

SUO MOTTO DISCLOSURE UNDER SECTION 4 OF RTI ACT, 2005
(CDSCO, NORTH ZONE)

1. Organisation and Function

1.1 Particulars of its organisation, functions and duties

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

(i) Name and address of the Organization

Name :- CENTRAL DRUG STANDARD CONTROL ORGANIZATION, NORTH ZONE, GHAZIABAD

Address :- Central Drug Standard Control Organization, North Zone, CGO Complex-I, Hapur Road, Kamla Nehru Nagar, Ghaziabad-201002.

0120-2719483, 2750013, 2701927(D)
nzghaziabad@cdsco.nic.in

<https://cdsco.gov.in/opencms/opencms/en/Zonal-office/>

(ii) Head of the organization

Sh. K. Narendran,
Deputy Drugs Controller (India),
<https://cdsco.gov.in/opencms/opencms/en/Zonal-office/>

(iii) Vision, Mission and Key objectives

Vision:

To Protect and Promote public health in India.

Mission:

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

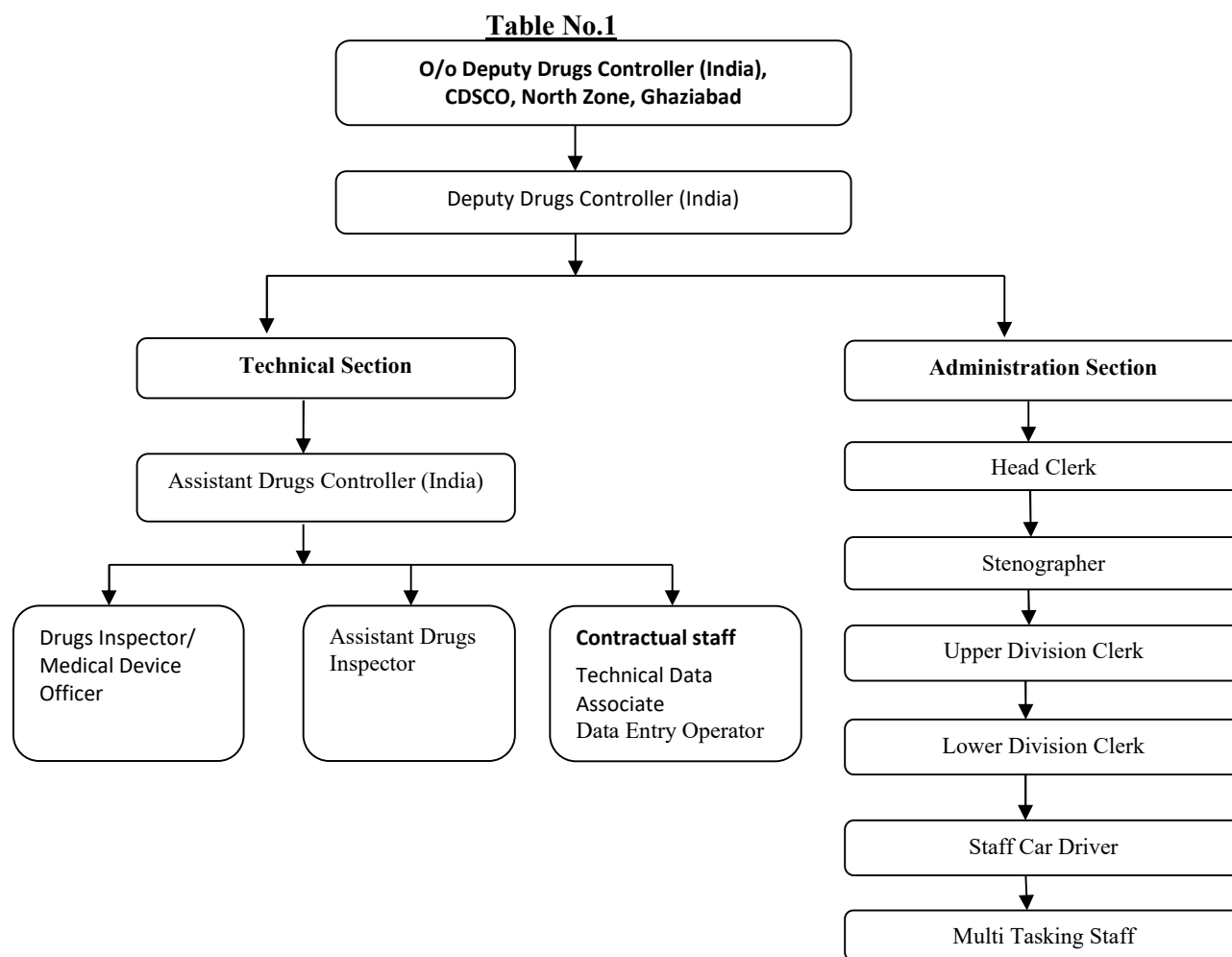
<https://cdsco.gov.in/opencms/opencms/en/About-us/Vision/>

(iv) Function and duties

1. To participate in the joint inspection for issuance / revalidation of Certificate of Pharmaceutical Products (COPPs) as per WHO certification scheme after receiving the application from the manufacturing firm.
2. To participate in the joint inspection for grant/renewal of Blood Centre license.
3. To participate in the joint inspection for grant/renewal of license for Vaccine / Sera manufacturing units for both human as well as veterinary.
4. To participate in the joint inspection for grant/renewal of license for LVP manufacturing units.

5. To conduct inspection for grant of license for Class C and Class D notified Medical Devices & In vitro diagnostics.
6. To participate in the joint inspection for grant/renewal of license for Bio-Tech & Bio-similar products manufacturing units.
7. To participate in the inspection of Clinical Trial facilities and BA/BE centers as directed by the Drugs Controller General (India) from time to time.
8. To carry out Surprise check/Raid jointly/independently on the basis of complaint received under Whistle Blower scheme and also from other sources.
9. To carry out joint inspection of Drug Testing Laboratory for the purpose of grant of approval for test / analysis of Drugs & Cosmetics.
10. To follow up action on NSQ drugs with State Licensing Authorities in the respective zone as well as with other zonal offices.
11. Drawing of Legal and Survey samples of drugs, cosmetics and medical devices from the manufacturing & sales / distribution premises including the Govt. establishment.
12. When the samples drawn by the Central Drugs Inspector are declared spurious / adulterated / grossly sub-standard etc., the cases are investigated and prosecution are launched in the appropriate court after obtaining necessary sanction from the Drugs Controller General (India).
13. Information regarding cancellation/suspension of manufacture licenses or withdrawal of product permission by the State Licensing Authority is circulated to other State Licensing Authorities in the zone and other zonal offices.
14. To pursue the court cases pending in different courts under the zone.
15. Technical survey as and when directed by the Drugs Controller General (India) from time to time.
16. To discuss the matter with various State Drugs Controllers in the zone in connection with enforcement of the provisions of D&C Act & Rules there under from time to time.
17. To co-ordinate for answering the Parliament Questions and for obtaining the data from various State Licensing Authorities under the zone.
18. Preparation of Monthly/Quarterly/Annual Reports.
19. To participate in the joint inspection with respect to grant of permission in Form CT-11/CT-14/CT-15 as per requirements.
20. To participate as observers in international regulatory agencies inspections as and when directed by Directorate.
21. To organize workshop, seminar etc. as directed.
22. To conduct the function of Drugs Controller General (I) as delegated by him under rule 22 (b) & 122L and other rules of the Drugs & Cosmetics Act. Presently (w.e.f. 20.06.2011), the following functions are delegated to respective zonal officers for carrying out on his behalf: -
 - a. Grant of Permission in Form CT-11/ CT-14 & CT15 to manufacture drugs for the purpose of examination, test or analysis.
 - b. Grant of Import Permission, Form 11 & CT-17 for test, analysis and examination under the Drugs and Cosmetics Rules.
 - c. No objection certificates for grant of permissions for import of dual use items, not for medicinal use.
23. Any other functions as assigned by DCG (I)/DDC (I).

(v) Organization Chart: Organization Chart:



(VI) Any other details-the 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

The Central Drugs Standard Control Organization (CDSCO), North Zone, Ghaziabad was started during the year 1967 in the Navyug Market, Ghaziabad-1 headed by Assistant Drugs Controller (India). The Zonal office of the CDSCO was initially created to co-coordinate with the various State Drugs Controllers (who are the Licensing Authority under the Act) for uniform implementation and smooth enforcement of the provisions of Chapter IV of the D&C Act and Rules. The North Zone office had jurisdiction over the states of Uttar Pradesh, Uttarakhand, Haryana, Rajasthan, Punjab, Himachal Pradesh, Jammu & Kashmir & Union Territory of Delhi and Union Territories of Chandigarh. During the year 1979 this office was upgraded with Deputy Drugs Controller (India). A sub Zonal office headed by an Assistant Drugs Controller (India) with the jurisdiction over the Himachal Pradesh had started and functioning during the year 2009.

Sub Zonal office of Varanasi was set up with Assistant Drugs Controller (India), Varanasi in the State of Uttar Pradesh & A new Sub Zonal office of Rishikesh was set up with Assistant Drugs Controller (India) on September 2023 for the State of Uttarakhand. At present the North Zone office is functioning in Room No. 115-119, CGO Complex-I, Hapur Road, Kamla Nehru Nagar, Ghaziabad-201002 (Uttar Pradesh) has the jurisdiction over the States of Uttar Pradesh, Rajasthan & Union Territories of Delhi.

Power and duties of its officers and
employees [Section 4(1) (b) (ii)]

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

TableNo.2

Designation	Duties
Deputy Drugs Controller	<ol style="list-style-type: none"> 1. As a zonal Department head, ensure uniform implementation of Drugs and Cosmetics Act and Rules in coordination with State Drugs Licensing Authorities of Uttar Pradesh, Rajasthan and Delhi. 2. Monitoring the activities of Drugs Inspectors under the zone and forward the recommendation letter to the concerned SLAs. 3. Issuing of NOCs for Dual use items/ Permissions for CT Applications/License for import under Form 11 & CT-17 for test, analysis and examination. 4. Handling of General Court cases. 5. Preparation of monthly/quarterly/annual report. 6. Apart from the above mentioned technical duties, performing as a Head of Office as well as drawing and disbursing officer from the administrative and account side. Attending the meeting with stake holders and Drugs Consultative meeting at CDSCO, HQ, New Delhi. 7. First Appellate authority for RTI Questions for the (1) O/o Deputy Drugs Controller (India), CDSCO, North Zone, Ghaziabad, (2) O/o Assistant Drugs controller(India), IGI Airport, New Delhi, (3) O/o Assistant Drugs Controller (India), CDSCO, Sub Zone, Rishikesh (4) O/o Assistant Drugs Controller (India), CDSCO Sub Zone, Varanasi
Assistant Drugs Controller	<ol style="list-style-type: none"> 1. Monitoring the activities of Drugs Inspectors. 2. Assist DDC (I) from time to time w.r.t. zonal activities. 3. Whenever the Deputy Drugs controller (India) is on official tour or on leave, Assistant Drugs controller (India) will be the in- charge of O/o Deputy Drugs Controller(India), CDSCO, North Zone, Ghaziabad.

Technical Officer	<ol style="list-style-type: none"> 1. Scrutiny of Dual Use NOC issued for import of drugs intended for non medicinal use prior approval of DDC (I). 2. Scrutiny of Bill of entries for import of drugs referred by port officers for DDC clarification. 3. Assisting the SPC Govt. of India and DIs for preparing petition and Counters for cases of Drugs imported by the various importers. 4. Preparing replies for the technical clarification in respect of import and export of drugs sought by Customs, importers and public. 5. Maintaining Biometric Attendance data and sent monthly report to the Directorate. 6. Maintaining all technical correspondence related to import and export of drugs and attending various queries by public, importer and exporter.
Drugs Inspector	<ol style="list-style-type: none"> 1. Work in accordance with the provisions of Section 21, 22 & 23 of Drugs and Cosmetic Act, 1940 and rules made there under. 2. Sampling of Drugs, Cosmetics and Medical Devices as per D&C Act and Rules there under. 3. Following up of NSQ reports and launching of prosecution. 4. Any other work assigned by DDC (I)/ ADC (I) from time to time.
Assistant Drugs Inspector & Technical Data Associate	<ol style="list-style-type: none"> 1. To assist in evaluation of Safety, Efficacy and Quality of Drugs as per requirement of Drugs and Cosmetics Act 1940. 2. To carry out field duty in assisting superior/ Drugs Inspectors in taking out samples, enforcement activities like raids/ inspections and launching prosecution etc. 3. To assist CDSCO officers in the matter of monitoring documentation. 4. To carry out duties as may be assigned under the Drugs and cosmetics Act and Rules framed there under. 5. Scrutiny of Form 11 applications and Dual Use NOC, Form CT- 11, Form CT-14, Form CT-15 and Form CT-17 applications in Sugam portal (online). 6. Timely preparation of pending list of Inspection to be carried out, Monthly, Quarterly and Annual reports. 7. Details required in respect of RTI Parliament Questions are submitted to DDC. Files pertaining to the technical section are maintained.
Head Clerk	Supervision of administrative and accounts activities like general administration, preparation of salary bills, personal claims of officers & staff, TA claim. Updating and maintenance of service records, leave records.

Upper Division Clerk	Preparation of administrative replies, furnishing data for the RTI replies from administrative side. Validation of data in respect of officers and staff in the Personal Information system. Generating expenditure claims such as Office Expenditure, TA Claims, and Professional services through PFMS portal. Monthly Expenditure statements, preparation of revised and budget estimate for the current and ensuing year. Preparation of pay bills, income tax, e-TDS. Preparation of pension and retirement benefits. Annual Increment of Gazetted and Non Gazetted Staff. Reconciliation of accounts with Pay and Accounts Office.
Lower Division Clerk	Typing the official correspondence. Purchase of stationary and other office equipments through GeM Portal. Annul Maintenance Contract (AMC) of office equipment and machineries etc. To Maintain CGHS file of all officer and staff. Name Plate and Rubber Stamp of the officer and Identity Card of the officer/employees. Leave record of contractual staff and update monthly attendance.
Multi Tasking Staff	To open and close the office before and after the arrival and departure of officers and staff. To assist the officers and staff in moving the files from one end to other. To attend the personal needs of Head of office. In addition to the auxiliary support, have to do basic clerical Work also whenever there is a need.
Data Entry Operator	Dispatching of inspection reports of Blood Bank, COPP and Medical Devices to DCG (I), applicant and SLAs. Assisting to preparation of Quarterly and annual Technical reports.

(iii) Rules/orders under which powers and duty are derived and

(iv) Exercised

Drug Inspectors derive their powers from Drugs and Cosmetics Act, 1940 and Rules made there under (Drugs and Cosmetics Rules, 1945, Medical Device Rules, 2017) and subsequent office orders issued by Directorate. Powers and duties of other posts are derived and exercised as per the practice in vogue.

(v) Work allocation

The information is available in the Table no.2

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 documents define 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 Deputy Drugs Controller (I).

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 the services can be accessed
- (iv) Time-limit for achieving the targets
- (i) Process of redress of grievances

The nature of functions /services offered by this office are listed under para no: 1.1.(iv). Various Licenses/Permissions are issued through the SUGAM PORTAL (www.cdsconline.gov.in and www.cdscomdonline.gov.in). Timelimits are specified in the SOP. The grievances are redressed through Public Relation Office.

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 there under (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. Transfer policy is formulated and transfer orders are issued by the Directorate.

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:-

A) 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**

B) Administrative:

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

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

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.

Directory of officers and employees [Section 4(1) (b) (ix)]

- (i) Name and designation
- (ii) Telephone, fax and email ID Email id : **nzghaziabad@cdsco.nic.in**

LIST OF EMPLOYEES OF CDSCO, NORTH ZONE

S. No.	NAME OF THE EMPLOYEE	DESIGNATION OF THE EMPLOYEE	LANDLINE
1.	K. Narendran	Deputy Drugs Controller (I)	0120-2719483, 2750013
2.	Sh. P. Dhinesh Pandian	Assistant Drugs Controller (I)	0120-2719483, 2750013
3.	Dr. Sachin Yadaorao Bhagwate	Assistant Drugs Controller (I)	0120-2719483, 2750013
4.	Sh. Popat D. Thorat	Assistant Drugs Controller (I)	0120-2719483, 2750013
5.	Sh. Sourabh Mittal	Drugs Inspector	0120-2719483, 2750013
6.	Smt. Swamini Taran	Drugs Inspector	0120-2719483, 2750013
7.	Smt. Shalini Bhardwaj	Drugs Inspector	0120-2719483, 2750013
8.	Smt. Purvika Mahajan	Drugs Inspector	0120-2719483, 2750013
9.	Sh. Sudhir Kumar	Drugs Inspector	0120-2719483, 2750013
10.	Sh. Devendra Pratap Singh	Drugs Inspector	0120-2719483, 2750013
11.	Sh. Ankush Gupta	Drugs Inspector	0120-2719483, 2750013
12.	Sh. Pramod Kumar	Drugs Inspector	0120-2719483, 2750013
13.	Sh. Rajan Kumar	Drugs Inspector	0120-2719483, 2750013
14.	Sh. Rishi Kumar	Drugs Inspector	0120-2719483, 2750013
15.	Ms. Veena Vijan	Drugs Inspector	0120-2719483, 2750013
16.	Sh. Ashok R. Fulluke	Technical Officer	0120-2719483, 2750013
17.	Kumari Sugandha	Assistant Drugs Inspector	0120-2719483, 2750013
18.	Ms. Yamini	Assistant Drugs Inspector	0120-2719483, 2750013
19.	Sh. Ramesh Singh Brijwal	Stenographer Gr. III	0120-2719483, 2750013
20.	Sh. Jitesh Kumar Singh	U. D. Clerk	0120-2719483, 2750013
21.	Sh. Monu Singh	U. D. Clerk	0120-2719483, 2750013
22.	Sh. Neeraj Sharma	L. D. Clerk	0120-2719483, 2750013
23.	Sh. Nagendra Prasad Yadav	Driver	0120-2719483, 2750013

Monthly Remuneration received by officers & employees including system of compensation
[Section 4 (1) (b) (x)]

- (i) List of employees with Gross monthly remuneration
- (ii) System of compensation as provided in its regulations

O/o THE DEPUTY DRUGS CONTROLLER (INDIA), CDSCO, NORTH ZONE, GHAZIABAD		
DETAILS OF POST WITH PAY BAND & PAY LEVEL		
Sl. No.	Name of the Post	Pay Band & Pay Level
1.	Deputy Drugs Controller (India)	Pay Band : 15600- 39100 & Pay Level- 12
2.	Assistant Drugs Controller (India)	Pay Band : 15600- 39100 & Pay Level- 11
3.	Drugs Inspector	Pay Band : 9300- 34800 & Pay Level- 8
4.	Technical Officer	Pay Band : 9300- 34800 & Pay Level- 8
5.	Senior Technical Officer	Pay Band : 9300- 34800 & Pay Level- 6
6.	Assistant Drugs Inspector	Pay Band : 9300- 34800 & Pay Level- 6
7.	Head Clerk	Pay Band : 9300- 34800 & Pay Level- 6
8.	Stenographer Gr. III	Pay Band : 5200- 20200 & Pay Level- 4
9.	Upper Division Clerk	Pay Band : 5200- 20200 & Pay Level- 4
10.	Lower Division Clerk	Pay Band : 5200- 20200 & Pay Level- 2
11.	Staff Car Driver	Pay Band : 5200- 20200 & Pay Level- 2
12.	Multi Tasking Staff	Pay Band : 5200- 20200 & Pay Level- 2

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.	Sh. K. Narendran Deputy Drugs Controller (India), First Appellate Authority and Deputy Drugs Controller (I) , North Zone, Ghaziabad	0120-2750013 & 0120-2719483 0120-2701927 (D)	nzghaziabad@cdsco.nic.in
2.	Dr. Sachin Yadaorao Bhagwate, CPIO and Asstt. Drugs Controller (India), CDSCO (NZ), Ghaziabad.	0120-2750013 & 0120-2701927	sybhagwate@cdsco.nic.in

No. 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

(ii) Finalized for Minor penalty or major penalty proceedings

Nil

Programmes to advance understanding of RTI

(Section 26)

(i) Educational programmes

Training programme or workshop related to RTI is being attended regularly 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

NA

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

- **A guidance document related to RTI is published in web site of CDSCO**

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

- **Further, the guidelines issued by Central Information Commissionaire followed**

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

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
- (iv) Revised budget for each agency, if any
- (v) Report on disbursements made and place where the related reports are available

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:- 5 February, 2024

To
Deputy Drugs Controller(I),
CDSCO(North Zone), C.G.O. Building, Kamla Nehru Nagar, Hapur Chungi Road,
Ghaziabad-201002

Subject:- **Revised Estimates 2023-24 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 Revised Estimates 2023-24 in respect of your office under each sub. head is as given below:-

(amount in thousands)

SL. NO.	ITEM	B.E. 2023-24	R.E. 2023-24
1.	Salaries (01)	3,50,00	3,50,00
2.	Wages(02)	0	0
3.	Rewards(05)	0	0
4.	Medical Treatment (06)	4,00	50,00
5.	Allowances (07)	2,37,00	2,57,00
6.	Leave Travel Concession (08)	3,00	4,50
7.	Training Expenses (09)	0	0
8.	Pensionary Charges (04)	40,00	0
9.	Domestic Travel Expenses (11)	30,00	50,00
10.	Office Expenses (13)	40,00	70,00
11.	RRT for L&B (14)	2,00	80,00
12.	Printing & Publication (16)	0	0
13.	Rent for Others (18)	0	6,00
14.	Digital Equipment (19)	0	0
15.	Material & Supplies (21)	0	0
16.	Advertising & Publicity (26)	0	0
17.	Minor Civil Work (27)	0	0
18.	Professional Services (28)	10,00	25,00
19.	Repair & Maintenance (29)	2,00	1,00
20.	Other Revenue Expenses (49)	0	0
	TOTAL	7,18,00	8,93,50

Yours faithfully,

Shakti Singh

(Shakti Singh)

Drawing & Disbursing Officer

Copy to:- Pay & Accounts Officer,
Dte.GHS, Nirman Bhawan, New Delhi.

iii) Proposed expenditures

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:- 5th February, 2024

To

Deputy Drugs Controller(I),
CDSCO(North Zone), C.G.O. Building, Kamla Nehru Nagar, Hapur Chungi Road,
Ghaziabad-201002

Subject:-

Revised Estimates 2023-24 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 Revised Estimates 2023-24 in respect of your office under each sub. head is as given below:-

(amount in thousands)

SL. NO.	ITEM	B.E. 2023-24	R.E. 2023-24
1.	Salaries (01)	3,50,00	3,50,00
2.	Wages(02)	0	0
3.	Rewards(05)	0	0
4.	Medical Treatment (06)	4,00	50,00
5.	Allowances (07)	2,37,00	2,57,00
6.	Leave Travel Concession (08)	3,00	4,50
7.	Training Expenses (09)	0	0
8.	Pensionary Charges (04)	40,00	0
9.	Domestic Travel Expenses (11)	30,00	50,00
10.	Office Expenses (13)	40,00	70,00
11.	RRT for L&B (14)	2,00	80,00
12.	Printing & Publication (16)	0	0
13.	Rent for Others (18)	0	6,00
14.	Digital Equipment (19)	0	0
15.	Material & Supplies (21)	0	0
16.	Advertising & Publicity (26)	0	0
17.	Minor Civil Work (27)	0	0
18.	Professional Services (28)	10,00	25,00
19.	Repair & Maintenance (29)	2,00	1,00
20.	Other Revenue Expenses (49)	0	0
	TOTAL	7,18,00	8,93,50

Yours faithfully,

Shakti Singh

(Shakti Singh)

Drawing & Disbursing Officer

Copy to:-

Pay & Accounts Officer,
Dte.GHS, Nirman Bhawan, New Delhi.

Budget vs Expenditure

Controller:		017 - HEALTH and FAMILY WELFARE		Grant:	046 - Department of Health and Family Welfare			
PAO:		020946 - PAO(DGHS), New Delhi		DDO:	208100 - Dy. Director Central Drugs Standard Control Organisation-CDSCO North Zone Ghaziabad			
Period:		From: 4/1/2023 To: 2/29/2024		Figures In:	Actuals			
Sr. No.	Controller Name	Grant Name	PAOName	DDOName	Account Head	Budget	Expenditure	Total funds Available
1	HEALTH and FAMILY WELFARE-[017]	Department of Health and Family Welfare-[046]	PAO(DGHS), New Delhi-[020946]	Dy. Director Central Drugs Standard Control Organisation-CDSCO North Zone Ghaziabad-[208100]	Grand Total:			
					Controller wise Total:			
					Grand wise Total:			
					PAO wise Total:			
					DDO wise Total:			
					2210061040201015			
					2210061040201045			
					2210061040201065			
					2210061040201075			
					2210061040201085			
					2210061040201115			
					2210061040201135			
					2210061040201145			
					2210061040201285			
					2210061040201295			
		</						

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

- (i) Budget
- (ii) 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.
 - a) Places visited
 - b) The period of visit
 - c) The number of members in the official delegation
 - d) Expenditure on the visit.

S. No	Name of the Officer	Places Visited	The period of visit	Number of members in the official delegation	Expenditure on the visit
1	2	3	4	5	6
1.	Sh. K. Narendran, Deputy Drugs Controller(I)	None for last 5 years.			

- (iii) Information related to procurements
 - a) Notice/tender enquires, and corrigenda if any thereon,
 - b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,
 - c) The works contracts concluded –in any such combination of the above-and
 - d) 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)]

- (i) Name of the programme of activity
- (ii) Objective of the programme
- (iii) Procedure to avail benefits
- (iv) Duration of the programme/ scheme
- (v) Physical and financial targets of the programme
- (vi) Nature/scale of subsidy/amount allotted
- (vii) Eligibility criteria for grant of subsidy
- (viii) 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]

- (i) Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions
- (ii) Annual accounts of all legal entities who are provided grants by public authorities

Nil

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

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

- (i) Concessions, permits or authorizations granted by public authority
- (ii) For each concessions, permit or authorization granted
 - a) Eligibility criteria
 - b) Procedure for getting the concession/grant and/or permits of authorizations
 - c) Name and address of the recipients given concessions/ permits or authorizations
 - d) Date of award of concessions/permits of authorizations

Nil

CAG & PAC Para's [FNo.1/6/2011-IRdt. 15.4.2013]

2.6 CAG and PAC Para's 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

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

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

[F.No.1/6/2011-IRdt. 15.04.2013]

Formulation of Policy and Implementation is carried out by Directorate

Arrangement for consultations with or representation by the members of the public

- i. 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.	Bio equivalence 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/

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

Formulation of Policy and Implementation is carried out by Directorate

- Day & time allotted for visitors
- Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

Public Relation office has been established

https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NTU2Mg==

Functions of PRO Office:

- To act as single window for disposal of grievance of stake holders on regulatory issues.
- To provide information to the innovator regarding regulatory norms
- To guide, assist hand hold investors in various phases of business life cycle as per existing focus on “Invest India / Make in India” without compromising quality of regulatory oversight.

Public-private partnerships (PPP)

- Details of Special Purpose Vehicle (SPV), if any
- Detailed project reports (DPRs)
- Concession agreements.
- Operation and maintenance manuals
- Other documents generated as part of the implementation of the PPP
- Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government
- Information relating to out puts and outcomes

- (viii) The process of the selection of the private sector party (concessionaire etc.)
- (ix) All payment made under the PPP project

Nil

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;

- (i) Policy decisions/legislations taken in the previous one year
- (ii) Outline the Public consultation process
- (iii) 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

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.	Alerts	https://cdsco.gov.in/opencms/opencms/en/Notifications/Alerts/
4.	Bio equivalence and Bioavailability	https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html
5.	Blood Products	https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/
6.	Vaccines	https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/
7.	Global Clinical Trial	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/
8.	Ethics Committee	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/
9.	New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/
10.	Fixed Dose Combinations (FDCs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/
11.	Investigational New Drugs(INDs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/

12.	Subsequent New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/
13.	Medical Device and In-Vitro Diagnostics	https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/
14.	Cosmetics	https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/

Form of accessibility of information manual/handbook

[Section 4(1)(b)]

Information manual/ handbook available in

(i) **Electronic format**

Sr. No.	Topic	URLs
1.	e-Governance	https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/SUGAM_user_manual.pdf

(ii) **Printed format
Available**

Whether information manual/handbook available free of cost or not

[Section 4(1) (b)]

List of materials available

(i) **Free of cost**

Electronic format can be accessed through website.

(ii) **At a reasonable cost of the medium**

When information 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

Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

English

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

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 Para 3.3

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, North Zone, Room No. 115-119, 1st Floor, CGO Complex-I, Hapur Road, Kamla Nehru Nagar, Ghaziabad-201002 (Uttar Pradesh).

- (ii) Details of information made available

**All Information available in the public domain of website (www.cdsc.gov.in)
Assistance is provided to access required Information available in the public domain through digitally using laptops.**

- (iii) Working hours of the facility

9.30AM to 6.00 PM (except closed holidays)

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

**Central Drug Standard Control Organization, North Zone, Room No. 115-119, 1st Floor, CGO Complex-I, Hapur Road, Kamla Nehru Nagar, Ghaziabad-201002 (Uttar Pradesh).
0120-2719483, 2750013
nzghaziabad@cdsco.nic.in**

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

- (i) Grievance redressal mechanism

Public Relation office was established

https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NTU2Mg==

Functions of PRO Office:

1. To act as single window for disposal of grievance of stake holders on regulatory issues.
2. To provide information to the innovator regarding regulatory norms
3. To guide, assist hand hold investors in various phases of business life cycle as per existing focus on “Invest India/Make in India” without compromising quality of regulatory oversight.

(ii) Details of applications received under RTI and information provided

S. No	Year	RTI applications received	RTI applications disposed
1.	2017 -18	07	07
2.	2018 -19	22	22
3.	2019-20	17	17
4.	2020-21	19	19
5.	2021-22	05	05
6.	2022-23	17	17

(iii) List of completed schemes/projects/Programmes-

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

(iv) List of schemes/projects/programme under way-

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=NTU40A==
2	Medical Devices	https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/medical-device/Updated-FAQ-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

- (viii) Any other information such as
- Citizen's Charter
 - Result Frame work Document(RFD)
 - Six monthly reports on the
 - Performance against the benchmarks set in the Citizen's Charter

Nil

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

- (i) Details of applications received and disposed

S.No	Year	RTI applications received	RTI applications disposed
1.	2017 -18	07	07
2.	2018 -19	22	22
3.	2019-20	17	17
4.	2020-21	19	19
5.	2021-22	05	05
6.	2022-23	17	17

- (ii) Details of appeals received and orders issued

S. No	Year	RTI applications received	RTI applications disposed
1.	2017 -18	0	0
2.	2018 -19	0	0
3.	2019-20	0	0
4.	2020-21	0	0
5.	2021-22	0	0
6.	2022-23	0	0

Replies to questions asked in the parliament
[Section 4(1) (d) (2)]

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

5. Information as may be prescribed

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

- (i) Name & details of
(a) Current CPIOs & FAAs

S. No	Name of the Officer	Telephone No	Email-ID
1.	Sh. K. Narendran Deputy Drugs Controller (India), First Appellate Authority and Deputy Drugs Controller (I), North Zone, Ghaziabad.	0120-2750013 & 0120-2719483 0120-2701927 (D)	nzghaziabad@cdsco.nic.in
2.	Dr. Sachin Yadaorao Bhagwate, CPIO and Asstt. Drugs Controller (India), CDSO (NZ), Ghaziabad.	0120-2750013 & 0120-2701927	nzghaziabad@cdsco.nic.in

- (a) Earlier CPIO &FA As from 1.1.2015

S. No.	Name of the office	CPIO	Appellate authority	Year
1	O/o Deputy Drugs Controller(I), Central Drugs Standard Control, Organization, North Zone, Room No. 115-119, 1 st Floor, CGO-I, Hapur Road, Kamla Nehru Nagar, Ghaziabad-201002	Dr. Ajay Sachan ADC(I)	Sh. Aseem Sahu, DDC(I)	2019
		Dr. D. K. Sable ADC(I)	Sh. Aseem Sahu, DDC(I)	2020
		Dr. D. K. Sable ADC(I)	Sh. Aseem Sahu, DDC(I)	2021
		Dr. D. K. Sable ADC(I)	Sh. Sanjeev Kumar, DDC(I)	2022
		Dr. Sachin Yadaorao Bhagwate, ADC(I)	Sh. K. Narendran, DDC(I),	2023
		Dr. Sachin Yadaorao Bhagwate, ADC(I)	Sh. K. Narendran, DDC(I),	2024

- (ii) Details of third party audit of voluntary disclosure
 - (a) Dates of audit carried out
 - (b) Report of the audit carried out

The check list for the Transparency Audit was duly filled and submitted to CIC on 26/10/2021 and further reply from CIC is awaited.
- (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD
 - (a) Date of appointment
 - (b) Name & Designation of the officers

Not Applicable
- (iv) Consultancy committee of key stakeholders for advice on suo-motu disclosure
 - (a) Dates from which constituted
 - (b) Name & Designation of the officers

No such consultancy committee was constituted so far.
- (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

No such consultancy committee was constituted so far.

6. Information Disclosed on own Initiative

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/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/

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 websites have the certificate on the Website?

Website of CDSCO (www.cdsco.gov.in) is maintained by Directorate (FDA Bhawan, Kotla Road, New Delhi)