

Dated 23<sup>rd</sup> March, 2020


**Office Memorandum**

**Subject: Functioning of Essential Services in FSSAI in view of preventive measures to contain the spread of Novel Coronavirus (COVID-19)**

In supersession of office order of even number dated 20.3.2020 and in pursuance of DoPT OM No.11013/9/2014-Estt (A-III) dated 22.3.2020, the following services of FSSAI are considered as essential:

- i. Import clearance of food items
  - ii. FSSAI notified food testing laboratories (including National Food Laboratories)
  - iii. Renewal of existing food business licences
2. All personnel assigned the above essential services are required to attend office so that these services operate smoothly.
  3. Other officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work. Further, officers working from home should not leave Headquarters without permission.
  4. Officials posted with Finance Unit at FSSAI Hqrs will ensure their availability in the office on call to ensure smooth disbursements.
  5. The above arrangement will be in force up to 31 March, 2020.

This issues with the approval of competent Authority.



(Rajeev Kumar Jain)  
Executive Director

To,

1. All HoDs
2. All Officers/staff, FSSAI HQ- for compliance
3. Directors, Regional Offices of FSSAI/ Laboratories
4. CITO – to upload on website

Copy to:

PA to Chairperson/OSD to CEO

राजीव कुमार जैन / RAJEEV KUMAR JAIN  
कार्यकारी निदेशक / Executive Director  
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Food Safety and Standards Authority of India  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
(Ministry of Health & Family Welfare)  
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