

FOOD SAFETY APPELLATE TRIBUNAL, JAIPUR
RAJASTHAN

No.FSAT/2017/001/392

Dated: 07 June, 2017

CIRCULAR

In exercise of the powers conferred under sub-rule 7 of Rule 3.3.4 of Food Safety and Standard Rules 2011; Presiding Officer of the Food Safety Appellate Tribunal Jaipur Rajasthan hereby issue following directions for the effective functioning of the tribunal. These directions are in addition to the provisions of Food Safety and Standard Rules 2011.

Requisition and transmission of Record:-

- (i) Wherever tribunal makes an order for calling the record from the Adjudicating Officer, Registrar shall send a requisition in duplicate through Government Advocate to the concerned Adjudicating Officer in Form-**FSAT/R-1**.
- (ii) Record shall be transmitted at the earliest without waiting for the date of hearing. The Adjudicating Officer shall send the record under the prescribed Form-**FSAT/R-2** in duplicate through Government Advocate after filling of the appropriate columns of the Form. The form of requisition (FSAT/R-1) received be kept at the place from which the record was taken.
- (iii) The Registrar shall keep a register of "Requisition for record and return thereof" in the prescribed Register (**Register No. FSAT/Reg-001**). An entry regarding requisition and return shall be made accordingly in the register when the record is transmitted or returned.
- (iv) When the record is no longer required, it shall be promptly returned through Government Advocate to the concerned Adjudicating Officer. The appropriate columns of the form of transmission shall be filled up and the form shall be returned with record.
- (v) On receipt of the record, the Registrar shall make an examination of the record received and shall make relevant entries in respective columns of the Register of "Requisition for record and return thereof".
- (vi) Once in every quarter, the register of requisition shall be laid before the Presiding Officer of the Appellate Tribunal.



(UMESH KUMAR SHARMA)
PRESIDING OFFICER
FOOD SAFETY APPELLATE TRIBUNAL

(FORM NO.FSAT/R-1)

Requisition for Record

Food Safety Appellate Tribunal at Jaipur

..... VS

Appeal No. FA/.....

To

Adjudicating Officer
.....

Through

Government Advocate
.....

Dated the..... 20.....

Please transmit to this Tribunal the record specified below through Government Advocate.

The record should reach this Tribunal before.....20..... the next date of hearing.

Name of the Adjudicating Officer	Kind of case	No. and Year	Title	Date of Disposal/ Hearing	Remarks

.....
Designation

(FORM NO.FSAT/R-2)
Form for transmission of record

From.....

 Through
 Government Advocate

 To.....

Dated..... the20

Your requisition letter No Dated in Case No of
 in your Tribunal..... was received hereonthe
 following record is herewith forwarded through Government Advocate. Kindly acknowledge receipt of the record on the duplicate of this letter attached
 hereto. The original record may please be returned without delay after it is done with.

Particulars of records sent						
S. No.	Name of the Court	No. and Year	Kind of case	Title	Date of disposal	Remarks
1	2	3	4	5	6	7

.....
 Designation.....

Acknowledgment of Receipt of Records

The record detailed above was received in this Tribunal on.....and has been entered in the Register of Records received under
 number.....and date.....
 Dated.....20.....

.....
 Designation.....