

Dated, 13th December 2024

Advisory

Subject: Guidelines for raising queries by licensing authorities while Scrutinizing the applications

The Food Safety and Standards Authority of India (FSSAI) is committed to ensuring a transparent, efficient, and time-bound process for granting licenses and registrations under the FSS Act, 2006. To achieve this objective, it is imperative that licensing authorities exercise due diligence while scrutinizing applications for licenses or registrations and raising queries, if any, in a precise and comprehensive manner.

2. It has been observed that in several instances, **Licensing/Registering authorities raise new queries at different stages of the application process, despite the fact that these queries could have been raised initially during the initial scrutiny.** This practice results in undue delays in the processing of applications, which adversely impacts the efficiency and accountability of the licensing process. In light of the above, the following guidelines are being issued for strict compliance by all licensing authorities:

I. Initial and Comprehensive Scrutiny:

- During the scrutiny of an application Licensing/Registering authorities must thoroughly review all documents and information submitted by the applicant.
- Any discrepancies, missing documents, or clarifications required must be identified and related queries should be raised in the first communication to the applicant, ensuring clarity and completeness.

II. Reference to Relevant Sections/Regulations:

When multiple queries are required to be raised by the Licensing/Registering authorities, then it should be raised in serial number wise and one at a time and **each query must be raised with specific reference to the relevant sections of the FSS Act 2006, Rules, Regulations, Orders/Advisories,** as applicable. This will ensure that the FBO understands the requirements without confusion. Example is attached at **Annexure 1.**

In this regard, it is to inform that necessary changes have been made in the application scrutiny module of FoSCoS for the authorities.

3. This advisory aims to reduce procedural delays, promote consistency in the scrutiny of application of FSSAI License and Registration. Commissioners of Food Safety and Directors of Regional Offices, FSSAI are requested to ensure that these guidelines are

effectively implemented and monitored within their jurisdictions. Periodic reviews of pending applications may be conducted to identify and address any lapses in adherence to the above directions.



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To:

1. Commissioners of Food Safety of all States/UTs
2. Directors of all Regional Offices, FSSAI

Copy for information to:

1. PS to CEO, FSSAI
2. *[Faint, illegible text]*

For example, if a document is required under the FSS (Licensing and Registration of Food Businesses) Regulations, 2011, the query must explicitly cite the relevant section.

- **Current practice of raising objection/queries:**
[Upload valid Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.), upload Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory.]
- **Advised practice to be followed:**

S. No.	Query	Reference to Relevant section of FSS Act, 2006 or Rules, Regulation, Orders and Advisories
1	<i>Upload valid Proof of possession of premises</i>	Revised list of KoB wise documents - <i>As per order dated 19th March, 2021</i>
2	<i>Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory</i>	Revised list of KoB wise documents - <i>As per order dated 19th March, 2021</i>

