

Dated 08 July, 2016

Office Order

Further to Office Order of even No. dated 29 June, 2016 wherein officers working in FSSAI were designated as CPIO/AA, 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:

Sl. No.	Name of CPIO	Designation /Official Address with Telephone Numbers	Subject	Appellate Authority
(1)	(2)	(3)	(4)	(5)
1.	Ms. Pritha Ghosh	Deputy Director , Food Safety & Standards Authority of India, FDA Bhavan, Kotla Road, New Delhi - 110002 011 - 23236975 Extn 405 e-mail: pritha@fssai.gov.in	All matters related to Training in FSSAI	Chief Management Services Officer Food Safety & Standards Authority of India, FDA Bhavan, Kotla Road, New Delhi - 110002.

2. 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 will be final.

3. In case, there is no Asstt. Director in a Division, the CPIO shall be the Dy. Director and the Appellate Authority will be the Director concerned. In case, where, there is no Director in the Division, in that case HoD, FSSAI will be the Appellate Authority.

4. In case of superannuation, transfer, repatriation or in the event of CPIO being on leave/tour, RTI application pertaining to him shall be handled by the Officer under Link Officer *arrangement* till he joins duty. Sometimes, there are administrative orders to re-allocate the work of an Officer, in this case, the Officer who is assigned the charge/additional charge shall handle the related RTI matters.

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5. In case of licensing, the respective Designated Officer (DO) shall be the CPIO and Director in-charge of Enforcement Division shall be the First Appellate Authority whereas respective Authorised Officer (AO) shall be the CPIO and Director in-charge of Imports Division shall be the First Appellate Authority in case of Import works. If Director (Zone) is available for a regional office, he/she will be the First Appellate Authority for the Designated Officer and Authorised Officer under his jurisdiction.

6. 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 the occurrences of duplicity while furnishing the information to the applicant.

7. 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.

8. This issues with the approval of CEO, FSSAI.

Madan
18-07-2016

(Madan Mohan Khantwal)
Assistant Director
Tel. 23214135

To

1. All Officers/Sections in FSSAI Hqrs. / Laboratories.
2. All Designated / Authorised Officers at Regional Offices, FSSAI.
3. AD (IEC) – for uploading on website.
4. Guard File/Spare copies.