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DEPARTMENT OF FOOD SAFETY
Government of NCT of Delhi
01h Floor, Mayur Bhawan, Connaught Place,
New Delhi - 110001

F. No. F1 (246)/FS/CT/2018/Pl. files/3575-81

62/01/2026
Dated: 28.01.2026

CIRCULAR

URGENT - DISPOSAL OF OLD / UNREQUIRED FOOD SAMPLES.

All concerned are hereby directed to immediately take necessary action for the disposal of old, expired, rejected, and otherwise unrequired food samples lying in offices, laboratories, and storage areas as per the guidelines issued by the FSSAI vide order dated 03.11.2025 and the same has been circulated vide this office circular of even number dated 18.11.2025.

It has been observed that food samples containing eatables which have been kept in the offices by DOs/FSOs/Lab for a long time, and that several samples are being retained beyond the prescribed retention period or are no longer required as per existing rules. Such samples are unsafe and hazardous and may pose serious health risks to employees due to spoilage, fungal growth, foul odour, pest infestation, and other adverse effects.

Disposal of Food Samples

Accordingly, all such old, unfit, expired, rejected, and no-longer-required food samples shall be disposed of forthwith, strictly in accordance with:

- the provisions of the Food Safety and Standards Act, 2006;
- the FSSAI Advisory dated 03.11.2025 on *Environmentally Compliant Disposal of Seized, Rejected and Expired Food Items*, as circulated by the Department of Food Safety, GNCTD, vide Circular No. F1(246)/FS/CT/2018/Pl. files/3575-81 dated 18.11.2025; and
- other prescribed safety, hygiene, and environmental norms.

Under no circumstances shall food samples be disposed of in an unsafe or environmentally non-compliant manner. Proper records of disposal, including the number of samples disposed of, method/procedure adopted, and documentary / videographic evidence wherever required as per the FSSAI aforesaid guidelines, shall be maintained by the concerned officer.

Contd...2/-

Supervision and Reporting

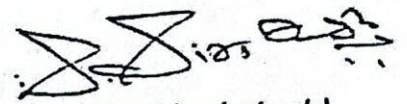
The above exercise shall be carried out under the overall supervision of Shri Saurabh Sharma, Designated Officer. A consolidated report regarding the disposal of food samples shall be submitted to this office by 05.02.2026 positively followed by the monthly report submission by 5th of every month.

Thereafter, monthly disposal reports shall be submitted by the 5th of the following month.

Responsibility & Compliance

Personal responsibility for timely and compliant disposal of food samples shall rest with the concerned officer/official. Any lapse, delay, or non-compliance will be viewed seriously and may attract appropriate action as per rules.

This issues in the interest of health, hygiene, and workplace safety, with the approval of the Competent Authority.



(S. Siva Venketash)
Head of Office

Copy to:

1. PPS to Commissioner, Deptt. of Food Safety
2. PA to Deputy Commissioner, Deptt. of Food Safety
3. PA to Head of Office, Deptt. of Food Safety
4. All DOs
5. All FSOs
6. Lab In-charge
7. Guard File