

Procedure for Issue of Registration Certificate involving Inspection.

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 draft 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 marking to the dealing hand.
5. Said file goes to the concerned dealing hand who register it gives it a file number and puts up a note in the file mentioning the documents submitted and forwards it to the area Registering Authority.
6. The Registering Authority verifies the documents and on-line allots the application to FSO for inspection; and sends the file to the dealing hand.
7. Dealing hand puts up the file to the concerned FSO.
8. FSO inspects the premises and submits the report online to Registering Authority as well as hard copy through the file.
9. Registering Authority reviews the report and either issues the Registration certificate; generates the print and forwards to dealing hand or calls for compliance of deficiencies noted and sends the file to the FSO online and hard copy to the dealing hand.
10. Depending on the action of Registration Authority; dealing hand either prepares the Registration certificate with the covering letter or puts it up to Registering Authority for signature.
11. Registering Authority signs the Registering Certificate and sends it back to the dealing hand.
12. If it is the case of signed Registering Certificate; dealing hand writes the details of Registration Certificate issued on a register maintained for the purpose and sends it to the dealing hand at the counter for issue of same to the applicant. The system also sends SMS to the applicant as regards to the status of application.
13. Dealing hand prepares the Registration Certificate; telephones the applicant and asks him to collect his certificate by producing the original copy of the receipt towards the fees paid.
14. If at step 9; compliance of deficiencies is called the dealing hand puts up the letter calling for compliance of deficiencies within a stipulated time to the Registering Authority.
15. Registering Authority signs the letter and sends for despatch to the despatch clerk.

16. The despatch prepares the envelope and sends it to post for delivery.
17. The applicant after rectifying the deficiencies submits the compliance letter to the entry clerk.
18. Entry clerk puts it up to the Director for marking.
19. Director marks it to the dealing hand.
20. Dealing hand puts up the said correspondence to the Registering Authority.
21. Depending upon the type of deficiencies noted and complied; Registering Authority either passes order for issue of certificate or marks it to FSO for re inspection.
22. Steps 8 to 13 are repeated.