

F. No. Admin-24011(13)/1/2026-eoffice
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(Central Drugs Standard Control Organization)

FDA Bhawan, Kotla Road,
New Delhi.

Dated: 11.05.2026

Circular

Subject: Restriction on shifting/reallocation of IT equipment without prior intimation and approval of Administration and IT cell of CDSCO(HQ).

It has been observed that IT-related equipment such as desktop computers, laptops, printers, scanners, UPS systems, networking devices, and other associated peripherals are being shifted/reallocated from one office/section/room to another without prior information to the Administration and IT Cell of CDSCO(HQ). Such unauthorized movement creates difficulties in inventory management, asset tracking, network configuration, and maintenance of IT infrastructure.

2. In order to maintain proper inventory records, network security, asset tracking, and smooth functioning of IT infrastructure, it is hereby directed that:

- i. No IT-related equipment shall be moved, shifted, exchanged, or reallocated from one place/Section/room to another without prior intimation and approval of the Administration and IT Cell of CDSCO(HQ).
- ii. Any requirement for shifting or replacement of IT equipment must be submitted in writing through the DDA/ Section Officer (Admin).
- iii. The IT Cell shall verify and update the inventory and technical configurations before any such movement is carried out.
- iv. Non-compliance with these instructions may lead to administrative action and responsibility for any loss, damage, or disruption arising thereof shall rest with the concerned Official/Section.

All Officers/Officials are requested to strictly adhere to the above instructions with immediate effect.

(Pawan Kumar)
Dy. Director Administration

Copy to:-

- i. DCG(I) Office.
- ii. Notice Board.
- iii. All Division/Sections/Room and CDSCO website.