

No.Z-21017/01/2020-HR/576
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(HR Division)
FDA Bhawan, Kotla Road, New Delhi- 110 002

Dated 24th September, 2020

ORDER

The administrative powers assigned under various provisions to Chief Executive Officer are hereby further delegated to the officers indicated in the Annexure.

2. The revised extent of Administrative power shall be exercised by the officers concerned in accordance with the rules and regulations prescribed from time to time. Own cases shall not be approved by the Competent Authority mentioned in the annexure, in such cases; the next immediate senior officer shall be the Competent Authority.
3. The residual subjects relating to administrative powers not listed in the Annexure shall be invariably submitted to CEO, FSSAI for consideration/approval.
4. This issues with the approval of Competent Authority.


(Vinay Kumar Tarun)
Assistant Director

To

1. All Officers/Divisions of FSSAI HQ/Regional Offices/Laboratories
2. Assistant Director (Finance)
3. Sr. Finance & Accounts Officer, FSSAI HQ, New Delhi

Copy to:

1. Office of Chairperson/CEO, FSSAI, New Delhi

S.No	Nature of powers delegated	FSSAI HQ		Regional Office/ Branch/ Port Office		NFL	
		Authority	Power	Authority	Power	Authority	Power
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Declaration of Drawing and Disbursing Officer	Director(HR)	Officers not below the Rank of Administrative officer or equivalent level officer to be declared as DDO	Regional Director	Officers not below the Rank of Administrative officer or equivalent level officer to be declared as DDO	Director in case of NFL Ghaziabad/ Kolkata and Joint Director in case of NFL, Mumbai/ Chennai (Director, NFL, Ghaziabad in case of Food Lab Sanuali and Director, NFL, Kolkata in case of Food Lab Raxual)	Officers not below the Rank of Administrative officer or equivalent level officer to be declared as DDO
2.	Authority competent to transfer employees	Director (HR)	Group 'C' employees	Regional Director	Transfer of Group 'C' & 'B' employees within region	Director(HR)	Transfer of Group 'C' employees outside the Laboratories
				Director(HR)	Transfer of Group 'C' employees outside the region		
		ED(HR)	Group 'B' employees	ED(HR)	Group 'B' employees outside the region	ED(HR)	Group 'B' employees outside the Laboratories
		CEO	Group 'A' employees upto the rank of Director	CEO	Group 'A' employees upto the rank of Director	CEO	Group 'A' employees upto the rank of Director
	Chairperson	Group 'A' employees above the rank of Director	-	-	-	-	
3.	Authority competent for distribution of	ED/Advisor	For all employees working in	Regional Director	All employees of the Regional office	Director in case of NFL Ghaziabad/ Kolkata and Joint Director in case of	All employees of the Lab



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		Authority	Power	Authority	Power	Authority	Power
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	work		the Division(s)			NFL, Mumbai/ Chennai(Director, NFL, Ghaziabad in case of Food Lab Sanuali and Director, NFL, Kolkata in case of Food Lab Raxual)	
		CEO	For ED/Advisor				
4.	Controlling authority for approval of domestic tours. (Note: Approval for foreign tours of all employees will be granted by Chairperson only.)	ED/Advisor	For all employees working under them for tour upto 5 days	Regional Director	For all employees working under them for tour upto 5 days	Director in case of NFL Ghaziabad/ Kolkata and Joint Director in case of NFL, Mumbai/ Chennai(Director, NFL, Ghaziabad in case of Food Lab Sanuali and Director, NFL, Kolkata in case of Food Lab Raxual)	For all employees working under them for tour upto 5 days
		CEO	Tours of ED/Advisor. For all employees, for tour more than 5 days. In case of CEO, the domestic tours will be approved by Chairperson	CEO	Tour of Regional Director and tour of all employees for tour more than 5 days	CEO	Tour of Lab Head and tour of all employees for tour more than 5 days
5.	Authority competent to grant leave :-						
	i) Leave of various kinds other than special disability leave,	(a) Recommending Authority: Reporting Officer	For all employees (In case of ED/Advisor,	(a) Recommending Authority: Reporting Officer	For all employees	(a) Recommending Authority: Reporting Officer (b) Approving	For all employees

 24/09/2023

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		Authority	Power	Authority	Power	Authority	Power
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	study leave and casual leave	(b) Approving Authority: Not below the rank of Director concerned (c) Sanctioning Authority: ED (HR)	the leave sanctioning Authority shall be CEO)	(b) Approving Authority: Officer next to the Reporting Officer (c) Sanctioning Authority: Regional Director		Authority: Officer next to the Reporting Officer (c) Sanctioning Authority: Director(Lab)	
	ii) Ex-India Leave	CEO	As per prevailing govt. inductions	CEO	As per prevailing govt. inductions	CEO	As per prevailing govt. instructions
	iii) Study leave / Special disability leave	CEO	As per prevailing govt. inductions	CEO	As per prevailing govt. inductions	CEO	As per prevailing govt. instructions
	iv) Casual Leave	Reporting Officer	Maximum 5 days Casual Leave at a instance	Reporting Officer	Maximum 5 days Casual Leave at a instance	Reporting Officer	Maximum 5 days Casual Leave at a instance
6.	Authority competent to forward applications / granting LIEN for employees who get appointments in PSUs / Govt. Deptts. / Govt. institutions etc	Director (HR)	Group 'C' employees	Director (HR)	Group 'C' employees	Director (HR)	Group 'C' employees
		ED(HR)	Group 'B' employees	ED(HR)	Group 'B' employees	ED(HR)	Group 'B' employees
		CEO	Group 'A' employees upto the rank of Director	CEO	Group 'A' employees upto the rank of Director	CEO	Group 'A' employees upto the rank of Director
		Chairperson	Group 'A' employees above the rank of Director	-	-	-	-
7.	Authority competent to grant HBA	CEO	All employees	CEO	All employees	CEO	All employees

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		Authority	Power	Authority	Power	Authority	Power
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
8.	Authority competent to sign mortgage deed/ agreement, Reconveyance etc. executed by the employees who have been granted HBA / Conveyance advance for and on behalf of the Food Authority.	Director (HR)	For all employees	Regional Director	All employees in the region	Director in case of NFL Ghaziabad/ Kolkata and Joint Director in case of NFL, Mumbai/ Chennai(Director, NFL, Ghaziabad in case of Food Lab Sanuali and Director, NFL, Kolkata in case of Food Lab Raxual)	All employees
9.	Permission for higher studies & grant of incentive increment on acquiring specified additional educational qualifications.	Director (HR)	Group 'C' employees	Director (HR)	Group 'C' employees	Director (HR)	Group 'C' employees
		ED(HR)	Group 'B' employees	ED(HR)	Group 'B' employees	ED(HR)	Group 'B' employees
		CEO	Group 'A' employees upto the rank of Director	CEO	Group 'A' employees upto the rank of Director	CEO	Group 'A' employees upto the rank of Director
		Chairperson	Group 'A' employees above the rank of Director	-	-	-	-
10	Pay Fixation	HOO	For all employees	HOO	For all employees	HOO	For all employees
11	Debarment of employees from promotion on refusal	Director (HR)	Group 'C' employees	Director (HR)	Group 'C' employees	Director (HR)	Group 'C' employees
		ED(HR)	Group 'B' employees	ED(HR)	Group 'B' employees	ED(HR)	Group 'B' employees
		CEO	Group 'A' employees upto the rank	CEO	Group 'A' employees upto the rank	CEO	Group 'A' employees upto the rank of

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
			of Director		of Director		Director
12	Availment of LTC (Home Town) / (anywhere in India) & encashment of EL on LTC.	ED(HR)	All employees	Regional Director	All employees in the region	Director in case of NFL Ghaziabad/ Kolkata and Joint Director in case of NFL, Mumbai/ Chennai(Director, NFL, Ghaziabad in case of Food Lab Sanuali and Director, NFL, Kolkata in case of Food Lab Raxual)	All employees
13	Change of hometown declaration once in the entire service.	ED (HR)	All employees	ED (HR)	All employees	ED (HR)	All employees
14	Grant of Computer Advance to the Officers	ED (HR)	All employees	Regional Director	All employees in the region	Director in case of NFL Ghaziabad/ Kolkata and Joint Director in case of NFL, Mumbai/ Chennai(Director, NFL, Ghaziabad in case of Food Lab Sanuali and Director, NFL, Kolkata in case of Food Lab Raxual)	All employees
15	Permission for purchase/ disposal of moveable/immovable property and noting down of transactions in official records.	CEO	All employees	CEO	All employees	CEO	All employees
16	Air journeys of the non-entitled	CEO	All employees	CEO	All employees	CEO	All employees



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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	employees.						
17	Issue of NOC for acquiring passport	ED (HR)	All employees	Regional Director	All employees in the region	Director in case of NFL Ghaziabad/ Kolkata and Joint Director in case of NFL, Mumbai/ Chennai(Director, NFL, Ghaziabad in case of Food Lab Sanuali and Director, NFL, Kolkata in case of Food Lab Raxual)	All employees

Note: Own cases shall not be approved by the Competent Authority mentioned above, in such cases; the next immediate senior officer shall be the Competent Authority.

