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: 05.10.2026

NOTICE

Subject: Clarification regarding Guidelines and Submission of Training Calendars for Closed Online Training – reg.

Attention is invited to the earlier Notice dated 17.09.2026 regarding the revised guidelines for conduct of Closed Online Training programmes.

2. It has been observed that several Training Partners (TPs) are facing operational difficulties while uploading request letters along with copies of Food Business Operator (FBO) licences on the portal due to file size limitations arising from the merging of multiple licence documents. Further, representations have also been received from Training Partners citing technical constraints in recording the entire duration of training sessions.

3. In order to address these practical difficulties while ensuring effective compliance and verification, the following modifications are hereby notified for strict adherence:

i. Enclosure of FBO Licences: Training Partners are now required to attach copies of any two (2) licences of participating units/branches of the FBO, instead of attaching licences of all participating units along with the request letter.

ii. Training Video Recording: Instead of recording the entire training session, Training Partners are now instructed to record at least one (1) hour of the training programme, ensuring clear visibility of the trainer, presentation slides, and active participants, as per the updated terms.

4. All other terms and conditions, issued vide Notice dated 17.09.2026 shall remain unchanged.

Digitally signed by
Ankeshwar Mishra
Date: 05-10-2026
15:21:58
(Ankeshwar Mishra)
Joint Director (Training Division)

Enclosure: Notice dated 17.09.2026 regarding Clarification on Guidelines for Submission of Calendars for Closed Online Training

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.

Digitally signed by
Ankeshwar Mishra
Date: 17-09-2026
16:30:28

(Ankeshwar Mishra)
Joint
Director (Training)

Annexure-I

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

S No	First Name	Last name	Date of birth	Gender	FBO branch location			FBO license No#.	Email	Mobile
					State	District	City/taluk			
1										
2										

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*