

ML1-6972/2013/DC
Drugs Controller & Licensing Authority
Kerala State

Office of the Drugs Controller
Red Cross Road, Vanchiyoor PO
Thiruvananthapuram – 695035
Dated : 15/07/2013

CIRCULAR

Subject : Submission of Hand written Inspection Reports – regarding.

It has come to the notice of this office that Hand written Inspection Reports are being send by enforcement officers of this department on various matters. Most of these are illegible and hence processing of files is either difficult or delayed.

Hence all enforcement officers are hereby strictly instructed to send neatly typed copies of Inspection Reports. Hand written reports will not be accepted hereafter. Any negligence of the matter will be viewed seriously.

Sd/-
Drugs Controller (i/c)

To
All Enforcement Officers