

Suo Moto Disclosure of Information Under Section 4 (1) (b) of RTI Act, 2005

**Office of Assistant Drugs Controller (India)
Central Drugs Standard Control Organization, Bengaluru Airport Office,
Directorate General of Health Services,
Ministry of Health & Family Welfare, Government of India**

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

The Central Drugs Standard Control Organization, Bengaluru Airport Office headed by Assistant Drugs Controller (India) is a notified port office under the control of Drugs Controller General (India) and exercise control over Drugs, Cosmetics and Medical Devices which are imported/exported in the country. This control is exercise under Chapter III of the Drugs & Cosmetics Act, 1940.

This office function in an advisory capacity to the Customs Authorities. Any action for contravention of Section 10 of the Drugs and Cosmetics Act, 1940 is resorted to by advising the Commissioner of Customs to take action under Section 11 of the Drugs and Cosmetics Act, 1940 read with relevant provisions of Customs Act, 1962.

2. Powers & duties of the Officers and the employees:

The Officers and employees of this Office exercise such power and discharge such duties as provided under the Drugs and Cosmetics Act, 1940 and Rules made thereunder which are as follows:

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, 1954 and Rules 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 or 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 Advance Licenses/100% EOU cases for post-import check examination.
9. Performing Inspections with respect to Post-import check and also on other matters as directed by the DCG(I)/ DDC(I) of the concern zone.
10. Guidance/ Assistance given to the CHA/Trader/Importer/Exporter/Firm and providing information/ clarification on their query/ doubt.
11. Examination of post parcels couriers for Import and Export of Drugs/Cosmetics/Medical Devices/IVD's referred by the Customs Authorities.
12. Examination and offering opinion / remarks/NOC for clearance for the bills / matters referred by the Customs Authorities/ Government Agencies.
13. 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.
14. Examination of the re-import/re-export consignment and offering opinion / remarks/NOC as per the laid down procedures.
15. 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.
16. Examination of unclaimed/seized cargo when referred by Customs Authorities and offer opinion as per procedures laid down.
17. Test report received as Not of Standard Quality/Spurious for Drugs/Cosmetics/Medical Devices/IVD's is informed to the Customs Authority of the Bangalore, DDC (I), Zonal Office, Bangalore, DCGI (I), all port offices for necessary action.

18. Handling of Parliamentary Questions / RTI matters / data compilation and submission to DCG(I)/DDC(I), Zonal Office, Bangalore.
19. Central Public Information Officer (CPIO) for RTI matters and providing information directly to the applicant/ to DCG (I) office as per requirements.
20. Handling of Administrative activities.
21. To organize workshops, meeting, seminar, trainings etc. as directed by the Directorate/ DDC(I), Zonal Office, Bangalore.
22. Coordination with subject experts and Customs Authorities and obtaining technical opinion as and when required.
23. Performing additional works as assigned by the DCG(I)/JDC(I)/DDC(I) of CDSCO HQ/Zonal/ Sub Zonal/Port offices.

3. Procedure followed in the decision-making process, including channels of supervision and accountability:

Action towards any Bill of Entry (for Import) / Shipping Bill (for Export) filed for goods imported/exported either through cargo, courier or post, generally initiated, checked, inspected (if required), sampled for testing (after direction if necessary) at the level of Drugs Inspector and further verified & approved by the Assistant Drugs Controller (India) for grant of NOC on the SWIFT 2.0 Online Portal. The Bill of Entries which are not referred through SWIFT 2.0 online portal, such bills are referred through official email/manually by the Customs Authority with Signature and Seal for issuance of manual NOC from this office.

4. Norms, standards and timelines prescribed for discharge of functions.

The nature of functions/services is listed in point no: 2 & 3. NOC issued through the SWIFT 2.0 portal maintained in the online portal. Time limits are specified in the guidance document and instructions issued from the Customs Authority / Directorate on time to time basis. The grievances are redressed through Public Relation Officer/ Assistant Drugs Controller (I)/ Deputy Drugs Controller (I).

5. Rules, regulations, instructions, manuals and records used by employees for discharging official functions:

- The Drugs & Cosmetics Act, 1940 and Rules made there under;
- The Medical Devices Rules, 2017;
- The Cosmetics Rules, 2020;

- The New Drugs and Clinical Trails Rules, 2019;
- The Drugs and Magic Remedies (Objectionable Advertisements) Act, 1954 and Rules;
- The Narcotic Drugs and Psychotropic Substances Act, 1985 and Rules;
- The Customs Act, 1962;
- Guidance document for functioning of the Port Offices of CDSCO;
- Gazette Notifications/Orders/Circulars issued time to time from CDSCO, Ministry of Health & Family Welfare, Government of India;
- Gazette Notifications/Orders/Circulars issued time to time from Ministry of Finance, Government of India; and
- DGFT Policies.

6. Categories of documents held by the office:

Technical

- **For Import** - Bill of Entries filed for imported drugs/medical devices/cosmetics along with the requisite documents/licences/permissions as mentioned in CDSCO Guidance document for Port Offices.
- **For Export** - Shipping Bills filed for exported goods along with the requisite documents/licences/permissions as mentioned in CDSCO Guidance document for Port Offices.
- Records of licence issued to import small quantities of drugs for personal use in Sugam online portal.
- Testing Memorandums and their reports in Sugam Labs portal.

Administrative:

- Documents and records are maintained as per the norms of Government of India indicated in <https://dopt.gov.in/downloads/acts> and this office administrative records are maintained by CDSCO, South Zone, Chennai.

7. Arrangement for consultation with or representation by the members of public in relation to formulation of policy or implementation thereof:

The formulation of policy pertains to CDSCO (Head Quarters), New Delhi & Ministry of Health & Family Welfare, Government of India. Implementation of formulated policies are made as per the Directorate's instruction/order.

8. Boards, Councils, Committees & other bodies constituted as part of public authority:

This Office acts as per the directions given by the Drugs Controller General (India), Central Drugs Standard Control Organization (Head Quarters), FDA Bhawan, New Delhi.

9. Directory of Officers & Employees:

Name	Designation of the Employees	Landline
Smt. M. Shakuntala	Assistant Drugs Controller (India)	080 -27688312
Smt. Sunita Joshi	Drugs Inspector and Medical Device Officer	080 -27688312

Further, the directory of this office is published in the website of CDSCO under <https://cdsco.gov.in/opencms/opencms/en/Port/>

10. Monthly remuneration received by Officers & Employees including the system of Compensation:

Sl. No.	Name of the Post	Pay Band & Pay Level
01	Assistant Drugs Controller (I)	Pay Band: 15600 – 39100, Pay Level: 11
02	Drugs Inspector	Pay Band: 9300 – 34800, Pay Level: 08

11. Budget allocation & proposed expenditure & Disbursement particulars - Plan Scheme:

This office does not have a separate allocation of budget and the expenditures are incurred from the budget allocated to CDSCO, South Zone, Chennai.

12. Details of subsidy programmes, concessions, permits, authorizations and beneficiaries, wherever applicable:

This office does not have a separate allocation of budget and the expenditures are incurred from the budget allocated to CDSCO, South Zone Chennai.

13. Information available in electronic form and details of facilities available for obtaining information:

- Data regarding imports of all Drugs/Cosmetics/Medical Devices in SWIFT 2.0 Portal.
- Data regarding exports shipping of all Drugs/Cosmetics/Medical Devices and personal export of Drugs in office email.
- Data regarding Dual use (Part 2), Export NOC (Part 2) and personal import in SUGAM online portal.
- Data related to RTI in RTI online portal and hard copy in office file.
- Citizens can access information available through the Official website of CDSCO or through the RTI Act as mentioned below:

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/

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

- 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.

14. Citizen Charter and service delivery standards:

- Details of applications received and disposed, Bangalore

S. No	Year	RTI applications received	RTI applications disposed
1.	2021-22	04	04
2.	2022-23	11	11
3.	2023-24	06	06
4.	2024-25	33	33
5.	2025-26	03	03
6.	Apr 2026 to till date	06	06

- Details of appeals received and orders issued:

NIL

- 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.

15.Details of Central Public Information Officers (CPIOs), Designated Public Information Officers (DPIOs), Central Assistant Public Information Officers (CAPIOs), Nodal Officers and First Appellate Authorities (FAAs):

Name of the Officer	Role	Address	E-Mail	Telephone Number
Smt. Sunita Joshi Drugs Inspector and Medical Device Officer, CDSCO, Airport Office - Bangalore	Assistant Public Information Officer (APIO)	WFS Bangalore Pvt. Ltd., Airfreight Terminal, Plot no. C-2, Room no. 108, Kempegowda International Airport, Bangalore, 560300	maheshadci@cdsco.nic.in adciport.bangalore@gmail.com	080 -27688312
Smt. M. Shakuntala, Assistant Drugs Controller (India) CDSCO, Airport Office - Bangalore	Central Public Information Officer (CPIO)	WFS Bangalore Pvt. Ltd., Airfreight Terminal, Plot no. C-2, Room no. 108, Kempegowda International Airport, Bangalore, 560300	maheshadci@cdsco.nic.in adciport.bangalore@gmail.com	080 -27688312
Dr. K. M. Srinivasan, Deputy Drugs Controller (India) CDSCO, Zonal Office, Bangalore	First Appellate Authority (FAA)	O/o Drugs Controller for the State of Karnataka, Second Floor, Palace Road, Bangalore, 560001	szbengaluru@cdsco.nic.in	080 – 22341017 (D), 22341018

16. Such other information as may be prescribed:

Not Applicable.