

File No. T-17014/3/2021-Training-FSSAI-Part(3)
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(Training Division)

3rd Floor MMU building, Mata Sundri Road, New Delhi-110 002

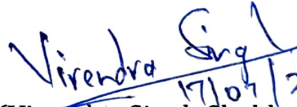
Dated: 17th July, 2023

NOTICE

The Food Safety Training and Certification (FoSTaC) program has newly introduced an option to select Designated Officer (DO) while creating a training calendar. A step wise guidance document is available at <https://fostac.fssai.gov.in/usermanuals>

All Designated Officers of State/UTs shall ensure that Training Partners while creating a training calendar for Food Safety Supervisors (FSS) trainings organized by Designated Officers under Eat Right Challenge must select the newly available option. Any Training organized without adhering to the prescribed procedure will not be considered for Eat Right Challenge.

This is issued with the approval of the Competent Authority


17/07/2023
(Virendra Singh Shekhawat)

Manager (Training)

To:

- i. Food Safety Commissioners of State/UTs

Copy to

- i. CITO with a request to upload in the FSSAI website for wider circulation.

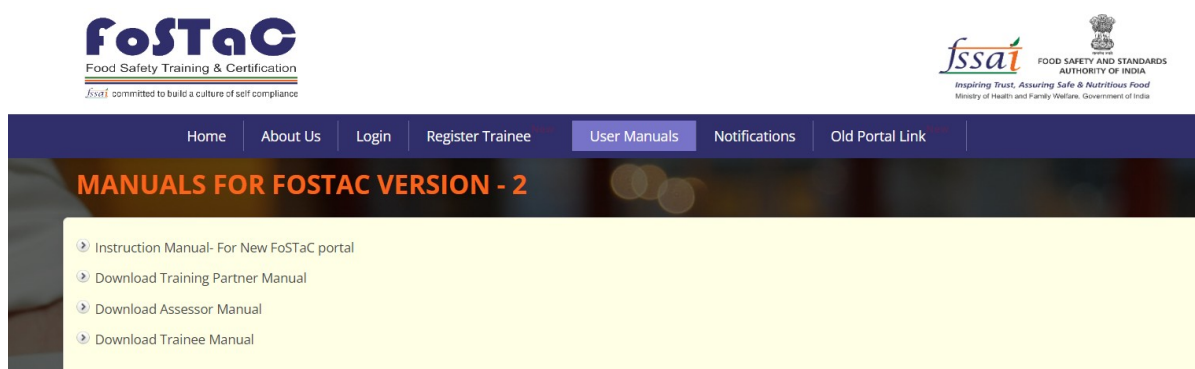
Guidance document for creation of Training calendars created by Training Partners for Food Safety Supervisors (FSS) Trainings organized by Designated Officers under Eat Right Challenge

This is a guidance document to provide information on how to create a training calendar for Food Safety Supervisor trainings under FoSTaC program organized by Designated Officers with the help of Training Partners, so that the training may qualify under Eat Right Challenge.

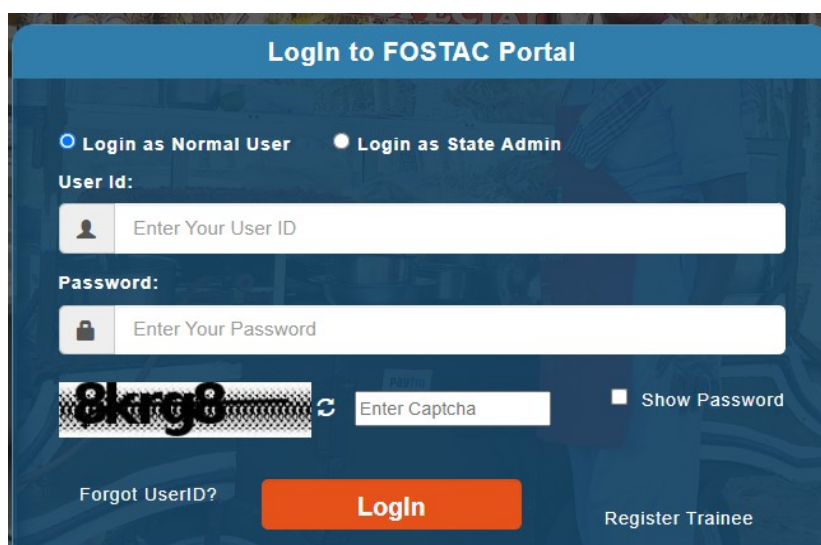
Following are the steps: -

Logging in to New FoSTaC portal

Step 1: Open New FoSTaC portal at web address <https://fostac.fssai.gov.in/> and click on “Login” Tab

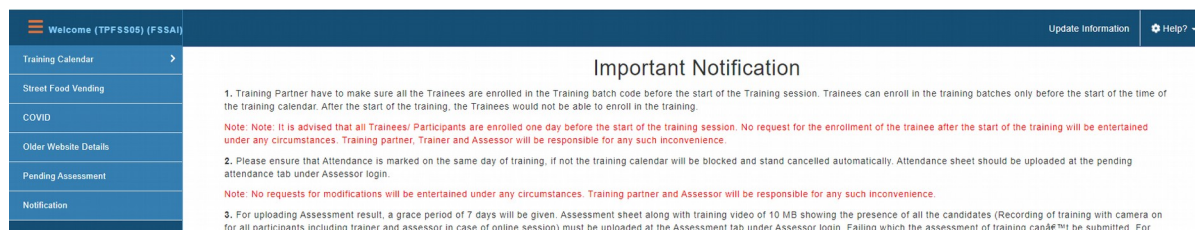


Step 2: After opening the login page, login with your credentials



Creating a training Calendar

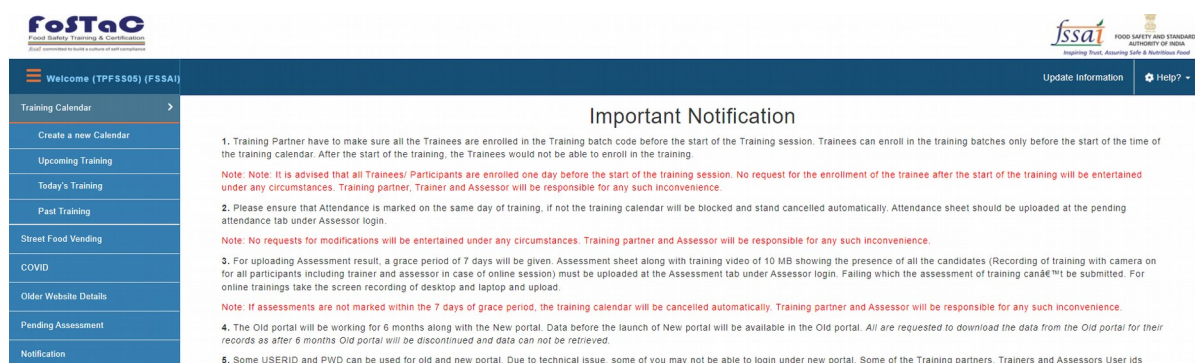
Step 3: After login navigate to the dashboard (on the left side of the page), Click on the **Training Calendar**



The screenshot shows a dashboard with a dark blue header. On the left is a navigation menu with items: Training Calendar, Street Food Vending, COVID, Older Website Details, Pending Assessment, and Notification. The main content area is titled "Important Notification" and contains three numbered points:

1. Training Partner have to make sure all the Trainees are enrolled in the Training batch code before the start of the Training session. Trainees can enroll in the training batches only before the start of the time of the training calendar. After the start of the training, the Trainees would not be able to enroll in the training.
Note: Note: It is advised that all Trainees/ Participants are enrolled one day before the start of the training session. No request for the enrollment of the trainee after the start of the training will be entertained under any circumstances. Training partner, Trainer and Assessor will be responsible for any such inconvenience.
2. Please ensure that Attendance is marked on the same day of training, if not the training calendar will be blocked and stand cancelled automatically. Attendance sheet should be uploaded at the pending attendance tab under Assessor login.
Note: No requests for modifications will be entertained under any circumstances. Training partner and Assessor will be responsible for any such inconvenience.
3. For uploading Assessment result, a grace period of 7 days will be given. Assessment sheet along with training video of 10 MB showing the presence of all the candidates (Recording of training with camera on for all participants including trainer and assessor in case of online session) must be uploaded at the Assessment tab under Assessor login. Failing which the assessment of training can't be submitted. For

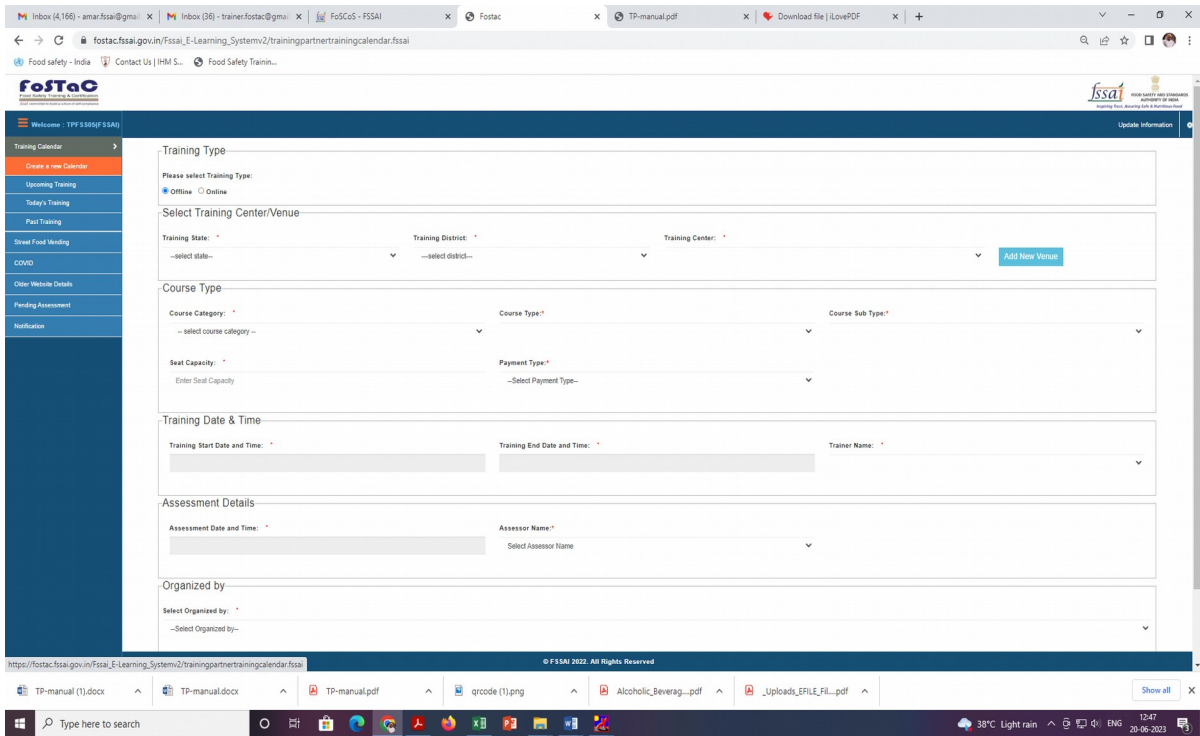
Step 4: Under the menu **Training Calendar**, click on the submenu **create a new calendar**



The screenshot shows the dashboard with the "Create a new Calendar" option selected in the Training Calendar submenu. The main content area is titled "Important Notification" and contains five numbered points:

1. Training Partner have to make sure all the Trainees are enrolled in the Training batch code before the start of the Training session. Trainees can enroll in the training batches only before the start of the time of the training calendar. After the start of the training, the Trainees would not be able to enroll in the training.
Note: Note: It is advised that all Trainees/ Participants are enrolled one day before the start of the training session. No request for the enrollment of the trainee after the start of the training will be entertained under any circumstances. Training partner, Trainer and Assessor will be responsible for any such inconvenience.
2. Please ensure that Attendance is marked on the same day of training, if not the training calendar will be blocked and stand cancelled automatically. Attendance sheet should be uploaded at the pending attendance tab under Assessor login.
Note: No requests for modifications will be entertained under any circumstances. Training partner and Assessor will be responsible for any such inconvenience.
3. For uploading Assessment result, a grace period of 7 days will be given. Assessment sheet along with training video of 10 MB showing the presence of all the candidates (Recording of training with camera on for all participants including trainer and assessor in case of online session) must be uploaded at the Assessment tab under Assessor login. Failing which the assessment of training can't be submitted. For online trainings take the screen recording of desktop and laptop and upload.
Note: If assessments are not marked within the 7 days of grace period, the training calendar will be cancelled automatically. Training partner and Assessor will be responsible for any such inconvenience.
4. The Old portal will be working for 6 months along with the New portal. Data before the launch of New portal will be available in the Old portal. All are requested to download the data from the Old portal for their records as after 6 months Old portal will be discontinued and data can not be retrieved.
5. Some USERID and PWD can be used for old and new portal. Due to technical issue, some of you may not be able to login under new portal. Some of the Training partners, Trainers and Assessors User ids

Step 5: When a user clicks the **create a new calendar** option, the following window appears



Step 6: Select training type as **Offline**

Training Type

Please select Training Type:

Offline Online

Select Training Center/Venue

Training State: * Training District: * Training Center: *

--select state-- --select district-- Add New Venue

Course Type

Course Category: * Course Type: * Course Sub Type: *

-- select course category -- -- --

Seat Capacity: * Payment Type: *

Enter Seat Capacity --Select Payment Type--

Training Date & Time

Training Start Date and Time: * Training End Date and Time: * Trainer Name: *

-- -- --

Step 7: Fill mandatory* information under the column of Training Center/Venue

Select Training Center/Venue

Training State: * Training District: * Training Center: *

--select state-- --select district-- Add New Venue

Step 8: Fill mandatory* information under the column of Course type

Course Type

Course Category: *	Course Type: *	Course Sub Type: *
-- select course category --		
Seat Capacity: *	Payment Type: *	
Enter Seat Capacity	--Select Payment Type--	

Step 9: Choose Training date, Time and Trainer

Training Date & Time

Training Start Date and Time: *	Training End Date and Time: *	Trainer Name: *

Step10: Fill information in Assessment details- Assessment date, Time and Assessor

Assessment Details

Assessment Date and Time: *	Assessor Name: *
	Select Assessor Name

Step11: Under the section Organized by, **select DO** from the dropdown menu

Organized by

Select Organized by: *

--Select Organized by--



Step12: Select the concerned state from the dropdown menu

Organized by

Select Organized by: *

Select DO

State: *

Delhi

District: *

--select district--

Step13: Select the concerned district from the dropdown menu

District: *

Central

Step14: Select the concerned **Taluk** from the dropdown menu

Taluk: *

CIVIL LINES

Step15: Select the concerned **Designated Officer Name** from the dropdown menu

Designated Officer Name: *

A.K.SINGH

Step16: Finally click on below mentioned Tab-**Create calendar**

Create Calendar

Your calendar will be created successfully and Trainings under this Training batch will only be qualified for Eat Right Challenge