

SUO MOTTO DISCLOSURE UNDER SECTION 4 OF RTI ACT, 2005

(CDSCO Airport, Chennai)

1. Organization and Function

1.1 Particulars of its organization, functions and duties [Section 4(1)(b)(i)]

(i) Name and address of the Organization

CENTRAL DRUG STANDARD CONTROL ORGANIZATION, AIR PORT, CHENNAI

Central Drug Standard Control Organization, Asst. Drugs Controller (I), Airport, Room No. 402-405, Ist Floor, Phase III, Airport Authority Building, Air Cargo Complex Meenambakkam, Chennai – 600 016
Telephone- 044-22560698
Email: airport.chennai@cdsco.nic.in, accadcchennai@gmail.com

Website: <https://cdsco.gov.in/opencms/opencms/en/Port/>

(ii) Head of the organization

Airport

(i) Smt. P. INDIRA
Deputy Drugs Controller (India)

(ii) Shri. S. John Gerard
Assistant Drugs Controller (India)
<https://cdsco.gov.in/opencms/opencms/en/Port/>

(iii) Vision, Mission and Key objectives Vision:

To Protect and Promote public health in India.

Mission:

To safeguard and enhance the public health by assuring the safety, efficacy and quality of drugs, cosmetics and medical devices.

<https://cdsco.gov.in/opencms/opencms/en/About-us/Vision/>

(iv) Function and duties

(1) Scrutiny of the Bills of entry to ensure that the imported drugs comply with the provisions of Chapter III of the Drugs & Cosmetic Act and Rules there under and Drugs

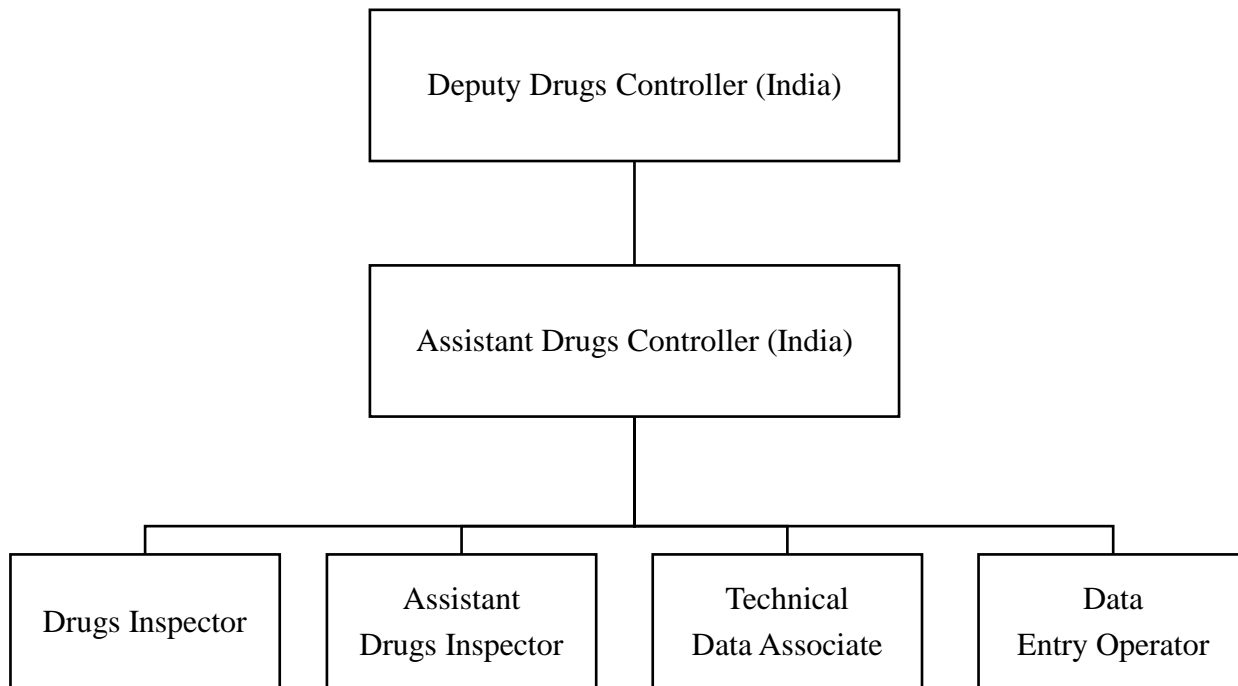
and Magic Remedies (Objectionable Advertisements) Act and Rules & Narcotic Drugs and Psychotropic Substances Act (NDPS) & Rules there under and any other law for the time being in force.

- (2) To check the shipping bills for export for compliance of the Drugs & Cosmetics Act and keep control under the Narcotic Drugs and Psychotropic Substances Act & Rules.
- (3) In the case of the Narcotic Drugs and Psychotropic Substances Act & Rules, a certificate issued by the Narcotics commissioner must be checked for import/export and details furnished to the Drugs Controller General (India) through the Deputy Drugs controller (India) of the respective Zones.
- (4) To ensure that, no New Drug is imported into the country unless its import is permitted by the Licensing Authority under NDCT Rules
- (5) To ensure that small quantities of drugs imported for Test, Examination and Analysis or clinical trials or for personal use are duly covered by Test License (11 or 11-A) or Permit License as (12 B) as the case may be.
- (6) Maintenance of Statistics data regarding imports/ exports of all the Drugs/ cosmetics/ medical devices and submit the same every month to the Deputy Drugs Controller (India) of the respective zones and to other authorities as and when required.
- (7) Coordination with the Commissioner of Customs – The Port Officers should have sufficient knowledge of the relevant provisions of the Customs Act and DGFT policies.
- (8) Import of raw materials under Advance Licenses/100% EOU cases must be intimated to the concerned State Drugs Controller to examine proper post-import check with a copy marked to the DDC (I) of the concerned Zone.
- (9) Assist members of the trade with the information required.
- (10) Preparation and forwarding of Quarterly and Annual Reports.
- (11) Examination of post parcels couriers for import and export of drugs, cosmetics, and medical devices.
- (12) Coordination with the customs and other investigating agencies for matters of violation of import/export under intimation to the DDC (I) of the concerned zone.
- (13) To examine the re-import/re-export consignment as per the procedures.
- (14) To draw samples from import/export and re-import consignment as per laid down procedures.
- (15) To examine unclaimed/seized cargo when referred by customs and offer an opinion as per the procedure laid down.
- (16) To inform all the port offices directly with a copy marked to the Deputy Drugs controller (I) of the concerned zone, in case of drugs and cosmetics are found as not of standard quality/spurious
- (17) Grant of permission to import small quantities of drugs for personal use as per DCG (I) order No. DCG(I)/Misc/2013(34) dated 12/02/2014
- (18) Handling of Parliamentary Questions and RTI matters
- (19) Periodically conducting stakeholder meetings.

- (20) Forwarding the monthly/daily activity report to DCG(I).
- (21) Any other work assigned by DCG (I) as and when required.

(v) Organization Chart:

O/o ASSISTANT DURGS CONTROLLER (INDIA),
CDSCO, AIRPORT, CHENNAI



(vi) Any other details on genesis, inception, formation of the department, and the HoDs from time to time, as well as the committees/ Commissions constituted from time to time, have been dealt

Airport

The Central Drugs Standard Control organization, Airport, Chennai was started in the year 1979 in the International Airport Authority of India, Madras Airport, Madras - 600027 and in charge of the office was a Technical Officer.

1.2 Power and duties of its officers and employees

[Section 4(1) (b)(ii)]

- (i) Powers and duties of officers (administrative, financial and judicial) & (ii) Powers and duties of other employees**

Designation	Duties
Deputy Drugs Controller (I)	<p>Supervision and monitoring of following activities:</p> <ul style="list-style-type: none"> ➤ Scrutiny of the Bills of entry to ensure that the imported drugs comply with the provisions of Chapter III of the Drugs & Cosmetic Act and Rules there under and Drugs and Magic Remedies (Objectionable Advertisements) Act and Rules & Narcotic Drugs and Psychotropic Substances Act(NDPS) & Rules there under and any other law for the time being in force. ➤ To check the shipping bills for export for compliance of Drugs & Cosmetics Act and keep control under Narcotic Drugs and Psychotropic Substances Act & Rules. ➤ In the case of Narcotic Drugs and Psychotropic Substances Act & Rules, a certificate issued by Narcotics commissioner must be checked for import/export and details furnished to Drugs Controller General (India) through the Deputy Drugs controller (India) of the respective Zones. ➤ Maintenance of Statistics data regarding imports/export of all Drugs/cosmetics/medical devices and submit the same on monthly basis to the DCG(I) with copy to Deputy Drugs Controller (India)-South Zone and to other authorities as and when required. ➤ Co-ordination with the Commissioner of Customs. ➤ Assist members of the trade with the information required. ➤ Preparation and forwarding of Quarterly and Annual Reports. ➤ Coordination with the customs and other investigating agencies for matters of violation of import/export under intimation to the DDC (I) of the concerned zone.

Assistant Drugs Controller (I)	<p>Supervision and monitoring of following activities:</p> <ul style="list-style-type: none"> ➤ Scrutiny of the Bills of entry with a view to ensure that the imported drugs comply with the provisions of Chapter III of the Drugs & Cosmetic Act and Rules there under and Drugs and Magic Remedies (Objectionable Advertisements) Act and Rules & Narcotic Drugs and Psychotropic Substances Act (NDPS) & Rules there under and any other law for the time being in force. ➤ To check the shipping bills for export for compliance of Drugs & Cosmetics Act and keep control under Narcotic Drugs and Psychotropic Substances Act & Rules. ➤ In the case of Narcotic Drugs and Psychotropic Substances Act & Rules, a certificate issued by Narcotics commissioner must be checked for import/export and details furnished to Drugs Controller General (India) through the Deputy Drugs controller (India) of the respective Zones. ➤ Maintenance of Statistics data regarding imports/export of all Drugs/cosmetics/medical devices and submit the same on monthly basis to the DCG(I) with copy to Deputy Drugs Controller (India)-South Zone and to other authorities as and when required. ➤ Co-ordination with the Commissioner of Customs. ➤ Assist members of the trade with the information required. ➤ Preparation and forwarding of Quarterly and Annual Reports. ➤ Coordination with the customs and other investigating agencies for matters of violation of import/export under intimation to the DDC (I) of the concerned zone.
Drugs Inspector	<ul style="list-style-type: none"> ➤ To examine the re-import/re-export consignment as per the procedures. ➤ To draw samples from import/export and re-import consignment as per laid down procedures. ➤ To examine unclaimed/seized cargo when referred by customs and offer opinion as per procedure laid down. ➤ In case of drugs and cosmetics of not of standard quality/spurious, to be informed to all the port offices directly with a copy marked to the Deputy Drugs controller of the concerned zone. ➤ Grant of permission for small quantities of drugs imported for personal use as per DCG(I) order No. DCG(I)/Misc/2013(34) dated 12/02/2014 ➤ Handling of Parliamentary Questions and RTI matters ➤ Forwarding the monthly activity report to DDC(I), South Zone, DCG(I) and NPPA. ➤ Any other work assigned by DDC (I), South Zone and DCG (I) as an required.

Assistant Drugs Inspector	<ul style="list-style-type: none"> ➤ Scrutiny of import and export bills related Drugs, cosmetic and Medical devices as per Drugs & Cosmetic act and Medical Devices Rules,2017 ➤ Forwarding of drugs including Schedule C & C (1) and Cosmetics to various government laboratories (CDL,CDTL,NIB,IVRI) and or local labs for test and maintaining their relevant records. Verifying the test reports of Drugs and Cosmetics with respective pharmacopeia monograph and BIS Specification. ➤ Maintenance of different Records related to test memo, test reports, L/G inspection reports, Sample Register, Monthly reports, parliament related matter. ➤ Data preparation in reply of Parliament queries/HQ/zonal/other department. ➤ Preparation of letters in reply to other department correspondence. ➤ Maintenance of records and Registers in the office. ➤ Online release through SWIFT system after final comments of ADC (I)-Airport ➤ Other assigned work by superior officers.
Technical Data Associate / Data Operator Entry	<ul style="list-style-type: none"> ➤ Maintenance of the Import and Export register/database (Hard copy)/export system register ➤ Data collection for Parliament queries/HQ/zonal/other departments. ➤ Maintenance of office copies. ➤ Providing inward and outward numbers to different letters/OMs, etc. ➤ Other assigned work by superior officers.

- (iii) **Rules/ orders under which powers and duty are derived and**
- (iv) **Exercised**
- (v) **Work allocation**

Powers and duties of all posts are derived and exercised as per the practice in vogue. The work allocation information is available in the **Point 1.2**

1.3 Procedure followed in decision making process

[Section 4(1)(b)(iii)]

- (i) **Process of decision making Identify key decision making points** (ii) **Final decision making authority** (iii) **Related provisions, acts, rules etc.**
- (iv) **Time limit for taking a decisions, if any**
- (v) **Channel of supervision and accountability**

As per Standard operating Procedure (SOP) the process of decision making based on the identified key decision making points is done at every level. SOP and guidance document defines the hierarchy/channel of supervision of the office. The time limits for taking decisions are set by internal office orders issued from time to time. Final Decision making authority is vested with the Assistant Drugs Controller (I) / Drugs Inspector.

1.4 Norms for discharge of functions

[Section 4(1)(b)(iv)]

- (i) Nature of functions/ services offered**
- (ii) Norms/ standards for functions/ service delivery**
- (iii) Process by which these services can be accessed**
- (iv) Time-limit for achieving the targets**
- (v) Process of redress of grievances**

The nature of functions/services are listed in point no: 1.2 (i),(ii). NOC issued through the ICEGATE portal maintained by Customs Department. Time limits is specified in the guidance document and instructions issued from Customs Authority / Directorate on time to time basis. The grievances are redressed through Deputy Drugs Controller (I)/ Assistant Drugs Controller (I)/ Drugs Inspector.

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

- (i) Title and nature of the record/ manual /instruction. (ii) List of Rules, regulations, instructions manuals and records (iii) Acts/ Rules manuals etc.**
- (iv) Transfer policy and transfer orders**

The Drugs and Cosmetics Act, 1940 and Rules made thereunder (Drugs and Cosmetics Rules, 1945; Medical Device Rules, 2017 and New Drugs and Clinical Trials, 2019; Guidance document for Zonal, Sub-zonal & Port Offices and subsequent office orders issued by Directorate are followed by this office for discharging functions. Further, Manual of Office Procedure and Sugam portal User Manual in electronic format are also followed. The transfer policy is formulated, and transfer orders are issued by the Directorate.

1.6 Categories of documents held by the authority under its control

- (i) Categories of documents**
- (ii) Custodian of documents/categories**

Documents are maintained as per the requirements of the following rules and manuals:-

(1) Technical:

- a. Manual of Office Procedure
- b. Drugs and Cosmetics Act, 1940
- c. Drugs and Cosmetics Rules, 1945
- d. Medical Device Rules, 2017
- e. New Drugs and Clinical Trials, 2019
- f. Guidance Document issued by Directorate
- g. Cosmetics Rules 2020

(2) Administrative:

Various documents and records are maintained as per the norms of Government of India

<https://dopt.gov.in/download/acts>

**1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority
[Section 4(1)(b)(viii)]**

- (i) **Name of Boards, Council, Committee etc.**
- (ii) **Composition**
- (iii) **Dates from which constituted**
- (iv) **Term/ Tenure**
- (v) **Powers and functions**
- (vi) **Whether their meetings are open to the public?**
- (vii) **Whether the minutes of the meetings are open to the public?**

Boards and Committees are constituted by the Directorate.

1.8 Directory of officers and employees [Section 4(1)

(b) (ix)]

- (i) **Name and designation**
- (ii) **Telephone and email ID**

S. No.	Name	Designation	Telephone	Email ID
1	Smt. P. Indira	Deputy Drugs Controller (I)	044- 22560698	airport.chennai@cdsco.nic.in , accadcchennai@gmail.com
2	Shri. S. John Gerard	Assistant Drugs Controller (I)	044- 22560698	airport.chennai@cdsco.nic.in accadcchennai@gmail.com
3	Shri. Pranab Jyoti Das	Drugs Inspector	044- 22560698	airport.chennai@cdsco.nic.in accadcchennai@gmail.com

4	Smt. Tejaswani	Assistant Drugs Inspector	044-22560698	airport.chennai@cdsco.nic.in accadcchennai@gmail.com
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1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]

(i) List of employees with Gross monthly remuneration

Airport:

S.No.	Name	Designation	Pay Level
1	Smt. P. Indira	Deputy Drugs Controller (I)	Pay level: 12
2	Shri. S. John Gerard	Assistant Drugs Controller (I)	Pay level: 11
3	Shri. Pranab Jyoti Das	Drugs Inspector	Pay level: 8
4	Smt. Tejaswani	Assistant Drugs Inspector	Pay level: 8

(ii) System of compensation as provided in its regulations - NA

1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

- Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority
- Address, telephone numbers and email ID of each designated official.

S.NO	Name of the Officer	Telephone No	Email ID
1.	Dr. K. M.Srinivasan, DDC(I), First Appellate Authority, CDSCO (SZ), Chennai	044-28268186 & 044-28278186	ddcsz@nic.in
2.	Smt. P. Indira, CPIO, O/o. ADC(I), Airport, Chennai	044-22560698	airport.chennai@cdsco.nic.in accadcchennai@gmail.com

Number of employees against whom Disciplinary action has been proposed/ taken

- (Section 4(2))**
- No. of employees against whom disciplinary action has been**
- Pending for Minor penalty or major penalty proceedings**
- Finalized for Minor penalty or major penalty proceedings**

Nil

1.11 Programmes to advance understanding of RTI

(Section 26)

(i) Educational programmes

Training programme or workshop related to RTI whenever conducted is being attended by CPIO of this office.

(ii) Efforts to encourage public authority to participate in these programmes

The department encourages public authority by granting necessary permissions whenever necessary to participate in the training programmes of RTI.

(iii) Training of CPIO/APIO

List of Training Programmes attended by the CPIO are as follows:-

Training programme on RTI Act held at RTC, Chennai on 20.05.2019

(iv) Update & publish guidelines on RTI by the Public Authorities concerned

A guidance document related to RTI is published in website of CDSCO

<https://cdsco.gov.in/opencms/opencms/en/RTI/>

https://cdsco.gov.in/opencms/export/system/modules/CDSCO.WEB/resource/pdf/RTI/guidance_documents1.pdf

Further, followed the guidelines issued by the Central Information Commission

<https://cic.gov.in/rti-notifications>

1.12 Transfer policy and transfer orders

[F No. 1/6/2011- IR dt. 15.4.2013]

Transfer policy is formulated, and transfer orders are issued by the Directorate

2. Budget and Programme

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.

[Section 4(1)(b)(xi)]

- (i) Total Budget for the public authority
- (ii) Budget for each agency and plan & programmes
- (iii) Proposed expenditures
- (iv) Revised budget for each agency, if any
- (v) Report on disbursements made and place where the related reports are available

This office is under Administrative control of O/o ADC (I), Sea Port, Chennai and budgets are looked after by Sea port Chennai.

2.2 Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)

- (vi) Budget
- (vii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. (1) Places visited
 - (2) The period of visit
 - (3) The number of members in the official delegation
 - (4) Expenditure on the visit
- (viii) Information related to procurements
 - (1) Notice/tender enquires, and corrigenda if any thereon,
 - (2) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,
 - (3) The works contracts concluded – in any such combination of the above-and
 - (4) The rate /rates and the total amount at which such procurement or works contract is to be executed.

Nil

2.3 Manner of execution of subsidy programme

[Section 4(i)(b)(xii)]

- 2.3.1 Name of the programme of activity
- 2.3.2 Objective of the programme
- 2.3.3 Procedure to avail benefits
- 2.3.4 Duration of the programme/ scheme
- 2.3.5 Physical and financial targets of the programme
- 2.3.6 Nature/ scale of subsidy /amount allotted
- 2.3.7 Eligibility criteria for grant of subsidy
- 2.3.8 Details of beneficiaries of subsidy programme (number, profile etc)

Nil

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

- 2.4.1 Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions
- 2.4.2 Annual accounts of all legal entities who are provided grants by public authorities **Nil**

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority

[Section 4(1) (b) (xiii)]

- 2.5.1 Concessions, permits or authorizations granted by public authority
- 2.5.2 For each concessions, permit or authorization granted
 - 2.5.2.1 Eligibility criteria
 - 2.5.2.2 Procedure for getting the concession/ grant and/ or permits of authorizations
 - 2.5.2.3 Name and address of the recipients given concessions permits or authorizations
 - 2.5.2.4 Date of award of concessions /permits of authorizations **Nil**

2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.

Nil

3 Publicity Band Public interface

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of

[Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

Formulation of policy and its implementation is carried out by Directorate

3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/
2.	Public Notices	https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/
3.	Bioequivalence and Bioavailability	https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html
4.	Blood Products	https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/
5.	Vaccines	https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/
6.	Global Clinical Trial	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/
7.	Ethics Committee	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/
8.	New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/
9.	Fixed Dose Combinations (FDCs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/
10	Investigational New Drugs (INDs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/
11	Subsequent New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/
12	Medical Device and In-Vitro Diagnostics	https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/
13	Cosmetics	https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/

3.1.2 Arrangements for consultation with or representation by Members of the public in policy formulation/ policy implementation

Policy formulation and its implementation is done by Directorate

3.1.2.1 Day & time allotted for visitors

Office timing

Monday to Friday 10:00 AM to 05:30 PM

Saturdays 10.00am to 1.00pm

Holidays: 2nd and 5th Saturdays and other public holidays

3.1.2.2 Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

Airport: Smt. P. Indira, CPIO, O/o. ADC (I), Airport, Chennai

Public- private partnerships (PPP)

- (i) Details of Special Purpose Vehicle (SPV), if any
- (ii) Detailed project reports (DPRs) (iii)
Concession agreements.
- (iv) Operation and maintenance manuals
- (v) Other documents generated as part of the implementation of the PPP
- (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government
- (vii) Information relating to outputs and outcomes
- (viii) The process of the selection of the private sector party (concessionaire etc.)
- (ix) All payment made under the PPP project

Nil

3.2 Are the details of policies / decisions, which affect public, informed to them

[Section 4(1) (c)]

Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;

3.2.1 Policy decisions/ legislations taken in the previous one year

3.2.2 Outline the Public consultation process

3.2.3 Outline the arrangement for consultation before formulation of policy

Policy decisions/ legislations is carried out by Directorate

(<https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/>)

Formulation of Policy and Implementation is also carried out by Directorate

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] Use of the most effective means of communication Internet (website)

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/
2.	Public Notices	https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/
3.	Bioequivalence and Bioavailability	https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html
4.	Blood Products	https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/
5.	Vaccines	https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/
6.	Global Clinical Trial	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/
7.	Ethics Committee	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/
8.	New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/
9.	Fixed Dose Combinations (FDCs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/
10.	Investigational New Drugs (INDs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs/
11.	Subsequent New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/
12.	Medical Device and In-Vitro Diagnostics	https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/
13.	Cosmetics	https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/

3.3 Form of accessibility of information manual/ handbook

[Section 4(1)(b)] Information manual/handbook available

3.3.1 Electronic format

Sr. No.	Topic	URLs
1.	Sugam Portal	https://cdsco.gov.in/opencms/export/sites/CDSKO_WEB/Pdf-documents/SUGAM_user_manual.pdf
2.	eSanchit	https://www.icegate.gov.in/Download/eSANCHIT_Process_Guide_updated.pdf

3.3.1.1 Printed

Available

3.4 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

List of materials available

3.4.1 Free of cost

Electronic format can be accessed through website.

3.4.2 At a reasonable cost of the medium

When information is required under RTI Act, fees will be charged as per Rule 4 of The Right to Information (Regulation of *Fee* and Cost) *Rules*, 2005 .

4. E. Governance

a. Language in which Information Manual/Handbook Available

[F No. 1/6/2011-IR dt. 15.4.2013]

- i. English
- ii. Vernacular/ Local Language

English

b. When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]

Last date of Annual updation

Updation of Manual is carried out by Directorate and Customs Department

c. Information available in electronic form

[Section 4(1)(b)(xiv)]

- i. Details of information available in electronic form
- ii. Name/ title of the document/record/ other information (iii)Location where available

Refer to para 3.3

d. Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

- i. Name & location of the facility
Central Drug Standard Control Organization, Asst. Drugs Controller (I), Port, Room No. 402-405, 1st Floor, Phase III, Airport Authority Building, Air Cargo Complex Meenambakkam, Chennai – 600 016.

- ii. Details of information made available
Information available in the public domains
<https://www.icegate.gov.in/index.html>
www.cdsc.gov.in

- iii. Working hours of the facility
Office timing
Monday to Friday 10:00 AM to 05:30 PM
Saturdays 10.00am to 1.00pm
Holidays: 2nd and 5th Saturdays and other public holidays

- iv. Contact person & contact details (Phone, fax email)

Central Drug Standard Control Organization, Asst. Drugs Controller (I), Port, Room No. 402- 405, 1st Floor, Phase III, Airport Authority Building, Air Cargo Complex Meenambakkam, Chennai – 600 016

Telephone- 044-22560698

Email: airport.chennai@cdsco.nic.in , accadcchennai@gmail.com

- e. Such other information as may be prescribed under section 4(i) (b)(xvii)

- i. Grievance redressal mechanism

Mechanism is either by email, Telephone, direct meeting with DDC(I)/ADC(I)

- ii. Details of applications received under RTI and information provided. Airport, Chennai

S.no	Year	RTI applications received	RTI applications disposed
1.	2017-18	23	23
2.	2018-19	14	14
3.	2019-20	14	14
4	2020-21	02	02
5	2021-22	10	10
6	2022-23	10	10

7	2023-24	09	09
8	2024-25	06	06

iii. List of completed schemes/ projects/ Programmes

This office has not been assigned any schemes/ projects/ Programmes.

iv. List of schemes/ projects/ programme underway-

This office has not been assigned any schemes/ projects/ Programmes.

v. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

This office has not entered into any contract.

vi. Annual Report

Annual report of CDSCO is prepared by Directorate by compiling the information from the Field formations.

vii. Frequently Asked Question (FAQs)

Sr. No.	Topic	URLs
1.	New Drugs	https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NDM0MA== Additional FAQs: https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NDg1Ng== https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NTU4OA==
2	Medical Devices	https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/medical-device/UpdatedFAQ-MDR_2017.pdf
3	Phyto pharmaceuticals	https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=MzI0MA==
4	Import of small quantities of drugs for the purposes of examination, testing or analysis	https://cdsco.gov.in/opencms/opencms/en/FAQ/index.html

5	Blood Bank	https://cdsco.gov.in/opencms/opencms/en/FAQ/index.html
6	Cosmetics	https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/cosmetics/FAQcos.pdf
7	BA/BE	https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/BA_BE/revidsefaqbabe.pdf
8	e-SANCHIT	https://www.icegate.gov.in/Download/eSANCHIT_FAQs.pdf

viii. Any other information such as

1. Citizen's Charter
2. Result Framework Document (RFD)
3. Six monthly reports on the
4. Performance against the benchmarks set in the Citizen's Charter

Nil

f. Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013

- i. Details of applications received and disposed
Airport, Chennai

S.no	Year	RTI applications received	RTI applications disposed
1.	2017-18	23	23
2.	2018-19	14	14
3.	2019-20	14	14
4	2020-21	02	02
5	2021-22	10	10
6	2022-23	10	10
7	2023-24	09	09
8	2024-25	06	06

g. Replies to questions asked in the parliament [Section 4(1)(d)(2)] Details of questions asked and replies given

Replies to questions asked in the Parliament pertaining to this office are forwarded to Directorate for their compilation.

5. Information as may be prescribed

a. Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]

i. Name & details of

(a) Current CPIOs & FAAs

(b) Earlier CPIO & FAAs from 1.1.2015

Airport:

S.No	Name of the Office	CPIO	Appellate Authority	Year
1	CDSCO, Air Cargo Complex, Chennai	M. Sella Senthil O/o. ADC(I), Airport, Chennai	A. Senkathir ADC(I), Airport, Chennai	2015
2	CDSCO, Air Cargo Complex, Chennai	M. Sella Senthil O/o. ADC(I), Airport, Chennai	V. M. Bharathi ADC(I), Airport, Chennai	2015
3	CDSCO, Air Cargo Complex, Chennai	M. Sella Senthil O/o. ADC(I), Airport, Chennai	V. M. Bharathi ADC(I), Airport, Chennai	2016
4	CDSCO, Air Cargo Complex, Chennai	P. Dhinesh Pandian O/o. ADC(I), Airport, Chennai	V. M. Bharathi ADC(I), Airport, Chennai	2016
5	CDSCO, Air Cargo Complex, Chennai	P. Priyadharshini O/o. ADC(I), Airport, Chennai	V. M. Bharathi ADC(I) O/o DDC(I) South Zone Chennai	2017
6	CDSCO, Air Cargo Complex, Chennai	P.Priyadharshini O/o.ADC(I), Airport, Chennai	V.M.Bharathi ADC(I) O/o DDC(I) South Zone Chennai	2018
7	CDSCO, Air Cargo Complex, Chennai	P.Priyadharshini O/o.ADC(I), Airport, Chennai	Dr.P.Manavalan, O/o.ADC(I), Seaport, Chennai	2018
8	CDSCO, Air Cargo Complex, Chennai	P.Priyadharshini O/o. ADC(I), Airport, Chennai	Smt. Shanthi Gunasekaran, DDC(I), CDSCO (SZ), Chennai	2019 to 2020
9	CDSCO, Air Cargo Complex, Chennai	J.Ragupathy O/o.ADC(I), Airport, Chennai	Dr. S. Manivannan, DDC(I), CDSCO (SZ), Chennai	2020 to May- 2022
10	CDSCO, Air Cargo Complex, Chennai	P. Indira ADC(I), Airport, Chennai	Dr. K. M. Srinivasan DDC(I), CDSCO (SZ), Chennai	May 2022 to July 2024

11	CDSCO, Air Cargo Complex, Chennai	P. Indira DDC(I), Airport, Chennai	Dr. K. M. Srinivasan DDC(I), CDSCO (SZ), Chennai	Aug 2024 to till date
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ii. Details of third party audit of voluntary disclosure

- (a) Dates of audit carried out
- (b) Report of the audit carried out

The checklist for the Transparency Audit was duly filled and submitted to CIC on 11/09/2018.

iii. Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD

- (a) Date of appointment
- (b) Name & Designation of the officers

Nil

iv. Consultancy committee of key stake holders for advice on suo-motu disclosure

- (a) Dates from which constituted
- (b) Name & Designation of the officers

Nil

v. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI

- (a) Dates from which constituted
- (b) Name & Designation of the Officers **Nil**

6. Information Disclosed on own Initiative

- a. Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

Sr. No.	Type of Information	Related URLs
1	Gazette Notifications	https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/
2	Public Notices	https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/
3	Bioequivalence and Bioavailability	https://cdsco.gov.in/opencms/opencms/en/bioequibioavail/index.html
4	Blood Products	https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/

5	Vaccines	https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/
6	Global Clinical Trial	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/
7	Ethics Committee	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/
8	New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/
9	Fixed Dose Combinations (FDCs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/
10	Investigational New Drugs (INDs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/
11	Subsequent New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/
12	Medical Device and In-Vitro Diagnostics	https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/
13	Cosmetics	https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/

- b. Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India) i. Whether STQC certification obtained and its validity.
- ii. Does the website show the certificate on the Website?

Website of CDSCO (www.cdsco.gov.in) is maintained by Directorate.