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GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF FOOD SAFETY
8th Floor, Mayur Bhawan, Connaught Place, New Delhi - 110001

No.F. 12(55)/DOFS/ADMIN./2025/ 3765-66

Date: 10/12/25

MEMORANDUM

Subject: Guidelines on Official Conduct, Accountability, and Discipline – regarding.

It has been observed that certain instances of procedural lapses, improper communication, and avoidable delays have occurred during field operations and sample submission activities. In order to strengthen systemic functioning, promote professional conduct, and ensure smooth coordination among officers and officials of the Department of Food Safety, GNCT of Delhi, the following guidelines are hereby issued for strict compliance.

1. Adherence to Orders

All officers/officials shall strictly comply with duties and instructions issued by the competent authority. No one shall alter, defer, or modify assigned duties without explicit approval from senior officers.

2. Professional Integrity

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11/12/2025 Every officer/official shall maintain integrity, impartiality, and devotion to duty. All actions must be fair, transparent, and in accordance with prescribed procedures.

3. Inter-departmental Coordination

No officer/official shall interfere in the jurisdiction or duties of others or attempt to influence, obstruct, or countermand assignments issued by competent authority.

4. Use of Official Vehicles

Vehicles earmarked for specific duties shall not be diverted or used for any other purpose without prior permission from the Caretaking Branch/competent authority. In case of non-availability of departmental vehicles, officials may hire a private vehicle as per the laid-down procedure and claim reimbursement with proper documentation.

5. Reporting and Accountability

All officials shall correctly report work, time, and field activities. Falsification of records, manipulation of reports, or withholding of official information shall invite disciplinary action.

6. Communication and Obedience of Orders

Directions issued by senior officers—written or verbal—must be followed in letter and spirit. Any confusion or ambiguity must be clarified immediately through proper channel and not acted upon based on assumptions or informal instructions.

PA (in charge)
[Signature]

7. Maintenance of Decorum

All officials must maintain dignity, decorum, and respect in official interactions. Use of intemperate language, disrespectful conduct, or acts of insubordination will be viewed seriously.

8. Avoidance of Conflict of Interest

Officials shall avoid any act or decision that may give rise to conflict between personal interest and official responsibilities.

9. Responsibility in Field Operations

Team in-charge officers shall ensure timely coordination for vehicle arrangements, sample handling, and submission. Any delay must be duly recorded and justified.

10. Documentation and Record-keeping

All movements, communications, and actions related to fieldwork must be properly documented for verification and accountability.

11. Compliance with Conduct Rules

All officials shall strictly adhere to the CCS (Conduct) Rules, 1964. Any violation will attract disciplinary proceedings under the CCS (CCA) Rules, 1965.

This circular shall be strictly complied with by all officers and officials of the Department.

This issues with the approval of the Competent Authority.



(S. SIVA VENKATESH)
HEAD OF OFFICE

To:
All Officers/Officials of the Department (through e-office)

Copy to:

- ✓ 1. P.S. to Commissioner (Food Safety)
- 2. Guard file