

Form - 1 (Administrative Structure)

Column 3: Indicates Revenue Districts. This column is pre-filled and need not to be Filled.

Column 4 – Indicates the nature of charge of Commissioner of Food Safety. i.e. Full time Charge, Additional Charge and Not available in case the post is vacant so accordingly the F, A and N will be indicated here.

Column 5- is ideal strength of DOs and is a static and prefilled data.

Column 6- indicates no. of full-time DOs i.e. those are on regular basis.

Column 7- is formula based.

Column 8- Indicates no. of part time DOs i.e. the officials who are not on regular basis but having Additional charge for DOs.

Column 9-11- are formula based

Column 12- is ideal strength of FSOs and is static and prefilled data.

Column 13- indicates no. of full-time FSOs i.e. those are on regular basis.

Column 14- is formula based.

Column 15- Indicates no. of part time FSOs i.e. the officials who are not on regular basis but having Additional charge for FSOs.

Column 16-18- are formula based.

Form – 2(Details of Adjudication Cases and Criminal Cases)

Column 3: Indicates Revenue Districts. This column is pre-filled and need not to be Filled.

Column 5 – Indicates the number of Civil cases pending at the level of AOs in the beginning of the quarter.

Column 6- Indicates the number of Criminal cases pending at the level of Designated Courts in the beginning of the quarter

Note: The sum of column 5 and 6 column shall be equal to the column 19 i.e. Total pending cases of the previous quarter.

Column 7 - Indicates number of failed legal samples during the reporting quarter.

Column 8 - This column is formula based i.e. ideal strength of FSOs X 3.

Column 9 - Indicate number of new Civil cases filed with AOs during the reporting quarter.

Column 10- Indicate number of new criminal Cases filed with Designated Courts during the reporting quarter.

Column 11- Indicates the Total cases which is the sum of column no. 5 , 6, 9 and 10.

Column 12- It should contain no. of cases where power to compound is exercised by DO.

Amount in rupees should not be given.

Column no. 13 and 14-Indicates decided civil cases by AOs and Decided criminal cases by Designated Courts.

Column no. 15 to 18- Indicates the distribution of total pending cases (month wise).

Column 19- Indicates total pending cases (Civil+ Criminal).

Note:

- i. **The difference of Column 11 (Total Cases)minus sum of column 13 and 14 (Decided cases) Shall be equal to column 19 (Total Pending Cases)**
- ii. **Sum of column 15-18 shall be equal to column 19.**
- iii. **Civil cases - Data on civil cases should relate to AOs only.**
- iv. **Criminal Cases- Data on criminal cases should relate to Designated Courts only.**
- v. **Appeals made before Appellate Tribunals/High Courts/ Supreme courts etc. may not be considered for the purpose of data in Form No. 2**

Form – 3 (Details of Appellate Tribunal and Advisory Committees)

Column 3– Indicates the constitution of Appellate Tribunal in State/UTs i.e. Y means Yes if constituted, N means No if not constituted and UP means under process if it is under the process of constitution.

Column 4 –Indicates no. of cases disposed during the Quarter

Column 5- Indicates no. of cases pending at Appellate tribunal at closing of theQuarter.

Column 6 -Indicates revenue district

Column 7 –Indicates number of districts wherein DLAC has been constituted.

Column 8-Indicates no. of DLAC meetings held.

Column 9 - Indicates Cumulative for the year which shall be equal to the sum of column9 of the previous quarter and the column 8 of the reporting quarter.

Column 10-Indicates the constitution of SLAC in states/UT (so based on the constitution Yes, No and Under process will required to be filled in the column)

Column 11 - Indicatesno. of SLAC meeting held in states

Column 12-Indicates the cumulativefor the year.

Form – 8 (Inspections, Legal Sampling and Testing)

Column 3 – Indicates new eateries licensed during the reporting quarter
(this Data will be provided by IT Division , FSSAI)

Column 4,- These columns are formula based and need not to be filled.

Column 5 - Indicates inspections carried out through FoSCoRIS during the reporting quarter
(this date will be provided by IT Division , FSSAI)

Column no. 6,and 7 are formula based. Here column no. 7 is **Expected legal sampling.**

Column no 8 -Indicates ActualLegal Sampling.

Column no. 9 -Indicatesformula based and indicates % against Expected Legal Sampling.

Column 10 - Indicatesis no. of legal samples analyzed.

Column no. 11 -Indicatesno. of non-conforming Legal samples.

Note: The figures here shall match with the figures in column 6 (FailedEnforcement samples) of the form no.2

Form – 9 (Eat Right initiatives)

Column 4 -Indicates **Certified** Clusters (Clean street Food Hubs, Fruit and Vegetable Markets, BHOG and Eat Right Stations) added during the reporting Quarter,

Column 5 - Indicate the cumulative total **Certified** Clusters added from the date of Inception of the scheme (Beginning)

Column 6 -Indicate **Certified** Hygiene rating (includes Restaurants, Meat Shops and Mithai Shops)added during the reporting Quarter

Column 7 - Indicates the cumulative total **Certified** Hygiene ratings from the date of Inception of the scheme (Beginning)

Column 8 -Indicates the **Certified** Eat right campuses and Schools during the reporting quarter

Column 9 - Indicate the cumulative total **Certified** Eat right campuses and Schools from the date of Inception (Beginning)

Column 10 -Indicates the Cumulative total RUCO Oil in Volume (Kilo litre) from the Date of Inception (Beginning)

Column 11 - Indicates the cumulative total of save food instances taken place so far (from the date of Inception (Beginning)in States/UTs after various sensitization activities conducted in States/UTs.

Form – 10 (Testing Infrastructure)

Column 4 - Indicate Sample Management System(SMS) in place, please give number of districts wherein SMS is available

Column 5 -Indicate total number of State Food Testing Laboratories

Column 6 - Indicate number of laboratories wherein Lab Information Management Service is available

Column 7 - Indicate number of labs on INFOLNET

Column 8 - Indicate number of labs accredited by NABL

Column 9- Indicate number of sanctioned post of Food Analyst

Column 10 - Indicate percentage of Food Analyst posts filled

Column 11 - Indicate no. of other technical staff in Lab

Similarly other column of this sheet as per given requirement be filled.

Form- 11 CSS for strengthening of SFTLs

Column 3 (No. of SFTL): It should match with the Column 5 of Form No.10.

Column 4 - Indicates number of SFTLs which has above 3*** ratings, if information not available left this column blank

Column 5 - Indicate number of Labs selected under CSS for strengthening

Column 6 - Indicates funds released for strengthening of labs

Column 7- Indicates Utilization due.

Column 8- Indicate funds utilized till the end of the quarter

Column 9- Indicate amount for which Utilization certificate sent to FSSAI (please give figure)

Column 10 - This column is formula based and need not to be filled.

Column 11- The Column no. 11 is equal to the Column no. 7 (Utilization Due) minus Column no. 10 (UC Settled).

Form – 12: Testing Infrastructure Utilization

Column 4 (Total no. of FSW): This should match with the column 14 of form no.10. Please fill all column of this sheet as per given requirements in figures only.

Column 11 (ICDS/MDM/PDS) under column “Samples received”: Sample under this column should include both surveillance and regulatory sample of ICDS/MDM/PDS. These samples should not be included in column 9 (Regulatory) and 10 (Surveillance) of the form.

Column No. 17 and 18 (The Average testing days of chemical and microbiological testing) will be the average of the total time taken from the receipt of the samples to generation of the Reports during the reporting Quarter.

Form – 13- Food Fortification

Column 4: Indicates the status of appointment of Nodal Officer in States/UTs. Accordingly Y (Yes) and N (No) is required to be filled by State/UTs

Column 5: Indicates the meetings held with other departments i.e. inter-departmental meetings with **ICDS, MDM, PDS and FCI** on Food Fortification in the reporting quarter. (*# Minimum target of one meeting per quarter with each department or combined*).

Column6- Indicates the cumulative number of Lab personnel trained in Food fortification in the reporting quarter

Column7- Indicates the cumulative number of DOs certified/trained online on Food fortification (Online training on <https://ffrc.fssai.gov.in/training/>) from the date of inception (beginning).

Column8- Indicates Cumulative number of FSOs certified/trained online on Food fortification (Online training on <https://ffrc.fssai.gov.in/training/>) from the date of inception (beginning).

Column9- Indicates the FBO sensitization/Training conducted on Food fortification in the reporting quarter. (Attendance sheet of Interdepartmental meeting, lab training and FBO training to be shared on fortification@fssai.gov.in)

Column 10, 11 and 12 indicates percentage of coverage of fortified staples in no. of districts of States/UTs. (O=Oil, M=Milk, W=Wheat Flour, R=Rice, S=Double Fortified Salt. A drop down to select number of districts per staple per schemewill come. % will be calculated automatically)

Kindly note that the information sought in form no. 4,5,6,7,8 (Column 3,5) & 14 of the Quarterly Report will be filled by FSSAI itself on the basis of online data available on FOSCOS therefore States/UTs are not required to fill these forms.