

F.No.E-20011/01/2012-E&A/FSSAI
Food Safety and Standards Authority of India
(Ministry of Health & Family Welfare)

FDA Bhawan, New Delhi
Dated: 3rd October, 2012.

Office Order

As per Section 5(1) of RTI Act, 2005, every public authority shall designate as many officers as the Central Public Information Officers (CPIOs) as the case may be, in all administrative units for furnishing the information sought/asked under RTI Act. Section 19 of the RTI Act, 2005 lays down that an appeal may be preferred to such officer (Appellate Authority) who is senior in rank to the CPIO in each public authority.

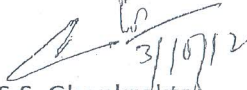
2. It has been observed that RTI applications or appeals are being sent from one Section/Unit to another within FSSAI without taking appropriate action. As a matter of principle, whoever is connected with 1st part of the question should handle the question. It is again reiterated that in case there is any dispute regarding jurisdiction for sending reply, the matter may be referred to Director (Enforcement) and the decision taken in this regard will be final. In case some part of question does not relate to the Section, information may be collected from the Section concerned who is the custodian of that information. All Sections will ensure that reply to such queries is given within three working days.

3. Sometimes, there are administrative orders to re-allocate the work of an Officer, in this case, the Officer who is being assigned the charge/additional charge shall handle the related RTI matters.

4. In all cases divisional head i.e. Director or Director Level Officer will be the Appellate Authority and the concerned DD/AD who is the senior most Officer dealing with the concerned matter will be the CPIO. In case a divisional head is dealing with the matter independently like Director (Codex) under whom there is no DD/AD to deal with the Codex matters, shall be the Appellate Authority (AA) whereas DD/AD working under him/her on other matters like DD (Fin)/AD (Imp) may be designated as CPIO under him/her for the purpose. Divisional head may also designate CPIO in the related matters directly under intimation to Establishment Division. However, a copy of the same may be forwarded to the Content Manager, FSSAI on regular basis to update the website as it is mandatory information to be disclosed under Section 4 of RTI Act, 2005.

5. In case of Licensing, the respective Designated Officer (DO) shall be the CPIO and Director(Enforcement) shall be the Appellate Authority whereas respective Authorised Officer (AO) shall be the CPIO and Director (Codex) shall be the Appellate Authority in case of Import works.

6. This issues with the approval of CEO, FSSAI.


(S.S. Ghonkrohta)
Director (E)

To

1. All Officers/Sections in FSSAI Hqrs. / Laboratories.
2. All Designated / Authorised Officers at Regional Offices, FSSAI.
3. Director (Codex) – for uploading on website.

Copy to:

1. Dr.Tarsem Chand, Director, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi - 110108
2. Shri Rakesh S. Nayal, CPIO & Under Secretary, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi - 110108
3. Shri Sanjai Bajpai, CPIO & Under Secretary, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi-110049.
4. Shri Prem Prakash, Deputy Director, Directorate General, of Health Services, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi.
5. Guard file/Spare folder.

Copy for information to:

1. PPS to Chairperson, FSSAI
2. PS to CEO, FSSAI