

IMMEDIATE

F. No. D.21013/99/2014-DC  
CENTRAL DRUGS STANDARD CONTROL ORGANISATION  
DIRECTORATE GENERAL OF HEALTH SERVICES

FDA Bhavan, Kotla Road,

New Delhi

Dated: 19/09/2014

CIRCULAR

Attention is invited to the meeting held on 08.09.2014 to review the status of applications, issues related to clearance of pendency, meeting of timelines and work plan for coming 100 days etc. **During that meeting, it was inter alia decided that Administrative orders be issued to respective Divisions for issuing all outward letters by speed post**. As a follow up thereof, all offices from the level of ADC(I) to JDC(I) in CDSCO(HQ) are requested to follow the procedure with immediate effect. Similarly, the same procedure has to be followed by all Zones, Sub-Zones and Port offices of CDSCO without prejudice to the existing system already in operation in this behalf. The Zones, Sub-Zones and Port offices have to put in place the said system within a period of 15 days from today under intimation to this HQ.

2. This issues with the approval of DCG(I).



(Pitam Singh)  
Dy. Director Admn.(D)

To

1. JDC(I)/DDC(I)s/ADC(I)s of CDSCO(HQ).
2. Heads of Zones, Sub-Zones and Port offices of CDSCO.

Copy to:-

- (i) PPS to DGHS, Nirman Bhawan, New Delhi.
- (ii) PS to AS & DG, Nirman Bhawan, New Delhi.
- (iii) PS to JS(R), Nirman Bhawan, New Delhi.
- (iv) CRU/Dispatch Section, CDSCO with the direction to ensure strict