committee and Scientific Panels**

##### **4.8.1 Selection of Chairperson**

The Scientific Committee and Scientific Panels shall each choose a Chairperson from amongst their members. The Chairperson shall preside over meeting of Scientific Committee or Panels.

##### **4.8.2 Responsibilities**

The Chairperson of Scientific Committee or Panel is responsible for the overall management of the work under the respective body including any Working Group constituted under it. The Chairperson shall:

- a) Guide the FSSAI Secretariat in carrying out its duty;
- b) Conduct meetings with a view to reaching agreement issues placed before it;

- c) Ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present;
- d) Ensure at meetings that all decisions are clearly formulated and made available in written form by the Rapporteur for confirmation.

#### **4.9 Working Group**

**4.9.1** The Scientific Committee may constitute Working Groups consisting of members of the Scientific Committee or Scientific Panels and also include therein such number of external experts, particularly, in the case of subjects which do not fall within the competence of any of the Scientific Panel or on multi-sectoral issues falling within the competence of more than one Scientific Panel provided that the number of external experts in a Working Group shall not exceed fifty percent of the total members of the Working Group. Such Working Group shall be constituted on the recommendations of Scientific Committee with the approval of the Chief Executive Officer, FSSAI.

**4.9.2** The Scientific Committee shall also nominate or appoint the Chairperson of the Working Group who shall be the member of Scientific Panel or the Scientific Committee in cases where the Working Group has been tasked to work on multi-sectoral issues.

**4.9.3** The Scientific Committee shall entrust Working Groups with tasks which are clearly defined through their terms of reference, including the time-frame within which such tasks are to be accomplished.

**4.9.4** The concerned Scientific Panel (or the Scientific Committee in cases where the Working Group has been tasked to work on multi sectoral issues) shall coordinate the functioning of working groups and ensure that the tasks assigned are completed within a specified time-frame.

**4.9.5** Working groups shall report to the Scientific Panel (or the Scientific Committee in cases where the Working Group has been tasked to work on multi sectoral issues).

**4.9.6** The Working Group shall cease to function on completion of the task for which it was constituted.

**4.9.7** A typical format for creation of Working Group is given at **Annex-3**.

#### **4.10 Alert System in Scientific Panels**

**4.10.1** Social media are the potent channels of communication through which messages are transmitted to the public. Facebook, twitter, You-tube, Whatsapp, etc. along with print or



electronic media are such popular platforms through which a lot of news either text or video are posted in public as an Alert/Breaking news. Publisher/sender of that news does not bother about its impact on society which is even not scientifically substantiated. Many a times, such news is fake/ frivolous on scientific ground. However, people may get panic from such news especially if it is related to food products without knowing actual facts or lack of awareness. FSSAI being the apex Regulatory body in the country is mandated to take all such steps to ensure that the public/consumers receive rapid, reliable, objective and comprehensive information through appropriate methods and means. Although emerging issues needed concerns, if any, are discussed in Scientific Panels/Committee meetings regularly, after which appropriate actions are taken, but to avoid spread of panic in citizens it is important to address such issues from media well in time in public interest for their authenticity.

**4.10.2** Each Scientific Panel shall nominate two –three persons amongst their members who could be consulted to give their scientific opinion on the issues if emerged in the media. Such experts, if need be, may also consult other members of the Panels or any other expert/institution deemed necessary. The opinion of such experts would be adopted by the Authority as its official response to such issues. This official version, after due approval from the Competent Authority may also be released in public domain through press conference/press release or placed on the website including clarification in the form of FAQs based on the seriousness of the issue.

#### **4.11 Attendance at Meetings**

The Scientific Committee/Panel work requires sustained cooperative effort. Documents should be studied thoroughly and members should do their utmost to attend all meetings. Any member not attending three consecutive meetings may be replaced with the other applicant from the reserve list maintained by the Authority.

#### **4.12 Secretariat of Scientific Committee/Panels**

**4.12.1** The Scientific Committee and each of the Scientific Panel shall be assigned to a Technical Officer (TO). The TO shall be overall responsible for management of the Committee/Panel assigned to him/her, who would function under the supervision of Head of the Standard Division responsible for standards setting. The following would contribute to efficient functioning of the TOs:

- a) Full familiarity with the Food Safety and Standards Act, Rules and Regulations; especially Regulations on Transaction of Business of Food Authority, CAC, Scientific Committee and Panels;
- b) Awareness about the overall policies of FSSAI in relation to standards development work;
- c) Be in position to guide the Committee/Panel on any point of procedure or drafting;
- d) Familiarity with the subjects dealt with by the Committee/Panels handled by him/her in respect of safety data, national priorities, technological status of the industry in India and abroad availability of regulation internationally etc.;
- e) Awareness of testing facilities in the country and of R&D work going on;
- f) Awareness of any decision by higher level bodies such as Scientific Committee, CAC, Authority on the subject.
- g) Capacity to organize and carry out technical and administrative work of the Committee/Panel and to influence and promote active participation on the part of the members, and
- h) Command over language and clarity of expression.

**4.12.2** The Technical Officers shall be specifically responsible for:

- a) Planning in advance the strategies and time schedules concerning the work under his/her charge with regard to survey of literature, collection of data, preparation of documents, research and investigations, coordination with other Divisions of FSSAI and external organizations;
- b) Collecting, analysing and arranging of all related technical and administrative documentation;
- c) Consideration and utilization of technical contributions to the work by Committee members, organizations in liaison etc., and evaluation of comments made;
- d) Coordination of work of the other Panels, when required to do so;
- e) Feeding the Committee/Panels with technical data, information on overseas regulations etc. with a view to up gradation of technological levels progressively to international standards;
- f) Advising the Committee/Panels on all procedural matters regarding setting up Working Groups;

- j) Maintaining the programme of work, continuous updation and monitoring of items on the programme of work and their advancement in accordance with the target dates established by the Committee/Panels, if any;
- m) Preparation and arrangements of meetings (agenda, working documents etc.), writing the reports and minutes of meetings; and taking follow-up actions on decisions taken.

#### **4.13 Liaison between Scientific Panels**

**4.13.1** Liaison shall be established between the Scientific Panels especially between the Panels dealing with vertical and horizontal subjects. Liaison shall include the exchange of basic documents, including new work item proposals and working drafts. In order to be effective, liaison must be operative in both directions, with suitable reciprocal arrangements.

**4.13.2** The maintenance of such liaison is the responsibility of the respective TO under the supervision of the concerned Panel Co-ordinator.

### **5. DEVELOPMENT OF FOOD REGULATIONS**

#### **5.1 Programme of Work**

**5.1.1** The programme of work of each Scientific Panel comprises all Regulations at various stages of development including the projects likely to be taken in future, shall be centrally maintained and updated on monthly basis.

**5.1.2** All projects shall be within the agreed scope of the Scientific Panel. Priority shall be given to those projects which has direct bearing on health and safety of consumer.

#### **5.2 Project Management**

The Technical Officer handling the Scientific Panel is responsible for the management of all projects in the programme of work of that Panel and their progress as per the agreed time lines.

#### **5.3 Proposal for New Regulation or Amendment to existing Regulation**

**5.3.1** Requests for new Regulation or revisions of or amendments to existing Regulation may come from an individual, any Ministry of Central Government, State-government, Union territory administrations, Consumer Organizations, Industrial units, Industry Associations, professional Bodies, Members of Scientific Committee/Scientific Panels, Standards Review Groups.

**5.3.2** The proposal shall be analysed by TO concerned for the consideration of Scientific Panel. While scrutinizing the subject, the TO shall be kept in view that whether the proposed regulation would have impact on the health and safety of common consumer or it is likely to improve the quality of the food by introduction of new technology which is likely to benefit consumer.

**5.3.3** The concerned Scientific Panel shall then approve/disapprove a new subject and the fix the priority, if approved. While approving the subject Priority shall be fixed as I or II based on the following guidelines:

Priority I – Whenever there is an urgent need to set the Regulation in absence of which the health and safety of the common consumer is likely to be compromised.

Priority II - All other subjects.

**5.3.4** Specific work plan indicating time frame for its completion and got approved during the next meeting of Scientific Committee (post facto, if work has already initiated).

## **5.4 Preparatory Stage**

**5.4.1** The preparatory stage covers the preparation of a draft as per the general principles and frame work laid down in **Annex-4**.

**5.4.2** The first document/draft under consideration at the proposal stage shall be called as Working Draft (WD). Subsequent revision of WD, if required may be numbered as WD-01, WD-02 and so on. The WD shall be modified to make it Draft Regulation (DR) by the Scientific Panel by collecting necessary information/data from members/ other sources, which may be necessary to fill the gap observed in the WD. At this stage, a Working Group may be constituted, if felt necessary.

**5.4.3** For Priority I subjects, the first Working Draft should be available within 4 months. However, if it is not coming within 6 months, the subject may be changed to Priority II. For Priority II subject, when the Working Draft should be made available within 6 months. However, if no working draft is made available within 12 months the subject may be kept dormant till the working draft is made available.

**5.4.4** A separate list should be maintained for such Work Items, which shall be included in the Programme of Work from the WD stage.

**5.4.5** DR so prepared shall be allotted document number and entry to be made in the document register [**Annex-5**]. The document number shall be retained until the work on the

project is completed or its deletion has been agreed upon. Document number consists of two elements:

- a) Four letter reference identifying the Panel; (we can have a reference number for SC also);
- b) Document serial number; e.g. SP-01(0005).

**5.4.6** Preparation of the preliminary DR may be assigned to a Working Group to bring out more realistic and meaningful regulations. The FSSAI Secretariat would continue to play pivotal role of coordination and facilitation of such development. This preliminary draft would then be considered by the Scientific Panel as per procedure till its finalization as a National Regulation.

## **5.5 Draft Regulation Stage**

**5.5.1** The DR once approved by the Authority shall be forwarded to the Regulation Division for its notification for inviting public comments/suggestion. Such comments/suggestion shall be invited the format given at **Annex-6**.

### **5.5.2 Review of Comments**

Comments as and when received shall be scrutinised by the TO concerned for appropriate action. The work of the compilation of comments in smooth sequence editorially as well as technically, shall be completed after the closing date of submission of replies.

The Scientific Panel (or a designated WG) shall review all comments of substance received on a DR. The reason for accepting or rejecting any comment shall be recorded in detail. It may be appropriate for extensive comments to be considered by WG within clearly defined policy guidelines from the concerned Scientific Panel.

## **5.6 Final Regulation Stage**

Once the comments have been considered and the DR modified accordingly and forwarded to Scientific Committee.

## **5.7 Interpretation**

Interpretation of any Food Regulation which is technical in nature shall be done by the Scientific Panel responsible for it. Enquiries received by the Standard Division, therefore, be directed to the appropriate Scientific Panel for consideration and decision. Any case of urgency, this opinion may be sought electronically.

## **6. MEETINGS**

**6.1** Scientific Panel/Scientific Committee meetings are convened periodically to discuss various issues like processing of Regulations from stage to stage, reviewing and prioritizing the various items of work in hand etc. Concerned TO, therefore, shall pay special attention to achieve successful deliberation in these meetings.

**6.2** In planning meetings, consideration should be given to grouping of meetings of Scientific Panels and Working Groups dealing with related subjects, in order to improve communication and to limit the burden of attendance at meetings by members who participate in several meetings.

**6.3** If a member continuously fails to attend three consecutive meetings, his/her membership may be recommended for withdrawal.

### **6.4 Procedure for Calling a Meeting**

#### **6.4.1 Fixing the Meeting**

The date of the meeting shall be fixed by Secretariat in consultation with the Chairperson, if it has not been decided already by the Committee/Panel itself at its previous meeting. Even so, the concurrence of the Chairperson shall be sought before convening the meeting. The availability of room required for the meeting shall be ensured before proposing date to the Chairperson (**Annex-7**). The stationary required for the meeting shall also be obtained from the Division concerned (**Annex-8**). In fixing the meeting, the Secretariat shall bear in mind that the meeting is so fixed as to:

- a) Facilitate attendance of as many members as possible.
- b) Satisfy special requests to the extent possible.
- c) Take notice of the holidays.

If in a particular case, the Chairperson's concurrence cannot be obtained and there is an urgent need for convening the meeting, the Secretary concerned shall act in consultation with the Head of the Standard Division.

#### **6.4.2 Issue of Meeting Notice**

The Secretariat shall ensure that sufficient advance notice of 2 weeks of the meeting is given to the members. When a shorter notice is found unavoidable, the convenience of the Chairperson shall be ascertained in advance and the matter explained to the members at the time of meeting.

The notice for convening a meeting shall include the time and date, venue (with telephone and fax number, if known) and the place where the meeting is to be held. The notice may include a reference to the important items proposed to be discussed in the meeting. Where the agenda is to be circulated separately, a note to the effect shall be added in the meeting notice at **Annex-9**.

## **6.5 Preparation of Agenda**

The agenda shall cover all business required to be placed before the Scientific Committee/Panel for deliberation/information/decision/opinion. A typical agenda format covering essential items to be considered in a Committee/Panel meeting is shown in **Annex-10**.

### **6.5.1 Systematic Approach in Preparation of Agenda**

Since meetings are normally held once in 2/3 month, it is desirable to develop some systematic records/files to avoid omission in incorporation of item in agenda. A Committee/Panel wise record to be maintained to incorporate all the information, received/felt necessary to report to Committee/Panel.

### **6.5.2 Other Measures in Preparation and Circulation of Agenda.**

- a) At the earliest opportunity but not later than the issue of notice of the meeting, members may be requested to forward in writing suggestions for matters which they would wish to be included in the agenda.
- b) Issue of agenda – the agenda shall be issued at least one week in advance. Specimen letter for agenda circulation is given in **Annex-11**.
- c) Supplementary agenda:
  - i) Additional business matured for consideration after the issue of the agenda, including business of which notice has been given by members but which could not be included in the agenda, may be issued in the form of supplementary agenda.
  - ii) Supplementary agenda may be sent to members in advance where possible or distributed during the meeting. Supplementary agenda should, in the normal course, not include more than 2-3 items.
- d) Points for discussion in Committee meeting under item ‘any other business’ - It is customary to include an item with heading ‘any other business’, with the

permission of the Chairperson, in the discussion under this item not already covered in agenda.

- e) In case of first meeting of newly constituted Committee/Panel special item like 'Scope of work including background to the formation of the Committee/Panel' should also be included.

## **6.6 Agenda Copy for the Secretariat**

One copy of the Agenda, interleaved with blank sheets, shall be specially bound for the use of the TO concerned to enable him/her to make notes in advance relating to different items of the agenda, references, previous history and any related information useful for the Committee. This copy is meant for use by the TO at the meeting, for subsequent references and record. Additional blank sheet can be used to note various decisions and discussions during the meeting. This copy shall serve as a master copy of the entire transaction of a meeting.

## **6.7 Further Action Prior to Meeting**

**6.7.1** The following materials to be collected before the meeting:

- a) Agenda and minutes of the previous meeting;
- b) Declaration Concerning Confidentiality/ Declaration of Commitment/ Annual Declaration of Interest/ Specific Declaration of Interests (**Annex-12**);
- c) Spare copies of agenda;
- d) Relevant regulations along with the spare copies;
- e) Reference books
- f) Form for recording attendance of the members.

### **6.7.2 Briefing the Chairperson**

It is advisable for the concerned Panel Co-ordinator to meet the Chairperson of the Committee/ Panel in advance to discuss the agenda and propose a plan of action for the meeting. If the Chairperson desires, Secretariat may provide him brief notes on the agenda items and prepared a draft for his opening remarks.

## **6.8 Cancellation or Postponement of Meetings**

If a meeting once called is postponed or cancelled for some reason or there is any change in the programme of the meeting, information shall be sent to all concerned, including the under mentioned.

- a) Committee/Panel members concerned



- b) Other persons who had been requested to assist in holding or to conduct the meeting;
- c) GA Division.

## **6.9 Action during Meeting**

**6.9.1** The TO concerned shall reach the Venue at least half an hour before the meeting and ensure:

- a) seating sitting arrangements;
- b) supply of water and tea/coffee/cold drinks/lunch to members during the meeting.
- c) that members on arrival can be directed to the room, placards and direction indicators being used where necessary.

## **6.10 Order of Business**

- a) The order of business shall be as stated in the agenda.
- b) Chairperson or the Members may request for rearrangement of the order of the agenda at the start of the meeting for change in the order of business and the order shall be changed by consensus.
- c) The Chairperson may, at his discretion, move a change in the order of business at any time. The order shall be changed if there is no dissent.

**6.10.1** The Secretariat shall introduce the agenda items. This should supplement the preamble given in the agenda but it should be brief and factual. The Secretariat should scrupulously abstain from expressing an opinion at any stage. He/She should provide guidance to Committee/Panel on procedural matters so that the business is conducted in an orderly manner.

The Secretariat should take notes of discussion during the course of meeting so that he/she can recall at a later date the background and rationale to the decisions taken by the Committee/Panel. Since Committee/Panel work on the principle of consensus, the Chairperson shall use his skills in resolving differences among the members. Advantages may be taken of short breaks and lunch and tea intervals to resolve any difference developed during the course of discussions. The secretariat should be on the alert and advise the Chairperson to consider short duration adjournments to enable members to settle the differences.

## **6.11 Minutes of the Meeting**

- a) Minutes are a brief record of business transacted at meetings of Committee/ Panel.

- b) Minutes should be brief and should not attempt to record all that was said and who said it as this may lead to endless correspondence.
- c) Minutes are primarily meant for those who took part in the meeting and those who have to take action on them. This should be made clear to the members and it should also be brought to their notice through the cover letter for circulation of Minutes that the minutes should not be publicized.
- d) Decisions are the most significant part of the minutes. These shall be stated clearly and without ambiguity.

## **6.12 Action After the Meeting**

**6.12.1** After each Committee/Panel meeting, Secretariat shall brief the Head of the Department (HOD) about the issues discussed in the meeting.

### **6.12.2** Preparation of the Minutes

Draft minutes shall be prepared most expeditiously preferably within one week of the meeting. Every effort shall be made to obtain an early approval of the Chairperson for the draft minutes.

## **6.13 Circulation of the Minutes**

- a) To members:
  - i) Minutes, as approved by the Chairperson shall be circulated to the members of the Committee/Panel. A dead line, not exceeding than one week shall be fixed by which comments on minutes, if any, should reach the secretariat and beyond which it will be assumed that the members concerned have no comments to make.
  - ii) Should any comments be received, the secretariat shall compare those comments with the notes of discussion. In case these comments relates to the correctness of the recording, the same be placed before the Committee/Panel in its next meeting as “Comments on the Minutes”. In case any members has raised any new issue which was not discussed in the meeting or commented on the merit on the decision taken, the same shall be placed in the next meeting as new comment and dealt accordingly.
- b) To Secretaries of other Panels:

When the minutes deal with matters of direct interest to other Panel, a copy of the minutes shall be passed on to the secretariat concerned, their specific attention being drawn to the portion of particular interest to them.

Suggested letter for circulation of minutes is given in **Annex-13**.

**6.14** The Secretariat shall maintain a master copy of the minutes, with interleaved blank sheets, on which he shall note the action that has to be taken and persons or authorities who have to take it.

### **6.15 Action on Minutes**

Extracts from the agenda and minutes shall also be placed in relevant files.

**6.15.1** Action shall be started on normal and non-controversial contents of the minutes without waiting till the dead line fixed for the receipt of the comments on the minutes.

**6.15.2** Action on the remaining items of the minutes shall be started after deadlines.

**6.15.3** Normally, action on the minutes should be completed within four weeks after the dead line fixed for receipt of comments on minutes. Action copy of each meeting be maintained in the respective file.

**6.15.4** The Secretariat shall keep track of the action taken, make a note in the master copy of the progress made from time to time and supplement the efforts by way of reminders or otherwise to ensure that action on any item does not stagnate or impede the progress of work.

**6.15.5** The publication and reference materials borrowed from library shall be returned immediately after return from the meeting.

**6.15.6** Soon after the meeting and after taking follow up actions, endeavour shall be made to make the technical work programme up to date.

## **7. FILING SYSTEM AND PROCEDURE FOR DISPOSAL OF OLD RECORDS**

**Annex-14** describes the filing system to be followed by Technical Departments and also the procedures for disposal of old records.

**FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA FOOD AND DRUG  
AUTHORITY BHAWAN KOTLA ROAD, NEW DELHI-110002**

**INTERNAL PROCEDURE FOR SELECTION OF MEMBERS OF  
THE SCIENTIFIC COMMITTEE AND SCIENTIFIC PANELS**

**Article 1. Definitions**

In this procedure, unless the context otherwise requires:

- 1.1 “Act” means the Food Safety and Standards Act, 2006;
- 1.2 “Food Authority” means Food Safety and Standards Authority of India established under section 4 of the Act;
- 1.3 “Chief Executive Officer” means the Chief Executive Officer of the Food Authority appointed under section 9 (1) of the Act;
- 1.4 “Scientific Committee” means the Scientific Committee constituted by the Food Authority under section 14 of the Act;
- 1.5 “Scientific Panel” means Scientific Panel established by the Food Authority under section 13 of the Act;
- 1.6 Words and expressions used in these Procedure and not defined but defined in the Act shall have the same meaning respectively assigned to them in the Act.

**Article 2. Call for Expression of Interest (EOI)**

- 2.1 The Food Authority shall make a call for EOI for selection of members of the Scientific Committee and Scientific Panels through advertisement. In order for the call to be given the widest dissemination possible, FSSAI shall launch the call in
  - 2.1.1 The website of FSSAI and other scientific R&D organizations and FSSAI Newsletter;
  - 2.1.2 Through relevant leading scientific journals such as:
    - a) Journal of Food Science and Technology,
    - b) Indian Food Industry,

- c) Food and Beverage News,
- d) Current Science,
- e) Indian Journal of Medical Research,
- f) Indian Food Packer,
- g) Food Authority's Newsletter,
- h) Indian Journal of Experimental Biology.

2.1.3 National and regional newspapers. The publication of the advertisement in newspaper should be in font size of 12 point and in scientific journals as per their policy.

2.2 Newspaper advertisement should be in:

- I. All editions of two leading English and two Hindi national dailies;
- II. All editions of two leading newspapers of every state in the local language.

2.3 The call for expressions of interest shall include:

- a) A short summary of FSSAI and its functioning;
- b) Eligibility criteria;
- c) Selection criteria;
- d) Expected role as member of Panel/Committee;
- e) How to apply;
- f) Sitting fee and travel expenditure;
- g) Conflict of Interest, if any;
- h) Link to website, and
- i) Deadline for submission (45 total days).

2.4 The Authority may write to Heads of national institutions, academia and other entities, with the request to give the call the widest possible dissemination.

### **Article 3. Assessment Committee**

3.1 The Food Authority shall establish an Assessment Committee for selection of the Members of the Scientific Committee and Scientific Panels. The Assessment Committee should include:

- a) Chairman (External):** A Scientist (serving/retired) of repute/ eminence not below the rank of Chief Scientist/Scientist G/Professor (Grade Pay 10000/- and above) having a minimum of five years' experience in this Grade and being knowledgeable of FSSAI and its scientific working procedures.

- b) **Member Secretary:** from FSSAI not below the rank of Director.
- c) **Four Scientific Experts/ Science Managers** approved by the Food Authority with atleast 20 years of scientific expertise and knowledge in areas relevant to Food and Health and being knowledgeable of FSSAI and its scientific working procedures.

3.2 A Panel of three names with bio-data for Chairman of the Assessment Committee and 10 names with bio-data for Scientific Experts/ Science Managers will be placed before the Food Authority for consideration and nominating the Chairman and 4 experts.

3.3 The term of the Assessment Committee will be for a period of three years.

3.4 Assessment Committee shall be assisted by the Secretariat of the Food Authority and if required, consult any independent Expert for this purpose.

#### **Article 4. Verification of validity and eligibility of applicants**

4.1 The validity and eligibility check of each application shall be carried out by the Secretariat of Assessment Committee.

4.2 The application shall be considered valid only if sent by the deadline specified in the call and in accordance with the requirements set out therein.

#### **Article 5. Evaluation of eligible candidates**

5.1 The eligible candidates will be further evaluated on the basis of the following selection criteria. The maximum marks for each criterion is as under:

<b>Sl No.</b>	<b>Selection criteria</b>	<b>Max. Marks</b>	<b>Points system</b>
1.	Research / Teaching experience/ Food analysis/ Laboratory management and assessment/ and or relevant with food safety (years)	15	0.5/year
2.	List of Publications in scientific journals for respective Scientific Panel as Lead author (Numbers)	10	0.5/publication as Senior/Lead author
3.	Science Managerial experience (Numbers)	10	1/year
4.	List of extramural projects and grants received (as Principal Investigator) and completed (Numbers)	10	2/project completed as Principal Investigator

<b>Sr. No.</b>	<b>Selection criteria</b>	<b>Max. Marks</b>	<b>Points system</b>
5.	List of Membership of any Scientific Committee/Scientific Panels (Numbers)	5	1/committee, panel
6.	List of dossiers/manuals/guidelines/regulations prepared (Numbers)	5	1/dossier
7.	List of dossiers/manuals/guidelines/regulations analyzed (Numbers)	5	1/dossier
8.	List of documents peer reviewed (Numbers)	5	0.5/review
9.	Experience in carrying out risk assessment	5	
10.	Training in area related to Food Safety and Health (Numbers)	5	0.5/ training
11.	List of Workshops/meeting conducted or attended abroad (Numbers)	5	1/ workshop or meeting
12.	Awards and Fellowship (Regional/ National and International) (numbers)	5	2.5 per award
13.	Overall assessment by the Assessment Committee	15	

5.2 Candidates who have expressed their interest for more than one Scientific Panels and/or the Scientific Committee shall be assessed separately for each chosen Scientific Panel or Scientific Committee.

5.3 Each member of Assessment Committee shall provide one overall score. Each candidate shall thus receive five sets of scores, which shall then be averaged for the Scientific Committee or each Scientific Panel for which he/she has applied for.

#### **Article 6. Short list of the best candidates**

6.1 The selection shall be done by setting a cut-off score above which all candidates shall be considered suitable as members of a Scientific Panel or the Scientific Committee. As a general rule the cut-off score will be not less than 60% of the maximum score. All candidates with score above the agreed cut-off shall be included in the shortlist. The final list shall be prepared for each Panel in the order of merit of marks obtained. The Assessment Committee shall recommend the names and positions of the shortlisted candidates for the Scientific Committee and each of the Scientific Panels.

#### **Article 7. Selection of candidates from the shortlist and adoption of the list by Food Authority and appointment of candidates**

- 7.1 The Assessment Committee shall submit to the Chief Executive Officer, a report with names of candidates proposed for appointment by the Food Authority.
- 7.2 The short listed candidates are required to submit an “Annual Declaration of Interests” (ADoI) (ANNEX 2) indicating any direct or indirect interests which might be considered prejudicial to their independence. These declarations shall be reviewed by the Food Authority and after consulting Chief Executive Officer, names of the candidates proposed/shortlisted for further appointment shall be decided.
- 7.3 The candidates on the shortlist who are not selected shall be kept in reserve list. The candidates on the reserve list shall be contacted and requested to agree for inclusion in the Data base of External Experts.
- 7.4 In case where short listed or selected candidates are less than the maximum membership of a Scientific Panel or Scientific Committee, the Assessment Committee may suggest to the Chief Executive Officer to shortlist candidates from reserve list and if the reserve list does not include candidates with the required scientific profile, Chief Executive Officer may launch a second call for Expression of Interest for the respective Scientific Panel and/or Scientific Committee, in order to be able to have a number of successful candidates at least equal to the posts available.
- 7.5 Upon approval of the proposal by the Food Authority, the Secretariat supporting the relevant Panels or the Scientific Committee will contact the experts to notify their appointment and invite them for the first plenary meeting of the relevant body.
- 7.6 Secretariat shall also notify the candidates on the reserve list and the unsuccessful applicants of the outcome of the selection procedure.

## **Article 8. Selection of External Experts**

The Scientific Committee or Scientific Panels may appoint one or more External Scientific Experts in order to address specific scientific issues, on reasons recorded in writing on:

- 8.1.1 An *ad hoc* basis for a single meeting or for the duration of the work on a specific mandate or project, or
- 8.1.2 On a longer term when the required expertise is needed for more than one mandate or project.

8.2 The Food Authority shall create a Panel of External Experts which may also include the candidate from the reserved list as given in Article 7.3 to enhance the transparency of the process through which experts are invited to participate in the scientific activities;



8.3 The expert panel may include the reserved list of experts, and/or as identified by the Food Authority, Scientific panel and Scientific Committee based on the specific skill and competence.

8.4 In case, where appropriate candidate is not found, Chairperson of relevant body or the Secretariat concerned may identify other Experts considering the following possible sources of information:

- 8.4.1 A literature search on the subject on which expertise is sought to identify Experts with proven expertise;
- 8.4.2 A web search for Experts/expertise sought;
- 8.4.3 A written request to research/ academic institutions for suggestions for names of Experts in the required field;
- 8.4.4 A survey among members of the Scientific Panel, Scientific Committee seeking appropriate External Experts.

8.5 External experts cannot be considered members of the Scientific Committee or a Scientific Panel without undergoing the full selection procedures envisaged for members of the Scientific Committee or Panels or be chosen as Chair of a Working Group of the Scientific Committee or Panels. These candidates may subsequently be chosen following the procedure as laid down in Article 4 and Article 5.

8.6 Consistent with Article 5 of the Procedure of the Scientific Committee and Scientific Panels, the decision on the preferred Expert(s) is made either by the Chairperson of the relevant body (Working Group or Scientific Panel) in consultation with the Food Authority.

8.7 The selected Expert(s) shall then be contacted by the Secretariat to confirm his/her acceptance to assist FSSAI. If that is confirmed, the selected Expert(s) shall then be invited to attend the meeting of the Scientific Committee, Scientific Panel or Working Group for which they have been selected. The Experts will be requested to submit a Specific Declaration of Interest (SDoI) (ANNEX 3) and sign the Food Authority's agreements on confidentiality (ANNEX 4) and commitment (ANNEX 1).

## **Article 9. Personal Data Protection**

9.1 All personal information on candidates/Members of the Scientific Committee and Scientific Panels shall be processed by Food Authority and its privacy ensured unless otherwise requested under the provisions of Right to Information (RTI) Act.

9.2 Chief Executive Officer of Food Authority shall be appointed as controller for the processing of personal data related to the selection procedures laid down in this procedure.

## **ANNEX 1: DECLARATION OF COMMITMENT**

**Name:** \_\_\_\_\_

**Position:**

Member of the Food Authority

Member of the Central Advisory Committee

Member of the Scientific Committee

Member of a Scientific Panel on \_\_\_\_\_

Member of a Working Group on \_\_\_\_\_

Expert (external) on \_\_\_\_\_

Pursuant to Section 4 of the Food Safety and Standards Act, 2006 establishing the Food Safety and Standards Authority of India, I hereby undertake to make all reasonable efforts to attend and participate in the meetings of the Food Authority and to act independently and in public interest, without being influenced by any external influence.

Done at: \_\_\_\_\_ on \_\_\_\_\_

Signature: \_\_\_\_\_

## **ANNEX 2:ANNUAL DECLARATION OF INTEREST (ADoI)**

*(Please note that high quality of scientific expertise is by nature based on prior experience and that therefore having an interest does not necessarily mean having a conflict of interest)*

**Name:** \_\_\_\_\_

**Position:**

Member of the Food Authority

Member of the Central Advisory Committee

Member of the Scientific Committee

Member of a Panel on \_\_\_\_\_

Member of a Working Group on \_\_\_\_\_

Other Expert (external) on \_\_\_\_\_

**Information on direct or indirect interests of relevance to the mandate of the Authority:-**

(1) Direct interests (financial benefits arising from, for example, employment, contract work, investments, fees etc.)

(2) Indirect interests (indirect financial, e.g., grants, sponsorships, or other kind of benefits):

(3) Interests deriving from the professional activities of the Member and his/ her close family Members:

(4) Any membership role or affiliation in organizations /bodies/ club with an interest in the working of the Authority:

(5) Other interests or facts that the undersigned considers pertinent:

**Declaration:** I declare that the information provided above is true and complete.

Done at: \_\_\_\_\_ on: Signature:

(Please attach additional sheets whenever required)

\_\_\_\_\_

## **Guidelines for Annual Declaration of Interest(s)**

- Any financial interests or benefits, including holding of stocks and shares, equity, bonds, partnership or property interests relevant to the Authority's mandate. Financial interests connected with a pension or investment scheme contracted prior to membership and/or interests in unit trusts or similar arrangements would not, in principle, be of particular interest, providing that the Member has no influence on financial management.
- Professional experience in the last five years in a field relevant to the Authority's mandate. This should include all work, irrespective of whether the activities have been subject to regular or occasional remuneration (Board membership, executive or non-executive directorship, employment, consultancy, contractual interests, and traineeship).
- Interests the member may have had in the past or ongoing legal proceedings relevant to the Authority's mandate, with an indication of their implications, are to be declared.
- All assistance and support received by private and public undertakings or bodies are to be declared, where they are associated with direct or indirect pecuniary or material benefit and which have a bearing on the topic of the Panel/Committee. These include grants for study or research, fellowships or sponsorships for the last 5 years.
- Participation in public interest groups, professional societies, clubs and organizations which may have an agenda relevant to the Authority's mandate is to be declared. The role and position held is to be set out clearly.
- Close family member includes spouse or partner and dependent children living in the same household.
- When declaring interests, member should consider statements of personal opinion on issues relevant to the questions addressed by the Food Authority (e.g. Publications, public statements); employment or family (e.g. the possibility of any indirect advantage or any likelihood of pressure could arise from the member's employer, business associates or immediate family members).
- The Food Authority recognizes that scientific expertise underpins the fulfilment of its mandate and tasks and that the quality of such expertise is inherently based on prior experience. An "interest" declared is not automatically considered to be a conflict of interest. Interests of an intellectual nature are considered as indispensable to safeguard the quality and overall balanced objectivity of the scientific work.
- The details of interests declared may be kept confidential by the Food Authority unless its disclosure is necessary to establish objectivity and independence of the Member involved.

### ANNEX 3: SPECIFIC DECLARATION OF INTERESTS (SDoI)

*(Please note that high quality of scientific expertise is by nature based on prior experience and that therefore having an interest does not necessarily mean having a conflict of interest)*

**Name:** \_\_\_\_\_

**Profession:** \_\_\_\_\_

Meeting of the Food Authority

Meeting of the Central Advisory Committee

Meeting of the Scientific Committee

Meeting of Panel on \_\_\_\_\_

Meeting of the Working Group on \_\_\_\_\_

<b>Meeting dates</b>	
<b>Venue</b>	

<b>S. No.</b>	<b>Agenda Items</b>	<b>Whether the member Has a conflict of interest. (YES/ No) If yes, please provide details to enable the chair to take a decision.</b>

**Declaration:** I declare that the information provided above is true and complete.

Done at: \_\_\_\_\_ on \_\_\_\_\_

**Signature:** \_\_\_\_\_

#### **ANNEX 4: DECLARATION CONCERNING CONFIDENTIALITY**

**Name:** \_\_\_\_\_

**Position:**

Member of the Food Authority

Member of the Central Advisory Committee

Member of the Scientific Committee

Member of a Panel on \_\_\_\_\_

Member of a Working Group on \_\_\_\_\_

Other Expert (external) on \_\_\_\_\_

I hereby declare that I am aware of my obligation to respect confidentiality. I know that I am obliged not to divulge information acquired as a result of my activities in Food Safety and Standards Authority, if the information is subject to a request for confidentiality and I hereby undertake not to divulge any such confidential information. I shall also respect the confidential nature of the opinions expressed by other Members of the bodies indicated above or other experts during discussions in meetings or provided in written form.

Done at: \_\_\_\_\_ on \_\_\_\_\_

Signature \_\_\_\_\_



## Call for Expression of Interest for Experts of the Scientific Committee/Panels in the Food Safety and Standards Authority of India

Applicant should complete all parts of the form.

(1) Surname: Middle Name: First Name:

(2) Address for correspondence (With Pin Code & State): (FSSAI should be informed of any address change)

Telephone Number:

Mobile Phone Number:

E-mail id:

Alternative Email id:

(3) Date of birth: -- / -- / ---- (Day / Month / Year)

(4) Gender:  Male  Female

(5) Nationality:

(6) Languages known proficiently:

English  Hindi  Others (specify)

(7) Field(s) of expertise

Field	Main Area or Expertise in Subjects	Additional information
Expertise 1		
Expertise 2		
Expertise 3		

(8) Educational Qualifications (Starting from Bachelor's Degree)



Examination Passed	Year of Passing	Name of University	Subject	% of Marks

**(9)** Other Academic Achievement(s):

**(10)** Current Affiliation(s)

- a. Govt.:
- b. Academic:
- c. Private/ Industry:
- d. NGO/ Cooperative:
- e. Any other:

**(11)** Past Affiliations(s) with period (from – to)

- a. Govt.:
- b. Academic:
- c. Private/ Industry:
- d. NGO/ Cooperative:
- e. Any other:

**(12) Employment record:** State only the activities most relevant to the Scientific Committee/ Panel for which application is being submitted starting with your most recent occupation (Starting with the latest).

Position held	Name of the Organization	Duration	
		From	To



**(13) Relevant experience: Give details of competence in the following fields with task accomplished and projects completed/ under way (Needs to be supported by relevant documents)**

1.	Details of Research/Teaching experience (Year wise with Specific details and role)	
2.	List of Publications in scientific journal for respective Scientific panel indicating (Title, Authors, Year of publication, Journal, Vol No, Page No, Impact Factor and Number of citations)	
3.	Science Managerial experience (Year wise with Specific details and role)	
4.	List of extramural projects and grants as Principal Investigator received and completed (Title, Funding agency, Year, Total Budget)	
5.	List of Membership of Scientific Committee/Scientific Panels (Provide all details)	
6.	List of dossiers /manuals/ guidelines/ regulations prepared (Provide all details)	
7.	List of dossiers /manuals/ guidelines/ regulations analyzed (Provide all details)	
8.	List of documents peer reviewed (Provide all details)	
9.	Experience in carrying out risk assessment(Provide all details)	
10.	List training in Food Safety and health related matter (Provide all details))	
11.	List of Workshops/meeting attended abroad (Provide all details)	
12.	Awards and Fellowship (Regional/ National and International) (Provide all details)	
13.	List of Technical Reports prepared & submitted	
14.	Experience as Chairman or Co-chairman or Rapporteur of Scientific meetings in various forums, seminars etc	
15.	Knowledge & Skills in NABL, ISO, FSMS and other such training subjects	
16.	Auditing experience	



17.	Any other	
-----	-----------	--

**(14) LIST OF PUBLICATIONS (Starting with the latest):**

**(15) Availability to attend meetings (mainly held in Delhi)\*:**

In case you are appointed as a Member of a Scientific Committee / Scientific Panel, would you be able to attend 8 – 12 meetings per year:       YES  NO

If not indicate how many:

**(16) Information on direct or indirect interests of relevance to the mandate of the Authority:-**

(1) Direct interests (financial benefits arising from, for example, employment, contract work, investments, fees grants, sponsorships, or other kind of benefits etc.)

(2) Indirect interests



(3) Interests deriving from the professional activities of his/her close family Members:

(4) Any Other interests or facts that the undersigned considers pertinent:

**Guidelines for Annual Declaration of Interest**

- Any financial interests or benefits, including holding of stocks and shares, equity, bonds, partnership or property interests relevant to the Authority’s mandate. Financial interests connected with a pension or investment scheme contracted prior to membership and/or interests in unit trusts or similar arrangements would not, in principle, be of particular interest, providing that the Member has no influence on financial management.
  
- Professional experience in the last five years in a field relevant to the Authority’s mandate. This should include all work, irrespective of whether the activities have been subject to regular or occasional remuneration (Board membership, executive or non-executive directorship, employment, consultancy, contractual interests, and traineeship).
  
- Interests the member may have had in the past or ongoing legal proceedings relevant to the Authority’s mandate, with an indication of their implications, are to be declared.
  
- All assistance and support received by private and public undertakings or bodies are to be declared, where they are associated with direct or indirect pecuniary or material benefit and which have a bearing on the topic of the Working Group. These include grants for study or research, fellowships or sponsorships for the last 5 years.
  
- Participation in public interest groups, professional societies, clubs and organizations which may have an agenda relevant to the Authority’s mandate is to be declared. The role and position held is to be set out clearly.
  
- Close family member includes spouse or partner and dependent children living in the same household.



- When declaring interests, member should consider statements of personal opinion on issues relevant to the questions addressed by the Food Authority (e.g. Publications, public statements); employment or family (e.g. the possibility of any indirect advantage or any likelihood of pressure could arise from the member's employer, business associates or immediate family members).
- The Food Authority recognizes that scientific expertise underpins the fulfilment of its mandate and tasks and that the quality of such expertise is inherently based on prior experience. An “interest” declared is not automatically considered to be a conflict of interest. Interests of an intellectual nature are considered as indispensable to safeguard the quality and overall balanced objectivity of the scientific work.
- The details of interests declared may be kept confidential by the Food Authority unless its disclosure is necessary to establish objectivity and independence of the Member involved.

**DECLARATION:**

1. I declare that the information provided above is true and complete.

I undertake to produce on request documents to support my expression of interest and accept that failure to do so may invalidate my application.

**Date and Signature:** \_\_\_\_\_

**0-0-0-0-0**



**PROFORMA TO OBTAIN SANCTION FOR HOLDING MEETING**

**Subject:** ..... (No.) meeting of the Scientific Committee/Scientific Panel on (Name)...../ Working Group on (Name)..... scheduled to be held on (Date)....- reg.

The .....(No.) meeting of the Scientific Committee/Scientific Panel on (Name)...../ Working Group on (Name)..... scheduled to be held on (Date and Day) ..... at ..... (Time) in ..... (Venue) at Food Safety and Standard Authority of India, FDA Bhawan, Kotla Road, New Delhi-110002.

2. Approval of the Competent Authority is sought for:

- i. To hold the meeting on ..... (Date and Day) at ..... (Time) in FSSAI and meeting notice as flagged at ....;
- ii. To provide honorarium/sitting fees, travel reimbursement (TA/DA) (Taxi, Airfare by Air India- economy class, Railway), and accommodation for the Panel Members in the rate admissible and as per the extant policy for the Scientific Panel members; and
- iii. We may also request GA Section for arranging air tickets for the members on their request (if any), vehicle for local transport (if required), providing stationary and for arranging Tea/Snacks and lunch since it will be a daylong meeting.

File is submitted for approval of the Competent Authority for para 2 please.

Sd/-  
Technical officer  
Date

**Panel Coordinator**

**Head of the Division**

**DECISION TO ESTABLISH A WORKING GROUP**

Date of Decision	Scientific Panel No.
	Working Group No

This form shall be completed by the secretariat of Scientific Panel concerned and be submitted to the Scientific Committee for decision.

- a. Title of Working Group (WG) (the title shall be unambiguous and as concise as possible);
- b. Scope (the scope shall define precisely the limits of proposed field of activity of the WG) with the time frame for completion of the work;
- c. Purpose and justification (the justification shall explain why it is considered necessary to establish a subsidiary body within the parent Scientific Panel);
- d. Proposed composition (list the name of experts who may actively participate in the work of the WG);

**Scientific Panel:**

To initiate the process of consideration by the Scientific Panel, the relevant agenda note should be prepared in **Form – I**.

The scientific advice /opinion of the Scientific Panel is required to be prepared in the format given in **Schedule - I** to the FSS (Transaction of Business and Procedures for the Scientific Committee and Scientific Panels) Regulations, 2016.

**Scientific Committee:** To initiate the process of consideration by the Scientific Committee, the relevant agenda note should be prepared in **Form – II**.

For Scientific Committee, the scientific advice / opinion given by the Scientific Panel(s) given in **Schedule-I** and the draft Gazette Notification prepared in consultation with the Regulations Division should also be submitted along with the agenda note. This will give clarity to the Scientific Committee about the form in which the Standard / Regulation / Procedure will be notified and help them in taking a decision on the standard.

**Standards-setting Decisions by the Food Authority**

The Food Authority is the supreme Risk Management body under the FSS Act and has full powers to lay down standards / regulations for implementation in the domestic market to ensure availability of safe and wholesome food for human consumption. The information contained in the report of the Scientific Committee in Schedule –I forms the basis of the preparation of the Agenda for the Food Authority for risk management decisions (*standards - setting*).

Thus, in case the Food Authority desires that the Scientific Committee / Scientific Panel(s) provide their scientific advice / opinion / recommendation on a specific subject, the Food Authority may decide to refer the document back to the Scientific Committee and/or Scientific Panel(s) for review before coming to a final risk management decision.

\*\*\*\*\*

**Agenda Note for the Scientific Panels**  
(to be prepared by Standards Division)

[to be placed before the ..... (number) meeting of the Scientific Panel  
scheduled to be held on ..... (date)]

1. Title of the Work Proposal:
2. Proposal is for a new Standard/Regulation/Procedure or for Revision of an existing document:
3. Serial Number of the proposed draft FSS Standard / Regulation:
4. Source of the work proposal:
5. Nature of the Proposal (Vertical / Horizontal):
6. Food Category with Name (where applicable):
7. Brief background of the proposal with justification:
8. Whether this Work Proposal is consistent with the objectives of the FSS Act:
9. History of any past decision / objection on similar work:
10. Please report if all the Working Groups/Sub-Groups have completed their work as per the approved Scope of Work:
11. Comments, if any from the Working Group(s)/Sub-Group (s):

<b>S. No.</b>	<b>Name of the Working Group/ Sub-Group</b>	<b>Number and Date of Panel Meeting</b>	<b>Scientific opinion provided (as reflected in the minutes)</b>

12. Recommendation, if any of Scientific Panel concerned for scientific opinion / recommendation from other Scientific Panel(s):
13. Recommendation of any Scientific Panel for scientific advice from any other Working Group(s):





14. Additional opinion as provided by *Working Group/Sub-Group* on feasibility of implementation:
15. Any likely impact on small and / or medium scale FBOs in India:  
*(as provided by Working Group/Sub-Group)*
16. Any over-riding benefits to the safety of the health of consumers:  
*(as pointed out by Working Group/Sub-Group)*
17. Recommendation to the Scientific Panel *(please list out, opinions on what issues are sought from the Scientific Panel)*:
  - (a) .....
  - (b) .....
  - (c) .....
18. Any other relevant input that the FSSAI Secretariat would like to provide to the Scientific Panel for consideration:
19. Enclosures for consideration *(draft the Gazette Notification, other reference material)*
20. Public hearing conducted by the Scientific Panel, if any, with:
21. Recommendations made by the Scientific Committee:
22. Decision made by the Food Authority:
23. Total Number of comments received:

Date: .....

(Name and Signature of the FSSAI official in Standards Division)

Note: Schedule - I (Format for Scientific Opinion) to the FSS (Transaction of Business and Procedures for the Scientific Committee and Scientific Panels) Regulations, 2016 must be attached to this Form.

**Agenda Note for the Scientific Committee**

(to be prepared by Standards Division)

[to be placed before the ..... (number) meeting of the Scientific Committee  
scheduled to be held on ..... (date)]

1. Title of the Work Proposal:
2. Proposal is for a new Standard/Regulation/Procedure or for Revision of an existing document:
3. Serial Number of the proposed draft FSS Standard / Regulation:
4. Source of the work proposal:
5. Nature of the Proposal: Vertical / Horizontal:
6. Food Category with Name (where applicable):
7. Brief background of the proposal with justification:
8. Whether this Work Proposal is consistent with the objectives of the FSS Act:
9. History of any past decision / objection on similar work:
10. Please report if all the Scientific Panels/Working Groups have completed their work as per the approved Scope of Work:
11. Comments from the Scientific Panel(s) / Working Group(s):

<b>S. No.</b>	<b>Name of the Scientific Panel / Working Group</b>	<b>Number and Date of Panel Meeting</b>	<b>Scientific opinion provided (as reflected in the minutes)</b>

12. Recommendation of any Scientific Panel for scientific opinion / recommendation from other Scientific Panel(s):
13. Recommendation of any Scientific Panel for scientific advice from any other Working Group(s):
14. Recommendations on any other scientific comments / suggestion received:



15. Additional opinion as provided by any Scientific Panel on feasibility of implementation:

16. Any likely impact on small and / or medium scale FBOs in India:

*(as provided by any Scientific Panel / Working Group)*

17. Any over-riding benefits to the safety of the health of consumers:

*(as pointed out by any Scientific Panel / Working Group)*

18. Recommendation to the Scientific Committee *(please list out, opinions on what issues are sought from the Scientific Committee):*

(a) .....

(b) .....

(c) .....

19. Any other relevant input that the FSSAI Secretariat would like to provide to the Scientific Committee for consideration:

20. Recommendations made by the Scientific Committee:

21. Decision made by the Food Authority:

22. Total Number of comments received:

Date: .....

(Name and Signature of the FSSAI official in Standards Division)

Note: 1. Schedule - I (Format for Scientific Opinion) to the FSS (Transaction of Business and Procedures for the Scientific Committee and Scientific Panels) Regulations, 2016 must be attached to this Form.

2. Standards Division should draft the Gazette Notification in consultation with the Regulations Division to avoid any later confusion)

**Format for Scientific Opinion**

The Scientific Committee/Panels shall submit its scientific opinion in the following format:

1. **Title:** Opinion of the Scientific Committee/Panel/Working Group [*insert name of Panel*] on the task query [*insert title of query or term of reference provided by Authority*] on a submission by [*Food Authority/Government/Self Tasking*] Request No: [Reference No.]
2. **Summary:** It should be a brief [1-2 pages] summary of the opinion, reflecting the background, terms of reference and conclusions. The conclusions should clearly state whether there is any evidence of an unsafe condition or none at the level of use along with conditions attached including the possibility of harmful effects on health but scientific uncertainty persists or the need for further scientific information for a more comprehensive risk assessment.
3. **Background and Terms of Reference:** as provided by the Food Authority or any other stakeholder.
4. **Detailed Assessment:** The actual risk assessment section on how the information was evaluated and which issues are considered of key-relevance for the opinion.
5. **Regulatory Impact Analysis:** Measurable outputs relating to mitigation of the health of the population in general or specific segments as identified.
6. **Conclusions and recommendations**
7. **Statement on minority opinion(s), (if any)**
8. **Documentation:** A list of the references and documentation on which the opinion is based.
9. **Acknowledgement:** If applicable, an acknowledgement with the names of the working group/external experts who prepared (or made contributions to) the draft opinion.

**Document Register**

Name of the Panel												
S. No	Description of the Standard	Date on which placed in Panel	Decision of the Panel	Date on which placed in Scientific Committee	Date on which placed in Food Authority	Date of Draft Notification	Last date of submitting comments	Date on which comments placed in Panel	Date on which placed in Scientific Committee	Date on which placed in Food Authority	Date on which sent to the Regulation Division	Date of Final Notification

**FORMAT FOR SENDING THE COMMENTS AND SUGGESTIONS**

Sr. No.	Name and Address of the organisation/person, contact number and E-mail	Relevant section in the draft notification on which comments are being provided	Comments/suggestion	Rationale	Remarks

Date:

Place:

Name and signature



## Reservation of Venue and Arrangements for meals

Day	Date	Name of Committee/ Panel/ Working Group/ Other	Time	Place	Meals (Tea/ Coffee/ Snacks/ Lunch/ Dinner)	Expected Participants	Name of the Co- ordinator

## Food Safety and Standards Authority of India

## Indent

Please issue the following stationery items for (Section.....). as the earlier stock has been exhausted.

Sl. No.	Name of the Item	Qty	Sl.No.	Name of the Item	Qty
1.	Photocopier paper (A4)		31.	Photocopier Paper Legal Size for Court matter	
2.	File Cover		32.	Green Paper Legal Size for Court Matter	
3.	File Board		33.	Pencil	
4.	Binder Clip		34.	Pen Drive (2GB) Kingston	
5.	CD-R (Moserbaer)		35.	Pen Drive (8GB) Kingston	
6.	CD Cover (in plastic)		36.	Stapler Pin (Big Size) HD-45	
7.	Cello Tape 1/2 inch		37.	Stapler Pin (Small Size) Kangaro HD 10-D	
8.	Colour Flags		38.	Stapler HD-45	
9.	Colour Sketch pen (Luxor)		39.	Stapler (small)10-1M(Kangaro)	
10.	Correction pen (Kores)		40.	Ball Pen(Reynolds) 045 Red	
11.	Dak Pad (Bun chin)		41.	Ball Pen(Reynolds-45)Black	
12.	Duster (Regular Size)		42.	Ball Pen (Reynolds-45) Blue	
13.	DVD-RW(Moser baer with Case		43.	Gel/Pilot Pen (Blue)	
14.	Envelop (A-5)		44.	Gel/Pilot Pen (Black)	
15.	Envelop(A-4 Size) Yellow		45.	Napkin (Pkt.)	
16.	Envelop Normal		46.	Napkin (Box)	
17.	Eraser (Apsara)		47.	File Tag	
18.	Gem Clips		48.	Drawing Pin	
19.	Glue Stick (Infinity )		49.	Pencil Batteries	
20.	Gum bottles (Large)		50.	Tea Bags	
21.	Highlighter		51.	Sugar cubes	
22.	Liver box File		52.	Milk Powder	
23.	Manual Punching Machine (single Nose)		53.		
24.	Note Pad (Slip Pad)		54.		
25.	Post it pad (3M)		55.		
26.	Note sheet Pad (Green sheet)		56.		
27.	Plastic Folder (Transparent solo)		57.		
28.	Sharpener (Nat raj)		58.		
29.	Pen Tumbler (Aerytic)		59.		
30.	Register		60.		

Signature  
With Designation  
Section

TO,

AD(M)

Approved, may be Issued

(Authorised Signature)



**FORMAT FOR MEETING NOTICE**

Dated, the ... (Date &amp; Month),.... Year

**Meeting Notice**

**Subject: .....(No.) meeting of the Scientific Committee/Scientific Panel on (Name)...../ Working Group on (Name)..... scheduled to be held on .....(Date) - reg.**

The ..... (No.) meeting of Scientific Committee/Scientific Panel on (Name)...../ Working Group on (Name)..... is scheduled to be held on ..... (Date and Day) at ..... (Time) in the .....(Venue) at Food Safety and Standard Authority of India, FDA Bhawan, Kotla Road, New Delhi.

2. The Food Authority will reimburse the travelling expenses in accordance with the rules. Reimbursement of travel by air is restricted to Air India (economy class) only. Air tickets may be purchased directly from Air India (at booking counter or website of Air India i.e. [www.airindia.com](http://www.airindia.com)) or by utilizing the service of Authorized travel agents i.e M/S Balmer and Lawrie & Company ([www.balmerlawrietravel.com](http://www.balmerlawrietravel.com)) and M/S Ashoka Travels & Tours, and Railway tickets only through IRCTC ([www.irctc.co.in](http://www.irctc.co.in)) in the said preference only or by requesting FSSAI for booking with detailed itinerary. The members to perform the journey by Air/Rail particularly for the stations connected by Rail. The request, if any, should be sent to FSSAI at least seven days in advance. Members are requested to make their own transport arrangements to reach the meeting venue and submit the bills for its payment.

3. The members, who require stay arrangement are requested to kindly send duly filled accommodation form (**Appendix**) at least seven days in advance. It is further clarified that payment liability of FSSAI is restricted to payment of room charges and other complimentary services as approved. For any extra facility, the guest will be required to settle himself/herself. No reimbursement will be made if members stay outside except in the case of non-availability of accommodation in the empanelled hotels.

4. Proposals if any for items to be included for discussions or comments may please be sent to the undersigned by email.

5. You are requested to attend the meeting. A line in confirmation of your participation will be highly appreciated.

**Encl: as above.**

Yours faithfully,

Sd/-  
(Panel Co-ordinator)  
Name  
Designation

To:



All the members of concerned Scientific Committee/Scientific Panel/ Working Group

Copy to:



APPLICATION FORM FOR BOOKING OF ACCOMMODATION

Dated: ...../...../2018

To  
 General Administration Division  
 Food Safety and Standards Authority of India  
 FDA Bhawan, Kotla Road, New Delhi

**Subject: Request for providing accommodation in the hotel-reg.**

I request to you to kindly provide accommodation at hotel as per following details:

1.	Name(s) of Visitors(s) : (IN BLOCK LETTERS)		
2.	Address & Contact details		
		Mobile:	Email:
3.	Details of Stay from:	Date:	Time:
	to:	Date:	Time:
4.	Purpose of visit (in details with meeting notice, approval of Competent Authority etc.)		
Signature of the Divisional Head/Meeting Coordinator Official Stamp with date			

## FOR OFFICE USE ONLY

Hotel:
Approved by
(Signature with Date) Assistant Director (GA Division), FSSAI HQrs

<b>To</b>  ..... <b>(Hotel)</b>	<ol style="list-style-type: none"> <li>1. Kindly confirm the booking to the invitee/guest, GA Division, FSSAI and concerned Division.</li> <li>2. Responsibility for payment of FSSAI is restricted to the rates as approved.</li> </ol>
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**FORMAT FOR AGENDA**

<b>Agenda No.</b>	<b>Agenda</b>
1.	Welcome
2.	Disclosure of interest/conflict of interest by members, if any
3.	Adoption of Minutes of the previous Panel meeting
4.	Action Taken Report on decisions taken in the previous Committee/Panel meeting
5.	Adoption of the Agenda
6.	Agenda items a) Proposed for Final Notification b) Proposed for Draft Notification
7.	Any other item with the approval of the Chairperson

**COVER LETTER FORMAT FOR CIRCULATION OF AGENDA****AGENDA**

**Subject :** Agenda for the ..... (No.) meeting of Scientific Committee/ Scientific Panel on .....(Name)/Working Group on ...(Name)

To,

**The Chairman and Members of Scientific Committee/ Scientific Panel on .....(Name)/Working Group on ...(Name)**

Dear Sir/Madam,

In continuation to our Meeting Notice circulated vide F. No....., dated ....., please find enclosed a copy of the Agenda for the .....(No.) Meeting of Scientific Committee/ Scientific Panel on .....(Name)/Working Group on ...(Name)

The schedule of the meeting is as given below:

<b>Scientific Committee/ Scientific Panel /Working Group</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>

We hope, you would kindly make it convenient to attend this meeting and a line in confirmation, if not already done so, by E-mail would be highly appreciated.

Thanking you,

Encl.: As above.

Yours faithfully,

Sd/-  
(Panel co-ordinator)  
Name  
Designation

**SCHEDULE II**  
**[See regulation 19 (2)]**

**The Food Safety and Standards Authority of India**

**DECLARATION CONCERNING CONFIDENTIALITY**

**Name:** \_\_\_\_\_

Position:

Member of the Food Authority

Member of the Central Advisory Committee

Member of the Scientific Committee<sup>0</sup>

Member of a Panel on \_\_\_\_\_

Member of a Working Group on \_\_\_\_\_

other expert (external) on \_\_\_\_\_

I hereby declare that I am aware of my obligation to respect confidentiality. I know that I am obliged not to divulge information acquired as a result of my activities in Food Safety and Standards Authority, and I hereby undertake not to divulge any such confidential information. I shall also respect the confidential nature of the opinions expressed by other Members of the bodies indicated above or other experts during discussions in meetings or provided in written form.

Done at: \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_.

Signature \_\_\_\_\_



**SCHEDULE III**  
**[See regulation 20 (1)]**

**The Food Safety and Standards Authority of India**

**DECLARATION OF COMMITMENT**

**Name:** \_\_\_\_\_

**Position:**

- Member of the Food Authority
- Member of the Central Advisory Committee
- Member of the Scientific Committee
- Member of a Scientific Panel on \_\_\_\_\_
- Member of a Working Group on \_\_\_\_\_
- Expert (external) on \_\_\_\_\_

I hereby undertake to make all reasonable efforts to attend and participate in the meetings of the Food Authority and to act independently and in public interest, without being influenced by any external influence.

Done at: \_\_\_\_\_ on \_\_\_\_\_

Signature: \_\_\_\_\_



## SCHEDULE IV

### [See regulation 20 (1)] The Food Safety and Standards Authority of India

#### ANNUAL DECLARATION OF INTEREST

*(Please note that high quality of scientific expertise is by nature based on prior experience and that therefore having an interest does not necessarily mean having a conflict of interest)*

Name: \_\_\_\_\_

Position:

- Member of the Food Authority  
 Member of the Central Advisory Committee  
 Member of the Scientific Committee  
 Member of a Panel on \_\_\_\_\_  
 Member of a Working Group on \_\_\_\_\_  
 other expert (external) on \_\_\_\_\_

#### Information on direct or indirect interests of relevance to the mandate of the Authority:-

- (1) Direct interests (financial benefits arising from, for example, employment, contract work, investments, fees etc.)

- (2) Indirect interests (indirect financial, e.g., grants, sponsorships, or other kind of benefits):

- (3) Interests deriving from the professional activities of the Member and his/her close family Members:

- (4) Any membership role or affiliation in organizations/bodies/club with an interest in the working of the Authority:

- (5) Other interests or facts that the undersigned considers pertinent:



Declaration: I declare that the information provided above is true and complete.

Done at: \_\_\_\_\_ on: \_\_\_\_\_ Signature: \_\_\_\_\_

(Please attach additional sheets whenever required)



**SCHEDULE IV**  
**[See regulation 20 (2)]**  
**The Food Safety and Standards Authority of India**

**SPECIFIC DECLARATION OF INTERESTS**

*(Please note that high quality of scientific expertise is by nature based on prior experience and that therefore having an interest does not necessarily mean having a conflict of interest)*

Name: \_\_\_\_\_

Profession: \_\_\_\_\_

Meeting of the Food Authority \_\_\_\_\_

Meeting of the Central Advisory committee \_\_\_\_\_

Meeting of the Scientific Committee \_\_\_\_\_

Meeting of Panel on \_\_\_\_\_

Meeting of the Working Group on \_\_\_\_\_

Meeting dates	
Venue	

S. No.	Agenda Items	Whether the member has a conflict of interest. (YES/No) If yes, please provide details to enable the chair to take a decision.

Declaration: I declare that the information provided above is true and complete.

Done at: \_\_\_\_\_ on \_\_\_\_\_.

Signature: \_\_\_\_\_

**Guidelines for Annual Declaration of Interest**



- Any financial interests or benefits, including holding of stocks and shares, equity, bonds, partnership or property interests relevant to the Authority's mandate. Financial interests connected with a pension or investment scheme contracted prior to membership and/or interests in unit trusts or similar arrangements would not, in principle, be of particular interest, providing that the Member has no influence on financial management.
- Professional experience in the last five years in a field relevant to the Authority's mandate. This should include all work, irrespective of whether the activities have been subject to regular or occasional remuneration (Board membership, executive or non-executive directorship, employment, consultancy, contractual interests, and traineeship).
- Interests the member may have had in the past or ongoing legal proceedings relevant to the Authority's mandate, with an indication of their implications, are to be declared.
- All assistance and support received by private and public undertakings or bodies are to be declared, where they are associated with direct or indirect pecuniary or material benefit and which have a bearing on the topic of the Panel/Committee. These include grants for study or research, fellowships or sponsorships for the last 5 years.
- Participation in public interest groups, professional societies, clubs and organizations which may have an agenda relevant to the Authority's mandate is to be declared. The role and position held is to be set out clearly.
- Close family member includes spouse or partner and dependent children living in the same household.
- When declaring interests, member should consider statements of personal opinion on issues relevant to the questions addressed by the Food Authority (e.g. Publications, public statements); employment or family (e.g. the possibility of any indirect advantage or any likelihood of pressure could arise from the member's employer, business associates or immediate family members).
- The Food Authority recognizes that scientific expertise underpins the fulfilment of its mandate and tasks and that the quality of such expertise is inherently based on prior experience. An "interest" declared is not automatically considered to be a conflict of interest. Interests of an intellectual nature are considered as indispensable to safeguard the quality and overall balanced objectivity of the scientific work.
- The details of interests declared may be kept confidential by the Food Authority unless its disclosure is necessary to establish objectivity and independence of the Member involved.

**COVER LETTER FORMAT FOR CIRCULATION OF MINUTES****MINUTES****DOCUMENT DESPATCH ADVICE**

<b>Ref.</b>	<b>Date</b>

**Scientific Committee/ Scientific Panel on .....(Name)/Working Group on ...(Name)**

---

**ADDRESSED TO:**

**The Chairman and Members of Scientific Committee/Scientific Panel on.... (Name)/  
Working Group on ....(Name)**

**Dear Sir/Madam,**

Please find enclosed the Minutes of the ..... (No.) meeting of above referred Scientific Committee/Scientific Panel /Working Group duly approved by the Chairperson, Scientific Committee/Scientific Panel /Working Group.

Last date for comments: .....(Date)

Comments if any, confined to the accuracy of recording, may please be mailed to the undersigned preferably by the last date for comments..... (Date). If no reply received by this date, we may be permitted to presume your approval of the minutes as recorded.

Thanking you,

Encl.: As above.

Yours faithfully,

Sd/-  
(Panel co-ordinator)  
Name  
Designation

## **FILING SYSTEM AND PROCEDURE FOR DISPOSAL OF OLD RECORDS**

### **1 OPENING OF FILES**

#### **1.1 Filing**

Filing is the placing of paper in a cover, in a chronological order, according to a system so that any paper when required could be located quickly. Chronological order in the case of A receipts would be date of receipt in the office.

**1.2** A separate file shall be opened for each subject. Where a subject is divided into different parts, a separate file may be opened for each part. Particulars of files opened in a department shall be entered in a file register.

#### **1.3 Title of File**

The title of file shall be as brief as possible, yet fully indicative of the subject matter of the file so as to identify it.

### **2 GROUPING OF FILES**

**2.1** Files may be grouped into the Scientific Committee/Panels:

- a) *Administrative:* Files pertaining to composition and meetings of Scientific committee/Panels, payment of TA/DA etc.
- b) *Technical:* Files pertaining to technical matters, such as proposals for regulations, investigations, draft regulations, revisions of and amendments to published regulations
- c) *General:* Files pertaining to RTI, public grievance and any other subject which cannot be classified under any of the above two heads.

### **3 NUMBERING SYSTEM**

**3.1** Abbreviation of the Standards Division as STD followed by that of Scientific Committee/Panels shall be the first part of file number.

#### **3.2 Administrative Files**

The administrative files of Scientific Committee/Panel should be numbered with abbreviation of the Scientific Committee/Panel concerned followed by 'A-1' for composition 'A-2' for meeting 'A-3' for miscellaneous.

Example :

- 1) STD/SC/A-1, Composition of Scientific Committee;
- 2) STD/SP-01/A-2, Meeting of Scientific Panel on Biological Hazards;

- 3) STD/SP-01/A-3, Miscellaneous matters relating Scientific Panel on Biological Hazards

**3.3** Separate files shall be opened for different meetings of a Scientific Committee/Panels and numbered as illustrated in the following example:

Example:

- 1) STD/SC/A-2.1, File pertaining to first meeting of Scientific Committee;
- 2) STD/SP-01/A-2.4, File pertaining to fourth meeting of Scientific Panel on Biological Hazards

## **4 TECHNICAL FILES**

**4.1** A separate file for each specific subject shall be opened as early a stage of its development as possible. If not opened earlier, a separate file shall be opened as soon as proposed draft regulation is prepared. All such files for specific subjects shall be numbered serially in the T-series under the Scientific Committee/Panel concerned.

Example:

- 1) STD/SP-01/T-1, File pertaining to ,microbiology of Poultry meat;
- 2) STD/SP-13/T-1, File pertaining to regulation on cheese.

**4.2** If considered convenient, the files may be closed at each stage of the draft, namely, preliminary, circulation and finalization and recorded in the file register accordingly.

## **5 GENERAL FILES**

**5.1** The number given to a file shall be STD/SP-01/G.

## **6 AGENDA AND MINUTES**

**6.1** Copies of agendas and minutes shall be kept in relevant files meeting files. A master file for agenda and minutes shall be maintained for Scientific Committee and each Panel separately where one copy of agenda/minutes of all the meeting shall be maintained.

**6.2** On completion of circulation of minutes only the TO's copy of the agenda and one copy of the minutes to be retained in the respective file.

**6.3** All spare copies of these documents shall be passed on to the Administration Section for disposal as waste paper.

**A typical flow chart of stages for development of standards**

