

T-15012/5/2021-Training-FSSAI  
**Food Safety and Standards Authority of India**  
(A Statutory Authority established under the Food Safety & Standards Act, 2006)  
**2<sup>nd</sup> Floor, MMU Building, Mata Sundari Lane, Kotla Road, New Delhi-110 002**  
(Training Division)

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Dated 16<sup>th</sup> July, 2024

**Sub: FoSTaC Refresher Training of Trainers (ToT) program for the 2<sup>nd</sup> quarter of FY 2024-25- Reg.**

With the approval of the Competent Authority, Training Division is notifying the calendar for the FoSTaC refresher Training of Trainers (TOT) program for the 2<sup>nd</sup> quarter of FY 2024-25.

2. Interested candidates may apply for the refresher ToT program using the link given in the calendar (annexure). It is to be noted that only shortlisted candidates will be allowed to attend the ToT programme and the shortlisted candidates will be intimated about the programme details on their registered email.

3. The detailed calendar is attached at Annexure.

VIRENDRA  
SINGH  
SHEKHAWAT

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VIRENDRA SINGH  
SHEKHAWAT  
Date: 2024.07.16 18:48:56  
+05'30'

(Virendra Singh Shekhawat)

Manager (Training)

Copy to:

Sr. Manager (IT) with a request to upload in the FSSAI website and FoSTaC portal for wider circulation

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 (Training Division)

Dated 16<sup>th</sup> July, 2024**Subject: Refresher Training of Trainers(ToT) programme under FoSTaC-reg.**

Training Division, FSSAI has scheduled the Refresher Training of Trainers (ToT) program for various courses under the FoSTaC programme. Interested candidates may apply through the registration link mentioned in the table below. Please note that only the applications submitted through the link provided in the calendar will be considered. Refresher ToT (Training of Trainers) programme is only for currently empanelled trainers whose certificate is due for renewal as of July 1, 2024, or whose certificates were issued before July 1, 2022. These refresher programs will be only to trainers who have conducted at least 10 training sessions between July 1, 2022, and June 30, 2024.

<b>Quarterly training calendar (July to September 2024) – Training of Trainers(ToT) programme under FoSTaC-Refresher</b>							
<b>S. No</b>	<b>Name of the Course</b>	<b>Medium of Instruction</b>	<b>Date of Training</b>	<b>Location of Training Venue*</b>	<b>Registration Link</b>	<b>Last date of Application</b>	<b>Fee#</b>
1	Basic Catering – General & COVID	English/Hindi	31.07.2024 (Wednesday)	Chennai	<a href="https://forms.gle/c7FxRwmANpypzCDj8">https://forms.gle/c7FxRwmANpypzCDj8</a>	25.07.2024 5PM	INR 5000/-+GST
2	Basic Retail and Distribution – General & COVID	English/Hindi	29.08.2024 (Thursday)	Delhi-NCR	<a href="https://forms.gle/pfibvqbenH4gv9eU7">https://forms.gle/pfibvqbenH4gv9eU7</a>	14.08.2024 5PM	INR 5000/-+GST

3	Advance Manufacturing – General & COVID	English	08.08.2024 (Thursday)	Delhi-NCR	<a href="https://forms.gle/WHp8ME8VLQYGtNsM8">https://forms.gle/WHp8ME8VLQYGtNsM8</a>	26.07.20245 PM	INR 5000/-+GST
4	Advance Catering – General & COVID	English	09.08.2024 (Friday)	Delhi-NCR	<a href="https://forms.gle/pYyR2WbbSmhzGQKh6">https://forms.gle/pYyR2WbbSmhzGQKh6</a>	26.07.20245 PM	INR 5000/-+GST
5	Advance Retail & Distribution & COVID	English	27.09.2024 (Friday)	Mumbai	<a href="https://forms.gle/CMZwXycrdUhM4jpHA">https://forms.gle/CMZwXycrdUhM4jpHA</a>	14.09.20245 PM	INR 5000/-+GST
6	Basic Manufacturing – General & COVID	English/Hindi	27.09.2024 (Friday)	Bengaluru	<a href="https://forms.gle/sWfnHvN5peUD4hPa6">https://forms.gle/sWfnHvN5peUD4hPa6</a>	14.09.20245 PM	INR 5000/-+GST

***\*Training venue address will be intimated to the shortlisted participants one week before the Training program.***

***# Fee to be paid by shortlisted applicants who wish to attend the ToT/Refresher ToT programme.***

**Note:**

- i. A fee of Rs. 5000/- plus 18% GST will be charged per person for attending the refresher ToT program. This fee is non-refundable under any circumstances and cannot be transferred to another course if a participant does not attend or fails the program. However, if the ToT program is cancelled, the fee will be refunded to the original payment account. The Fee will be charged from the shortlisted participants only. There is no Fee for application for the ToT program.
- ii. Participants who are shortlisted for the ToT course will receive an intimation via their registered email ID. After receiving this notification, they must make the payment and submit proof of payment through email. The payment link or instructions will be provided exclusively through the official email ID, [fostac@fssai.gov.in](mailto:fostac@fssai.gov.in).
- iii. The payment of Fees should be made using the FSSAI E-pay portal and to be made within 3 days of receiving shortlisting email.
- iv. If a shortlisted candidate for a particular course does not attend the respective ToT course on the scheduled date after confirming their participation, no fees paid will be refunded.
- v. A ToT course will accommodate a maximum of 30 participants. A minimum of 10 shortlisted participants is required to conduct the program. If this minimum is not met, FSSAI may cancel the scheduled ToT program at its discretion.
- vi. The application link may be closed before the last date mentioned above, if enough number of eligible applications are received.
- vii. Merely attending a ToT program does not make any participant eligible to be empanelled as Trainer under FoSTaC program.
- viii. During ToT, only a brief training on the subject topic and trainer attributes will be provided through the empanelled faculties.
- ix. The candidates appearing for ToT program are expected to be good trainers of their respective fields and are expected to have good knowledge about the 'Schedule 4 requirements of Food Safety and Standards (Licensing and Registration of Food Businesses) regulations, 2011'- so that they can impart their knowledge of 'Good Manufacturing Practices & Good Hygiene Practices (GMP & GHP) as per Schedule 4 requirements of Food Safety and Standards (Licensing and Registration of Food Businesses) regulations, 2011' to the food handlers who would appear for the trainings under Food Safety Supervisor programs and can motivate them to adopt the hygiene practices in their day to day life. Also, candidates are expected to have good knowledge about FSS Act, FSS Rules and Regulations etc.
- x. ToT program conducted will only be a detailed process of evaluation of candidates, who are eligible to become trainers to provide training to Food Handlers on Good Manufacturing Practices & Good Hygiene Practices in a pragmatic manner, under FoSTaC program of FSSAI.

- xi. **Refresher ToT (Training of Trainers) programs is only** for currently empanelled trainers whose certificate is due for renewal as of July 1, 2024, or whose certificates were issued before July 1, 2022. These refresher programs will be only to trainers who have conducted at least 10 training sessions between July 1, 2022, and June 30, 2024.
- xii. Trainers who do not qualify the refresher ToT (in the refresher course mentioned in the table) by the end of 2024 may be deactivated from the FoSTaC program until they complete the refresher course. The trainer's ID will also be activated if they complete the regular ToT in the required course. The trainer who fails in the refresher ToT will be declared ' FAIL' and one more attempt will be given to those individuals. Till the individual qualify the refresher ToT his/her Trainer and Assessor ID will be made de-active. Individual who fails (after two attempts) in the refresher ToT shall undergo fresh regular ToT programme for the selection as Trainer in the particular course.
- xiii. For any query regarding training program, please contact by dropping email to us on email id [fostac@fssai.gov.in](mailto:fostac@fssai.gov.in) with subject **“Refresher ToT on <Name of the course> to be held on <date of training> in <location of training>”**
- xiv. Refer the eligibility criteria before applying any ToT program which can be seen on first page of respective link of the course.
- xv. The Training division reserves the right to cancel any ToT program at any stage without giving any intimation.

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