

No.E-11016/01/2019-HR / 554
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(Human Resource Division)
FDA Bhawan, Kotla Road, New Delhi- 110 002

Dated, the 21st August, 2020

OFFICE ORDER No. 197/2020

24th

In partial modification to Office Order no. 182/2020 dated 17.08.2020, the reporting structure at FSSAI Headquarter and Regional Offices, in long term, will be as per Annexure-I. However, in the short term, till manpower position improves, the reporting structure will be notified separately.

2. Details of reorganized Regional & Branch Offices and National/ Other Food Laboratories will be as per Annexure-II.

3. The details of post-wise sanctioned strength of proposed Divisions of FSSAI HQ, Regional Offices, Branch Offices and Laboratories are given at Annexure-III.

This issue with approval of Competent Authority.



(Raman Khanna)
Assistant Director (HR)

To

1. All Officers of FSSAI HQ, Regional Offices and Laboratories
2. GA Division- with a request to take necessary action
3. IT Division- with a request to upload in website under orders/ HR Division.

Copy to:
O/o Chairperson, FSSAI.
O/o CEO, FSSAI.

Food Safety and Standards Authority of India
Headquarter, New Delhi

A. Executive Director (HR & Finance)

(1) Human Resource Division

- (a) Recruitment Unit
- (b) Establishment Unit- I
- (c) Establishment Unit- II
- (d) Vigilance Unit
- (e) Finance and Accounts Unit
- (f) Internal Audit Cell

(2) General Administration and Policy Coordination Division

- (a) General Administration Unit
- (b) Legal Services Unit
- (c) Rajbhasha Cell
- (d) Protocol Cell
- (e) Parliament Cell
- (f) RTI and Grievance Cell
- (g) Policy Co-ordination and Authority Meeting Cell

(3) Information Technology Division

- a) Application Development & Support Unit
- b) Data Analytics Unit

(4) Social Behavioral Change Division

- (a) Public Relation, Media & Outreach Unit
- (b) Social & Behavioral Change Unit
- (c) Knowledge Resource Centre and Document Cell
- (d) Fortification Cell

B Advisor (Science & Standards)

(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

(6) Science & Standards Division - II

- (a) FSMS Unit
- (b) Research & Risk Assessment Unit
- (c) Claim Approval Unit
- (d) Product Approval Unit

(7) Regulation Division

C Advisor (Quality Assurance)

(8) Quality Assurance Division –I

- a) Laboratory Inspection and Recognition Unit
- b) Lab Staff Training Unit
- 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

D Executive Director (Compliance Strategy)

(10) Regulatory Compliance Division

- a) Licensing Unit
- b) Enforcement Unit
- c) State Coordination Unit
- d) Consumer Grievances Unit
- e) Regulatory Audit Unit

(11) Training Division

- a) Regulatory Staff Training Unit
- b) Food Businesses Training Unit
- c) Staff Training Unit

(12) Trade and International Cooperation Division

- a) Imports Unit
- b) Exports Unit
- c) International Cooperation Unit

(13) Regional Office

**Food Safety and Standards Authority of India
Regional/Branch Office/ Laboratories Structure**

(1) Northern Regional Office, Delhi

- (a) Delhi Branch Office
- (b) Chandigarh Branch Office
- (c) Bhopal, Branch Office
- (d) Attari Port

(2) Western Regional Office, Mumbai

- (a) Mumbai Branch Office
- (b) Ahmedabad Branch Office
- (c) Mumbai JNPT Port
- (d) Kandla Port

(3) Southern Regional Office, Chennai

- (a) Chennai Branch Office
- (b) Bengaluru Branch Office
- (c) Hyderabad Branch Office
- (d) Vishakapatnam Branch Office
- (e) Cochin Branch Office
- (f) Tuticorin Port
- (g) Krishnapatnam Port

(4) Eastern Regional Office, Kolkata

- (a) Kolkata Branch Office
- (b) Guwahati Branch office
- (c) Raxaul Port

(5) Laboratories under Quality Assurance Division

- (i) National Food Laboratory, Kolkata
- (ii) National Food Laboratory, Ghaziabad
- (iii) Central Food Laboratory, JNPT, Mumbai
- (iv) Central Food Laboratory, Chennai
- (v) Central Food Laboratory Extension, Sanauli
- (vi) Central Food Laboratory Extension, Raxaul

Sanctioned Strength**(1) Human Resource and Finance Division**

Ser No.	Division/Unit/Cell Post ↓	Recruitment Unit	Establishment Unit-I	Establishment-II	Vigilance Unit	Finance & Accounts Unit	Internal Audit Cell	Total
1.	Director			1				1
2.	Joint Director		1		1	1	-	3
3.	Deputy Director	1	1	1	-	1	1	5
4.	Assistant Director	1	2	2	1	2	1	9
5.	Administrative Officer	1	1	1	1	2	1	7
6.	Personal Secretary			1				1
7.	Assistant	4	4	4	2	4	1	19
8.	Personal Assistant		1		1	1	-	3
9.	Jr Assistant Grade-I	1	1	-	-	1	-	3
10.	Jr Assistant Grade-II	-	-	1	-	-	-	1
11.	MTS	1		1		1		3
				Total				55

(2) General Administration and Policy Coordination Division

Ser No.	Division/Unit/Cell Post ↓	General Administration Unit	Legal Services Unit	Rajbhasha Cell	Protocol Cell	Parliament Cell	RTI & Grievance Cell	Policy Coordination & Authority Meeting Cell	Total
1.	Director				1				1
2.	Joint Director	-	1	-	-	-	-	1	2
3.	Deputy Director	1	-	-	-	1	-	-	2
4.	Assistant Director	1	2	-	-	-	-	1	4
5.	Assistant Director (OL)	-	-	1	-	-	-	-	1
6.	Administrative Officer	2	-	-	1	1	1	1	6
7.	Personal Secretary				1				1
8.	Assistant	2	2	-	1	1	1	2	9
9.	Personal Assistant	-	1	-	-	-	-	1	2
10.	Hindi Translator	-	-	3	-	-	-	-	3
11.	MTS	1	1		1			1	4
					Total				35

(3) Regulation Division

Ser No.	Division/Unit/Cell Post ↓	Total
1	Director	1
2	Joint Director	1
3	Deputy Director	1
	Assistant Director (Tech)	1
4	Personal Secretary	1
6	Technical Officer	3
7	Assistant	1
8	Personal Assistant	1
9	MTS	1
	Total	11

(4) Social Behavioral Change Division

Ser No.	Division/Unit/Cell → ↓	Social & Behavioral Change Unit	Public Relation, Media & Outreach Unit	Fortification Cell	Knowledge Resource Centre and Doc Cell	Total
1	Principal Manager	1				1
2	Senior Manager	1	1	-	-	2
3	Manager	1	-	1	-	2
4	Deputy Manager	3	3	1	1	8
5	Administrative Officer	-	1	-	-	1
6	Technical Officer	1	1	1	1	4
7	Personal Secretary	1				1
8	Assistant Manager	1	1	1	1	4
9	Assistant	1	1	-	-	2
10	Personal Assistant	1	1	-	-	2
11	MTS	1		1		2
Total						29

(5) Science and Standards Division- I

Ser No.	Division/Unit/Cell → ↓	Codex/SPS Unit	Food of plant origin Unit	Food of Animal Origin Unit	Packaging/ Process Food Unit	Nutrition and fortification Unit	Animal Feed Unit	Total	
1	Director	1							1
2	Joint Director	1	1		1			3	
3	Deputy Director	1	1	1	-	1	1	5	
4	Assistant Director (Tech)	1	1	1	1	1	1	6	
6	Personal Secretary	1							1
7	Technical Officer	5	6	6	6	6	6	35	
8	Personal Assistant	1	1	-	1			3	
9	MTS	1	1		1			3	
Total								57	

(6) Science and Standards Division-II

Ser No.	Division/Unit/Cell → ↓	FSMS Unit	Research & Risk Assesment Unit	Claim Approval Unit	Non-specified Product Approval Unit	Total
1	Director	1				1
2	Joint Director	1		1		2
3	Deputy Director	-	1	-	-	1
4	Assistant Director (Tech)	1	1	1	1	4
6	Personal Secretary	1				1
7	Technical Officer	4	4	3	4	15
8	Personal Assistant	1		1		2
9	MTS	1		1		2
Total						28

(7) Information Technology Division

Ser No.	Division/Unit/Cell Post ↓	Application Development & Support Unit	Data Analytics Unit	Total
1	Chief Technology Officer	1		1
2	Senior Manager (IT)	2	-	2
3	Manager (IT)	1	1	2
4	Deputy Manager (IT)	3	1	4
5	Assistant Manager (IT)	8	2	10
6	IT Assistant	6	-	6
7	Personal Assistant		1	1
8	MTS		1	1
Total				27

(8) Quality Assurance Division-I

Ser No.	Division/Unit/Cell Post ↓	Lab Inspection and recognition Unit	Lab Staff Training Unit	Surveillance Unit	Total
1	Director		1		1
2	Joint Director	1	-	-	1
3	Deputy Director	-	1	1	2
5	Assistant Director(Tech)	1	1	1	3
6	Food Analyst	1	-	-	1
8	Personal Secretary		1		1
9	Technical Officer	5	5	4	14
11	Personal Assistant	1	-	-	1
12	MTS		1		1
Total					25

(9) Quality Assurance Division-II

Ser No.	Division/Unit/Cell Post ↓	Food Laboratory Unit	Method Sampling and Analysis Unit	Rapid Testing, Innovation and outreach Unit	Total
1	Director		1		1
2	Joint Director	1		1	2
3	Deputy Director	1		1	2
4	Assistant Director (Tech)	1	1	1	3
5	Food Analyst	-	1	-	1
6	Personal Secretary		1		1
7	Technical Officer	5	5	3	13
9	Personal Assistant	1		1	2
10	MTS		1		1
Total					26

(10) Regulatory Compliance Division

Ser No.	Division/Unit/Cell → ↓	Licensing Unit	Enforcement Unit	State Coordination Unit	Consumer Grievance Management Unit	Regulatory Audit Unit	Total
1	Director			1			1
2	Joint Director	1	1	2	-	1	5
3	Deputy Director	1	2	2	-	-	5
4	Assistant Director	1	1	-	1	-	3
5	Assistant Director (Tech)	1	1	1	1	1	5
6	Administrative Officer	-	-	1	-	1	2
7	Personal Secretary			1			1
8	Technical Officer	6	6	6	3	3	24
9	CFSO	-	3	-	-	-	3
10	Assistant	1	1	1	2	1	6
11	Personal Assistant	1	1	2	-	1	5
12	MTS	1		1		1	3
Total							63

(11) Training Division

Ser No.	Division/Unit/Cell → ↓	Regulatory Staff Training Unit	Food Businesses Training Unit	Staff Training Unit	Total
1	Director		1		1
2	Joint Director	1	1	1	3
4	Deputy Director	1	-	-	1
5	Manager	-	1	-	1
6	Assistant Director	-	-	1	1
7	Assistant Director (Tech)	1	1	-	2
8	Deputy Manager	1	1	1	3
9	Administrative Officer	-	-	1	1
10	Personal Secretary		1		1
11	Technical Officer	2	2	3	7
12	Assistant Manager	1	-	1	2
13	Assistant	1	1	1	3
14	Personal Assistant	1	1	1	3
15	MTS		1		1
Total					30

(12) Trade and International Cooperation Division

Ser No.	Division/Unit/Cell → ↓	Imports Unit	Export Unit	International Cooperation Unit	Total
1	Director		1		1
2	Joint Director	1	-	-	1
3	Deputy Director	1	1	1	3
4	Assistant Director	1	-	1	2
5	Assistant Director (Tech)	3	1	-	4
6	Personal Secretary		1		1
7	Technical Officer	6	2	4	12
8	Assistant	1	1	1	3
9	Personal Assistant	1	-	-	1
10	MTS		1		1
Total					29

(13) Office of Chairperson/Chief Executive Officer/Executive Directors/Advisors

Ser No.	Division/Unit/Cell ↓	O/o Chairperson	O/o Chief Executive Officer	O/o Executive Director (I)	O/o Executive Director (II)	O/o Advisor (I)	O/o Advisor (II)	Total
1	Chairperson	1	-	-	-	-	-	1
2	CEO	-	1	-	-	-	-	1
3	Executive Director	-	-	1	1	-	-	2
4	Advisor	-	-	-	-	1	1	2
5	Senior Private Secretary	1	2	1	1	1	1	7
6	Personal Assistant	1	1	1	1	-	-	4
7	Staff Car Driver	1	1	1				3
8	MTS	1	1	1	1	1	1	6
Total								26

(14) Northern Regional Office, Delhi

Ser No.	Division/Unit/Cell ↓	Northern Region Office, Delhi	Delhi Branch Office	Chandigarh Branch Office	Bhopal Branch Office	Attari Port	Total	
1	Director	1						1
2	Joint Director	-	-	1	-	-	1	
3	Deputy Director	-	2	1	-	-	3	
4	Manager	1	-	-	-	-	1	
5	Assistant Director	1	-	-	-	-	1	
6	Assistant Director (Tech)	-	2	2	1	1	6	
7	Dy Manager	-	-	1	1	-	2	
8	Administrative Officer	2	-	-	-	-	2	
9	Personal Secretary	1						1
10	Technical Officer	2	9	4	2	2	19	
11	CFSO	-	9	8	3	-	20	
12	Assistant Manager	-	-	1	-	-	1	
13	Assistant	3	-	1	1	-	5	
14	Personal Assistant	-	-	1	-	-	1	
15	Jr Assistant Grade I	-	-	2	-	1	3	
16	Jr Assistant Grade II	2	-	-	-	-	2	
17	MTS	1	1	1	1	-	4	
Total							73	

(15) Western Regional Office, Mumbai

Ser No.	Division/Unit/Cell Post ↓	Western Regional Office, Mumbai	Mumbai Branch Office	Ahmedabad Branch Office	JNPT Port, Mumbai	Kandla Port	Total
1	Director	1					1
2	Joint Director	1	-	1	1	-	3
3	Deputy Director	-	1	-	-	1	2
4	Manager	1	1	-	-	-	2
5	Assistant Director	1	-	-	-	-	1
6	Assistant Director (Tech)	-	3	3	2	-	8
7	Dy Manager	-	-	1	-	-	1
8	Administrative Officer	2	-	1	-	-	3
9	Personal Secretary	1					1
10	Technical Officer	2	10	6	10	6	34
11	CFSO	-	12	10	-	-	22
12	Assistant	4	-	2	-	-	6
13	Personal Assistant	1	-	1	1	-	3
14	Jr Assistant Grade I	1	-	-	-	-	1
15	Jr Assistant Grade II	2	1	2	2	1	8
16	MTS	1	1	1	1	-	4
Total							100

(16) Southern Regional Office, Chennai

Ser No.	Division/Unit/Cell Post ↓	Southern Regional Office, Mumbai	Chennai Branch Office	Bengaluru Branch Office	Hyderabad Branch Office	Vishakhapatnam Branch Office	Cochin Branch Office	Tuticorin Port	Krishna-patnam Port	Total
1	Director	1								1
2	Joint Director	-	-	1	-	-	1	-	-	2
3	Deputy Director	1	-	-	1	-	1	-	-	3
4	Manager	1	-	-	-	-	-	-	-	1
5	Assistant Director	1	-	-	-	-	-	-	-	1
6	Assistant Director (Tech)	-	3	2	2	2	2	1	1	13
7	Dy Manager	-	-	1	1	-	-	-	-	2
8	Administrative Officer	2	-	-	-	-	-	-	-	2
9	Personal Secretary	1								1
10	Technical Officer	2	9	4	3	3	4	3	2	30
11	CFSO	-	7	4	2	2	2	-	-	17
12	Assistant Manager	-	-	-	-	-	1	-	-	1
13	Assistant	4	-	2	1	1	2	-	-	10
14	Personal Assistant	-	-	1	-	-	1	-	-	2
15	Jr Assistant Grade I	2	-	-	-	-	-	-	-	2
16	MTS	1	1	1	1	1	1	-	-	6
Total										94

(17) Eastern Regional Office, Kolkata

Ser No.	Division/Unit/Cell → ↓	Eastern Regional Office, Kolkata	Kolkata Branch Office	Guwahati Branch Office	Raxual Port	Total
1	Director		1			1
2	Joint Director	-	1	-	-	1
3	Deputy Director	1	1	-	-	2
4	Manager	1	-	-	-	1
5	Assistant Director (Tech)	-	3	1	1	5
6	Administrative Officer	1	-	-	-	1
7	Personal Secretary		1			1
8	Technical Officer	2	8	3	2	15
9	CFSO	-	8	4	-	12
10	Assistant	3	-	1	-	4
11	Personal Assistant	-	1	-	-	1
12	Jr Assistant Grade I	-	-	-	1	1
13	Jr Assistant Grade II	1	-	-	-	1
14	MTS	1	1	1	-	3
Total						49

(18) Laboratories under Food Lab Division

Ser No.	Division/Unit/Cell → ↓	NFL, Kolkata	NFL, Ghaziabad	CFL, JNPT, Mumbai	CFL, Chennai	CFL Extension, Sanauli	CFL Extension, Raxual	Total
1	Director	1	1	-	-	-	-	2
2	Joint Director	-	-	1	1	-	-	2
3	Deputy Director	2	1	2	2	-	-	7
4	Food Analyst	2	2	1	1	1	1	8
5	Personal Secretary	1	1	-	-	-	-	2
6	Technical Officer	8	4	8	8	1	1	30
7	Assistant	2	1	2	2	1	-	8
8	Junior Assistant Grade-I	-	-	-	-	1	1	2
9	Personal Assistant	-	-	1	1	-	-	2
10	MTS	1	1	1	1	-	-	4
Total								67