

Dated 22nd August, 2022

Notification of important guidelines in reference to the old and new FoSTaC portal

In reference to the new FoSTaC portal launched on 06.08.2022, following guidelines are notified for the information/guidance and for necessary action, if any, of Training Partners, Trainers, Assessor, Trainees and other Stake holders of FoSTaC Training Courses.

For Old Portal:

1. The old portal will be active only till 28th February, 2023. All stakeholders may download their certificates and data from the old portal for records and future references before 28th February 2023, beyond which the training partners/ trainers/ assessors /trainees/ other stake holders will not be able to access or retrieve the data from the old portal.
2. It may be noted that any query on the data/certificates from the old portal will not be entertained after 28th February, 2023.
3. It is directed that all new calendars should be created in new FoSTaC portal only.

For New Portal:

1. **Enrolment:** Training Partner have to make sure all the Trainees are enrolled in the Training batch code before the start of the Training session. No request for the enrolment of the trainee after the start of the training will be entertained under any circumstances.
2. **Attendance:** Attendance should be marked on the same day of training, if not the training calendar will be blocked and stand cancelled automatically. No request for the extension of the attendance marking will be entertained under any circumstances. Attendance sheet should be uploaded at the pending attendance tab under Assessor login, as per the sample format given in Annexure of this notification. Any forged or false information will be viewed seriously and may lead to de-empanelment of Training Partner as well as Assessor.
3. **Assessment:** Assessment result have to be uploaded within 7 days from the date of conduct of training. If assessments are not marked within 7 days, the training calendar will be cancelled automatically. Training partner and Assessor will be responsible for any such inconvenience. Any forged or false information will be viewed seriously and may lead to de-empanelment of Training Partner as well as Assessor.
4. Assessment sheet along with training video of 10 MB (preferably geotagged) showing the presence of all the candidates, Trainer and Assessor must be uploaded at the Assessment tab under Assessor login. Failing which the assessment of training will not be allowed to submit. For online trainings, the screen recording of training with camera 'ON' for all participants including trainer and assessor may be uploaded. Any forged or false information will be viewed seriously and may lead to de-empanelment of Training Partner as well as Assessor.

5. **Location for the online course** – Training Partner will have to select the place where they are conducting the online training. *For example, if a training partner from Mumbai is being assigned for conducting online FoSTaC training for the State of Assam, the Training Partner must select the venue of the training within the State of Assam and not from any other place.*

This is issued with the approval of the Competent Authority

Enclosure - Annexure

Virendra Singh
22-08-2022
(Virendra Singh Shekhawat)
Manager (Training)

To

CTO, FSSAI - with the request to upload this Notification on the websites of FSSAI and FoSTaC.

