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भारतीय खाद्य सुरक्षा और मानक प्राधिकरण

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

(मानव संसाधन विभाग)

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The Food Safety and Standards Authority of India is established under FOOD SAFETY AND STANDARDS ACT, 2006 for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption and for matters connected therewith or incidental thereto.

FSSAI being a dynamic organization transcending boundaries and scaling new heights with the objective of phenomenal enhancement of its manpower, these guidelines are formulated with a vision and view to bring transparency and uniformity in Posting / transfers of different cadre of FSSAI to maintain the system of rotation of officials at regular intervals. The rotational transfer provides exposure to the employees whilst working in different divisions of Headquarters, Regional office(s)/lab(s) of FSSAI as well as ensures overall growth of an official, which is of paramount importance in service interests.

The transfer policy guidelines are attached at Annexure 'A'.

Digitally Signed by Bipin

Parcha

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Deputy Director (HR)

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Transfer Policy Guidelines

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Food Safety & Standards Authority of India
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Annexure – "A"

Transfer Policy - FSSAI.

Subject – Transfer Policy Guidelines for Employees of Food Safety and Standards Authority of India

1. Objective of Transfer Policy

The Food Authority has been entrusted with the responsibility to regulate and monitor the manufacture, processing, distribution, sale and import of food so as to ensure safe and wholesome food. As per DoPT OM No.11013/10/2013-Estt –A dated 13.06.2014, the following action are required to be taken by all the cadre controlling authorities: -

- i. Prescribe Minimum Tenure
- ii. Have a mechanism akin to Civil Services Board (CSB) for recommending transfer and
- iii. Place the transfer Policy in public domain.

Subsequently, DoPT vide another OM No.11013/10/2013-EsTT-A dated 02.07.2015 suggested to formulate a rotational transfer policy including thereunder provisions on tenures, posting on promotion, posting on return from leave/deputation, Out-Division/ Department postings, postings of disabled Govt. servants etc. that will best serve public interest. It also requires to identify sensitive posts and to rotate such employees every two/three years.

In the discharge of these functions, the Authority has to appoint sufficient number of employees and post them at various places throughout the country so as to discharge the assigned functions.

2. General Guidelines:

2.1 Applicability: - These transfer policies are applicable to all the employees up to the level of Director working in Food Authority.

2.2 Tenure: - The tenure at various offices in Food Authority is given below, which is to be adhered to for all employees, for their service in all posts:

Sl No.	Name of Post	Tenure
1	a. Director	These officers -

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	b. Joint Director	<ul style="list-style-type: none"> ● will serve for a normal tenure of 3 years and extendable upto 5 years in a Division/ Department. ● Can serve for a maximum of 15 years in entire service in HQ/Region/ Laboratory.
2	a. Deputy Director b. Assistant Director c. Assistant Director (Technical) d. Food Analyst e. Manager f. Deputy Manager	These officers - <ul style="list-style-type: none"> ● will serve for a normal tenure of 4 years and extendable upto 6 years in a Division/ Department at a stretch. ● Can serve for a maximum of 15 years in entire service in HQ/ Region/ Laboratory.
3	a. Technical Officer b. Central Food Safety Officer c. Administrative Officer d. Assistant Manager	These officers - <ul style="list-style-type: none"> ● will serve for a normal tenure of 5 years and extendable upto 6 years in a Division/ Department at a stretch. ● Can serve for a maximum of 18 years in entire service in HQ/ Region/ Laboratory. ● The posts CFSO is only in RCD, the divisional head shall ensure their rotation within the division.
4	a. Assistant b. Personal Secretary c. Personal Assistant d. Junior Assistant Grade-I e. Junior Assistant Grade-II	These officials - <ul style="list-style-type: none"> ● will serve for a normal tenure of 08 years and extendable upto 10 years in a Division/ Department at a stretch. ● Can serve for a maximum of 20 years in entire service in HQ/ Region/ Laboratory
5	a. Senior Private Secretary (SPS)	<ul style="list-style-type: none"> ● All the posts of SPS have been sanctioned at FSSAI, Headquarters only. The SPS shall be rotated every 03 years with senior level officers.
6	a. Assistant Director (OL) b. Hindi Translator	<ul style="list-style-type: none"> ● The post of Hindi Translator is sanctioned at FSSAI, HQrs only. The Divisional Head shall ensure rotation of work among the employees posted in Rajbhasha Cell. ● The post of Assistant Director (OL) is standalone post and sanctioned at FSSAI, HQ only, hence, no

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		rotation is prescribed.
7	a. CTO b. Senior Manager (IT) c. Manager (IT) d. Deputy Manager (IT) e. Assistant Manager (IT) f. IT Assistant	<ul style="list-style-type: none"> ● The posts in IT Division are sanctioned at FSSAI, HQrs only. The Divisional Head shall ensure rotation of work among the employees posted in IT Division. ● The post of CTO is standalone post and sanctioned at FSSAI, HQ only, hence, no rotation is prescribed.
8	a. Principal Manager b. Senior Manager	<ul style="list-style-type: none"> ● The post of Principal Manager is standalone post and sanctioned at FSSAI, HQ only, hence, no rotation is prescribed. ● The post of Senior Manager is sanctioned at FSSAI, HQ only, however, there are two separate Units in SBCD, hence, rotation of Senior Managers every 03 years shall be done.
9	a. Staff Car Driver (Ordinary Grade)	These posts are sanctioned at FSSAI, HQrs only, hence, no transfer prescribed.
	b. Multi-Tasking Staff (MTS)	Post of MTS may ordinarily be a Non Transferrable post.

Note- The tenure mentioned above, shall not be applicable in following circumstances:

- a. A disciplinary action initiated against the officer.
- b. Adverse reporting in writing by controlling authority with proper justification.
- c. On promotion.
- d. Employees posted in Vigilance Unit shall be governed by CVC Circular No.16/3/06 dated 28.03.2006 which inter-alia states that the normal tenure of officer posted in Vigilance Division shall be 03 years extendable upto 05 years.

2.3 Transfer on promotion: -

- a. **On promotion**, an employee at any level may be posted out of FSSAI HQrs / Regional Offices even before the completion of maximum tenure allowed at a station.
- b. **If the officer is due for superannuation within two years:** He/She will be retained in the same station against an existing

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vacancy of the promotional post. In case of no vacancy of the promotional post then the officer will be transferred to another Office.

c. **If the officer is due for superannuation within six months:** On promotion, he/she will not be transferred as in such a short period one cannot be expected to contribute usefully in another Office. Such an officer will generally be retained in the same Division/ Department against an available vacancy of the promotional post. In the absence of a vacancy, the post held by him/her will be upgraded on personal basis by keeping one post in another Division/ Department vacant so as not to exceed the cadre strength. On retirement the post will revert to its original level.

2.4 Posting of employees to Sensitive seats / posts: -

a. The transfer/rotation from sensitive seat will be as per policy decided/modified by the Authority from time to time.

b. Employees shall not be posted to sensitive seat for a period of 3 years after the currency of the punishment, if a minor penalty has been imposed. In case of imposition of a major penalty, employee shall not be posted to sensitive seat for a period of 5 years after the currency of punishment.

c. An employee who is found guilty of sexual misconduct by the ICC and punished shall not be posted to a sensitive post during the currency of the punishment and 5 years after currency of punishment is over.

3. Guidelines for Special Cases

3.1 Transfer of Persons with Benchmark Disability (PwBD)/Posting of Husband and Wife in same station: - Such request will be considered on case to case basis by the Competent Authority keeping in view the DOPT guidelines on the subject, subject to administrative exigencies.

3.2 Transfer on Medical Grounds: - Requests for transfer on medical grounds will be considered for posting on case-to-case basis.

3.3 Transfer of Employees due for retirement within two years to their places of choice.

3.4 Transfer on request: - Officers on completion of 2/3rd of their tenure in a Division/ Department may on their own volition request for transfer. However, such transfers will be subject to availability of vacancies. On such transfer their tenure in the new Division/ Department will be counted afresh and they will be required to serve the prescribed full tenure for the post before

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they are considered for transfer. Such requests should be sent before 31st March each year.

3.5 Surrender of officers: Unilateral surrender of officers on any ground will not be allowed as surrender of an officer poses several problems to the Cadre Controlling Authority. If an officer is not performing, Offices concerned are expected to initiate appropriate action either to penalize or to reform the officer. Moreover, the officer surrendered has to be posted somewhere and it will be difficult for the Division/ Department where he is posted to work with such an officer. If situation warrants that an officer has to be surrendered then a request should be made to HR Division, FSSAI Hqrs with detailed reasons and HR Division, FSSAI Hqrs will consider the request on merits, whether to transfer the officer or not. If despite the instructions, any Division/ Department surrenders an officer unilaterally, then such surrender would be presumed to have been made along with the post and the sanctioned strength of the concerned Division/ Department would be reduced accordingly and no replacement would be provided to the Division/ Department concerned for one year. After expiry of one year, the position will be reviewed for restoration of the post and posting on an officer.

***Note for Clause 3: The lists of cases as mentioned above are only illustrative and not exhaustive.**

4. Miscellaneous:

- e. The Competent Authorities while affecting the transfer may consider availability of vacancies, economy aspect, administrative requirement, exigencies of work. The endeavor should be to post the right person at the right place so that the interest of the Food Authority is best served.
- f. The transfer/posting will be as per the powers delegated. However, power to transfer employees vested in an authority can also be exercised by his/her superior authority.
- g. The transfer/rotation under Rotation Transfer Posting in each grade will be undertaken generally once in a year.
- h. The transfer orders issued by any competent Authority be implemented in-toto by the concerned authorities within stipulated period or within 10 days, if no time limit is specified in the transfer order.
- i. In terms of Regulation 10 (f) of the Food Safety and Standards Authority of India (Recruitment and Appointment) Regulations, 2018 an employee can be transferred to any place at any time as per administrative requirement and exigencies of work with the approval of Competent Authority.
- j. Efforts may be made to rotate officers from sensitive to non-sensitive and vice versa. Similarly, officers may normally be rotated from field to non-field posts and vice versa.
- k. The transfer cases of employees whose children are in class X to XII may be considered sympathetically by Competent Authority on merits subject to administrative exigencies.

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- l. No officer/employee shall or attempt to bring any external influence for change of his/her transfer for change of his/her transfer orders. This may attract disciplinary action as per Government of India instructions in vogue.
- m. Generally total no. of transfers in a year will be restricted to 10% of the strength subject to administrative exigencies.
- n. Post approval of this policy, any other GoI instructions on the subject, will be adopted with the approval of the Food Authority.
- o. **The above said guidelines are subject to administrative exigencies and posting may be made as per requirements.**

These guidelines shall come into force with immediate effect.