

No.Z-14011/01/2016-E&A
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 1st May, 2020


Office Memorandum

Subject: Revised Guidelines for functioning of office w.e.f 04.05.2020 - reg.

The O.M. of even number dated 1.5.2020 detailing the duty roster from 04.05.2020 to 08.05.2020 of officers/staff working in FSSAI is hereby withdrawn with immediate effect.

2. All officers/staff working in FSSAI shall download "Aarogyasetu App" on their mobile phone immediately and follow the DoP&T instructions in this regard, issued vide O.M. No.11013/9/2014-Estt(A-III) dated 29.04.2020 (Copy enclosed).
3. All Officials are hereby directed to attend the office from 04.05.2020 onwards except the following:
 - (i) All employees residing in Containment Zones.
 - (ii) Employees above 65 years of age, having co-morbidities and parent of children upto 5 years of age.
4. Further, if residential area of any employee is declared Containment Zone, he/she shall follow the instructions of Govt. regarding containment zones and shall work from home only. However, he/she shall bring this to the notice of his/her Divisional Head and HR Division immediately.
5. Such officials who are allowed to work from home (as per para 3 above) should be available through email or on phone. They should also inform HR Division in writing giving details about the containment zone/other conditions in para 3.
6. The officers/staff of FSSAI HQ shall attend office as per time schedule indicated against each:

Ser No.	Division	Duration of office hours
1	Science & Standards Division, Food Lab Division, Lab training & Surveillance, Codex Division	9.00AM to 5:30PM
2.	HR & Finance Division, General Administration Division, State Licence & Central Licence Division, Imports Division	9:30 AM to 6:00PM
3.	Other Divisions	10 AM to 6:30 PM


(Rajeev Kumar Jain)
Executive Director

Encl: As stated.

To

1. All Officers/staff, FSSAI HQ- for compliance
2. Director, Regional Offices/ NF Laboratories: for compliance at ROs/NFLs
3. All EDs/Advisors – it is requested to kindly circulate this OM to the staff working under them.
4. CITO- with a request to please circulate this OM by email/SMS to all the officers
5. Assistant Director (GA)- for further necessary action please.

Copy to:

PS to Chairperson, FSSAI
PS to CEO, FSSAI