



**File No. A-3/APS NOTICE/FSSAI/NR**  
**Food Safety and Standards Authority of India**  
**(Licensing Division)**  
**Ministry of Health & Family Welfare**  
**Northern Region, 2<sup>nd</sup> Floor, National Food Laboratory Building**  
**Ahinsa Khand 2, Indirapuram, Ghaziabad, Uttar Pradesh 201014**

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To,

**All the FBO's engaged in Manufacturing/ Importer Business**

**Subject: 1.Changes of office address**

**2. Extension of timeline for submission of Annual/Half-yearly production Return in Form D-1 and D-2 under FSSR-2011 for the financial year 2019-2020 due to COVID-19 -reg.**

Sir,

This is to bring your notice that the address of FSSAI, Northern Regional Office has been changed from Food Safety and Standards Authority of India, Northern Region, NBCC Place, Pragati Vihar, Bhisim Pitamah Marg, New Delhi- 110003 to **Food Safety and Standards Authority of India, Northern Region, 2<sup>nd</sup> Floor, National Food Laboratory Building, Ahinsa Khand 2, Indirapuram, Ghaziabad, Uttar Pradesh 201014.** Please note that all future correspondence shall be made in the address of Ghaziabad as mentioned above.

2. Please refer the Regulation 2.1.13 and Conditions of License in Annexure 3 of the Food Safety and Standards (Licensing and Registration of Food Business) Regulations, 2011 Return that:-

1. *Every Manufacturer and Importer who has been issued a License shall on or before 31<sup>st</sup> May of each year, submit a return electronically or in physical form as may be prescribed by the concerned Food Safety Commissioner, in 'Form D-1' provide in schedule 2 of these Regulations to the Licensing Authority in respect of each class of food products handled by him during the previous financial year.*

*Provided however that every licensee engaged in manufacturing of milk and/or milk products shall file half yearly returns for the periods 1st April to 30th September and 1st October to 31st March of every financial year in the form D-2, as provided in Schedule-2 of these regulations. Such returns will be filed within a month from the end of the period.*

2. *A separate return shall be filed for every license issued under the regulations, irrespective of whether the same Food Business Operator holds more than one license.*
3. *Any delay in filing return beyond 31<sup>st</sup> May of each year shall attract a penalty of Rs 100 per day of delay.*

**3. Considering the difficulties faced by FBOs in submission of Annual/Half-yearly production Return in Form D-1, D-2 under FSSR-2011 for the financial year 2019-2020 during lockdown in the country due to COVID-19 pandemic, FSSAI has extended the timeline for submission of Annual Return for the financial year 2019-2020 and Half yearly return in the Form D2 for October, 2019 – March, 2020 till 31<sup>st</sup> July, 2020 vide circular dated 11<sup>th</sup> April 2020( copy of circular along with Format as D1/D2 are enclosed).**

4. Therefore, you are requested to take timely action in submission of Annual Return in D-1 Manufacturer and Importer and half yearly Return in form D-2 for Manufacturer of milk and milk products for the period October, 2019 -March, 2020 either through mail or in physical form as per the order dated 11<sup>th</sup> April, 2020 failing which penalty of Rs.100/- per day of delay beyond 31<sup>st</sup> July 2020 shall be levied against you.

**Yours faithfully,**

**Anil Mehta  
Joint Director  
Central Licensing Authority  
(Northern Regional Office, Delhi)  
Food Safety & Standards Authority of India  
2nd Floor, National Food Laboratory Ahinsha Khand-II  
Indirapuram, Ghaziabad, Uttar Pradesh - 201014  
Email I.D- aodelhi@fssai.gov.in**

Issued by e-mode.

**File No. 15(6)2020/FLRS/RCD/FSSAI**  
**Food Safety and Standards Authority of India**  
(Regulatory Compliance Division)  
**FDA Bhawan, Kotla Road, New Delhi – 110002**

**Dated the 11<sup>th</sup> April, 2020**

**Subject: Submission of Annual/Half-yearly Returns by licensed Manufacturers/Processors and Importers of Food Products – Extension of timeline due to COVID-19 pandemic - reg.**

As per clause 2.1.13 and Conditions of License in Annexure 3 of Schedule 2 of the FSS (Licensing and Registration of Food Businesses) Regulations, 2011, all licensed Food Business Operators (FBOs) involved in manufacturing/processing including Relabellers/Repackers and Importers are required to submit annual return of their food businesses in Form D-1 for every preceding year by 31st May and FBOs involved in manufacturing/ processing of Milk and Milk Products are required to submit half yearly return in the Form D2 within one month of the end of the preceding half-year to the concerned Licensing Authority.

2. Considering the difficulties faced by FBOs in submission of annual/half yearly returns during lockdown in the country due to COVID-19 pandemic, it has been decided to extend the timeline for submission of annual return for FY 2019-2020 and half yearly return for October, 2019 – March, 2020, till 31<sup>st</sup> July, 2020.

3. FBOs shall send their returns as per the requisite formats (D1/D2) through email/physical copies to concerned licensing authorities. The list of Licensing Authorities is available on the website of FSSAI as under:

- i) Central License (100xxxxxxxxxx), Details of Central License Authorities: (<https://fssai.gov.in/cms/designated-officer.php>)
- ii) State License (1xxxxxxxxxxxx), Details of State Food Authorities: (<https://fssai.gov.in/cms/commissioners-of-food-safety.php>).

4. This issues with approval of the Competent Authority in exercise of the power vested with Food Authority under Section 16(5) of the FSS Act, 2006.



**(Dr. Shobhit Jain)**

**Executive Director (Compliance Strategy)**

**Email: ed-office@fssai.gov.in**

**To –**

1. All FSSAI Licensed FBOs involved in manufacturing/processing/importing of food products.
2. Commissioners of Food Safety of all States/UT
3. Director of all Regional Offices, FSSAI
4. CITO, FSSAI – for uploading on the website

**For info –**

1. PS to Chairperson, FSSAI
2. PS to CEO, FSSAI
3. Head (RCD)



## FORM D-2'

(See Regulation 2.1.13)

## Half Yearly Return for Milk and Milk Products

For the period ending

a) 1st April to 30th September

b) 1st October to 31 March

1. Name and address of Licensee:-
2. Address of the authorized premises for the manufacturing milk and milk products:
3. License No. .... date of issue/validity.....
4. Procurement

Type of milk	Total Qty MT	Total fat MT	Average		Total SNF content MT	Price Rs / kg of milk	Price Rs/kg of fat	Price Rs/kg of SNF
1	2	3	4		5	6	7	8
			Fat%	SNF%				
			a	b				
A) Own Sources								
Cow								
Buffalo								
Mixed								
B) Milk supplied by other dairies								
Cow								
Buffalo								
Mixed								
Total A+B								

5. Purchase of Milk Products

Name of Milk Products	Source of purchase (MT)*	Total quantity purchased	Average Fat %	Average SNF%	Quantity used (MT)*	Closing balance (MT)*
1. SMP						
2. WMP						
3. Butter Oil						
4. White Butter						

\*Metric Tones

## 6. Reconstitution

Utilized for making liquid milk or milk products	Whole milk powder (MT)*	Skimmed milk powder (MT)*	Butter oil (MT)*	White butter (MT)*
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All liquid milks for sale

- In lean season (Apr-Sep)
- In flush season (Oct-Mar)

Other milk products

- In lean season (Apr-Sep)
- In flush season (Oct-Mar)

Sub Total

Grand Total

## 7. Details of Milk products Manufactured, Sold and Stock position.

Product Name (Please list out the name of all products mentioned below in this form)	Opening stock (MT)	Production of Milk and milk products (MT)	Average		Sales of milk products	Closing stock (MT)
			Fat%	SNF%		
1	2	3	4		5	6
Total						

## 8. Conversion of Milk into Milk Products outsourced to other dairies

Type of milk	Quantity (TLPD)*	Average Fat %	Average SNF %	Name of converted products	Quantity (MT)
Cow Milk					
Buffalo Milk					
Mixed Milk					
Concentrated Milk					

## 9. Milk Marketing

	Type of Milk	Quantity sold *(TLPD)	Average Fat %	Average SNF%	Consumer price Rs per litre
a) Milk sold in Retail					
Sub total A					
b) Milk sold I bulk to other dairies					
Sub total B					
Grand Total A+B					

\*TLPD Thousand liters per day

## 10. Statement showing quantities of milk products manufactured and exported in Tonnes with their sale value during the period .....

Name of the milk products	Size of the can/ bottle/any other package (like PP) or bulk package.	Qty. in MT	Avg.fat/ SNF for milk products (%)		Sale Price/kg or per unit of packing Rs	Value in Rs.	Qty exported/ imported in KG	Name of the country or port of export	Rate per kg or / unit of packing C.I.F/ FOB Rs.	Value in Rs.	Remarks
			4 a	4 b							
1	2	3	4 a	4 b	5	6	7	8	9	10	11

Date:

Signature of the Licensee

A register detailing the above information shall be maintained by each licensee for inspections. '

Name of Milk Products required to be listed in table 8 coloumn no. 1.

Cream	Voghurt
White butter	Butter milk
Table butter	Lassi
Butter oil	Paer
Ghee	Khoa
Skimmed milk powder	Khoa sweets
Whole milk powder	Flavored milk pasteurized
Dairy whitener	Flavoured milk sterilized
Infant Milk Food	UHT-MILK
Infant formula	Ice cream
Malted milk food	Casein
Dahi/curd	lactorse
Shrikhand/Amarkhand	Whey powder
Butter milk powder	Any other milk products as lowed in license
Condesned milk	