

भारतीय खाद्य सुरक्षा और मानक प्राधिकरण
(खाद्य सुरक्षा और मानक अधिनियम, 2006 के अंतर्गत स्थापित वैधानिक प्राधिकरण)
(प्रशिक्षण प्रभाग)

द्वितीय तल, एमएमयू भवन, माता सुंदरी लेन, नई दिल्ली-110 002

दिनांक: 17 सितंबर, 2026

सूचना

विषय: क्लोज्ड ऑनलाइन प्रशिक्षण के लिए कैलेंडर प्रस्तुत करने संबंधी दिशानिर्देशों के स्पष्टीकरण के संबंध में

क्लोज्ड ऑनलाइन प्रशिक्षण कार्यक्रमों के संचालन के संबंध में पूर्व में जारी निम्नलिखित संचारों की ओर ध्यान आकर्षित किया जाता है:

- दिनांक 01.02.2024 की सूचना, जिसके द्वारा विस्तृत मानक संचालन प्रक्रिया (एसओपी) के साथ क्लोज्ड ऑनलाइन प्रशिक्षण पद्धति शुरू की गई थी।
- दिनांक 09.02.2024 की स्पष्टीकरण सूचना, जिसमें पात्रता मानदंड से संबंधित प्रश्नों का समाधान किया गया था।

2. यह देखा गया है कि कई प्रशिक्षण साझेदार अभी भी पोर्टल पर प्रशिक्षण कैलेंडर प्रस्तुत करने में प्रक्रियात्मक कठिनाइयों का सामना कर रहे हैं, जिसके कारण प्रस्तुत बैचों को अनावश्यक रूप से अस्वीकार किया जा रहा है।

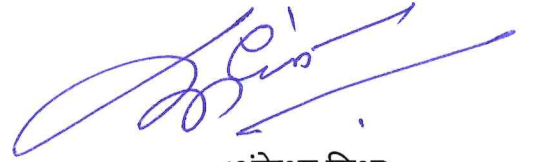
3. प्रस्तुतीकरण और अनुमोदन प्रक्रिया को सुव्यवस्थित करने, बार-बार होने वाली अनुपालन संबंधी त्रुटियों को समाप्त करने तथा प्रशिक्षण कार्यक्रमों के सुचारु संचालन को सुनिश्चित करने के लिए, निम्नलिखित निर्देशों का सख्ती से पालन किया जाना अनिवार्य है:

- क्लोज्ड ऑनलाइन प्रशिक्षण के लिए अनुरोध पत्र, प्रशिक्षण साझेदार द्वारा सभी अनिवार्य संलग्नकों के साथ, प्रस्तावित प्रशिक्षण प्रारंभ होने की तारीख से कम से कम 4 कार्य दिवस पूर्व पोर्टल पर अनिवार्य रूप से जमा किया जाना चाहिए।
- सभी ऑनलाइन प्रशिक्षणों में अनुलग्नक-1 में दिए गए अद्यतन नियम एवं शर्तों का सख्ती से अनुपालन किया जाना चाहिए।



• क्लोज्ड ऑनलाइन प्रशिक्षण बैच के लिए प्रस्तुत किए जाने वाले किसी भी कैलेंडर के साथ अनुलग्नक-11 में दिए गए अद्यतन अनुरोध पत्र प्रारूप को अनिवार्य रूप से संलग्न किया जाना चाहिए।

4. निर्धारित प्रारूप के बिना प्रस्तुत किए गए अथवा निर्धारित नियम एवं शर्तों का पालन न करने वाले प्रस्तावों/कैलेंडरों को सीधे अस्वीकार कर दिया जाएगा।



(अंकेश्वर मिश्रा)
संयुक्त निदेशक (प्रशिक्षण)

Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(Training Division)
2nd Floor MMU Building, Mata Sundri Lane New Delhi-110 002

Dated: 17th September, 2026

Notice

Subject: Clarification on Guidelines for Submission of Calendars for Closed Online Training — reg.

Attention is invited to earlier communications regarding the conduct of Closed Online Training programs, specifically:

- **Notice dated 01.02.2024** introducing the Closed Online Training mode along with the detailed Standard Operating Procedure (SOP).
 - **Clarification Notice dated 09.02.2024** addressing queries regarding eligibility criteria.
2. It has been observed that several Training Partners are still facing procedural difficulties in submitting training calendars on the portal, leading to avoidable rejection of submitted batches.
 3. In order to streamline the submission and approval process, to eliminate recurring compliance errors, and ensure seamless rollout of online training programs, the following instructions are hereby issued for strict adherence:
 - Request Letter for Closed Online Training must be strictly submitted on the portal **at least 4 working days** prior to the proposed training start date, accompanied by all mandatory enclosures by the Training Partner.
 - All online trainings must strictly comply with the **Updated Terms & Conditions** provided at **Annexure-I**.
 - Any calendar submitted for a Closed Online Training batch must be submitted along with the **Updated Request Letter Format** provided at **Annexure-II**.
 4. Request letters submitted without the prescribed format or failing to satisfy the stipulated Terms & Conditions shall be summarily rejected.

(Ankeshwar Mishra)
Joint
Director (Training)

Terms and conditions for conducting closed online training

The following conditions shall be applicable for conduct of the closed online FoSTaC training programme:

- i. Request Letter for Closed Online Training must be strictly submitted on the portal **at least 4 working days** prior to the proposed training start date, accompanied by all mandatory enclosures by the Training Partner. FSSAI will not be responsible for rejection of the calendars resulting from late submissions.
- ii. Training Partners are instructed to conduct offline training sessions wherever possible. Intentional grouping/ merging of a few participants from different units solely to justify online training is strictly prohibited, and any such requests will be summarily rejected.
- iii. The closed online training shall be conducted exclusively for the employees of the FBO/Organization named in this request. No person who is not an employee of the said FBO/Organization shall be permitted to participate in the training.
- iv. Employees of an FBO working within the same city/taluk/tehsil are required to go for offline training only.
- v. The FBO/Organization shall ensure that all the participants listed in this Annexure are its employees and are associated with the FBO/Organization at the time of training. The details submitted in the prescribed format shall be complete and accurate. City, District, and State where the FBO unit is located must be clearly mentioned. Example is provided below-

FBO branch location		
State	District	City/taluk/tehsil
Delhi	New Delhi	Chanakyapuri

- vi. The letterhead of the FBO must be complete consisting of address, email ID and contact details of the FBO.
- vii. The Training Partner (TP) shall conduct the training only for the participants approved by FSSAI and shall not add, substitute, or permit any additional participant without prior approval of FSSAI.
- viii. A copy of the request letter must also be sent to fostac@fssai.gov.in by the authorized signatory of the FBO at least 7 days prior to the date of the training.
- ix. The TP shall ensure proper verification of the identity of each participant during the training and maintain the required attendance and assessment records as per FoSTaC guidelines.
- x. The participants shall attend the training individually through the approved online platform and shall remain available for the complete duration of the training programme. Attendance shall be recorded in accordance with the prescribed FoSTaC requirements.
- xi. The TP shall ensure that the prescribed course content, duration, training methodology and assessment requirements are followed without any deviation.
- xii. The FBO/Organization shall ensure that the participants have access to a suitable device, stable internet connectivity and the necessary facilities to attend the complete online training and assessment.

- xiii. The FBO/Organization and the TP shall not share the training access/link or permit participation by any person other than the approved participants.
- xiv. The TP shall maintain and submit, wherever required by FSSAI, the attendance, assessment and other records/evidence relating to the conduct of the training for verification and monitoring.
- xv. The FBO/Organization and the TP shall ensure that the training is conducted strictly as a closed training programme and shall not use the programme for enrolment or promotion of participants from outside the concerned FBO/Organization.
- xvi. The entire online training session shall be video recorded. The video recording (for submission by the assessor) shall clearly capture the face of the trainer as well as the presentation/screen being shared by the trainer. The recording shall also clearly display the total number of participants attending the session, with the cameras of all participants kept in the ON mode so as to clearly capture and identify the individual participants throughout the training session. The video recording shall be preserved by the Training Partner and furnished to FSSAI whenever required for verification, monitoring or audit purposes.
- xvii. All presentation slides used for delivery of the training shall clearly contain the Batch Code, date of training and name of the trainer, so as to ensure proper identification and verification of the training session.
- xviii. Any deviation from the above conditions or from the applicable FoSTaC guidelines may result in cancellation/non-recognition of the training programme and/or appropriate action against the concerned Training Partner/FBO/Organization, as applicable.

Annexure-II

(To be submitted in the letter head of company/FBO/organization)

To

**Joint Director,
Training Division
FSSAI, New Delhi-02**

Sub: Conducting closed online training program for the employees of _____(name of FBO/Organization)-reg.

_____(name of FBO/organization)seek your approval for undergoing a FoSTaC closed online training program on _____(Name of the FoSTaC course) on _____(date of the training) for ____ (Number of employees, e.g., 20) employees from_____ (Department/Team). We authorize_____(Name of training partner ,TP ID) to conduct the training.

2. Following employees will be attending the training

[illegible]

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3. _____ (name of FBO/organization) confirm that the above employees will attend the meeting on _____ (date) and confirm that the employees are working in our FBO/organization branches situated at various cities.

Name of Authorized signatory:

Signature with date:

Designation:

Email*:

Contact No:

Seal:

Copy of FBO license(s) must be attached with this letter

** A copy of the request letter must be sent to fostac@fssai.gov.in by the authorized signatory of the FBO at least 4 days prior to the date of the training from this email ID*