

Dated: 17th May, 2024

NOTICE

Subject: Introduction of Trainer's Photo and Single Point of Contact details in FoSTaC Admit Card-reg.

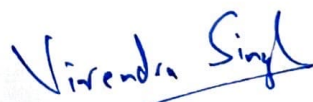
The Training Division, FSSAI has observed instances where some FoSTaC training partners have conducted FoSTaC trainings with unauthorised trainers different from those selected during creation of the training batch code. This raises concerns about fraudulent activity and reduces transparency in the training process.

2. To address this issue and enhance transparency, FSSAI has introduced trainer's photo on the FoSTaC training admit card with the approval of the Competent Authority. This will allow participants to verify if the trainer conducting the session matches with the one listed on the admit card. Also, trainees are requested to report any discrepancy found in the identity of the Trainer to the FoSTaC team.

3. In view of the above, a dedicated section has been provided in the trainer's profile on the FoSTaC portal where trainers should upload their recent photo (not older than 3 months) which will be printed on the admit. The system will not allow to change the uploaded photo once it is done. So, trainers are directed to take utmost care while uploading their photo.

4. Trainers failing to comply with these guidelines may be suspended or de-empanelled from FoSTaC training for a stipulated time period or permanently, depending on the severity of the offense.

5. In addition to this, trainees face difficulty in connecting with the training partner for various queries like availability of seat, fees payment, venue address etc. In order to solve this issue, the contact details of the single point of contact of the training partner will be mentioned in the admit card of the trainees for better co-ordination of trainees with the TP. Hence, TPs are requested to update the correct details of their Single Point of Contact from their FoSTaC profile.


(Virendra Singh Shekhawat)
Manager, Training

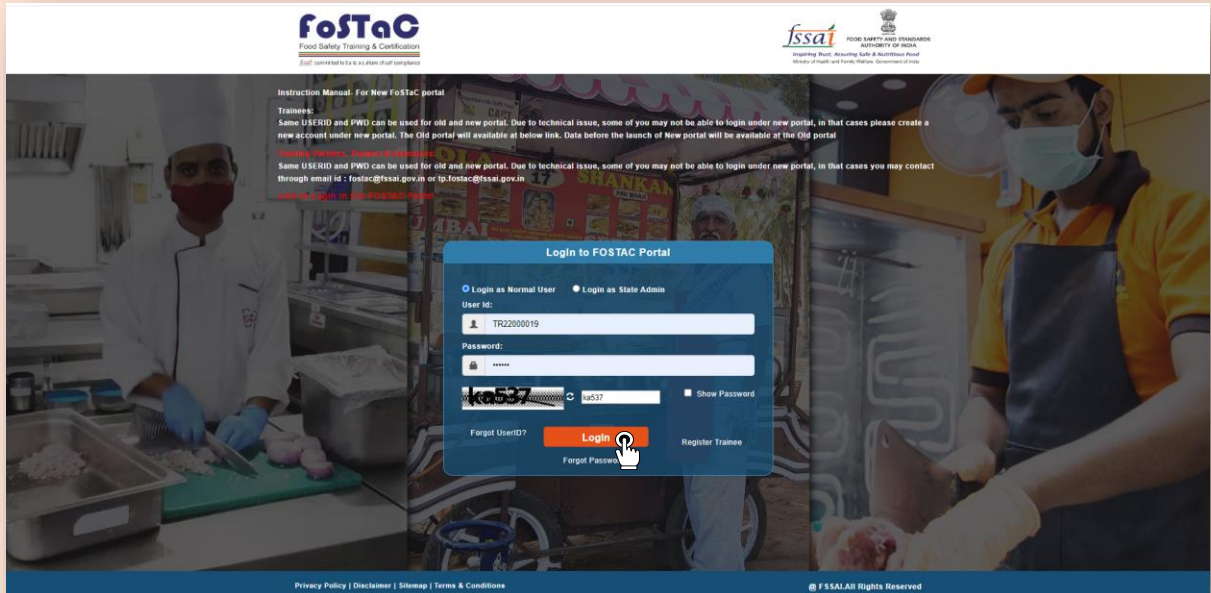
Copy to:

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

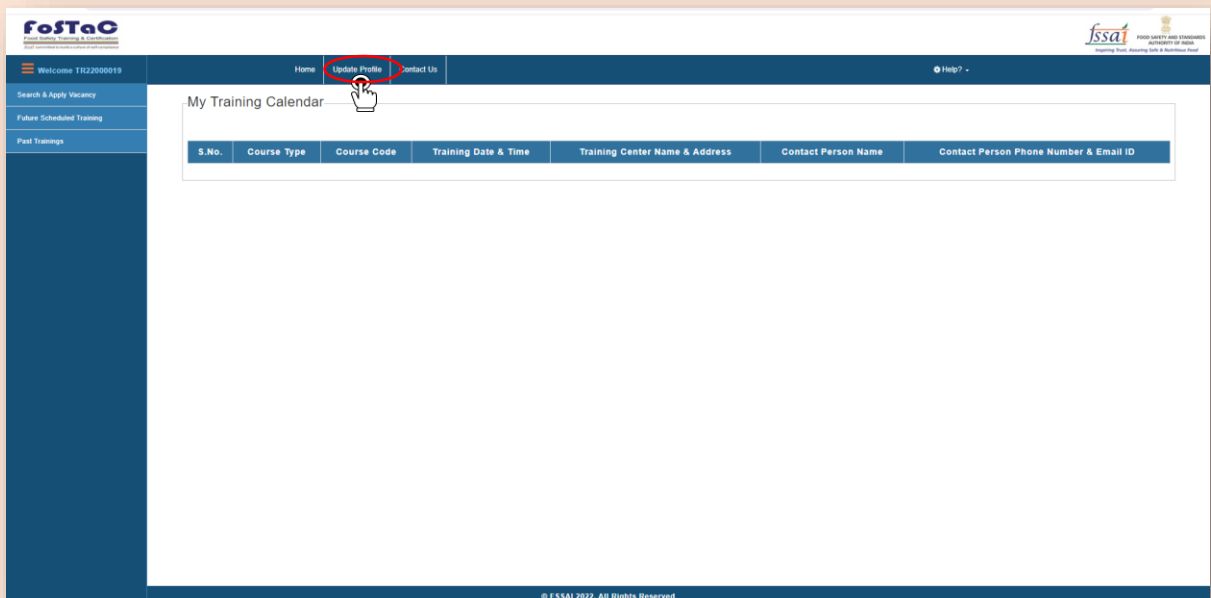
Standard Operating Procedure (SOP) for uploading of Trainer's Photo in Trainers' Profile

In order to upload the Trainer's Photo trainer has to follow below mentioned steps: -

Step 1: Log in with **Trainer** User ID and Password.



Step 2: Trainers profile dashboard will open. Now, Trainer should click on 'Update profile' tab.



Step 3: Now, in the 'Personnel Information' section Trainer should click on 'Choose File' option.

FOSTaG
FOOD SAFETY AND STANDARDS
GOVERNMENT OF INDIA

Welcome TR22000019 Home Update Profile Contact Us Help?

Search & Apply Vacancy
Future Scheduled Training
Past Trainings

Personal Informationnn

User Id: TR22000019
Aadhar Number: 111122223333
Date of Birth: 1985-06-01
Male Female
Choose File (Maximum size is 2 MB)(JPG, JPEG, and PNG only)
Choose File No file chosen
Upload Photo

Title: Mr.
First Name: Dummy
Middle Name:
Last Name: Trainer
Father's Name/Mother Name: Dummy

Correspondence Address

Correspondence Address Line 1: FSSAI
Correspondence Address Line 2:
Training division:
State: Delhi
District:
Tehsil/Taluka/City: DELHI CANTONMENT
PIN Code: 110002
Email: prathiksh.v@fssai.gov.in
Mobile:

© FSSAI 2022. All Rights Reserved

Step 4: Trainer should select his/her recent photograph (Not older than 3 months).

FOSTaG
FOOD SAFETY AND STANDARDS
GOVERNMENT OF INDIA

Welcome TR22000019 Home Update Profile Contact Us Help?

Search & Apply Vacancy
Future Scheduled Training
Past Trainings

Personal Informationnn

User Id: TR22000019
Aadhar Number: 111122223333
Date of Birth: 1985-06-01
Male Female
Choose File (Maximum size is 2 MB)(JPG, JPEG, and PNG only)
Choose File No file chosen
Upload Photo

Title: Mr.
First Name: Dummy
Middle Name:
Last Name: Trainer
Father's Name/Mother Name: Dummy

Correspondence Address

Correspondence Address Line 1: FSSAI
Correspondence Address Line 2:
Training division:
State: Delhi
District:
Tehsil/Taluka/City: DELHI CANTONMENT
PIN Code: 110002
Email: prathiksh.v@fssai.gov.in
Mobile:

Open

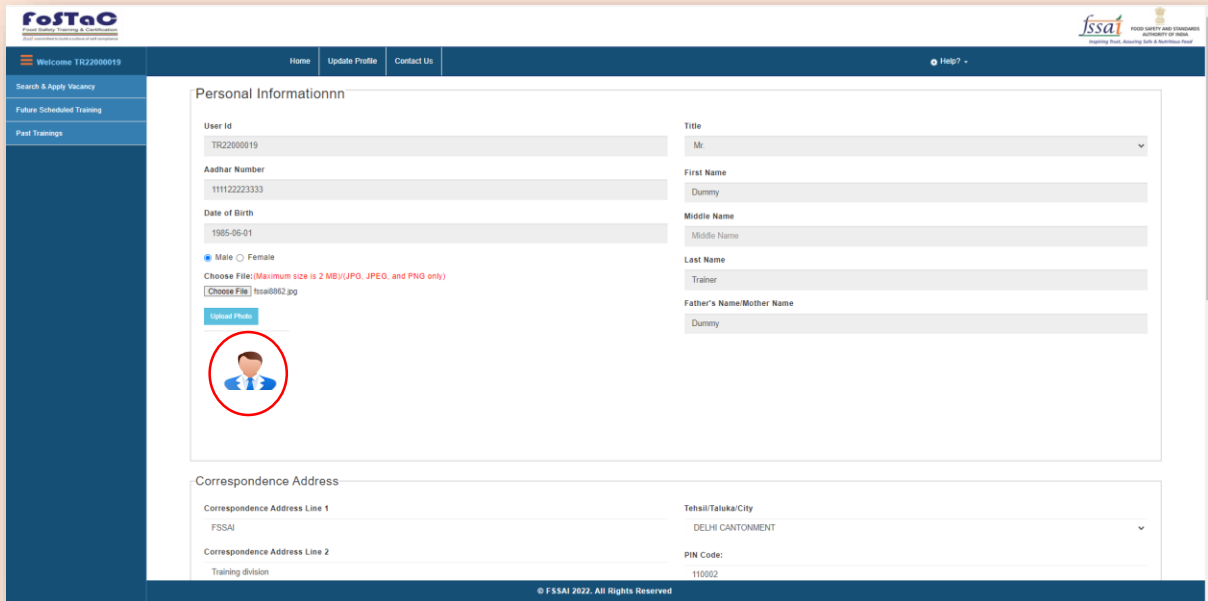
Downloads

Organise	New folder	Name	Date modified	Type	Size
		Earlier this week			
		fssa8862	27-05-2024 10:26	JPG File	32 KB
		fofstac-new	27-05-2024 10:17	PNG File	19 KB
		Earlier this month			
		Untitled	14-05-2024 11:12	PNG File	1 KB
		Screenshot 2024-05-07 124530	07-05-2024 12:48	JPG File	1 KB
		2024_04_29_340e9929-03d5-4ea3-af0d-e5...	01-05-2024 10:28	JPG File	48 KB
		2024_04_25_457e3699-0003-47ba-9004-70...	01-05-2024 10:27	JPEG File	120 KB
		Last month			
		Screenshot 2024-04-12 155429	12-04-2024 15:55	PNG File	13 KB

File name: Custom Files
Open Cancel

© FSSAI 2022. All Rights Reserved

Step 5: A preview of selected photograph will appear.

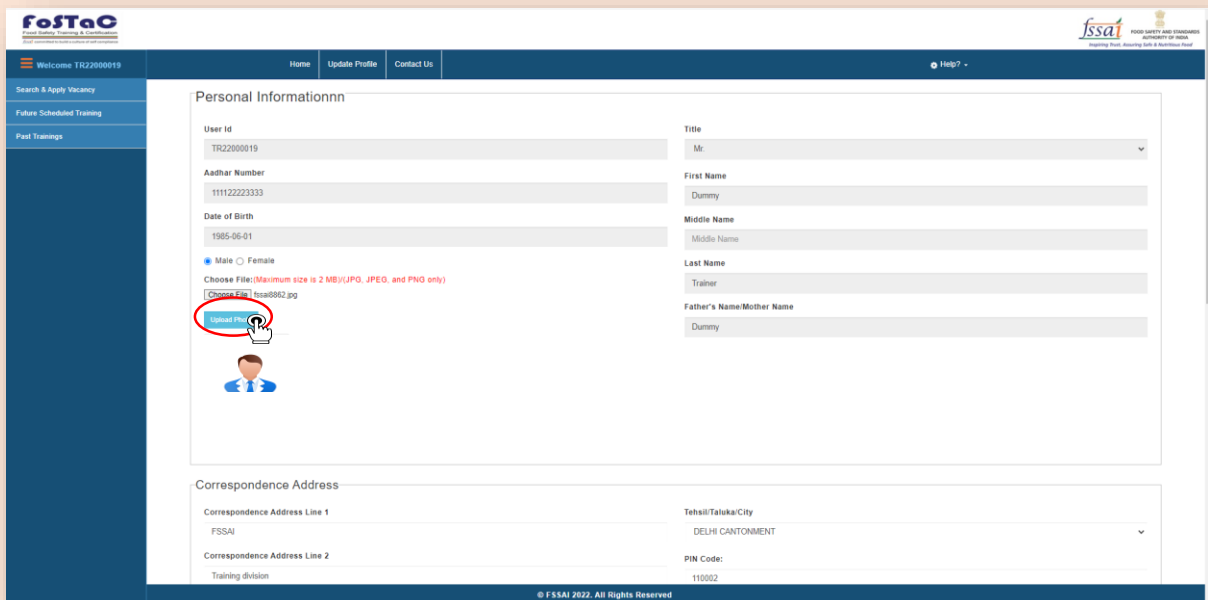


The screenshot shows the 'Personal Information' section of a user profile. The 'User Id' is TR22000019 and the 'Title' is Mr. The 'First Name' is Dummy. The 'Date of Birth' is 1985-06-01. The gender is Male. A file named 'fssai8982.jpg' has been selected for the profile picture, and a preview of the photo is shown in a red circle. The 'Upload Photo' button is visible below the preview. The 'Correspondence Address' section shows 'FSSAI' as the address line 1, 'DELHI CANTONMENT' as the Tehsil/Taluka/City, and '110002' as the PIN Code.

Personal Information	
User Id	TR22000019
Title	Mr.
Adhar Number	11112223333
First Name	Dummy
Date of Birth	1985-06-01
Middle Name	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Last Name	
Choose File	fssai8982.jpg
Trainer	
Father's Name/Mother Name	Dummy

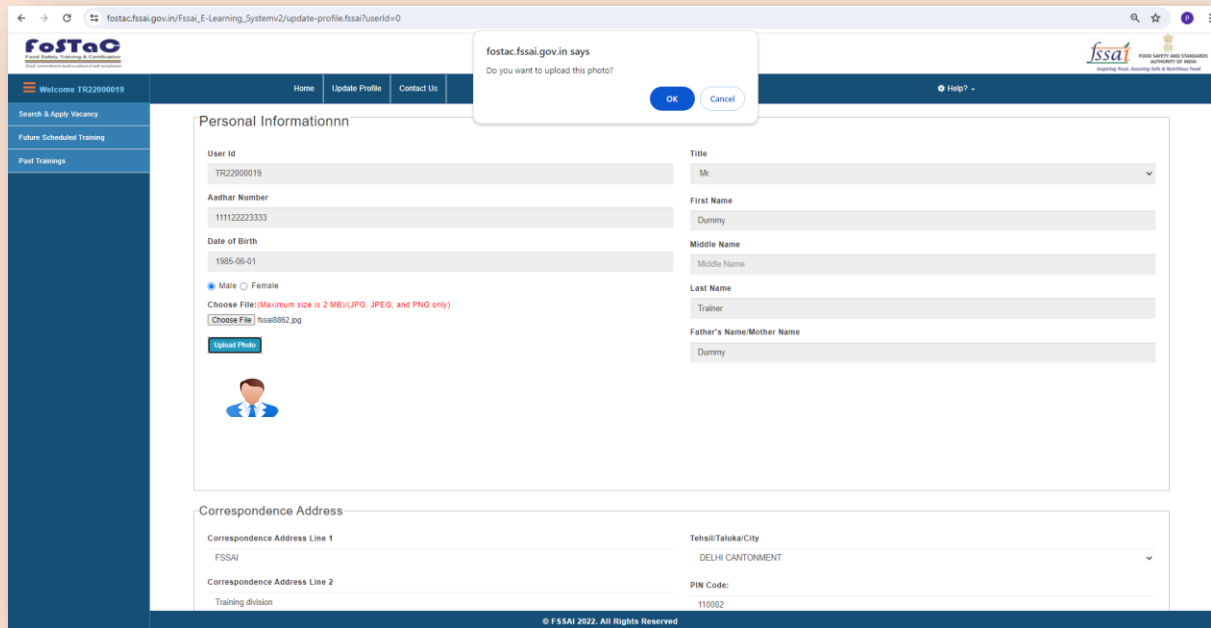
Correspondence Address	
Correspondence Address Line 1	FSSAI
Tehsil/Taluka/City	DELHI CANTONMENT
Correspondence Address Line 2	
PIN Code	110002

Step 6: After confirmation of the selected photo, trainer has to click on 'Upload photo' option.



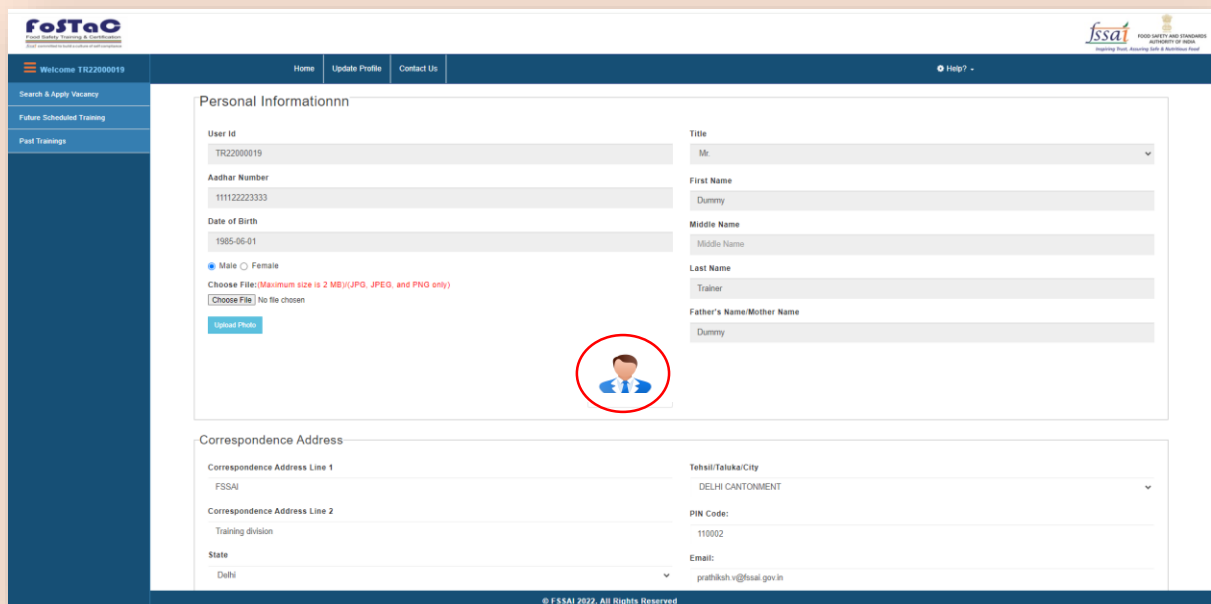
This screenshot is identical to the previous one, but the 'Upload Photo' button is highlighted with a red circle and a mouse cursor, indicating the next step in the process.

Step 7: A popup will appear asking for confirmation. If the photo selected is correct, then trainer has to click on 'OK' option.



Step 8: The selected photo will appear in trainer's profile below 'Upload Photo' option.

Now, the process of uploading Trainer's photo is completed.



Note: Trainers can upload their profile photo **only once**. Hence, Trainers should make sure that they upload correct and recent photo of them.