

SUO MOTO DISCLOSURE UNDER SECTION 4 (1)(b) OF RTI ACT, 2005

JULY. 2026

CDSCO, SUB-ZONE, VARANASI

1. Organization and Function

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

(i) Name and address of the Organization

Central Drugs Standard Control Organization, Sub zone Varanasi
First floor, Mata Anandamayee Hospital, Shivala, Varanasi-221001, Uttar Pradesh
Email ID: subzone-vns@cdsco.nic.in, cdsco.szvaranasi@gmail.com

Head of the organization

Sh. Sushanta Sarkar
Assistant Drugs Controller (India)
<https://cdsco.gov.in/opencms/opencms/en/subzonaloffice/>

(ii) CDSCO 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/>

(iii) Function and duties:

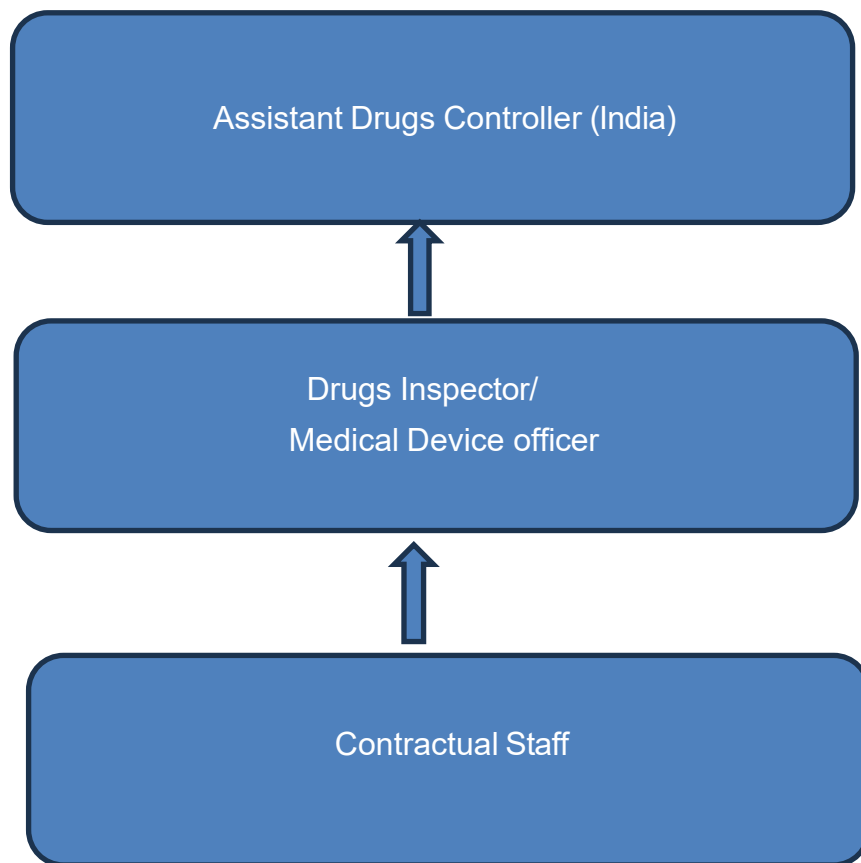
1. To participate in the joint inspection for issuance / revalidation of Certificate of Pharmaceutical Products (COPPs) as per WHO certification scheme after receiving the application from the manufacturing firm.
2. To participate in the joint inspection for grant/renewal of Blood Centre License.
3. To participate in the joint inspection for grant/renewal of license for Vaccine / Sera, r-DNA derived products, living modified organism, Monoclonal Antibodies, Stem cell derived products and gene therapeutic products intended to be used as drugs for both human as well as veterinary use.
4. To participate in the joint inspection for grant/renewal of license for LVP manufacturing units.
5. To participate in the inspection of Clinical Trial facilities and BA/BE centers as directed by the Drugs Controller General (India) from time to time.
6. To carry out Surprise check/Raid jointly/independently on the basis of complaint received under Whistle Blower scheme and also from other sources.
7. To carry out joint inspection of Drug Testing Laboratory(s)/Medical Device Testing Laboratory for the purpose of grant of approval of the site for test / analysis of Drugs,

Cosmetics and Medical devices.

8. To follow up action on NSQ drugs with State Licensing Authorities in the respective zone as well as with other zonal offices.
9. Drawing of Legal samples of drugs, cosmetics and Medical Devices from the manufacturing & sales / distribution premises including the Govt. establishment.
10. When the samples drawn by the Central Drugs Inspector are declared spurious / adulterated / grossly sub-standard etc., the cases are investigated and prosecution are launched in the appropriate court after obtaining necessary sanction from the Drugs Controller General (India).
11. Information regarding cancellation/suspension of manufacture licenses or withdrawal of product permission by the State Licensing Authority is circulated to other State Licensing Authorities in the zone and other zonal offices.
12. To pursue the court cases pending in different courts under the jurisdiction of this zone.
13. Technical survey as and when directed by the Drugs Controller General (India) from time to time.
14. To discuss the matter with various State Drugs Controllers in the zone in connection with enforcement of the provisions of D&C Act & Rules there under from time to time.
15. To co-ordinate for answering the Parliament Questions and for obtaining the data from various State Licensing Authorities under the zone.
16. To act as a Public Authority for responding RTI queries.
17. Preparation of Monthly/Quarterly/Annual Reports.
18. To participate as observers in international regulatory agencies inspections as and when directed by Directorate.
19. To organize workshop, seminar etc. as directed.
20. To conduct inspection for grant of license for Class C and Class D Medical Devices & In vitro diagnostics.
21. To participate in the joint inspection for grant/renewal of license for Bio-Tech & Bio-similar products manufacturing units.
22. Any other functions as assigned by DCG (I) from time to time

(iv) Organization Chart:

Table No.1



(v) 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 (CDSCO), Sub Zone Varanasi, Uttar Pradesh was started on 22.06.2017 headed by than Drugs Inspector and later on by Assistant Drugs Controller (India) with sanctioned 01 post of Drugs Inspectors. The Sub Zonal office of the CDSCO, Sub Zone Varanasi, Uttar Pradesh was created to co-coordinate with the State Drugs Controller (who are the Licensing Authority under the Act) for uniform implementation and smooth enforcement of the provisions of the D & C Act and Rules. After the opening of a Sub Zonal office at Varanasi, Uttar Pradesh, India, the current jurisdiction of CDSCO Subzonal Zonal office at Varanasi includes the area of Varanasi Mandal of U.P., India.

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

- (i) **Powers and duties of officers (administrative, financial and judicial) &**
- (ii) **Power and duties of other employees**
- (iii) **Rules/ orders under which powers and duty are derived and exercised** Drug Inspectors derive their powers from Drugs and Cosmetics Act, 1940 and Rules made there under (Drugs Rules, 1945, Medical Device Rules, 2017, NDCT Rules, 2019 and Cosmetics Rules, 2020) and subsequent office orders issued by the Directorate. Powers and duties of other posts are derived and exercised as per the practice in vogue.

(iv) **Work allocation**

The information is available in the Table no.2

Table No.2

Designation	Duties
Assistant Drugs Controller (India)	(i) Responsible for overall activities of Sub Zone Varansi including technical and non- technical in order to meet good regulatory practices on behalf of CDSCO to safeguard and enhance public health by ensuring the safety, efficacy and quality of marketed drugs. (ii) Enforcement of provisions of Drugs and Cosmetics Acts 1940 and Rules 1945 made there under. in (iii) accordance. (iv) Coordination with SLAs in case of Inspection of manufacturing premises jointly with State Drug Control Authorities for drugs covered under the CLAA Scheme, i.e., blood, its components and blood products, LVP biological products like Vaccine, rDNA derived products etc for the purpose of grant /renewal of manufacturing licenses. (v) Evaluation of application for manufacturing license for Central License Approving Authority (CLAA) items i.e. blood, its components and blood products, LVP, biological products like Vaccine, rDNA derived products,, Medical Devices (class C and D) for grant/renewal of manufacturing license. (vi) Coordination with SLAs in case Inspection of manufacturing facilities with the State Drug Control Authorities for grant of WHO GMP Certificate (Certificate of Pharmaceutical product). (vii) Coordination with SLAs in case of Carrying out Investigation/Surprise check/Raid jointly/independently on the basis of complaint received under Whistle Blower scheme, in the matter of Parliament Question and RTI etc. (viii) Deputation of officers for various inspection/ investigation/surprise check/ raids etc. (ix) Circulation of notifications/alert regarding NSQ drugs/spurious drugs. in the jurisdiction of CDSCO Subzone Guwahati, received from CDSCO Headquarter, other Zonal/Sub-Zonal offices/ states/UT (x) To monitor SUGAM portal, ONDLS Portal, NSWs Portal, e-office, admin activities, training program, QMS and assistance to DCG (I) office.

Drugs Inspector	(i) All works/duties in accordance with the provisions of Section 21, 22 & 23 of Drugs and Cosmetic Act, 1940 and Rules made there under. (ii) Sampling of Drugs, Cosmetics and Medical Devices from the North East region. (iii) Follow up of NSQ reports and launching of prosecution against the accused. (iv) Joint Inspection of manufacturing facilities located in jurisdiction of CDSCO Subzone for grant of license /COPP etc. (v) Participation in Risk Based Inspection (RBI) (vi) Joint Inspection for grant and renewal of Blood Centre license. (vii) Any work assigned by ADC (I) from time to time.
Multi-Tasking Staff	(i) To open and close the office before and after the arrival and departure of officers and staff (ii) To assist the officers and staff in moving the files from one end to other. (iii) To attend the personal needs of Head of office. (iv) In addition to the auxiliary support have to do basic clerical work also whenever there is a need. (v) Inward & Dispatch in go fall receipts and correspondences including inspection reports of Blood Centre, COPP and Medical devices to DCG(I), applicant and SLAs. (vi) Assisting in Admin related works and other official bills, records etc. (vii) Any other works assigned by DI /ADC (I) time to time.

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

1. **Process of decision making Identify key decision making points**
2. **Final decision making authority**
3. **Related provisions, Acts, Rules etc.**
4. **Time limit for taking a decisions, if any**
5. **Channel of supervision and accountability**

As per Standard operating Procedure (SOP), the process of decision making is based on the identified key points 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 Office orders issued by competent authority from time to time. Final Decision making authority is vested with the Assistant Drugs Controller (India), CDSCO Subzone Varansi.

Link of Guidance document for zonal & Sub Zonal offices:

The New guidance document for functioning and responsibilities of Zonal/ Sub-zonal and port offices of CDSCO, revision 01 dated 12/09/2024.

1.4. Norms for discharge of functions [Section 4(1)(b)(iv)]

- **Nature of functions/services offered**
- **Norms/standards for functions/service delivery**
- **Process by which the services can be accessed**
- **Time-limit for achieving the targets**
- **Process of redress of grievances**

The nature, functions /services offered by this office are listed under Para no: 1.1.(iv). Various Licenses/Permissions are issued through the SUGAM PORTAL (www.cdsconline.gov.in and www.cdscomdonline.gov.in) NSWS (CT permission) and ONDLS portals (Blood Centers). Time limits are specified in the Guidance Document for Functions and Responsibilities of Zonal, Sub-zonal & Port offices of CDSCO (Revision 1 dated 12/09/2024 page no. 16 to 19). The grievances are redressed through Public Relation Office.

1.5 Rules, regulations ,instructions manual and records for discharging functions [Section 4(1)(b)(v)]

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

The Drugs and Cosmetics Act, 1940 and Rules made thereunder (Drugs Rules, 1945; Medical Device Rules, 2017 and New Drugs and Clinical Trials, 2019, 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, ONDLS, & e-parichay user Manual in electronic format are also followed. Transfer policy is formulated and transfer orders are issued by the Directorate, CDSCO, HQ, New Delhi.

1.6 Categories of documents held by the authority under its control

- **Categories of documents**
- **Custodian of documents/categories**
Documents are maintained as per the requirements of the following rules and manuals:-
 - Technical:
 - Manual of Office Procedure/ Guidance Document for Functions and Responsibilities of Zonal, Sub-zonal & Port offices of CDSCO
 - Drugs and Cosmetics Act,1940
 - Drugs Rules,1945
 - Medical Device Rules,2017
 - New Drugs and ClinicalTrials,2019
 - Cosmetics Rules,2020
 - Administrative:

Various documents and records are maintained as per the norms of Government of India-<https://dopt.gov.in/download/acts>

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority[Section 4(1)(b)(viii)]

- (i) Name of Boards, Council, Committee etc.
- (ii) Composition
- (iii) Dates from which constituted
- (iv) Term/Tenure
- (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 [Section 4(1) (b) (ix)]

- (i) Name and designation
- (ii) Telephone, fax and email ID

S. No,	Name of employee	Designation	Contact No	Email
1.	Sh. Sushanta Sarkar	Asst. Drugs Controller (I)	8108523891	subzone-vns@cdsco.nic.in, cdscoszvaranasi@gmail.com
2.	Sh. Deepak Dagar	Drugs Inspector	8826150363	
4.	Sh. Anand Pandey	Multi Tasking Staff	8896534022	

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
- (ii) System of compensation as provided in its regulations

S.N.	NAME & DESIGNATION	PAY-BAND	PAY-LEVEL
1.	Sh. Sushanta Sarkar, ADC(I)	15600-39100	11
2.	Sh. Deepak Dagar, DI	9300-34800	8
3	Sh. Anand Pandey, MTS	NA	Contractual Staff

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

- (i) Name and designation of the public information officer (PIO), Assistant Public Information(s) & Appellate Authority
- (ii) Address, telephone numbers and email ID of each designated

official.

S. No	Name of the Officer	Telephone No	Email ID
1.	Sh. Sushanta Sarkar First Appellate Authority and Assistant Drugs Controller(I), CDSCO Subzone ,Varanasi	8108523891	subzone-vns@cdsco.nic.in, cdscoszvaranasi@gmail.com
2.	Sh. Deepak Dagar CPIO and Drugs Inspector, CDSCO Subzone ,Varanasi	8826150363	subzone-vns@cdsco.nic.in, cdscoszvaranasi@gmail.com

1.11 No. of employees against whom Disciplinary action has been proposed /taken (Section 4(2)) No. of employees against whom disciplinary action has been

- (i) Pending for Minor penalty or major penalty proceedings**
- (ii) Finalized for Minor penalty or major penalty proceedings**

Nil

1.12 Programmes to advance understanding of RTI (Section 26)

(i) Educational Programmes

Training programmes or workshop related to RTI has not been attended by CPIO of this office.

(iii) Efforts to encourage public authority to participate in these programmes

The department encourages public authority by granting necessary permissions whenever necessary to participate in the training programmes of RTI.

(iv) Training of CPIO/APIO

No

(v) Update & publish guidelines on RTI by the Public Authorities concerned

Guidance document related to RTI is published in website of CDSCO https://cdsco.gov.in/opencms/opencms/en/RTI/https://cdsco.gov.in/opencms/export/system/modules/CDSCO.WEB/resources/pdf/RTI/guidance_documents1.pdf. Further, the guidelines issued by Central Information Commission are followed: <https://cic.gov.in/rTI-notifications>

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

Transfer policy and orders are issued by the Directorate, CDSCO, HQ, New Delhi

2. Budget and Programme:

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1) (b)(xi)]

- (i) Total Budget for the public authority**

- (ii) **Budget for each agency and plan & programmes**
- (iv) **Revised budget for each agency, if any**
- (v) **Report on disbursements made and place where the related reports are available**

Budget and proposed expenditures allocation has been carried out by CDSCO, North Zone as CDSCO, Varanasi has no DDO power.

- (vi) **Proposed expenditures**

Budget and proposed expenditures allocation has been carried out by CDSCO, North Zone as CDSCO, Varanasi has no DDO power.

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**

No foreign visit by the Head of this office.

- (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 and financial control of CDSCO Subzone Varanasi is with CDSCO, NZ as CDSCO, Varanasi has no DDO power.

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 and financial control of CDSCO Subzone Varanasi is with CDSCO, NZ as CDSCO, Varanasi has no DDO power.

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 and financial control of CDSCO Subzone Varanasi is with CDSCO, NZ as CDSCO, Varanasi has no DDO power

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section4 (1)(b)(xiii)]

(iii) **Concessions, permits or authorizations granted by public authority**

(iv) **For each concessions, permit or authorization granted**

a) **Eligibility criteria**

b) **Procedure forgetting 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 and financial control of CDSCO Subzone Varanasi is with CDSCO, NZ as CDSCO, Varanasi has no DDO power.

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/

2.6 CAG & PAC paras [FNo. 1/6/2011- IRdt. 15.4.2013]

CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.

Nil and financial control of CDSCO Subzone Varanasi is with CDSCO, NZ as CDSCO, Varanasi has no DDO power.

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. [Section 4(1)(b)(vii)][FNo1/6/2011-IRdt.15.04.2013]

Formulation of Policy and Implementation is carried out by Directorate.

Arrangement for consultations with or representation by the members of the public

- i. **Relevant Acts, Rules, and other documents which are normally accessed by citizens**
- ii. **Arrangements for consultation with or representation by**
 - a) **Members of the public in policy formulation/ policy implementation**
Formulation of Policy and Implementation is carried out by Directorate
 - b) **Day& time allotted for visitors**
 - c) **Contact details of Information & Facilitation Counter(IFC) to provide publications frequently sought by RTI applicants**

Sh. Deepak Dagar, DI & CPIO,
CDSCO Varanasi Subzone, First floor, Mata Anandamayee Hospital, Shivala, Varanasi,
U.P.

Email ID: subzone-vns@cdsco.nic.in, cdscoszvaranasi@gmail.com

Public Relation office has been established

https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NTU2Mg==

Functions of PRO Office:

1. To act as single window for disposal of grievance of stakeholders on regulatory issues.
2. To provide information to the innovator regarding regulatory norms
3. To guide, assist and hold investors in various phases of business lifecycle as per existing focus on “Invest India / Make in India” without compromising quality of regulatory oversight.

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 out puts and outcomes**

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.	Alerts	https://cdsco.gov.in/opencms/opencms/en/Notifications/Alerts/
4.	Bioequivalence and Bioavailability	https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html
5.	Blood Products	https://cdsco.gov.in/opencms/opencms/en/biologicals/Blood-Products/
6.	Vaccines	https://cdsco.gov.in/opencms/opencms/en/biologicals/Vaccines/
7.	Global Clinical Trial	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Global-Clinical-Trial/
8.	Ethics Committee	https://cdsco.gov.in/opencms/opencms/en/Clinical-Trial/Ethics-Committee/
9.	New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/New-Drugs/
10.	Fixed Dose Combinations (FDCs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/FDC/
11.	Investigational New Drugs (INDs)	https://cdsco.gov.in/opencms/opencms/en/Drugs/Investigational-New-Drugs-/

12.	Subsequent New Drugs	https://cdsco.gov.in/opencms/opencms/en/Drugs/Subsequent-New-Drugs/
13.	Medical Device and In-Vitro Diagnostics	https://cdsco.gov.in/opencms/opencms/en/Medical-Device-Diagnostics/InVitro-Diagnostics/
14.	Cosmetics	https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/

(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 processOutline the arrangement for consultation before formulation of policy**

Policy decisions / legislations are carried out by Directorate. Formulation of Policy and Implementation is also carried out by Directorate.

(<https://cdsco.gov.in/opencms/opencms/en/Notifications/GazetteNotifications/>)

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)

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

Information manual/hand book available in

(i) **Electronic format**

(ii)**Printed format**

Sr. No.	Topic	URLs
1.	e-Governance	https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/SUGAM_user_manual.pdf
2	Online Licensing (ONDLS)	https://www.statedrugs.gov.in/SFDA/Homepage
3	Sugam portal	https://www.cdscoonline.gov.in/CDSCO/homepage

4	NSWS portal	https://cdsco.gov.in/opencms/resources/UploadCDSCOWeb/2018/UploadPublic NoticesFiles/1janLaunch%20of%20NSWS%20portal.pdf
5	ONDLS portal	https://www.statedrugs.gov.in/SFDA/resources/app_srv/SFDA/startup/user-mannual/applicant_req_login_v1.pdf
6	ONDLS Blood Centre Manual	https://www.statedrugs.gov.in/SFDA/resources/app_srv/SFDA/startup/user-mannual/Blood Bank Manual v1.pdf
7	Medical Devices online application link	https://cdscomdonline.gov.in/NewMedDev/Homepage

3.5 Whether information manual/handbook available free of cost or not [Section 4(1) (b)]

The Electronic format can be accessed through website. 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]

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

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

Please refer Para 3

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

(i) Name & location of the facility

Central Drugs Standard Control Organization, Sub zone Varanasi , First floor, Mata Anandamayee Hospital, Shivala, Varanasi-221001, Uttar Pradesh

Phone no: 8108523891

Mail ID: subzone-vns@cdsco.nic.in, cdscoszvaranasi@gmail.com

(ii) Details of information made available

All information available in the public domain of website (www.cdsco.gov.in)
Assistance is provided to access required Information available in the public domain.

(iii) Working hours of the facility

9.30AM to 6.00PM (except holidays)

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

Sushanta Sarkar, ADCI,
Central Drugs Standard Control Organization, Sub zone Varanasi , First floor, Mata
Anandamayee Hospital, Shivala, Varanasi-221001, Uttar Pradesh
Phone no: 8108523891
Mail ID: subzone-vns@cdsco.nic.in, cdsco.szvaranasi@gmail.com

4.5 Such other information as may be prescribed under section4(i)(b)(xvii)

(i) Grievance redressal mechanism

Public Relation office was established
https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=MTA4MTc=

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

S.No	Year	applications received	applications disposed
1.	2022	12	12
2.	2023	08	08
3.	2024	11	11
4.	2025	26	26
5.	2026 (till June)	19	19

(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 in to 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	https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=NDM0MA== Additional FAQs: 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=NTU4OA==
2	Medical Devices	https://cdsco.gov.in/opencms/export/sites/CDSCO.WEB/Pdf-documents/medical-device/Updated-FAQ-MDR_2017.pdf
3	Phytopharmaceuticals	https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=MzI0MA==
4	Import of small quantities of drugs for the purposes of examination testing or analysis	https://cdsco.gov.in/opencms/opencms/en/FAQ/index.html
5	Blood Centre	https://cdsco.gov.in/opencms/opencms/en/FAQ/index.html
6	Cosmetics	https://cdsco.gov.in/opencms/export/sites/CDSCO.WEB/Pdf-documents/cosmetics/FAQcos.pdf
7	BA/BE	https://cdsco.gov.in/opencms/export/sites/CDSCO.WEB/Pdf-documents/BA_BE/revidsefaqbabe.pdf
8	NOC for manufacture of banned drug/ unapproved drug/ new drugs Solely for export purpose.	https://cdsco.gov.in/opencms/opencms/system/modules/CDSCO.WEB/elements/download_file_division.jsp?num_id=MTEExNDQ=

(viii) Any other information such as

- Citizen's Charter**
- Result Frame work Document(RFD)**
- Six monthly reports on the**
- Performance against the benchmarks set in the Citizen's Charter**

Nil

Receipt & Disposal of RTI Applications & Appeals [F.No 1/6/2011-IR dt. 15.04.2013

(i) Details of applications received and disposed

S. No	Year	RTI applications Received	RTI applications disposed
1.	2019	12	12
2.	2020	08	08
3.	2021	11	11
4	2022	26	26
5	2023	19	19
6	2024	12	12

(ii) Details of appeals received and orders issued

S.No	Year	RTI applications received	RTI applications disposed
1.	2022	01	01
2.	2023	01	01
3.	2024	00	00
4	2025	00	00
5.	2026 (till June)	00	00

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

Replies to questions asked in the Parliament pertaining to this office are forwarded to Directorate for their compilation.

(v) Information as may be prescribed

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]

Name & details of

(a) Current CPIOs & FAAs

S.N.	Name of the Officer	Telephone No	EmailID
1.	Sh. Sushanta Sarkar, First Appellate Authority and Assistant Drugs Controller (I), CDSCO Subzone Varanasi, U.P.	8108523891	subzone-vns@cdsco.nic.in, cdscoszvaranasi@gmail.com
2.	Sh. Deepak Dagar, Drugs Inspector & CPIO, CDSCO Subzone Varanasi, U.P.	8826150363	subzone-vns@cdsco.nic.in, cdscoszvaranasi@gmail.com

(b) Earlier CPIO & FAAs

CPIO	Period	FAA	Period
Sh. Vinay Kumar Gupta, ADC(I)	June 2017 to July 2023	Sh. Aseem Sahu, DDC(I)	2017-2021
		Sh. Sanjeev Kumar, DDC(I)	2022-2023
Sh. Ravendra Verma, DI	July 2023 to May 2026	Sh. Mukesh Kumar, ADC(I)	July 2023 to May 2026

a. Details of third party audit of voluntary disclosure

(a) Dates of audit carried out

(b) Report of the audit carried out

Nil

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

(a) Date of appointment

(b) Name & Designation of the officers

Not Applicable

c. Consultancy committee of key stakeholders for advice on Suo-Moto disclosure

(a) Dates from which constituted

(b) Name & Designation of the officers

No such consultancy committee was constituted so far.

d. 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

No such consultancy committee was constituted so far.

(vi) Information Disclosed on own Initiative

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

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/
2.	Public Notices	https://cdsco.gov.in/opencms/opencms/en/Notifications/Public-Notices/
3.	Bioequivalence and Bioavailability	https://cdsco.gov.in/opencms/opencms/en/bioequibioavail/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/

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)

a. Whether STQC certification obtained and its validity.

b. Does the website show the certificate on the Website?

Website of CDSCO (www.cdsco.gov.in) is maintained by Directorate.