

CENTRAL DRUGS TESTING LABORATORY



GOVERNMENT OF INDIA

CENTRAL DRUGS STANDARD CONTROL ORGANISATION

(DTE. GENERAL OF HEALTH SERVICES, M/O.HEALTH & FAMILY WELFARE)

NO.37, NAVAL HOSPITAL ROAD, PERIAMET, CHENNAI – 600 003.

**Suo Moto Disclosure of Information under
Section (4) of RTI Act, 2005**

**BRIEF INFORMATION AND ENCLOSURES OF CENTRAL DRUGS TESTING
LABORATORY, CHENNAI**

- (I) This Laboratory maintains all records duly catalogued and indexed in a manner and the form which facilitates the compliance of the instructions of Right to Information Act 2005
- (ii) (i) Quality Policy of the Organization as Annexure – I.
- (ii) Vision and Mission of the Organization as Annexure-I.
- (iii) Key Objectives of the Organization as Annexure – I
- (iv) Statement of main functions of the Laboratory is enclosed as Annexure – II.
- (v) Decisions are made at different levels as per hierarchy of this office. (Organization Chart) of this Laboratory is enclosed herewith as Annexure-III.
- (vi) The particulars of the Organisation and its functions, Genesis, Inception, Formation of the Department as Annexure-IV.
- (vii) The powers of whole Laboratory is vested with the Director of this Laboratory as per the instructions issued by the Govt. of India and duties of its officers of this office is enclosed herewith as Annexure-V.
- (viii) Decisions are made at different levels as per hierarchy of this office. The hirerarchy Chart as Annexure-VI
- (ix) The Directory of the Officers and Employees is enclosed herewith as Annexure-VII
- (x) List of employees with Gross Monthly Remuneration is enclosed as Annexure - VIII.
- (xi) Information related to Procurement as Annexure – IX.
- (xii) Number of RTI Applications received and disposed is enclosed as Annexure – X.
- (xiii) Job Description/Duties of each post of CDTL, Chennai is enclosed herewith as Annexure – XI.
- (xiv) Information Related Budget Estimates of the organization is enclosed as Annexure – XII.

- (xv) Organizational Chart indicating different sections of the Laboratory is enclosed as Annexure – XIII.
- (xvi) General Points of the Organization is enclosed as Annexure – XIV.
- (xvii) Details of NABL Accreditation is enclosed as Annexure – XV.
- (xviii) NABL CERTIFICATE is enclosed as Annexure – XV.
- (xix) This Laboratory does not have any external agencies. Hence, allocation of budget to external agencies does not arise.
- (xx) This Laboratory does not have any subsidy programme.
- (xxi) Smt C. Vijayalakshmi, Director is Appellate Authority and Shri Kishor Gembali, Junior Scientific Assistant is Central Public Information Officer of Central Drugs Testing Laboratory, Chennai.
- (xxii) Norms to be followed are clearly mentioned in notified recruitment rules of various posts.
- (xxiii) As it is NABL Accredited Laboratory, all procedures to be followed are well documented in Quality Manual and Quality System Procedure and Standard Operating Procedures 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.
- (xxiv) As it is subordinate office working under the administrative control of the Drugs Controller General (I), Central Drugs Standard Control Organisation, New Delhi, this Laboratory is following policies framed by CDSCO, Dte.G.H.S., New Delhi.
- (xxv) This Laboratory does not have any board, council or other such bodies except Local Purchase Committee (LPC) and Official Language Implementation Committee (Hindi).

QUALITY POLICY OF THE ORGANIZATION

The Central Drugs Testing Laboratory, Chennai is committed to providing reliable, accurate and timely testing services in accordance with the requirements of ISO/IEC 17025:2017 and applicable regulatory and statutory requirements.

We ensure that all Laboratory activities are carried out impartially, maintaining confidentiality and integrity in all operations. Our management and staff are dedicated to good professional practice and the quality of testing in servicing our customers.

We are committed to:

- ❖ Ensuring the competence of personnel through appropriate education, training and continuous professional development.
- ❖ Implementing and maintaining a management system in compliance with ISO/IEC 17025:2017.
- ❖ Generating technically valid and traceable results using pharmacopoeial methods and calibrated equipments.
- ❖ Maintaining impartiality and preventing undue internal or external pressures that could compromise quality.
- ❖ Safeguarding confidentiality of customer information and proprietary rights.
- ❖ Continuously and consistently operating in improving the effectiveness of the management system through internal audits, management reviews and corrective actions.
- ❖ Ensuring customer satisfaction by meeting agreed requirements and addressing feedback promptly.
- ❖ All personnel concerned with testing activities are required to familiarize themselves with the quality documentation and implement the policies and procedures in their work.

The Laboratory Management is fully committed to supporting this quality policy and ensuring its implementation at all levels of the organization.

VISION AND MISSION

VISION – To protect and promote public health in India this Laboratory working under CDSCO with a strategic framework designed to transform India into a global hub for quality-assured Drugs and Pharmaceuticals.

MISSION – To safeguard and enhance public health by assuring the safety, efficacy and quality of drugs, cosmetics and medical devices through rigorous scientific testing.

- **Ensuring that every batch of drugs and cosmetics manufactured within the country meets the rigorous standards set by the Indian Pharmacopoeia (IP) and BIS respectively.**
- **Testing the Imported Drugs from Port Offices to prevent the entry of sub-standard or counterfeit products into Indian Market.**
- **Functioning as one of the Notified Laboratories under the CDSCO implementing Drugs and Cosmetics Act, 1940, to provide legally binding analysis for Government Regulators.**
- **Modernizing facilities in testing with sophisticated instruments to detect trace impurities and ensure high precision results.**
- **Implementing SUGAM LAB PORTALS in the Laboratory to provide real-time tracking of samples, ensuring transparency and accountability in testing.**
- **Providing continuous technical training to scientific staff/ analysts of this Laboratory to maintain high level of expertise in testing.**

KEY OBJECTIVES

- ❖ To make all the Laboratory Staff aware to the requirements of ISO/IEC 17025:2017 by conducting regular training and interactions.
- ❖ To implement effective quality system in the Laboratory.
- ❖ The Laboratory shall be committed to impartiality and confidentiality of the results.
- ❖ To ensure the competence of personnel through appropriate education, training and continuous professional development.
- ❖ To ensure dependable and accurate testing facility.
- ❖ To operate in such an environment so that the test result obtained is very close to the true result.
- ❖ To consistent operation in improving the effectiveness of the management system through internal audits, management reviews and corrective actions.
- ❖ To provide test results at the earliest and to the best satisfaction.
- ❖ To update technical knowledge/skill of scientific/technical staff by in-house and external training.
- ❖ Regular participation in Proficiency Testing and Inter-Laboratory Comparison Programs
- ❖ To provide proper and safe working environment to adopt Good Laboratory Practices.

FUNCTIONS OF THIS LABORATORY

(Section wise)

Name of Office : CENTRAL DRUGS TESTING LABORATORY, CHENNAI

Sl.No.	Section	Functions (in brief)
01.	1. Chemical Section 2. Instrumentation Section 3. Cosmetic Section 4. Microbiology Section 5. Medical Devices Testing (Condoms Testing Section).	This Laboratory has been analysing the Drugs Samples received from the following sources: Legal Samples received from the Deputy Drugs Controller (I), South Zone-Chennai, Bangalore, Hyderabad, West Zone-Mumbai, Ahmedabad, North Zone, Ghaziabad, Baddi and East Zone-Kolkata of Central Drugs Standard Control Organization and Import Samples from ADC(I), CDSCO Seaport, Chennai, ADC(I), CDSCO, Airport, Chennai, ADC(I), CDSCO, Airport, Bangalore and ADC(I), CDSCO, Airport, Ahmedabad, ADC(I), Sea Port, Parvel, ADC(I), CDSCO, New Delhi, ADC(I), Kolkata, ADC(I), CDSCO, Cochin, ADC(I) Port Vishakapatnam. The following sections are backbone of this Laboratory as most of the Physico Chemical Tests are being conducted in the section. <u>CHEMICAL SECTION</u> The Drugs and Pharmaceuticals are tested by Physico-Chemical Methods. This Laboratory works as per Drugs and Cosmetics Act, 1940 and Rules 1945. <u>CATEGORIES OF DRUGS TESTED</u> Anti-Inflammatory Drugs, Anthelmintic Drugs, Anti Bacterial, Anti Histamine, Analgesic & Antipyretic, Antiemetic, Anti Hypertensive, Anti Protozoal & Antifungal, Diuretic, Antidiabetic Antiulcer, Antidiarrhoeal, Antiviral etc. Also Cosmetics, , Disposable Syringe and Needles, Rubber Latex Gloves, Sutures are tested. This Laboratory is having various latest imported, sophisticated Instruments like ❖ Gas Chromatograph ❖ Atomic Absorption Spectrophotometer ❖ High Performance Thin layer Chromatograph ❖ High Performance Liquid Chromatographs ❖ U.V.-Visible Spectrophotometers, ❖ F.T.-I.R. Spectrophotometer ❖ Dissolution Test Apparatus ❖ Disintegration Test Apparatus ❖ AutoTitra-Smart ❖ KF Titra-Smart ❖ Digital Polarimeter ❖ Digital Melting Point Apparatus ❖ Total Organic Carbon Analyser ❖ Hot Air Oven and Vacuum Oven ❖ pH Meters ❖ Analytical Balance ❖ Pharma Refrigerators ❖ B.O.D. Incubators

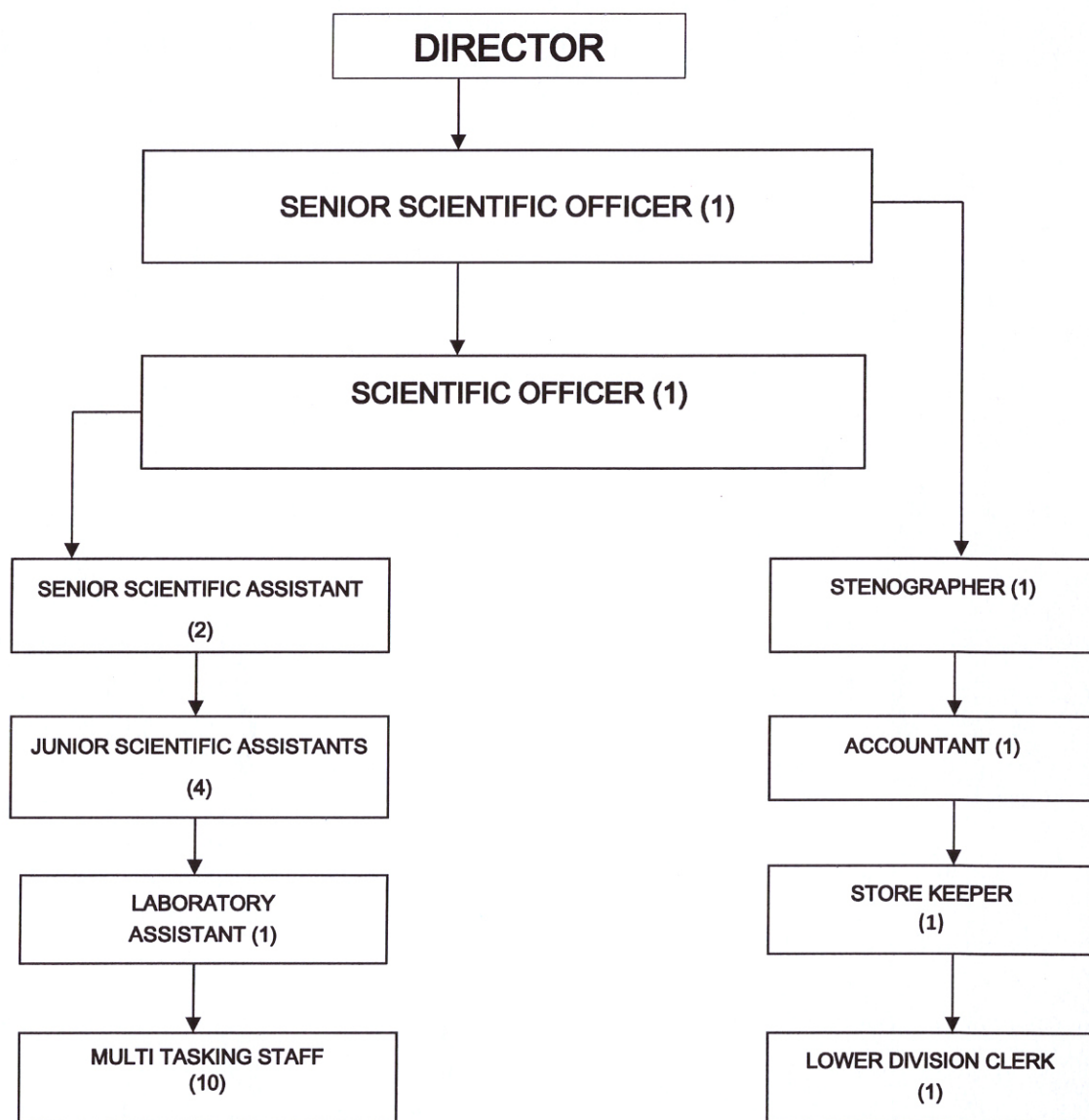
		<u>MICROBIOLOGY SECTION</u> 1. Sterility Tests are performed for Sterile Samples. 2. Microbial Limit Tests are done for all Cosmetics , Creams and Gel. 3. Microbiological Assay of various antibiotics like Erythromycin, Amikacin, Gentamicin are performed to find the efficacy of the Drug Sample. 4. Bacterial Endotoxin Test is also carried out in this laboratory using LAL reagent Microbiology Section is provided with two Autoclaves Vertical and Horizontal, two Laminar Flow one for Sterility and other for Microbiological Assays, B.O.D. Incubators separately for Bacterial and Fungal, Hot Air Oven, BET Instrument etc. <u>MEDICAL DEVICE TESTING SECTION</u> This Laboratory has been notified by M/o. Health and Family Welfare by a Gazette Notification bearing No.X.11014/3/2008-DFQC dated 09/09/2009 as the Appellate Laboratory for analysis of Rubber Latex Condoms and its Related Products. This section is provided with sophisticated instruments like 1. Burst Volume Burst Pressure Apparatus (Enersol & Real Time Make). 2. Length Mandrel for measuring the length of the Condoms. 3. Dial Thickness Guage and Digital Thickness Gauge for measuring the thickness of the Condom. 3. Water Leakage Testing Apparatus. 4. Package Integrity Tester. 5. Universal Testing Machine (Make : Tinius Olsen Hounsfield) The testing of Condoms is done as per Schedule R of Drugs & Cosmetics Act. <u>COSMETICS TESTING SECTION</u> The Tests are carried out as per IS Specification for the following Cosmetics formulated by Bureau of Indian Standards HAIR OIL, HAIR SHAMPOO, HAIR DYE, CONDITIONER, CREAM SOAP, POWDER, BABY POWDER, BABY SHAMPOO, LOTIONS, NAIL POLISH, LIPSTICK ETC. This section is provided with Foam Height Test Apparatus for testing shampoo, Breaking Load Apparatus for testing lipstick, sieve shaker, adhesion test apparatus, drying time apparatus for testing nail polish etc.
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Sl.No.	Section	Functions (in brief)
02.	<u>NON-TECHNICAL</u> ESTABLISHMENT, ADMINISTRATION, ACCOUNTS & STORES SECTIONS	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. Replying various urgent administrative 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 alongwith reconcillation. Preparation of budget and final estimates alongwith expenditure statements. Preparation of indent, procurement, receipt and issue of stores including stationery. Maintenance of all stock registers and other connected records, care and custody of stores alongwith annual physical verification of stocks.

CENTRAL DRUGS TESTING LABORATORY, CHENNAI

37, NAVAL HOSPITAL ROAD, PERIAMET, CHENNAI-3

ORGANIZATION CHART



GENESIS, INCEPTION AND FORMATION OF THE DEPARTMENT

The Central Drugs Testing Laboratory, Chennai, a subordinate office of the CDSCO, Directorate General of Health Services, M/o. Health and Family Welfare, New Delhi functioning under the administrative control of the CDSCO, Drugs Controller General of India, New Delhi. This Laboratory was started in 1965 and was previously known as Biological Laboratory and Animal House. Animal Testing is ceased in this Laboratory since 1998. This Laboratory was taken over by CDSCO and rechristened as Central Drugs Testing Laboratory in the year, 1995.

THE STATUTORY AND OTHER MAJOR FUNCTIONS OF THE LABORATORY

It is presently engaged in the analysis of Drugs and Cosmetics and Medical Devices received from the office of the Deputy Drugs Controller (I), South Zone, Chennai, Bangalore, Ahmedabad, Hyderabad, Kolkata, Ghaziabad, Baddi of Central Drugs Standard Control Organization and Import Samples from ADC(I), CDSCO Seaport, Chennai, ADC(I), CDSCO, Airport, Chennai, ADC(I), CDSCO, Airport, Bangalore, ADC(I), CDSCO, Airport, Ahmedabad, ADC(I), Sea Port, Parvel, ADC(I), CDSCO, New Delhi, ADC(I), CDSCO, Kolkata, ADC(I), CDSCO, Cochin, ADC(I) Port Vishakapatnam, Dehradun, Mumbai and also Drug samples are received from Union Territory of Puducherry are being analysed by Physico-Chemical, Microbiological and Pharmacological methods. This Laboratory comprises of Chemical Section, Instrumental Section, Microbiology Section, Cosmetic Testing Wing. In addition to this, it has a well established Medical Devices Testing Wing (Condoms Testing Section).

This Laboratory has been notified as Appellate Laboratory for analysis of Condoms and related products vide Govt. of India's Gazette Notification No.X-11014/3/2008-DFQC dated 22.01.2009 and Director of this Laboratory has been authorized to exercise powers vested with Appellate Laboratories regarding condoms and related products.

This Laboratory has also been notified as Central Medical Device Testing Laboratory for the purpose of testing of Condoms vide M/o. Health and Family Welfare, Govt. of India Notification No.X.11035/22/2018-DR dated 01.06.2018.

The Laboratory has been given continuation of NABL Accreditation for the Standard ISO/IEC 17025:2017 for Chemical and Mechanical (Testing of Condoms) Discipline after the Reassessment Audit by the NABL Assessors on 25.04.2026 and 26.04.2026 by the National Accreditation Board for Testing and Calibration Laboratories from 01.05.2026 to 30.04.2030 in the field of Testing.

Smt C. Vijayalakshmi, Director of this Laboratory has been notified by Govt. of India vide Gazette Notification No.2315 dated 30.11.2012 as Government Analyst under Section 20 of the Drugs and Cosmetics Act, 1940 for the whole of India in respect of all classes of drugs except the classes of drugs mentioned in Notification.

Smt G. Sasikala, Senior Scientific Assistant and Shri Kishor Gembali, Junior Scientific Assistant of this Laboratory have been notified by Govt. of India vide Gazette Notification No.S.O.5090(E) dated 02.11.2022 as Government Analyst under Section 20 of the Drugs and Cosmetics Act, 1940 (23 of 1940).

This Laboratory is also analyzing Export Quality Cough Syrup Samples as per the Notification vide No.DCGI/MISC/2023/09 dated 25.05.2023 and 26.05.2023 of the Drugs Controller General (I), Central Drugs Standard Control Organisation Headquarter, New Delhi.

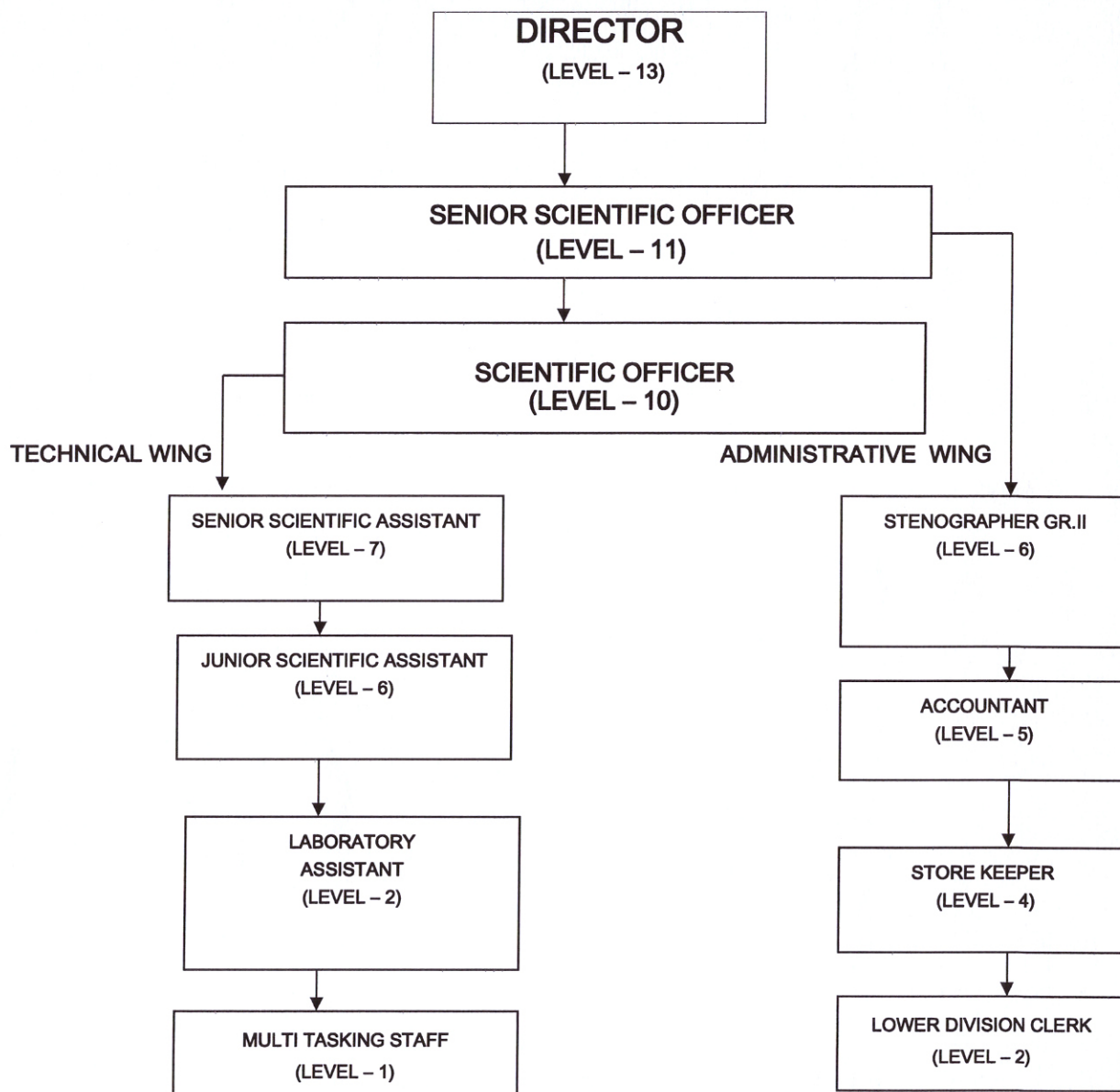
CENTRAL DRUGS TESTING LABORATORY, CHENNAIPowers and duties of officers

Sl.No.	Name & Designation of the official	Main jobs performed (in brief) by each official
01.	Director	- Responsible for the implementation of Drugs and Cosmetics Act 1940 and Rules thereunder in the process of testing of Drugs and Cosmetics samples and for the maintenance and up-keep of the laboratory strictly according to the conditions prescribed thereunder. - Designated as Authorized Signatory by NABL and Government Analyst as per Sub-Section (2) of Section 20 of Drugs and Cosmetics Act, 1940 vide Gazette Notification No.2315 and S.O.2809(E) & No.X-11014/2/2012-DC/ DFQC dated 30.11.2012 and holds the administrative and technical charges of the Central Drugs Testing Laboratory, Chennai. - Attending to the administrative and technical functions of the Laboratory and exercises general supervision and control over the work carried out in the different wings of the Laboratory. - Responsible to depute the scientific staff regularly to reputed institutes for upgradation of their knowledge & technical skills. - Responsible for authorizing specific personnel to perform particular type of technical / administrative work. - Responsible for Supervising the work of all Scientific and Administrative Staff. - Supervise and control over all work carried out in the Chemical, Microbiology, Instrumentation, Medical Devices Section and Cosmetics wing and will ensure that testing of samples is not unduly delayed at any stage..
02.	Senior Scientific Officer (VACANT)	Not Applicable
03.	Scientific Officer (Vacant)	Not Applicable

CENTRAL DRUGS TESTING LABORATORY, CHENNAI

37, NAVAL HOSPITAL ROAD, PERIAMET, CHENNAI-3

HIERARCHY CHART



CENTRAL DRUGS TESTING LABORATORY, CHENNAI**DIRECTORY OF THE OFFICERS AND EMPLOYEES**

SL.NO.	NAME OF THE EMPLOYEE	DESIGNATION	OFFICIAL PHONE NUMBER	OFFICIAL EMAIL ID.
01.	SMT C. VIJAYALAKSHMI	DIRECTOR	044-25610402	cdtl-chennai@ cdsco.nic.in
02.	SMT V. SUBHA	SR. SCIENTIFIC ASSISTANT	-DO-	-DO-
03.	SMT G. SASIKALA	SR. SCIENTIFIC ASSISTANT	-DO-	-DO-
04.	SHRI KISHOR GEMBALI	JR. SCIENTIFIC ASSISTANT	-DO-	-DO-
05.	SHRI DEVARAPALLI VENKATESH	JR. SCIENTIFIC ASSISTANT	-DO-	-DO-
06.	SHRI C.R. SOMASUNDARAM	STENOGRAPHER GR.II	-DO-	-DO-
07.	MS. SEERAMREDDY LAVANYA	ACCOUNTANT	-DO-	-DO-
08.	SHRI R. NARAYANAN	STORE-KEEPER	-DO-	-DO-
09.	SHRI DINESH	LOWER DIVISION CLERK	-DO-	-DO-
10.	SMT R. RENUKA	LABORATORY ASSISTANT	-DO-	-DO-
11.	SHRI M. MATHIPARAYANAR	MULTI TASKING STAFF	-DO-	-DO-
12.	SHRI R. AGILAN	MULTI TASKING STAFF	-DO-	-DO-
13.	SHRI G. THIYAGARAJAN	MULTI TASKING STAFF	-DO-	-DO-
14.	SHRI B. SUBASH	MULTI TASKING STAFF	-DO-	-DO-

CENTRAL DRUGS TESTING LABORATORY, CHENNAI**List of existing employees with Pay Level**

SL. NO.	NAME OF THE EMPLOYEE	DESIGNATION	PAY LEVEL (TILL MARCH, 2026)
01.	SMT C. VIJAYALAKSHMI	DIRECTOR	Pay Level – 13
02.	SMT V. SUBHA	SR. SCIENTIFIC ASSISTANT	Pay Level – 7
03.	SMT G. SASIKALA	SR. SCIENTIFIC ASSISTANT	Pay Level – 8
04.	SHRI KISHOR GEMBALI	JR. SCIENTIFIC ASSISTANT	Pay Level – 7
05.	SHRI DEVARAPALLI VENKATESH	JR. SCIENTIFIC ASSISTANT	Pay Level – 6
06.	SHRI C.R. SOMASUNDARAM	STENOGRAPHER GR.II	Pay Level – 8
07.	MS SEERAMREDDY LAVANYA	ACCOUNTANT	Pay Level – 5
08.	SHRI R. NARAYANAN	STORE-KEEPER	Pay Level – 6
09.	SHRI DINESH	LOWER DIVISION CLERK	Pay Level – 2
10.	SMT R. RENUKA	LABORATORY ASSISTANT	Pay Level – 2
11.	SHRI M. MATHIPARAYANAR	MULTI TASKING STAFF	Pay Level – 3
12.	SHRI R. AGILAN	MULTI TASKING STAFF	Pay Level – 3
13.	SHRI G. THIYAGARAJAN	MULTI TASKING STAFF	Pay Level – 2
14.	SHRI B. SUBASH	MULTI TASKING STAFF	Pay Level – 2

Information related to Procurement

As far as Procurement of this Laboratory is concerned, this Laboratory follows the norms laid down by the Government of India. This Laboratory has a Purchase Committee comprising of 04 (Four) Internal Members and 01 (One) External Member. The Procurement of Chemicals, Glasswares, Stationeries, etc. are done through Government e-Market (GeM) Portal. If the products are not available in GeM then the same is procured through Limited Tender Enquiries from Approved Vendors through Purchase Committee.

**Details of applications received under RTI and information provided and
Details of applications received and disposed and Details of appeals
received and orders issued**

The RTI Applications received for the year 2025-26 is 06 (Six) The Total 06 RTI Applications alongwith 01 Appeal has been admitted and disposed during the year 2025-26.

Details of Appellate Authority and CPIO of CDTL, Chennai.

NAME	DESIGNATION
SMT C. VIJAYALAKSHMI	DIRECTOR & APPELLATE AUTHORITY
SHRI KISHOR GEMBALI	JUNIOR SCIENTIFIC ASSISTANT & CENTRAL PUBLIC INFORMATION OFFICER

JOB DESCRIPTION/DUTIES OF EACH POST OF CDTL, CHENNAI**Name of Office : CENTRAL DRUGS TESTING LABORATORY, CHENNAI****Name of Section : TECHNICAL AND NON-TECHNICAL SECTION****List of functions/
job performed : ANALYSIS OF DRUGS, PHARMACEUTICALS, CONDOMS AND
COSMETICS SAMPLES**

Sl.No.	Name of the Post	Main jobs performed (in brief)
01.	Director	• Designated as Authorized Signatory by NABL and Government Analyst as per Sub-Section (2) of Section 20 of Drugs and Cosmetics Act, 1940 vide Notification No.2315 and S.O.2809(E) & No.X-11014/2/2012-DC/ DFQC dated 30.11.2012 and holds the administrative and technical charges of the Central Drugs Testing Laboratory, Chennai. • Attends to the administrative and technical functions of the Lab and exercises general supervision and control over the work carried out in the different wings of the Laboratory. • Responsible to provide guidance to all technical and managerial staff involved in the quality management. • Responsible to guide, supervise and coordinate the activities of the different sections of the laboratory to achieve quality work. • Responsible for the implementation of Drugs and Cosmetics Act 1940 and Rules thereunder in the process of testing of Drugs and Cosmetics samples and for the maintenance and up-keep of the laboratory strictly according to the conditions prescribed thereunder. • Responsible to depute the scientific staff regularly to reputed institutes for upgradation of their knowledge & technical skills. • Responsible for authorizing specific personnel to perform particular type of technical / administrative work. • Being Government Analyst Responsible for signing of reports of samples received under Form-18. • Being Appellate Authority of CDTL, Chennai, responsible for RTI Matters. • Responsible for Supervising the analysis of Drugs and Pharmaceuticals and Medical Devices. Rubber Latex Condoms, Gloves etc. done by Scientific Assistants and guiding the technical staff in preparation of documents for regular NABL Audit. • Responsible for personally analyse the protocols of testing and signing the final reports. • Responsible for the safe custody of all protocols of testing carried out in all the sections of the Laboratory. • Responsible to allot the sample to different sections / divisions. • Responsible for implementation of quality system of the laboratory. • Supervise and control over all work carried out in the Chemical, Microbiology, Instrumentation, Medical Devices Section and Cosmetics wing and will ensure that testing of samples is not unduly delayed at any stage.. • Also, Panel Member in Bureau of Indian Standard (PCD-19) and MHD.

Sl.No.	Name of the Post	Main jobs performed (in brief)
02.	Senior Scientific Officer	- Responsible for supervision of Chemical Wing and for the Chemical testing, under prescribed conditions of all Instrumental drugs samples. - Personally, analyses the protocols of testing and to scrutinise the final report and give opinion thereon. - Responsible for the safe custody of all protocols of testing carried out in the instrumental wing. - Responsible for checking, supervising and having control of work carried out in the instrumental wing and to ensure that testing of samples is not unduly delayed at any stage. - Responsible for the safe custody and proper maintenance of equipments and tools in the Instrumental Wing. - Being Government Analyst Responsible for signing of reports of samples received under Form-18.
03.	Scientific Officer	- Responsible for supervision of Instrumentation Wing and for the Instrumental testing, under prescribed conditions of all Instrumental drugs samples. - Personally, analyses the protocols of testing and to scrutinise the final report and give opinion thereon. - Responsible for the safe custody of all protocols of testing carried out in the instrumental wing. - Responsible for checking, supervising and having control of work carried out in the instrumental wing and to ensure that testing of samples is not unduly delayed at any stage. - Responsible for the safe custody and proper maintenance of equipments and tools in the Instrumental Wing. - Being Government Analyst Responsible for signing of reports of samples received under Form-18.
04.	Sr. Scientific Assistant	To undertake analysis of drugs and cosmetics samples by Physico-Chemical, Microbiological and Instrumental Techniques. To maintain various ref. standards and bacterial strains. To maintain receipt of drugs and cosmetics samples. To maintain the sophisticated instruments and other laboratory equipments in good condition alongwith the log books. To maintain records related to drug analysis and to render assistance to the Director for carrying-out research in the field of Drug and Cosmetics analysis. To assist in procurement of Laboratory Chemicals, Instruments, Glass Apparatus etc. for day to day use and to supervise and guide on the works done by auxiliary staff.
05.	Jr. Scientific Assistant	To undertake analysis of drug samples by Chemical, Microbiological and Instrumental Techniques. To maintain various reference standard and bacterial strains. To maintain receipt of drugs samples. To maintain the sophisticated instrument alongwith the log books. To maintain records related to drug analysis and to render assistance to the Director for carrying-out research in the field of Drugs and Cosmetics analysis.
06.	Stenographer Gr.II	To take dictation from the Director on various urgent administrative and technical matters of the entire laboratory and on confidential letters received from the Dte./Ministry and other offices and then type these letters. To send monthly, quarterly, half-yearly and annual reports of administrative and technical matters of the Laboratory. To receive, diarise and despatch the confidential letters of the laboratory. To assist the Director by typing the necessary matter in conducting of departmental enquiries and disciplinary proceedings against the staff, if any. To attend to other duties concerning the laboratory/office that assigned by the Director.

Sl.No.	Name of the Post	Main jobs performed (in brief)
07.	Accountant	Handling of cash and 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 alongwith reconciliation. Income Tax Assessment, TDS, Pension, Medical Bills, Preparation of budget and final estimates alongwith expenditure statements. Maintenance of GPF ledgers for and other registers connected with concerned accounts and look after the works connected with the service matters of the employees and other duties assigned by the Director.
08.	Store-Keeper	Preparation of indent, procurement, receipt and issue of stores including stationery. Maintenance of all stock registers and other connected records, care and custody of stores alongwith annual physical verification of stocks and other duties assigned by the Director.
09.	Laboratory Assistant	To prepare the chemical reagents and volumetric solutions required for analysis. To prepare the buffer solutions and maintain related registers. To maintain cleanliness of equipments such as Hot Air Oven etc. and ensure their efficient working. To assist the chemist to set up various tests and other duties assigned by the Director.
10.	Lower Division Clerk	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 under the direct control of Director, maintenance of service stamps and maintenance of various files and other connected records and other duties assigned by the Director.
11.	Multi Tasking Staff	Cleaning of Laboratory benches and washing of Glasswares and other articles required for Drugs and Cosmetics analysis and other duties assigned by the Director.

SPEED POST

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

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

To

The Director,
Central Drugs Testing Laboratory,
37, Naval Hospital Road, Periamet, Campus GMSDA,
Chennai-600003

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. NO.	ITEM	B.E. 2025-26	R.E. 2025-26	B.E 2026-27
1	Salaries (01)	8800	8500	9000
2	Rewards(05)	110	94	100
3	Medical Treatment (06)	300	150	300
4	Allowances (07)	7688	7770	10000
5	Leave Travel Concession (08)	100	20	100
6	Training Expenses (09)	100	100	100
7	Domestic Travel Expenses (11)	150	200	200
8	Office Expenses (13)	3500	3000	3500
9	Printing & Publication (16)	200	114	200
10	Digital Equipment (19)	200	200	200
11	Material & Supplies (21)	1000	1200	1000
12	Minor Civil Work (27)	1500	1430	1500
13	Repair & Maintenance (29)	2600	2700	2600
	Total	28300	25478	28800
	Capital Head			
14	Machinery and Equipment(52)	1500	2000	2500
15	Information computer Tele.(71)	500	350	500
16	Other Fixed Assets(77)	00	00	200
	Total	2000	2350	3200

Copy to:-

Pay & Accounts Office, ओ. प. प्र. चैन्ने
Ministry of Health & FW, Chennai
CDTL, CHENNAI

for n/a
6/25/3/26
RR

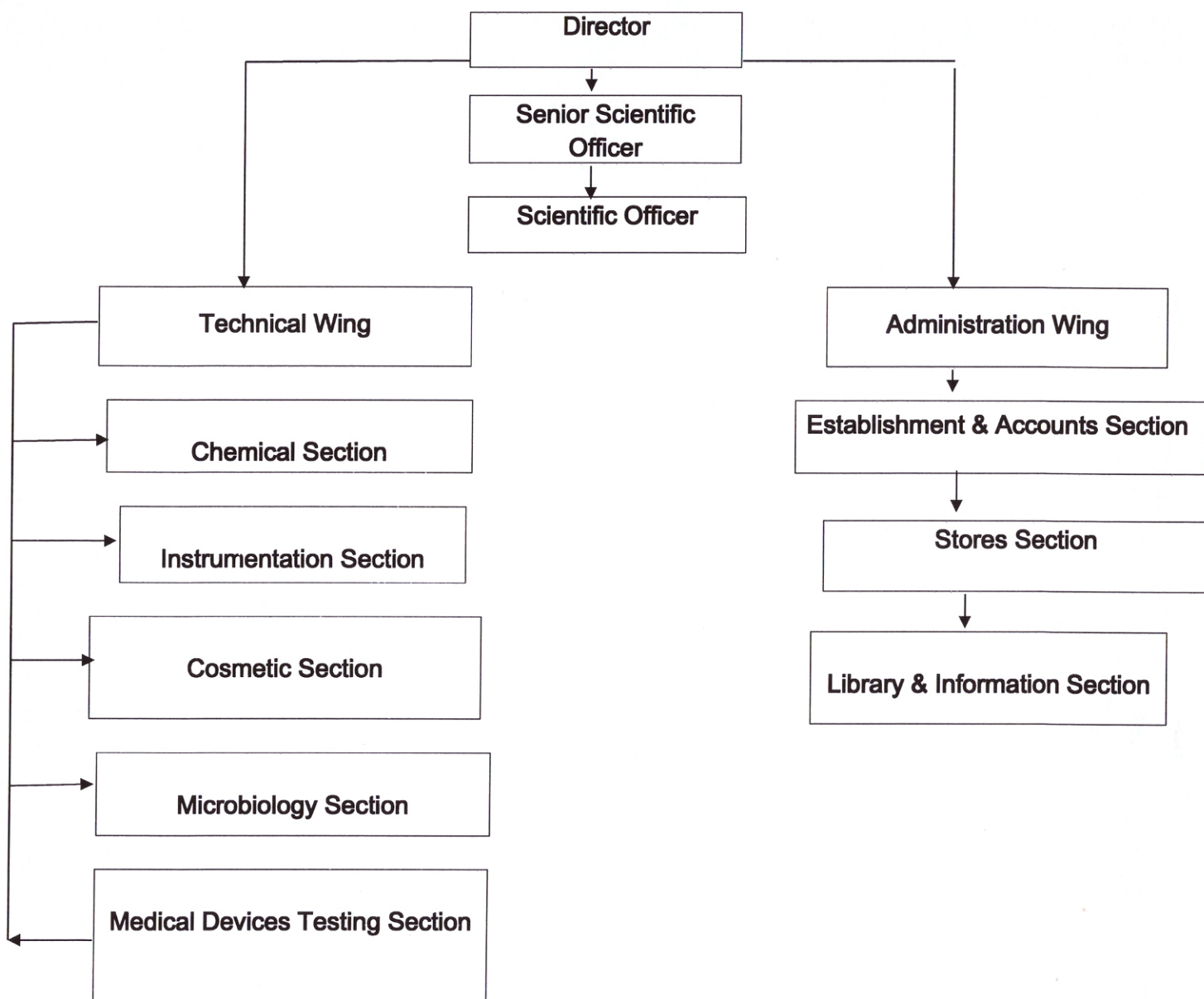
दिनांक 25/3/26
DATE

प्र.प.स. 2540
R. No.

(Pawan Kumar)
Dy. Director Admin.

पवन कुमार / PAWAN KUMAR
उप निदेशक प्रशासन (होमरी) / Dy. Director Admin (Homs)
केन्द्रीय अस्त्रिय नियंत्रण विभाग, स्वास्थ्य सेवा विभाग
C.D.S.C.O. (Homs), Directorate of Health Services
Ministry of Health & Family Welfare
F.D.A. Bhawan, I.T.O., Kotla Road, New Delhi - 110002

ORGANIZATION CHART INDICATING DIFFERENT SECTIONS OF
CDTL - CHENNAI



GENERAL POINTS

- I. 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

- II. 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 thereunder. As it is NABL Accredited Laboratory (ISO 17025:2017), 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 Drugs Controller General (I), Central Drugs Standard Control Organisation, New Delhi, this Laboratory is following policies framed by CDSCO, Dte.G.H.S., New Delhi.

- III. Categories of documents that are held by it or under its control.

Administration, Accounts, Technical and custodian of documents is with Sections Incharge under the direct supervision and control of the Director.

- IV. Boards, Councils, Committees and other bodies consisting of two or more persons

This Laboratory does not have any board, council or other such bodies. This Laboratory is having Local Purchase Committee with a Chairperson and Internal Members and 01 External Member for purchase of various chemicals, glasswares etc., Committee for Sexual Harassment at Work Place with a Chairperson and Internal Members & External Members, Review Committee for periodic review of performance of Group 'C' Non-Gazetted Employees with a Chairperson and External Members and Official Language Implementation Committee with a Chairperson and Internal Members.

- V. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. - Not Applicable

- VI. Particulars of facilities available to citizens for obtaining information, including the working hours of a library. - Not Applicable

- V. The names, designations and other particulars of the Public Information Officers.

SMT C. VIJAYALAKSHMI, DIRECTOR & APPELLATE AUTHORITY
SHRI KISHOR GEMBALI, JR. SCIENTIFIC ASSISTANT & CPIO

NABL ACCREDITATION

This Laboratory has got the NABL Accreditation for Chemical and Mechanical Discipline since 2010-11. This Laboratory has been given continuation of NABL Accreditation for the Standard ISO/IEC 17025:2017 for Chemical and Mechanical (Testing of Condoms) Discipline by the National Accreditation Board for Testing and Calibration Laboratories from 01.05.2026 to 30.04.2030 in the field of testing.



National Accreditation Board for
Testing and Calibration Laboratories

CERTIFICATE OF ACCREDITATION

CENTRAL DRUGS TESTING LABORATORY, CHENNAI

has been assessed and accredited in accordance with the standard

ISO/IEC 17025:2017

**"General Requirements for the Competence of Testing &
Calibration Laboratories"**

for its facilities at

NO. 37, NAVAL HOSPITAL ROAD, PERIAMET, CHENNAI, TAMIL NADU, INDIA

in the field of

TESTING

Certificate Number: NABLT0626TN18319 (In lieu of TC-13583)

Issue Date: 01/05/2026

Valid Until: 30/04/2030

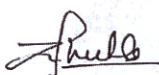
This certificate remains valid for the Scope of Accreditation as specified in the annexure subject to continued satisfactory compliance to the above standard & the relevant requirements of NABL.
(To see the scope of accreditation of this laboratory, you may also visit NABL website www.nabl-india.org)

Name of Legal Entity: CDSO, MINISTRY OF HEALTH AND FAMILY WELFARE, GOVERNMENT OF INDIA

Signed for and on behalf of NABL




Anita Rani
Director


Dr. Ramanand N. Shukla
Chief Executive Officer