

# **SUO-MOTTO DISCLOSURE UNDER SECTION 4 OF RTI ACT, 2005**

**(CDSCO, Airport, Mumbai)**

## **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:-**

- a) Office of Asst. Drugs Controller (I), Central Drug Standard Control Organization, airport, Room No. 10, 1<sup>st</sup> Floor, International Air Cargo Complex, Sahar Village, Andheri East, Mumbai-400099.

Phone-022-26828067

Email-[aircargo.mumbai@cdsco.nic.in](mailto:aircargo.mumbai@cdsco.nic.in)

<https://cdsco.gov.in/opencms/opencms/en/Port/>

#### **(ii) Head of the organization:-**

Shri. Pravin A. Jagtap,  
Assistant Drugs Controller (India)

<https://cdsco.gov.in/opencms/opencms/en/Port/>

#### **(iii) Vision, Mission and Key objectives:-**

##### **Vision:**

To protect and promote public health in India.

##### **Mission:**

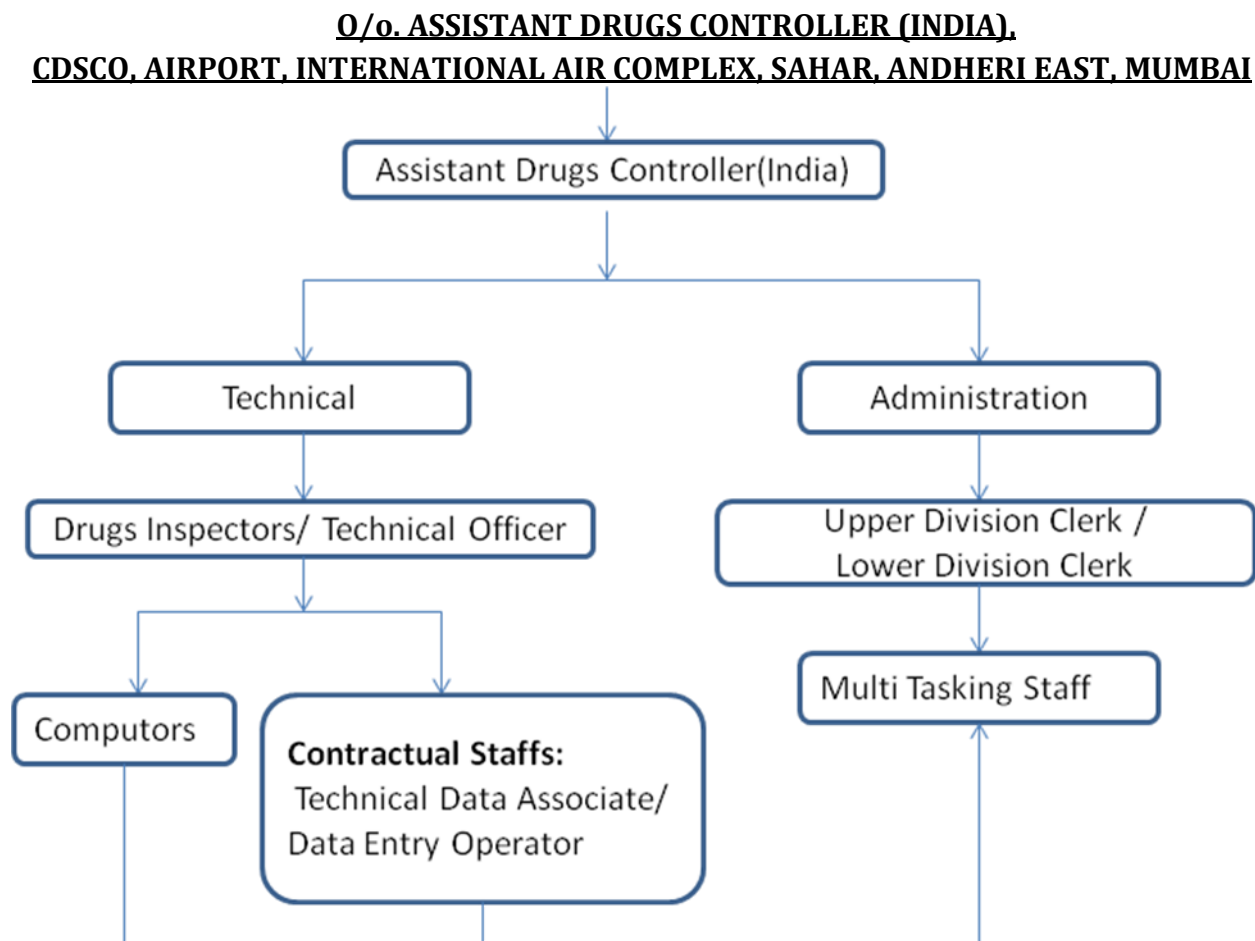
To safeguard and enhance the public health by assuring the safety, efficacy and quality of drugs, cosmetics and medical devices.

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

#### **(iv) Function and duties**

- 1) Scrutiny of the Bills of Entry/shipping bill 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 Trial Rules, 2019, Cosmetics Rules, 2020 and issuance of NOC for clearance of consignment
- 2) Handling of Parliamentary Questions and RTI matters.
- 3) Handling of Administration work as DDO and other administrative activities
- 4) Any other work assigned by DDC(I), West Zone, Mumbai and DCG(I) as an required.

(v) **Organization Chart:-**



**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, Airport, Mumbai is listed public authority under Department of Health & Family Welfare. This office is subordinate office of CDSCO (HQ), located at FDA Bhavan, Kotla Road, New Delhi. There is no separate website for subordinate offices spread across all over India and also the organization has a website maintained at CDSCO-HQ, New Delhi wherein all the functions and activities are disclosed and accordingly the information could be uploaded and updated in the CDSCO website – <https://cdsco.gov.in>.

When this office was started the in-charge of the office was Technical Officer.

## 1.2 Power and duties of its officers and employees[Section4(1)(b)(ii)]

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

(ii) Powers and duties of employees:

Designation	Duties
<b>Assistant Drugs Controller (I)</b>	<p>Supervision and monitoring of following activities:</p> <ul style="list-style-type: none"> <li>➤ Scrutiny of the Bills of Entry/shipping bill 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 and issuance of NOC for clearance of consignment.</li> <li>➤ Handling of Parliamentary Questions and RTI matters.</li> <li>➤ Any other work assigned by DDC(I), West Zone, Mumbai and DCG(I) as an required.</li> </ul>
<b>Drugs Inspectors/ Technical Officer</b>	<ul style="list-style-type: none"> <li>➤ Scrutiny of the Bills of Entry/shipping bill 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 and issuance of NOC for clearance of consignment.</li> <li>➤ Handling of Administration work as DDO and other administrative activities</li> <li>➤ Preparation of reply to RTI related matters/ Parliament queries/HQ/Zonal/other department.</li> <li>➤ Other assigned work by superior officers.</li> </ul>
<b>Upper Division Clerk/ Lower Division Clerk</b>	<ul style="list-style-type: none"> <li>➤ Preparation of all bills under the respective Heads such as Office Expenses Head, Salary Head, Medical Treatment Head, R.R.T Head, LTC Head, Travelling Expenses Head etc.</li> <li>➤ Preparation of Monthly Expenditure, Budget Estimate, Fund requirement etc. and Maintenance of Service books ,Pay bill register, Cash Book, and postage stamp etc..</li> <li>➤ Preparation of Income tax statement and filing of TDS return. ,GST TDS returns and Prof Tax returns.</li> <li>➤ Reply to all administrative emails.</li> <li>➤ Purchase of Stationery and other office items on Gem</li> <li>➤ Other works assigned by ADC (I).</li> </ul>
<b>Computer</b>	<ul style="list-style-type: none"> <li>➤ Scrutiny of documents and Data Maintenance of Import and Export.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Other assigned work by superior officers.</li> </ul>
<b>Technical Data Assistant/Data Entry Operator</b>	<ul style="list-style-type: none"> <li>➤ Maintenance of import data.</li> <li>➤ Data collection for Parliament queries/HQ/zonal/other department.</li> <li>➤ Other assigned work by superior officers.</li> </ul>
<b>Multi-Tasking Staff</b>	<ul style="list-style-type: none"> <li>➤ To manage the opening and closing of the office in accordance with office timing and the arrival and departure schedules of officers and staff..</li> <li>➤ To assist the officers and staff in moving the files from one end to other.</li> <li>➤ In addition to the auxiliary support, have to do basic clerical work also whenever there is a need.</li> </ul>

**(iii) Rules /orders under which powers and duty are derived and(iv) Exercised  
(v)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 and guidance document 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) / Drugs Inspector.

**1.4 Norms for discharge of functions[Section4(1)(b)(iv)]**

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

The nature of functions/services are listed in point no:1.2(i), (ii).NOC issued through the ICEGATE portal maintained by 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 Deputy Drugs Controller (I)/ 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 thereunder (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 User Manual in electronic format are also followed. 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. Drugs and Cosmetics Act,1940
- b. Drugs Rules,1945
- c. Medical Device Rules, 2017
- d. New Drugs and Clinical Trials,2019
- e. Cosmetics Rules,2020
- f. Guidance Document issued by Directorate

#### **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)]**

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

Boards and Committees are constituted by the Directorate.

### 1.8 Directory of officers and employees[Section4(1)(b)(ix)]

(i) Name and designation

(ii) Telephone, fax and email ID

S.No.	Name	Designation	Telephone	Email ID
1	Mr.Pravin A. Jagtap	Assistant Drugs Controller(India)	022-26828067	aircargo.mumbai@cdsco.nic.in
2	Mr. V. Sooraj	Drugs Inspector		
3	Mr.Vikas Shinde	Technical Officer		
4	Mr.Umakant Patil	Drugs Inspector		
5	Mrs. Savita Rao	Computer		
6	Ms. Suchita Ambetkar	Computer		
7	Mr. Satish Hiroji	Upper Division Clerk		
8	Mr. Kumar Saravade	Lower Division Clerk		
9	Mr. Swapnil Dhende	Multi-Tasking Staff		

### 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:

S.No.	Name	Designation	Pay Level & Pay Range
1	Mr.Pravin A. Jagtap	Assistant Drugs Controller(India)	Paylevel: 11 – (67700-208700)
2	Mr. V. Sooraj	Drugs Inspector	Paylevel: 8 – (47600-151100)
3	Mr.Vikas Shinde	Technical Officer	Paylevel: 8 – (47600-151100)
4	Mr.Umakant Patil	Drugs Inspector	Paylevel: 8 – (47600-151100)
5	Mrs. Savita Rao	Computer	Paylevel: 6 – (35400-112400)
6	Ms. Suchita Ambetkar	Computer	Paylevel: 6 – (35400-112400)
7	Mr. Satish Hiroji	Upper Division Clerk	Paylevel: 5 – (29200-92300)
8	Mr. Kumar Saravade	Lower Division Clerk	Paylevel: 3 – (21700-69100)
9	Mr. Swapnil Dhende	Multi-Tasking Staff	Paylevel: 3 – (21700-69100)

(iii)

**System of compensation as provided in its regulations**  
**Nil**

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

**(iv) Name and designation of the public information officer(PIO), Assistant Public Information (s) & Appellate Authority**

**(v) Address, telephone numbers and emailed of each designated official.**

S.NO	Name of the Officer	TelephoneNo	EmailID
1.	Shri.Santosh Indraksh, DDC(I), First Appellate Authority, CDSCO(WZ), Mumbai	022-23002279 & 022-23002215	<a href="mailto:wzmumbai@cdsco.nic.in">wzmumbai@cdsco.nic.in</a>
2.	Mr. Pravin A. Jagtap, CPIO, O/o.ADC(I), Airport, Mumbai	022-26828067	<a href="mailto:aircargo.mumbai@cdsco.nic.in">aircargo.mumbai@cdsco.nic.in</a>

**1.11 Number of employees against whom Disciplinary action has been**

**proposed/taken (Section 4(2))**

**No. of employees against whom disciplinary action has been**

**(vi) Pending For Minor penalty or major penalty proceedings**

**(vii) Finalized for Minor penalty or major penalty proceedings**

Nil

**1.12 Programmers to advance understanding of RTI (Section 26)**

**(viii) Educational programmers**

Training programmers work shop related to RTI is being attended regularly by CPIO of this office.

**(ix) Efforts to encourage public authority to participate in these programmers** The department encourages public authority by granting necessary permissions whenever necessary to participate in the training programmers of RTI.

**(x) Training of CPIO/APIO**

**List of Training Programmers attended by the CPIO are as follows:-**  
Training programmer on office administration attended from dt 17.03.2025 to 21.03.2025.

**(xi) 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](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>

### **1.9 Transfer policy and transfer orders[FNo.1/6/2011-IRdt.15.4.2013]**

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

## **2. Budget and Programmer**

**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 & programmers
- (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**

**Subject:- Revised Estimate 2024-25 & Budget Estimates 2025-26 irrespective Major Head 2210- 06104-Drugs Control ( Minor Head ) 02-CDSCO-0201- General Component - Reg.**

Sir/Madam,

I am directed to inform you that the Revised Estimate 2024-25 & Budget Estimates 2025- 26 in respect of office under each sub. head is as given below: - (amount in thousands)

Sr. No.	Object head	B.E 2023- 24	B.E 2024- 25	R.E. 2024- 25	B.E 2025--26
01	Salaries(01)	6200	6500	6400	6600
02	Rewards(05)	0	50	50	55
03	Medical Treatment(06)	300	300	300	300
04	Allowances(07)	4600	6300	6430	6430
05	Leave Travel Concession(08)	200	200	200	300
06	Pensionary Charges(04)	500	0	0	0
07	Domestic Travel Expenses(11)	300	300	200	200
08	Office Expenses(13)	1400	3000	2500	2500
09	RRT for L&B(14)	8200	6500	8000	9600
10	Rent for Others(18)	0	0	0	600
11	Digital Equipment(19)	0	0	0	500
12	Material & Supplies(21)	2000	4000	3000	3000
13	Minor Civil Work(27)	0	0	1300	0
14	Professional Services(28)	0	0	0	30
15	Repair & Maintenance(29)	1000	1000	900	1000
16	Other Revenue Expenses (49)	0	0	0	30
	<b>TOTAL</b>	<b>24700</b>	<b>28150</b>	<b>29280</b>	<b>31145</b>

**Subject:- Revised Estimate 2024-25 & Budget Estimates 2025-26 in respect of Major Head 4210- Capital Outlay on Medical and Public Health (Major Head), 04200-Other Programme (Minor Head)-21 COSCO, 2100 - Reg.**

Sir/Madam,

I am directed to inform you that the Revised Estimate 2024-25 & Budget Estimates 2025- 26 in respect of office under each sub. head is as given below: - (amount in thousands)

Sr. No.	Object head (Capital)	B.E 2023-24	H.E 2024-25	R.E 2024- 25	B.E 2025- 26
1	Machinery & Equipment(52)	3000	11000	500	4000
2	Furniture & Fixtures(74)	0	0	0	300
3	Information, computer Telecommunication (JCT) equipment(71)	0	0	372	500
	<b>Total</b>	<b>3000</b>	<b>11000</b>	<b>872</b>	<b>4800</b>

## 2.2 Foreign and domestic tours(F. No.1/8/2012- IRdt.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.
  - a) Places visited
  - b) The period of visit
  - c) The number of members in the official delegation
  - d) Expenditure on the visit
- (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[F.No. 1/6/2011-IRdt.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

[Section4(1)(b)(xiii)]

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

**Nil**

## 2.6 `CAG &PAC para [FNo. 1/6/2011- IRdt.15.4.2013]

CAGandPACparaandtheactiontakenreports(ATRs)afterthesehavebeenlaidonthetableof both houses of the parliament.

Nil

### 3. Publicity Band Public interface

3.1 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[Section4(1)(b)(vii)][F No 1/6/2011-IR dt. 15.04.2013]

#### Formulation of policy and its implementation is carried out by Directorate

- (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	<a href="https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/">https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/</a>
2.	Public Notices	<a href="https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/">https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/</a>
3.	Bioequivalence and Bioavailability	<a href="https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html">https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html</a>
4.	Blood Products	<a href="https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/">https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/</a>
5.	Vaccines	<a href="https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/">https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/</a>
6.	Global Clinical Trial	<a href="https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/">https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/</a>
7.	Ethics committee	<a href="https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/">https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/</a>
8.	New Drugs	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/">https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/</a>
9.	Fixed Dose Combinations (FDCs)	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/">https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/</a>
10.	Investigational New Drugs (INDs)	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/">https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/</a>
11.	Subsequent New Drugs	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/">https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/</a>
12.	Medical Device and In-Vitro Diagnostics	<a href="https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/">https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/</a>
13.	Cosmetics	<a href="https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/">https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/</a>

- (ii) Arrangements for consultation with or representation by

- a) Members of the public in policy formulation/ policy implementation  
**Policy formulation and its implementation is done by Directorate**

- b) Day & time allotted for visitors  
**Office timing (10:00 AM to 05:30 PM)**

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

Mr. Pravin A. Jagtap, ADC(I), CPIO, O/o.ADC(I), Airport, Mumbai,  
[aircargo.mumbai@cdsco.nic.in](mailto:aircargo.mumbai@cdsco.nic.in)

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**

3.2 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**

**(<https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/>)**

**Formulation of Policy and Implementation is also carried out by Directorate**

3.3 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)

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	<a href="https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/">https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/</a>
2.	Public Notices	<a href="https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/">https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/</a>
3.	Bioequivalence and Bioavailability	<a href="https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html">https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html</a>
4.	Blood Products	<a href="https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/">https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/</a>
5.	Vaccines	<a href="https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/">https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/</a>
6.	Global Clinical Trial	<a href="https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/">https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/</a>
7.	Ethics Committee	<a href="https://cdsco.gov.in/opencms/opencms/en/Clinical-">https://cdsco.gov.in/opencms/opencms/en/Clinical-</a>

		<a href="#">Trial/Ethics-Committee/</a>
8.	New Drugs	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/">https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/</a>
9.	Fixed Dose Combinations (FDCs)	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/">https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/</a>
10.	Investigational New Drugs (INDs)	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/">https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/</a>
11.	Subsequent New Drugs	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/">https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/</a>
12.	Medical Device and In-Vitro Diagnostics	<a href="https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/">https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/</a>
13.	Cosmetics	<a href="https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/">https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/</a>

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

Information manual/handbook available in

- (i) Electronic format

Sr. No.	Topic	URLs
1.	Sugam Portal	<a href="https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/SUGAM_user_manual.pdf">https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/SUGAM_user_manual.pdf</a>
2.	E Sanchit	<a href="https://www.icegate.gov.in/Download/eSANCHIT_Process_Guide_updated.pdf">https://www.icegate.gov.in/Download/eSANCHIT_Process_Guide_updated.pdf</a>

- (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 Language in which Information Manual/Handbook Available

[F No. 1/6/2011-IR dt. 15.4.2013]

- (i) English

(ii) Vernacular/Local Language

### **English**

**4.2** 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**

**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

### **Refer to para 3.3**

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

(i) Name & location of the facility

- a) Office of Asst. Drugs Controller (I), Central Drug Standard Control Organization, airport, Room No. 10, 1<sup>st</sup> Floor, International Air Cargo Complex, Sahar Village, Andheri East, Mumbai-400099

(ii) Details of information made available

#### **Information available in the public domains**

(<https://www.icegate.gov.in/index.html>)([www.cdsc.gov.in](http://www.cdsc.gov.in))

(iii) Working hours of the facility

**Office timing(10:00AM to 05:30PM) on working days**

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

- a. O/o. Asst. Drugs Controller (I), Central Drug Standard Control Organization (CDSCO), Room No. 10, 1<sup>st</sup> Floor, International Air Cargo, Sahar Village, Andheri (East) -400099. 022-26828067, [aircargo.mumbai@cdsco.nic.in](mailto:aircargo.mumbai@cdsco.nic.in).

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

(i) Grievance redressal mechanism

**Mechanisms either by email, Telephone, direct meeting with DDC(I)/ADC(I)**

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

S.no	Year	RTI applications received	RTI applications disposed
1	2022-23	8	8
2	2023-24	8	8
3	2024-25	6	6

- (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 from the Field formations.**

(vii) Frequently Asked Question (FAQs)

Sr. No.	Topic	URLs
1	New Drugs	<a href="https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NDMOMA==">https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NDMOMA==</a>  Additional FAQs: <a href="https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NDg1Ng==">https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NDg1Ng==</a>  <a href="https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NTU4OA==">https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NTU4OA==</a>
2	Medical Devices	<a href="https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/medical-device/Updated-FAQ-MDR_2017.pdf">https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/medical-device/Updated-FAQ-MDR_2017.pdf</a>
3	Phytopharmaceuticals	<a href="https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=MzI0MA==">https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=MzI0MA==</a>
4	Import of small quantities of drugs for the purposes of examination testing or analysis	<a href="https://cdsco.gov.in/opencms/opencms/en/FAQ/index.html">https://cdsco.gov.in/opencms/opencms/en/FAQ/index.html</a>
5	Blood Bank	<a href="https://cdsco.gov.in/opencms/opencms/en/FAQ/index.html">https://cdsco.gov.in/opencms/opencms/en/FAQ/index.html</a>
6	Cosmetics	<a href="https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/cosmetics/FAQcos.pdf">https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/cosmetics/FAQcos.pdf</a>
7	BA/BE	<a href="https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/BA_BE/revidsefaqbabe.pdf">https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/BA_BE/revidsefaqbabe.pdf</a>
8	e-SANCHIT	<a href="https://www.icegate.gov.in/Download/eSANCHIT_FAQs.pdf">https://www.icegate.gov.in/Download/eSANCHIT_FAQs.pdf</a>

- (viii) Any other information such as

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

**Nil**

#### 4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt.15.04.2013]

- (i) Details of applications received and disposed
- (ii) Details of appeals received and orders issued

S.no	Year	RTI applications received	RTI applications disposed
1	2022-23	8	8
2	2023-24	8	8
3	2024-25	6	6

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

Details of questions asked and replies given

**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[F.No.1/2/2016-IRdt.17.8.2016,FNo. 1/6/2011-IR dt. 15.4.2013]

- (i) Name & details of
  - (a) Current CPIOs & FAAs
  - (b) Earlier CPIO & FAAs from 1.1.2015

S.No	Name of the Office	CPIO	Appellate Authority	Year
1	O/o. Asst. Drugs Controller(I), Central Drug Standard Control Organization (CDSCO), Room No. 10, 1st Floor, International Air Cargo, Sahar Village, Andheri(East)-400099	Mr. Pravin A. Jagtap, ADC(I)	Shri. Santosh Indraksh, DDC(I)	03 June 2025 to till date
		Mr. Pravin A. Jagtap, ADC(I)	Shri. Jayant Kumr, DDC(I)	03 January 2025 to 02 June 2025
2		Mr. V. Sooraj, Drugs Inspector	Shri. Jayant Kumr, DDC(I)	20 June 2024 to 02 January 2025



3		Mr. Pramod M. Patil, ADC(I)	Shri. Jayant Kumr, DDC(I)	November 2023 to 19 June 2024
4		Mrs. Manita Churi, Technical Officer	Shri. A. Senkathir, DDC(I)	Sept 2020 to November 2023
5		Mrs. Manita Churi, Technical Officer	Shri. Abhishek Chawla, ADC(I)	April 2020 to Sept 2020
6		Shri. Chandrashekhar Pawar, DI	Shri. Abhishek Chawla, ADC(I)	2019 to 2020

(ii) Details of third party audit of voluntary disclosure

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

**Nil**

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

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

**Nil**

(iv) Consultancy committee of key stakeholders for advice on suo-motu disclosure

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

**Nil**

(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

**Nil**

## 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

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	<a href="https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/">https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/</a>
2.	Public Notices	<a href="https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/">https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/</a>

3.	Bioequivalence and Bioavailability	<a href="https://cdsco.gov.in/opencms/opencms/en/bioequivalence/index.html">https://cdsco.gov.in/opencms/opencms/en/bioequivalence/index.html</a>
4.	Blood Products	<a href="https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/">https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/</a>
5.	Vaccines	<a href="https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/">https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/</a>
6.	Global Clinical Trial	<a href="https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/">https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/</a>
7.	Ethics Committee	<a href="https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/">https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/</a>
8.	New Drugs	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/">https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/</a>
9.	Fixed Dose Combinations (FDCs)	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/">https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/</a>
10.	Investigational New Drugs (INDs)	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/">https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/</a>
11.	Subsequent New Drugs	<a href="https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/">https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/</a>
12.	Medical Device and In-Vitro Diagnostics	<a href="https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/">https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/</a>
13.	Cosmetics	<a href="https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/">https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/</a>

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 ST QC certification obtained and its validity.
- (ii) Does the website show the certificate on the Website?

**Website of CDSCO ([www.cdsco.gov.in](http://www.cdsco.gov.in)) is maintained by Directorate.**