

Dated 20<sup>th</sup> April, 2021

Office Memorandum


**विषय: कोरोनावायरस के प्रसार को रोकने के लिए किए जाने वाले निवारक उपाय - उपस्थिति के संबंध में।**

In view of the unprecedented rise in the numbers of Covid-19 cases, and in pursuance of DoPT OM No. F.No.11013/9/2014-Estt.A-III dated 19.04.2021 the following instructions/ guidelines are issued for strict compliance by all officers/officials of FSSAI, Hqrs :-

1. Physical attendance of the officers of the level of Deputy Director or equivalent and below to be restricted to 50% of the actual strength. Divisional Heads may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly by the Divisional Heads.
2. All officers of the level of Joint Director, equivalent and above are to attend office on regular basis.
3. The officers / officials shall follow staggered timings, to avoid over-crowding in offices as per present practice.
4. All officers/officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
5. All officers/officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
6. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
7. All officers/officials who attend office shall strictly follow Covid - appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
8. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
9. Meetings, as far as possible, to be conducted through video-conferencing.
10. Entry of outsiders /visitors to be curtailed appropriately.
11. All employees of the age of 45 years and above are advised to get themselves vaccinated.
12. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.

The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

सक्षम प्राधिकारी के अनुमोदन से जारी ।

  
(शशि कांत भुइयां)  
सहायक निदेशक (मानव संसाधन)

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entd. .

To,

1. All officers/staff, FSSAI HQ – for compliance.
2. All EDs/ Advisors/Divisional Heads- it is requested to kindly circulate this OM to the staff working under them.
3. Regional Heads/ Heads of Labs ... for information.
4. CTO- with a request to please circulate this OM by SMS/ email to all the Officers/ Staff and upload the same on the website.

Copy to:

PA to Chairperson / Sr. PS to CEO