



FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA

Inspiring Trust, Assuring Safe & Nutritious Food
Ministry of Health and Family Welfare, Government of India

भारतीय खाद्य सुरक्षा और मानक प्राधिकरण

(खाद्य सुरक्षा और मानक अधिनियम, 2006 के तहत स्थापित एक वैधानिक प्राधिकरण)

(मानव संसाधन प्रभाग)

एफडीए भवन, कोटला रोड, नई दिल्ली 002 110 -

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संपर्क संख्या 1679 2323 011 :

Dated: 05.08.2024

Office Order No.238/2024

In partial modification of HR Division Office Order No. 422/2023 dated 12.10.2023, regarding work allocation of HR Division, following changes are made with approval of the competent authority:-

Sh. Mukesh Kumar, Joint Director (HR-I Unit)	Sh. R. K. Ojha, Joint Director (HR-II Unit)		
Sh. Manish Kumar Bhaskar, Deputy Director	Ms. Ananya Pandey, Manager	Sh. Madan Mohan Khantwal, Deputy Director	Sh. Chandershekar Roy, Assistant Director
1. All matters related to Group 'A' officers of FSSAI(HQs), Regional Offices and NFLs.	1. All establishment matters in respect of regional offices, field offices, NFLs.	1. Matters related to retired officers of Section 90 of FSS act.	1. All matters related to Group-B & C employees of FSSAI HQ
2. Transfer matter of all Group-A employees of FSSAI(HQs), Regional offices/NFLs	2. Processing of Annual Performance Appraisal Report of all officers/officials of FSSAI	2. Matters related to GPRA	2. Transfer matter of all Group 'B' and 'C' employees of FSSAI(HQ), Regional offices/NFLs.
3. LSPC of all employees	3. Coordination with portal service provider regarding smooth functioning of APAR channels and its work flow as per the extant policy and any other matters that are implemented on the APAR portal, over time.	3. Nodal officer of CPGRAMS, Rajbhasha	3. Identity card of all employees (MHA & FSSAI)
4. Matters related to seniority of all Group-A employees	4. All administrative matters related to	4. Internship	4. Probation and Confirmation of all Group B and C Employees of FSSAI
5. Budgetary matters.		5. Library Matters	5. CPIO for group B and C employees of
6. Probation and confirmation of all Group - A Officers of FSSAI		6. Vigilance matters	
7. Matters related to contractual employees		7. Matters related to seniority of all Group - B & C employees.	
		8. Grievance and	

8. Matters related to Food Authority	Deemed Deputation employees (with Sh. Gaurav Pratap, Assistant).	court cases of above matters	FSSAI HQs (as per Office order No. 234/2024)
9. Organization structure and Creation of posts			6. Grievance and court cases of above matters
10. Amendments to Regulations pertaining to HR	5. CPIO for group B and C employees of ROs/NFLs (as per Office order No. 234/2024)		
11. Verification of caste, Character and antecedents	6. Grievance and court cases of above matters		
12. Group Insurance, Lease accommodation and medical policy for all regular employees.	7. Miscellaneous nature of policy related works allotted to HR-II		
13. All matters related to Foreign Deputation			
14. CPIO for Estt. Unit I.			
15. Nodal officer for parliament questions of Estt. Unit I & II, Rozgar Mela, EHRMS Implementation, AEBAS Monitoring			
16. Mission Recruitment, matters related to coordination pertaining to HR Division, replies to Audit Observations pertaining to HR etc.			
17. Grievance and court cases of above matters			
1. Sh. Jang Bahadur Sharma, Assistant. 2. Sh. Aman Pathak, Assistant 3. Sh. Gaurav Pratap, Assistant 4. Sh. Roopam Upadhyay, Assistant 5. Sh. Rizwan Khan, Assistant 6. Sh. Vikas Singh, Assistant	1. Sh. Vivek Kumar Dixit, Assistant 2. Sh. Sunil, Assistant	1. Sh. Brajesh Kumar, Assistant 2. Sh. Deepanshu, Assistant 3. Sh. Sagar Swami, Assistant	1. Sh. Nikhil Shukla, Assistant 2. Sh. Mukul Kumar, Assistant 3. Ms. Vaishali Mardi, DEO

7. Sh. Narendra Thakre, DEO			
8. Sh. Tarun Kumar, DEO			

2. Further, all the matters related to Internal Complaint Committee (ICC) to be looked after by Ms. Sonal, Administrative Officer along with Sh. Gaurav Pratap, Assistant and routed through JD (HR-1).

3. Link Officer arrangement of HR Division as per the order No. 226/2024 dated 19.07.2024, reproduced below: -

S. No.	Name of Officer	1 st Link	2 nd Link
1.	Shri Manish Kumar Bhaskar, DD, HR – I	Shri Madan Mohan Khantwal, DD	Shri Chandershekhar Roy, AD
2.	Shri Madan Mohan Khantwal, DD. Vig/HR – II	Ms Ananya Pandey, Manager	Shri Manish Kumar Bhaskar, DD
3.	Ms Ananya Pandey, Manager HR- II	Shri Chandershekhar Roy, AD	Shri Madan Mohan Khantwal, DD
4.	Shri Chandershekhar Roy, AD, HR-II	Ms Ananya Pandey, Manager	Shri Manish Kumar Bhaskar, DD

(Ananya Pandey)
Manager (HR)

To:

1. Office of CEO FSSAI
2. O/o ED/Advisor, FSSAI, HQ
3. O/o all Director(s), FSSAI, HQ
4. All Director(s) Regional Offices/NFLs
5. All concerned
6. IT Division w.r.t. upload on E-office dashboard