

File No. 1 (46)2011/ Labs/ FSSAI
Food Safety & Standards Authority of India
FDA Bhawan, Kotla Road,
New Delhi – 110002,

Date: 07.12.2011

To

All Commissioners of Food Safety of States/ UT's/ Central DO's/ AO's.

Subject: Copy of Memorandum (Form – VI A) – reg.

Sir/ Madam,

I am directed to inform that as required a memorandum (Form – VI A) is enclosed herewith. This Form (VI A) will be used while sending the food samples to Referral Food Laboratories for testing, as and when requested by Food Business Operator.

Required fees is to be deposited along with Form – VI A to the Director, Referral Food Laboratory. The fees should be in the form of Demand Draft and drawn in favour of '**Senior Accounts Officer**', FSSAI, FDA Bhawan, Kotla Road, New Delhi – 110002.

Thanking You,

Yours faithfully,



(Dr. D.S. Yadav)

DD (Tech.)

Tel: 011-23231681

E-mail: dsyadav@fssai.gov.in

Copy To:

1. PS to CEO
2. PA to Director (E)
3. All Directors (Referral Food Laboratory)
4. AD (SN Ahmed)
5. SIO (AM)
6. JIO (PK)

(Dr. D.S. Yadav)

Memorandum to the Director Referral Lab

To

The Director
Referral Food Laboratory,
.....
.....
No.....

Date:

1. I send herewith under the provisions of....., sample (s) of a food purporting to be.....for test or analysis and request that a report on the test or analysis may be supplied to the concerned authorities.
 - (1) Distinguishing No. On the container and other covering.....
 - (2) Particulars of offence alleged.....
 - (3) Matter on which opinion required.....
2. A fees of Rs.....for analysis of the sample is enclosed vide Demand Draft for Rs.....drawn in favour of the Senior Accounts Officer, FSSAI, FDA Bhawan, Kotla Road, New Delhi – 110002. [The Director Referral Food Laboratories, on receipt of the Demand Draft shall immediately send the same to the FSSAI, New Delhi for deposition in respective Receipt Head].
3. A copy of memorandum and the specimen impression of the seal used to seal container and the cover are sent separately by Registered Post.

Designated Officer/ Authorised Officer