

I/1494/2022

**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. 04<sup>th</sup> January, 2022****Office Order No. : 02/2022****Subject : Preventive measures to contain the spread of COVID- 19 and suspension of bio-metric attendance in FSSAI - reg.**

Considering initial signs of surge in cases of Covid 19, the following has been decided regarding preventive measures to be taken to contain spread of Novel Corona Virus (Covid-19) with immediate effect till 31<sup>st</sup> January, 2022 or till the issue of any further orders :-

i. Physical attendance of Officers/Officials below the level of Assistant Director and equivalent shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Divisional Heads under intimation to HR Division. The leave(s) availed by the Contractual employees be intimated to HR Division on 26th of every month for the leave(s) they have availed till 25th of the month.

ii. All officers equivalent to the level of Assistant Director & above are to attend office on regular basis.

iii. Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.

iv. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:

| <b>Sl No.</b> | <b>Division</b>                                | <b>Duration of Office hours</b>         |
|---------------|--|---|
| 1             | HR&F, Training, IT, GA&PC,TICD                 | 9:00AM to 5:30PM                        |
| 2             | Science & Standard, QA, Regulation, SBCE & RCD | 9:30AM to 6:00PM                        |
| 3             | Personal Staff of senior Officers              | As per the direction of senior officers |

v. All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified.

vi. Those officers/ staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.

vii. Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

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viii. All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.

ix. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. Divisional Heads may also ensure non-crowding in corridors, canteens etc.

x. Suspension of marking of biometric attendance in Aadhar Based Biometric Attendance System with immediate effect till 31st January, 2022. However, all the employees are required to mark their attendance in Attendance Registers to be maintained manually by Divisions.

Employees of all Divisions are directed to ensure strict compliance of instructions on COVID appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.

This issues with the approval of the Competent Authority.

(Praful Ranjan)  
Deputy Director - HR

To :

1. All Officers/Officials/Staffs of FSSAI HQ.
2. ED (HR)/ ED (CS)/ Advisor (S&S) / Advisor(QA) for information & necessary action.
3. Sr. PS to Office of CEO/PS to Office of CP
4. All Directors/ Heads of FSSAI HQ.
5. Director (Region/ Labs)... for similar necessary action.
6. Director, GA, FSSAI, HQ... for necessary action.
7. Notice Boards
8. Guard Folder