

No. Z-21011/04/2018-HR
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
Human Resource Division
FDA Bhavan, Kotla Road, New Delhi-110 002

Dated: 25th April, 2020

OFFICE MEMORANDUM

Subject: Donation to PM CARES Fund in light of prevailing situation due to COVID-19

In view of the spread of COVID-19 pandemic in India, it has been decided with the approval of competent authority that the FSSAI employees be requested to rise to the occasion and as goodwill gesture contribute to strengthen the fight against COVID-19. Therefore, all employees of FSSAI (regular/ on deputation/ on contract) are requested to contribute voluntarily to the PM CARES Fund. These deductions will be made from the salary of April 2020 and onwards. The contribution of the month of March has already been deposited in the Fund.

2. As the above contribution is voluntary, those employees who wish to contribute may intimate their willingness along with amount of contribution they wish to make to the respective DDOs in writing or through email/SMS on or before 28.04.2020. The concerned DDOs shall deduct the amount as per the willingness given by the employee from their salary of April 2020. For the months of May onwards, the willingness may be communicated by the 27th of the month.

3. The payment of the consolidated amount of contribution to the PM CARES Fund shall be made centrally by FSSAI Headquarters. Therefore, the amount so worked out may be intimated to Accounts Branch of FSSAI Headquarters.

4. The contribution so made would qualify for 80G benefits for 100% exemption under the Income Tax Act.

3. The employees working in FSSAI Headquarters may intimate about their quantum of voluntary contribution by email/SMS to Accounts Division latest by 28th April, 2020. The details of e-mail/Mobile No. of DDO are as under:

Email: finaccts@fssai.gov.in
Mobile No. 9811539057

(Praful Ranjan)
Deputy Director (HR)

To

All employees in FSSAI HQ

EDs/Advisors- It is requested to kindly bring this OM in the notice of all Officers/staff working under them

Director-in-charge of Regional offices/Laboratories- for necessary action

Sr Finance & Accounts Officer, FSSAI HQ- for necessary action.

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