

Guidelines To The CHA's/Importers, IGI Air Port/ ICD Tuglakabad/ICD Patparganj

w.e.f. 01/03/2011

All the application along with the required documents to be submitted for appointment for next day sampling.

Documents To Be Attached (Example):

- a) Bill of Entry (BE)
 - b) Examination Order
 - c) Packing List
 - d) Invoice
 - e) DGFT Licence Copy (IEC Code)
 - f) Country of Origin Certificate
 - g) Certificate of Analysis (COA) / Test Report from Exporting Country (Mandatory)
1. Please ensure that all the information sought in checklist supplied by this office, to be attached & submit two copies of checklist along with Demand Draft/Pay Order of **Rs. 3000/- per sample** in favour of "**SGS India Pvt. Ltd.**" payable at **New Delhi/Delhi. (Consult with Authorized Officer before making DD/PO)**
 2. NOC will be issued to the Customs Authority depending on receipt of analysis report from the laboratory.
 3. **Unnecessary inquiry on telephone about NOC should be avoided** for effective functioning of the Import Food Clearance Process.

Please follow the above guidelines to avoid any delay in Import Food Clearance Process.
Your active co-operation is solicited.



(Authorized Officer)
Food Safety & Standards Authority of India
1st Floor, East tower, NBCC Place
BP Marg, Pragati Vihar
New Delhi-110003
Tel. No.: 011/24360932/33
Telefax: 011-24360934/36
Mob: +91 9868739993
e-mail: deputydirectornguha@gmail.com

Documents submitted by the Importer – Checklist for FSSAI Authorized officer (Form in duplicate)

Port Of Entry:

Bill Of Entry Number:

Date:

Importer Name:

CHA Name & Phone:

CHA License Number:

Consignment Location:

Type of Import (DGFT Classification):

Description of the Consignment:

Sr. No.	Document Type	Submission Status	Attachments/Remarks
		√ / × / NA	
1	Import License (DGFT)		
2	Bill of Entry		
3	CHA Declaration		
4	Invoice		
5	Packing List		
6	End Usage Bond		
7	Country Of Origin Certificates		
8	Test Reports from Country Of Origin		
9	Ministry of Agriculture Permit		
10	Ministry of Animal Husbandry Permit		
11	Livestock Import Permit		
12	Assistant Drug Controller Permit		
13	Other Documents (Specify below)		
14	Demand Draft / Pay Order of Rs. 3,000 in favor of SGS India Pvt. Ltd., Payable at New Delhi/Delhi		

CHA/Importer's Signature:

Name: _____

Acknowledgement

Importer/CHA acknowledges the return receipt of the applicable originals/copies of the above documents from FSSAI-Authorized Officer.

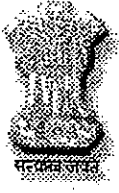
CHA/Importer's Signature:

Name: _____

Acknowledgement Cum Appointment Notice

FSSAI acknowledges the receipt of the above documents from the Importer/CHA: (Bill of Entry # _____)

Sample for testing would be drawn at the above location on: Dt: _____ between:



Govt. of India
Ministry of Health & Family Welfare
Food Safety & Standards Authority of India
1st Floor, East Tower, NBCC Place
BP Marg, Pragati Vihar
New Delhi-110003

Date: 25/2/2011

NOTICE

All the CHA's are advised to note the following for strict compliance as per Food Safety & Standards Authority's directives Dt. 2/12/2010 of Imported Packaged Foodstuff.

That all the CHA's should ensure that the labels on the packaged foods are as per the labeling requirement prescribed under PFA Rules, 1955. If there is any deficiency in labels, such samples may not be drawn by the Food Safety & Standards Authority of India.

1. The name, trade name or description of food contained in the package.
2. The name of the ingredients used in the product in descending order of their composition by weight or volume as the case may be.
3. Declaration of "Vegetarian" or "Non-vegetarian" product by affixing symbol of "Vegetarian" or "Non-vegetarian".
4. The name and complete address of the Manufacturer and manufacturing unit.
5. In case where article of food is imported into India, the name and complete address of the Importer in India.
6. The net weight or number or measure of volume of contents.
7. Batch number or Lot number or Code number.
8. The month and year in which the commodity is manufactured or prepared.
9. Declaration of "Best before" date on the package. (It can be also expressed in terms of number of months before the best before date.)
10. The nutritional information or nutritional facts per 100 g or 100 ml of per serving of the product shall be given on the label.
11. Vegetable fats are not permitted in chocolate under PFA Rules, 1955.

(Authorized Officer)

Food Safety & Standards Authority of India
1st Floor, East tower, NBCC Place

BP Marg, Pragati Vihar

New Delhi-110003

Tel. No.: 011-24360932/33

Telefax: 011-24360924/36

Mob: +91 9868739993

e-mail: deputydirectornguha@gmail.com

Flowchart of the procedure followed by Authorized Officer, IGI Air Port/ ICD Tuglakabad/ICD Patparganj for effective functioning of the Imported Food Clearance Process.

Customs issue the "Bill Of Entry for Home Consumption" & "Examination Order" to the CHA /
Importer



CHA/Importer approaches to the Authorized Officer with application form, DD/PO towards cost of analysis and Xerox copies of required documents requesting for appointment for Inspection and Sampling of Imported Food Articles



Authorized Officer will give appointment to the CHA/Importer for inspection and sampling of Imported Food Articles only after scrutinizing the application and documents submitted to the office



Authorized Officer / FSSAI official will inspect the said consignment of Imported Food Articles and draw the samples



Collected samples will be coded, sealed and sent to the Approved Laboratory for analysis by the Authorized Officer.



NOC will be issued to the Customs Authority only after receiving the Analytical Report from Approved Laboratory.

This is for information of CHA's/ Importers who are involved in clearance of Imported Food Articles at IGI Air Port/ ICD Tuglakabad/ ICD Patparganj.

(Authorized Officer)

Food Safety & Standards Authority of India
1st Floor, East tower, NBCC Place
BP Marg, Pragati Vihar
New Delhi-110003
Tel. No.: 011/24360932/33
Telefax: 011-24360934/36
Mob: +91 9868739993
e-mail: deputydirector@fssai.gov.in