

Dated 16th April, 2021

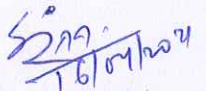
Office Memorandum

Subject: Preventive measures to be taken to contain the spread of Coronavirus – Attendance Regarding.

Keeping in view the persistent rise in COVID-19 cases and in view of Government of Delhi, Delhi Disaster Management Authority order No.F.1.(589)/DDMA(HQ)/Misc. Matters/COVID/21/368 dated 10.04.2021 the following have been decided with the approval of Competent Authority that:-

- (a) All Groups-A officers shall attend office on all working days.
 - (b) All Group- B & C Officers/ Staff of FSSAI shall attend the office as per roster decided by Divisional Head. These rosters shall be implemented with staggered timings as per present practice.
 - (c) Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all time.
2. The Divisional Heads are requested to maintain attendance register of the employees of their Division separately and send by email to HR Division on email id estt@fssai.gov.in on a daily basis by 11.00 AM positively.
3. The above arrangement shall be effective till 30.04.2021 or till further orders whichever is earlier.

This issues with the approval of the Competent Authority.


(Praful Ranjan)
Deputy Director (HR)

To,

1. All officers/staff, FSSAI HQ – for compliance.
2. All EDs/ Advisors/Divisional Heads- it is requested to kindly circulate this OM to the staff working under them.
3. CTO- with a request to please circulate this OM by SMS/ email to all the Officers/ Staff and upload the same on the website.

Copy to:

PA to Chairperson / Sr. PS to CEO