**GUIDELINES DOCUMENT FOR SUBMITTING THE PROPOSAL AS AGENDA FOR DELIBERATING IN FORTHCOMING DTAB /DCC MEETINGS:**

Any proposals from the divisions of CDSCO(HQ) and Zonal /Sub-Zonal offices shall be forwarded ONLY THROUGH E-OFFICE by concerned DDC(I) or ADC(I) to DTAB-DCC Division in CDSCO(HQ) with prior approval of JDC(I) and DCG(I) for its inclusion as an agenda item to be deliberated in the forthcoming DTAB/DCC meetings. The proposals shall be submitted in the below Format-I:

**FORMAT-I**

**PROPOSAL FOR DELIBERATIONS IN DTAB/DCC MEETINGS**

| **S. No** | **PARTICULARS** | **DESCRIPTION** |
| --- | --- | --- |
|  | Title of the proposal for agenda. |  |
|  | Whether the proposal to be deliberated as agenda in DTAB or DCC? |  |
|  | Background and details of the proposal  |  |
|  | Enclose source(s)/ Representation(s) from stakeholders for the proposal (if any) |  |
|  | Does the proposal require for any amendment to the D & C Act / Rules? (Yes /No) |  |
|  | If Yes for S. No 5 which Section or Rule to be amended? Please attach proposed draft in detail for amendment in section(s)/ rule(s) in the D & C Act/ Rules) |  |
|  | Any other relevant technical matter/references annexed to support the proposal. (Yes /No) |  |
|  | Specify E-File No.  |  |

**Note:** The above proposal needs to be approved by concerned Officials followed by JDC(I) and DCG(I) before forwarding the proposal to DTAB –DCC Division.