

**Minutes of the First Meeting of FSSAI at its Head Office at FDA Bhawan
on 19th December, 2008 at 1100 hrs.**

Following were present:

1. Sh. P. I. Suvrathan, Chairperson
2. Sh. G. Balachandhran, CEO and Member Secretary
3. Members (As per Annexure I)

At the outset, Sh. G. Balachandhran, Member Secretary welcomed the Chairperson and other Members of the Food Authority to the First meeting of the Authority and requested Chairperson for his opening remarks.

Shri P. I. Suvrathan, Chairperson extended a welcome to all the Members and invitees to the first meeting and highlighted the mandate and role expected of the Authority in matters relating to the Food safety and Standards regulations/enforcement. He observed that the task of integrating/convergence of regulations and standards in a federal structure as envisaged in the new law is challenging and has to be completed in a defined time frame. He looked forward to contribution from all Members and stakeholders in the task of bringing science into standards formulation and regulation of food safety.

Leave of absence was granted to Sh. Debashish Panda, Dr. Sanjay Singh, Smt. Navraj Sandhu, Sh. Tape Bagra and Sh. Gibson G. Vedamani, who could not attend the meeting.

Item No. 1

Sh. P. I. Suvrathan, Chairperson, administered the oath of office and secrecy to Members present in the meeting in terms of section 7 (3) of Food Safety and Standards Act, 2006 and rule 16 of Food Safety and Standards Authority of India, (Salary, allowances and other conditions of Service of Chairperson and Members Rules, 2008). Duly signed Forms I & II were taken on record.

Item No. 2

Members present declared/filed their Annual Declaration of Interest (Annexure 2) and Specific Declaration of Interest (Annexure 3). Duly signed Declarations in the prescribed format were taken on record.

Item No. 3

Perused Notification SO 2165 (E) dated 5th Sep. 2008 and noted the appointment of Sh. P. I. Suvrathan as the Chairperson of the Food Safety and Standards Authority by the Competent Authority. The Chairperson has joined on 9th June 2008.

Item No. 4

Perused Department of Personnel and Training, Government of India's Order dated 18.02.08 and noted the appointment of Sh. G. Balachandhran as Chief Executive Officer (CEO) of the Food Safety and Standards Authority by the Competent Authority.

Item No. 5

Perused Notification SO 2165 (E) dated 5th Sep. 2008 and SO 1758 (E) dated 15.10.07 and took note of establishment of Food Safety and Standards Authority of India (FSSAI) comprising 22 members.

Item No. 6

Considered the facsimile of Common Seal of the Food Safety and Standards Authority and resolved that the Seal as per impression affixed in the margin of minutes initialled by the Chairperson is approved and adopted as the Common Seal of the Authority and the same shall be kept in the custody of, Chief Executive Officer.

Item No. 7

Sh. G. Balachandhran, Chief Executive Officer and Member Secretary made a brief presentation on "Overview of FSSAI and the present status". He appraised the Members of the various milestones already achieved in the last few months. He observed that Authority has been able to notify section 90 of the Food Safety and Standards Act, 2006 and the process of transfer of employees and work under various orders has already started. He brought to the notice of Members that MoFPI has already transferred FPO/MFPO officials to the Authority. Draft procedures for Business Transaction for Authority, Central Advisory Committee, Scientific Committee and Scientific Panels have also been prepared and placed for consideration in today's

meeting. He also briefly explained the initiative of setting up of Expert Group on Safety & Quality of Milk, Safety & quality of food served in eating establishments in Delhi during Commonwealth Games 2010, besides the studies proposed to be initiated on Nutrition and Up gradation of Quality Control Labs.

Item No. 8

Considered the draft Vision and Mission of the Authority and unanimously resolved that draft statement be put on the website of FSSAI for wider consultation and same be brought before the Authority in the next meeting along with amendments proposed based on comments of various stakeholders.

Members emphasised the need for the Vision and Mission to be action oriented, the importance of enabling informed choice by consumers and promotion of self compliance. It was also suggested that the Authority should draw up its citizens' charter outlining the services offered and the assurance of quality in delivery of services.

Item No. 9

Noted the Head Office of FSSAI at 3rd/4th floor, FDA Bhawan, Kotla Road, New Delhi – 110 002 and further resolved that space available in this building is not sufficient to accommodate the staff of the Authority and authorized CEO to initiate action for identification of suitable land and construction of an independent building and in the meantime take suitable additional space on rent.

Item No. 10

It was resolved that the financial year of the Food Safety and Standards Authority of India be fixed from 1st April to 31st March and the first financial year to commence from 1st April 2008 and to end on 31st March 2009.

Item No. 11

It was resolved that the office hours of the Food safety and Standards Authority of India shall be between 9.00 AM to 5.30 PM from Monday to Friday with a lunch break between 1.30 PM and 2.00 PM.

Item No. 12

Opening of saving account of the Food safety and Standards Authority of India with Bank of Baroda, Nirman Bhawan, New Delhi bearing account number 26030100006313 was noted.

Item No. 13

The meeting considered and approved the expenditure statement of the Food safety and Standards authority of India from 01.05.2008 till 26.11.2008.

Item No. 14

The meeting considered the credentials and experience of M/s Rawla & Company and decided to appoint them as Internal Auditor for the current year i.e. 1st April 2008 to 31st March 2009 at annual remuneration of Rs. 36,000/- + applicable Service tax. It was also decided that auditors will also examine /audit accounts for the period from 18.02.08 to 31.03.09 within the same remuneration. Authority also resolved that for the next year selection may be made out of a suitable panel.

Item No. 15

Members considered the draft Rules of Procedure and after detailed discussion of each Article resolved to approve the draft Rules subject to following modifications. Meeting further authorized C.E.O. to take necessary action for notification of these Regulations :

- (i) Article 3 (ii) will read as :

“There shall be not less than three meetings of the Authority in a year on such dates and at such places as the Chairperson may direct and the interval between any two meetings shall not in any case, be longer than 5 months. The first meeting of the Authority shall be held in the first quarter of every financial year”.

- (ii) Article 6 (ii) will read as :

“If the quorum is not present at any meeting of the Authority, Chairperson or in his absence any other Member presiding over the meeting, shall adjourn the meeting to such other date, time and place as may be specified by him not being later than

30 days, and if at such adjourned meeting also a quorum is not present, then notwithstanding anything specified in article 6 (i) above, the members present at the adjourned meeting, not being less than five in number shall constitute a quorum for such meeting and it shall thereupon be lawful for such adjourned meeting to take up discussion and to dispose of only the items of business set out in the agenda for the initial meeting.

(iii) Article 7 (i) will read as :

“The Chief Executive Officer” shall be responsible for preparation of the agenda for each meeting of the Authority and to have the same circulated to all the members of the Authority at least 15 days before the date of each meeting. The Chief Executive Officer shall prepare the agenda in consultation with the Chairperson;

Provided that it shall be lawful to amend or add to/delete from the agenda any item of business mentioned in the agenda subsequent to its issue”.

(iv) Article 7 (ii) will read as :

“No business not included in the agenda shall be transacted at a meeting of the Authority except with the permission of Chairperson or other Member chairing the meeting”.

(v) Article 10 (i) will read as

“The Chief Executive Officer shall cause the minutes of each meeting of the Authority to be prepared within 2 weeks of conclusion of each meeting and shall submit the same to Chairperson or other Member who presided over the meeting, for his approval;

Provided that if for any reasons the Chief Executive Officer is unable to attend any meeting of the Authority, it shall be lawful for and incumbent upon any other functionary whom the Chairperson may, for this temporary purpose designate, to prepare the minutes of the meeting”.

(vi) Article (ii) will read as :

“The draft minutes of each meeting of the Authority approved aforesaid by the Chairperson or the other Member who presided over the meeting, as the case

may be, shall be forwarded to each member not later than 2 weeks from such approval, for adoption at the next meeting.

Provided that the decision of the Chairperson on the changes, if any, to be made in the draft minutes, will be final”.

(vii) Article 12 (ii) will read as :

“No resolution shall be deemed to have been duly passed by the Members unless such a resolution has been circulated in the draft, together with necessary papers, if any, to all the Members at their usual address in India and has been approved by the majority of the Members as are present in India”.

Item No. 16

Authority considered the draft Rules of Procedure and after detailed discussion on each Article, resolved to approve the draft Regulations subject to following modifications. Authority further resolved to authorize C.E.O. to take necessary action for notification of these Rules. Authority further resolved to authorize C.E.O. to propose constitution of Central Advisory Committee in terms of section 11 (5) and 92 (2) (b) of Food Safety and Standards Act, 2006 in consultation with Chairperson and bring it before the next meeting of the Authority for approval :

(i) Article 3 (ii) will read as :

“There shall be not less than three meetings of the Central Advisory Committee in a year on such dates and at such places as Chairperson may direct and the interval between any two meetings shall not in any case be longer than 5 months. The first meeting of the Central Advisory Committee shall be held in the first quarter of every financial year”.

(ii) Article 3 (iii) will read as :

“The notice of every meeting of the Central Advisory Committee signed by the Chairperson or by such other officer of the Authority as may be authorized by the Chairperson intimating the time, date and the place of the intended meeting shall be circulated to every Member. Such notice shall subject to the provisions of Article 3 (iv), be circulated at least 15 days before the date of the meeting. The brief agenda of the meeting shall simultaneously be sent to each Member, setting

out the items of business to be considered at the meeting. Such notice may be left or posted to the address of every Member through e-mail or fax/courier to facilitate speedy communication”.

(iii) Article 9 (i) will read as :

“The draft minutes of each meeting of the Central advisory Committee shall be prepared within 2 weeks of conclusion of each meeting and the same shall be submitted to the Chairperson or to the Member who presided over the meeting, for his approval”.

(iv) Article 9 (ii) will read as :

“The draft minutes of each meeting of the Central Advisory Committee, approved as aforesaid by the Chairperson or the other Member who presided over the meeting, as the case may be, shall be forwarded to each Member not later than two weeks after such approval for adoption at the next meeting.

Item No. 17

Authority considered the draft procedures for establishment and operations of the Scientific Committee and Scientific Panels and resolved to approve the draft Regulations subject to following modification.

(i) Article 2 (iii) & (iv) will be replaced as under :

“Chairperson means Chairperson of the Authority or Central Advisory Committee or Scientific Committee or Scientific Panel as the context may provide for”. Consequential changes may be made in other Articles.

(ii) Article 3 (v) will read as :

“The number of Members of Scientific Panel shall be sufficient to fulfil its mandate but shall not be more than 15”.

(iii) Article 3 (vii) will read as :

Chairperson of the Authority may from time to time reconstitute the Scientific Panels by adding new members or by interchanging the existing members.

Proposals regarding changing the name of the Panel or adding a new Panel, will be brought for approval of the Authority.

Item No. 18

Authority considered draft procedure for selection of Members of Scientific Committee, Scientific Panels and External Experts for working groups and resolved to approve the draft Regulations. Authority further resolved to authorise CEO to propose constitution of the Scientific Committee/ Scientific Panels in consultation with Chairperson and bring it before the Authority's next meeting for approval.

Item No. 19

Authority considered and resolved that Authority may follow Govt. of India, General Financial Rules and Delegation of Financial Rules, till such time Authority frames its own rules.

Item No. 20

Authority considered and resolved to approve the Budget estimates for year 2009-10 and further directed that keeping in view the mandate & scope of activities, need for a communication strategy, and range of stakeholders, budget outlay for conferences, seminars / meetings and advertisement, publicity and publications should be substantially increased. Authority resolved to authorise CEO to make necessary changes.

Item No. 21

CEO made a presentation regarding New Organization Structure proposed for Food safety and Standards Authority of India and explained that the philosophy behind the new organization structure is to have a skill intensive, lean organization structure with a strong in house science team to deliver its functions and perform its duties in the spirit of the Act and to have global competence on food safety and standards aspects; e-governance and officer oriented systems to make the organization more efficient, accountable, transparent and responsive in its public interface. An optimal span of control of Officers has been ensured to enable them to give focused attention to their domain of responsibilities and to have accountable & self-supporting divisions to independently drive their work areas.

The Authority considered and resolved to approve 409 Posts (134 Posts at FSSAI Head Quarter, 115 posts at Zonal Offices and 160 Posts in the Laboratories) proposed for FSSAI in terms of new organization structure and authorized C.E.O. to take necessary action for seeking approval of competent Authority on New Organization Structure and posts proposed therein. Members resolved to lay emphasis on capacity building of the officials of Authority and other stakeholders and the need to induct staff based on merit, skills and capabilities.

Item No. 22

Authority considered the road map/ work plan of the Authority, and approved the same. Detailed action plans may be drawn up to ensure effective implementation of the road map.

Vote of thanks

The meeting came to an end with vote of thanks to the Chair.

ANNEXURE I

Following Members were present:

1. Smt. Upma Chaudhry
2. Sh. Amarendra Khatua
3. Sh. Gautam Sanyal
4. Sh. Sanjay Singh
5. Sh. K.S. Ludu
6. Ms. Mona Malhotra Chopra
7. Smt. Indrani Kar
8. Smt. Vasundhra Pramod Deodhar
9. Sh. Bejon Misra
10. Dr. S. Girija
11. Dr. N. N. Varshney
12. Dr. Indira Chakravarty
13. Dr. P. Sucharitha Murhty
14. Sh. Shiv Narayan Sahu
15. Sh. Swapn Kumar Pal
16. Dr. T. A. Kadarbhai
17. Sh. V. Balasubramaniam

