

MOST IMMEDIATE

**F. No.D.21013/22/2020-DC
DIRECTORATE GENERAL OF HEALTH SERVICES
CENTRAL DRUGS STANDARD CONTROL ORGANISATION
(DRUGS CONTROL SECTION)**

FDA Bhavan, Kotla Road,
New Delhi
Dated 18th December, 2020

CIRCULAR

It has been observed that the entire lot of contractual functionaries deployed in this office are attending office irregularly at their own will. They are also not following the normal working hours prevalent in this office i.e. from 9:30 A.M to 6:00 P.M and some people come quite late and leave early. This obviously interrupts normal and smooth functioning of the Divisions and results in huge pendency almost everywhere. This sort of situation sometimes causes embarrassment to senior officers when various important issues concerning CDSCO are reviewed by the Ministry as CDSCO has to play a very important and proactive role in the prevailing crisis that has arisen due to COVID-19 pandemic. It is important to note that the Ministry of Home Affairs vide its consolidated guidelines dated 15.04.2020 has clarified that offices of Health and Family Welfare and its autonomous/subordinate offices will have to function without any restrictions and as such, the orders issued by the Deptt. of Personnel and Training and Deptt. of Expenditure laying down various guidelines for the Govt. staff to combat the said pandemic are not applicable to that Ministry and the Autonomous/Subordinate offices functioning under it.

2. In the circumstances, it has been decided that the contractual functionaries shall with immediate effect start attending office as per usual working hours on 05-day week basis as was the practice before the lockdown was imposed by the Govt. Those not complying with these instructions will not be paid full remuneration and remuneration will be deducted for each day of their absence as was the practice earlier.


(Ziley Singh Vical)
Director (Admn.)

To
All Zones, Sub-Zones, Port offices and Laboratories of CDSCO.

Copy to:-

- (i) O/o DCG(I).
- (ii) All Officers/Divisions in CDSCO(HQ) including Sadiq Nagar.
- (iii) PA to Director(Admn.) and DDA(D).