

No. Z-14011/01/2016-E&A
Food Safety and Standards Authority of India
(A Statutory Authority under the Ministry of Health and Family Welfare, Govt of India)
Human Resource Division
FDA Bhawan, Kotla Road, New Delhi- 110 002

Dated: 19 April, 2020

Office Memorandum

Subject: Revised Guidelines for functioning of office in view of Preventive Measures to contain the spread of Novel Coronavirus (COVID-19)

Kind attention is invited to order No. 40-3/2020-DM-I(A) dated 15.4.2020 whereby the Ministry of Home Affairs have issued consolidated revised guidelines on the measures to be taken by the Ministries/Departments of the Government of India, State/UT Governments and State/UT Authorities for containment of COVID- 19 in the country.

2. Vide para 3 of the said order, the Ministry of Home Affairs (MHA) have, inter-alia, allowed select additional activities as enumerated in para 5 to 20 of the said order. As per para 18, all working days will be normal working days in respect of Ministry of Health & FW and its Autonomous/ Subordinate offices.
3. In pursuance of the above order and in supersession of FSSAI Office Orders of even number dated 20.3.2020, 23.3.2020 and 25.3.2020, it has been decided to keep all the offices of FSSAI functional on all working days between 10.00 a.m. and 5.00 p.m.
4. All the employees coming to the office should follow social distancing norms and other precautions as mentioned in the MHA order. Additionally, lifts shall be used only for the 4th and 5th floors and there shall be only one occupant at a time. The two staircases shall also be separated for upward and downward journeys to avoid crowding.
5. Employees are encouraged to use private transport. It should be ensured that if a two-wheeler is used, it has only one rider. In case of four-wheelers, preferably the occupants may be limited to two.
6. Employees requiring public transport should immediately inform the Asstt Dir (GA) giving details of the nearest bus stop from where they can board chartered buses being arranged by the office.
7. All the employees coming to the office must use reusable face cover. Those employees who are residing in notified containment zones are required to follow the guidelines of the concerned state Government regarding movement in these containment zones and join office only when they are allowed to do so.

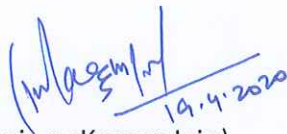
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8. The following categories of employees are allowed to work from home in view of transport issues/ other restrictions:

- i) Employees not residing within the limits of NCT Delhi posted at FSSAI Hqrs
- ii) Employees above 65 years of age, having co-morbidities and parents of children up to 5 years of age

9. The employees allowed to work from home shall not leave station without prior permission from the office and are also advised to remain at home only and to follow the precautionary measures issued by MoHFW and also to take care of their own health as well as their near ones.

This issues with the approval of Competent Authority.


(Rajeev Kumar Jain)
Executive Director

To,

1. All Officers/staff, FSSAI HQ- for compliance
2. Director, Regional Offices/ NF Laboratories : for compliance at ROs/ NFLs
3. Head (GA): for making arrangements for DTC buses for officials

Copy to:

PS to Chairperson, FSSAI
OSD to CEO, FSSAI