

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

No. F.PS/CFS/2026/ 1207-10

Dated: 03/6/26

Ref.: 1. Review Meeting chaired by Hon'ble Chief Minister, Delhi dated 02.06.2026.
2. Review of sample lifting and analysis data
3. Enhancement of enforcement exercise to ensure safe food.

STANDARD OPERATING PROCEDURE (SOP)

on

Inspection Orders

Whereas, the Department of Food Safety conducts inspections, surveillance, sample lifting, enforcement and regulatory activities under the provisions of the Food Safety and Standards Act, 2006 and the Rules/Regulations framed thereunder;

And whereas, Section 30(2)(d) of the Food Safety and Standards Act, 2006 empowers the Commissioner of Food Safety to ensure efficient and uniform implementation of standards and to maintain a high standard of objectivity, accountability, transparency, practicability and credibility;

And whereas, it has become necessary to establish a transparent, accountable and standardized mechanism for issuance and execution of Inspection Orders in order to prevent unauthorized visits, maintain proper traceability of enforcement actions and address concerns raised by Food Business Operators (FBOs) and their Associations;

Now, therefore, in exercise of powers conferred under Section 30 of the Food Safety and Standards Act, 2006, the following Standard Operating Procedure (SOP) is hereby issued for strict compliance by all officers and officials of the Department of Food Safety.

1. Purpose of Inspection Order

- The Inspection Order shall serve as the official authorization for conducting inspection, surveillance, sample lifting, verification or any other enforcement activity under the Act and Regulations.
- The Inspection Order shall ensure accountability, transparency and proper documentation of enforcement activities.

2. Validity of Inspection Order

- Every Inspection Order will be serially numbered . The serial number once allotted to an Inspection Order will not be repeated on any other Inspection Order on the ground of non implementation of the previous Inspection Order or so.
- Every Inspection Order shall be issued for a specific date and specific premises only.
- The Inspection Order shall remain valid only for the date mentioned therein unless specifically extended by the competent authority in writing.
- No retrospective, undated or open-ended Inspection Order shall ordinarily be issued.
- Photocopy of Inspection Order is not valid for any purpose.
- There will not be any overwriting on Inspection Order.

3. Mandatory Contents of Inspection Order

- Unique serial number and date of issue.
- Name and complete address of the Food Business Operator (FBO) premises.
- Purpose and nature of inspection/visit.
- Names, designations and contact details of authorized officials.
- Date and validity period of the Inspection Order.
- Signature and seal of the competent authority.

4. Issuance of Inspection Order

- Ordinarily, one Inspection Order shall pertain to one FBO premises only.
- Inspection Orders shall be issued in duplicate.
- One copy shall be handed over to the FBO or its representative immediately upon commencement of inspection.
- One copy shall remain part of the official record.
- Inspection Orders may be signed by the Commissioner (Food Safety) or by the concerned Designated Officer authorized 'for and on behalf of the Commissioner'.

5. Conduct During Inspection

- All officials shall carry valid official identity cards during inspection.
- Inspections shall be conducted in a professional, transparent and non-harassing manner.
- Wherever assigned, Overseers and Food Assistants shall witness the inspection process and assist in identification of vulnerable and high-risk food categories.
- Any inspection conducted without a valid Inspection Order shall be treated as unauthorized, except in circumstances covered under Clause 8 of this SOP.
- A videography of the exercise has to be made by the junior most FSO of the team, wherever applicable or as mentioned in the Inspection Order.

- 03 Photographs covering the maximum area of food operation are to be taken by the FA concerned or FSO or official at Sr.No.2. Or as mentioned in the Inspection Order.

6. Restriction on Repeated Inspection

- No Inspection Order shall be issued more than once within a period of one year for the same food premises in order to ensure wider coverage of FBOs across Delhi.
- Repeat inspections may be conducted in cases involving failed sample reports,
- Government complaints, FSSAI compliance verification, court directions, public health emergencies only.
- Any repeat inspection within 12 months shall require specific approval of the Administrative Secretary by the Commissioner (Food Safety) with specific reasons in writing.

7. Action Taken Report (ATR)

- Every Inspection Order shall be followed by submission of an Action Taken Report (ATR) in the prescribed format.
- The ATR shall ordinarily be submitted within 48 hours from completion of inspection unless otherwise directed.
- The senior-most FSO shall be responsible for submission of the ATR.
- Overseers and Food Assistants may submit separate reports wherever required.

8. Exceptional Circumstances

- Prior Inspection Orders may not be feasible in cases of emergency food safety duties, VVIP duties, police-assisted raids based on intelligence inputs, or urgent public health interventions.
- In such cases, approval of the Commissioner shall be obtained as early as practicable and the reason shall be clearly recorded in the relevant file/record.
- Court-directed inspections, duties assigned by competent Government authorities, FSSAI references, PGMS, CPGRAMS, LG Listening Post and CM Jan Sunwai references shall be specifically mentioned in the captioned references.

9. Accountability and Record Maintenance

- The concerned Designated Officer shall maintain proper records/registers of all Inspection Orders issued.
- The senior-most FSO in the inspection team shall be responsible for compliance of the Inspection Order and timely submission of ATR.
- Any repeat visit within one year shall be supported with proper written justification and approval.

10. General Instructions

- Photocopies or scanned copies of Inspection Orders shall not ordinarily be treated as valid unless digitally authenticated.
- FSOs shall prioritize vulnerable and high-risk food categories while conducting surveillance and sample lifting in the interest of public health.
- Overseer will guide FSOs in lifting samples. The overseer or non technical official posted vide the Inspection Order will submit a report as to the fact that MOST VULNERABLE SAMPLES were picked up or not.
- All officers and officials shall maintain decorum, transparency and integrity during enforcement activities.

This issues with the approval of the Competent Authority.

Encl.:

1. ATR Format
2. Inspection Order Formats – 'E' (Enforcement) & 'S' (Surveillance) to be revised from time to time by the CFS.

Issued with Competent Approval.


Commissioner (Food Safety)

Copy to:

1. Director, FSSAI – for kind information.
2. All District Designated Officers/Deputy Commissioner/FSOs for compliance
3. Office WhatsApp Group.
4. Guard File.

Action Taken Report

1. Time when Inspection Order was received
2. Time of departure from office
3. Time of arrival at FBO premises
4. Time of departure from FBO premises
5. Time of reaching back to office
6. Number of persons allotted duty as per Inspection Order.....
7. Number of persons attended duty as per Inspection Order
8. Names of the officials who have not attend duty.....
.....
9. Number of samples to be picked up as per Inspection order
10. Number of samples picked up actually
11. Name of official who took videography (as sent to CTI, PS to CFS and official whatsapp group during the exercise)
12. Name of official who took comprehensive photographs (Copy attached)
.....
13. Report in tabular format as below :-

Name of D.O. :-

Name of leading FSO

Sr. No.	Sample No.	Food Article	Premises Name	Address	FSSAI Registration / License	Remarks

Sign (FSO)

Sign (FA)

Sign (witness/FA/Overseer)

Report of overseer / non-technical official / FA.

‘The most vulnerable samples from the FBO sites were picked up / not picked up.’

Signature

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DEPARTMENT OF FOOD SAFETY
8th Floor, Mayur Bhawan, Connaught Place
New Delhi – 110001

F. No. PS/CFS/DoFS/2025/

Date:

INSPECTION ORDER FOR
(To be produced to FBO on demand)

In exercise of the powers conferred under the provisions of the Food Safety and Standards Act, 2006 and the Rules and Regulations framed thereunder, the Commissioner of Food Safety, being the competent authority, hereby directs the following Food Safety Officer(s) (FSOs) to visit the Food Business Operator(s) (FBOs) as indicated in the list below and to lift the enforcement samples of food articles indicated in the subsequent column.

S.No.	Name of FSO /F.A.(Ms./Mr.)	Name and Address of the FBO to be visited	Name of the items to be lifted as enforcement samples

- FSOs are not permitted to visit any other food premises/ FBOs other than the assigned food premises/FBOs as mentioned in the table hereinabove.
- The whole Team mentioned in table above will pick up enforcement samples as indicated above.
- Inspection applicable only by FSOs who are attending duty on the day of assignment.
- Inspection Order is to be carried out irrespective of approved absence/ leave of any FSO.
- For the complaints which has already been attended, FSO will submit in writing to the competent authority through DO/HOO for disposal of the complaint.

Directions:

1. The inspection shall be conducted strictly in accordance with Schedule IV of the Food Safety and Standards Act, 2006. Wherever required, Improvement Notices shall be issued to the concerned FBOs as per the prescribed procedure through FoSCoRIS/FoSCoS by the FSO at serial no. 2.
2. All inspections and sample lifting activities shall be duly recorded on the FoSCoRIS portal on the same day by FSOs.
3. Samples of food articles mentioned in this order, as well as those pertaining to complaints, if any, shall be lifted by following the prescribed procedures under the Act and Rules.
4. Photography and videography has to be done.
5. The inspection team shall submit a separate Action Taken Report (ATR) in respect of this office order by the next working day alongwith a note on the site experiences.
6. Ensure compliance of Section 31 of FSS Act 2006.
7. Non-compliance with the directions contained in this order shall be viewed seriously and may invite appropriate action as per law.
8. **FEEDBACK TEAM** may follow subsequent to this sample picking exercise of enforcement Sample.

This order issues with the prior approval of the Commissioner.

*For & on behalf of the Commissioner,
Food Safety, Delhi*

Copy to: 1. PS to Commissioner (Food Safety) – for information. Contact No. 011-23413488
N.B 1: FSO is responsible to initiate action u/s 63 (&64) of the act wherever required.
N.B 2: PHOTO/COPY OF THIS ORDER IS NOT VALID FOR ANY PURPOSE.

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DEPARTMENT OF FOOD SAFETY
8th Floor, Mayur Bhawan, Connaught Place
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(To be produced to FBO on demand)**

In exercise of the powers conferred under the provisions of the Food Safety and Standards Act, 2006 and the Rules and Regulations framed thereunder, the Commissioner of Food Safety, being the competent authority, hereby directs the following Food Safety Officer(s) (FSOs) to visit the Food Business Operator(s) (FBOs) as indicated in the list below and to lift the surveillance samples of food articles indicated in the subsequent column.

S.No.	Name of FSO /F.A.(Ms./Mr.)	Name and Address of the FBO to be visited	Name of the items to be lifted as surveillance samples

- FSOs are not permitted to visit any other food premises/ FBOs other than the assigned food premises/FBOs as mentioned in the table hereinabove.
- The whole Team mentioned in table above will pick up surveillance samples as indicated above.
- Inspection applicable only by FSOs who are attending duty on the day of assignment.
- Inspection Order is to be carried out irrespective of approved absence/ leave of any FSO.
- For the complaints which has already been attended, FSO will submit in writing to the competent authority through DO/HOO for disposal of the complaint.

Directions:

1. The inspection shall be conducted **strictly in accordance with Schedule IV of the Food Safety and Standards Act, 2006**. Wherever required, **Improvement Notices** shall be issued to the concerned FBOs as per the prescribed procedure through FoSCoRIS/FoSCoS by the FSO at serial no. 2.
2. All inspections and sample lifting activities shall be **duly recorded on the FoSCoRIS portal on the same day** by FSOs.
3. Samples of food articles mentioned in this order, as well as those pertaining to complaints, if any, shall be lifted **by following the prescribed procedures under the Act and Rules**.
4. Photography and videography has to be done.
5. The inspection team shall submit a **separate Action Taken Report (ATR)** in respect of this office order **by the next working day alongwith a note on the site experiences**.
6. Ensure compliance of Section 31 of FSS Act 2006.
7. **Non-compliance** with the directions contained in this order shall be viewed **seriously** and may invite appropriate action as per law.
8. **FEEDBACK TEAM may follow subsequent to this sample picking exercise of surveillance Sample.**

This order issues with the prior approval of the Commissioner.

*For & on behalf of the Commissioner,
Food Safety, Delhi*

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