SUO MOTO DISCLOSURE UNDER SECTION 4 OF RTI ACT 2005

(CDSCO, Ahmedabad Port Office)

Organization and Function

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

Name and address of the Organization

CENTRAL DRUG STANDARD CONTROL ORGANIZATION (CDSCO) AHMEDABAD PORT OFFICE

Office of the ADC (I), CDSCO, Room No. 167, 1st Floor, Air Cargo Terminal, Integrated Cargo Terminal (ICT), Sardar Vallabhbhai Patel International Airport, Ahmedabad, Gujarat - 380003.

Email: ahd.airport@cdsco.nic.in

Phone no.: 079-29700619

Website: https://cdsco.gov.in/opencms/opencms/en/Port/

Head of the Organization

Assistant Drugs Controller (India)

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 qualityof drugs, cosmetics and medical devices.

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

Function and duties

(1) Scrutiny of the Bills of entry with a view to ensure that the imported drugs comply with the provisions of Chapter III of the Drugs & Cosmetic Act and Rules there under and Drugs and Magic Remedies (Objectionable Advertisements) Act and Rules & Narcotic Drugs and Psychotropic Substances Act (NDPS) & Rules there under and any other law for the time being in force.

(2) To check the shipping bills for export for compliance of Drugs & Cosmetics Act and keep control under Narcotic Drugs and Psychotropic Substances Act & Rules.

(3) In the case of Narcotic Drugs and Psychotropic Substances Act & Rules, a certificate issued by Narcotics commissioner must be checked for import/export and details furnished to Drugs Controller General (India) through the Deputy Drugs controller (India) of the respective Zones.

(4) To ensure that no New Drug is imported into the country unless its import permitted by the Central Licensing Authority under Chapter X and XI of (New Drugs and Clinical Trials Rules 2019).

(5) Small quantities of drugs (Approved/unapproved) to be imported for personal use is duly covered by License (Form 12-B) of Drugs Rules 1945.

(6) To ensure that no Medical Device is imported into the country unless its import is permitted by the Central Licensing Authority under Chapter V and VIII of Medical Devices Rules, 2017.

(7) Small quantities of Medical devices to imported for personal use is duly covered by License (MD-21) of Medical Devices Rules, 2017

(8) To ensure that no cosmetics is imported into the country unless its import permitted by the Central Licensing Authority under Chapter III and Chapter V of Cosmetics Rules, 2020.

(9) Maintenance of Statistical data regarding imports/export of all Drugs/Cosmetics/Medical devices and submit the same on monthly basis to the Deputy Drugs Controller (India) of the respective zones and to other authorities as and when required.

(10) Co-ordination with the Customs Authority – The Port Officers should be aware of the relevant portions of Customs Act and DGFT policies

(11) Import of raw materials under Duty Exemption Entitlement Certificate (DEEC)/ Advance licensing Scheme or 100% EOU cases, Re-imported raw materials, drugs, cosmetics, refurbished Medical devices, foreign trade, MOOWR scheme bonded warehouse items must be intimated to the concerned State Drugs Controller to examine proper post-import check with a copy marked to the DDC(I) of the concerned Zone.

(12) To bring into the notice of trade about any information (notice, circular etc.) as and when required.

(13) Preparation and forwarding of Quarterly and Annual Reports to DDC(I) of concerned Zonal Office

(14) Examination and recommendations for clearance of parcels/couriers through post for import and export of Drugs, Cosmetics and Medical devices.

(15) Coordination with the customs and other investigating agencies for the matters of violation of import/export under intimation to the DDC (I) of the concerned zone. Attending meetings with customs and trade e.g. Customs Clearance Facilitation Committee (CCFC) etc.

(16) To examine the re-import/re-export consignment as per the procedures.

(17) To draw samples from import/export and re-import consignment as per laid down procedures.

(18) To examine unclaimed/seized cargo when referred by customs and offer opinion as per procedure laid down.

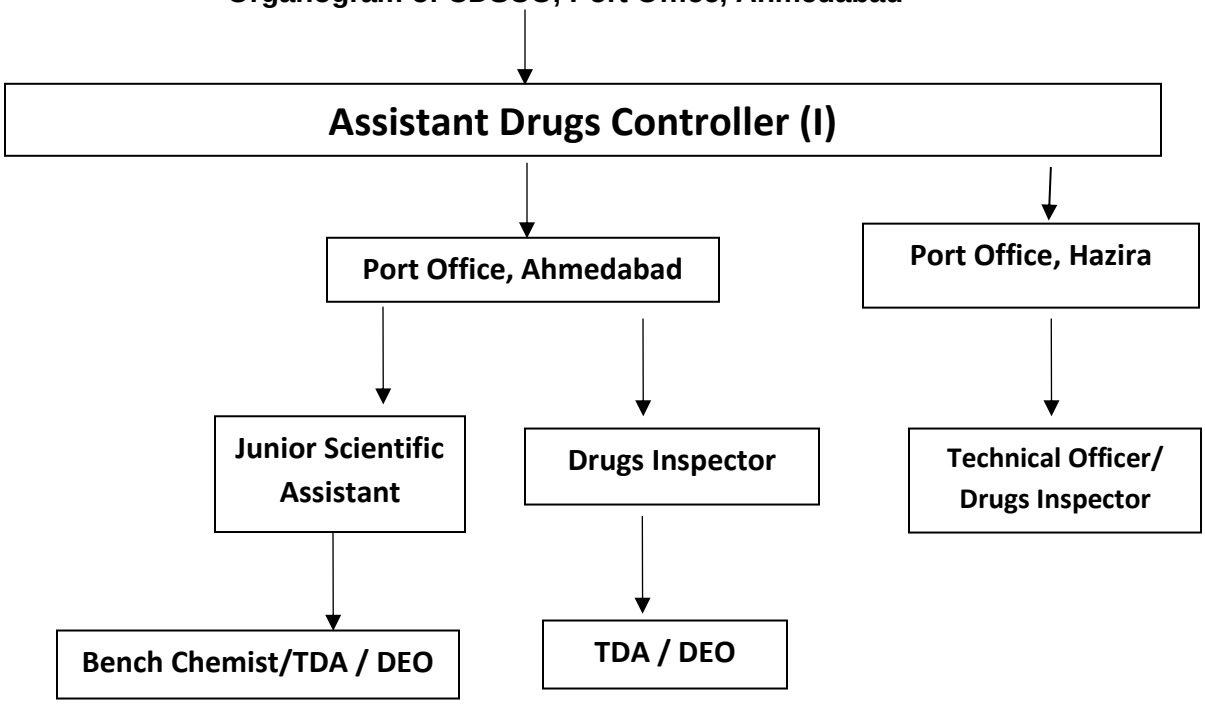
(19) In case of Drugs, Cosmetics and Medical devices of Not of Standard quality/Spurious/Adulterated/Misbranded, to be informed to all the port offices directly with a copy marked to the Deputy Drugs Controller of the concerned zone.

(20) Any other functions as assigned by DCG (I)/ JDC (I)/DDC(I)

(v) Organization Chart:

Table No.1

Organogram of CDSCO, Port Office, Ahmedabad



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.

Port office, Ahmedabad Airport

The Central Drugs Standard Control organization, Ahmedabad Port office, Airport was started functioning w.e.f 1st April 2002, in Old Air Cargo complex, GSEC Building, currently functioning at Office of the ADC (I), CDSCO, Room No. 167, 1st Floor, Air Cargo Terminal, Integrated Cargo

Terminal (ICT), Sardar Vallabhbhai Patel International Airport, Ahmedabad, Gujarat – 380003, w.e.f 22.05.2026.

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

ADC(I), Airport is responsible for import & Export of drugs /Medical devices/Cosmetics from the notified Ports of Gujarat i.e. Ahmedabad Airport, Mundra Sea Port & ICD Khodiyar.

i) Powers and duties of officers (administrative, financial and judicial) &

ii) Power and duties of other employees.

Designation	Duties
Assistant Drugs Controller (India)	1. Scrutiny of the Bills of Entry with a view to ensure that the Import/Export of Drugs/Medical Devices/IVDs/Cosmetics comply with the provisions of Drugs and Cosmetics Act, 1940, Drug Rules, 1945 and made there under, Medical Device Rules, 2017, New Drugs and Clinical Trail Rules, 2019, Cosmetics Rules, 2020, Drugs and Magic Remedies (Objectionable Advertisements) Act,1954andRules made there under, Narcotic Drugs and Psychotropic Substances Act & Rules made there under and any other laws for the time being in force and issuance of NOC for clearance of consignments. 2. Physical verification of the Import and Export consignments based on Risk based approach/ procedures/as and when required. 3. In the case of Narcotic Drugs and Psychotropic Substances Act & Rules, a certificate issued by the Central Bureau of Narcotics is verified for Import/Export and the details are furnished to the Drugs Controller General (India) through the Deputy Drugs Controller (India) of the respective Zone. 4. Ensuring that no Drugs/Medical Devices/IVDs/Cosmetics are exported/ imported into the Country unless its export/import is permitted by the Licensing Authority/Competent Authority 5. Ensuring that small quantities of drugs imported for Test, Examination and Analysis or Clinical trials or BA/BE studies or for Personal use are duly covered by Test License / Permit License as the case may be. 6. Maintenance of statistics data regarding Import/Export of all Drugs/ Cosmetics/ Medical Devices/ IVD's and submission to the Deputy Drugs

	Controller (India) of the respective Zone/DCG(I) on monthly basis and also to other officers as and when required. 7. Coordination with the Commissioner of Customs for Import/Export related matters and acquaintance on Customs Act and DGFT policies. 8. Intimation to the concerned State Drugs Controller and the DDC(I), CDSCO of the concerned Zone regarding import of Drugs/Cosmetics/Medical Devices/IVD's under DEEC scheme/ Advance Licenses/100% EOU cases for post-import check examination. 9. Guidance/ Assistance give to the CHA/Trader /Importer/Exporter/Firm and providing information/ clarification on their query/ doubt. 10. Examination of post parcels couriers for Import and Export of Drugs/Cosmetics/Medical Devices/IVD's referred by the Customs Authorities. 11. Examination and offering opinion / remarks/NOC for clearance for the bills/matters referred by the Customs Authorities/Government Agencies. 12. Coordination with the Customs and other Investigating Agencies for the matters related to the violation of Import/Export under intimation to the DDC (I) of the concerned zone. 13. Examination of the re-import/re-export consignment and offering opinion / remarks/NOC as per the laid down procedures. 14. Sampling of import/ export/re-import/re-export consignments as per risk based approach and laid down procedures and forwarding to the laboratory for testing. 15. Examination of unclaimed/seized cargo when referred by Customs Authorities and offer opinion as per procedures laid down. 16. Test report received as Not of Standard Quality/Spurious for Drugs/Cosmetics/Medical Devices/IVD's is informed to the Customs Authority of the concerned area, DDC (I) of the concerned zone, DCGI (I), all port offices for necessary action. 17. Handling of Parliamentary Questions / RTI matters / data compilation and submission to DCG (I)/DDC(I) of concern zone. 18. Central Public Information Officer (CPIO) for RTI matters and providing information directly to the applicant/ to DCG (I) office as per requirements.

	19. Handling of Administrative activities. 20. To organize workshops, meeting, seminar, trainings etc. as directed by the Directorate. 21. Coordination with subject experts and Customs Authorities and obtaining technical opinion as and when required. 22. Performing additional works as assigned by the DCG (I)/ JDC(I)/ DDC(I) of CDSCO HQ/Zonal/ 23. Monitoring & Evaluation of the work performance/attendance/complaints & discipline of the officers of CDSCO Port office Ahmedabad.
Drugs Inspector/ **Medical Device** **Officer**	1. Scrutiny of the Bills of entry with a view to ensure that the imported drugs comply with the provisions of Chapter III of the Drugs & Cosmetic Act and Rules there under and Drugs and Magic Remedies (Objectionable Advertisements) Act and Rules & Narcotic Drugs and Psychotropic Substances Act(NDPS) & Rules there under and any other law for the time being in force. 2. To check the shipping bills for export for compliance of Drugs & Cosmetics Act and keep control under Narcotic Drugs and Psychotropic Substances Act & Rules. 3. Performing Inspections with respect to Post-import check and also on other matters as directed by the ADC (I)/DDC(I) of concerned zone/Port. 4. To examine the re-import/re-export consignment as per the procedures. 5. To draw samples from import/export and re-import consignment as per laid down procedures. 6. To examine unclaimed/seized cargo when referred by customs and offer opinion as per procedure laid down. 7. In case of drugs and cosmetics of not of standard quality/spurious, to be informed to all the port offices directly with a copy marked to the Deputy Drugs controller of the concerned zone. 8. Grant of permission for small quantities of drugs imported for personal use as per DCG(I) order No. DCG(I)/Misc/2013(34) dated 12/02/2014 9. Dual use Application review and recommendation 10. Export NOC Step -II and Dual Use NOC Step -II review and recommendation 11. Forwarding of drugs including Schedule C &C(1) and Cosmetics to

	various government laboratories (CDL,CDTL,NIB, NIV, NARI, Mini Drug Testing lab, IGI, Air cargo, New Delhi) and or local labs (Govt. Approved Laboratories) for test and maintaining their relevant records. 12. Verifying the test reports of Drugs and Cosmetics with respective pharmacopoeias monograph and BIS Specification. 13. Data preparation in reply of Parliament queries/HQ/Zonal/other department. Preparation of reply to RTI related matters. 14. Online review of applications through SWIFT 2.0 Portal. 15. Handling of Parliamentary Questions and RTI matters 16. Any other work assigned by DDC(I)/ADC (I) as and when required.
Technical Data Associate	1. Preparation and forwarding of Quarterly, Half yearly and Annual Reports to the DCGI (I) and DDC (I) of the concerned zone. 2. Maintenance of the Import and Export register/database (Hard copy)/export system register 3. Preparation of letters in reply to other department correspondence. 4. Preparing and maintaining monthly statistics an import & export of Bulk drugs, Intermediates, Medical devices, Finished Formulations, Cosmetics, Excipients, etc.. for their numbers & value, number of visit to the examination area, number of samples sent to the lab and assisting the officer in furnishing the statistics to O/o DCGI and NPPA. 5. Data collection for Parliament queries/HQ/zonal/other departments. 6. Maintenance of Letter of Guarantee register, etc. 7. Other assigned work by superior officers.
Data Entry Operator	1. Typing of letters related to technical as directed by Seniors. 2. Maintenance of office copies. 3. Providing inward and outward numbers to different letters/OMs, etc. 4. Sending emails, Scanning reports and hyperlink to respective statements, Maintaining data of inspection reports in the respective registers and computer, Work assigned by Seniors. 5. Dispatch of samples , maintenance of office records.

(iii) Rules/ orders under which powers and duties are derived and exercised.

(iv) Work allocation

Powers and duties of all posts are derived and exercised as per the practice in vogue. The work allocation information is available in the Point 1.2

1.3 Procedure followed in decision making process

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

i. **Process of decision making Identify key decision making points**
ii. **Final decision making authority**
iii. **Related provisions, acts, rules etc.**
iv. **Time limit for taking a decisions, if any**
v. **Channel of supervision and accountability**

As per Standard operating Procedure (SOP) the process of decision making based on the identified key decision making points is done at every level. SOP, guidance document and Directorate order defines 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 Assistant Drugs Controller (I).

1.4 Norms for discharge of functions

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

i. **Nature of functions/ services offered**
ii. **Norms/ standards for functions/ service delivery**
iii. **Process by which these services can be accessed**
iv. **Time-limit for achieving the targets**
v. **Process of redress of grievances**

The nature of functions /services offered by this office are listed under para no: 1.2.(i), (ii).

NOC issued through the SUGAM PORTAL maintained by NIC and SWIFT 2.0 Portal maintained by ICEGATE Systems of Customs Department. Time limits is specified in the guidance document and instructions issued from Customs Authority / Directorate on time to time basis. The grievances are redressed through Assistant Drugs Controller (I)/ Drugs Inspector.

1.5 Rules, regulations, instructions manual and records for discharging functions

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

i. **Title and nature of the record/ manual /instruction.**
ii. **List of Rules, regulations, instructions manuals and records**
iii. **Acts/ Rules manuals etc.**
iv. **Transfer policy and transfer orders**

The Drugs and Cosmetics Act, 1940 and Rules made there under (Drugs Rules, 1945, Medical Device Rules, 2017, New Drugs and Clinical Trials, 2019 and Cosmetics Rules 2020, 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 and SWIFT 2.0 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.

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:-

Technical:

a) Manual of Office Procedure
b) Drugs and Cosmetics Act, 1940
c) Drugs Rules, 1945
d) CDSCO Guidance Document 2024
e) Medical Device Rules, 2017
f) New Drugs and Clinical Trials, 2019
g) Cosmetic Rules, 2020

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)]

i. **Name of Boards, Council, Committee etc.**
ii. **Composition**
iii. **Dates from which constituted (iv)Term/ Tenure**
iv. **Powers and functions**
v. **Whether their meetings are open to the public?**
vi. **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)]

S. No.	Designation	Telephone	Email ID
1.	Assistant Drugs Controller (India)	079-29700619	ahd.airport@cdsco.nic.in
2.	Drugs Inspector	079-29700619	ahd.airport@cdsco.nic.in

2.9 Monthly Remuneration received by officers & employees including system of compensation

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

List of employees with Gross monthly remuneration

System of compensation as provided in its regulations

O/o. THE ASSISTANT DRUGS CONTROLLER (INDIA) CDSCO , Port Office, Ahmedabad		
Salary details of various posts with Pay Band and Pay Level for CDSCO, West Zone, Mumbai		
1.	Asstt. Drugs Controller (India)	Pay Band 15600-39100 (GP-6600) & Level 11
2.	Drugs Inspector	Pay Band 9300-34800 (GP-4800) & Level 8
3.	Junior Scientific Assistant	Pay Band 9300-34800 (GP-4600) & Level 7

2.10 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.

Sr No	Designation	**Technical/ Administration Matters**
1	Appellate Authority	Deputy Drugs Controller (India) CDSCO Ahmedabad Zone Email: ahmedabad@cdsco.nic.in
2	Central Public Information Officer (CPIO)	Assistant Drugs Controller (India) Email: ahd.airport@cdsco.nic.in

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

Disciplinary actions are taken by the Appointing Authority i.e. CDSCO (HQ)

2.11 Programmes to advance understanding of RTI

(Section 26)

i. **Educational programmes-** The department encourages public authority by granting necessary permissions whenever necessary to participate in the training programmes of RTI. However, not yet attended.

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
List of Training Programmes attended by the CPIO are as follows:- Nil

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

A guidance document related to RTI is published in website of CDSCO
https://cdsco.gov.in/opencms/opencms/en/RTI/
https://cdsco.gov.in/opencms/export/system/modules/CDSCO.WEB/resources/pdf/RTI/guidance_documents1.pdf

Further, followed the guidelines issued by Central Information Commission
https://cic.gov.in/rti-notifications

2.12 Transfer policy and transfer orders
[F No. 1/6/2011- IR dt. 15.4.2013]

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

Transfer policy is available on CDSCO website

3. Budget and Programme

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.

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

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

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. is maintained by the CDSCO West Zone Mumbai.

Please refer soumoto disclosure of the CDSCO West Zone Mumbai for the same.

2.2 Foreign and domestic tours

(F. No. 1/8/2012- IR dt. 11.9.2012) :

i. Budget
ii. Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.
    (1) Places visited
    (2) The period of visit
    (3) The number of members in the official delegation
    (4) Expenditure on the visit
iii. Information related to procurements

    (1) Notice/tender enquires, and corrigenda if any thereon,
    (2) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,
    (3) The works contracts concluded – in any such combination of the above-and
    (4) The rate /rates and the total amount at which such procurement or works contract is to be executed.

Nil

2.3 Manner of execution of subsidy programme

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

i. Name of the programme of activity
ii. Objective of the programme

iii. Procedure to avail benefits
iv. Duration of the programme/ scheme
v. Physical and financial targets of the programme
vi. Nature/ scale of subsidy /amount allotted
vii. Eligibility criteria for grant of subsidy
viii. Details of beneficiaries of subsidy programme (number, profile etc.

Nil

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

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

Nil

2.5 Particulars of recipients of concessions, permits 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
iii. Eligibility criteria Procedure for getting the concession/ grant and/ or permits of authorizations
iv. Name and address of the recipients given concessions/ permits or authorizations
v. Date of award of concessions /permits of authorizations.

Nil

2.6 CAG & PAC paras [F No. 1/6/2011- IR Date. 15.4.2013]

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

4. Publicity Band Public interface

i. Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

Formulation of policy and its implementation is carried out by Directorate

ii. Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens at CDSCO website i.e., https://www.cdsco.gov.in/ for following information.

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/
2.	Act & Rules	https://cdsco.gov.in/opencms/opencms/en/Acts-and-rules/
3.	Public Notices	https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/
4.	Bioequivalence and Bioavailability	https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html
5.	Blood Products	https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/
6.	Vaccines	https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/
7.	rDNA	https://cdsco.gov.in/opencms/opencms/en/biologicals/rDNA/
8.	Stem Cells & Cell Based Products	https://cdsco.gov.in/opencms/opencms/en/biologicals/Stem-cells-and-Cell-based-Products/
9.	Global Clinical Trial	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/
10.	Ethics Committee	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/
11.	New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/
12.	Fixed Dose Combinations (FDCs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/
13.	Investigational New Drugs (INDs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/
14.	Subsequent New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/
15.	Medical Device and In-Vitro Diagnostics	https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/

16.	Cosmetics	https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/
17.	Public Relation Officer	https://cdsco.gov.in/opencms/opencms/en/PRO/
18.	Blood Centers	https://cdsco.gov.in/opencms/opencms/en/BloodCentre/
19.	Circulars	https://cdsco.gov.in/opencms/opencms/en/Notifications/Circulars/
20.	Vacancies	https://cdsco.gov.in/opencms/opencms/en/Notifications/Vacancy/

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

Policy formulation and its implementation is done by Directorate

a. Day & time allotted for visitors:

Office timing (10:00 AM to 05:30 PM and 10.00 am to 1.00 pm on Saturdays except 2nd and 5th Saturdays)

b. Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

Airport: CPIO, O/o. ADC (I), CDSCO, Port Office, Ahmedabad.

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

Information manual/handbook available in

Electronic format

Sr. No.	Topic	URLs
1.	e-Governance	CDSCO Website https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/SUGAM_user_manual.pdf
		SWIFT 2.0

		https://foservices.icegate.gov.in/#/login
		SUGAM Portal https://www.cdscoonline.gov.in/CDSCO/homepage

(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 wi1 be charged as per Rule 4 of The Right to Information (Regulation of Fee and Cost) Rules, 2005 .

5. E. Governance

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

English

b. When was the information Manual/Handbook last updated?
[F No. 1/6/2011-IR dt 15 4.2013]

Last date of Annual updation

Updation of Manual is carried out by Directorate and Customs Department

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

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

Refer Para 3.3

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

i. Name & location of the facility

Office of the ADC (I), CDSCO, Room No. 167, 1st Floor, Air Cargo Terminal, Integrated Cargo Terminal (ICT), Sardar Vallabhbhai Patel International Airport, Ahmedabad, Gujarat - 380003.

ii. **Details of information made available**

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

iii. **Working hours of the facility**

Office timing (10:00AM to 05:30PM) on working days and 10.00am to 1.00pm on Saturdays except 2nd and 5th Saturdays)

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

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

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

i. Grievance redressal mechanism

Mechanism is either by email, Telephone, direct meeting with ADC(I)/DI

ii. Details of applications received under RTI and information provided.

S. No.	Year	RTI applications received	RTI applications disposed
1.	2024-25	3	3
2.	2025-26	2	2
3.	2026-27	14	14

e. 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. There is no separate Annual Report for Ahmedabad Port office.

f. Frequently Asked Question (FAQs) (if any) are available on CDSCO website under each department tab. i.e., https://www.cdsco.gov.in/

g. Receipt & Disposal of RTI applications & appeals

[F.No 1/6/2011-IR t.15.04.2013]

Details of applications received and disposed

S. No.	Year	RTI applications received	RTI applications disposed
1.	2024-25	3	3
2.	2025-26	2	2
3.	2026-27	14	14

Details of appeals received and orders issued

S. No.	Year	RTI applications received	RTI applications disposed
1.	2024-25	NIL	NIL
2.	2025-26	NIL	NIL
3.	2026-27	NIL	NIL

h. 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

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]

Name & details of CPIOs & FAAs Since 2015

Sr. No.	Year	Name of the Officer	Designation	Telephone No	Email ID
i.	2023	Dr. Ravi Kant Sharma	Deputy Drugs Controller (I) **First Appellate Authority**	079-22850706, 079-22850707 & 079-29700619	ahmedabad@cdsco.nic.in
ii.	2026	Dr. Ajay Sachan	Deputy Drugs Controller (I) **First Appellate Authority**	079-22850706, 079-22850707	ahmedabad@cdsco.nic.in
iii.	2023	Mr. Shashi Paul	Assistant Drugs Controller **Central Public Information Officer**	079-29700619	ahd.airport@cdsco.nic.in
iv.	2025	Sh. Manish Singhal	Assistant Drugs Controller (I) **Central Public Information Officer**	079-29700619	ahd.airport@cdsco.nic.in

Details of third party audit of voluntary disclosure

Not Applicable, as website is maintained by Head quarter New Delhi.

Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD

Date of appointment

Name & Designation of the officers

Not Applicable

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

Dates from which constituted

Name & Designation of the officers

No such consultancy committee was constituted so far.

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

Dates from which constituted

Name & Designation of the Officers

No such consultancy committee was constituted so far.

1. **Information Disclosed on own Initiative**

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

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/
2.	Act & Rules	https://cdsco.gov.in/opencms/opencms/en/Acts-and-rules/
3.	Public Notices	https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/
4.	Bioequivalence and Bioavailability	https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html
5.	Blood Products	https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/
6.	Vaccines	https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/
7.	rDNA	https://cdsco.gov.in/opencms/opencms/en/biologicals/rDNA/
8.	Stem Cells & Cell Based Products	https://cdsco.gov.in/opencms/opencms/en/biologicals/Stem-cells-and-Cell-based-Products/
9.	Global Clinical Trial	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/

10.	Ethics Committee	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/
11.	New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/
12.	Fixed Dose Combinations (FDCs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/
13.	Investigational New Drugs (INDs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/
14.	Subsequent New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/
15.	Medical Device and In-Vitro Diagnostics	https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/
16.	Cosmetics	https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/
17.	Public Relation Officer	https://cdsco.gov.in/opencms/opencms/en/PRO/
18.	Blood Centers	https://cdsco.gov.in/opencms/opencms/en/BloodCentre/
19.	Circulars	https://cdsco.gov.in/opencms/opencms/en/Notifications/Circulars/
20.	Vacancies	https://cdsco.gov.in/opencms/opencms/en/Notifications/Vacancy/

b. 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 website show the certificate on the Website?

Website of CDSCO (www.cdsco.gov.in) is Designed, Developed and Maintained by CDAC as per request provider by CDSCO (HQ), New Delhi

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