

Dated the, 30th July, 2020

Office Memorandum

Subject: Preventive measures to be taken to contain the spread of Covid-19- Attendance-reg.

Reference is invited to this Authority OM of even dated 20th May, 2020 and 8th June, 2020 on the subject cited above and it has been decided with the approval of the competent authority that all officers/officials/contractual staff shall attend office daily on all working days w.e.f. 03.08.2020.

2. The Officers/Staff of FSSAI, HQ shall attend office as per time schedule indicated against each as under:-

S.N.	Division	Duration of Office hours
1.	Science & Standards Division, Food Lab Division, Lab Training & Surveillance, Codex Division, Imports Division	9:00 AM to 5:30 PM
2.	HR & Finance Division, General Administration Division, Central License Division	9:30 AM to 6:00 PM
3.	State License and Other Divisions.	10:00 AM to 6:30 PM

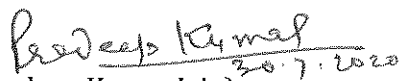
3. The following categories of employees are only permitted to work from home till further orders:-

- (a) Employees residing in the containment zones.
- (b) Employees above 65 years of age, having co-morbidities and pregnant women.

4. Leave will be deducted in other cases of absence except para 3(a) & (b).

5. Divisional Heads are requested to maintain attendance register of the employees of their Division as per above instructions and daily attendance may be intimated to HR Division by 11:00 AM positively through e-mail.

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


(Pradeep Kumar Jain)
Assistant Director (HR)

To,

1. All officers/staff, FSSAI HQ – for compliance.
2. All EDs/Advisor- 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 uploaded the same on the website.
5. Assistant Director (GA) for necessary action please.

Copy to:-

PA to Chairperson/PA to CEO