

## Annexure-I

### Central Drugs Testing Laboratory(CDTL), Mumbai, Maharashtra

#### (i) Particular soft he organization, function sand duties:

**Accredited By: NABL (ISO/IEC-17025:2017 in Chemical and Biological Testing) Certified For : IMS (ISO-9001:2015, ISO-14001:2015, ISO 45001:2018)**

The CDTL, Mumbai is one of the National Statutory Laboratories of the Government of India, functioning under the administrative control of the Drugs Controller General of India, Central Drugs Standard Control Organization (CDSCO), Directorate General of Health Services, Ministry of Health and Family Welfare, New Delhi.

#### Contact details:

Director of the Laboratory: C. Hariharan

**Address:** Zonal FDA Bhavan, Bellasis Road, Government Medical Stores Depot (GMSD) Compound, Mumbai Central, Mumbai-400 008. **Phone numbers:** 022-2300 2309, 2300 2138. **Tele fax:** 022-23099240.**Email:** [cdtlmumbai@cdsco.nic.in](mailto:cdtlmumbai@cdsco.nic.in)

#### VISION

- To be recognized globally for providing world class testing facilities for safeguarding human and animal health by establishing and reviewing quality objective at various levels of the organization.
- To safeguard and enhance public health by quality and excellence in testing of drugs, cosmetics and medical devices.
- To be a part of modern regulatory system in India to protect public health by ensuring provision of safe, effective and quality drugs and pharmaceuticals based on scientific excellence accountable to both, the Government and the public.

#### MISSION

- To provide quality and effective analytical services achieved through advanced testing in the area of drugs and pharmaceuticals by dedicated and committed work force by adhering to core values of transparency, accountability, efficiency, commitment, credibility and innovation.
- To be smart drugs testing laboratory equipped with latest sophisticated equipments and having clean and green eco-friendly environment.

#### QUALITYPOLICY

##### **Central Drugs Testing Laboratory–Mumbai is committed to:**

- Perform quality testing as per ISO/IEC17025:2017andNABL guidelines to attain the highest proficiency and unbiased testing of Drugs & Cosmetics & Medical Devices in transparent, well documented and controlled environmental condition to attain proper justified quality results.
- Ensurethatalllaboratorypersonnelfamiliarizethemselveswithqualitydocumentation while implementing policies and procedures in their work.
- Striveforcontinualimprovementrelatedtolaboratoryfunctionsthroughpersonnel involvement at all levels.

## QUALITY OBJECTIVES

- To make all the laboratory staff aware to the requirements of ISO/IEC 17025:2017 by conducting regular training and interactions.
- To implement effective quality system in the laboratory.
- To ensure dependable and accurate testing facility.
- To operate in such an environment so that the test result obtained is very close to the true result.
- To provide test results at the earliest and to the best satisfaction.
- To update technical knowledge/ skill of scientific/ technical staff by in-house and outside training.
- Regular participation in Proficiency Testing and Inter laboratory Comparison Programs.
- To provide proper & safe working environment to adopt Good Laboratory Practices.

### **The statutory and other major functions of the Laboratory include:**

- Analysis of Drugs & Pharmaceuticals, Cosmetics and Medical Devices receive as statutory samples.
- The Director, CDTL Mumbai acts as "Appellate Authority" as per Drugs & Cosmetics Act, 1940 for the testing of Copper T and Tubal Rings (Intrauterine Contraceptive Devices) of
- Analysis of Imported Drugs, Cosmetic and Medical Devices samples entering through the port offices.
- Analysis of Registration samples for approval of site registration as per GMP.
- Analysis of New Drugs to get license form an manufacturing the same.
- Analysis of Drugs & Pharmaceutical formulations, Cosmetics & Medical Devices received from CDSCO Zonal Offices and its sub Zonal Offices or other offices under Ministry of Health and Family Welfare.
- Impart training to Drugs Analysts deputed by the Government Laboratories from time to time.
- To undertake analytical research on standardization and methodology of drugs & Pharmaceutical Products.

### Information under the Right to Information Act 2005:

<b>Central Public Information Officer (CPIOs)</b>	<b>Appellate Authority</b>
<b>Technical matters</b>	<b>Technical and Administrative matters</b>
Mrs. Akshata S. Paranjpe Senior Scientific Assistant Central Drugs Testing Laboratory, CDSCO, Zonal FDA Bhavan, GMSD Compound, Belasis Road, Mumbai Central, Mumbai - 400 008.	Mrs. Sayali U. Warde Senior Scientific Officer Central Drugs Testing Laboratory, CDSCO, Zonal FDA Bhavan, GMSD Compound, Belasis Road, Mumbai Central, Mumbai-400008.
<b>Administrative matters</b>	
Mr. Suresh N Madavi (CPIOs) Office Superintendent Sneha R Rajangali . (ACPIOs) Upper Division Clerk Central Drugs Testing Laboratory, CDSCO, Zonal FDA Bhavan, GMSD Compound, Belasis Road, Mumbai Central, Mumbai - 400 008.	

**(ii) Powers and duties of the officers and employees:**

Designation	Duties
Director	<ul style="list-style-type: none"><li>• Designated as Administrative and Technical Head of CDTL -Mumbai.</li><li>• Responsible for establishing the Quality policy and implementing of Quality System in the laboratory by providing technical guidance and effective administration.</li><li>• Responsible to provide guidance to all technical and managerial officials involved in the quality management.</li><li>• To carryout/make policy and procedures en listed for smooth running/function ingof the Statutory &amp; Appellate Laboratory for certain Medical Devices.</li><li>• Responsible to guide, supervise and co-ordinate the activities of the different sections of the laboratory to achieve quality work.</li><li>• Responsible for over seeing the quality and timeliness of the testing of drugs, cosmetics and medical devices samples received in the laboratory.</li><li>• Responsible for calling management reviews at regular intervals, not greater than twelvemonths or more frequently at his/her discretion .</li><li>• Responsibleforidentifyingthetrainingneedsoftheofficialafterscreeningthe personnel records of the technical officials.</li><li>• Responsible to depute the scientific/technical official regularly to the reputed institutes for up gradation of their knowledge &amp; technical skills.</li><li>• Responsibleforauthorizingspecificpersonnelto performparticular typeof technical/ administrative work.</li><li>• To participate in technical review of various monographs including general monograph of Indian Pharmacopeia.</li><li>• To participate and provide technical guidance to BIS (Bureau of Indian Standard) for upgrading various Cosmetics and Medical Devices standards.</li><li>• To sign the test report of samples (Copper T and Tubalrings-Intrauterinecontraceptive devices) from the court of law.</li><li>• The Director is appointing authority for the posts up to Group C level to conduct DPC for recruitment, promotion and MACP etc.</li></ul>
Dy. Director (Vacant)	<ul style="list-style-type: none"><li>• To help the Director in day to day administration and technical work of the Laboratory.</li><li>• Supervise and provide necessary guidance to the Senior Officers I nanalysis of Drugs&amp; Pharmaceuticals, Cosmetics &amp; Medical Device samples.</li><li>• Monitoring of various samples received from various part of the country.</li><li>• After reviewing submitting theAppellate samples to the Director for final approval/Signature.</li><li>• To provide the necessary input to make necessary Policy for smooth functioning of the laboratory.</li><li>• Review the laboratories technical and administrative record keeping practices and advise the Director for any need for improvement and corrective action on need basis.</li><li>• Assist the Director in establishing the budget proposal and achieving the target of the laboratory goal.</li><li>• Maintain the Laboratory as a participantfor the NABL orany other certification through proficiency program.</li><li>• Conduct different training programs Central &amp; State Government trainees and analysts ofthe laboratory.</li><li>• Provide guidance to the research pertaining to the quality control of drugs.</li><li>• Help the Director for checking and finalization of monographs of International Pharmacopoeia and Indian Pharmacopoeia</li></ul>

SSO	<ul style="list-style-type: none"> <li>• Performs the duties of Director in his/her absence.</li> <li>• Designated as Quality Manager to ensure compliance with ISO/IEC17025:2017 of the laboratory and M.R. for IMS certification.</li> <li>• As technical head responsible for technical guidance to all analysts &amp; to allot the samples to different sections.</li> <li>• Responsible for assigning the daily routine work to Senior Scientific Assistants and Supportive staff.</li> <li>• Responsible for implementation of quality management system of the laboratory by providing technical guidance and effective administration.</li> <li>• Responsible to provide Technical training to staff for enhancing their skills and knowledge related to analytical field. Receipt, Storage &amp; distribution of samples to analysts.</li> <li>• To ensure the calibration of all instrument / equipment, clean room area shall be done as per prevailing Standard Operating Procedures.</li> <li>• Responsible for timely utilization of budget to meet requirement of laboratory as per GFR. As a purchase coordinator responsible for purchase of chemicals/Glassware/ Instruments/ Stationery as well as AMC's of instruments. As a DDO, responsible for timely clearing of all bills submitted by administration section.</li> <li>• Responsible for timely submission of online &amp; manually monthly, quarterly, Annual report with reference to TDS.</li> <li>• Act as Appellate Authority with respect to CDTL-Mumbai for RTI matters.</li> <li>• Responsible for timely submission of Drug alert DMU, KPI reports monthly, quarterly and annually with respect to administrative matters and technical matters.</li> <li>• Responsible for signing of reports being Government Analyst</li> <li>• Any other administrative/technical work allotted by Director. To perform duties of Director in his/her absence.</li> <li>• Period i.e. review of technical competence of the analyst and provide necessary training on need basis.</li> </ul>
SO (Vacant)	<ul style="list-style-type: none"> <li>• To allot the sample to different sections/divisions.</li> <li>• For assigning the daily routine work to scientific assistants and supportive staff.</li> <li>• For implementation of quality management system of the laboratory by providing technical guidance and effective administration.</li> <li>• To provide Technical training to staff for enhancing their skills and knowledge related to analytical field. Receipt, Storage &amp; distribution of samples to analysts.</li> <li>• To ensure the calibration of instrument/ equipment, clean room area shall be done as per prevailing Standard Operating Procedures.</li> <li>• For signing of reports being Government Analyst</li> <li>• Any other administrative/technical work allotted by Director. To perform duties of Director, Senior Scientific Officer (SSO) in his/her absence.</li> </ul>
S.S.A.	<ul style="list-style-type: none"> <li>• All Senior Scientific Assistants (SSA) notified as Government Analyst &amp; Medical Device Testing Officer are responsible for scrutiny of legal samples/ reports and signing of Certificate of Analysis as per Drugs and Cosmetics Act 1940 and Medical Device rules thereunder.</li> <li>• One SSA designated as Technical Manager responsible to ensure compliance with ISO/IEC17025:2017 of the laboratory and as CPIO for technical matters and responsible for timely submission of answer for RTI queries. Responsible for Store section activities. Responsible for Wet Chemistry section. As purchase coordinator responsible for purchase of chemicals/glassware through GeM portal.</li> <li>• SSA posted to Medical Device Section is responsible for supervision of testing in that section.</li> <li>• SSA posted to Sample Warden Section is responsible for receiving samples, codification, decodification, relevant entries in software &amp; proper storing of samples till they are issued to Department Heads &amp; also of reported samples.</li> <li>• SSA posted to R &amp; D Section, responsible for Testing of samples, validation of new methods, developing new methods under the guidance of Officer Incharge (O/c). As purchase coordinator responsible for purchase of instruments as well as AMC's of instruments through GeM portal.</li> <li>• Each SSA closely supervises the work of 9 to 10 analysts specifically assigned and checks their entries of test results and calculations in the workbook and protocols of tests submitted by them.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preparing the specifications for various instruments to be procured as per requirement of laboratory.</li> <li>• Carries out any other duty assigned by the Officer Incharge for effective implementation of GLP and any other duties delegated by Director/Officer I/C laboratories.</li> <li>• Developing new methods of analysis.</li> <li>• Responsible to impart training to new joiners.</li> <li>• Responsible for implementing Quality System in Laboratory.</li> </ul>
J.S.A.	<ul style="list-style-type: none"> <li>• Each JSA carries out tests on samples of drugs issued by the Officer Incharge as per the instructions using various Pharmacopoeia, compendia or validated methods and enters all the test results in the work book showing relevant calculations with date, time and signature, compiles the test results in an approved format and submits to the supervisor.</li> <li>• JSA also maintains logbooks of the instruments, makes relevant entries of use of reference standards, their certificates, issue registers &amp; is responsible for proper storage of reference and working standards.</li> <li>• JSA involved in maintenance of calibration and/or validation records.</li> <li>• One JSA responsible for preparing working standards from A.P.I. and their standardization.</li> <li>• Perform any other work as assigned by Senior Officials, SSAs, Section in charge &amp; Director from time to time.</li> </ul>
A.H.T.	<ul style="list-style-type: none"> <li>• Carry out test and analysis of samples of drugs issued by the OIC as per the instructions using compendia or validated methods and enters all the test results in the work book showing relevant calculations with date, time and signature, compiles the test results in an approved format and submits to the supervisor.</li> <li>• Maintains log books of the instruments, makes relevant entries of use of reference standards, their certificates, issue registers &amp; is responsible for proper storage of reference and working standards.</li> <li>• Perform any other work as assigned by SSAs, Section in charge &amp; Director from time to Time.</li> <li>• Maintain the animal house as and when need basis.</li> </ul>
S.L.A.	<ul style="list-style-type: none"> <li>• Preparation and standardization of reagents and Media-Setting up of apparatus for tests.</li> <li>• Supervision of Cleaning of glass ware, other laboratory ware including thermometer and their safe keeping.</li> <li>• Maintaining breakage register.</li> <li>• Checking the work of J.L.A's and Laboratory attendants.</li> <li>• Testing of samples and calibration and maintenance of sophisticated instruments and maintaining records of solvent registers and monitoring environmental cleanliness.</li> <li>• Independent analysis of the samples as and when required depending on the sample load.</li> <li>• Perform any other work as assigned by senior and higher officials from time to time.</li> </ul>
J.L.A	<ul style="list-style-type: none"> <li>• Assisting Store In charge for maintaining Store activities</li> <li>• Maintenance of Laboratory ware.</li> <li>• Assisting analysts and SLA's in sample operations like Filtration, Pellet making, evaporation, drying, setting up of apparatus.</li> <li>• Assisting JSA in maintaining and issuing reference standards.</li> <li>• General safety like shutting off fans, lights, ovens, burners at the end of work.</li> <li>• When required supervises the work of laboratory attendants and safaiwalas/ House Keeping officials.</li> <li>• Independent analysis of the samples as and when required depending on the sample load.</li> <li>• Perform any other work as assigned by senior and higher officials from time to time.</li> </ul>
MTS (Lab. Attendant)	<ul style="list-style-type: none"> <li>• Washing of glassware.</li> <li>• Dusting of laboratory. Cleaning of laboratory equipment.</li> <li>• Preparation of distilled water. Autoclaving, maintaining clean room area.</li> <li>• Assisting in setting up of instruments and in store work.</li> <li>• Any other work assigned by SSA/Sectional Heads &amp; Director as and when required.</li> </ul>

Office Superintendent	<ul style="list-style-type: none"> <li>Assist the DDO in General administrative matters relating to Establishment ,processing of files, administration, appointments, Roster, Correspondence of confidential reports, pension cases etc.</li> <li>Responsible as CPIO for administrative matters for RTI.</li> <li>General supervision and overall co-ordination of all administration work connected with Establishment, Cash &amp; Accounts, Budget, Procurement of stationary items stores, etc.</li> <li>To prepare replies of RTI queries for administrative matters &amp; monthly, quarterly, annual reports &amp;Parliament question.</li> <li>Look after the legal matters in consultation with senior officers.</li> <li>Maintain GPF account for all official &amp; prepare GPF bills.</li> <li>As purchase coordinator responsible for purchase of stationery through GeM portal.</li> </ul>
UDC	<ul style="list-style-type: none"> <li>Looking after the day-today work, Legal matters, Service Book, Leave records, Office orders, Pension Cases and General Establishment and Administration matters. Cash maintenance and related all records / registers along withthe entries in PFMS software and monthly reconciliation with PAO.</li> <li>Preparing bills of store related purchase.</li> <li>Any other work assigned by O.I.C&amp; Director as and when required.</li> </ul>
LDC	<ul style="list-style-type: none"> <li>Preparing bills for Pay, Vehicle advances, Festival&amp; House Building advances, Medical reimbursement, Tuition fee, LTC, Income Tax matters.</li> <li>To prepare bills in PFMS.</li> <li>Maintenance of store and its related register.</li> <li>Preparing bills of store related purchase.</li> <li>To perform duties of Library Information Assistant in her/his absence.</li> <li>Any other work assigned by O.I.C &amp;Director as and when required.</li> </ul>
L.I.A.	<ul style="list-style-type: none"> <li>Maintenance of protocols &amp; Other Library related work letters purchase related work.</li> <li>Maintaining records of general maintenance of building .Assisting CPIO in preparing replies of RTI queries.</li> <li>To co-ordinate in them at ters of purchase &amp;prepare comparative statements.</li> <li>To look after the work relating to AMC for AC, Lifts, STP, Generator, Telephone issues concerning Office Helpers, Security etc.</li> <li>To prepare quarterly &amp;annual reports on progress &amp; activities of laboratory.</li> <li>Any other work assigned by O.I.C &amp; Director as and when required.</li> </ul>
MTS(Peon)	<ul style="list-style-type: none"> <li>Filing of Daily work and assisting the administrative staff in day today activities.</li> <li>Photo copy in go of documents as per instruction Dispatch in go the official documents/reports.</li> <li>AnyotheroutdoordutyandanyotherworkassignedbyO.I.C&amp;Directorasandwhenrequired.</li> </ul>
MTS(Sweeper)	<ul style="list-style-type: none"> <li>Sweeping &amp;cleaning of office premises; corridors &amp;washrooms.</li> </ul>

**The procedure followe din he decision making process, including channels of supervision and accountability:**

Organization chart Enclosed Annexure-II

**(iii) The norms set by the office for the discharge of its functions:**

The discharge of functions is as per Central Government norms.

**(iv) The rules, regulations ,instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :**

The working of Laboratory, administration& establishment is based on standard operating procedures, Quality Manual & Purchase Manual (GFR).

The records related to analysis such as reports, raw data, logbooks, graphs, spectra etc, are maintained under control of laboratory.

**(v) A statement of the categories of documents that are held by the office or under its control:**

Test reports and related document of laboratory & documents related to establishment &administration.

The laboratory maintains pharmacopeia such as Indian, British, European, US, Chinese, Japanese Pharmacopeia which are used in analysis of drugs. Also maintains Indian Standards, AOAC, ISO Standards and manufacturer's specifications required for analysis.

- (vi) **The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof :Not Applicable.**
- (vii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public.**

The following committees are formed for various functions/ advice, the meetings are held as and when required. The meetings are not open to the public.

1	Cadre Review Committee	9	Committee for tobacco free workplace
2	Management Review Committee	10	Raj bhasha Committee
3	Internal complaint to address cases of Sexual harassment of women at workplace	11	Research and Method Development Committee
4	Garden(Horticulture)Committee	12	Hygiene and Sanitary or Housekeeping Committee
5	Security Supervision Committee	13	Disposal Committee
6	Fire Fighting Committee	14	Reviewing Committee under Fundamental Rule(FR)56(J)
7	Committee for Preparation/ Up gradation reservation rosters for SC, SC ,OBC ,EWS &PWD	15	Committee to monitor and review condition of samples received and their testing/ analysis
8	Purchase Committee	16	Committee for review of performance of group 'C' official

Director

Organization chart of CDTL-Mumbai

Annexure-II

Dy. Director

Technical Wing

Administration Division

Chemical Division

Biological Division

Sample Warden Section

Reference Substance Section

Wet Chemistry Section

Instrumentation Section

Analytical R&D Section

Microbiology Section

Medical Device Section

Cosmetics Section

Quality Assurance Section

Establishment & Account Section

Stores Section

Library & Information Section

Utility and Security

Technical Strength

Administration strength

Permanent Staff

Contractual Staff

1. Director -01

1. Bench Chemist- 30

2. Lab Assistant - 03

-01

-01

-04

Total=42

Total= 33

Technical Strength: 71

Permanent staff: 50+\*01

Permanent Staff

1. LIA -01

2. OS -01

3. UDC -02

4. LDC -02

5. JAA -01

Vacant Post

1. LIA -01

2. LDC -02

3. MTS -01

\*One vacant post has been adjusted against MTS

Contractual Staff

1. Account Officer -01

2. TDA(F/A) -01

3. Admin Officer -01

4. DEO -01

Total=11

Administration Strength: 24

Daily Wages staff

1. Security-02

Outsourcing staff / Daily Wages: 18

Outsourcing Staff

1. Housekeeping staff-09

2. Security Supervisor-01

Total=16

Outsourcing staff / Daily Wages: 18

TotalStrength:113+\*\*1



Contractualstaff:44

(i) **A directory of the officers and employees: Annexure - III**

Sr. No	Name	Designation	Presently Deputed At
1	Shri. C. Hariharan	Director	
2	Smt. S. U. Warde	SSO	
3	Smt. A. S. Paranjpe	SSA	
5	Dr. M. V. Kumar	SSA	
6	Smt. S. A. Navaratne	SSA	
7	Smt. S. S. Parikh	JSA	
8	Dr. Anantha Rama G	JSA	Mini Lab., Bangalore
9	Shri. A. K. Nagarkar	JSA	Mini Lab., Sahar Airport, Mumbai
10	Shri. S. K. Singh	JSA	
11	Smt. A.V. Bandre	JSA	
12	Smt. S. G. Chittilapilly	JSA	
13	Smt. A. S. Nandi	JSA	
14	Smt. H. H Talapadur	JSA	
15	Smt. Priyanka R. Kori	JSA	
16	Shri. A. W. Yenkar	JSA	Mini Lab., Ahmedabad
17	Shri. Amol Akash	JSA	
18	Shri. Ashok Kumar	JSA	Mini Lab., IGI Airport, New Delhi
19	Shri. J. S. Chaudhari	JSA	
20	Shri.H.P.Magar	JSA	
21	Shri. P. P. Thakur	JSA	
22	Smt. A. N. Gharat	A.H.T	Mini Lab., JNPT, Mumbai
23	Shri. Ramesh Jadhav	SLA	
24	Shri. A. M. Ningappagol	JLA	
25	Shri. V. J. Justin	JLA	
26	Shri. S. D. Yadav	JLA	
27	Shri. Bhushan Sonawane	JLA	
28	Shri. B. B. Gurav	MTS (Lab. Attendant)	
29	Shri. J M Ranga	MTS (Lab. Attendant)	
30	Shri. P. B. Karve	MTS (Lab. Attendant)	
31	Shri. G. B. Pawar	MTS (Lab. Attendant)	
32	Shri. A. N. Palte	MTS (Lab. Attendant)	
33	Shri. N. D. Marne	MTS (Lab. Attendant)	
34	Shri. Y .K. Tarnekar	MTS (Lab. Attendant)	
35	Shri. V. M. Ujagare	MTS (Lab. Attendant)	
36	Smt. S. S. Chindarkar	OS	
37	Shri. S. N. Madvi	UDC	
38	Smt. S. R. Rajangali	UDC	
39	Smt. S. D. Trimbake	LDC	
40	Shri. Manish	LDC	HQ, New Delhi
41	Smt. Neha S. Doke	LDC	
42	Shri. S. C . Acharekar	MTS (Peon)	
44	Shri. B B. Bidlan	MTS (Sweeper)	
46	Smt. Ritu Motwani	MTS	

(ii) **The monthly remuneration received by each of the officers and employees, including the system of**

compensation as provided in its regulations are as follows : Enclosed Annexure IV

(iii) The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made : Enclosed Annexure V

(iv) The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs : Not Applicable.

(v) Particulars of recipients of concessions, permits or authorizations granted by it :  
Not Applicable

(vi) Details in respect of the information, available to or held by it, reduced in an electronic form  
:  
Not Applicable

(vii) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :

1. Information as maintained on website.
2. Through email, post or telephonically
3. The library is not maintained for public use.

(viii) The names, designations and other particulars of the Public Information Officers :

Central Public Information Officer (CPIOs)	
Technical matters (CPIO)	Administrative matters (CPIO)
Mrs. Akshata S. Paranjpe Senior Scientific Assistant Central Drugs Testing Laboratory, CDSCO, Zonal FDA Bhavan, GMSD Compound, Bellasis Road, Mumbai Central, Mumbai - 400 008.	Mr. Suresh N. Madvi (CPIO) Office Superintendent Mrs. Sujata R. Rajanigali (ACPIO) Upper Division Clerk Central Drugs Testing Laboratory, CDSCO, Zonal FDA Bhavan, GMSD Compound, Bellasis Road, Mumbai Central, Mumbai - 400 008.

(ix) Such other information as may be prescribed; and thereafter update these publications every year :-

1. List of equipments available in laboratory : Annexure VI
2. List of SOPs & QSPs available : Annexure – VII
3. Achievements : Annexure - VIII
  - a. Accreditation by NABL (given copy of certificate)
  - b. Certificate of ISO 9001:2015, ISO 14001:2015 (given copy of certificate)
  - c. ISO 45001:2018 (given copy of certificate)

4. No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty

proceedings - Nil

5. 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 - Nil

6. Work Flow Sheets : Annexure - IX

- a. Chemical Division
- b. Biological Division
- c. Sample Warden Section

7. The names, designations and other particulars of the previous Public Information Officers and

First Appellate Authority: During the period 2015 to 2020:

<b>Central Public Information Officer (CPIO)</b>	<b>Appellate Authority</b>
Mrs. Sayali U. Warde Senior Scientific Officer-II Central Drugs Testing Laboratory, CDSCO, Zonal FDA Bhavan, GMSD Compound, Bellasis Road, Mumbai Central, Mumbai - 400 008.	Mrs. Manasi M. Patel Senior Scientific Officer-I (Retd.) Central Drugs Testing Laboratory, CDSCO, ZonalFDA Bhavan, GMSD Compound, Bellasis Road, Mumbai Central, Mumbai - 400 008.

During the period Sep.2020 Feb 2026:

Mrs. Suranga S. Chindarkar (CPIOAdmin) Office Superintendent Central Drugs Testing Laboratory, CDSCO, Zonal FDA Bhavan, GMSD Compound, Bellasis Road, Mumbai Central, Mumbai - 400 008.
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**Annexure-IV**

**The monthly remuneration received by each of the officials, including the system of Compensation as provided in its regulation are as follows: For the month of January 2025**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly Emoluments (Basic)</b>
1	Shri.C.Hariharan	Director	162300
2	Smt.SayaliUmeshWarde	SSO	112400
3	Smt.AkshataSandeepParanjpe	SSA	98700
4	Dr.VijayakumarMunipalli	SSA	98700
5	Smt.SukhadaNavaratne	SSA	95800
6	Smt.SwatiSarju Parikh	JSA	95800
7	Shri.AnanthramRamaG	JSA	83600
8	Shri.ArunK.Nagarkar	JSA	83600
9	Shri.ShrawanKumarSingh	JSA	83600
10	Smt.AditiVinodBandre	JSA	76500
11	Smt.SmitaGeorgeChittilappilly	JSA	74300
12	Smt.AninditaSamirNandi	JSA	70000
13	Smt.HarshadaHemant Talapadatur	JSA	83600
14	Smt.PriyankaRajendraKori	JSA	60400
15	Shri.AshishWasudeorao Yenkar	JSA	60400
16	Shri.AmolAkash	JSA	60400
17	Shri.AshokKumar	JSA	60400
18	Shri.JagdishShantaram Chaudhari	JSA	53600
19	Shri.HemantPopatMagar	JSA	53600
20	Shri.PankajPremkumar Thakur	JSA	49000
21	Smt.ArchanaGharat	AHT	53600

22	Shri.RameshN Jadhav	SLA	37000
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23	Shri.AmardeepMaruti Ningappagol	JLA	58600
24	Shri.VadukootJose Justin	JLA	58600
25	Shri.SantoshDattatrayaYad av	JLA	58600
26	Shri.BhushanBSonawane	JLA	32300
27	Shri.BharatBhikajiGurav	MTS	52000
28	Shri.JaiinderMunshiramRa nga	MTS	52000
29	Shri.PradeepBanajiKarve	MTS	52000
30	Shri.GirishBalkrishnaPawa r	MTS	47600
31	Shri.AltafNazirPalte	MTS	46800
32	Shri.YuorajKothiramTarne kar	MTS	40600
33	Shri.NileshDnyaneshwarM arne	MTS	38300
34	Shri.VijayMahaduUjagare	MTS	33000
35	Shri.SureshNarayanMadvi	OS	505 00
36	Smt.SnehaRavindraRajang ali	UDC	52000
37	Smt.SnehalataDeepakTrim bake	UDC	52000
38	Shri.Manish	LDC	22400
39	Smt.NehaSantoshDoke	LDC	21700
40	Shri.Santosh Chandarkant Achrekar	MTS	43500
41	Smt.RituMotwani	MTS	22100

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  
GMSD, Belasis Road, Sahil Road, Mumbai Central,  
Mumbai-400008

5/5  
05/04/24

**Subject:- 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)

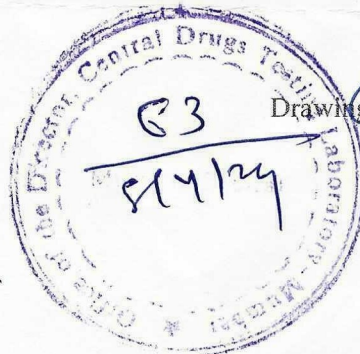
SL. NO.	ITEM	B.E. 2023-24	B.E. 2024-25
1.	Salaries (01)	3,10,00	4,00,00
2.	Wages(02)	10,00	7,50
3.	Rewards(05)	0	3,50
4.	Medical Treatment (06)	4,00	10,00
5.	Allowances (07)	2,20,00	2,34,00
6.	Leave Travel Concession (08)	8,00	4,00
7.	Training Expenses (09)	0	0
8.	Pensionary Charges (04)	0	0
9.	Domestic Travel Expenses (11)	4,00	4,00
10.	Office Expenses (13)	1,50,00	1,70,00
11.	RRT for L&B (14)	0	0
12.	Printing & Publication (16)	2,00	4,00
13.	Rent for Others (18)	0	0
14.	Digital Equipment (19)	0	0
15.	Material & Supplies (21)	60,00	65,00
16.	Advertising & Publicity (26)	0	0
17.	Minor Civil Work (27)	55,00	55,00
18.	Professional Services (28)	0	0
19.	Repair & Maintenance (29)	10,00	35,00
20.	Other Revenue Expenses (49)	0	0
	<b>TOTAL</b>	<b>8,33,00</b>	<b>9,92,00</b>

Yours faithfully,

(Dharmendra Pandey)  
Drawing & Disbursing Officer

Copy to:-

Pay & Accounts Officer,  
Ministry of Health & FW, Mumbai.



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

F.D.A. Bhawan, I.T.O., Kotha Road  
New Delhi, Dated:- 27/03/2024

SPEED POST

- To:-
1. CDL, Kolkata
  2. CDTL, Mumbai
  3. CDTL, Chennai
  4. RDTL, Guwahati
  5. RDTL, Chandigarh
  6. CDL, Kasauli
  7. CDSCO, Hyderabad
  8. CDSCO(WZ), Mumbai
  9. CDSCO(HQ)

Subject:- Budget Estimates 2024-25 in respect of Major Head 4210- Capital Outlay on Medical & Public Health -04200- Other Programmes ( Minor Head) - 21-CDSCO.

Sir/Madam,

I am directed to revise funds allocation in Budget Estimates 2024-25 in respect of your office under each sub-head is as given below:-

SNO	Names of Offices	M & E		Motor Vehicles		Furniture & Fixtures		Information, Computer, Equipment		Building and Structures		Subscription No. 210057		Other Fixed Assets No.
		B.E. 2023-24	B.E. 2024-2025	R.E. 2023-24	B.E. 2024-2025	B.E. 2023-24	B.E. 2024-25	B.E. 2023-24	B.E. 2024-25	B.E. 2023-24	B.E. 2024-25	B.E. 2023-24	B.E. 2024-25	
1	CDSCO(EZ)													
2	Sea Port, Kolkata													
3	C.D.L., Kolkata	6000	20000					400	580					
4	CDSCO(WZ), Mumbai	400	2000											
5	ADDC(I) Air Cargo, Mumbai	3000	11000					300	500					
6	CDTL, Mumbai	4000	7000			12		400	500					
7	CDSCO(SZ), Chennai	700	700											
8	ADDC(I), Chennai													
9	CDTL, Chennai	1000	1000					400	500					
10	SUB ZONE, Hyderabad	7000	10000											
11	CDSCON(Z), Ghaziabad													
12	SEA PORT Mumbai, Neva Seva	1800	9000											
13	ADDC(I), New Delhi													
14	CDL, Kasauli	5000	10000					300	500					
15	RDTL Guwahati	5000	5000							30888				
16	RDTL Chandigarh	1500	1500											600
17	TO, Cochin													
18	CDSCO(HQ)	4600	5500			10		700						
	<b>Total</b>	<b>40990</b>	<b>82700</b>	<b>12</b>			<b>2100</b>	<b>2500</b>	<b>4080</b>	<b>240000</b>	<b>111100</b>	<b>24</b>	<b>10</b>	<b>600</b>

Yours faithfully,

(Dharmendra Pandey)  
Drawing & Disbursing Officer

Copy to:- 1. Pay & Accounts Officer, DGHS, Nirman Bhawan, New Delhi.  
2. PAO DGHS, Ministry of Health & FW, Chennai, Kolkata, Mumbai  
3. PNO, MO Health & FW, 22, Allipur Road, Delhi-54

## Annexure-VI

### List of instruments with make and model

SrNo	Nameofinstrument	Make	Model	INST.ID.NO	Location
1	HPLC	Shimadzu	Prominance	CDTL/LC/02	F-125
2	HPLC	Agilent	1100	CDTL/LC/05	F-125
3	HPLC	Waters	2996	CDTL/LC/06	F-124
4	HPLC	Agilent	1200	CDTL/LC/07	F-125
5	HPLC	Agilent	1200	CDTL/LC/08	F-125
6	HPLC	PerkinElmer	Flexar	CDTL/LC/09	G-13
7	HPLC	PerkinElmer	Flexar	CDTL/LC/10	T-302
8	HPLC	PerkinElmer	Flexar	CDTL/LC/11	T-302
9	HPLC	PerkinElmer	Flexar	CDTL/LC/12	G-13
10	HPLC	Dionex	3000	CDTL/LC/13	G-13
11	HPLC	Dionex	Ultimate-3000	CDTL/LC/14	G-13
12	HPLC	Dionex	Ultimate-3000	CDTL/LC/15	G-13
13	HPLC	Dionex	Ultimate-3000	CDTL/LC/18	s-202
14	HPLC	Dionex	Ultimate-3000	CDTL/LC/19	s-202
15	HPLC	Dionex	Ultimate-3000	CDTL/LC/20	s-202
16	HPLC	Dionex	Ultimate-3000	CDTL/LC/21	T-302
17	HPLC	Dionex	Ultimate-3000	CDTL/LC/22	T-302
18	HPLC	Dionex	Ultimate-3000	CDTL/LC/23	T-302
19	HPLC	Agilent	1260	CDTL/LC/17	G-13
20	Fast HPLC	Dionex	Ultimate-3000	CDTL/LC/16	G-13
21	GC	Thermofinnigan	Trace 1100	CDTL/Chem/GC/01	F-121
22	GC	Agilent	7890A	CDTL/Chem/GC/02	F-121
23	GC	Thermofinnigan	Trace 1100	CDTL/Chem/GC/03	G-13
24	GCGasGenerator(TLC)	PCI	NAG-02M	CDTL//GG/01	F-120
25	GCGasGenerator(GC)	PCI	NAG-01A	CDTL//GG/02	F-121
26	HPTLC	Camag	Linomat-V	CDTL/HPTLC/02	F-120
27	Linomate	Camag	NA	CDTL/HPTLC-LIN/01	
28	Linomate	Camag	NA	CDTL/HPTLC-LIN/02	
29	TLC(plateHeater)	Camag	NA	CDTL/TPH/01	F-120
30	TLC-Dryer	Camag	NA	CDTL/DR/01	F-120
31	Scanner	Camag	NA	CDTL/HPTLC-SCN/02	F-120
32	Visulizer	Camag	NA	CDTL/HPTLC-VIS/01	F-120
33	TLC-UVCabinet	Camag	NA	CDTL/UVC/01	F-120
34	TLC-UVCabinet	Camag	NA	CDTL/UVC/02	F-120
35	PlateDerivatisation	Camag	NA	CDTL/TLC/01	
36	TLCPlatedevelopmentchamber	Camag	NA	CDTL/TSC/01	
37	AtomicAbsorptionSpectrophotometer	GBC	SavantAA	CDTL/AAS/2	F-122
38	Autotitrator	Metrohm	877Titriplus(702)	CDTL/AUTO/01	F-104
39	Autotitrator	Metrohm	888Titrande	CDTL/AUTO/03	G-003
40	Autotitrator	Metrohm	888Titrande	CDTL/AUTO/04	F-104
41	Autotitrator	Labindia	Titrasmart	CDTL/AUTO/05	G00-3
42	Autotitrator	Labindia	Titrasmart	CDTL/AUTO/06	G-003
43	KF	Metrohm	890KFT	CDTL/KF/02	F-106
44	KF	Labndia	KAFIsmart	CDTL/KF/03	G-003
45	Coulometer	Metrohm	831KFC	CDTL/Coul/01	F-106
46	Autoclave	Osworld	NA	CDTL/AUTOC LAVE/03	S-225

47	Autoclave	Precision	PB-08	CDTL/AUTOC LAVE/04	S-225
48	Autoclave	Osworld	JRIC-39/A/B	CDTL/AUTOC LAVE/01	S-205
49	AnalyticalBalance	LCGC Radwag	AS220/C/2	CDTL/BAL/04	F-101
50	AnalyticalBalance	LCGC Radwag	AS220/C/2	CDTL/BAL/06	S-204
51	AnalyticalBalance	LCGC	377317/12	CDTL/BAL/07	S-201
52	AnalyticalBalance	Sartorius	BSA224S-CW	CDTL/BAL/11	S-220
53	AnalyticalBalance	Mettlertoledo	ME-204	CDTL/BAL/15	F-118
54	AnalyticalBalance	Mettlertoledo	ME-204	CDTL/BAL/16	F-106
55	AnalyticalBalance	Mettlertoledo	ME-204	CDTL/BAL/18	G-003
56	Balance	Citizen	-----	CDTL/BAL/21	F-101
57	Balance	Sartorius	Secura1251 0IN	CDTL/BAL/22	F-108
58	Balance	Sartorius	Secura1251 0IN	CDTL/BAL/23	F-108
59	BETKineticinstrument	Lonza	ELX-808	CDTL/KIN/01	S-217Micro
60	BODIncubator	Osworld	3979	CDTL/BOD/01	S-223Micro
61	BODIncubator	Osworld	3980	CDTL/BOD/02	S-223Micro
62	BODIncubator	Metalab	JRIC-10	CDTL/BOD/03	S-223Micro
63	BODINCUBATOR	REMI		CDTL/BOD/03	S-223Micro
64	Incubator	Metalab		CDTL/INC/01	S-223Micro
65	Incubator	Metalab		CDTL/INC/02	S-223Micro
66	BiosafetyCabinet			CDTL/BSC/01	S-221micro
67	Loop sterilizer			CDTL/ELS/01	Micro
68	Centrifuge	Electrolab	CM-6MT	CDTL/CENTR I/01	F-101
69	Centrifuge	Remimotors	R-8CBL	CDTL/CENTR I/04	F-104
70	Centrifuge	Remimotors	R-8CPLUS	CDTL/CENTR I/05	S-201
71	Centrifuge	Remimotors	R-8CPLUS	CDTL/CENTR I/06	T-301
72	Dehumidifier	Bry-Air	NA	CDTL/DH/02	F-118
73	Dehumidifier	sharp	NA	CDTL/DH/03	G-003
74	Dehumidifier	sharp		CDTL/DH/04	F-104
75	Disintegrationapparatus	Electrolab	EDI-2SA	CDTL/DT/05	F-119
76	Disintegrationapparatus	Electrolab	EDI-2SA	CDTL/DT/06	T-304
77	Dissolutionapparatus	LabIndia	DS8000	CDTL/Disso/01	F-119
78	Dissolutionapparatus	LabIndia	DS8000	CDTL/Disso/02	F-119
79	Dissolutionapparatus	LabIndia	DS8000	CDTL/Disso/03	S-204
80	Dissolutionapparatus	LabIndia	DS8000	CDTL/Disso/04	G-04
81	Dissolutionapparatus	LabIndia	DS8000	CDTL/Disso/05	G-04
82	Dissolutionapparatus	LabIndia	DS8000	CDTL/Disso/06	G-04
83	Dissolutionapparatus-Autosampler	LabIndia	DS8000	CDTL/Disso/07	T-305
84	Dissolutionapparatus-Autosampler	LabIndia	DS8000	CDTL/Disso/08	G-04
85	Dissolutionapparatus-Autosampler	LabIndia	DS8001	CDTL/Disso/09	S-203
86	DissoutionmediaPrepsystm	Labinida	MediaMET+	CDTL/DMP/01	G-04
87	DigitalFlowmeterforHPLC	StainmatScientific		CDTL/FM/02	F-125
88	FTIR	Shimadzu	IRAffinity-1	CDTL/FTIR/02	F-118
89	FTIR(ATR+Transmissionmodule)	Bruker	Alpha-II	CDTL/FTIR/03	F-118
90	DryboxforFTIR	Technosearcheng		CDTL/DB/02	F-118
91	FTIR-Press	Technosearch		CDTL/RP/03	F-118
92	FumeHood	Labguard	ST1500ABP	CDTL/FH/01	F-107
93	FumeHood	Labguard	ST1500ABP	CDTL/FH/02	S-205
94	FumeHood	Labguard	ST1500ABP	CDTL/FH/03	S-205
95	FumeHood	Prama tech	NA	CDTL/FH/04	T-305
96	Funnelshakerforsolventextractor	Jiotech	ST1500ABP	CDTL/SFS/01	T-303
97	HeatingBlock	Neolab	NA	CDTL/HB/01	S-217
98	HeatingBlock	Neolab	NA	CDTL/HB/02	S-218
99	Heatingmentle	Supertech		CDTL/HM/11	Micro

100	LaminarAirFlow	Airborne	NA	CDTL/MIC/LAF/01	S-219micro
101	LaminarAirFlow	Airborne	NA	CDTL/MIC/LAF/02	S-220micro
102	LaminarAirFlow	Airborne	NA	CDTL/MIC/LAF/03	S-221micro
103	LaminarAirFlow	Airborne	NA	CDTL/MIC/LAF/04	S-222micro
104	Meltingpointapparatus	LabIndia	MR-VIS	CDTL/MP/01	F-117
105	Meltingpointapparatus	LabIndia	MR-VIS	CDTL/MP/02	T-303
106	Microscope	Vision2000	NA	CDTL/MIC/01	S-217
107	Microscope	Labomed	NA	CDTL/MIC/03	S-217
108	Mufflefurnance	NA	NA	CDTL/MF/01	T-305
109	Mufflefurnance	NA	NA	CDTL/MF/02	S-205
110	Oven	PATHAK	NA	CDTL/OV/02	F-104
111	Oven	MIC	NA	CDTL/OV/04	F-102
112	Oven	Pathak	NA	CDTL/OV/05	S-204
113	Oven			CDTL/OV/07	225- MIC RO
114	Oven	MODERN	NA	CDTL/OV/08	S-205
115	Oven			CDTL/OV/09	S.M.Scientific
116	Oven			CDTL/OV/10	S.M.Scientific
117	OilBath	Metalab	NA	CDTL/OB/01	T-303
118	pH Meter	LabIndia	PicoPlus	CDTL/pH/03	F-117
119	pH Meter	Euetechinst	Ph700	CDTL/pH/09	F-101
120	pH Meter	Horiba	F72A	CDTL/pH/13	F-117
121	pH-meter	Eu-tech	pH-510	CDTL/pH/04	225 micro
122	pH-Conductometer	Horiba	PC2000	CDTL/pH/15	T-301
123	Polarimeter	Anton-Par		CDTL/POL/02	F-117
124	Polarimeter	Anton-Par		CDTL/POL/03	201
125	Profileprojector	SIPCON	SP-300	CDTL/PP/02	T-303
126	Particlecounter	ShreedharInstrumrnts		CDTL/PC/01	micro
127	Refractometer	Atago	RX-7000i	CDTL/RI/02	F-117
128	Rotaryshaker	Remi	RS-24BI	CDTL/SH/01	S-203
129	Rotaryshaker	Remi		CDTL/SH/02	G-010
130	Sonicattor	MIC		CDTL//Soni/04	T-301
131	Sonicattor	S-clean	NA	CDTL//Soni/11	S-201
132	Sonicattor	Centrofix	SM-100-US	CDTL/SONI/1 3	F-104
133	Sonicattor			CDTL/SONI/1 5	G-003
134	Sonicattor	S-clean		CDTL/SONI/1 2	F-101
135	Sonicattor	Labdevices		CDTL/SONI/0 8	G-003
136	ChillerSonicator	S clean	SM200CHUS	CDTL/CSB/01	F-101
137	ChillerSonicator	S clean	SM200CHUS	CDTL/CSB/02	T-204
138	TensilecompressionDevice	Mecmesin	AFG-100N	CDTL//TCD/03	T-303
139	TyvecpouchBurststrength	NA	NA	CDTL/TPBST/01	S- 203
140	TOCAnalyzer	shimazu	TOC-LCPH	CDTL/TOC/1	G-02
141	TabletFriabilityTester	labindia		CDTL/TFT/01	G-013
142	TabletHardnesTester	labindia		CDTL/THT/01	G-013
143	UV/VISSPECTROPHOTOMETER	LabIndia	UV3200	CDTL/UV/01	G-03
144	UV/VISSPECTROPHOTOMETER	LabIndia	UV3000+	CDTL/UV/02	S-203
145	UV/VISSPECTROPHOTOMETER	PerkinElmer	UVlamda45	CDTL/UV/03	F-117
146	UV-VisSpectorophotometer	Agilent	Carry-60	CDTL/UV/04	T-302
147	Vaccumeoven	HMG	NA	CDTL/VO/04	S-204
148	Vaccumeoven	Fourtech	NA	CDTL/VO/05	S-205
149	Vaccumeoven	METALAB	NA	CDTL/VO/07	G-003
150	Vaccumeoven	JEIOTEC H	ov-12	CDTL/VO/08	F-105
151	Vaccumeoven	JEIOTEC	ov-12	CDTL/VO/09	T-304

		H			
152	Water Bath	MIC	NA	CDTL/WB/06	S-225micro
153	Water Bath 5lit	borosil	WLS005	CDTL/WB/18	S-205
154	Water Bath	Labquest	WBC012	CDTL/WB/17	G-10
155	Chiller Water Bath	Sciificsales	NA	CDTL/CWB/01	S-225micro
156	Shaker Water Bath		NA	CDTL/CWB/03	T-305
157	Water purifier	PureLabUltra	ELGADV-35	CDTL//WP/01	T-304
158	Water purifier	Millipore	Elix	CDTL/WP/05	F-105
159	Water purifier	Thermo	Genpure	CDTL/WP/04	G-10
160	Water purifier	Thermo	Genpure	CDTL/WP/03	S-201
161	Zone Reader			CDTL/A/ZR/01	Micro
162	Colony counter			CDTL//DCC/01	Micro
163	Liquid Densitymeter	AntonPaar	DMA-501	CDTL//DM/01	F-117
164	Rotary Evaporator	Scienceenterprises	SciencetechSE119	CDTL/RE/01	T-304
165	VISCOMETER with Helipath	AntonPaar	visco-QC-300	CDTL/VM/02	T-305
166	Columnwahingpump	pereless	WP-2000	CDTL/CWP/01	F-125
167	Vortex	Remi	NA	CDTL/VOR/03	Micro
168	Vortex	SPINIX	NA	CDTL/VOR/04	micro
169	Vortex	Remi	CM101	CDTL/VOR/08	F104
170	Vortex	Lab quest	VMSP	CDTL/VOR/10	F101
171	Vortex	Lab quest	VMSP	CDTL/VOR/11	T-301
172	Vortex	Lab quest	VMSP	CDTL/VOR/12	S-205
173	Vortex	Lab quest	VMSP	CDTL/VOR/06	S-204
174	Spot Extractor	Prama		CDTL/SPEX/01	F-104
175	Spot Extractor	Prama		CDTL/SPEX/02	F-104
176	Spot Extractor	Prama		CDTL/SPEX/03	F-101
177	Spot Extractor	Prama		CDTL/SPEX/04	F-101
178	Spot Extractor	Prama		CDTL/SPEX/05	S-202
179	Spot Extractor	Prama		CDTL/SPEX/06	S-203
180	Spot Extractor	Prama		CDTL/SPEX/07	S-204
181	Nail dryer	Lab time		CDTL/COS-ND/01	T-303
182	Payoffmeasurement	Lab time		CDTL/COS-PO/01	T-303
183	Atomatic scrachheater	Labtime		CDTL/COS-HT/01	T-303
184	Peel tester	Labtime		CDTL/COS-PT/01	T-303
185	Breakload tester	Labtime		CDTL/COS-BLT/01	T-303
186	Digital Force Gauge	Chattilon	DFA-010	CDTL/DFG/01	T-303
187	Digital Screw Gauge	Mitutoyo	293-561-30	CDTL/DSG/01	T-303
188	Foam Height Apparatus	NA	NA	CDTL//FHA/01	S-213
189	Needleburner&Syringedestroyer	HiMedia	NA	CDTL/NSD/01	
190	Traceble DigitalCalliper	FisherScientific	NA	CDTL//TDC/01	T-303
191	Traceble DigitalTimer	FisherScientific	NA	CDTL//TDT/01	T-303
192	Ultra violetNailpaint Dryer			CDTL/COS-ND/01	T-303

Annexure VII

S r : N o .	<b>List Of Technical SOPs</b>	<b>SOP No.</b>
1	SOP for HPLC (Shimadzu/01)	CDTL/LC/01
2	SOP for Calibration(Shimadzu) of HPLC System	CDTL/LC-CAL/01
3	SOP for HPLC (Shimadzu/02)	CDTL/LC/02
4	SOP for Calibration (Shimadzu)of HPLC System	CDTL/LC-CAL/02
5	SOP for HPLC (MERCK Hitachi/03)	CDTL/LC/03
6	SOP for Calibration(Merck Hitachi/03)of HPLC System	CDTL/LC-CAL/03
7	SOP for HPLC (MERCK Hitachi/04)	CDTL/LC/04
8	SOP for Calibration(Merck Hitachi/04) of HPLC System	CDTL/LC-CAL/04
9	SOP for HPLC (Agilent/05)	CDTL/LC/05
10	SOP for Calibration(Agilent)of HPLC System	CDTL/LC-CAL/05
11	SOP for HPLC (Waters/06)	CDTL/LC/06
12	SOP for Calibration(Waters)of HPLC System	CDTL/LC-CAL/06
13	SOP for HPLC (Agilent/07)	CDTL/LC/07
14	SOP for Calibration(Agilent)of HPLC System	CDTL/LC-CAL/07
15	SOP for HPLC (Agilent/08)	CDTL/LC/08
16	SOP for Calibration(Agilent) of HPLC System	CDTL/LC-CAL/08
17	SOP for HPLC(PerkinElmer/09)	CDTL/LC/09
18	SOP for HPLC(PerkinElmer/10)	CDTL/LC/10
19	SOP for HPLC(PerkinElmer/11)	CDTL/LC/11
20	SOP for HPLC(PerkinElmer/12)	CDTL/LC/12
21	SOP for Calibration(PerkinElmer)of HPLC System	CDTL/LC-CAL/12
22	SOP for HPLC (Dionex)	CDTL/LC/13
22	SOP for Calibration HPLC(Dionex)	CDTL/LC-CAL/13

0		
3 1	SOP for HPLC (Dionex)	CDTL/LC/19
3 2	SOP for HPLC (Dionex)	CDTL/LC/20
3 3	SOP for HPLC (Dionex)	CDTL/LC/21
3 4	SOP for HPLC (Dionex)	CDTL/LC/22

3 5	SOP for HPLC (Dionex)	CDTL/LC/23
3 6	SOP for Evaluation of Column performance of HPLC column	CDTL/CP/01
3 7	SOP for Flow Meter	CDTL/HPLC-FM/01
3 8	SOP for Dissolution Tester(Lab India/01)	CDTL/DISSO/01
3 9	SOP for Calibration of Dissolution Test Apparatus	CDTL/DISO-CAL/01
4 0	SOP for Dissolution Tester(Lab India)	CDTL/DISSO/02
4 1	SOP for Dissolution Tester (LabIndia)	CDTL/DISSO/03
4 2	SOP for Dissolution Tester(Lab India	CDTL/DISSO/04
4 3	SOP for Dissolution Tester(Lab India	CDTL/DISSO/05
4 4	SOP for Dissolution Tester(Lab India	CDTL/DISSO/06
4 5	SOP for Dissolution Tester(Lab India	CDTL/DISSO/07
4 6	SOP for Dissolution Tester(Lab India	CDTL/DISSO/08
4 7	SOP for Dissolution Tester(Lab India	CDTL/DISSO/09
4 8	SOP for Disintegration Tester(LabIndia)	CDTL/DT/02
4 9	SOP for Disintegration Tester(LabIndia)	CDTL/DT/05
5 0	SOP for Disintegration Tester(LabIndia)	CDTL/DT/06
5 1	SOP for Gas Chromatography(ThermoFinnigan/01)	CDTL/GC/01
5 2	SOP for Gas Chromatography(Agilent/02)	CDTL/GC/02
5 3	SOP for Gas Chromatography	CDTL/GC/03
5 4	SOP for Autotitrator (Metrohm)	CDTL/AUTO/01
5 5	SOP for Autotitrator (Metrohm)	CDTL/AUTO/03
5 6	SOP for Autotitrator (Metrohm)	CDTL/AUTO/04
5 7	SOP for Autotitrator(LabIndia)	CDTL/AUTO/05
5 8	SOP for Autotitrator(LabIndia)	CDTL/AUTO/06
5	SOP for Karl Fischer (Metrohm/01)	CDTL/KF/01

6 6	SOP for Calibration of UV-Spectrophotometer	CDTL/UV-CAL/01
6 7	SOP for UV-Spectrophotometer(Lab India/02)	CDTL/UV/02
6 8	SOP for UV-Spectrophotometer(PerkinElmer/03)	CDTL/UV/03
6 9	SOP for UV-Spectrophotometer(Lab India)	CDTL/UV/01
7 0	SOP for UV-Spectrophotometer	CDTL/UV/04
	SOP for pH/Conductivity meter	CDTL/pH/03

7 2	SOPforpH/Conductivitymeter	CDTL/pH/04
7 3	SOPforpH/Conductivitymeter	CDTL/pH/09
7 4	SOPforpH/Conductivitymeter	CDTL/pH/12
7 5	SOPforpH/Conductivitymeter	CDTL/pH/13
7 6	SOPforpH/Conductivitymeter	CDTL/pH/15
7 7	SOPforHPTLCLinomat	CDTL/HPTLC-LIN/01
7 8	SOPforHPTLCLinomat	CDTL/HPTLC-LIN/02
7 9	SOP forTLC	CDTL/TLC/01
8 0	SOPforTLCscanner (CAMAG/01)	CDTL/HPTLC-SCN/01
8 1	SOPforTLCscanner	CDTL/HPTLC-SCN/02
8 2	SOPfor TLCplateheater (CAMAG/01)	CDTL/TPH/01
8 3	SOPforTLCUVcabinet (CAMAG/01)	CDTL/UVC/01
8 4	SOPforTLCUVcabinet (CAMAG/01)	CDTL/UVC/02
8 5	SOP forTLC spraycabinet (CAMAG/01)	CDTL/TSC/01
8 6	SOPforHPTLCSytemTLCVisualizer 2	CDTL/HPTLC-VIS/01
8 7	SOPforRefractometer(Rudolph/01)	CDTL/RI/02
8 8	SOPforFTIR(Shimadzu/02)	CDTL/FTIR/02
8 9	SOP forIRDryBox(Spectralab/01)	CDTL/FTIR/DB/01
9 0	SOP forIR Press	CDTL/IRP/03
9 1	SOPforSonicator(BiosystemScientificCO/04)	CDTL/SO/04
9 2	SOP forSonicator	CDTL/SO/08
9 3	SOP forSonicator	CDTL/SO/11
9 4	SOP forSonicator	CDTL/SO/12
9 5	SOP forSonicator	CDTL/SO/13
9	SOPforChillerSonicatorBath	CDTL/CSB/01

1 0 2	SOPforVortex(REMI/05)	CDTL/VOR/05
1 0 3	SOPforVortex(SPINIX/06)	CDTL/VOR/06
1 0 4	SOP forVortex	CDTL/VOR/07
1 0 5	SOP forVortex	CDTL/VOR/08
1 0 6	SOP for VortexLabquest	CDTL/VOR/10
1 0 7	SOP for Vortex Labquest	CDTL/VOR/11
1 0 8	SOP for Vortex Labquest	CDTL/VOR/12

1 0 9	SOP for Vortex Lab quest	CDTL/VOR/13
1 1 0	SOP for Vaccum Oven( Labhosp/02)	CDTL/VO/02
1 1 1	SOP for Vaccum Oven(HMG India/04)	CDTL/VO/04
1 1 2	SOP for Vaccum Oven(HMG India/05)	CDTL/VO/05
1 1 3	SOPforVaccumOven	CDTL/VO/07
1 1 4	SOPforVaccumOven	CDTL/VO/08
1 1 5	SOPforVaccumOven	CDTL/VO/09
1 1 6	SOPforOven(Pathakelectrical/02)	CDTL/OV/02
1 1 7	SOPforOven(ModernIndustrialCorporation/04)	CDTL/OV/04
1 1 8	SOPforOven(Pathakelectricals/05)	CDTL/OV/05
1 1 9	SOPforOven(ModernIndustrialCorporation/06)	CDTL/OV/06
1 2 0	SOPforOven(ModernIndustrialCorporation/07)	CDTL/OV/07
1 2 1	SOPforOven(ModernIndustrialCorporation/08)	CDTL/OV/08
1 2 2	SOPforOven	CDTL/OV/09
1 2 3	SOPforOven	CDTL/OV/10
1 2 4	SOPforBalance(LC-GCRADWAG/04)	CDTL/BAL/04
1 2	SOPforCalibrationofAnalyticalBalance	CDTL/BAL-CAL/04

1 3 0	SOPforBalance(DenverSI-203/10)	CDTL/BAL/10
1 3 1	SOPforCalibrationofAnalyticalBalance	CDTL/BAL-CAL/10
1 3 2	SOPforBalance(SARTORIUSBSA224S-CW/11)	CDTL/BAL/11
1 3 3	SOPforCalibrationofAnalyticalBalance	CDTL/BAL-CAL/11
1 3 4	SOPforBalance(MettlerME204)	CDTL/BAL/15
1 3 5	SOPforCalibrationofBalance(MettlerME204)	CDTL/BAL-CAL/15
1 3 6	SOPforBalance(MettlerME204)	CDTL/BAL/16
1 3 7	SOPforCalibrationofBalance(MettlerME204)	CDTL/BAL-CAL/16
1 3 8	SOPforBalance(MettlerME204)	CDTL/BAL/18
1 3 9	SOPforCalibrationofBalance(MettlerME204)	CDTL/BAL-CAL/18
1 4 0	SOPforBlaance(Denver602)	CDTL/BAL/20
1 4 1	SOPforCalibrationofBalance(Denver602)	CDTL/BAL-CAL/20
1 4 2	SOPforBalance(Sartorius)	CDTL/BAL/22
1 4 3	SOPforCalibrationofBalance	CDTL/BAL-CAL/22
1 4 4	SOPforBalance(Sartorius)	CDTL/BAL/23
1 4 5	SOPforCalibrationofBalance	CDTL/BAL-CAL/23

1 4 6	SOP forCentrifuge	CDTL/CENTRI/01
1 4 7	SOPforCentrifuge(REMI/03)	CDTL/CENTRI/03
1 4 8	SOP forCentrifuge	CDTL/CENTRI/04
1 4 9	SOP forCentrifuge	CDTL/CENTRI/05
1 5 0	SOP forCentrifuge	CDTL/CENTRI/06
1 5 1	SOPforwaterpurificationunit(Millipore/01)	CDTL/WP/01
1 5 2	SOPforwaterpurificationunit(Elga/01)	CDTL/WP/02
1 5 3	SOPforwaterpurificationunit	CDTL/WP/03
1 5 4	SOPforwaterpurificationunit	CDTL/WP/04
1 5 5	SOPforwaterpurificationunit	CDTL/WP/05
1 5 6	SOPfor Water Bath	CDTL/WB/06
1 5 7	SOPfor Water Bath	CDTL/WB/10
1 5 8	SOPfor Water Bath	CDTL/WB/14
1 5 9	SOPfor Water Bath	CDTL/WB/15
1 6 0	SOPfor Water Bath	CDTL/WB/16
1 6 1	SOPfor Water Bath	CDTL/WB/17
1 6	SOPforCirculatingWaterBath	CDTL/CWB/01

1 6 7	SOPforHeatingMantle(Laquest)	CDTL/HM/07
1 6 8	SOPforHeatingMantle(Laquest)	CDTL/HM/08
1 6 9	SOPforHeatingMantle(Laquest)	CDTL/HM/09
1 7 0	SOPforHeatingMantle(Laquest)	CDTL/HM/10
1 7 1	SOPforFumingHoodandExhaustsystem	CDTL/FH/01
1 7 2	SOPforFumingHoodandExhaustsystem	CDTL/FH/02
1 7 3	SOPforFumingHoodandExhaustsystem	CDTL/FH/03
1 7 4	SOPforFumingHoodandExhaustsystem	CDTL/FH/04
1 7 5	SOPfor Dehumidifier (Bry-Air/02)	CDTL/DH/02
1 7 6	SOP forDehumidifier	CDTL/DH/03
1 7 7	SOP forDehumidifier	CDTL/DH/04
1 7 8	SOPforMagneticstirrer(Spinit)	CDTL/MAGST/01
1 7 9	SOPforMagneticstirrer	CDTL/MAGST/05
1 8 0	SOPforMagneticstirrer	CDTL/MAGST/06
1 8 1	SOP forShaker	CDTL/SH/01
1 8 2	SOP forShaker	CDTL/SH/02

1 8 3	ShakerWaterBath	CDTL/SWB/01
1 8 4	ShakerWaterBath	CDTL/SWB/02
1 8 5	SOP forTotalOrganicCarbonAnalyser	CDTL/TOC/01
1 8 6	SOPforElectricLoopSterilizer	CDTL/ELS/01
1 8 7	SOPforTensileCompressionDevice	CDTL/TCD/03
1 8 8	SOPforProfileProjector(Dynascan/01)	CDTL/PP/02
1 8 9	SOPforFurnace(META-LAB/02)	CDTL/MF/01
1 9 0	SOPforFurnace(META-LAB/02)	CDTL/MF/02
1 9 1	SOPforSeparatorFunnelShaker	CDTL/SFS/01
1 9 2	SOPforTabletHardnessTester	CDTL/THT/01
1 9 3	SOPforTabletFibilityTester	CDTL/TFT/01
1 9 4	SOP for Spot Extractor	CDTL/SPEX/01
1 9 5	SOPfor SpotRotoryEvaporator	CDTL/RE/01
1 9 6	SOP forViscometer	CDTL/VM/02
1 9 7	SOPforDensityMeter	CDTL/DM/01
1 9 8	SOP forAutoclave	CDTL/AUTOCLAVE/01
1 9 9	SOP forAutoclave	CDTL/AUTOCLAVE/03

204	SOPforBOD-Incubator(Osworld/02)	CDTL/BOD/02
205	SOPforBOD-Incubator	CDTL/BOD/03
206	SOPforBOD-Incubator	CDTL/BOD/04
207	SOPforIncubator(Pathakelectricalworks/01)	CDTL/INC/01
208	SOPforIncubator(Meta Lab/02)	CDTL/INC/02
209	SOPforIncubator(Meta Lab/03)	CDTL/INC/03
210	SOPforHeatingBlock(Neolab/01)	CDTL/HB/01
211	SOPforHeatingBlock(Neolab/02)	CDTL/HB/02
212	SOPforLaminarFlow(Airborne/01)	CDTL/LAF/01
213	SOPforLaminarFlow(Airborne/02)	CDTL/LAF/02
214	SOPforLaminarFlow(Airborne/03)	CDTL/LAF/03
215	SOPforLaminarFlow(Airborne/04)	CDTL/LAF/04
216	SOPforMediaPreparationfor sterility	CDTL/MPS/01
217	SOPforBacterialEndotoxinTest	CDTL/BET/01
218	SOPforSterilityMembraneFiltrationMethod	CDTL/SMF/01
219	SOPforMicrobialLimitTest(Drug)	CDTL/MLT/01

2 2 0	SOPforMicrobialLimitTest(Cosmetic)	CDTL/MLT/02
2 2 1	SOPforEyewashandSafetyShower.	CDTL/EW/01
2 2 2	SOPforAntibioticzonereader	CDTL/AZR/01
2 2 3	SOPforEntryandexitinMicrobiologicalCleanRoomArea	CDTL/ENT/01
2 2 4	SOPforMicrobiologicalEnvironmentalMonitoring	CDTL/ENVMON/01
2 2 5	SOPforReceipt,SubculturingandusageofstandardMicrobialcultures	CDTL/SC/01
2 2 6	SOPforDigitalColonyCounter	CDTL/DCC/01
2 2 7	SOPforLiquidParticulateCounter	CDTL/LPC/01
2 2 8	SOPforBiosafetyCabinet	CDTL/BSC/01
2 2 9	SopForOperationandcleaningofvolumetricairsampler	CDTL/VAS/01
2 3 0	SOPforMediareceiptStorageAndpreparation	CDTL/MRS/01
2 3 1	Sopfordeterminationofalert&Actionlimitformicrobialcountinenvironmental monitoring	CDTL/ENVMON/02
2 3 2	SOPforHandlingOutoflimitresultsofEnvironmentalMonitoring	CDTL/ENVMON/03
2 3 3	SOPforEndotoxinDetectionSystem	CDTL/KIN/01
2 3 4	SOPforElectricloopSterilizer	CDTL/ELS/01
2 3 5	SOPforGrowthPromotionTest	CDTL/GPT/01
2 3 6	SOP forLabFineBreakLoadTester	CDTL/COS-BLT/01

S r . N o .	ListOf QSP	SOPNo.
1	SOPforPreparation,Issue&controlofNewdocument/Amendmentsof Documents	CDTL/QSP/001
2	SOP forHPLC (Shimadzu/01)	CDTL/LC/01
3	SOPforCalibration(Shimadzu)ofHPLCSystem	CDTL/LC-CAL/01
4	SOP forHPLC (Shimadzu/02)	CDTL/LC/02
5	SOPforCalibration(Shimadzu)ofHPLCSystem	CDTL/LC-CAL/02
6	SOPforHPLC (MERCKHitachi/03)	CDTL/LC/03
7	SOPforCalibration(MerckHitachi/03)ofHPLCSystem	CDTL/LC-CAL/03
8	SOPforHPLC (MERCKHitachi/04)	CDTL/LC/04
9	SOPforCalibration(MerckHitachi/04)ofHPLCSystem	CDTL/LC-CAL/04
10	SOP forHPLC (Agilent/05)	CDTL/LC/05
11	SOPforCalibration(Agilent)ofHPLCSystem	CDTL/LC-CAL/05

1 2	SOP forHPLC (Waters/06)	CDTL/LC/06
1 3	SOPforCalibration(Waters)ofHPLCSystem	CDTL/LC-CAL/06
1 4	SOP forHPLC (Agilent/07)	CDTL/LC/07
1 5	SOPforCalibration(Agilent)ofHPLCSystem	CDTL/LC-CAL/07
1 6	SOP forHPLC (Agilent/08)	CDTL/LC/08
1 7	SOPforCalibration(Agilent)ofHPLCSystem	CDTL/LC-CAL/08
1 8	SOPforHPLC(PerkinElmer/09)	CDTL/LC/09
1 9	SOPforHPLC(PerkinElmer/10)	CDTL/LC/10
2 0	SOPforHPLC(PerkinElmer/11)	CDTL/LC/11
2 1	SOPforHPLC(PerkinElmer/12)	CDTL/LC/12
2 2	SOPforCalibration(PerkinElmer)ofHPLCSystem	CDTL/LC-CAL/12
2 3	SOP forHPLC (Dionex)	CDTL/LC/13
2 4	SOPfor CalibrationHPLC(Dionex)	CDTL/LC-CAL/13
2 5	SOP forHPLC (Dionex)	CDTL/LC/14
2 6	SOP forHPLC (Dionex)	CDTL/LC/15
2 7	SOP forHPLC (Dionex)	CDTL/LC/16
2 8	SOPfor CalibrationHPLC(Dionex)	CDTL/LC-CAL/16
2 9	SOP forHPLC (Agilent/17)	CDTL/LC/17
3 0	SOPforCalibration(Agilent)ofHPLCSystem	CDTL/LC-CAL/17
3 1	SOP forHPLC (Dionex)	CDTL/LC/18
3 2	SOP forHPLC (Dionex)	CDTL/LC/19
3 3	SOP forHPLC (Dionex)	CDTL/LC/20
3 4	SOP forHPLC (Dionex)	CDTL/LC/21
3 5	SOP forHPLC (Dionex)	CDTL/LC/22
3	SOP forHPLC (Dionex)	CDTL/LC/23

4 3	SOPforDissolutionTester(LabIndia)	CDTL/DISSO/04
4 4	SOPforDissolutionTester(LabIndia)	CDTL/DISSO/05
4 5	SOPforDissolutionTester(LabIndia)	CDTL/DISSO/06
4 6	SOPforDissolutionTester(LabIndia)	CDTL/DISSO/07
4 7	SOPforDissolutionTester(LabIndia)	CDTL/DISSO/08
4 8	SOPforDissolutionTester(LabIndia)	CDTL/DISSO/09

49	SOPforDisintegrationTester(LabIndia)	CDTL/DT/02
50	SOPforDisintegrationTester(LabIndia)	CDTL/DT/05
51	SOPforDisintegrationTester(LabIndia)	CDTL/DT/06
52	SOPforGasChromatography(ThermoFinnigan/01)	CDTL/GC/01
53	SOPforGasChromatography(Agilent/02)	CDTL/GC/02
54	SOPforGas Chromatography	CDTL/GC/03
S r . N o .	<b>ListOf QSP</b>	<b>SOPNo.</b>
1	SOP for Preparation , Issue & control of New document / Amendments ofDocuments	CDTL/ QSP/001
2	SOPforHPLC(Shimadzu/01)	CDTL/LC/01
3	SOPforCalibration(Shimadzu)ofHPLCSystem	CDTL/LC-CAL/01
4	SOPforHPLC(Shimadzu/02)	CDTL/LC/02
5	SOPforCalibration(Shimadzu)ofHPLCSystem	CDTL/LC-CAL/02
6	SOP forHPLC(MERCKHitachi/03)	CDTL/LC/03
7	SOP forCalibration(MerckHitachi/03)ofHPLCSystem	CDTL/LC-CAL/03
8	SOP forHPLC(MERCKHitachi/04)	CDTL/LC/04
9	SOP forCalibration(MerckHitachi/04)ofHPLCSystem	CDTL/LC-CAL/04
10	SOPforHPLC(Agilent/05)	CDTL/LC/05
11	SOP forCalibration(Agilent) ofHPLCSystem	CDTL/LC-CAL/05
12	SOPforHPLC(Waters/06)	CDTL/LC/06
13	SOPforCalibration(Waters)ofHPLCSystem	CDTL/LC-CAL/06
14	SOPforHPLC(Agilent/07)	CDTL/LC/07
15	SOP forCalibration(Agilent) ofHPLCSystem	CDTL/LC-CAL/07
16	SOPforHPLC(Agilent/08)	CDTL/LC/08
17	SOP forCalibration(Agilent) ofHPLCSystem	CDTL/LC-CAL/08
18	SOPfor HPLC(PerkinElmer/09)	CDTL/LC/09

5		
2 6	SOPforHPLC (Dionex)	CDTL/LC/15
2 7	SOPforHPLC (Dionex)	CDTL/LC/16
2 8	SOPforCalibrationHPLC(Dionex)	CDTL/LC-CAL/16
2 9	SOPforHPLC(Agilent/17)	CDTL/LC/17

3 0	SOP for Calibration (Agilent) of HPLC System	CDTL/LC-CAL/17
3 1	SOP for HPLC (Dionex)	CDTL/LC/18
3 2	SOP for HPLC (Dionex)	CDTL/LC/19
3 3	SOP for HPLC (Dionex)	CDTL/LC/20
3 4	SOP for HPLC (Dionex)	CDTL/LC/21
3 5	SOP for HPLC (Dionex)	CDTL/LC/22
3 6	SOP for HPLC (Dionex)	CDTL/LC/23
3 7	SOP for Evaluation of Column performance of HPLC column	CDTL/CP/01
3 8	SOP for Flow Meter	CDTL/HPLC-FM/01
3 9	SOP for Dissolution Tester (Lab India/01)	CDTL/DISSO/01
4 0	SOP for Calibration of Dissolution Test Apparatus	CDTL/DISO-CAL/01
4 1	SOP for Dissolution Tester (Lab India)	CDTL/DISSO/02
4 2	SOP for Dissolution Tester (Lab India)	CDTL/DISSO/03
4 3	SOP for Dissolution Tester (Lab India)	CDTL/DISSO/04
4 4	SOP for Dissolution Tester (Lab India)	CDTL/DISSO/05
4 5	SOP for Dissolution Tester (Lab India)	CDTL/DISSO/06
4 6	SOP for Dissolution Tester (Lab India)	CDTL/DISSO/07
4 7	SOP for Dissolution Tester (Lab India)	CDTL/DISSO/08
4 8	SOP for Dissolution Tester (Lab India)	CDTL/DISSO/09
4 9	SOP for Disintegration Tester (Lab India)	CDTL/DT/02

50	SOPfor DisintegrationTester (LabIndia)	CDTL/DT/05
51	SOPfor DisintegrationTester (LabIndia)	CDTL/DT/06
52	SOPfor GasChromatography(ThermoFinnigan/01)	CDTL/GC/01
53	SOPfor GasChromatography(Agilent/02)	CDTL/GC/02
54	SOPforGasChromatography	CDTL/GC/03

Annexure - VIII



National Accreditation Board for  
Testing and Calibration Laboratories

**CERTIFICATE OF ACCREDITATION**

**CENTRAL DRUGS TESTING LABORATORY-MUMBAI**

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

CENTRAL DRUGS STANDARD CONTROL ORGANISATION, DGHS, MINISTRY OF HEALTH & FAMILY  
WELFARE, GOVT. OF INDIA, ZONAL FDA BHAWAN, GMSD COMPOUND, MUMBAI, MAHARASHTRA,  
INDIA

in the field of

**TESTING**

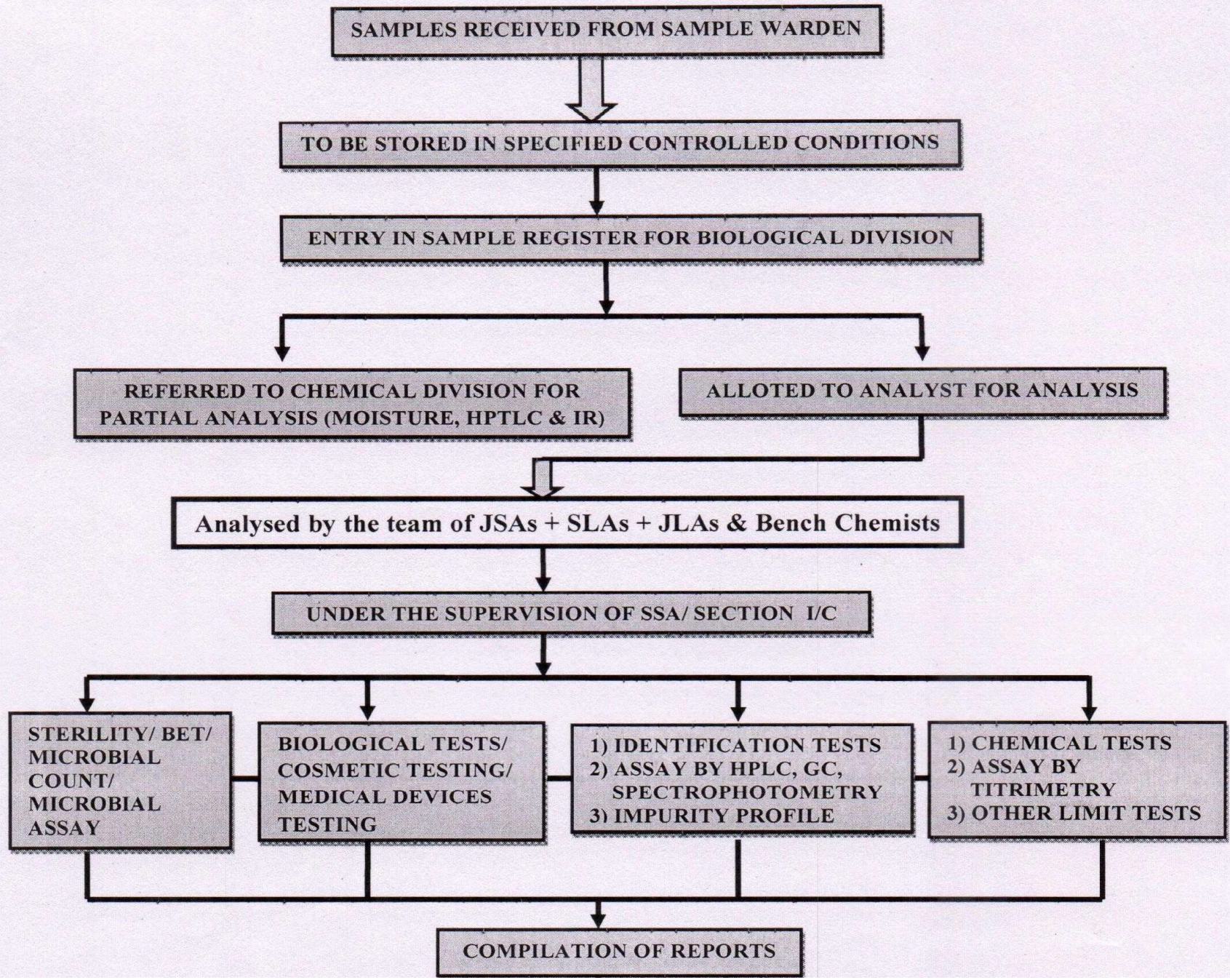
Certificate Number: TC-7327

Issue Date: 23/06/2023

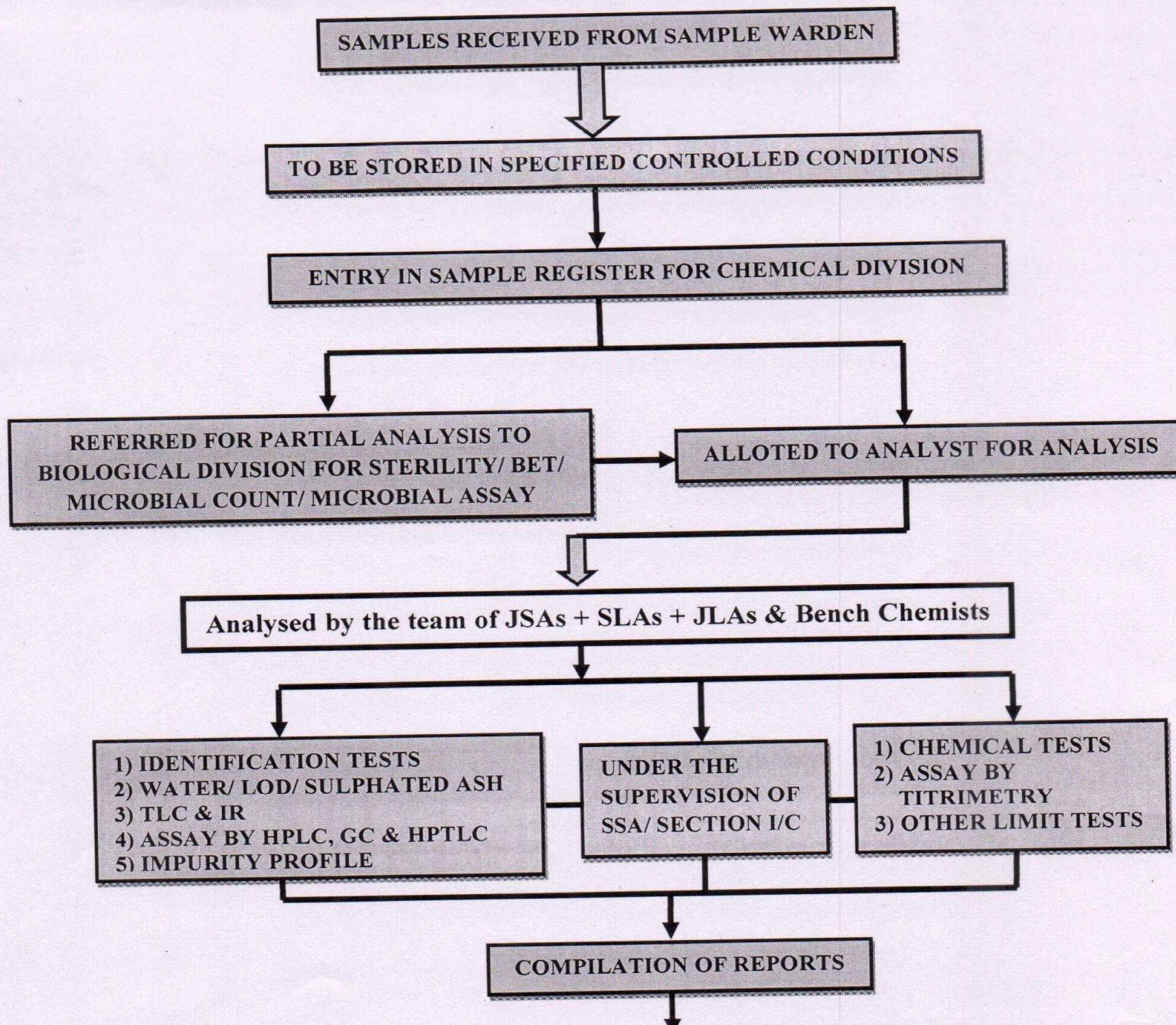
Valid Until:

22/06/2025

# WORK FLOW-SHEET FOR BIOLOGICAL DIVISION

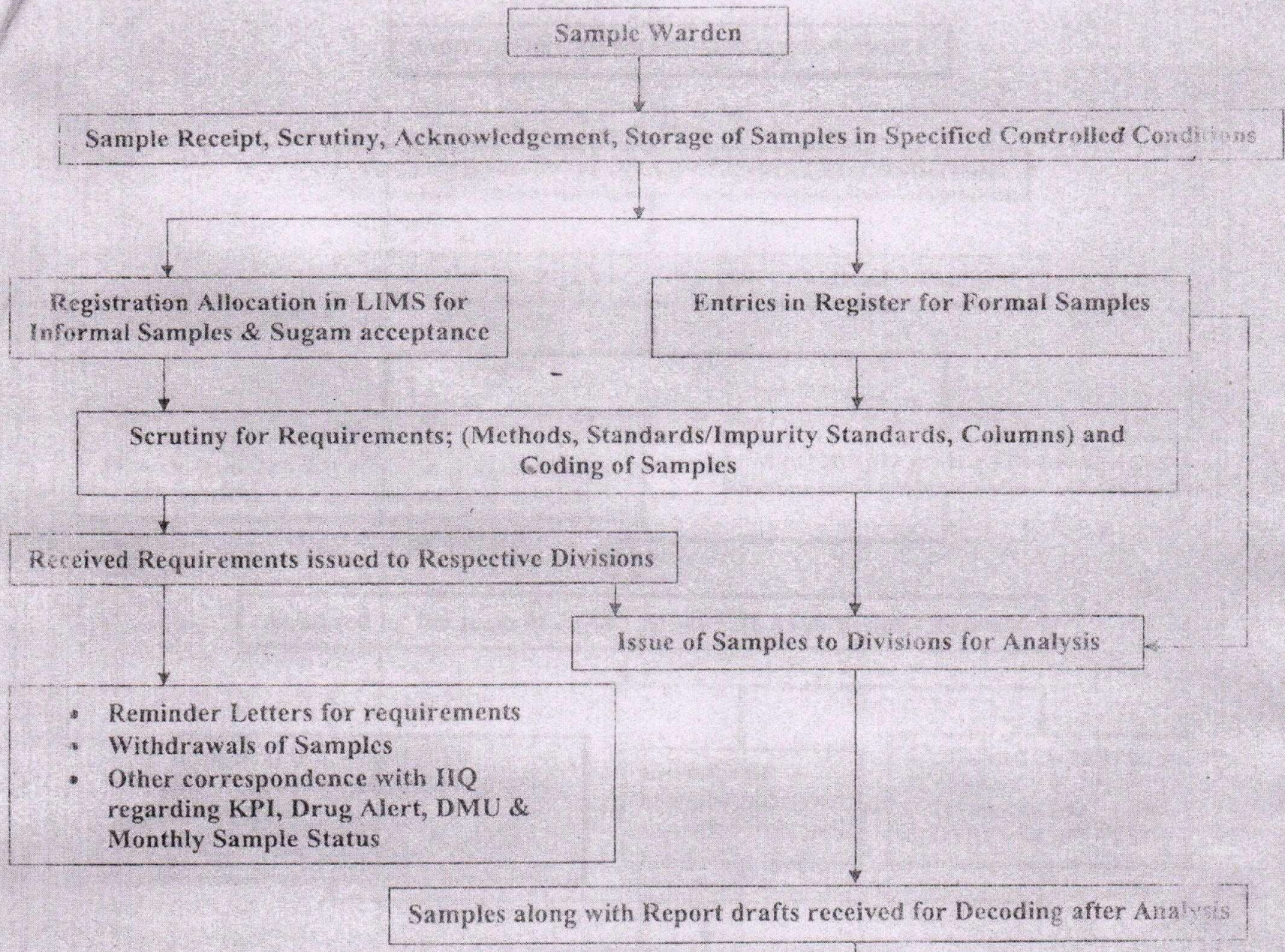


# WORK FLOW-SHEET FOR CHEMICAL DIVISION



Annex 3

### Flow Sheet of Sample Warden Section



Self appraisal report for Year (2024-25)

Auditor Agency: Sayali Umesh Warde

Ministry Name: Ministry of Health & Family Welfare

Department Name: Department of Health & Family Welfare

Public Authority Name: CENTRAL DRUGS TESTING LABORATORY, THANE, MUMBAI

Sr. No	Details of disclosure	Category	Mark	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organization and Function</b>							
<b>1.1</b>	<b>Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	<a href="https://cdsco.gov.in/opencvms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencvms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.28	verified

1 . 1 . 2	Head of the organization	Fully Met	1 . 2 8	1. 28	<a href="https://cdsco.gov.in/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/en/About-us/Laboratories/</a>	Fully Met	1. 28	verified
1 . 1 . 3	Vision, Mission and Key objectives	Fully Met	1 . 2 8	1. 28	<a href="https://cdsco.gov.in/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/en/About-us/Laboratories/</a>	Fully Met	1. 28	verified
1 . 1 . 4	Function and duties	Fully Met	1 . 2 8	1. 28	<a href="https://cdsco.gov.in/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/en/About-us/Laboratories/</a>	Fully Met	1. 28	verified

					es/			
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Sl. No.	Details of disclosure	Category	Marks	Obtained Marks	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organization Chart	Fully Met	1.28	1.28	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.28	verified
1	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	Fully Met	1.28	1.28	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Not Met	0	The link does not provide desired information
<b>1 Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b>								
1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.54	verified
1	Power and duties of other employees	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.54	verified
1	Rules/orders under which powers and duty are derived and	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Partially Met	0.77	The link does not provide complete information

1 . 2 . 4	Exercised	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Partially Met	0.77	The link does not provide complete information
1 . 2 . 5	Work allocation	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Partially Met	0.77	The link does not provide complete information
S r . N o	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">ov.in/opencms/opencms/en/About-us/Laboratories/</a>			not provide complete information
1 . 3	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>							
1 . 3 . 1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.54	verified
1 . 3 . 2	Final decision making authority	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.54	verified

1 . 3 . 3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.54	verified
1 . 3 . 4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Not Met	0	The information is not available on website
1 . 3 . 5	Channel of supervision and accountability	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Partially Met	0.77	The link does not provide complete information
1 . 4	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>							
1 . 4 . 1	Nature of functions/ services offered	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.54	verified
S r . N o	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">ov.in/opencms/opencms/en/About-us/Laboratories/</a>			

1 .4 .2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.54	verified
1 .4 .3	Process by which these services can be accessed	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.54	verified
1 .4 .4	Time-limit for achieving the targets	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Not Met	0	The information is not available on website
1 .4 .5	Process of redress of grievances	Fully Met	1.54	1.54	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Not Met	0	Information is not available
1 .5	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>							
1 .5 .1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Partially Met	0.96	Link does not provide complete information
1 .5 .2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	<a href="https://cdsco.gov.in/opencms">https://cdsco.gov.in/opencms</a>	Partially Met	0.96	The link does not provide
S r	Details of disclosure	Category	Marks	Retained/Re-ark	Marks	Auditor category	Auditor Marks	Auditor Remarks/URL

· N o								
					/opencms/en/About-us/Laboratories/			complete information
· 5 · 3	1 Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/	Fully Met	1.92	verified
· 5 · 4	1 Transfer policy and transfer orders	Not Applicable	0	0	empty	Not Met	0	Transfer policy and transfer orders are not available on website
· 6	<b>1 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>							
· 6 · 1	1 Categories of documents	Fully Met	3.85	3.85	https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/	Partially Met	1.93	The link does not provide complete information
· 6 · 2	1 Custodian of documents/categories	Fully Met	3.85	3.85	https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/	Not Met	0	Information is not available
· 7	<b>1 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>							

1 .7 .1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/	Fully Met	0.96	verified
1 .7 .2	Composition	Not Met	0.96	0	empty	Not Met	0	The
S r .N o	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								information is not available on website
1 .7 .3	Dates from which constituted	Not Met	0.96	0	empty	Not Met	0	The information is not available on website
1 .7 .4	Term/ Tenure	Fully Met	0.96	0.96	https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/	Not Met	0	Information is not available
1 .7 .5	Powers and functions	Not Met	0.96	0	empty	Not Met	0	The information is not available on website

1 . 7 . 6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Not Met	0	Information is not available
1 . 7 . 7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Not Met	0	The link does not provide complete information
1 . 7 . 8	Place where the minutes if open to the public are available?	Not Applicable	0	0	empty	Not Met	0	The information is not available on website
1 . 8	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>							
1 . 8 . 1	Name and designation	Fully Met	3.85	3.85	<a href="https://cdsco.gov">https://cdsco.gov</a>	Fully Met	3.85	verified

Sl. No.	Details of disclosure	Category	Marks	Obtained Marks	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ov.in/opencms/opencms/en/About-us/Laboratories/			
182	Telephone , fax and email ID	Fully Met	3.85	3.85	https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/	Not Met	0	Information is not available
9	<b>1 Monthly Remuneration received by officers &amp; employees including system of compensation [Section 4(1) (b) (x)]</b>							
91	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/	Fully Met	3.85	verified
92	System of compensation as provided in its regulations	Fully Met	3.85	3.85	https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/	Not Met	0	The information is not available on website
10	<b>1 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>							
101	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/	Fully Met	3.85	verified

1 0 2 Address, telephonenumber and email ID of each designated official.	Fully Met	3.85	3.85	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	3.85	verified
1 1 1 <b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>							

S.No.	Details of disclosure	Category	Marks	Retained Marks	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	No. of employees against whom disciplinary action has been taken (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	3.85	verified
1	(ii) Finalised for Minor penalty or major penalty proceedings	Not Applicable	0	0	empty	Not Applicable	0	verified
<b>1</b>								
<b>2</b>								
1	Educational programmes	Not Applicable	0	0	empty	Not Met	0	The information is not available on website
1	Efforts to encourage public authority to participate in these programmes	Not Applicable	0	0	empty	Not Met	0	The information is not available on website

1 . 1 2 . 3	1 Training of CPIO/APIO	Fully Met	1.92	1.92	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	1.92	verified
1 . 2 . 4	1 Update & publish guidelines on RTI by the Public Authorities concerned	Not Applicable	0	0	empty	Not Met	0	The information is not available on website
1 . 1 3	<b>1 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
1 . 3 . 1	1 Transfer Policy And Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	0	0	empty	Not Met	0	The information is not available on website
<b>Total</b>			<b>80</b>	<b>77</b>		<b>96</b>	<b>50</b>	
<b>2 Budget and Programme</b>								
S r . N o	SDetails of disclosure	Category	rks	tainedR rk	marks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1 . 1	<b>2 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>							
1 . 1	2 Total Budget for the public authority	Fully Met	10	10.00	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	10.00	verified

2 . 1 . 2	Budget for each agency and plan &programmes	Fully Met	10	10.00	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	10.00	verified
2 . 1 . 3	Proposed expenditures	Fully Met	10	10.00	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	10.00	verified
2 . 1 . 4	Revised budget for each agency, if any	Fully Met	10	10.00	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	10.00	verified
2 . 1 . 5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	10.00	verified
2 . 2	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>							
2 . 2 . 1	Budget	Fully Met	16.67	16.67	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	16.67	verified
S r . N o	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					oratories/			

2Foreign and domestic Tours by ministries and · officials of the rank of Joint Secretary to the 2Government and above, as well as the heads of the · Department.- (a) Places visited, (b) The 2periodofvisit,(c)Thenumberofmembersinthe 2official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	16.67	verified
2Information related to procurements- (a) · Notice/tender enquires, and corrigenda if any 2thereon, (b) Details of the bids awarded comprising · the names of the suppliers of goods/ 3servicesbeingprocured,(c)Theworkscontracts 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.	Partially Met	16.67	8.34	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Partially Met	8.34	verified
<b>2Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>							
· 3							
2Name of the programme of activity · 3 · 1	Not Applicable	0	0	empty	Not Applicable	0	verified
2Objective of the programme · 3 · 2	Not Applicable	0	0	empty	Not Applicable	0	verified
2Procedure to avail benefits · 3 · 3	Not Applicable	0	0	empty	Not Applicable	0	verified
2Duration of the programme/ scheme · 3 · 4	Not Applicable	0	0	empty	Not Applicable	0	verified
2Physical and financial targets of the programme ·	Not Applicable	0	0	empty	Not Applicable	0	verified

3 .5							
2 Nature/ scale of subsidy /amount allotted .3 .6	Not Applicable	0	0	empty	Not Applicable	0	verified
2 Eligibility criteria for grant of subsidy .3 .7	Not Applicable	0	0	empty	Not Applicable	0	verified
2 Details of beneficiaries of subsidy programme (number, profile etc) .3 .8	Not Applicable	0	0	empty	Not Applicable	0	verified
<b>2 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b> .4							
2 Discretionary and non-discretionary grants/ allocation to State Govt./NGOs/other institutions .4 .1	Not Applicable	0	0	empty	Not Met	0	The information is not available on website
2 Annual accounts of all legal entities who are .4 .2	Not Applicable	0	0	empty	Not Met	0	The

SDetails of disclosure	Category	Remarks	RetainedRemarks	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
provided grants by public authorities							information is not available on website
<b>2 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]</b>							
2 Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	verified
2 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	Not Applicable	0	0	empty	Not Applicable	0	verified
<b>2 CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>							
2 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not Met	50	0	empty	Not Met	0	The information is not available on website
<b>Total</b>		<b>150</b>	<b>92</b>		<b>200</b>	<b>92</b>	
<b>3 Publicity Band Public interface</b>							
<b>3 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-IR dt. 15.04.2013]</b>							
<b>1</b>							

<p>3 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p>	Not Applicable	0	0	empty	Not Applicable	0	verified
<p>3 Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/policy implementation, (b) Day &amp; time allotted for visitors, (c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	Not Applicable	0	0	empty	Not Applicable	0	verified

SD r . N o	Details of disclosure	Category	Marks	Retained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1 . 3	3Public-privatepartnerships(PPP)-Detailsof Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Theinstituteis fully public, PPP is not applicable
1 . 4	3Public-privatepartnerships(PPP)-Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Theinstituteis fully public, PPP is not applicable
1 . 5	3Public-privatepartnerships(PPP)-Concessionagreements.	Not Applicable	0	0	empty	Not Applicable	0	Theinstituteis fully public, PPP is not applicable
1 . 6	3Public-privatepartnerships(PPP)-Operationand maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Theinstituteis fully public, PPP is not applicable
1 . 7	3Public-privatepartnerships(PPP)-Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	Theinstituteis fully public, PPP is not applicable
1 . 8	3Public-privatepartnerships(PPP)-Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	Theinstituteis fully public, PPP is not applicable

3 1 9	Public-private partnerships (PPP)-Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	The institute is fully public, PPP is not applicable
3 1 0	Public-private partnerships (PPP)-The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	The institute is fully public, PPP is not applicable
S r N o	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3 1 1 1	Public-private partnerships (PPP)-All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	The institute is fully public, PPP is not applicable
3 2	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>							
3 2 1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Fully Met	16.67	16.67	<a href="https://cdsco.gov.in/opencms/opencms/en/Notifications/Alerts/">https://cdsco.gov.in/opencms/opencms/en/Notifications/Alerts/</a>	Fully Met	16.67	verified
3 2 2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0	empty	Not Met	0	The information is not available on website

3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	Not Met	0	The information is not available on website
<b>3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>								
3	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	<a href="https://cdsco.gov.in/opencms/opencms/en/Notifications/Alerts/">https://cdsco.gov.in/opencms/opencms/en/Notifications/Alerts/</a>	Fully Met	50.00	verified
<b>3 Form of accessibility of information manual/ handbook [Section 4(1)(b)]</b>								
3	Information manual/handbook available in Electronic format	Fully Met	25	25.00	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	25.00	verified
3	Information manual/handbook available in Printed format	Fully Met	25	25.00	Annual Report	Partially Met	12.50	Please
S	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	format				printed and disseminated			provide complete information with suitable link

<b>3Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>								
5								
3List of materials available Free of cost	Not Applicable	0	0	empty	Not Met	0	The information is not available on website	
3List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Met	0	The information is not available on website	
<b>Total</b>		<b>117</b>	<b>117</b>		<b>200</b>	<b>104</b>		
<b>4E-Governance</b>								
<b>4Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>								
1								
4English	Fully Met	14.29	14.29	English	Fully Met	14.29	verified	
4Vernacular/ Local Language	Not Applicable	0	0	empty	Not Met	0	The handbook in vernacular language is not available	
<b>4When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>								
2								
4Last date of Annual updation	Fully Met	28.57	28.57	Annual Report 2020-21 released	Not Met	0	The information is not available on website	
<b>4Information available in electronic form[Section 4(1)(b)(xiv)]</b>								
.								

3								
4	Details of information available in electronic form	Fully Met	9.52	9.52	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Lab">https://cdsco.gov.in/opencms/opencms/en/About-us/Lab</a>	Fully Met	9.52	verified
3								
1								
S	Details of disclosure	Category	Marks	Obtained	Remarks	Auditor	Auditor	Auditor
r				Mark		Category	Marks	Remarks/URL
.								
N					laboratories/			
o								
4	Name/title of the document/record/other information	Fully Met	9.52	9.52	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	9.52	verified
.								
3								
.								
2								
4	Location where available	Fully Met	9.52	9.52	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	9.52	verified
.								
3								
.								
3								
<b>4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>								
.								
4								
4	Name & location of the faculty	Fully Met	7.14	7.14	<a href="http://www.cdsco.gov.in">www.cdsco.gov.in</a>	Fully Met	7.14	verified
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4	Details of information made available	Fully Met	7.14	7.14	As per Central Govt. Rules	Not Met	0	Information is not available
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4 .4 .3	Working hours of the facility	Fully Met	7.14	7.14	9:30 AM to 6:00 PM	Fully Met	7.14	verified
4 .4 .4	Contact person & contact details (Phone,faxemail)	Fully Met	7.14	7.14	Director,Centra lDrugs Testing LaboratoryTel: 022- 23002309/213 8 Fax : 022-23099240 Email:cctlmum bai@cdsco. nic.in	Fully Met	7.14	verified
4 .5	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4 .5 .1	Grievance redressal mechanism	Fully Met	3.57	3.57	Complaint/ suggestion	Partially Met	1.79	The complete information

Sl. No.	Details of disclosure	Category	Marks	Obtained Marks	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					box installed			should be available with a suitable link
452	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Quarterly report filed regularly on cic.gov.in	Partially Met	1.79	Please provide complete information with a suitable link
453	List of completed schemes/projects/Programmes	Not Applicable	0	0	empty	Not Met	0	The information is not available on website
454	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Met	0	The information is not available on website
455	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	3.57	0	empty	Not Met	0	The information is not available on website
456	Annual Report	Fully Met	3.57	3.57	Available with Organisation	Fully Met	3.57	verified
457	Frequently Asked Question (FAQs)	Not Met	3.57	0	empty	Not Met	0	The information is not available on website

<p>4 Any other information such as - (a) Citizen's Charter,        . (b) Result Framework Document (RFD),        5 (c) Six monthly reports on the, (d) Performance against the        : benchmarks set in the Citizen's        8 Charter</p>	Not Applicable	0	0	empty	Not Met	0	The information is not available on website
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Sl. No.	Details of disclosure	Category	Records	Retained Records	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>4 Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>								
6	4 Details of applications received and disposed	Fully Met	14.29	14.29	cic.gov.in	Not Met	0	The information is not available on website
6	1 4 Details of appeals received and orders issued	Fully Met	14.29	14.29	Quarterly and Annual Reports uploaded in cic.gov.in	Not Met	0	The information is not available on website
<b>4 Replies to questions asked in the parliament [Section 4(1)(d)(2)]</b>								
7	4 Details of questions asked and replies given	Not Applicable	0	0	empty	Not Met	0	The information is not available on website
<b>Total</b>			<b>146</b>	<b>139</b>		<b>200</b>	<b>71</b>	
<b>5 Information as may be prescribed</b>								
<b>5 Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]</b>								
1								

5 1 1	Name & details of - (a) Current CPIOs &FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Fully Met	20.00	verified
5 1 2	Details of third party audit of voluntary disclosure -(a)Datesofauditcarriedout,(b)Reportofthe audit carried out	Fully Met	20	20.00	<a href="https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/">https://cdsco.gov.in/opencms/opencms/en/About-us/Laboratories/</a>	Partially Met	10.00	Linkdoesnotprovidecomplete information
5 1 3	AppointmentofNodalOfficersnotbelowtherank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Met	0	Theinformation is not available on website

SDetails of disclosure	Category	Links	Cost incurred	Remarks	Compliance Category
5 Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Not Applicable	0	0	empty	Not Met
5 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	Not Met	20	0	empty	Not Met
<b>Total</b>		<b>60</b>	<b>40</b>		<b>100</b>
<b>6 Information Disclosed on own Initiative</b>					
<b>6 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>					
6 Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	<a href="https://cdsco.gov.in">https://cdsco.gov.in</a>	Partially Met
<b>6 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</b>					
6 Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Met
6 Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Met
<b>Total</b>		<b>25</b>	<b>25</b>		<b>50</b>
<b>Grand Total</b>		<b>578</b>	<b>490</b>		<b>846</b>