

F.No.D.21013/168/2012-DC
Directorate General of Health Services
Central Drugs Standard Control Organisation(HQ)

Kotla Road, New Delhi-110002
Dated: the 30th December, 2015


CIRCULAR

It has been decided with the approval of the competent authority that the Pre-Screening work in CRU of CDSCO(HQ) located in CHEB's Men's Hostel Area, behind FDA Bhawan, will be done from 10:30 AM to 4:00 PM on all working days w.e.f. Friday the 1st January, 2016 with lunch break from 1:30 PM to 2:00 PM.

2. To handle the Pre-Screening work following ADIs are posted in CRU with immediate effect:-

- (i) Mr. Devendra Pratap Singh
- (ii) Ms. Sonali Suman
- (iii) Ms. Shobha Deepti
- (iv) Ms. Kavita

3. It shall be ensured by ADC(I), CRU that all the documents after pre-screening in CRU in the forenoon shall be sent to the concerned ADC(I) by 2:30 PM and those pre-screened in the afternoon, by 4:30 PM on the same day.


(U.S.Mehta)
Dy. Director Admn. (D)

All officers/staff in CDSCO(HQ) including Sadiq Nagar.

Copy to:-

- (i) PPS to JS(KLS), Nirman Bhawan, New Delhi
- (ii) IT Cell for placing the Circular on website of CDSCO.
- (iii) PS to DCG(I).
- (iv) Guard file/Notice Board.