

SUO MOTTO DISCLOSURE UNDER SECTION 4 OF RTI ACT 2005
(CDSCO, Zonal Office, Hyderabad)

1. Organization and Function

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

(i) Name and address of the Organization

**Name: CENTRAL DRUGS STANDARD CONTROL ORGANIZATION,
ZONAL OFFICE, HYDERABAD**

Address: CDSCO, Bhavan, S.R.Nagar, Hyderabad, Telangana- 500038

Email: hyderabad@cdsco.nic.in,

<https://cdsco.gov.in/> (Website Designed, Developed and Maintained by CDAC
as per requirements provided by CDSCO (HQ), New Delhi)

(ii) Head of the Organization

Dr. K. Narendran, Deputy Drugs Controller (India)

(iii) Vision, Mission and Key objectives

Vision: To Protect and Promote public health in India.

Mission: To safeguard and enhance the public health by assuring the safety,
efficacy and quality of drugs, cosmetics and medical devices.

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

(iv) Function and duties

A) Technical: In fulfilling its mission, the CDSCO, Zonal office, Hyderabad has following functions:

1. To participate in the joint inspection for grant/ retention of license for manufacturing of Drugs and Cosmetics as per GSR 1337 (E) dated 27th October 2017.
2. To participate in the joint inspection for grant/retention of Vaccine / Sera manufacturing units for both human as well as veterinary.
3. To participate in the joint inspection for grant/ retention of LVP manufacturing units.
4. To participate in the joint-inspection for grant/retention of Bio-tech (r-DNA) & Bio-similar products manufacturing units i.e. recombinant (r-DNA) products

5. To participate in the joint-inspection for issuance /revalidation of Certificate of Pharmaceutical Products (COPPs) as per WHO-GMP certification scheme.
6. To process application for Written Confirmation (WC) for export of API to European Union as per EU Directives and their inspection, if required.
7. To participate in the joint-inspection for grant of approval for Private Testing Laboratory (PTL) for test/ analysis of Drugs & Cosmetics as per the provisions of Drugs & Cosmetics Act and Rules there under.
8. To participate in the inspection of Clinical Trial facilities and BA/BE centers as directed by the Drugs Controller General (India) from time to time.
9. To carryout inspection for grant of license of Medical Devices (Class C & Class D) and In-vitro Diagnostic Kit (Class C & Class D) manufacturing units under Medical Devices Rules, 2017.
10. To carry out Surprise check/Raids jointly or independently on the basis of complaint received under Whistle Blower scheme and also from other sources.
11. Drawing of legal samples of Drugs from the manufacturing & sales / distribution premises including the Govt. establishment.
12. Follow up action on NSQ drugs with State Licensing Authorities in the respective zone as well as with other zonal offices, on the basis of Govt. analyst test report.
13. To pursue the court cases pending in different courts under the zone.
14. Technical survey as and when directed by the Drugs Controller General (India) from time to time.
15. To discuss the matter with State Drugs Controllers in the zone in connection with enforcement of the provisions of D & C Act & Rules there under from time to time.
16. To co-ordinate for answering the Parliament Questions and for obtaining the data from State Licensing Authorities under the zone.
17. To participate as observer in inspections conducted by various international regulatory agencies as and when informed by HQ.
18. To organize workshop, seminar etc. as directed by the Controlling Authority.
19. Reply of RTI applications under RTI Act, 2005.
20. To conduct the function of Drugs Controller General (I) as and when delegated by him under rule 22 (b) & 122L and other Rules of the Drugs and Cosmetics Rules, 1945. The following functions delegated to respective zonal officers for carrying out on his behalf: -
 - i. Permission for grant of license to manufacture drugs for the purpose of examination, test or analysis under the New Drugs & Clinical Trials Rules, 2019 in form CT-11 for new drugs/investigational new drugs (Active Pharmaceutical Ingredients & formulations), CT-14

- (Unapproved Formulations) and CT-15 (unapproved APIs) so as to obtain license from State Licensing Authority (SLA) of concerned State under Rules 89 of the Drugs and Cosmetics Rules, 1945 on Form-29 as per requirements and also Form 29 NOC for veterinary purpose as per the requirements of Drugs and Cosmetics Act & Rules made thereunder
- ii. Grant of license for import of small quantities of old drugs in Form-11 for the purpose of examination, test or analysis as provided under Rule 33 of the Drugs and Cosmetics Rules, 1945 and for import of small quantities of new drugs in CT-17 under the provisions of NDCT Rules, 2019 through offline/manual procedures.
 - iii. Grant of license for import of small quantities of unapproved new drugs in Form CT-25 by Government Institutions or Autonomous Medical Institutions for treatment of patients under Rule 86 of New Drugs and Clinical Trial Rules, 2019.
 - iv. No objection certificates (Dual use NOC) for grant of permissions for import of dual use items, not for medicinal use.
 - v. Any other functions as assigned by DCG (I).

B. Administrative:

- 1. To Maintain the Service records/leave records of Gazetted and Non-Gazetted Staff and administrative Staff of CDSCO Zonal Office, Hyderabad and Sub Zonal Offices of Visakhapatnam, CDTL Hyderabad, Airport Hyderabad, Mini Lab Hyderabad (under administrative control of CDSCO Zonal Office, Hyderabad)
- 2. To maintain Seniority list of Non-Gazette employees
- 3. To conduct DPC meetings for Recruitment, Promotion of Posts of Gr. C. Employees
- 4. Preparation and Grant of MACPs to eligible officials, arrears to officials.
- 5. To prepare of annual budgets /preliminary and final estimate of expenditure etc.
- 6. To Prepare reports/replies concerning to the above administrative functions.
- 7. To purchase of stationeries and office items as per the requirements under GeM.
- 8. Annual Maintenance Contract (AMC) of office equipment through GeM etc
- 9. To prepare Pensionary and other benefits of retired /VRS officials.
- 10. Processing of TA bills for reimbursement of officials of CDSCO Zonal

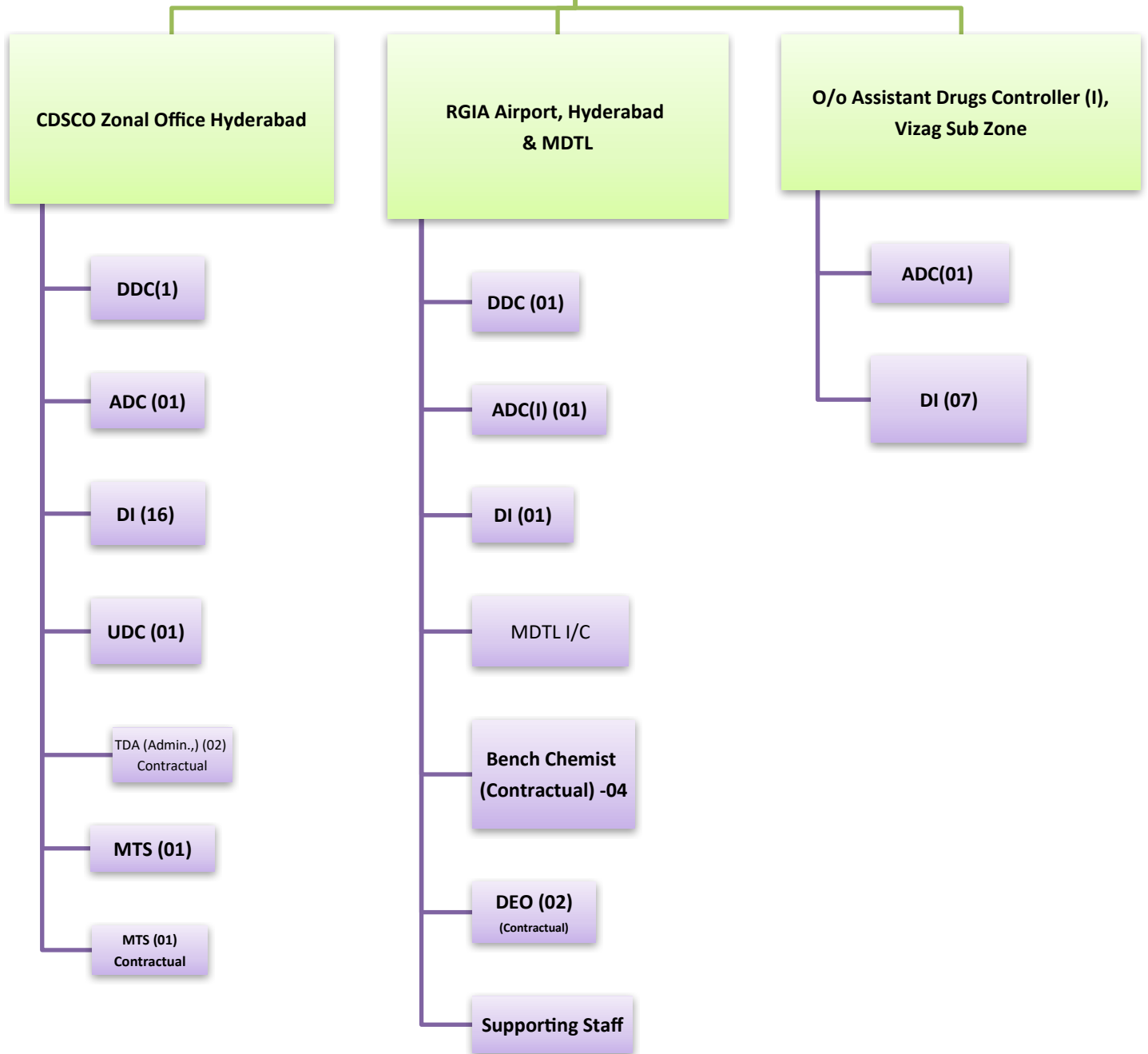
Office, Hyderabad, O/o. ADC(I), RTI Airport, Shamshabad, Central Drugs Testing Laboratory, Hyderabad and CDSCO Sub Zone, Viakhapatnam

11. Processing of Medical bills for reimbursement of officials of CDSCO Zonal Office, Hyderabad, CDTL Hyderabad, O/o. ADC(I), RGI Airport, Shamshabad, Hyderabad and CDSCO Sub Zone, Visakhapatnam.
12. Processing of Professional Service bills for reimbursement of officials of CDSCO Zonal Office, Hyderabad, CDTL Hyderabad, O/o. ADC(I), RGI Airport, Shamshabad, Hyderabad and CDSCO Sub Zone, Visakhapatnam.
13. Reply of RTI applications under RTI Act, 2005.
14. Any other functions assigned by DCG (I) from time to time
15. Preparing Bills for submission to PAO under Head – OE, RRT, MS, RM and online PFMS sanction for the same i.r.o official CDSCO Zonal Office, Hyderabad, CDTL Hyderabad, O/o. ADC(I), RGI Airport, Shamshabad, Hyderabad and CDSCO Sub Zone, Visakhapatnam.
16. Giving appropriation figures, bill numbering for all bills Sub head wise updating expenditure, budgetary Balance Status
17. Preparing monthly expenditure statement after verifying with PFMS portal for onward transmission to HQ.
18. Preparing Budget estimates, Revised Estimates, Final estimates for onward Transmission to HQ New Delhi after compiling data of offices/ CDTL/Minilab at Hyderabad, CDSCO Sub Zone Visakhapatnam.
19. GST TDS work- Preparing monthly Statement, create challan, preparing remittance bill to RBI, to Get done monthly e-Return filling on or before 10th of each month.
20. Verifying monthly TDS figures with PAO for Form 24G filling before 15th of each month.
21. Income Tax work of computation of IT TDS from salary after preparing salary income statement of each staff.
22. Preparing quarterly TDS statement for filling with IT NSDL-Form 24Q & form 26Q of Salaries and Non Salaries.
23. Updating, scrutinizing Investment declaration receipts in IT file
24. Getting, circulation of Form 16 of all staff and form 16A of vendors quarterly
25. Preparing data, statement asked by HQ reg. Expenditure, Budget
26. Reconciliation of monthly expenditure with PAO books of accounts

(v) Organization Chart:



Deputy Drugs Controller (India)



VI) Any other details -the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.

The Central Drugs Standard Control Organization (CDSCO), Zonal office, Hyderabad was started during the year 1996 at Begumpet Hyderabad headed by Deputy Drugs Controller (India).

The Zonal office of the CDSCO, Hyderabad Zonal office was initially created to co-ordinate with the various State Drugs Controllers (who are the Licensing Authority) under the Act for uniform implementation and smooth enforcement of the provisions of Chapter IV of the Drugs & Cosmetics Act and Rules. The Said office was shifted to S.R.Nagar, Vengal Rao Nagar, Hyderabad 500 038 in the Year 2010. The Zonal Office, Hyderabad had jurisdiction over the states of Telangana & Andhra Pradesh.

A new Sub-Zonal office Visakhapatnam headed by an Assistant Drugs Controller (India) with the jurisdiction over the State of Andhra Pradesh had started and is functioning w.e.f. July 2023

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

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

Designation	Duties
Deputy Drugs Controller (India)	1. Acting as Appellate Authority for CDSCO Hyderabad Zone for responding to RTI, replying to Parliamentary Questions, etc. as and when required. 2. Technical head of the office of CDSCO Zonal office, Hyderabad Sub-Zone, Visakhapatnam, CDSCO Port Offices at Airport Hyderabad, & Seaport Visakhapatnam. 3. Co-ordination and co-operation with the States Drugs Controllers under Telangana and Andhra Pradesh states in order to ensure uniform enforcement of Drugs& Cosmetics Act and rules and other related legislations for the work relating to inspections for Licensing of Blood Banks, manufacturing of Large Volume Parenterals, Biological Products including Vaccines, Medical Devices as per Medical Device Rules, 2017 and issuance of Certificate of Pharmaceutical Products(CoPP) as per WHOTRS guidelines by Drugs Inspectors of CDSCO and State Licensing Authorities 4. Co-ordination with Zonal offices, Sub-Zonal and Port offices of CDSCO of other Zones for uniform administration of Drugs & Cosmetics Act and rules. Co-ordination with other organizations like Customs, DGFT, IPC, NIB etc.

	5. Deputation of inspectors for inspection on the basis of the applications received for joint inspections, raids, investigations, seizures and drawal of samples etc. as per Drugs & Cosmetics Act and rules. 6. Monitoring and evaluation of inspections conducted, report submitted, reviewing and forwarding to Drugs Controller General (India) and / or State Licensing Authority for necessary action as applicable 7. Review, monitoring, evaluation of all files, inspection reports submitted by all levels of staff including Drugs Inspectors and Technical officers. 8. Deputation, monitoring, evaluation and forwarding of report of joint inspections conducted by CDSCO and State Licensing Authorities under GSR 1337 (E) to concerned State Licensing Authority for necessary action (approval/compliance/rejection). 9. Issuance of recommendations for the grant or renewal of WHO GMP COPP. 10. Issuance of recommendations for the grant or renewal of licenses for Blood Centres 11. Issuance of recommendations for the manufacture of Class C and Class D Medical Devices 12. Approval and signing authority of for issue of Online NOCs/Licenses through SUGAM /NSWS/ONDLS/ MEDICAL DEVICE PORTALS: • No Objection Certificates for grant of permissions for import of dual use items which are “Not for Medicinal use” by SUGAM Portal. • Issue of NOC for Export • License for import of drugs by Government Hospital or Autonomous Medical Institution for the treatment of patients under Form 11-A/ CT-25 • Permission to manufacture Approved / Unapproved New Drugs in Form 29 / CT-11, CT-14 & CT-15 for the purpose of examination, test & analysis (Excluding for Clinical Trial Purpose, for drugs other than Biological/Medical Devices/Diagnostic Kits) in compliance to GSR 227 (E) and also Form 29 NOC for veterinary purpose as per the requirements of Drugs and Cosmetics Act & Rules made thereunder. 13. Grant of Test License for the import of Veterinary Drugs or Veterinary Vaccines imported for purpose of examination, tester analysis except for Clinical Trial by SUGAM Portal. 14. Monitoring the establishment of Minilabs at Port offices and
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	coordination with Customs Commissioners on matters related to Port offices. 15. Taking action on Not of Standard Quality drugs as per Drugs & Cosmetics Act and rules and as per CDSCO guidance document. 16. Deputation of Drugs Samplers at various places of suspicious nature to collect samples as surrogate patient from the sales premises by way of survey to monitor the quality of drugs and also deputation of Drugs Inspectors in case the samples are declared as NSQ by the testing laboratory. 17. Monitoring of technical survey of drugs as and when directed by the Drugs Controller General (India). 18. Coordinating meetings with State FDA to address and resolve stakeholder issues related to CDSCO online portals 19. Organizing training programs for industry representatives on the use and functionality of online regulatory portals. 20. Conducting meetings with industry associations such as IDMA, BDMA, IPA, FPME, and CHA Associations in relation to regulatory matters and ease-of-doing-business initiatives. 21. Performing duties as Public Relations Officer by attending to visitors and industry representatives and facilitating the redressal and disposal of stakeholder grievances. 22. Participation in various committees as Technical Expert, Workshops, Seminars as Speakers etc. and other related matters on behalf of DCG(I) including Stakeholders meetings and resolve any issues, matters pertaining to manufacture, testing, import and export of drugs etc. 23. Any other functions as assigned by the Drugs Controller General (India) from time to time.
Assistant Drugs Controller (India)	1. Acting as a Central Public Information Officer for RTI applications. 2. Responsible for coordination and compliance with the directions of the Dy. Drugs Controller (India), CDSCO, Hyderabad Zone for carrying out regulatory inspections (Certificate of Pharmaceutical Products, Blood Centres, Blood Products, Vaccines- Sera, rDNA, Large Volume Parenterals) Inspections, Complaints, Raids/Investigations as directed by Dy. Drugs Controller (India), CDSCO, Hyderabad Zone. 3. Monitoring of activities of Drugs Inspectors who are responsible for conduct of joint inspections, complaints investigations and sampling etc. as and when directed by the Dy. Drugs Controller (India), CDSCO, Hyderabad

	Zone 4. Coordination with Zonal Offices / State Licensing Authorities/Ports and Other Authorities as and when directed by the DDC (I) CDSCO, Hyderabad Zone. 5. Processing of On-line Medical Device applications through SUGAMPORTAL as a Nodal officer/Medical Device Officer and Reviewing Officer. 6. Processing of On-line Test License applications through SUGAM PORTAL and NSWS Portal as Nodal Officer. 7. Responsible for coordinating and compliance with the directions of the Dy. Drugs Controller (India), CDSCO Hyderabad Zone for carrying out regulatory inspections (COPPs, CLAA Inspections and Complaints, Raids/Investigations) as directed by DDC(I) Hyderabad Zone. 8. Deputation of Drugs Inspector for carrying out joint inspections, complaints investigations, sampling etc. In absence & as and when directed by the DDC (I) CDSCO Hyderabad Zone. 9. Handling queries from the applicants as a Public Relation Officer and as a Nodal Officer for resolving grievances received from public. 10. Acting as a Drawing and Disbursing Officer (DDO) in GeM administration matters for CDTL.
Drugs Inspector/ Medical Device Officer	1. To carry out inspections, investigations, raids, prosecutions if any as assigned by DCG(I) and Zonal officer, Hyderabad. 2. To carry out inspections under CLAA scheme where applications received through ONDLS /Sugam Portal. 3. To co-ordinate with International/Intelligence/PRO/Legal/Import& Registration Cell. 4. Enforcement of various provisions of Drugs and Cosmetics Acts 1940 and Rules 1945 made there under, in accordance with the directives issued by Controlling Officer i.e. Assistant Drugs Controller (India)/ Dy. Drugs Controller (India) 5. Inspection of manufacturing premises jointly with State Drug Control Authorities for drugs covered under the CLAA Scheme, i.e., Whole Human Blood, its components and blood products, LVP, notified medical

	devices, Vaccines, for the purpose of Grant/renewal of manufacturing licenses. - Evaluation of New manufacturing licence application for (Central License Approving Authority) items i.e blood, Whole Human its components and blood products, LVP, notified medical devices and Vaccines for Grant/renewal of manufacturing licence. - Inspection of manufacturing facilities in coordination with the State Drug Control Authorities for grant of WHO GMP Certificate (Certificate of Pharmaceutical product) for export of medicines across the globe. - Drawing of regular statutory drugs samples from the manufacturing & sales / distribution premises including the Govt. establishment etc. - Investigations of “Not of Standard Quality” product declared by Government Analyst of Central Govt. Drug testing laboratories and recommending necessary action as per the Drugs and Cosmetic Act 1940. - Carrying out Surprise check/Raid jointly/independently on the basis of complaint received under Whistle Blower scheme and also from other sources. - Evaluation of No objection certificates for grant of permissions for import of dual use items, not for medicinal use, Form-11, Form CT-17, Form CT-11, Form CT-14 & Form CT-15 and NOC in Form -29 for Veterinary Products - Inspection of testing labs, Ethics Committee, Clinical trial sites as per order. - Any other duties assigned by superiors of Zonal office (DDC(I)/ADC(I).
Technical Data Associate (Legal)	- Collecting sampling data from all the Drug inspectors and maintain it monthly format and assist DI/ADC(I)/DDC(I) as and when necessary. - Maintaining NSQD data, NSQD alert notices. - Chain establishment, initiation of joint investigation, Form-2 follow up. - Preparation of Chargesheets. - Prosecution / Administrative permissions action request

	to CDSCO HQ etc. 6. Preparing Lawyer nomination/ Standing Counsel nomination letter. 7. Assisting the office of CDSCO in framing replies in the matter relating to legal matters. 8. Maintaining Court cases data and also follow up from standing counsels of lower courts and High Court nominated by office and also assisting them for office related legal work. 9. Preparing Monthly, Quarterly, Annual report of sampling data, NSQD data, Court cases keeping the record of legal work activities for CDSCO Zonal Office, Hyderabad. 10. Any other work related to legal matters and any other job assigned by DDC/ADC time to time
Technical Data Associate(Tech)	1. To assist CDSCO officers in the matter of monitoring documentation. 2. Updating of Inspection reports (w.r.t Form 28D/ Form 28DA/ PAC-NOC/ Investigations/ AEFI related inspections/CT-11 related inspections any other inspection as directed by CDSCO (HQ)) pertaining to Human Vaccine manufacturing units in collab folder and timely share the same to CDSCO (HQ) as & when required by CDSCO (HQ). 3. Preparation and maintenance of KPI (Key Performance Indicators) with respect to Human Vaccines manufacturing units every month. This has to be shared every month without fail to CDSCO (HQ) RPI (Regulatory Performance Indicators) data with respect to Human Vaccines manufacturing units has to be shared with CDSCO (HQ). 4. To prepare CIP matrix and CIP Plan for Human vaccine manufacturing units & r-DNA products manufacturing units along with Veterinary Vaccines manufacturing units by the end of December every year. To prepare office orders as per CIP-Plan of the respective year and execute the inspections as per the particular quarter of CIP.

	5. To prepare details of regulatory inspection with inspection metrics w.r.t Human Vaccine manufacturing units & to prepare list of manufacturing units inspected. 6. To Monitor and manage the data related to RBI enforcement activities 7. Prescreening and scrutiny of applications in CDSCO Sugam Portal (online) and Dual Use NOC, Form CT-11, Form CT-14, Form CT-15 and Form CT-17 applications. 8. Maintenance of NSWS and Export NOC Portals 9. Pendency Status -Online applications (NSWS, Export NOC) 10. Any other work assigned by the DDC (I) / ADC (I).
Sr. Technical Data Associate (Admn/Fin)	1. Supervision of administrative and accounts activities like general administration, preparation of salary bills, personal claims of officers & staff, TA claim. Updating and maintenance of service records, leave records. 2. Preparation of letters/replies, correspondence related to administration matters. Assisting Administration staff in day-to-day work assigned by HOD and Seniors. Matters. Assisting administration staff in day-to-day 3. Preparation of administrative replies, furnishing data for the RTI replies from administrative side, Validation of data in respect of officers and staff in the Personal Information system. Generating expenditure claims such as Office Expenditure, TA Claims, Professional services through PFMS portal. 4. Monthly Expenditure statements, preparation of revised and budget estimate for the current and ensuing year. Reconciliation of accounts with Pay and Accounts Office. 5. Typing the official correspondence. Preparation of pay bills, income tax, e- TDS. Preparation of pension and retirement benefits. Purchase of stationary and other office equipments through GeM Portal. 6. Co-ordination with Audit Teams of Statutory Audit & Internal Audit. Purchase Co-ordination with

	Audit teams of Statutory audit and Internal Audit 7. All the work relating in GeM Procurement and services as well as its processing of bills
Upper Division Clerk	1. Supervision of administrative and accounts activities like general administration, preparation of salary bills, personal claims of officers & staff, TA claim. Updating and maintenance of service records, leave records. 2. Preparation of letters/replies, correspondence related to administration matters. Assisting Administration staff in day-to-day work assigned by HOD and Seniors. Matters. Assisting administration staff in day-to-day 3. Preparation of administrative replies, furnishing data for the RTI replies from administrative side, Validation of data in respect of officers and staff in the Personal Information system. Generating expenditure claims such as Office Expenditure, TA Claims, Professional services through PFMS portal. 4. Monthly Expenditure statements, preparation of revised and budget estimate for the current and ensuing year. Reconciliation of accounts with Pay and Accounts Office. 5. Typing the official correspondence. Preparation of pay bills, income tax, e- TDS. Preparation of pension and retirement benefits. Purchase of stationary and other office equipments through GeM Portal. 6. Co-ordination with Audit Teams of Statutory Audit & Internal Audit. benefits. Purchase Co-ordination with Audit teams of Statutory audit and Internal Audit 7. All the work relating in GeM Procurement and services as well as its processing of bills.
Multi Tasking Staff	1. To open and close the office before and after the arrival and departure of officers and staff. To assist the officers and staff in moving the files from one desk to other. 2. To attend the personal needs of Head of office. 3. In addition to the auxiliary support, have to do basic clerical work, whenever there is a need.
Data Entry Operator	1. Typing of letters related to technical as directed by Seniors.

	Sending emails, Scanning reports and hyperlink to respective statements., Maintaining data of inspection reports in the respective registers and computer, Work assigned by Seniors.
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iii. **Rules/ orders under which powers and duty are derived and exercised**

Deputy Drugs Controller (India) is working as Zonal Head & Controlling Officer under Drugs and Cosmetics Rules, 1945. Drugs Inspectors derive their powers from Drugs & Cosmetics Act, 1940 (Section 21, 22 and 23) and Rules made there under (Drugs and Cosmetics Rules, 1945) and Medical Device Officer (Medical Device Rules, 2017) and subsequent office orders issued by Directorate. Powers and duties of other posts are derived and exercised as per the practice in vogue. Copy of Drugs & Cosmetics Act and Rules under the said Act is available on CDSCO Website.

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

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

As per Standard operating Procedure (SOP) the process of decision making based on the identified key decision-making points is done at every level. SOP, guidance document and directorate order define the hierarchy/channel of supervision of the office. The time limits for taking decisions are set by internal office orders issued from time to time. Final Decision-making authority is vested with the Deputy Drugs Controller(I).

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

1. Nature of functions/ services offered
2. Norms/standards for functions/service delivery
3. Process by which these services can be accessed
4. Time-limit for achieving the targets
5. Process of redress of grievances

The nature of functions /services offered by this office are listed under para

no: 1.1.(iv). Various Licenses/Permissions are issued through the SUGAM PORTAL, NSWS Portal (www.cdscoonline.gov.in and www.cdscmdonline.gov.in). Time limits are specified in the SOP. The grievances are redressed through Public Relation Office. Details of PRO is available on CDSCO website.

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

- 1.2.1 Title and nature of the record/ manual/instruction.
- 1.2.2 List of Rules, regulations, instructions manuals and records
- 1.2.3 Acts/ Rules manuals etc.
- 1.2.4 Transfer policy and transfer orders

The Drugs and Cosmetics Act, 1940 and Rules made there under (Drugs and Cosmetics Rules, 1945, Medical Device Rules, 2017 and New Drugs and Clinical Trials, 2019, Guidance document for Zonal, Sub-zonal & Port Offices and subsequent office orders issued by Directorate are followed by this office for discharging functions. Further, Manual of Office Procedure and Sugam portal User Manual in electronic format are also followed. Transfer policy is formulated, and transfer orders are issued by the Directorate.

Copy of these Act, Rules, circulars, Notice is available on CDSCO website.

Transfer policy is formulated, and transfer orders are issued by the Directorate.

1.6 Categories of documents held by the authority under its control

- i. Categories of documents
- ii. Custodian of documents/categories

Documents are maintained as per the requirements of the following rules and manuals:

A) Technical:

- a) Guidance document of CDSCO Zonal/Sub-Zonal/Port offices of CDSCO.
- b) Manual of Office Procedure
- c) Drugs and Cosmetics Act, 1940
- d) Drugs and Cosmetics Rules, 1945
- e) Medical Device Rules, 2017
- f) New Drugs and Clinical Trials, 2019
- g) Cosmetic Rules, 2020

B) Administrative:

Various documents and records are maintained as per the norms of Government of India <https://dopt.gov.in/download/acts>

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

- a) Name of Boards, Council, Committee etc.
- b) Composition
- c) Dates from which constituted
- d) Term/ Tenure
- e) Powers and functions
- f) Whether their meetings are open to the public?
- g) Whether the minutes of the meetings are open to the public?

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

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

- (i) Name and designation: **Dr. K. Narendran**, Deputy Drugs Controller (India)
Telephone, fax and email ID: Tel: 040-23811481; Fax:040- 23811483 and Email id : hyderabad@cdsco.nic.in

CONTACT DETAILS OF CDSCO HYDERABAD ZONE and Sub-Zonal Offices (VISAKHAPATNAM)

Refer organization website <https://cdsco.gov.in/open cms/opencms/en/Home/>

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

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

O/o. THE DEPUTY DRUGS CONTROLLER (INDIA) CDSCO, HYDERABAD ZONE
Salary details of various posts with Pay band and Pay level for CDSCO, Hyderabad Zone, Sub-Zone Visakhapatnam and Port Offices At Hyderabad And Visakhapatnam

Deputy Drugs Controller (i)	Pay Band 78800-209200, Level - 12
Assistant Drugs Controller (I)	Pay Band 67700-208700, Level - 11
Drugs Inspector	Pay Band 47600-151100, Level - 8
UDC	Pay Band 2500-81100, Level- 4
MTS	Pay Band 19900-63200, Level -2

Sr.No.	Name of the Employee	Designation	Gross Monthly Remuneration	Contact No.
1.	Dr. K. Narendran	Deputy Drugs Controller	195630/-	040-23811481
2.	Shri. V. S. Prabhakar	Assistant Drugs Controller	165230/-	040-23811481
3.	Mr. Naveen Reddy	Drugs Inspector	123940/-	040-23811481
4.	Mr. Vikram Mengana	Drugs Inspector	123940/-	040-23811481
5.	Mrs. Renuka Pothu	Drugs Inspector	101710/-	040-23811481
6.	Mr. Sridhar Mittapally	Drugs Inspector	120520/-	040-23811481
7.	Mr. Rahul Singh	Drugs Inspector	150980/-	040-23811481
8.	Mrs. Teku Rajya Lakshmi	Drugs Inspector	101710/-	040-23811481
9.	Mr. Debashish Nayak	Drugs Inspector	123940/-	040-23811481
10.	Mrs. Kelothu Danthi Bai	Drugs Inspector	101710/-	040-23811481
11.	Mrs. S.Kalpana Kumari	Drugs Inspector	127550/-	040-23811481
12.	Mr. T. Koteswararao	Drugs Inspector	123940/-	040-23811481
13.	Mr. D. Lohithasu	Drugs Inspector	101710/-	040-23811481
14.	Mr. Anjan Goud Pendem	Drugs Inspector	127550/-	040-23811481
15.	Mrs.Sunitha Seerapu (DI)	Drugs Inspector	150980/-	040-23811481
16.	Mrs.Pavani Kilamsetty (DI)	Drugs Inspector	101710/-	040-23811481
17.	Mr. R. Venkateshwarlu	Drugs Inspector	101710/-	040-23811481
18.	Mrs.Sobha Deepthi	Drugs Inspector	118180/-	040-23811481

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

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

S.No	Designation	Technical/ Administration
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		Matters
1	Appellate Authority	Dr. K. Narendran Deputy Drugs Controller (India) Hyderabad zone, Hyderabad Email: hyderabad@cdsco.nic.in
2	Central Public Information Officer (CPIO)	Sh. V.S.Prabhakar Assistant Drugs Controller (India) Email: hyderabad@cdsco.nic.in

1.11 No. of employees against whom disciplinary action has been taken:

- i. Pending for Minor penalty or major penalty proceedings – Nil
- ii. Finalised for Minor penalty or major penalty proceedings - Nil

1.12 Programmes to advance understanding of RTI (Section 26)

i. Educational programmes

Training programme or workshop related to RTI is being attended regularly by CPIO of this office.

ii. Efforts to encourage public authority to participate in these programmes

The department encourages public authority by granting necessary permissions whenever necessary to participate in the training programmes of RTI.

iii. Training of CPIO/APIO:

Trainings are updated in IGOT Karmayogi Portal

iv. Update and Publish guidelines on RTI by the Public Authorities concerned

- **A guidance document related to RTI is published in website of CDSCO**
- **https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/RTI_Guidance_Document_CDSCO_Standard_Form.pdf**
- Further, the guidelines issued by Central Information Commission are followed <https://cic.gov.in/rti-notifications>

1.13 Transfer policy and transfer orders

Transfer policy is formulated, and transfer orders are issued by the Directorate for Gr. and Gr.B. under orders A-22011/02/2023-D dt 03-07-2023,

However, transfers of Gr. C employees are done internally within the office of CDSCO Hyderabad zone by the DDCI, CDSCO Hyderabad Zone.

Transfer policy is available on CDSCO website

2. Budget and Programme

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

- i. Total Budget for the public authority
- ii. Budget for each agency and plan & programme
- iii. Revised budget for each agency, if any
- iv. Report on disbursements made and place where the related reports are available.

The Budget Allocation is provided to CDSCO Zonal Office Hyderabad by the Administration Section, CDSCO (HQ), New Delhi under different Heads of Account to meet the day-to-day expenditure of its own and its Sub-offices viz. CDSCO's Zonal office Hyderabad, CDSCO Sub-Zone Visakhapatnam, O/o. ADC (I), RGI Airport, Shamshabad, Hyderabad including Central Drugs Testing Laboratory (CDTL), and Mini Drugs Testing Laboratory (MDTL), Hyderabad. The CDSCO Sub-Zone Visakhapatnam, O/o. ADC (I), RGI Airport, Shamshabad, Hyderabad including Central Drugs Testing Laboratory (CDTL), and Mini Drugs Testing Laboratory (MDTL), Hyderabad is under the administrative control CDSCO Zonal office, Hyderabad.

1st Budget SECRET FILE

SDG

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

SPEED POST

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

To,

Dy. Drugs Controller(I),
CDSCO, Sub. Zone, Hyderabad,
Beside APTB, Demonstration CENTRAL, S R Nagar,
Hyderabad-500038

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

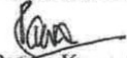
Sir/Madam,

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

(Amount in thousands)

SL.N O.	ITEM	B.E. 2025-26	R.E. 2025-26	B.E 2026-27
01	Salaries (01)	30000	24466	25000
02	Rewards(05)	150	135	150
03	Medical Treatment (06)	2000	1500	2000
04	Allowances (07)	25300	24000	26000
05	Leave Travel Concession (08)	500	236	1000
06	Training Expenses (09)	1000	72	500
07	Domestic Travel Expenses (11)	4500	4831	5000
08	Office Expenses (13)	18000	19700	22000
09	RRT for L&B (14)	3000	1700	2500
10	Printing & Publication (16)	400	400	500
11	Rent for Others (18)	2000	2060	2000
12	Digital Equipment (19)	1500	1000	1000
13	Material & Supplies (21)	5000	5000	6400
14	Advertising & Publicity (26)	200	0	00
15	Minor Civil Work (27)	5500	9960	10000
16	Professional Services (28)	1000	1120	1500
17	Repair & Maintenance (29)	12000	8400	9000
18	Other Revenue Expenses (49)	200	150	200
	TOTAL	112250	104730	114750
	Capital Object Head			
19	Machinery and Equipment(52)	6000	1950	10000
20	Furniture & Fixture (74)	500	500	1000
21	Information computer Tele. (ICT) (71)	1500	1000	1500
22	Building and Structure (72)	00	3500	00
23	Other Fixed Assests(77)	00	00	300
	Total	8000	6950	12800

Yours faithfully,


(Pawan Kumar)

--Dy. Director-Admin--

2.2 Foreign and domestic tours

- i. Budget
- ii. Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department.
 - a. Places visited
 - b. The period of visit
 - c. The number of members in the official delegation
 - d. Expenditure

Foreign Tours

S/No	Name of the officer	Places visited	Period of visit	Number of members in the official delegation	Expenditure on the visit
1	2	3	4	5	6
1	Deputy Drugs Controller(I)	Nil	Nil	Nil	Nil

Domestic Tours

S/No	Name of the officer	Places visited	Period of visit	Number of members in the official delegation	Expenditure on the visit
1	2	3	4	5	6
1	Deputy Drugs Controller(I)	Nil	Nil	Nil	Nil

iii. Information related to procurements:

- a. Notice/tender enquires, and corrigenda if any thereon,
- b. Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,
- c. The works contracts concluded — in any such combination of the above-and
- d. The rate /rates and the total amount at which such procurement or works contract is to be executed.

Nil

2.3. Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

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

- viii. Details of beneficiaries of subsidy programme (number, profile etc)

Nil

2.4 Discretionary and non-discretionary grants

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

Nil

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

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

Nil

2.6 "CAG & PAC paras

CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.

Nil

3. Publicity Band Public interface

Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof
[Section 4(1)(b)(vii)]

Formulation of Policy and Implementation is carried out by Directorate

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

- i. Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens at CDSCO website i.e., <https://cdsco.gov.in/>

ii. Arrangements for consultation with or representation by

- a) Members of the public in policy formulation/ policy implementation
Formulation of Policy and Implementation is carried out by Directorate
**Formulation of policy and implementation is carried out by
directorate.**
- b) Day & time allotted for visitors
- c) Contact details of Information & Facilitation Counter (IFC) to provide
publications frequently sought by RTI applicants

Public Relation office has been established

Centralized PRO is established by Directorate to coordinate with respective division, Zone, Sub-Zone. The contact details are available on CDSCO website, additionally the Hyderabad Zonal office has specified following:

Office	Designation	Act as	Contact details
Officers of CDSCO, Hyderabad Zone	Assistant Drugs Controller (India) CDSCO, Hyderabad Zone	PRO	hyderabad@cdsco.nic.in
	Drugs Inspector, CDSCO, Hyderabad Zone	Assisting Officer of the PRO cell	hyderabad@cdsco.nic.in
Sr. Officer of CDSCO Sub-Zone, Visakhapatnam	ADCI / Drugs Inspector	Assing Officer of PRO cell	vskp.subzone@cdsco.nic.in

Functions of PRO Office:

1. To act as single window for disposal of grievance of stakeholders on regulatory issues.
2. To provide information to the innovator regarding regulatory norms.
3. To guide, assist handhold investors in various phases of business lifecycle as per existing focus on "Invest India / Make in India" without compromising quality of regulatory oversight.

Public- Private Partnerships (PPP)

- i) Details of Special Purpose Vehicle (SPV), if any
- ii) Detailed project reports (DPRs)
- iii) Concession agreements.
- iv) Operation and maintenance manuals
- v) Other documents generated as part of the implementation of the PPP
- vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government
- vii) Information relating to outputs and outcomes
- viii) The process of the selection of the private sector party (concessionaire etc.)

- ix) All payment made under the PPP project
Nil

Are the details of policies / decisions, which affect public, informed to them [Section 4(1)(c)] Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;

- i) Policy decisions/ legislations taken in the previous one year
- ii) Outline the Public consultation process
- iii) Outline the arrangement for consultation before formulation of policy

Policy decisions/ legislations is carried out by Directorate .

Formulation of Policy and Implementation is also carried out by Directorate

Dissemination of information widely and in such form and manner which is easily accessible to the public

[Section 4(3)]

Use of the most effective means of communication

Internet (website): <https://cdsco.gov.in/> for the following information:

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

Information manual/handbook available in

- i) Electronic format

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

- ii) Printed format

Available

3.5 Whether information manual handbook available free of cost or not [Section 4(1)(b)]

List of materials available

- i) Free of cost

Electronic format can be accessed through website.

- ii) At a reasonable cost of the medium

When information required under RTI Act, fees will be charged as per Rule 4 of The Right to Information (Regulation of Fee and Cost) Rules, 2005.

4 E. Governance

4.1 Languages in which Information Manual/Handbook Available

English

4.2 When was the information Manual/Handbook last updated?

Last date of Annual updation

Updation of Manual is carried out by Directorate

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]

- i) Details of information available in electronic form
- ii) Name/title of the document/record/other information
- iii) Location where available

For Location Please Refer <https://cdsco.gov.in/>

Sl.no	Type of Information
.	
1.	Gazette Notifications
2.	Act & Rules
3.	Public notices
4.	Alerts
5.	BABE
6.	Blood Products
7.	Vaccines
8.	rDNA
9.	Stem Cells & Cell based products
10.	Global Clinical Trial
11.	Ethics Committee
12.	New Drugs
13.	Fixed Dose Combinations
14.	Investigational New Drugs
15.	Subsequent New Drugs
16.	Medical Device and IVD
17.	Cosmetics
18.	Public relation officer
19.	Circulars
20.	Vacancies.

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

i) Name & location of the facility

Central Drug Standards Control Organization, Hyderabad Zonal office,

ii) Details of information made available

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

iii) Working hours of the facility

(MONDAY to FRIDAY)

9.30 AM to 6.00 PM (except Closed holidays)

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

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

Phone 04024811481

hyderabad@cdscsco.nic.in

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

i. Grievance redressal mechanism

Public Relation office and Grievance redressal mechanism is established at Directorate and Hyderabad Zone. As and when required the Grievance will be addressed accordingly.

https://cdscsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/Revised-PRO-list-of-all-Zones-Subzones-Port-offices.pdf

Functions of PRO Office:

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

ii. Details of applications received under RTI and information provided

S.No	Year	RTI applications received	RTI applications disposed
1	2025-26	56	56

iii. List of completed schemes/ projects/ Programmes-

This office has not been assigned any Schemes/ Projects/ Programmes.

iv. List of schemes/ projects/ programme underway-

This office has not been assigned any Schemes/ Projects/ Programmes.

v. Details of all contracts entered into including name of the contractor, amount of Contract and period of completion of contract.

This office has not entered into any contract.

vi. Annual Report

Annual report of CDSCO is prepared by Directorate by compiling the information received under monthly KPIs from all Zonal and Sub-Zonal offices of CDSCO.

vii. Frequently Asked Question (FAQs) are available on CDSCO website i.e., <https://cdsco.gov.in/>

viii. Any other information such as

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

• **Citizen Charter**

<https://cdsco.gov.in/opencms/export/sites/CDSCOWEB/eri/Notifications/Citizen-Charter-CDSCO.pdf>

4.6 Receipt & Disposal of RTI applications & appeals

(i) Details of applications received and **disposed**

S.No	Year	RTI applications received	RTI applications disposed
1.	2025-26	56	56

ii) Details of appeals received and orders issued

S.No	Year	RTI applications received	RTI applications disposed
1	2025-26	Nil	Nil

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

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

5. Information as may be prescribed

5.1 Such other information as may be prescribed

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

S.No	Designation	Technical/ Administration Matters
1	Appellate Authority	Dr. K. Narendran Deputy Drugs Controller (India) Hyderabad zone, Hyderabad Email: hyderabad@cdsco.nic.in
2	Central Public Information Officer (CPIO)	Sh. V.S.Prabhakar Assistant Drugs Controller (India) Email: hyderabad@cdsco.nic.in

b) Earlier CPIO & FAAs
Appellate Authority

Sr.No.	Designation	Technical/ Administration Matters	Year
1	Smt A.Visala Appellate Authority	Deputy Drugs Controller (India) Email: hyderabad@cdsco.nic.in	20-10-2017 to 11-05-2022
2	Sh. Dr A Ramkishan Appellate Authority	Deputy Drugs Controller (India) Email: hyderabad@cdsco.nic.in	12-05-2022 to 25-05-2025
3.	Dr. K. Narendran Appellate Authority	Deputy Drugs Controller (India) Email: hyderabad@cdsco.nic.in	26-05-2025 to till date

Central Public Information Officer (CPIO)

1	Dr. Vinay Kumar Gupta, Central Public Information Officer (CPIO)	Assistant Drugs Controller (India) Email: hyderabad@cdsco.nic.in	24.07.2023 to 07.05.2026
2	V.S.Prabhakar Central Public Information Officer (CPIO)	Assistant Drugs Controller (India) Email: hyderabad@cdsco.nic.in	08.05.2026 to till date

ii. Details of third party audit of voluntary disclosure

- a. Dates of audit carried out
- b. Report of the audit carried out

The checklist for the Transparency audit was duly filled and submitted to CIC on 26.01.2021 and further reply from CIC is awaited.

iii. Appointment of Nodal Officers not below the rank of Joint Secretary/
Additional HOD

- (a) Date of appointment
- (b) Name & Designation of the officers

Not applicable

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

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

No such consultancy committee was constituted so far.

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

- a. Dates from which constituted
- b. Name & Designation of the Officers

No such consultancy committee was constituted so far.

6. Information Disclosed on own Initiative

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

Use of the most effective means of communication Internet (website):

<https://cdsco.gov.in/>

6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)

- (i) Whether STQC certification obtained and its validity.
- (ii) Does the websites have the certificate on the Website?

Website of CDSCO (www.cdsco.gov.in) is maintained Designed, Developed and Maintained by CDAC as per the requirement provided by CDSCO (HQ), New Delhi.

