

भारत सरकार
स्वास्थ्य और परिवार कल्याण मंत्रालय
स्वास्थ्यसेवा महानिदेशालय
केन्द्रीय औषधि मानक नियंत्रण संगठन
केन्द्रीय औषधि परीक्षण प्रयोगशाला
रा.प.अ.प्र. प्रत्यायक प्रयोगशाला
जी.एम.एस.डी. कैम्पस, स.37, नेवल अस्पताल रोड,
पेरियमेट, चेन्नै-600 003



GOVERNMENT OF INDIA
M/o.HEALTH & FAMILY WELFARE
DTE. GENERAL OF HEALTH SERVICES
CENTRAL DRUGS STANDARD CONTROL ORGANISATION
CENTRAL DRUGS TESTING LABORATORY
NABL ACCREDITED LABORATORY
G.M.S.D CAMPUS, NO.37, NAVAL HOSPITAL ROAD
PERIAMET, CHENNAI-600003
Tel.Ph. :044-25610402, E-mail : cdtl-chennai@cdsco.nic.in, Tele.Fax:044-25610906

No.CDTL/307/RTIA/2024-25/ 907

dated the 05th August, 2024

To

The Director Admn.,
Central Drugs Standard Control Organisation,
Dte. General of Health Services.,
FDA Bhawan, Kotla Road,
New Delhi-110 002.

KIND ATTN.: THE DEPUTY DRUGS CONTROLLER (I), RTI CELL, CDSCO, NEW DELHI

Sub.:- CDTL, Chennai – Furnishing of Suo Motu Disclosure of information under Section (4) of
RTI Act – Request for uploading in CDSCO Website – Reg.

Ref.:- RTI Cell, CDSCO's email dated 30.07.2024.

Sir,

With reference to the Directorate's email, it is to inform that this office has not received the letter No.Z.28020/03/2024-D dated 09.05.2024 on the subject cited above. However, this office is enclosing the updated Suo Motu Disclosure of information of CDTL, Chennai for the year 2023-24. It is requested to kindly be uploaded as per annexures I to XVII in the CDSCO Website.

Encl:As above.



भवदीय,
Yours faithfully,
C. Vijayalakshmi
(सी। विजयलक्ष्मी)
(C. VIJAYALAKSHMI)
निदेशक प्रभारी
DIRECTOR I/C
निदेशक प्रभारी / Director I/c
केन्द्रीय औषधि परीक्षण प्रयोगशाला
Central Drugs Testing Laboratory
भारत सरकार / Government of India
चेन्नई -3 Chennai - 600 003

**BRIEF INFORMATION AND ENCLOSURES OF CENTRAL DRUGS TESTING
LABORATORY, CHENNAI**

- (I) This Laboratory maintains all records duly catalogued and indexed in a manner and the form which facilitates the compliance of the instructions of Right to Information Act 2005
- (ii) (i) Vision and Mission of the Organization as Annexure-I.
- (ii) Key Objectives of the Organization as Annexure – I
- (iii) Statement of main functions of the Laboratory is enclosed as Annexure – II.
- (iv) Decisions are made at different levels as per hirerachy of this office. (Organization Chart) of this Laboratory is enclosed herewith as Annexure-III.
- (v) The particulars of the Organisation and its functions, Genesis, Inception, Formation of the Department and the HoDs/Director I/C from time to time as Annexure-IV.
- (vi) Quality Policy of the Organization as Annexure – IV.
- (vii) The powers of whole Laboratory is vested with the Director of this Laboratory as per the instructions issued by the Govt. of India and duties of its officers of this office is enclosed herewith as Annexure-V.
- (viii) Powers and Duties of staff is enclosed herewith as Annexure-VI.
- (ix) Decisions are made at different levels as per hirerarchy of this office. The hirerarchy Chart as Annexure-VII
- (x) The Directory of the Officers and Employees is enclosed herewith as Annexure-VIII
- (xi) List of employees with Gross Monthly Remuneration is enclosed as Annexure -IX.
- (xii) Information related to Procurement as Annexure – X.
- (xiii) Number of RTI Applications received and disposed is enclosed as Annexure – XI.
- (xiv) Job Description/Duties of each post of CDTL, Chennai is enclosed herewith as Annexure - XII
- (xv) Information Related Budget Estimates of the organization is enclosed as Annexure – XIII.

- (xvi) Organizational Chart indicating different sections of the Laboratory is enclosed as Annexure – XIV.
- (xvii) General Points of the Organization is enclosed as Annexure – XV.
- (xviii) NABL CERTIFICATE is enclosed as Annexure – XVI.
- (xix) This Laboratory does not have any external agencies. Hence, allocation of budget to external agencies does not arise.
- (xx) This Laboratory does not have any subsidy programme.
- (xxi) Smt C. Vijayalakshmi, Director I/C is Appellate Authority, Smt J. Uma Maheswari, Scientific Officer is Central Public Information Officer of Central Drugs Testing Laboratory, Chennai.
- (xxii) Norms to be followed are clearly mentioned in notified recruitment rules of various posts.
- (xxiii) As it is NABL Accredited Laboratory, all procedures to be followed are well documented in Quality Manual and Quality System Procedure and Standard Operating Procedures of this Laboratory, On administrative matters, all procedures, rules and regulations are being followed as per the instructions of the Government of India issued from time to time.
- (xxiv) As it is subordinate office working under the administrative control of the Drugs Controller General (I), Central Drugs Standard Control Organisation, New Delhi, this Laboratory is following policies framed by CDSCO, Dte.G.H.S., New Delhi.
- (xxv) This Laboratory does not have any board, council or other such bodies except Local Purchase Committee (LPC) and Official Language Implementation Committee (Hindi).

VISION AND MISSION

It is the policy of CDTL, Chennai to perform the testing of samples as per the Governing Specification, using Calibrated Equipments and Documented Procedures without any External Pressure, Intimidation etc.

As this Laboratory is NABL Accredited, the Quality System of the Laboratory shall be in conformity with IS/ISO/IEC /17025:2017, the International Standard for the competence of Testing and Calibration Laboratories, To ensure Reliability and Wider Acceptance of it's Service.

The Management is committed to maintain Highest Standards of Professional Practice and Foremost Priority to satisfaction of clients.

All concerned Laboratory Personnel are well acquainted with the Policies and Procedures of Laboratory Quality System and Participate in implementation of the same to achieve the objectives.

The Laboratory Personnel shall always try to achieve excellence in their functioning by continuously up-grading their skills in latest techniques in Drug Analysis.

The efficiency and effectiveness of the Laboratory is enhanced by continuous training to the chemists in every aspect of testing.

KEY OBJECTIVES

- To make all the laboratory personnel aware of the requirements of ISO/IEC 17025:2017 by conducting regular training.
- To maintain Good Laboratory Practices.
- To implement effective quality system in the Laboratory.
- To ensure dependable and accurate testing facility.
- To provide and operate in an environment that gives accurate test results.
- To provide test results at the earliest and to the best satisfaction of the clients.
- To achieve excellence in the functioning of the Laboratory by continuously upgrading the skills of the laboratory staff by means of training.
- Regular participation in Proficiency Testing and Inter Laboratory Comparison Testing Programs.
- To deliver safe, good quality medicines to public by maintaining quality testing.

FUNCTIONS OF THIS LABORATORY

(Section wise)

Name of Office : CENTRAL DRUGS TESTING LABORATORY, CHENNAI

Sl.No.	Section	Functions (in brief)
01.	1. Chemical Section 2. Instrumentation Section 3. Cosmetic Section 4. Microbiology Section 5. Medical Devices Testing (Condoms Testing Section).	<p>This Laboratory has been analysing the Drugs Samples received from the following sources:</p> <p>ADC(I) Port, Chennai, ADC(I), Airport Chennai, ADC (I), Airport, New Delhi, DDC(I) South Zone, Chennai, ADC(I) Kolkata, ADC(I), Hyderabad, DDC(I) Hyderabad, ADC(I) Bengaluru, DDC(I), Bengaluru, DDC(I),EZ, Kolkata, ADC(I), Subzone, Ahmedabad, Sea Port, Cochin, ADC(I) Port Vishakapatnam.</p> <p>The following sections are backbone of this Laboratory as most of the Physico Chemical Tests are being conducted in the section.</p> <p><u>CHEMICAL SECTION</u></p> <p>The Drugs and Pharmaceuticals are tested by Physico-Chemical Methods. This Laboratory works as per Drugs and Cosmetics Act, 1940 and Rules 1945.</p> <p><u>CATEGORIES OF DRUGS TESTED</u></p> <p>Anti-Inflammatory Drugs, Anthelmintic Drugs, Anti Bacterial, Anti Histamine, Analgesic & Antipyretic, Antiemetic, Anti Hypertensive, Anti Protozoal & Antifungal, Diuretic, Antidiabetic Antiulcer, Antidiarrhoeal, Antiviral etc.</p> <p>Also Cosmetics, , Disposable Syringe and Needles, Sutures are tested.</p> <p>This Laboratory is having various latest imported, sophisticated Instruments like</p> <ul style="list-style-type: none"> ❖ Atomic Absorption Spectrophotometer ❖ High Performance Thin layer Chromatograph ❖ High Performance Liquid Chromatographs ❖ U.V.-Visible Spectrophotometers, ❖ F.T.-I.R. Spectrophotometer ❖ Dissolution Test Apparatus ❖ Disintegration Test Apparatus ❖ AutoTitrator ❖ Digital Polarimeter ❖ Digital Melting Point Apparatus ❖ Particulate Counter ❖ Total Organic Carbon Analyser ❖ Hot Air Oven ❖ pH Meters etc.

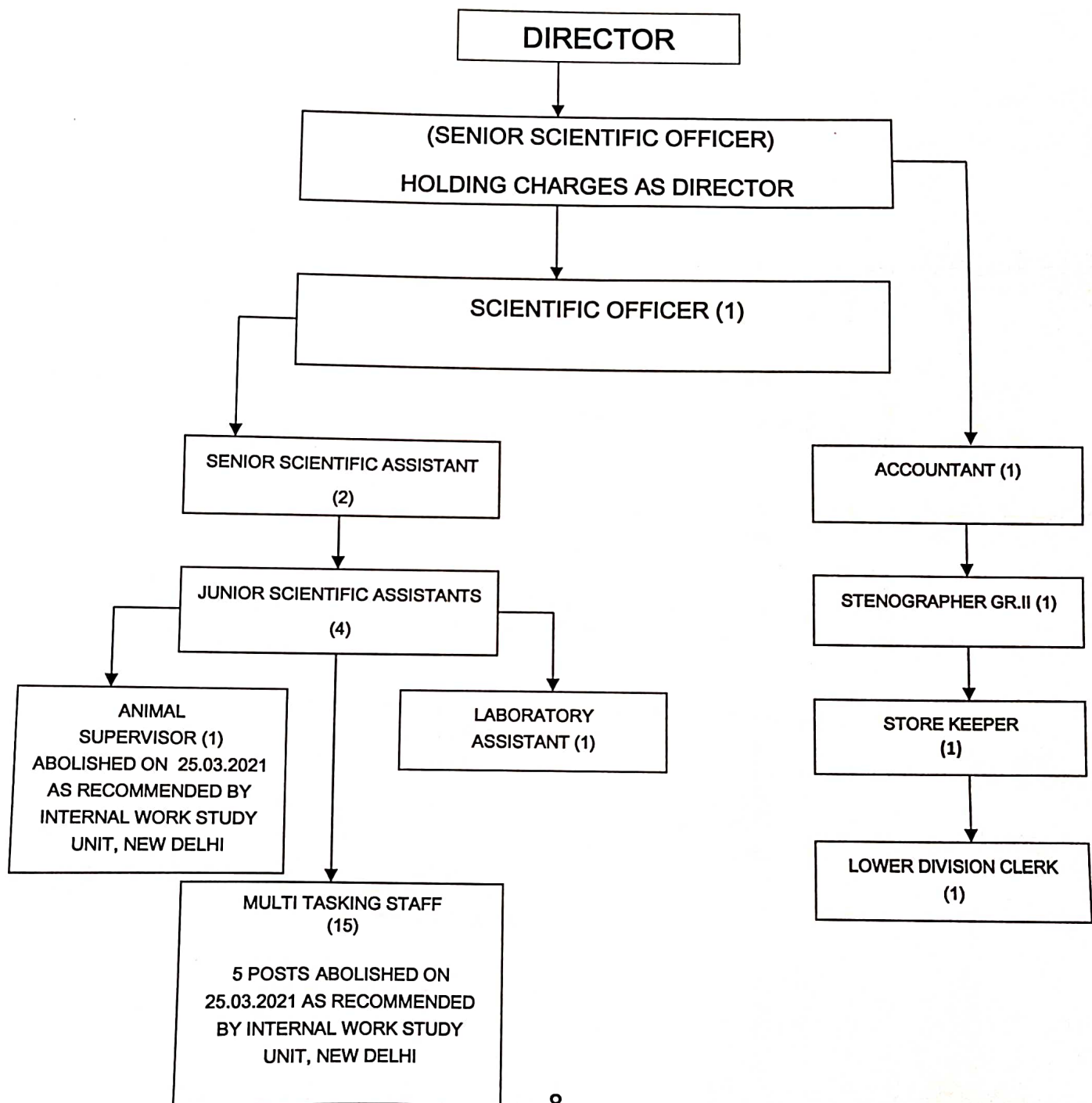
		<p><u>MICROBIOLOGY SECTION</u></p> <ol style="list-style-type: none"> 1. Sterility Tests are performed for Sterile Samples. 2. Microbial Limit Tests are done for all Cosmetics , Creams and Gel. 3. Microbiological Assay of various antibiotics like Erythromycin, Amikacin, Gentamicin are performed to find the efficacy of the Drug Sample. 4. Bacterial Endotoxin Test is also carried out in this laboratory using LAL reagent <p>Microbiology Section is provided with two Autoclaves Vertical and Horizontal, two Laminar Flow one for Sterility and other for Microbiological Assays, B.O.D. Incubators separately for Bacterial and Fungal, Hot Air Oven etc.</p> <p><u>MEDICAL DEVICE TESTING SECTION</u></p> <p>This Laboratory has been notified by M/o. Health and Family Welfare by a Gazette Notification bearing No.X.11014/3/2008-DFQC dated 09/09/2009 as the Appellate Laboratory for analysis of Rubber Latex Condoms and its Related Products.</p> <p>This section is provided with sophisticated instruments like</p> <ol style="list-style-type: none"> 1. Burst Volume Burst Pressure Apparatus (Enersol & Real Time Make). 2. Length Mandrel for measuring the length of the Condoms. 3. Dial Thickness Guage and Digital Thickness Gauge for measuring the thickness of the Condom. 3. Water Leakage Testing Apparatus. 4. Package Integrity Tester. 5. Universal Testing Machine (Make : Tinius Olsen Hounsfield) <p>The testing of Condoms is done as per Schedule R of Drugs & Cosmetics Act.</p> <p><u>COSMETICS TESTING SECTION</u></p> <p>The Tests are carried out as per IS Specification for the following Cosmetics formulated by Bureau of Indian Standards HAIR OIL, HAIR SHAMPOO, HAIR DYE, CONDITIONER, CREAM SOAP, POWDER, BABY POWDER, BABY SHAMPOO, LOTIONS, NAIL POLISH, LIPSTICK ETC.</p> <p>This section is provided with Foam Height Test Apparatus for testing shampoo, Breaking Load Apparatus for testing lipstick, sieve shaker, adhesion test apparatus, drying time apparatus for testing nail polish etc.</p>
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Sl.No.	Section	Functions (in brief)
02.	<p><u>NON-TECHNICAL</u></p> <p>ESTABLISHMENT, ADMINISTRATION, ACCOUNTS & STORES SECTIONS</p>	<p>Typing works connected with establishment & administration, stores, purchase section, budget and accounts, maintenance of receipt and dispatch register, maintenance of leave accounts of staff members, maintenance of service books of staff members, maintenance of service stamps and maintenance of various files and other connected records.</p> <p>Replying various urgent administrative and technical matters of the entire laboratory and on confidential letters received from the Dte./Ministry and other offices. Sending yearly and half-yearly, quarterly, monthly reports of administrative and technical matters of the Laboratory.</p> <p>Maintenance of cash book accounts and other connected records. Preparation of pay bills for temporary advance, LTC and other bills of contingent purchase. Appropriation of accounts alongwith reconcillation. Preparation of budget and final estimates alongwith expenditure statements.</p> <p>Preparation of indent, procurement, receipt and issue of stores including stationery. Maintenance of all stock registers and other connected records, care and custody of stores alongwith annual physical verification of stocks.</p>

CENTRAL DRUGS TESTING LABORATORY, CHENNAI

37, NAVAL HOSPITAL ROAD, PERIAMET, CHENNAI-3

ORGANIZATION CHART



ANNEXURE-IV

GENESIS, INCEPTION AND FORMATION OF THE DEPARTMENT

The Central Drugs Testing Laboratory, Chennai, a subordinate office of the CDSCO, Directorate General of Health Services, M/c. Health and Family Welfare, New Delhi functioning under the administrative control of the CDSCO, Drugs Controller General of India, New Delhi. This Laboratory was started in 1965 and was previously known as Biological Laboratory and Animal House. Animal Testing has been stopped in the year 1998. This Laboratory was taken over by CDSCO and rechristened as Central Drugs Testing Laboratory in the year, 1995.

THE STATUTORY AND OTHER MAJOR FUNCTIONS OF THE LABORATORY

It is presently engaged in the analysis of Drugs and Cosmetics and Medical Devices received from the office of the Deputy Drugs Controller (India), South Zone, Chennai, ADC(I), Sea Port, Custom House, Chennai, Air Cargo Complex, Meenambakkam, Chennai, Zonal Office, Hyderabad, West Zone, Mumbai, Sub-Zone, Bangalore, East Zone, Kolkata, North Zone, Ghaziabad and Assistant Drugs Controller(India), Custom House, Chennai, Air Cargo Complex, Air Cargo, Bangalore, Custom House, Kolkata, Custom House, Navi Mumbai, Air Port New Delhi, Office of the Technical Officer, Cochin and also cosmetic samples are received from States of Odisha, Jharkhand and Andhra Pradesh are being analysed by Physico-Chemical, Microbiological and Pharmacological methods and various sources of Central Medical Services Society. This Laboratory comprises of Chemical Wing, Instrumental Wing, Microbiology Wing. In addition to this, it has a well established Medical Devices Testing Wing (Condoms Testing Section).

This Laboratory has been notified as Appellate Laboratory for analysis of Condoms and related products vide Govt. of India's Gazette Notification No.X-11014/3/2008-DFQC dated 22.01.2009 and Director of this Laboratory has been authorized to exercise powers vested with Appellate Laboratories regarding condoms and related products.

The Director of this Laboratory has been notified by Govt. of India vide Gazetted Notification No.X-11014/3/2008-DFQC dated 22/02/2009 as Govt. Analyst for Rubber Latex Condoms, Drugs and Cosmetics including those specified in Schedule C and C1 of Drugs and Cosmetics Act 1940.

This Laboratory has also been notified as Central Medical Device Testing Laboratory for the purpose of testing of Condoms vide M/o Health and Family Welfare, Govt. of India Notification No.X.11035/22/2018-DR dated 01.06.2018.

The Laboratory has been given continuation of NABL Accreditation for the Standard ISO/IEC 17025:2017 after the Reassessment Audit on 31.01.2022 and 01.02.2022 by the NABL from 10.03.2022 to 09.03.2024 in the field of Testing.

Smt C. Vijayalakshmi, Director I/C & Smt. J. Uma Maheswari, Scientific Officer of this Laboratory have been notified by Govt. of India vide Gazette Notification No.2315 dated 30.11.2012 as Government Analyst for the whole of India in respect of all classes of drugs except the classes of drugs mentioned in Notification. In addition to this, the two officers have been notified as Govt. Analyst for Cosmetics for the States of Odisha, Jharkhand, Kerala and Andhra Pradesh.

Smt G. Sasikala, Senior Scientific Assistant, Shri Kishor Gembali of this Laboratory have been notified by Govt. of India vide Gazette Notification No.S.O.5090(E) dated 02.11.2022 as Government Analyst under Section 20 of the Drugs and Cosmetics Act, 1940 (23 of 1940).

This Laboratory is also analyzing Export Quality Cough Syrup as per the Notification vide No.DCGI/MISC/2023/09 dated 25.05.2023 and 26.05.2023 of the Drugs Controller General (I), Central Drugs Standard Control Organisation Headquarter, New Delhi.

CENTRAL DRUGS TESTING LABORATORY

LIST OF DIRECTORS/INCHARGE/HoDs AND HEAD OF OFFICE FROM TIME TO TIME

<u>SL.NO.</u>	<u>NAME & DESIGNATION</u>	<u>TENURE</u>	
		<u>FROM</u>	<u>TO</u>
01.	Dr M.L. DEWAN, M.Sc, Ph.D., DIRECTOR	06/12/1980	31/01/1997
02.	SHRI J.S. SIJHER, M.Sc., DIRECTOR INCHARGE	01/02/1997	31/05/1997
03.	SHRI K.C. SHARMA, A.I.C., DIRECTOR INCHARGE	01/06/1997	24/12/1997
04.	SHRI A. KRISHNA DEV, B.PHARM, DIRECTOR INCHARGE	24/12/1997	16/10/2000
05.	SHRI A.R. SINGH, A.I.C., DIRECTOR INCHARGE	17/10/2000	28/02/2007
06.	Dr N. MURUGIESAN, M.Sc, Ph.D, D.C.P.I. & C.F.I.C., DIRECTOR	01/03/2007	31.05.2019
07.	SMT C. VIJAYALAKSHMI, M.Sc., DIRECTOR INCHARGE	01.06.2019	TILL DATE

QUALITY POLICY OF THE ORGANIZATION

IT IS THE POLICY OF CDTL, CHENNAI TO PERFORM THE TESTING OF SAMPLES AS PER THE GOVERNING SPECIFICATION, USING CALIBRATED EQUIPMENTS AND DOCUMENTED PROCEDURES WITHOUT ANY EXTERNAL PRESSURE, INTIMIDATION ETC.

THE QUALITY SYSTEM IN THE LABORATORY SHALL BE IN CONFORMITY WITH ISO/IEC/17025:2017, THE INTERNATIONAL STANDARD FOR THE COMPETENCE OF TESTING AND CALIBRATION LABORATORIES, TO ENSURE RELIABILITY AND WIDER ACCEPTANCE OF IT'S SERVICE.

THE MANAGEMENT IS COMMITTED TO MAINTAIN HIGHEST STANDARDS OF PROFESSIONAL PRACTICE AND FOREMOST PRIORITY TO SATISFACTION OF CLIENTS.

ALL CONCERNED LABORATORY PERSONNEL ARE WELL ACQUAINTED WITH THE POLICIES AND PROCEDURES OF LABORATORY QUALITY SYSTEM AND PARTICIPATE IN IMPLEMENTATION OF THE SAME TO ACHIEVE THE OBJECTIVES.

THE LABORATORY PERSONNEL SHALL ALWAYS TRY TO ACHIEVE EXCELLENCE IN THEIR FUNCTIONING BY CONTINUOUSLY UP-GRADING THEIR SKILLS IN LATEST TECHNIQUES IN DRUG ANALYSIS.

CENTRAL DRUGS TESTING LABORATORY, CHENNAI

Powers and duties of officers

Sl.No.	Name & Designation of the official	Main jobs performed (in brief) by each official
01.	Smt C. Vijayalakshmi Sr. Scientific Officer holding charges as Director I/C	<ul style="list-style-type: none"> • Designated as Authorized Signatory by NABL and holds the administrative and technical charges of the Central Drugs Testing Laboratory, Chennai • Attends to the administrative and technical functions of the Lab and exercises general supervision and control over the work carried out in the different wings of the Laboratory. • Responsible to provide guidance to all technical and managerial staff involved in the quality management. • Responsible to guide, supervise and coordinate the activities of the different sections of the laboratory to achieve quality work. • Responsible for the implementation of Drugs and Cosmetics Act 1940 and Rules thereunder in the process of testing of Drugs and Cosmetics samples and for the maintenance and up-keep of the laboratory strictly according to the conditions prescribed thereunder. • Responsible to depute the scientific staff regularly to reputed institutes for upgradation of their knowledge & technical skills. • Responsible for authorizing specific personnel to perform particular type of technical / administrative work. • Being Government Analyst Responsible for signing of reports of samples received under Form-18. • Being Appellate Authority of CDTL, Chennai, responsible for RTI Matters. • Responsible for Supervising the analysis of Drugs and Pharmaceuticals including Rubber Latex Condoms done by Scientific Assistants and guiding the technical staff in preparation of documents for regular NABL Audit. • Responsible for personally analyse the protocols of testing and signing the final reports. • Responsible for the safe custody of all protocols of testing carried out in all the sections of the Laboratory. • Responsible to allot the sample to different sections / divisions. • Responsible for implementation of quality system of the laboratory. • Supervise and control over all work carried out in the Chemical, Microbiology, Instrumentation, Medical Devices Section, Cosmetics and Pharmacology wing and will ensure that testing of samples is not unduly delayed at any stage. • Also, Panel Member in Bureau of Indian Standard (PCD-19) and MHD.
02.	Smt J. Uma Maheswari Scientific Officer	<ul style="list-style-type: none"> • Designated as Technical Manager for NABL. Responsible for supervision of Instrumentation Wing and for the Instrumental testing, under prescribed conditions of all Instrumental drugs samples. • Personally, analyses the protocols of testing and to scrutinise the final report and give opinion thereon. • Responsible for the safe custody of all protocols of testing carried out in the instrumental wing. • Responsible for checking, supervising and having control of work carried out in the instrumental wing and to ensure that testing of samples is not unduly delayed at any stage. • Responsible for the safe custody and proper maintenance of equipments and tools in the Instrumental Wing. • Being Government Analyst Responsible for signing of reports of samples received under Form-18. • Being CPIO of CDTL, Chennai, responsible for RTI Matters.

ANNEXURE- VI

CENTRAL DRUGS TESTING LABORATORY, CHENNAI

Powers and duties of other employees

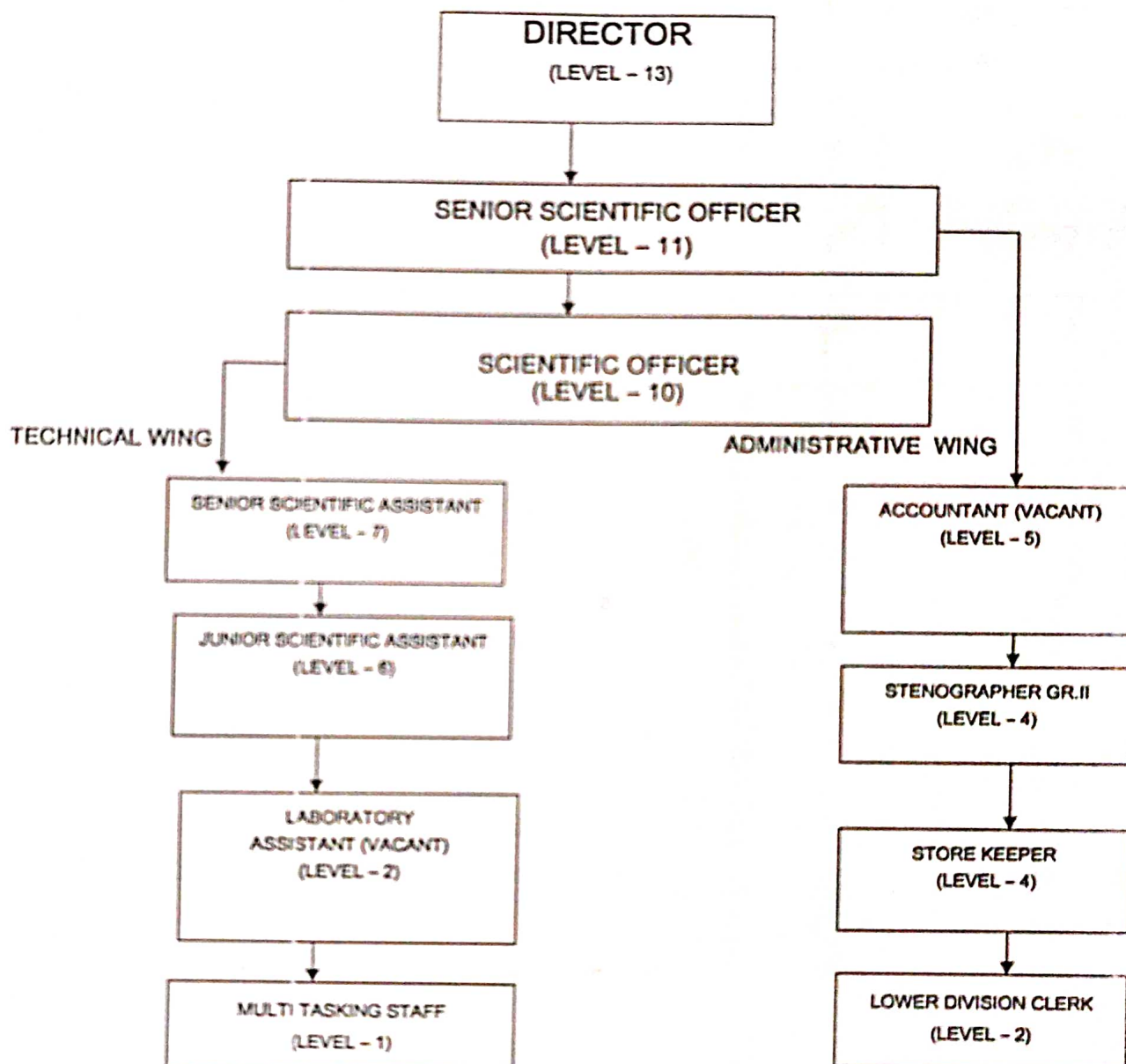
Sl.No.	Name & Designation of the official	Main jobs performed (in brief) by each official
01.	Mrs V. Subha Sr. Scientific Assistant	To undertake analysis of drugs and cosmetics samples by Physico-Chemical, Microbiological and Instrumental Techniques. To maintain various ref. standards and bacterial strains. To maintain receipt of drugs and cosmetics samples. To maintain the sophisticated instruments and other laboratory equipments in good condition alongwith the log books. To maintain records related to drug analysis and to render assistance to the S.S.Os and Director I/C for carrying-out research in the field of Drug and Cosmetics analysis. To assist in procurement of Laboratory Chemicals, Instruments, Glass Apparatus etc. for day to day use and to supervise and guide on the works done by aucilliary staff.
02.	Mrs G. Sasikala, Sr. Scientific Assistant	To undertake analysis of drugs and cosmetics samples by Physico-Chemical, Microbiological and Instrumental Techniques. To maintain various ref. standards and bacterial strains. To maintain receipt of drugs and cosmetics samples. To maintain the sophisticated instruments and other laboratory equipments in good condition alongwith the log books. To maintain records related to drug analysis and to render assistance to the S.S.Os and Director for carrying-out research in the field of Drug and Cosmetics analysis. To assist in procurement of Laboratory Chemicals, Instruments, Glass Apparatus etc. for day to day use and to supervise and guide on the works done by aucilliary staff.
03.	Mr Kishor Gembali, Jr. Scientific Assistant	To undertake analysis of drug samples by Chemical, Microbiological and Instrumental Techniques. To maintain various reference standard and bacterial strains. To maintain receipt of drugs samples. To maintain the sophisticated instrument alongwith the log books. To maintain records related to drug analysis and to render assistance to the S.S.Os and Director for carrying-out research in the field of Drugs and Cosmetics analysis.
04.	Mr C.R. Somasundaram Stenographer Gr.II	To take dictation from the Director I/C on various urgent administrative and technical matters of the entire laboratory and on confidential letters received from the Dte./Ministry and other offices and then type these letters. To send monthly, quarterly, half-yearly and annual reports of administrative and technical matters of the Laboratory. To receive, diarise and despatch the confidential letters of the laboratory. To assist the Director in the conduct of departmental enquiries and disciplinary proceedings against the staff, if any. To attend to other duties concerning the laboratory/office that assigned by the Director I/C.

Sl.No.	Name & Designation of the official	Main jobs performed (in brief) by each official
05.	VACANT Accountant	Not Applicable
06.	M R. Narayanan, Store-Keeper	Preparation of indent, procurement, receipt and issue of stores including stationery. Maintenance of all stock registers and other connected records, care and custody of stores alongwith annual physical verification of stocks and other duties assigned by the SSO/Director.
07.	Animal Supervisor (ABOLISHED)	Not Applicable
08.	VACANT Laboratory Assistant	Not Applicable
09.	Mr Dinesh LR. DIVISION CLERK	Typing works connected with establishment & administration, stores, purchase section, budget and accounts, maintenance of receipt and dispatch register, maintenance of leave accounts of staff members, maintenance of service books of staff members, maintenance of service stamps and maintenance of various files and other connected records and other duties assigned by the Director/SSO.
10.	Mr S. Periyasamy, Multi Tasking Staff	Cleaning of Laboratory benches and washing of Glasswares and other articles required for Drugs and Cosmetics analysis and their sterilisation etc. and other duties assigned by the supervisor.
11.	Mr M. Mathiparayanar, Multi Tasking Staff	-Do-
12.	Mr E. Neelakandan, Multi Tasking Staff	-Do-
13.	Mrs R. Renuka, Multi Tasking Staff	-Do-
14.	Mr G. Thiyagarajan, Multi Tasking Staff	-Do-
15.	Mr E. Govindarajan, Multi Tasking Staff	-Do-
16.	Mr R. Agilan, Multi Tasking Staff	-Do-
17.	M. Manivannan, Multi Tasking Staff	-Do-

CENTRAL DRUGS TESTING LABORATORY, CHENNAI

37, NAVAL HOSPITAL ROAD, PERIAMET, CHENNAI-3

HIERARCHY CHART



ANNEXURE-VIIICENTRAL DRUGS TESTING LABORATORY, CHENNAIDIRECTORY OF THE OFFICERS AND EMPLOYEES

SL.NO.	NAME OF THE EMPLOYEE	DESIGNATION	OFFICIAL PHONE NUMBER	OFFICIAL EMAIL ID.
01.	SMT C. VIJAYALAKSHMI	DIRECTOR I/C & SR. SCIENTIFIC OFFICER	044-25610402	cdtl-chennai@ cdsco.nic.in
02.	SMT J. UMA MAHESWARI	SCIENTIFIC OFFICER	-DO-	-DO-
03.	SMT V. SUBHA	SR. SCIENTIFIC ASSISTANT	-DO-	-DO-
04.	SMT G. SASIKALA	SR. SCIENTIFIC ASSISTANT	-DO-	-DO-
05.	SHRI KISHOR GEMBALI	JR. SCIENTIFIC ASSISTANT	-DO-	-DO-
06.	SHRI C.R. SOMASUNDARAM	STENOGRAPHER GR.II	-DO-	-DO-
07.	SHRI R. NARAYANAN	STORE-KEEPER	-DO-	-DO-
08.	SHRI DINESH	LOWER DIVISION CLERK	-DO-	-DO-
09.	SHRI S. PERIYASAMY	MULTI TASKING STAFF	-DO-	-DO-
10.	SHRI M. MATHIPARAYANAR	MULTI TASKING STAFF	-DO-	-DO-
11.	SHRI E. NEELAKANDAN	MULTI TASKING STAFF	-DO-	-DO-
12.	SMT R. RENUKA	MULTI TASKING STAFF	-DO-	-DO-
13.	SHRI G. THIYAGARAJAN	MULTI TASKING STAFF	-DO-	-DO-
14.	SHRI E. GOVINDARAJAN	MULTI TASKING STAFF	-DO-	-DO-
15.	SHRI R. AGILAN	MULTI TASKING STAFF	-DO-	-DO-
16.	SHRI M. MANIVANNAN	MULTI TASKING STAFF	-DO-	-DO-

CENTRAL DRUGS TESTING LABORATORY, CHENNAI**List of employees with Pay Level and Scale of Pay**

SL. NO.	NAME OF THE EMPLOYEE	DESIGNATION	PAY LEVEL WITH SCALE OF PAY (TILL MARCH, 2024)
01.	SMT C. VIJAYALAKSHMI	SENIOR SCIENTIFIC OFFICER HOLDING CHARGES AS DIRECTOR	Pay Level – 11 Rs.67700-208700/-
02.	SMT J. UMA MAHESWARI	SCIENTIFIC OFFICER	Pay Level – 10 Rs.56100-177500/-
03.	SMT V. SUBHA	SR. SCIENTIFIC ASSISTANT	Pay Level – 7 Rs.44900-142400/-
04.	SMT G. SASIKALA	SR. SCIENTIFIC ASSISTANT	Pay Level – 8 Rs.47600-151100/-
05.	SHRI KISHOR GEMBALI	JR. SCIENTIFIC ASSISTANT	Pay Level – 6 Rs.35400-112400/-
06.	SHRI C.R. SOMASUNDARAM	STENOGRAPHER GR.II	Pay Level – 8 Rs.47600-151100/-
07.	SHRI R. NARAYANAN	STORE-KEEPER	Pay Level – 6 Rs.35400-112400/-
08.	SHRI DINESH	LOWER DIVISION CLERK	Pay Level – 2 Rs.19900-63200/-
09.	SHRI S. PERIYASAMY	MULTI TASKING STAFF	Pay Level – 4 Rs.25500-81100/-
10.	SHRI M. MATHIPARAYANAR	MULTI TASKING STAFF	Pay Level – 3 Rs.21700-69100/-
11.	SHRI E. NEELAKANDAN	MULTI TASKING STAFF	Pay Level – 3 Rs.21700-69100/-
12.	SMT R. RENUKA	MULTI TASKING STAFF	Pay Level – 2 Rs.19900-63200/-
13.	SHRI G. THIYAGARAJAN	MULTI TASKING STAFF	Pay Level – 2 Rs.19900-63200/-
14.	SHRI E. GOVINDARAJAN	MULTI TASKING STAFF	Pay Level – 3 Rs.21700-69100/-
15.	SHRI R. AGILAN	MULTI TASKING STAFF	Pay Level – 3 Rs.21700-69100/-
16.	SHRI M. MANIVANNAN	MULTI TASKING STAFF	Pay Level – 3 Rs.21700-69100/-

Information related to Procurement

As far as Procurement of this Laboratory is concerned , this Laboratory follows the norms laid down by the Government of India. The Procurement of Chemicals, Glasswares, Stationeries are done through Government e-Market (GeM) Portal. If the products are not available in GeM then the same is procured through Limited Tender Enquiries from Approved Vendors through Purchase Committee.

Details of applications received under RTI and information provided
And Details of applications received and disposed and Details of
appeals received and orders issued

The RTI Applications received for the year 2023-24 is 12 (Twelve)
The Total 12 RTI Applications has been admitted and disposed during the
year 2023-24. There is no appeals received and issuance of orders for the
same does not arise.

NAME	DESIGNATION
SMT C. VIJAYALAKSHMI	DIRECTOR I/C & APPELLATE AUTHORITY
SMT J. UMA MAHESWARI	SCIENTIFIC OFFICER & CENTRAL PUBLIC INFORMATION OFFICER

JOB DESCRIPTION/DUTIES OF EACH POST OF CDTL, CHENNAI

Name of Office : CENTRAL DRUGS TESTING LABORATORY, CHENNAI

Name of Section : TECHNICAL AND NON-TECHNICAL SECTION

List of functions/
job performed : ANALYSIS OF DRUGS, PHARMACEUTICALS, CONDOMS AND
COSMETICS SAMPLES

Sl.No.	Name of the Post	Main jobs performed (in brief)
01.	Sr. Scientific Officer Gr.I holding charges as Director I/C	<ul style="list-style-type: none"> • Designated as Authorized Signatory by NABL and holds the administrative and technical charges of the Central Drugs Testing Laboratory, Chennai • Attends to the administrative and technical functions of the Lab and exercises general supervision and control over the work carried out in the different wings of the Laboratory. • Responsible to provide guidance to all technical and managerial staff, involved in the quality management. • Responsible to guide, supervise and coordinate the activities of the different sections of the laboratory to achieve quality work. • Responsible for the implementation of Drugs and Cosmetics Act 1940 and Rules thereunder in the process of testing of Drugs and Cosmetics samples and for the maintenance and up-keep of the laboratory strictly according to the conditions prescribed thereunder. • Responsible to depute the scientific staff regularly to reputed institutes for upgradation of their knowledge & technical skills. • Responsible for authorizing specific personnel to perform particular type of technical / administrative work. • Being Government Analyst Responsible for signing of reports of samples received under Form-18. • Being Appellate Authority of CDTL, Chennai, responsible for RTI Matters. • Responsible for Supervising the analysis of Drugs and Pharmaceuticals including Rubber Latex Condoms done by Scientific Assistants and guiding the technical staff in preparation of documents for regular NABL Audit. • Responsible for personally analyse the protocols of testing and signing the final reports. • Responsible for the safe custody of all protocols of testing carried out in all the sections of the Laboratory. • Responsible to allot the sample to different sections / divisions. • Responsible for implementation of quality system of the laboratory. • Supervise and control over all work carried out in the Chemical, Microbiology, Instrumentation, Medical Devices Section and Cosmetics wing and will ensure that testing of samples is not unduly delayed at any stage.. • Also, Panel Member in Bureau of Indian Standard (PCD-19) and MHD.

Sl.No.	Name of the Post	Main jobs performed (in brief)
02.	Scientific Officer	<ul style="list-style-type: none"> • Designated as Technical Manager for NABL. Responsible for supervision of Instrumentation Wing and for the Instrumental testing, under prescribed conditions of all Instrumental drugs samples. • Personally, analyses the protocols of testing and to scrutinise the final report and give opinion thereon. • Responsible for the safe custody of all protocols of testing carried out in the Instrumental wing. • Responsible for checking, supervising and having control of work carried out in the Instrumental wing and to ensure that testing of samples is not unduly delayed at any stage. • Responsible for the safe custody and proper maintenance of equipments and tools in the Instrumental Wing. • Being Government Analyst Responsible for signing of reports of samples received under Form-18. • Being CPIO of CDTL, Chennai, responsible for RTI Matters.
03.	Sr. Scientific Assistant	To undertake analysis of drugs and cosmetics samples by Physico-Chemical, Microbiological and Instrumental Techniques. To maintain various ref. standards and bacterial strains. To maintain receipt of drugs and cosmetics samples. To maintain the sophisticated instruments and other laboratory equipments in good condition alongwith the log books. To maintain records related to drug analysis and to render assistance to the S.S.Os and Director I/C for carrying-out research in the field of Drug and Cosmetics analysis. To assist in procurement of Laboratory Chemicals, Instruments, Glass Apparatus etc. for day to day use and to supervise and guide on the works done by aucilliary staff.
04.	Jr. Scientific Assistant	To undertake analysis of drug samples by Chemical, Microbiological and Instrumental Techniques. To maintain various reference standard and bacterial strains. To maintain receipt of drugs samples. To maintain the sophisticated instrument alongwith the log books. To maintain records related to drug analysis and to render assistance to the S.S.Os and Director I/C for carrying-out research in the field of Drugs and Cosmetics analysis.
05.	Stenographer Gr.II	To take dictation from the Director I/C on various urgent administrative and technical matters of the entire laboratory and on confidential letters received from the Dte./Ministry and other offices and then type these letters. To send monthly, quarterly, half-yearly and annual reports of administrative and technical matters of the Laboratory. To receive, diarise and despatch the confidential letters of the laboratory. To assist the Director I/C in the conduct of departmental enquiries and disciplinary proceedings against the staff, if any. To attend to other duties concerning the laboratory/office that assigned by the Director I/C/SSO.
06.	Accountant	Handling of cash and maintenance of cash book accounts and other connected records. Preparation of pay bills for temporary advance, LTC and other bills of contingent purchase. Appropriation of accounts alongwith reconciliation. Income Tax Assessment, TDS, Pension, Medical Bills, Preparation of budget and final estimates alongwith expenditure statements. Maintenance of GPF ledgers for and other registers connected with concerned accounts and look after the works connected with the service matters of the employees and other duties assigned by the Director I/C. Proposal sent to the Directorate for revival of the said post

Sl.No.	Name of the Post	Main jobs performed (in brief)
07.	Store-Keeper	Preparation of indent, procurement, receipt and issue of stores including stationery. Maintenance of all stock registers and other connected records, care and custody of stores alongwith annual physical verification of stocks and other duties assigned by the Director I/C/SSO.
08.	Laboratory Assistant	To prepare the chemical reagents and volumetric solutions required for analysis. To prepare the buffer solutions and maintain related registers. To maintain cleanliness of equipments such as Hot Air Oven, Water Detoniser etc. and ensure their efficient working. To assist the chemist to set up various tests and other duties assigned by the Director I/C/ SSO.
09.	Lower Division Clerk	Typing works connected with establishment & administration, stores, purchase section, budget and accounts, maintenance of receipt and dispatch register, maintenance of leave accounts of staff members, maintenance of service books of staff members, maintenance of service stamps and maintenance of various files and other connected records and other duties assigned by the Director.
10.	Multi Tasking Staff	Cleaning of Laboratory benches and washing of Glasswares and other articles required for Drugs and Cosmetics analysis and other duties assigned by the supervisor.

SPEED POST

F.No.G.26027/04/2020-DC
DIRECTORATE GENERAL OF HEALTH SERVICES
CENTRAL DRUGS STANDARD CONTROL ORGANIZATION
(D.C. SECTION)

F.D.A. Bhawan, I.T.O., Kotla Road,
New Delhi.

Dated:- 27 March, 2024

To

✓ The Director,
Central Drugs Testing Laboratory,
37, Naval Hospital Road, Periamet, Campus GMSDA,
Chennai-600003

Subject:- Budget Estimates 2024-25 & Budget Estimates 2024-25 in respect of Major Head 2210-06104-Drugs Control (Minor Head) 02-CDSCO-0201- General Component - Reg.

Sir/Madam,

I am directed to inform you that the Budget Estimates 2024-25 in respect of your office under each sub. head is as given below:-

(amount in thousands)

SL. NO.	ITEM	B.E. 2023-24	B.E. 2024-25
1.	Salaries (01)	1,10,00	1,10,00
2.	Wages(02)	0	0
3.	Rewards(05)	0	1,00
4.	Medical Treatment (06)	2,00	2,00
5.	Allowances (07)	75,00	85,00
6.	Leave Travel Concession (08)	2,00	2,00
7.	Training Expenses (09)	0	0
8.	Pensionary Charges (04)	0	0
9.	Domestic Travel Expenses (11)	2,00	2,00
10.	Office Expenses (13)	35,00	35,00
11.	RRT for L&B (14)	0	0
12.	Printing & Publication (16)	2,00	2,00
13.	Rent for Others (18)	0	0
14.	Digital Equipment (19)	0	1,00
15.	Material & Supplies (21)	8,00	8,00
16.	Advertising & Publicity (26)	0	0
17.	Minor Civil Work (27)	14,00	15,00
18.	Professional Services (28)	0	0
19.	Repair & Maintenance (29)	10,00	20,00
20.	Other Revenue Expenses (49)	0	0
	TOTAL	2,60,00	2,83,00

Yours faithfully.

(Dharmendra Pandey)
Drawing & Disbursing Officer

Copy to:- Pay & Accounts Officer,
Ministry of Health & FW, Chennai

के. ओ. प. प्र. चेन्ने
CDTL, CHENNAI

दिनांक
DATE 12/4/24
प्र.प.स.
R. No. 26

For n/a
6/12/4/24
RR/storekeeper

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이름: 성명: 성별: 나이:
 이메일: 비밀번호: 비밀번호 확인:

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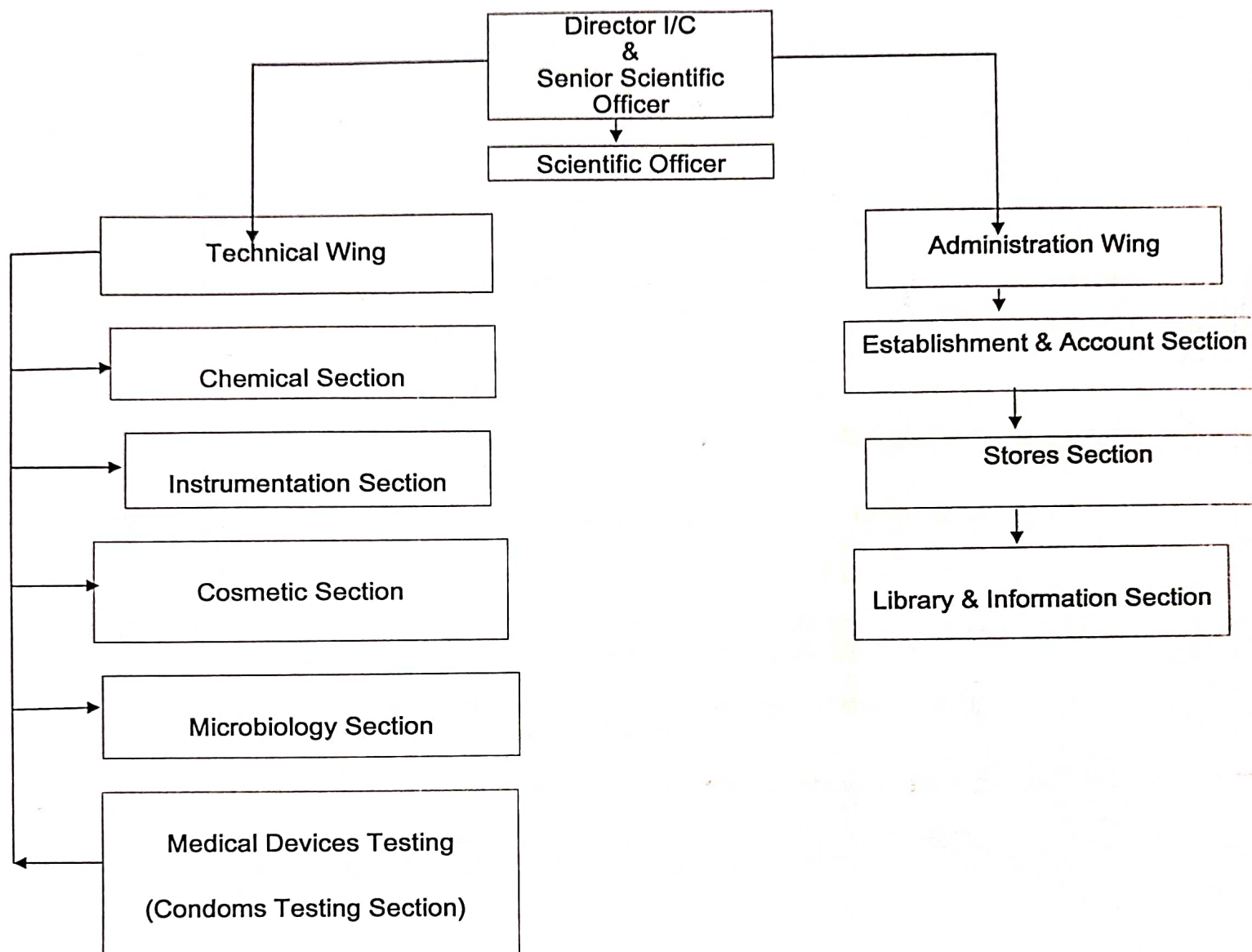
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(Dharmendra Verma)
Drawing & Disbursing Officer

1. Puri & Subramanian (1996) *DELTA*, Narman House, New Delhi
 2. Puri (1993) *DELTA*, Narman House & FW Chemist, Kolkata, Mumbai
 3. Puri, Subramanian, & Puri (2000) *DELTA*, Narman House, New Delhi

ORGANIZATION CHART INDICATING DIFFERENT SECTIONS OF
CDTL - CHENNAI



GENERAL POINTS

- I. Procedure followed in decision-making process includes channels of supervision and accountability

Decisions are made at different levels as per hierarchy of this office and final decision making authority is Director of the Organisation

- II. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging of functions.

Rules and Regulations framed by Govt. of India. This Laboratory follows Drugs and Cosmetics Act 1940 and Rules thereunder. As it is NABL Accredited Laboratory (ISO 17025:2017), all procedures to be followed are well documented in quality manual and Quality system procedure of this Laboratory. On administrative matters, all procedures, rules and regulations are being followed as per the instructions of the Government of India issued from time to time. As it is subordinate office working under the administrative control of the Drugs Controller General (I), Central Drugs Standard Control Organisation, New Delhi, this Laboratory is following policies framed by CDSCO, Dte.G.H.S., New Delhi.

- III. Categories of documents that are held by it or under its control.

Administration, Accounts and Technical and custodian of documents is with Sections incharge of the organization.

- IV. Boards, Councils, Committees and other bodies consisting of two or more persons

This Laboratory does not have any board, council or other such bodies.

- V. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. - Not Applicable

- VI. Particulars of facilities available to citizens for obtaining information, including the working hours of a library. - Not Applicable

- V. The names, designations and other particulars of the Public Information Officers.

SMT C. VIJAYALAKSHMI, DIRECTOR I/C. & APPELLATE AUTHORITY
SMT J. UMA MAHESWARI, SCIENTIFIC OFFICER & CPIO



National Accreditation Board for
Testing and Calibration Laboratories

CERTIFICATE OF ACCREDITATION

CENTRAL DRUGS TESTING LABORATORY

has been assessed and accredited in accordance with the standard

ISO/IEC 17025:2017

**"General Requirements for the Competence of Testing &
Calibration Laboratories"**

for its facilities at

37, NAVAL HOSPITAL ROAD, PERIAMET, CHENNAI, TAMIL NADU, INDIA

in the field of

TESTING

Certificate Number: TC-5674

Issue Date: 10/03/2022

Valid Until: 09/03/2024

This certificate remains valid for the Scope of Accreditation as specified in the annexure subject to continued satisfactory compliance to the above standard & the relevant requirements of NABL.
(To see the scope of accreditation of this laboratory, you may also visit NABL website www.nabl-india.org)

Name of Legal Identity : CDSCO, Ministry of Health and Family Welfare, Government of India

Signed for and on behalf of NABL



N. Venkateswaran

N. Venkateswaran
Chief Executive Officer