



संदर्भ सं. /Ref: 1-25 (RTI)/MDTLH/2026-27/ 33

दिनांक/Date:15-07-2026

To
The Director Admn.,
Central Drugs Standard Control Organisation,
Dte. General of Health Services.,
FDA Bhawan, Kotla Road,
New Delhi-110 002.

Sub.: - Updated Suo Moto Disclosure under Section 4 under RTI Act 2005 –
Request for uploading on CDSCO website - Reg.

Sir,

With reference to the Directorate's email cited above, it is to inform that as per the instructions of the Directorate, this office is sending the Suo-Moto Disclosure under Section 4 of RTI Act 2005 for uploading in the Website. As this office is a subordinate office under Central Drugs Standard Control Organization and not having separate website. It is requested to kindly upload the Suo-Moto Disclosure pertaining to Mini Drugs Testing Laboratory, Hyderabad on the CDSCO Website.

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Yours sincerely,

V-1, 15/07/26
(Dr. Vinay Kumar Gupya)
Assistant Drugs Controller(I)
Administrative Incharge
MDTL, Hyderabad.

CH-Shailaja
15/07/26

I.PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES

MINI DRUGS TESTING LABORATORY (MDTL), SHAMSHABAD, HYDERABAD

The Mini Drugs Testing Laboratory, RGIA, Shamshabad, Hyderabad is one of the National Statutory Laboratories of the Government of India, functioning under the administrative control of the Drugs Controller General (India), Central Drugs Standard Control Organization (CDSCO), Directorate General of Health Services, Ministry of Health and Family Welfare, New Delhi from 20.06.2023.

Contact details:

The Director,

Mini Drugs Testing Laboratory

Unit No.36-40, Second Floor,

Cargo Satellite Building, RGI Airport,

Shamshabad-500108, Dist.- Ranga Reddy,

Tel. :040-29300817, email: hyd.minilab@cdsco.nic.in

Details of Officials from RTI Queries:

a) First Appellate Authority:

Dr. K. Narendran

Deputy Drugs Controller (I) & Lab In – Charge, CDTL,

Tel. No. 040-23811328

b) Central Public Information Officer (CPIO):

Dr. A. Raghuram Reddy

Government Analyst & Scientific Officer, CDTL, Hyderabad, & Technical In charge,
MDTL, Shamshabad

Tel. No. 040-23811327

1. Introduction/Background:

Mini Drugs Testing Laboratory is a National Statutory Laboratory of Government of India for quality control of Drugs, Pharmaceuticals, Cosmetics and Medical Devices established under Drugs and Cosmetics Act, 1940 and Rules 1945 thereunder. This is a subordinate Office of the Central Drugs Standard Control Organization (CDSCO), Directorate General of Health Services (DGHS), Ministry of Health and Family Welfare, Government of

India, functioning under the administrative control of Drug Controller General of India, New Delhi from 20.06.2023 onwards.

2. Mission:

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

3. Vision:

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

4. Quality Policy

- MDTL, Shamshabad, is committed to serve the nation for quality and excellence in testing of drugs and cosmetics as per Schedule L1 of Drugs & Cosmetics Act 1940 and Rules 1945, to attain highest proficiency in testing, continual improvement, transparency, good documentation practices and controlled environmental conditions.
- MDTL, Shamshabad, is committed to perform quality testing of samples using calibrated equipment, documented procedures with good professional practices and compliance to applicable regulations to ensure the quality of operations in its testing.
- MDTL, Shamshabad, is committed to promote efficiency with qualified and adequately trained personnel competent enough to perform work meeting the laboratory targets.
- MDTL, Shamshabad, is committed to ensure customer satisfaction by maintaining impartiality, integrity, confidentiality in its operations and continuously improving its quality management system.

5. Major functions of the Laboratory:

- a) Receipt and analysis of Drugs & Pharmaceutical samples received as Statutory, import / reimport samples from port office and release the test report within 60 days timelines as per Drugs and Cosmetics Act and Rules.
- b) Quick Analysis of Drugs & Pharmaceuticals formulations received as Import/ Re-Import Samples from ADC(I) office under Ministry of Health & Family Welfare.

6. Quality Objectives:

- a) To make all the laboratory staff aware to the requirements of good laboratory practices (GLP) as mentioned in Schedule L1 of Drugs & Cosmetics Act, 1940 and rules 1945 and as per the ISO/IEC 17025:2017 standards of NABL, Quality Council of India by conducting regular training and interactions.
- b) To implement effective quality system in the laboratory as per online sugam web portal.
- c) To operate in such an environment so that the test result obtained is very close to the true result.
- d) To provide test results at the earliest and to the best satisfaction.
- e) To update technical knowledge / skill of scientific / technical staff by in- house and outside training.
- f) Regular participation in Proficiency Testing and Inter laboratory Comparison Programmes.
- g) To provide proper & safe working environment to adopt Good Laboratory Practices.

7. Divisions of the Laboratory:

- a) Sample Receipt & Report Division
- b) Testing Division (Chemicals & Cosmetics)
- c) Reference Standard Division
- d) Administrative Division
- e) Purchase and Stores Division
- f) Quality Assurance & Training Division

8. TARGETS AND ACHIEVEMENTS

a) TARGETS:

This laboratory received the samples from O/c ADC(I), CDSCO, Airport Office, RGIA.

The details of the sample status for the three and current financial years i.e., 2023-24, 2024-25, 2025-26 & 2026-27 are given below.

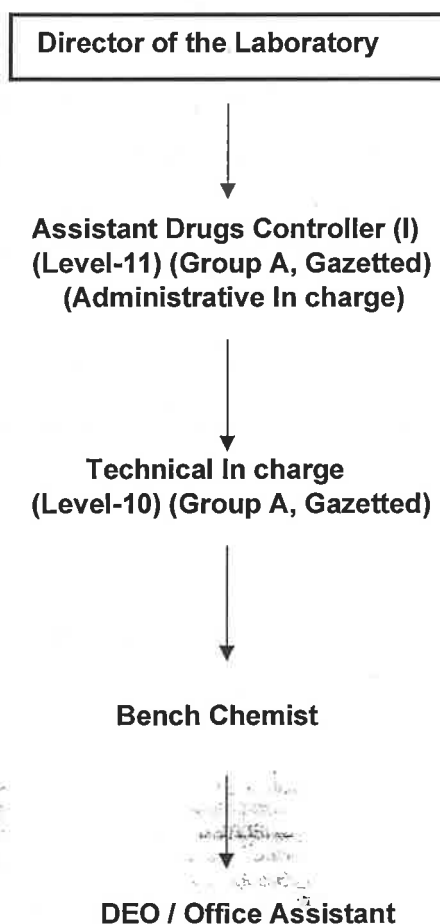
MINI DRUGS TESTING LABORATORY, SHAMSHABAD, HYDERABAD

Sl. No.	Financial year	Number of Samples Received	Number of Samples Tested	Number of Samples declared as NSQ/Spurious/Adulterated
1.	2026-27	67	60	01
2.	2025-26	445	445	01
3.	2024-25	468	468	00
4.	2023-24	210	210	00

b. ACHIEVEMENTS:

I. This Laboratory Tested more than 1000 samples received from ADC(I) Office, and Successfully achieved the task in a time bound manner.

ORGANOGRAM (As per Sanctioned Posts) :



III. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

i) Technical In charge/ Head of the Department:

- Provide an environment in which quality work can be produced
- He/She is also empowered to take decision on purchase of equipment's and contingent grant for the amount of Rs 3 Lakhs or below.
- He/She reports directly to the Drug Controller General of India under the Central Drug Standardization Organization.
- Carry out the policy and procedures enlisted for smooth running of the laboratory.
- Provide direction and training for all technical and managerial staffs involved in the receipt, handling, storage, preparation and analysis of the samples as well as the preparation, review submittal and archiving of analytical data and test reports.
- Guide, supervise and co-ordinate the activities of the different divisions of the Laboratory to achieve the quality work according to Schedule L1 of Drugs and Cosmetics Act, 1940 and rules 1945 & International GLP.
- Review of Pharmacopeial monographs and where necessary seek amendments.
- Assist Director in day-to-day technical activities of the Laboratory.
- Supervise and provide technical guidance to all analysts in analysis of drugs and cosmetic samples.
- Release of final test reports of samples analysed.
- Approve all Laboratory records.
- Approve all SOP's, calibration records and Logbooks of various equipments.
- Authorize and release certain quality related documents as per NABL requirements.
- Any other work assigned by Director.
- Assists in preparation of SOP's and maintenance of calibration records, maintenance of Logbooks of various equipments.
- Verify all Laboratory records.
- Assists in calling of tenders, purchase of chemicals, glassware, equipment accessories and miscellaneous items.

- Maintenance of stores ledgers correspondence pertaining to purchase of stores.
- Indents of store, issue of stores to divisions.

ii) Bench Chemist:

- Analysis and testing of different pharmacopeial and non-pharmacopeial API's and formulations.
- Operating different sophisticated instruments.
- Preparation and standardization of volumetric solutions.
- Preparation and maintenance of in-house working standards.
- Carrying out calibration test of the instruments.
- Assists in preparation of SOP's and maintenance of calibration records, maintenance of Logbooks of various equipment's.

iii) Data Entry Operator:

- Taking up notes, dictations, and proceedings of conference and meetings and to transcribe the same.
- General typing work, electronic data transformation, computerized typing of reports and correspondences.
- Drafting, filing, noting and performing the duties of confidential assistant.
- Maintenance of data storage system of the Laboratory for report generation.
- Deal with various Govt. circulars, administrative work and correspondence.

iv) Office Assistant:

- Serving water, snacks tea etc to officers, staff and guests as per the instructions of officers and staff.
- Shifting of office equipment, chemicals, glassware, furniture and furnishing, electrical and stationary items as well as delivering of bulk papers.
- Manage incoming and outgoing files/letters/packages.
- Visiting offices to distribute/receive office documents.
- Binding/repairing of office documents.
- Organize and maintain cleanliness of work area/desk.

IV. DIRECTORY OF THE OFFICERS AND EMPLOYEES AND REMUNERATION

Incumbency positions relating to various posts / grades as on 01.04.2026

a) Regular Staff: NIL

* With reference to Directorate order, A-31014/02/2019-D Dated : 17.12.2021, **Dr. A. Raghuram Reddy, Govt. Analyst & Scientific Officer** (Group – A, Gazetted), Level-10 CDTL Hyderabad was given additional charge of Mini Drugs Testing Laboratory, RGI Airport, Hyderabad, for day to day technical supervision, recheck the test reports generated at Mini Drugs Testing Laboratory, RGIA, Shamshabad, Hyderabad.

Contractual Staff

S. No.	Name of the Post	As per Gem Agreement	No. of Sanctioned Posts	In Position	Vacancy
1.	Bench Chemist	Rs.35280/-	04	04	Nil
2.	Data Entry Operator	Approx Rs. 26100/- (As per minimum wages Act)	02	02	Nil
3.	Office Assistant	Approx Rs. 21215/- (As per minimum wages Act)	01	01	Nil
Total Staff			07	07	0

a) PERMANANT STAFF: NIL

b) OUTSOURCED CONTRACTUAL STAFF (07):

i) Technical Staff:

Sl. No.	Name of the Employee	Designation	Official Phone Number
1.	Mrs. Ch. Shailaja	Bench Chemist	040-29300817
2.	Mr. N. Lalu Nayak	Bench Chemist	040-29300817
3.	Mr. K. Mahesh	Bench Chemist	040-29300817
4.	Mr. J. Vara Prasad	Bench Chemist	040-29300817

ii) SUPPORTING STAFF:

1.	D. Satya Vani	Data Entry Operator	040-29300817
2.	Mr. G. Yadagiri	Office Assistant	040-29300817

Recruitment Process for Staff:

- a) **Permanent Staff: NIL**
- b) **Outsourced Contractual Staff:**

Ministry of Health and Family Welfare, DGHS, Central Drugs Standard Control Organisation has been finalizing and approving the outsourcing agency (L1-Bidder) through bidding / Government e-Marketing (GeM) for supply of outsourced staff on **contractual basis for a period of one year** (may be extended/terminated) for MDTL, Shamshabad, Hyderabad from 2023 onwards.

BRIEF NOTE ON THE IMPORTANT WORK DONE ON DAY TO DAY BASIS:

a) Technical Works:

This Laboratory is receiving drugs and cosmetics (Port samples) from ADC(I) Office through online webportal i.e., www.sugamlabs.gov.in

The samples are analysed by Physico-Chemical and Instrumental Analytical Techniques and release the test reports through online www.sugamlabs.gov.in web portal as per directions of Drugs Controller General (India).

The Testing Division (Chemical) is equipped with state of art facilities and having sophisticated computerised analytical instruments like UHPLC, UV-Visible Spectrophotometer, FTIR Spectrophotometer, Auto Titrator to detect the end point to the third decimal and also digital melting and boiling point apparatus, HPLC with DAD, RI, Fluorescence Detector, Analytical Balance, Dissolution Auto Sampler, Muffle Furnace, Tablet Disintegration Apparatus, Karl Fischer Titrator, Auto Potentiometric Titrator.

The Cosmetic Testing Division is equipped with Atomic Absorption Spectrophotometer for Analysis of Heavy metals for Testing Shampoo, Fairness Creams, Hair Dyes and Body Lotions & Serums etc.

b) Administrative Works:

Establishment, Administration & Accounts: Typing works connected with establishment & administration, stores, purchase section, budget and accounts, maintenance of receipt and dispatch register, maintenance of leave accounts of staff members, maintenance of service books of staff members, maintenance of service stamps and maintenance of various files and other connected records.

Preparation of Note sheets for procurement of Chemicals, Glassware, Instrument / Equipment, Spares, Miscellaneous and Stationary Items through GeM or Local vendor or through tender process as per GFR 2017.

Replying various urgent administrative, RTI Correspondence and technical matters of the entire laboratory and on confidential letters received from the Dte./Ministry and other offices. Sending yearly and half-yearly, quarterly, monthly reports of administrative and technical matters of the Laboratory.

Maintenance of cash book accounts and other connected records. Preparation of pay bills for temporary advance, LTC and other bills of contingent purchase. Appropriation of accounts along with reconciliation. Preparation of budget and final estimates along with expenditure statements.

Store Section:

Preparation of indent, procurement of chemicals, solvents, glassware, instrument/equipment, stationary and miscellaneous receipt and issue of stores including stationery Maintenance of all stock registers and other connected records, care and custody of stores along with annual physical verification of stocks as per GFR.

V. GENERAL POINTS:

a) Procedure followed in decision-making process includes channels of supervision and accountability

Decisions are made at different levels as per hierarchy of this office and final decision making authority is Director of the Organisation

b) Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging of functions.

Rules and Regulations framed by Govt. of India. This Laboratory follows Drugs and Cosmetics Act 1940 and Rules, BIS thereunder. All procedures to be followed are well documented in quality manual and quality system procedure of this Laboratory, on administrative matters, all procedures, rules and regulations are being followed as per the instructions of the Government of India issued from time to time. As it is subordinate office working under the administrative control of the

DDC(I), CDSCO, Hyderabad, all admin works related to Establishment, Administration, Procurements and Accounts are being done at CDSCO Zonal Office, Hyderabad.

Categories of documents that are held by it or under its control- Administration, Accounts and Technical and custodian of documents is with Sections in-charge of the organization.

- c) **Boards, Councils, Committees and other bodies consisting of two or more persons** This Laboratory does not have any board, council or other such bodies
- d) **Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.** - Not Applicable
- e) **Particulars of facilities available to citizens for obtaining information, including the working hours of a library.** - Not Applicable
- f) **Internal Complaints Committee (ICC) - Women**
- | | |
|-------------------------|---|
| Chairman | - Mrs. Indira, DDC (I), RGIA Port Office. |
| Member Secretary | - Mrs. Sunitha Seerapu, DI, CDSCO. |
| External Member | - Mrs. NR Sangeetha, SSO, DCA, Telangana. |
| Members | - Ms. Anushuma Srivasthava, SLA, CDTL.
- KND Lalithambika, TDA (Admin/Finance), CDSCO.
- Mrs. Seema Afrin, Admin. Consultant, CDTL. |

