fssai भारतीय खाद्य संरक्षा एवं मानक प्राधिकरण
विश्वास का वायदा, सुरक्षित एवं पौष्टिक खाद्य का आश्वासन
स्वास्थ्य एंव परिवार कल्याण विभाग, भारत सरकार

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भारतीय खाद्य सुरक्षा एवं मानक प्राधिकरण
स्वास्थ्य और परिवार कल्याण मंत्रालय
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
Ministry of Health & Family Welfare, Govt. of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(खाद्य सुरक्षा एवं मानक अधिनियम, 2006 के तहत स्थापित वैधानिक प्राधिकरण)
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व्यापार और अंतर्राष्ट्रीय सहयोग प्रभाग/Trade and International Cooperation Division

Dated: 19th November, 2026

To

The Regional Directors (All),
FSSAI

Subject: Standard Operating Procedure (SOP) for processing of Manually Referred Bill of Entry from Customs to FSSAI – reg.

FSSAI's Food Import Clearance System (FICS) is integrated with the Central Board of Indirect Taxes and Customs (CBIC) through the ICEGATE platform under the SWIFT 2.0. Bills of Entry (BoEs) pertaining to imported food consignments requiring FSSAI clearance are electronically referred from Customs ICEGATE to FICS for processing and issuance of the final decision, i.e., NOC/NCC/Not in Scope, through the integrated platform.

2. However, it has been observed that due to different technical and other reasons some BoEs are being manually referred by Customs authorities to FSSAI through email or hard copies. Such manually referred BoEs are not automatically captured in the FICS portal, resulting in a lack of proper traceability and records and their exclusion from the system-generated food import data.

3. In this regard, an SOP has been developed to establish a uniform procedure for processing all manually referred BoEs through FICS. The SOP has been developed with an appropriate online workflow to ensure proper recording and traceability of such cases (Copy enclosed).

4. Accordingly, all Regional Directors and Authorised Officers are requested to ensure that:

i. All BoEs manually referred by Customs authorities through email or hard copy are duly brought on record and processed through FICS in accordance with the approved procedure.

ii. The reasons for manual referral in FICS appropriately documented.

iii. No manually referred case is left unrecorded in the FICS portal, so as to ensure completeness of records, transparency and accurate reporting of food import data.

5. All Regional Directors shall ensure strict compliance with the above instructions and sensitise the Authorised Officers under their respective jurisdictions accordingly.

6. This issues with the approval of the Competent Authority.

Yours Sincerely,

Encl: As above.

19.11.2026

(Manvesh Kumar, IRS)
Director (Trade and International Cooperation)

CC:

1. PA to CEO, FSSAI
2. Sr. PS to ED (HR), FSSAI
3. The Joint Secretary (Customs) CBIC
4. The Director (Customs), CBIC
5. All FSSAI Authorised Officers
6. The CITO, FSSAI-HQ (For uploading on the FSSAI website)

Standard Operating Procedure (SOP) for processing of Manually Referred Bill of Entry from Customs to FSSAI

1. **Submission of Request for Manual Filing**

   In cases where a Bill of Entry (BoE) has been manually referred by Customs for FSSAI clearance but has not been electronically referred through the SWIFT system, the jurisdictional Customs AC/DC shall submit a request through email from their official email ID or through duly signed official letter to the respective FSSAI Authorised Officer (AO) for facilitating the filing and processing of such BoE through the Food Import Clearance System (FICS).

   The request shall clearly mention the BoE number, BoE date, port of import, Country of Origin, IECODE, CHA Code and the reason for manual referral, along with supporting documents.

2. **Forwarding of Request and Generation of Draft Link**

   Upon receipt of the request, the concerned Authorised Officer shall verify that the BoE manually referred by Customs is not available for processing through the SWIFT system. After verification, the Authorised Officer shall forward the request to the IT Division, FSSAI HQ for creation of a draft application link on the FICS portal, **under intimation to the respective Regional Director and the Trade and International Cooperation, FSSAI Headquarters.**

   The IT Division shall generate the required draft link and facilitate its availability to the concerned CHA/Importer for filing the application, uploading the requisite documents and making applicable payments through the FICS portal.

3. **Identification and Processing of Draft/Non-SWIFT BoEs**

   All applications filed through such manually generated links shall be distinctly identified in FICS as **Draft/Non-SWIFT BoEs**. Such applications shall be processed through the existing FICS workflow, including scrutiny, payment, inspection, sampling, laboratory testing and issuance of the final clearance decision, wherever applicable.

   Under no circumstances shall a draft link be generated for a BoE already referred and available for processing through SWIFT.

4. **Communication of Final Decision and Availability of Documents**

   Upon completion of the prescribed clearance process and generation of the final decision, i.e., No Objection Certificate (NOC) or Non-Conformance Certificate (NCC), the concerned Authorised Officer shall communicate the final decision to the concerned Customs authorities through official email ID for further necessary action.

   The concerned CHA/Importer shall also be able to independently download the payment receipts, NOC and NCC, as applicable, from the FICS portal against the respective Draft/Non-SWIFT application.

5. **Strict Compliance**

   The above procedure shall be followed exclusively for genuine cases manually referred by Customs where electronic referral through SWIFT has not taken place.

   The concerned Authorised Officer and IT Division shall ensure strict compliance with this condition to prevent any duplicate applications, parallel processing and discrepancies in clearance records.