

**Food Safety and Standards Authority of India**  
**(A Statutory Authority established under the Food Safety and Standards Act, 2006)**  
**Human Resource Division**  
**FDA Bhawan, Kotla Road, New Delhi – 110002**

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Dated 04<sup>th</sup> Aug , 2021

**OFFICE ORDER NO. 313/2021**

**Subject - Appointment of Grievance Redressal Officer in terms of Rights of Persons with Disabilities Act, 2016 – Reg.**

In terms of Section 23 of Rights of Persons with Disabilities Act, 2016, it has been decided to appoint Lt Col Lejy Jacob John , Director(GA) as Grievance Redressal Officer. It shall be the responsibility of the Grievance Redressal Officer to enforce the enabling provisions of Rights of Persons with Disabilities Act, 2016 applicable to Food Safety and Standards Authority of India.

2. The contact details of the above officer are as under :

Food Safety and Standards Authority of India  
General Administration Division ,  
FDA Bhawan, Kotla Road, New Delhi – 110002  
Email Id : director-ga@fssai.gov.in  
Tel No. : 011-23237436

This issues with the approval of Competent Authority.

Signature valid  
Digitally signed by SASI  
KANTA BHUYAN  
Date: 2021.08.04 18:06:23 IST

**(Sasi Kanta Bhuyan)**  
**Assistant Director (HR)**

To :

1. All Concerned
2. CTO, FSSAI,HQ – for wider circulation and uploading in website.

## **Equal Opportunity Policy for Persons with Disabilities as Per RPWD Act, 2016**

### **Food Safety & Standards Authority of India**

#### **Overview**

The Food Safety and Standards Authority of India (FSSAI) has been established under the Food Safety and Standards, 2006 for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import to ensure availability of safe and wholesome food for human consumption.

FSSAI recognizes the value of a diverse workforce and is committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity. This Equal Opportunity Policy is in accordance with the provisions of The Rights of Persons with Disabilities Act, 2016 (hereinafter referred to as 'RPWD Act, 2016'). At FSSAI, we commit to conform not just to the letter but also to the spirit of the Act.

#### **Policy**

FSSAI is committed to eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination and denial of reasonable accommodation), bullying and harassment of people with disabilities. At FSSAI, we continuously strive to ensure that all our facilities, technologies, information and privileges are accessible to people with disabilities.

FSSAI follows an inclusive evaluation process by ensuring that a person with disability is provided with suitable flexibility and accommodation. Any information shared by an employee on his/her disability/medical condition remains confidential. If an employee acquires a disability during her/his employment tenure she/he can return to work at the same rank as before. In case the employee is unable to perform the current job, the organization will invest in re-skilling the employee for another position at the same rank or higher. FSSAI is committed to promoting awareness on equal opportunity and inclusion of people with disabilities among all employees by organizing training and sensitization programs.

#### **Scope**

The Policy covers all the persons with disabilities (herein after referred to as 'PwBD'). They could be job applicants, full time/part time employees, interns/trainees, etc. It also covers those employees who acquire disability during their work tenure.

#### **Policy Details**

##### **1. Facilities and amenities**

###### **a) Physical Infrastructure**

FSSAI aims to ensure that its physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards given in

The Harmonized Guidelines and Space Standards for Barrier Free Built Environment for Persons with Disabilities and Elderly Persons, 2016 and the National Building Code, 2016.

Any new facility that is built or renovated will be evaluated for compliance with accessibility standards at different stages of the building construction.

b) Digital Infrastructure

It is FSSAI's continuous endeavor to ensure that all its documents, communication and information technology systems adhere to the accessibility standards. FSSAI will ensure that only accessible technologies are procured and used.

c) Reasonable Accommodation

FSSAI will make provision for reasonable accommodations, whenever necessary and mandatory, for qualified employees or job applicants who have disabilities, as per the RPWD Act, 2016. Such accommodation would be provided:

- 1) to ensure equal opportunity in the applying and selection process,
- 2) to enable an employee with a disability to perform the essential functions of a job, and
- 3) to enable an employee with a disability to enjoy the same benefits and privileges of employment as non-disabled employees.

2. Manner of selection

a) Vacancy advertisement and application.

FSSAI will ensure free and fair manner of selection of persons with disabilities for various posts as per the job specifications and suitability, post recruitment and promotion, training and any other facilities as per The RPWD Act, 2016 and Rules thereunder.

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are non-discriminatory and that they relate to the skills needed for the job and nothing else.

Application forms will be made available in alternate formats wherever any such posts are advertised especially where there is reservation for PwBD candidates.

b) Selection Process

The selection process at FSSAI is strictly in accordance with the "Food Safety and Standards Authority of India (Recruitment and Appointment) Regulations, 2018". It will also be in consonance with the provisions of the RPWD Act, 2016.

3. Other facilities

a) Training and Career development

FSSAI will endeavour to provide course materials meant for induction and training in

accessible formats to any such PwD. FSSAI will conduct training programs to promote the objectives of the RPWD Act, 2016.

**b) Disability Leave**

An employee's request for extra leave, for a reason related to her/his disability, will be treated as a request for reasonable accommodation and will be evaluated accordingly. The disability leave of any employee shall be considered in accordance with the CCS (Leave) Rules as applicable to this Government Establishment.

**c) Travel, Stay and Transport**

For official travel (local, outstation and international), employees with disabilities will be provided accessible modes of transport. Air travel (in case road/train travel is inaccessible), accessible guest houses and hotels and allowing a personal attendant to travel along, will be provided, as per the prescribed guidelines.

**d) Employee Engagement and Social Inclusion**

FSSAI will endeavour to make all FSSAI events and meetings inclusive by ensuring that these are conducted at accessible venues with a provision of reasonable accommodation being available to employees and participants with disabilities.

**e) Provisions for Preference in Allotment of Residential Accommodation**

(i) The officers/ officials with disabilities, undergoing training shall be given preference in the allotment of residential accommodation.

(iii) The employees of the FSSAI with disabilities shall be eligible for preference in allotment of official accommodation as per Equal Opportunity Policy under RPWD Rules, 2017.

**f) Preference in Transfer & Posting**

FSSAI shall endeavour to post the employees with disabilities to a place or posting where such employees can work without any physical or psychological barriers and can utilize their skills. In doing so, FSSAI shall also consider the preference given by the concerned person.

**4. Appointment of Liaison Officer**

FSSAI has appointed a Liaison Officer.

**5. Maintenance of Records**

FSSAI will collect and maintain data regarding employees with disabilities in relation to their employment, facilities provided and other necessary information as per the RPWD Act, 2016. All employees will be asked to fill the Voluntary Disability Self Identification Form in order to give information regarding any disability that she/he may have. An employee can edit the information at any time during her/his tenure. An employee who acquires disability can also edit and update the form.

The information that an employee shares about her/his disability will be kept

confidential. It will be maintained in a separate file and not in her/his personal file.

Exceptions to the confidentiality clause:

- 1) Security personnel may be given information about an employee's disability so as to facilitate obtaining any necessary support during an emergency.
- 2) Government officials who are investigating the compliance with The RPWD Act, 2016 may be given information about an employee's disability.

#### 6. **Grievance Redressal**

All employees shall have the responsibility to comply with the Equal Opportunity Policy. Officers and the staff of FSSAI shall maintain the work environment in a manner, so as to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.

All employees are encouraged to report any incidents of violation of this policy and Officers should act promptly when concerns arise or complaints are made.

FSSAI shall have a Grievance Redressal Officer of the rank of Group 'A' Officer. Employees with disability shall have the right to file a complaint with the Grievance Redressal Officer concerning any discrimination. Any policy violation i.e., when any PwBD is discriminated against or any such PwBD is not provided with reasonable accommodation or denied access to any facility of the FSSAI, will be regarded as a grievance. On inquiry, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, she/he will be subjected to disciplinary actions and penalties as provided under Central Civil Services (Classification, Control and Appeal) Rules, 1965.

#### 7. **Aim**

FSSAI shall promote and participate in activities for creating environment which provides equal rights and opportunities for all.