

File No. T-15012/27/2022-Training-FSSAI (Computer No.6829)  
**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 Sundari Lane, Kotla Road, New Delhi-110 002

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Dated: 09<sup>th</sup> February, 2024

**NOTICE**

**Subject: Clarification on Conducting Closed Online Trainings**

Following the February 1st, 2024 notice, here are key clarifications for closed online training:

**1. Eligibility:** Online delivery is permitted only if all trainees are located in different locations. Ex: Organization XYZ with branches in A, B, and C different cities/locations can request online training for employees across those cities/locations.

**2. Request Process:** Training partners must submit a request letter 7 days before the training date using the prescribed format. They have to upload the letter on the portal for verification and approval by the FoSTaC team.

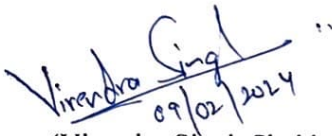
**3. Course Applicability:** Closed online training is allowed for basic and advanced courses, but not for awareness courses.

**4. Fee:** The fee for closed online training is 25% less than the fee prescribed for regular courses.

**5. Participant Limits:**

- i. **Basic courses:** Maximum of 1000 participants online, 100 offline.
- ii. **Advance courses:** Maximum of 100 participants for online and 40 offline.

**Note: Advanced course limit remains unchanged.**

  
(Virendra Singh Shekhawat)  
Manager, Training

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1. IT division with a request to upload in the FSSAI website and FoSTaC website