

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

1. Organisation and Function

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

(i) Name and address of the Organization

CENTRAL DRUGS STANDARD CONTROL ORGANIZATION, NORTH ZONE, GHAZIABAD

Central Drugs 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

Smt. Shraddha Srivastava,
Deputy Drugs Controller (India),

(iii) Vision, Mission and Key objectives Vision:

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

TECHNICAL FUNCTIONS: -

1. To scrutinize the application and 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 scrutinize the application and participate in the joint inspection for grant /retention of license for manufacturing or risk-based inspection at least once in three-year as per GSR 1337(E) dated 27.10.2017.
3. To scrutinize the application and participate in the joint inspection for grant/renewal of Blood Center license.
4. To scrutinize the application and participate in the joint inspection for grant/retention of license for all biologicals (vaccine, anti-sera, r-DNA, biosimilars, blood products etc.) manufacturing units (both human as well as veterinary).
5. To scrutinize the application and participate in the joint inspection for grant/retention of license for LVP manufacturing units.

6. To scrutinize the application and carry out the inspection for grant/retention of license for Class C & D Medical Devices/ In-Vitro Diagnostic manufacturing unit under Medical Devices Rules, 2017.
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 as per the provision of New Drugs & Clinical Trials Rules, 2019.
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 risk-based inspections of manufacturing/ testing facilities as per directives received from CDSCO (HQ).
10. To carry out joint inspection of Drug Testing Laboratory for the purpose of grant of approval for test / analysis of Drugs & Cosmetics.
11. To process the application for Written Confirmation (WC) for export of API to European Union as per EU Directives and their inspection, if required.
12. To follow up action on NSQ drugs with State Licensing Authorities in the respective zone as well as with other zonal offices.
13. Drawing of regular drugs samples from the manufacturing & sales / distribution premises including the Govt. establishment.
14. When the samples drawn by the Central Drugs Inspector are declared spurious / adulterated / grossly substandard etc., the cases are investigated and prosecutions are launched in the appropriate court after obtaining necessary sanction from the Drugs Controller General (India).
15. 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.
16. Deputation of Drugs Inspectors at various places of suspicious nature and collect samples through them as surrogate patient from the sales premises by way of survey to monitor the quality of drugs. Further surprise check/raid is to be carried out by the Drugs Inspectors in case these samples are declared as NSQ by the testing lab.
17. To pursue the court cases pending in different courts under the zone.
18. Technical survey as and when directed by the Drugs Controller General (India) from time to time.
19. To discuss all matter related to enforcement of the provisions of D&C Act & Rules thereunder with various State Drugs Controllers in the zone from time to time.
20. To monitor the statutory work of Drugs Inspector working under the zonal and sub-zonal offices.
21. To co-ordinate for answering the Parliament Questions and for obtaining the data from various State Licensing Authorities under the zonal and sub-zonal offices.
22. To co-ordinate with various international regulatory agencies for inspections conducted by various international regulatory agencies as and when directed.
23. To organize workshop, seminar etc. as directed.
24. To conduct the function of Drugs Controller General (I) as and when delegated by him under Rule 22 & 122L and other rules of the Drugs & Cosmetics Act. Presently, the

following functions are delegated to respective zonal officers for carrying out on his behalf:

-

- a) Permission for grant of license to manufacture drugs for the purpose of examination, test or analysis under the New Drugs & Clinical Trials Rules, 2019 in Form CT-11 for new drugs/investigational new drugs (Active Pharmaceutical Ingredients & formulations), CT-14 (Unapproved Formulations) and CT-15 (unapproved APIs) so as to obtain license from State Licensing Authority (SLA) of concerned State under Rules 89 of the Drugs and Cosmetics Rules, 1945 on Form-29 as per requirements (except biological drugs).
- b) Grant of license for import of small quantities of old drugs in Form-11 for the purpose of examination, test or analysis as provided under Rule 33 of the Drugs and Cosmetics Rules, 1945 and for import of small quantities of new drugs in CT-17 under the provisions of NDCT Rules, 2019 (except biological drugs).
- c) Grant of license for import of small quantities of unapproved new drugs in Form CT- 25 by Government Institutions or Autonomous Medical Institutions for treatment of patients under Rule 86 of New Drugs and Clinical Trial Rules, 2019.
- d) No objection certificates (Dual use NOC) for grant of permissions for import of dual use items, not for medicinal use as provided under Rule 89 of the Drugs and Cosmetics Rules.
- e) No objection certificates for grant of permissions for manufacture for export only of unapproved / approved new drugs and drugs banned under Section 26-A of the Drugs and Cosmetics Act.
- f) Grant of license for import of small quantities of drugs for personal use under Form 12B of the Drugs and Cosmetics Rules.
- g) Any other functions as assigned by DDC(I)/ DCG(I) from time to time.

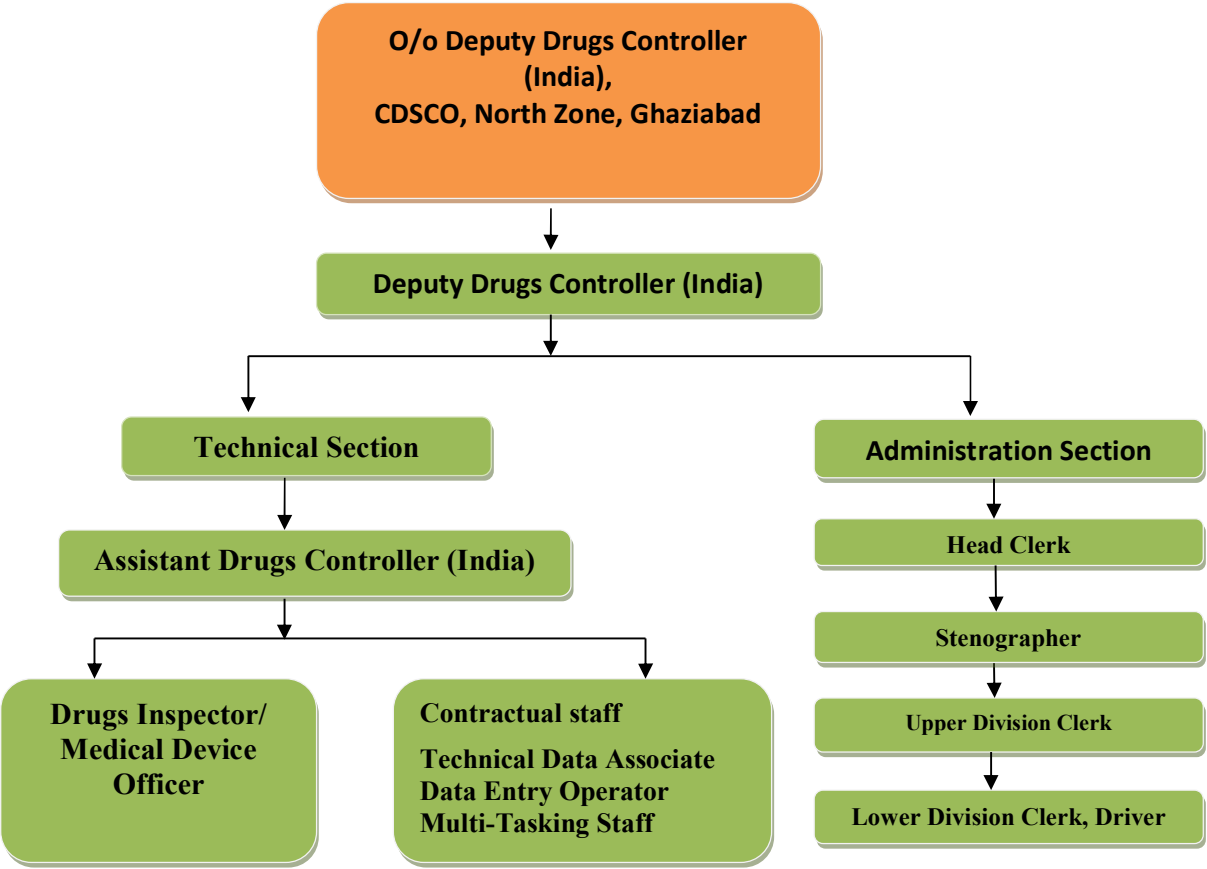
ADMINISTRATIVE FUNCTIONS: -

- 1. Maintenance of Service records/leave records of Gazetted and Non-Gazetted Staff.
- 2. Matters related to confirmation and filling of posts wherein concerned zonal officer is the appointing authority.
- 3. Promotion of staff, recruitment of staff, relieving of staff and maintenance of seniority of Non-Gazetted employees.
- 4. To arrange DPC for eligible candidates to give regular promotion and under MACP Scheme to Group C & D Staff.
- 5. Maintenance of Rosters for Group C & D posts.
- 6. Preparation of annual budgets /preliminary and final estimate of expenditure etc.
- 7. Sanction of increments/fixation of Pay etc.
- 8. Preparation of reports/replies concerning to the above administrative function.
- 9. Handling of Cash and Accounts and maintenance of its records.
- 10. Preparation and submission of all types of bills including arrears, loans, TA/DA and advances to Pay & Accounts Office and maintenance of its records.
- 11. Preparation of Accounts reports-Monthly, Quarterly, Half Yearly and annual and maintenance of its records.
- 12. Maintenance of G.P.F. Records in respect of Group-D employees and correspondence regarding G.P.F. in respect of other staff.

- 13.** Reconciliation work of Cash & Accounts with concerned PAO.
- 14.** Purchase of perishable and non-perishable store items and maintenance of its records.
- 15.** Maintenance of all the documents.
- 16.** To maintain the inventory and account of scientific books and journals etc.
- 17.** Preparation of monthly, half yearly and annual return concerning to income tax through a qualified Chartered Accountant.
- 18.** Annul Maintenance Contract (AMC) of office equipment and machineries etc.
- 19.** All other administrative returns after receiving the queries from Directorate / Ministry from time to time.
- 20.** Preparation of documents and bills in case of superannuation.
- 21.** Reply under RTI Act.
- 22.** Any other functions assigned by DCG(I) / DDC(I) from time to time

(v) Organization Chart:

Table No.1



(vi) Any other details-the genesis, inception, formation of the department and the HoD's 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. During such period, 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 UT of Chandigarh had started and functioning during the year 2009. Subsequently CDSCO Zonal office Baddi has been established for jurisdiction over the states Punjab, Himachal Pradesh, Jammu & Kashmir, Haryana (except NCR region) and Union Territories of Chandigarh

A new CDSCO Sub Zonal office was set up with Assistant Drugs Controller (India) on September 2023 to Rishikesh and subsequently shifted office to Dehradun 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 & NCR region of Haryana.

(vii) 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 (I)	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, NCR region of Haryana and Delhi. 2. Monitoring the activities of Drugs Inspectors as a Controlling authority under the zone as per the Drugs and Cosmetics Act, 1940 and rules made thereunder. 3. Issuing of NOCs for Dual use items/ Permissions for CT Applications/License for import under Form 11 & CT-17 for test, analysis received through various online portals i.e. Sugam, MD Sugam, ONDLS, NSWS. 4. Issuing of NOC through online Sugam portal to manufacture of approved new drugs/ unapproved drugs/ banned drugs for export purpose. 5. Monitoring of Technical/ administrative Court cases. 6. Sanction Authority for administrative and accounting matters. 7. Conducting / participating meeting with stake holders as and when required. 8. First Appellate authority for RTI w.r.t below mentioned offices: 1) O/o Deputy Drugs Controller (India), CDSCO, North Zone, Ghaziabad. 2) O/o Assistant Drugs Controller (I), IGI Airport, New Delhi. 3) O/o Assistant Drugs Controller(I), CDSCO, Sub Zone, Dehradun 4) O/o Assistant Drugs Controller (I), CDSCO Sub Zone, Varanasi
Assistant Drugs Controller (I)	1. Assist to the Deputy Drugs Controller w.r.t. all technical / administrative matters 2. Handling of RTI matters as CPIO 3. Handling of administrative matters as Drawing and Disbursing Officer (DDO) 4. 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. 5. Processing for Dual use items/ Permissions for CT Applications/License for import under Form 11 & CT-17 for test, analysis received through various online portals i.e. Sugam, MD Sugam, ONDLS, NSWS. 6. Any other work assigned by DDC(I)/ DCG(I)

Drugs Inspector	1. Appointment, Powers, procedure of Inspectors are prescribed under Section 21, 22, 23 of the Drugs and Cosmetics Act 1940. Further, duties are prescribed as per Rule 51 & 52 of the Drugs Rules. (The said act is available on CDSCO website https://cdsco.gov.in/opencms/opencms/en/Acts-and-rules/). 2. In addition to above, scrutiny & processing of applications received through various online portal i.e. Sugam, MD Sugam, ONDLS, NSWs. 3. Any other work assigned by DDC (I) / ADC (I) from time to time.
Technical Data Associates	4. To assist superiors in the matter of monitoring documentation. 5. Updating of Inspection reports (w.r.t Form 28D/ Form 28DA/ PAC-NOC/ Investigations/ AEFI related inspections/CT-11 related inspections any other inspection as directed by CDSCO (HQ)) pertaining to Human Vaccine manufacturing units in Collab folder and timely share the same to CDSCO (HQ) as & when required by CDSCO (HQ). 6. Preparation and maintenance of KPI (Key Performance Indicators) with respect to Human Vaccines manufacturing units every month. This has to be shared every month without fail to CDSCO (HQ) RPI (Regulatory Performance Indicators) data with respect to Human Vaccines manufacturing units has to be shared with CDSCO (HQ). 7. In addition to above, scrutiny & processing of applications received through various online portal i.e. Sugam, MD Sugam, ONDLS, NSWs. 8. To assist in the preparation of CIP Plan & NRA matters 9. To Monitor and manage the data related to RBI enforcement activities 10. Pendency Status -Online applications (NSWS, Export NOC) 11. Any other work assigned by the DDC (I) / ADC (I).
Data Entry Operator	1. Dispatching of inspection reports of Blood Bank, COPP and Medical 2. Devices to DCG (I), applicant and SLAs. Assisting to preparation of Office order and technical reports.
Head Clerk	1. 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 and creating admin e-office files. 2. Any other work assigned by ADC (I)/DDC(I).
Stenographer Grade-III	1. Regular work of Stenography. Collection of information and Compilation of data in given form. To Maintain the Library and

	Account of Scientific books and journals etc. along with his existing duties. To handle office e-mail ID and preparation of office orders as directed by HOD. 2. Any other work assigned by ADC(I)/DDC(I).
Upper Division Clerk	1. 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 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. 2. Reconciliation of accounts with Pay and Accounts Office. 3. Any other work assigned by ADC(I)/DDC(I).
Lower Division Clerk	1. Typing the official correspondence. Purchase of stationary and other office equipment 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/employee & maintaining Leave record of contractual staff. 2. Any other work assigned by ADC(I)/DDC(I).
Multi-Tasking Staff	1. 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 2. Work also whenever there is a need.

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

Deputy Drugs Controller (India) is working as Zonal Head & Controlling Officer under Drugs and Cosmetics Rules, 1945. Drugs Inspectors derive their powers from Drugs & Cosmetics Act, 1940 (Section 21, 22 and 23) and Rules made there under (Drugs and Cosmetics Rules, 1945) and Medical Device Officer (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. Copy of Drugs & Cosmetics Act and Rules under the said Act is available on CDSCO Website.

(iv) Work allocation

The information is available in the Table no.2

1.2. Procedure followed in decision making Process [Section 4(1) (b)(iii)]

- a) Process of decision making Identify key decision-making points
- b) Final decision-making authority
- c) Related provisions, acts, rules etc.
- d) Time limit for taking a decisions, if any
- e) Channel of supervision and accountability

As per Standard operating Procedure (SOP)/ Guidance documents the process of decision making based on the identified key decision-making points is done at every level. SOP and guidance documents fine 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).

1.3. Norms for discharge of functions [Section 4(1)(b)(iv)]

- a) Nature of functions/ services offered
- b) Norms/standards for functions/ service delivery
- c) Process by which the services can be accessed
- d) Time-limit for achieving the targets
- e) 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, NSWS, ONDLS online portals. Time limits are specified in the Drugs and Cosmetics Act and Rules made there under & also in the CDSCO Guidance documents. The grievances are redressed through Public Relation Office.

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

- 1.4.1. Title and nature of the record/ manual / instruction.
- 1.4.2. List of Rules, regulations, instructions manuals and records
- 1.4.3. Acts/ Rules manuals etc.
- 1.4.4. 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 DrugsandClinicalTrials,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 & SOPS issued by CDSCO (HQ) are also followed. Transfer policy is formulated and transfer orders are issued by the Directorate.

Copies of these Act, rules, circular, notices are available on CDSCO web site.

- a) Categories of documents held by the authority under its control
- b) Categories of documents
- c) 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
- f) Cosmetics Rules 2020
- g) RTI Act, 2005
- h) Official pharmacopoeia
- i) All Online processed files are being maintained in the respective portals

B. Administrative:

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

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

- a) Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]
- b) Name of Boards, Council, Committee etc.
- c) Composition
- d) Dates from which constituted
- e) Term/Tenure

1.5. Powers and functions

- I. Whether their meetings are open to the public?
- II. Whether the minutes of the meetings are open to the public?

Various Boards and Committees are constituted by the Directorate and information is available on CDSCO website.

1.6. 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	Email
1.	Smt. Shraddha Srivastava	Deputy Drugs Controller (I)	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
2.	Sh. P. Dhinesh Pandian	Assistant Drugs Controller (I)	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
3.	Sh. Desh Raj Singh	Assistant Drugs Controller (I)	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
4.	Sh. Deepak Kumar Sehrawat	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
5.	Sh. Arun Kumar Mattapalli	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
6.	Sh. Kalicharan	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
7.	Dr. Manish Kumar	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
8.	Sh. Dinesh	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
9.	Sh. Varun Kumar	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
10.	Sh. P. Selvaraj	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
11.	Sh. Krishanu Verman	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
12.	Sh. Vinod Kumar	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
13.	Dr. Rishi Kumar	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in
14.	Sh. Rajiv Kumar	Drugs Inspector	0120-2719483, 2750013	nzghaziabad@cdsco.nic.in

15.	Sh. Surender Kumar Kaswan	Drugs Inspector	0120- 2719483, 2750013	nzghaziabad@cdsco.nic.in
16.	Dr. Ravendra Verma	Drugs Inspector	0120- 2719483, 2750013	nzghaziabad@cdsco.nic.in

1.7. 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) CDSO, NORTH ZONE, GHAZIABAD		
DETAILS OF POST WITH PAY BAND & PAY LEVEL		
S. No.	Name of the Post	Pay Level
1.	Deputy Drugs Controller (India)	Pay Level: 12
2.	Asstt. Drugs Controller (India)	Pay Level: 11
3.	Drugs Inspector	Pay Level: 8
4.	Head Clerk	Pay Level: 6
5.	Stenographer Grade-III	Pay Level: 5
6.	Upper Division Clerk	Pay Level: 4
7.	Lower Division Clerk	Pay Level: 3
8.	Staff Car Driver	Pay Level: 3

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

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

S. NO.	Name of the Officer	Telephone No	Email ID
1.	Smt. Shraddha Srivastava 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.	Sh. P. Dhinesh Pandian, PIO and Asstt. Drugs Controller (India), CDSCO (NZ), Ghaziabad.	0120-2750013 & 0120-2701927	nzghaziabad@cdsco.nic.in

1.9. No. of employees against whom Disciplinary action has been proposed/taken (Section 4(2))

No. of employees against whom disciplinary action has been

- (i) Pending for Minor penalty or major penalty proceedings
- (ii) Finalized for Minor penalty or major penalty proceedings

Nil

1.10. 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 the 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: Trainings are updated in IGOT Karmayogi Portal

- (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/export/sites/CDSCO_WEB/Pdf-documents/RTI_Guidance_Document_CDSCO_Standard_Form.pdf)
- Further, the guidelines issued by Central Information Commissionaire followed (<https://cic.gov.in/rti-notifications>)

1.11. Transfer policy and transfer orders

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)]

- Total Budget for the public authority
- Budget for each agency and plan & programmes
- Revised budget for each agency, if any
- Report on disbursements made and place where the related reports are available

No.Admin.-17011(11)/1/2026

E.O: 33923

Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
Central Drugs Standard Control organization

SPEED POST

F.D.A. Bhawan, I.T.O., Kotla Road,
New Delhi.
Dated:- 24 March, 2026

To,

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

Subject:-

Budget Estimates 2026-27 in respect of Major Head 2210-06104-Drugs Control (Minor Head) 02-CDSCO-0201- General Component and Budget Estimate 2026-27 i.r.o Major Head 4210-Capital Outlay on Medical & Public Health-04100-Other programmes (Minor Head)-21 CDSCO - Reg.

Sir/Madam,

I am directed to inform you that the Budget Estimates 2026-27 in respect of your office under each sub. head is as given below: -

(amount in thousands)

SL.N O.	ITEM	B.E 2025-26	R.E. 2025-26	B.E 2026-27
01	Salaries (01)	35000	35000	38000
02	Rewards(05)	160	49	60
03	Medical Treatment (06)	4000	3500	3500
04	Allowances (07)	28000	31859	36000
05	Leave Travel Concession (08)	500	302	500
06	Training Expenses (09)	1000	100	500
07	Domestic Travel Expenses (11)	5000	4100	4000
08	Office Expenses (13)	4500	4500	4000
09	RRT for L&B (14)	2500	2500	3500
10	Printing & Publication (16)	80	00	00
11	Rent for Others (18)	2200	2200	2200
12	Digital Equipment (19)	1500	2000	1500
13	Minor Civil Work (27)	00	794	00
14	Professional Services (28)	3000	3400	3500
15	Repair & Maintenance (29)	00	300	300
16	Other Revenue Expenses (49)	200	100	100
	Total	87640	90704	97660
	Capital Heads			
17	Information, computer Telecommunication (ICT)(71)	500	500	1000
	TOTAL	500	500	1000

(Pawan Kumar)
Deputy Director Admin.

Copy to:- Pay & Accounts Officer, PAO DGHS Room No. 704-705, PG Hostel Building, National Institute of Pharmaceutical Education and Research, Sector-10, Rohtak, Haryana-141105.

Control NCDC, Sham Nath Marg Civil Lines, New Delhi.

सचिव, प्रमुख, अधीन (ड्रग्स) / Pawan Kumar
C.D.S.C.(HQ), Dir. General of Health Services
सचिव, प्रमुख, अधीन (ड्रग्स)
Ministry of Health & Family Welfare
एन 015 मार्ग, एन 015, एन 015 - 110002
FDA Bhawan, Kotla Road, New Delhi - 110002

No.Admin.-17011(11)/1/2026
E.O: 33923
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
Central Drugs Standard Control organization

SPEED POST

F.D.A. Bhawan, I.T.O., Kotla Road,
New Delhi.
Dated:- 24 March, 2026

To,

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

Subject:-

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06	Training Expenses (09)	1000	100	500
07	Domestic Travel Expenses (11)	5000	4100	4000
08	Office Expenses (13)	4500	4500	4000
09	RRT for L&B (14)	2500	2500	3500
10	Printing & Publication (16)	80	00	00
11	Rent for Others (18)	2200	2200	2200
12	Digital Equipment (19)	1500	2000	1500
13	Minor Civil Work (27)	00	794	00
14	Professional Services (28)	3000	3400	3500
15	Repair & Maintenance (29)	00	300	300
16	Other Revenue Expenses (49)	200	100	100
	Total	87640	90704	97660
	Capital Heads			
17	Information, computer Telecommunication (ICT)(71)	500	500	1000
	TOTAL	500	500	1000

(Pawan Kumar)
Deputy Director Admin.

Copy to:- Pay & Accounts Officer, PAO DGHS Room No. 704-705, PG Hostel Building, National Centre for Disease Control NCDC, Sham Nath Marg Civil Lines, New Delhi.

C.D.S.C.O(HQ), Dir. General of Health Services
Ministry of Health and Family Welfare
एन सी ई बिल्डिंग, शम नथ मार्ग, नई दिल्ली - 110002
FDA Bhawan, Kotla Road, New Delhi - 110002

PAO DDO wise Budget vs. Expenditure

Controller:	017 - HEALTH and FAMILY WELFARE	Grant:	046 - Department of Health and Family Welfare					
PAO:		DDO:	208100 - Dy. Director Central Drugs Standard Control Organisation-CDSCO North Zone Ghaziabad					
Period:		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:	9,86,60,000.00	1,73,82,739.00	8,12,77,261.00
					Controller wise Total:	9,86,60,000.00	1,73,82,739.00	8,12,77,261.00
					Grant wise Total:	9,86,60,000.00	1,73,82,739.00	8,12,77,261.00
					PAO wise Total:	9,86,60,000.00	1,73,82,739.00	8,12,77,261.00
					DDO wise Total:	9,86,60,000.00	1,73,82,739.00	8,12,77,261.00
					2210061040201015	3,80,00,000.00	55,30,200.00	3,24,69,800.00
					2210061040201055	60,000.00	0.00	60,000.00
					2210061040201065	35,00,000.00	5,13,466.00	29,86,534.00
					2210061040201075	3,60,00,000.00	66,24,338.00	2,93,75,662.00
					2210061040201085	5,00,000.00	0.00	5,00,000.00
					2210061040201095	5,00,000.00	0.00	5,00,000.00
					2210061040201115	40,00,000.00	3,29,284.00	36,70,716.00
					2210061040201135	40,00,000.00	6,40,236.00	33,59,764.00
					2210061040201145	35,00,000.00	31,86,526.00	3,13,474.00
					2210061040201185	22,00,000.00	2,27,786.00	19,72,214.00
					2210061040201195	15,00,000.00	0.00	15,00,000.00
					2210061040201285	35,00,000.00	3,08,310.00	31,91,690.00
2210061040201295	3,00,000.00	17,593.00	2,82,407.00					
2210061040201495	1,00,000.00	5,000.00	95,000.00					
4210042002100715	10,00,000.00	0.00	10,00,000.00					

2.2. Foreign and domestic tours

- 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.	Smt. Shraddha Srivastava, Deputy Drugs Controller(I)	--			

2.3.Information related to procurements

- a. Notice/tender enquires, and corrigendum 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.

Procurements are being made through Gem portal.

2.4. 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

2.5. Discretionary and non-discretionary grants

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

Nil

2.6. Particulars of recipients of concessions, permits of 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

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

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

- a) 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)]

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
- (ii) The public Relevant Acts, Rules, Forms and other documents are available on CDSCO web site (<https://cdsco.gov.in>)

I. Arrangements for consultation with or representation by

- a. Members of the public in policy formulation/policy implementation

Formulation of Policy and Implementation are being carried out by Directorate

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

Public Relation office has been established

Centralized PRO is established by Directorate to coordinate with respective division, Zone, Sub-Zone. The contact details are available on CDSCO website

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 authorization 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

II. 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 are being 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

III. Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

Public information is available on CDSCO web site (<https://cdsco.gov.in>)

IV. Form of accessibility of information manual/ handbook [Section 4(1)(b)]

Information manual/ hand book available in

- i. Electronic format

Public information is available on CDSCO web site (<https://cdsco.gov.in>)

- ii. Printed format

Nil

V. 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.

i. 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

4.1. Language in which Information Manual/ Handbook Available
English

4.2. When was the information Manual/ Handbook last updated?

Last date of Annual updation

Updation of Manual is carried out by Directorate

4.3. 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

Public information is available on CDSCO web site (<https://cdsco.gov.in>)

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

4.4.1. 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).

4.4.2. Details of information made available

All Information available in the public domain of website (www.cdsco.gov.in) Assistance is provided to access required Information available in the public domain through digitally using online systems

4.4.3. Working hours of the facility

9.30AM to 6.00 PM (except closed holidays)

4.4.4. 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

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

a) Grievance redressal mechanism

Centralized PRO is established by Directorate to coordinate with respective division, Zone, Sub-Zone. The contact details are available on CDSCO website (www.cdsc.gov.in)

Functions of PRO Office:

- (i) To act as single window for disposal of grievance of stake holders on regulatory issues.
- (ii) To provide information to the innovator regarding regulatory norms
- (iii) To guide, assist and 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.

4.5.1. 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
7.	2023-24	25	25
8.	2024-25	11	11
9.	2025-26	59	59

4.5.2. List of completed schemes/projects/ Programmes-

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

4.5.3. List of schemes/projects/programme under way-

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

4.5.4. Details of all contracts entered in to including name of the contractor, amount of contract and period of completion of contract.

This office has not entered into any contract.

4.5.5. Annual Report

Annual report of CDSCO is prepared by Directorate

Frequently Asked Question (FAQs)

Frequently Asked Question (FAQs) are available on CDSCO web site

Any other information such as

- a) Citizen's Charter
- b) Result Frame work Document (RFD)
- c) Six monthly reports on the
- d) Performance against the benchmarks set in the Citizen's Charter

Citizen's Charter is available on CDSCO web site

https://cdsco.gov.in/opencms/resources/UploadCDSCOWeb/2024/Archive_Files/Citizen-Charter-CDSCO.pdf

4.6. Receipt & Disposal of RTI applications & appeals**(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
7.	2023-24	25	25
8.	2024-25	11	11
9.	2025-26	59	59

(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
7.	2023-24	0	0
8.	2024-25	1	1
9.	2025-26	2	2

4.7. 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**5.1. Such other information as may be prescribed****5.2. Name & details of**

- (a) Current CPIOs &FAAs

S. No.	Name of the Officer	Telephone No	Email-ID
1.	Smt. Shraddha Srivastava 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.	Sh. P. Dhinesh Pandian, CPIO and Asstt. Drugs Controller (India), CDSO (NZ), Ghaziabad.	0120-2750013 & 0120-2701927	nzghaziabad@cdsco.nic.in

(b) 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, 1st Floor, CGO-I, Hapur Road, Kamla Nehru Nagar, Ghaziabad-201002	Dr. Ajay Sachan, CPIO and ADC(I)	Sh. A. K. Pradhan, DDC(I)	2015
		Dr. Ajay Sachan, CPIO and ADC(I)	Sh. A. K. Pradhan, DDC(I)	2016
		Dr. Ajay Sachan, CPIO and ADC(I)	Sh. A. K. Pradhan, DDC(I)	2017
		Dr. Ajay Sachan, CPIO and ADC(I)	Sh. Aseem Sahu, DDC(I), from Oct 2017	
		Dr. Ajay Sachan, CPIO and ADC(I)	Sh. Aseem Sahu, DDC(I)	2018
		Dr. Ajay Sachan, CPIO and ADC(I)	Sh. Aseem Sahu, DDC(I)	2019
		Dr. Ajay Sachan, CPIO and ADC(I)	Sh. Aseem Sahu, DDC(I)	2020
		Dr. Ajay Sachan, CPIO and ADC(I)	Sh. Aseem Sahu, DDC(I)	2020
		Dr. D. K. Sable, CPIO and ADC(I)	Sh. Aseem Sahu, DDC(I)	2021
		Dr. D. K. Sable, CPIO and ADC(I)	Sh. Sanjeev Kumar, DDC(I), from May 2022	2022
		Dr. Sachin Yadavrao Bhagwate, CPIO and Asstt. Drugs Controller (India)	Sh. K. Narendran, DDC(I),	2023

		Dr. Sachin Yadavrao Bhagwate, CPIO and Asstt. Drugs Controller (India)	Sh. K. Narendran, DDC(I)	2024
		Dr. Sachin Yadavrao Bhagwate, CPIO and Asstt. Drugs Controller (India)	Dr. Ajay Sachan, DDC(I)	2025
		Sh. P. Dhinesh Pandian, CPIO and Asstt. Drugs Controller (India)	Smt. Shraddha Srivastava Deputy Drugs Controller (India)	2026

5.2.1. Details of third-party audit of voluntary disclosure

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

Nil

5.2.2. 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

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

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

No such consultancy committee has been constituted so far.

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

- (c) Dates from which constituted
- (d) Name & Designation of the Officers

No such consultancy committee has been constituted so far.

6. Information Disclosed on own Initiative

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

7. 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)

- 7.1. Whether STQC certification obtained and its validity.**
- 7.2. Does the website show the certificate on the Website?**

All the activities carried out by CDSCO & its Zonal, Sub zonal, Port offices are available on CDSCO Web site. Website of CDSCO (www.cdsc.gov.in) is maintained by Directorate (FDA Bhawan, Kotla Road, New Delhi.