

Procedure for Issue of Registration Certificate not involving Inspection of premises.

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 submitted and issues Registration certificate online; generates the print and sends the file to the dealing hand.
7. The dealing hand prepares the Registration certificate along with the covering letter and puts it up to the Registering Authority for Signature.
8. Registering Authority signs the Registration certificate and sends it back to the dealing hand.
9. The 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.
10. Dealing hand who had prepared the Registration Certificate telephones the applicant and asks him to collect his Registration Certificate by producing the original copy of the receipt towards the fees paid.