

File No. 1112/ FSSAI/Imports/2014
Food Safety and Standards Authority of India
(Imports Division)
Ministry of Health and Family Welfare
FDA Bhawan, Kotla Road, New Delhi - 110002

The 20th March, 2015
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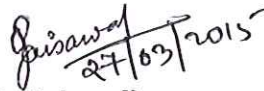
OFFICE MEMORANDUM

Subject: Procedure for refund of sample testing fee paid by the Importer/ CHA-regarding.

The clearance of import consignments at the locations of FSSAI presence requires the Importers/ CHAs to deposit Sample Testing Fees. In some instances, samples are not drawn and sent for Testing on account of non-compliance of labelling regulations and other defects observed during the pre-analytics. Requests have been received in a few cases for refund of the Testing Fees in such cases. It has been decided to refund the Testing Fees in these cases for the time-being till a policy is framed on this subject. Accordingly, the following procedure will be followed in these cases of refunds:

- (a) The Importer/ CHA is required to make a Refund Claim Application to the concerned Authorized Officer of the Regional Office providing complete details with regard to the payment of the Testing Fees. The Application shall contain details of the Account Holder, Number and RTGS/IFSC Code so as to enable electronic transfer of the amount to the account of the applicant (refer the format given in Annexure-A).
- (b) The Authorized Officer shall certify the receipt of payment towards the Testing Fees and forward the case to the Imports Division at HQ with complete particulars as per the format prescribed at Annexure- B.
- (c) The Case will be put up for the approval of CEO, FSSAI through Director (Imports).
- (d) After approval of the CEO, FSSAI, refund sanction order, serially numbered on Financial Year basis, will be issued by the Imports Division, with copies endorsed to the Accounts Division and the concerned Authorised Officer. An entry to this effect will be made in the Refund Registers maintained by the Imports Division and the Accounts Division;
- (e) The payment shall be released by the Accounts Division, in favour of the Importer/ CHA, electronically through NEFT or RTGS.
- (f) The reconciliation of the refund registers to be maintained by the Accounts Division and the Imports Division respectively will be undertaken on a monthly basis and the reconciliation statement will be put up on a quarterly basis to the FA, FSSAI.

You are, therefore, requested to process the refund claims in accordance with the procedure mentioned above and send the same to the undersigned in the prescribed format.


(Sabita Jaiswal)
Assistant Director (Imports)

To
All Authorized Officers of FSSAI

Annexure - A

From:

To

The Authorised Officer, FSSAI
_____.

Dated: _____

Subject: Application for refund of Testing Fee deposited in respect of the Import Consignment.

Sir,

This is to submit that we deposited the Sample Testing Fee in respect of our Import Consignments as per the particulars given below:

Sr. No.	Name of the Importer/ CHA	No. of Samples	Consignment Reference No.	Amount Deposited	DD. No. and Date of Payment

2. The import clearance in respect of the above mentioned consignment(s) was rejected based on the examination during Pre-analytics stage and no samples were drawn for testing in the laboratory. Accordingly, I/ we request that the said lab Testing Fee may kindly be refunded to us and credited to the following account:

Sr. No.	Subject	Bank Account Details
1	Name of the Account Holder	
2	Name of the Bank	
3	Bank Branch details	
4	Account Number	
5	RTGS/IFSC/NEFT Code	

Thanking you,

Yours faithfully,

(Name & Signatures of the Authorised Person making the application)

Annexure-B

From:

_____,
Authorised Officer, FSSAI,
_____.

To

The Director (Imports),
Food Safety and Standards Authority of India,
FDA Bhawan, Kotla Road, (near Bal Bhawan)
New Delhi - 110 002

No. _____ Dated _____

Subject: Refund of Laboratory Testing Fee - regarding.

Sir,

Please find enclosed an application for Refund of The Laboratory Testing Fees, duly verified as per the details given below, for further necessary action at your end:

Sr. No.	Subject	Particulars		
(i)	File Number:			
(ii)	Name of the Importer/ CHA			
(iii)	Number of Samples			
(iv)	FICS Application Number			
(v)	Reference No.			
(vi)	Amount deposited			
(vii)	Date of DD/ Payment			
(viii)	Transaction ID and Date			
(ix)	Amount to be refunded			
(x)	Account details of the Applicant			
(a)	Name of the Account Holder			
(b)	Name of the Bank			
(c)	Bank Branch details			
(d)	Account Number			
(e)	RTGS/IFSC/NEFT Code			

2. It is verified that no sample was drawn and sent to the Laboratory for testing in the said case(s) and the payment and receipt of the fees is verified to be correct as per the office records.

Yours faithfully,

(Signatures and Name
of the Authorised Officer)