

Dated 20th May, 2020

Office Memorandum

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus – Attendance Regarding.

In view of MHA Order No.40-3/2020-DM-I(A) dated 17.05.2020 and DoPT OM No.11013/9/2014-Estt.A.III dated 18.05.2020 the following have been decided with the approval of Competent Authority:-

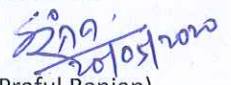
- (a) All officers at the level of Joint Director and above shall attend office on all working days.
 - (b) The Officers/ Staff of FSSAI below the rank of Joint Director shall attend the office as per their names appearing in Roster-1 & Roster-2 (copies enclosed). These rosters shall be implemented with staggered timings starting from Roster -1 on 21.05.2020 and then Roster -2 on 22.05.2020 and alternately thereafter until further orders.
 - (c) Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all time.
2. The Officers/ staff of FSSAI, HQ shall attend office as per time schedule indicated against each as under:-

Sl No.	Division	Duration of Office hours
1.	Science & Standards Division, Food Lab Division, Lab Training & Surveillance, Codex Division, Imports Division.	9:00AM to 5:30PM
2.	HR & Finance Division, General Administration Division, Central License Division.	9:30AM to 6:00PM
3.	State License and Other Divisions.	10:00 AM to 6:30PM

3. The following categories of employees are exempted from attending office till further orders:-
- (a) Employees residing in the Containment zones.
 - (b) Employees above 65 years of age, having co-morbidities and pregnant women.
4. The Divisional Heads are requested to maintain attendance register of the employees of their Division separately and daily attendance may be intimated to HR Division by 11:00 AM positively through e mail.

This Office Memorandum supersedes all previous Office Memorandums in the captioned matter.

Encl: As above.


(Praful Ranjan)
Deputy Director (HR)

To,

1. All officers/staff, FSSAI HQ – for compliance.
2. All EDs/ Advisors- it is requested to kindly circulate this OM to the staff working under them.
3. Director, Regional Offices /Laboratories – with a request to kindly issue similar orders. Attendance position may be intimated daily through mail.
4. CITO- with a request to please circulate this OM by SMS/ email to all the Officers/ Staff and upload the same on the website.
5. Assistant Director (GA) for necessary action please.

Copy to:

PA to Chairperson / PA to CEO

ROSTER -1

S.No.	Name	Position	Division
1	Sh. Sanjeev Kumar	Deputy Director	Central License Division
2	Sh. Vikas Talwar	Deputy Director	Central License Division
3	Shri Anupam Rastogi	Deputy Director	Central License Division
4	Shri Prabhat Kumar Mishra	Assistant Director	Central License Division
5	Smt. Remya K Kumar	Assistant Director	Central License Division
6	Shri P. Karthikeyan	Deputy Director	Codex
7	Ms. Ratna Shrivastava	Consultant (Scientist-I)	Codex
8	Sh. Shailender Kumar	Assistant Director (Tech)	Food Lab Division
9	Dr. Archana Tiwari	Consultant (Scientist-III)	Food Lab Division
10	Ms. Ruby Mishra	Food Analyst	Food Lab Division
11	Ms. Monica Puniya	Consultant (AD Tech)	Food Lab Division
12	Ms. Aruna Bandli	Consultant (AD Tech)	Food Lab Division
13	Shri Sumer Singh Meena	Assistant Director	GA & Policy Coordination
14	Sh. Raman Khanna	Assistant Director	HR & Finance
15	Sh. Pradeep Kumar Jain	Assistant Director	HR & Finance
16	Sh. Virender Kumar	Assistant Director	HR & Finance
17	Dr. Ajay Garg	Deputy Director	Import
18	Ms. Sabita Jaiswal	Deputy Director	Lab Training & Surveillance
19	Ms. Ruchika Sharma	Consultant	SBCD
20	Ms. Veenu Taneja	Assistant Director (Tech)	Science & Standards
21	Sh. Balam Giri	Consultant (AD Tech)	Science & Standards
22	Dr. Kavitha Ramasamy	Consultant (Scientist-III)	Science & Standards
23	Ms. Pritha Ghosh	Deputy Director	State License Division
24	Sh. Ashok Kumar Mishra	Assistant Director	State License Division
25	Sh. Abhilash Sharma	PA	O/o Chairperson
26	Sh. PV Mathew	Sr PS	O/o CEO, FSSAI
27	Sh. Ankit Minocha	PS	O/o CEO, FSSAI
28	Ms. Suman Chillar	PA	HR & Finance
29	Sh. Chandan Kumar Das	Sr Private Secretary	Food Lab Division
30	Ms. Hiya Pandey	Technical Officer	Central License Division
31	Shri Satish Kumar	Technical Officer	Central License Division
32	Ms. Sakshee Pipliyal	Technical Officer	Codex
33	Shri Puneet Gupta	Technical Officer	Codex
34	Ms. Tripti Tayal	Technical Officer	Codex
35	Ms. Sonika Kumari	Technical Officer	Food Lab Division
36	Ms. Maria A. Rajamani	Consultant (Legal)	GA & Policy Coordination
37	Shri Sachin Yadav	Assistant	GA & Policy Coordination
38	Shri Prafful Sundriyal	Administrative Officer	HR & Finance
39	Shri Ravi Shankar	Assistant	HR & Finance
40	Ms Kirti Gupta	Technical Officer	Import
41	Ms. Shibani Panigrahi	Technical Officer	Import
42	Ms. Rubel Farma Dogra	Consultant (IT)	IT Division
43	Sh. Prashaath R	Consultant(data centre)	IT Division
44	Sh. Deepak Kumar	Consultant (IT)	IT Division
45	Ms. Kavisha Nigam	Consultant (IT)	IT Division
46	Sh. Pawan Kishore Verma	Consultant (IT)	IT Division
47	Sh. Pankaj Kumar	Consultant (IT)	IT Division
48	Sh. Vyome Mehta	Consultant (IT)	IT Division
49	Sh. Avi Budhiraja	Consultant (IT)	IT Division

50	Sh. Pankaj Roy	Consultant (IT)	IT Division
51	Ms. Jyoti Upadhyaya	Consultant (IT)	IT Division
52	Ms. Sonia Thakur	Consultant (IT)	SBCD
53	Mrs. Apoorva Srivastava	Technical Officer	SBCD
54	Ms. Aprajita Verma	Technical Officer	Science & Standards
55	Ms. Navneet Kaur	Technical Officer	Science & Standards
56	Ms. Anju Kavi	Technical Officer	Science & Standards
57	Ms. Arkalina Dwibedi	Technical Officer	Science & Standards
58	Shri Vineet Shyam	Technical Officer	Science & Standards
59	Mohd. Amir Paray	Technical Officer	Science & Standards
60	Sh. Ajit Kumar Das	Administrative Officer	State License Division
61	Ms. Heena Yadav	Consultant	State License Division
62	Sh. Rahul Sharma	Attendant	O/o Chairperson
63	Sh. Amit Kumar	Attendant	O/o CEO, FSSAI
64	Sh. Gourav Kumar	Attendant	O/o CEO, FSSAI
65	Sh. Narian Singh Rawat	Driver	O/o Chairperson
66	Sh. Meherwan Singh Rawat	Driver	O/o CEO, FSSAI
67	Shri Rajesh Prasad	Attendant	Central License Division
68	Shri Deepak Singh	Attendant	Central License Division
69	Shri Sachin Parashar	DEO	Codex
70	Ms. Parul Goel	DEO	Codex
71	Shri Ashwani Kumar	DEO	Food Lab Division
72	Shri Braj Kumar Singh	Caretaker	GA & Policy Coordination
73	Shri Tarun Kumar	DEO	GA & Policy Coordination
74	Ms. Pushpa Singhal	DEO	GA & Policy Coordination
75	Ms. Pragati Seth	DEO	GA & Policy Coordination
76	Shri Hareesh. R	DEO	GA & Policy Coordination
77	Sh. Shiv Kumar Maurya	Attendant	GA & Policy Coordination
78	Shri Darshan Singh	Attendant	GA & Policy Coordination
79	Shri Mohit Gaur	Helpline Executive	GA & Policy Coordination
80	Ms Pooja Rawat	DEO	HR & Finance
81	Shri Narender Kumar Thakre	DEO	HR & Finance
82	Ms. Pooja	Attendant	HR & Finance
83	Ms. Anita	DEO	HR & Finance
84	Ms. D Porselvi	DEO	HR & Finance
85	Ms. Preeti Sharma	DEO	Import
86	Sh. Kamal Dhyani	IT associate	IT Division
87	Ms. Geetanjali	DEO	Science & Standards
88	Shri Awadh Prasad	Attendant	Science & Standards
89	Ms. Shivali	DEO	State License Division

ROSTER - 2

S.No.	Name	Position	Division
1	Sh. Akhilesh Gupta	Assistant Director	Central License Division
2	Sh. Arvinda Kumar	Assistant Director	Central License Division
3	Sh. Ravinder Kumar Narula	Assistant Director	Central License Division
4	Ms. Kriti Chugh	Assistant Director	Central License Division
5	Dr. Sujata Singh	Consultant (AD Tech)	Central License Division
6	Ms. Pushpinderjeet Kaur	Assistant Director (Tech)	Codex
7	Ms. Akanksha Dua	Assistant Director	Codex
8	Sh. Nilesh Kumar Ojha	Assistant Director	Food Lab Division
9	Dr. Dinesh Kumar	Assistant Director (Tech)	Food Lab Division
10	Ms. Jyotsna Singh	Food Analyst	Food Lab Division
11	Shri Ravinder Kumar	Assistant Director	GA & Policy Coordination
12	Sh. Pankaj Gera	Assistant Director	GA & Policy Coordination
13	Sh. Praful Ranjan	Deputy Director	HR & Finance
14	Shri Madan Mohan Khantwal	Assistant Director	HR & Finance
15	Sh. Vinay Kumar Tarun	Assistant Director	HR & Finance
16	Sh. Akhilesh R Motawala	Assistant Director	Import
17	Sh. Anil Kapur	Consultant (JD Level)	Import
18	Sh. Harish Kumar RK	Assistant Director (Tech)	Science & Standards
19	Sh Madan Kumar Jha	Assistant Director	Science & Standards
20	Sh. Manish Nigam	Assistant Director	State License Division
21	Ms. Pritha Tripathi	Consultant (Scientist-I)	State License Division
22	Sh. Abhilash Sharma	PA	O/o Chairperson
23	Sh. PV Mathew	Sr PS	O/o CEO, FSSAI
24	Sh. Ankit Minocha	PS	O/o CEO, FSSAI
25	Ms. Suman Chillar	PA	HR & Finance
26	Sh. Chandan Kumar Das	Sr Private Secretary	Food Lab Division
27	Ms. Deepika Bansal	Technical Officer	Central License Division
28	Ms. Mili Saxena	Technical Officer	Central License Division
29	Mr. Mrityunjay Anand	Technical officer	Central License Division
30	Mohd. Faraz	Technical Officer	Codex
31	Ms. Aswathy P.S.	Technical Officer	Codex
32	Shri Saurabh Singh	Technical Assistant	Codex
33	Ms. Kanika Aggarwal	Technical Officer	Food Lab Division
34	Ms. Pallavi Gautam	Technical Officer	Food Lab Division
35	Shri Ashok Das	Assistant	GA & Policy Coordination
36	Shri Anand Kumar Prasad	Administrative Officer	HR & Finance
37	Sh. Naresh Chitkara	Sr F&AO	HR & Finance
38	Shri Rajiv Kumar Singh	Accounts Assistant	HR & Finance
39	Ms. Shikha Bhardwaj	Technical Officer	Import
40	Ms. Sukhmani Singh	Technical Officer	Import
41	Sh. Jitendra Kumar	Consultant (IT)	IT Division
42	Sh. Kaushik Bajpai	Consultant (IT)	IT Division
43	Mrs. Mansi Agrawal	Consultant (IT)	IT Division
44	Sh. Rajeev Kumar	Consultant (IT)	IT Division
45	Sh. Gaurav Singh	Consultant (IT)	IT Division
46	Sh. Vikas Kumar Tiwary	Consultant (IT)	IT Division
47	Sh. Manoj Mishra	Consultant (IT)	IT Division
48	Sh. Vaibhav Jain	Consultant (IT)	IT Division
49	Sh. Ankit Tomar	Consultant (IT)	IT Division
50	Ms. Rashmi Gupta	Technical Officer	Lab Training & Surveillance
51	Ms Shelvi Agarwal	Technical Officer	SBCD
52	Ms. Aiman	Technical Officer	Science & Standards
53	Shri Ganesh V. Bhat	Technical Officer	Science & Standards

54	Dr. Firdaus Jahan	Technical Officer	Science & Standards
55	Ms. Ridhi Sood	Technical Officer	Science & Standards
56	Ms. Manpreet Kour	Technical Officer	Science & Standards
57	Ms. Meenakshi Verma	Consultant	State License Division
58	Ms. Nazia Hussain	Technical Officer	State License Division
59	Sh. Rahul Sharma	Attendant	O/o Chairperson
60	Sh. Amit Kumar	Attendant	O/o CEO, FSSAI
61	Sh. Gourav Kumar	Attendant	O/o CEO, FSSAI
62	Sh. Narian Singh Rawat	Driver	O/o Chairperson
63	Sh. Meherwan Singh Rawat	Driver	O/o CEO, FSSAI
64	Ms. Priyanka Shukla	Helpline Executive	Central License Division
65	Shri Jagdeep Kumar	DEO	Central License Division
66	Shri Jatin Kashyap	DEO	Central License Division
67	Shri Mukesh Kumar	DEO	Central License Division
68	Shri Ranjit Singh	DEO	Codex
69	Shri Prem Singh	Attendant	Codex
70	Shri Arvind Kumar Sharma	Attendant	Food Lab Division
71	Ms. Shalu Singhal	DEO	GA & Policy Coordination
72	Ms. Renu Dixit	DEO	GA & Policy Coordination
73	Ms. Kalpana Negi	DEO	GA & Policy Coordination
74	Sh. Ashish Negi	DEO	GA & Policy Coordination
75	Shri Keshav Kumar	DEO	GA & Policy Coordination
76	Shri Vikash Kumar	Attendant	GA & Policy Coordination
77	Sh. Nitin Yadav	Attendant	GA & Policy Coordination
78	Sh. Anshul Gupta	DEO	HR & Finance
79	Shri Ajay Kumar Kushwaha	Attendant	HR & Finance
80	Shri Pankaj Kr. Arora	Data Associate	HR & Finance
81	Shri Manish Kumar	Attendant	HR & Finance
82	Ms. Deepti Gupta	DEO	Import
83	Shri Rupesh Kumar	Attendant	Import
84	Sh. Gourish Baral	IT Assistant	IT Division
85	Shri Ashwani Kumar	DEO	SBCD
86	Shri Abhishek Kumar Shahi	DEO	Science & Standards
87	Shri Bhupender Kumar	Attendant	Science & Standards
88	Shri Bijender Singh	Attendant	Science & Standards
89	Ms. Meenakshi	DEO	State License Division