

## **Procedure for Issue of Registration Certificate for Temporary Stalls.**

Food Registration certificates are granted online through Food Licensing and Registration System. URL- <https://foodlicensing.fssai.gov.in>

1. Applicant is required to submit the application on-line by visiting the above portal. Thereafter he takes a printout of the application and attaches the enclosures and submits the hard copy of the application, enclosures and the original copy towards the fees paid at the help desk on the counter to the Food Safety Officer (FSO); for scrutiny. Those applicants who are not computer literate; submit directly the hard copy of the application at the help desk and make payment of fees by cash and obtain the receipt. The data entry operator of this Directorate; then enters such applications on-line on behalf of FBOs.
2. FSO verifies the same and passes remarks for accepting the fee; and gives back the application to applicant.
3. Applicant pays fees /deposits draft at the cash counter and obtains the receipt for the same.
4. Cashier writes the receipt no. and amount paid on the application and forwards it to Director for marking.
5. Director marks the application to the concerned dealing hand.
6. Dealing hand registers the file and puts it to the Registering Authority.
7. Registering Authority scrutinizes the on-line application and generates Registering Certificate; takes a print out of Registration Certificate and sends file to dealing hand.
8. Dealing hand registers the registration Certificate in the register and sends to dealing hand at counter. The system also sends SMS to the applicant as regards to the status of application. Also informs the applicant telephonically to collect the certificate.
9. The dealing and issues the Registration Certificate to the applicant.