

Procedure for Issue of Food Licences not involving inspection of premises.

Food Licences 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 scrutinises the documents for the correctness and passes the remark to accept the fees as applicable and gives back the file to the applicant.
3. Applicant with this file goes to the adjacent cash counter and makes the payment/obtain receipt for the demand draft submitted.
4. Cashier puts the remark on the application mentioning the fee amount accepted and the receipt number issued to the applicant; and then forwards the file to the Director for perusal and allotting to the dealing hand.
5. The concerned dealing hand registers the application, gives the file number and puts up a note in the file mentioning the documents submitted and forwards it's to the area Designated Officer (DO).
6. DO peruses the report and either issues the licences on-line and generates print and forwards to the dealing hand or b) calls for the compliance of deficiencies from the applicant and sends back the file to the dealing hand.
7. The dealing hand prepares the licences along with covering letter (covering specimen signages of COTPA) and puts it up for signature to the DO.
8. DO signs the licences and sends it back to the dealing hand.
9. If it the case of signed licences; dealing and writes the details of licences issued on the register maintained for the purpose and sends it to the dealing hand at the counter for issue of the same to the applicant.
10. Dealing hand who had prepared the licences telephones the applicant and ask him to collect the licences by producing the original copy of receipt towards the fees paid. The system also sends SMS to the applicant regards the status of his application.
11. In case of 6 b) the dealing hand prepares the draft letter conveying the deficiencies/calling for clarification and sends it to DO for approval through the physical file.
12. The DO approves the draft and sends it back to the dealing hand for making fair letter.
13. The dealing hand types the fair letter and puts up for signature of DO.
14. The DO signs the letter and sends the file to despatch clerk for despatch.
15. The applicant after receipt of letter submits the clarification/documents at the entry.
16. The Entry clerk puts it up to Director.
17. Director marks it to the dealing hand.
18. Steps 5, 6, 7, 8, 9, 10 are repeated.