

**Food Safety and Standards Authority of India**  
(A Statutory Authority established under the Food Safety & Standards Act, 2006)  
**FDA Bhavan, Kotla Road, New Delhi-110 002**

Dated, 18 January, 2022

**OFFICE ORDER 11/2022**

**Subject: Declaration of CPIOs and Appellate Authorities**

In terms of Section 5 and Section 19 of the Right to Information (RTI) Act, 2005 and in suppression of earlier orders issued on the subject, the following officers are hereby designated as Central Public Information Officers (CPIOs) and Appellate Authorities (AAs) in the Food Safety and Standards Authority of India for providing information/considering appeal in respect of application preferred by person seeking information/appeal under RTI Act, 2005:

Sr. No.	Divisions	Units under various Divisions	CPIO	Appellate Authority
1	Human Resource & Finance Division	(a) Recruitment Unit	Sh. Pradeep Kumar Jain, Assistant Director	Sh. Sharad Agarwal, Director
		(b) Establishment Unit- I	Sh. Sasi Kanta Bhuyan, Assistant Director	Sh. Praful Ranjan, Deputy Director
		(c) Establishment Unit- II		
		(d) Knowledge Resource Center and Document Cell		
		(e) Vigilance Unit	Sh. Madan Mohan Khantwal, Assistant Director	Sh. Umesh Kumar Jain, Joint Director
		(f) Finance and Accounts	Sh. Abhishek Kumar Singh, Assistant Director	Sh. Sharad Agarwal, Director
		(g) Internal Audit Cell		
2	General Administration and Policy Coordination Division	(a) General Administration Unit (b) Rajbhasha Cell (c) Protocol Cell	Sh. Pankaj Gera, Assistant Director	Lt Col Lejy Jacob John, Director

		(d) Parliament Cell (e) RTI and Grievance Cell (f) Policy Co-ordination and Authority Meeting		
		(g) Legal Services Unit	Ms. Smita Singh, Assistant Director	Sh. Raj Singh, Head
3	Information Technology Division	(a) Application Development & Support Unit (b) Data Analytics Unit	Sh. D V G Hari Prasad, Manager (IT)	Ms Lily Prasad, Chief Technology Officer
4	Social Behavioral Change Division	(a) Public Relation, Media & Outreach Unit (b) Social & Behavioral Change Unit (c) Fortification Cell	Sh. Vishwas Sharma, Deputy Manager	Ms Inoshi Sharma, Executive Director
5	Science & Standards Division - I	(a) Codex/ SPS Unit (b) Food of Plant Origin Unit (c) Food of Animal Origin Unit (d) Packaging & Processed Food Unit (e) Nutrition and Fortification Unit (f) Animal Feed Unit	Sh. Harish Kumar RK, Assistant Director (T)	Sh. Pushp Vanam, Joint Director
6	Science & Standards Division - II	(a) FSMS Unit (b) Research & Risk Assessment Unit (c) Claim Approval Unit (d) Product Approval Unit		
7	Regulation Division		Sh. P Kartikeyan, Joint Director	Sh. Sunil Bakshi, Head
8	Quality Assurance Division - I	(a) Laboratory Inspection and Recognition Unit (b) Lab Staff Training Unit	Ms Pritha Ghosh, Deputy Director	Sh. Rakesh Kumar, Director

		(c) Surveillance Unit		
9	Quality Assurance Division - II	(a) Food Laboratory Unit (b) Method Sampling and Analysis Unit (c) Rapid testing, innovation and outreach Unit		
10	Regulatory Compliance Division	(a) Licensing Unit (b) Enforcement Unit (c) Consumer Grievances Unit	Sh. Akhilesh Gupta, Assistant Director	Sh. Anil Mehta, Joint Director
		(d) State Coordination Unit (e) Regulatory Audit Unit (f) PIMU	Ms. Sreela Bandyopadhyay, Assistant Director (T)	Sh. Praveen Jargar, Joint Director
11	Training Division	(a) Regulatory Staff Training Unit (b) Food Businesses Training Unit (c) Staff Training Unit	Sh. Manish Nigam, Assistant Director	Sh. Umesh Kumar Jain, Joint Director
12	Trade and International Cooperation Division	(a) Imports Unit (b) Exports Unit (c) International Cooperation Unit	Sh. Akhilesh K. Motawala, Assistant Director	Dr. Amit Sharma, Director

1. In case there is a dispute to determine the CPIO to deal with a particular RTI application, the RTI application should be placed before the HoD and HoD will mark the application to the concerned CPIO. The decision of HoD shall be final.
2. In case of superannuation, transfer, repatriation or in the event of CPIO being on leave/tour, RTI application pertaining to him/her shall be handled by the Officer under Link Officer arrangement till he/she joins his duty or other person assumes his charge. Sometimes, there are administrative orders to reallocate the work of an Officer, in this case, the Officer who is assigned the charge/additional charge shall handle the related RTI matters.
3. The Director (Region/Lab) will act as Appellate Authority for their respective Regions/Labs and they are empowered to appoint CPIO for the Regional Office as well as Branch Office/ Port Office/Extension Offices of Labs.
4. CPIOs especially who are dealing with enforcement of Act, imports, Laboratories, standards related matters, may consult with each other before furnishing the reply so as to avoid duplication of efforts while furnishing the information to the applicant.
5. Central Public Information Officers, as the case may be, shall deal with requests from

persons seeking information and render reasonable assistance to the persons seeking information under RTI Act, 2005.

6. This issues with the approval of Competent Authority.

(Keerti Raj)  
Assistant Director(HR)

To

1. All Officers/Officials/Staffs of FSSAI HQ.
2. ED(HR)/DD(HR) of FSSAI HQ.
3. Sr. PS to Office of CEO/ PS to Office of CP
4. All Directors/Heads of FSSAI HQ.
5. All Directors (Regions/Labs) of FSSAI for further necessary action under intimation to this office.
6. IT Division – for uploading on website.