

F. No. Admin-18011(12)/12/2025-eoffice
भारत सरकार /Government of India
स्वास्थ्य और परिवार कल्याण मंत्रालय /Ministry of Health and Family Welfare
स्वास्थ्य सेवामहानिदेशालय /Directorate General of Health Services
केंद्रीय औषधि मानक नियंत्रण संगठन /Central Drugs Standard Control Organization

FDA Bhawan, Kotla Road, New Delhi

Dated: 02-04-2025

OFFICE ORDER

A new Division titled "**Co-ordination Division**" is hereby created within CDSCO(HQ) with immediate effect.

2. The Division will assume the following specific responsibilities:

Sl. No.	Roles and Responsibilities	Division Currently Responsible	Division that shall deal from now on
i.	Submission of Monthly D.O./Monthly Summary to Cabinet	DCC-DTAB	Co-ordination Division
ii.	Monitoring coordination requirements in CDSCO that are not specifically allocated to other sections	Concerned Division	Co-ordination Division
iii.	Achievement of CDSCO objectives as directed by the Ministry from time to time	DCC-DTAB	Co-ordination Division
iv.	Circulation of general circulars, training circulars/vacancy circulars, etc.	Admin Division	Co-ordination Division
v.	Collecting and collating sample data related to SSDRS (Strengthening of States' Drug Regulatory System) scheme	GCT & Ethics Committee	Co-ordination Division
vi.	Any other work as assigned by the competent authority from time to time	As assigned by competent authority	Co-ordination Division

3. This issues with the approval of the competent authority.

(Pawan Kumar)
Deputy Director (Admn.)

To:

- i. All the existing divisions of CDSCO(HQ).
- ii. Zonal/Sub-Zonal offices/Laboratories/Ports etc.
- iii. Under Secretary, DR Section, MoHFW.
- iv. DCG(I) Secretariat.
- v. Guard File.