

**File No. CRU/FTS/2/10**  
**Central Drugs Standard Control Organization**  
**(Directorate General of Health Services)**  
**O/o Drugs Controller General (I)**

FDA Bhawan, Kotla Road  
New Delhi  
Date : 16/8/2010

**NOTICE**

It has come to the notice of the office of DCGI that the firms are issuing general Letter of Authority to various persons at a time to collect approvals/ NOC /queries etc. sometimes even without authenticating the signature of the bearer of the Letter of Authority. There are instances when more than one person comes to collect particular licence/ approval / NOC /Query etc. with letter of authority signed by two different authorised signatory of the firm.

In view of the above, the firms are requested to furnish the following details in the letter of Authority to be issued by them to a person who comes to collect specific Approval/ NOC/ Query etc. from this office on their behalf :-

1. The details of specific Approval /NOC/ Query with name of the drug.
2. The signature of the bearer of the letter of authority authenticated by competent person of the firm.
3. Name and designation with contact number of the authorised signatory who issues letter of authority.

Further the bearer of the letter of authority should bring his/her I-D proof. It is to make it very clear that now onwards the approval/NOC/Query would be issued to only those persons who submit proper Letter of Authority as indicated above with their I-D Proof to this Office.

This has the approval of DCGI.

*Manjula Chandra*

**Manjula Chandra**  
**Asst. Drugs Controller (I)**