

**F. No. Admin-A011(11)/7/2024-eoffice
CENTRAL DRUGS STANDARD CONTROL ORGANISATION
DIRECTORATE GENERAL OF HEALTH SERVICES**

FDA Bhavan, Kotla Road
New Delhi

Dated: 25.07.2025

NOTICE

In continuation of this Organization Notice of even number dated 23.04.2025, it is reiterated that when visitors meet with any official, it is the responsibility of the concerned official to ensure that the visitor exits the premises promptly after the conclusion of their discussion. All officials and visitors are hereby reminded of the following issues that have been observed and must be addressed:

- Visitors entering the CDSCO building with a visitor pass issued in the name of a specific team member, have been observed roaming around the premises and meeting other officials, which disrupts regular office functioning.
- In such case, the official who authorizes the visitor's entry shall be held responsible.
- Visitors are strictly permitted to meet only the official in whose name the visitor pass has been issued.

2. All stakeholders and visitors are requested to strictly adhere to the above guidelines to maintain effective and disturbance-free public dealings within the CDSCO office.



**(Pawan Kumar)
Dy. Director Admn.(D)**

To

All Stakeholders.

Copy to:-

- (i) All JDC(I)s/DDC(I)s in CDSCO(HQ).
- (ii) DCG(I) Sectt.
- (iii) DDC(I), PRO Cell.
- (iv) PA to Director(A).
- (v) Notice Board.
- (i) Guard file.