

SUO MOTTO DISCLOSURE UNDER SECTION 4 OF RTI ACT, 2005

(Seaport & Airport, Kolkata)

April.2026

1. Organisation and Function

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

(i) Name and address of the Organization

(a) CENTRAL DRUGS STANDARD CONTROL ORGANIZATION, SEA PORT, KOLKATA

Central Drugs Standard Control Organization, Asst. Drugs Controller (I), Customs House, 15/1, Strand Road, Kolkata-700 001.

Telephone -033 -22 43 -6867

Email: kolkataport@cdsco.nic.in.

(b) CENTRAL DRUGS STANDARD CONTROL ORGANIZATION, AIR PORT, Kolkata

Central Drugs Standard Control Organization, Asst. Drugs Controller (I), Air Cargo Complex, N.S.C. Bose International Airport, Kolkata-700 052.
Telephone- 033-2511-3124

Email: adc-acckolkata@cdsco.nic.in

(i) Head of the Organization

Kolkata Seaport

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

Kolkata Airport

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

(ii) 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/>

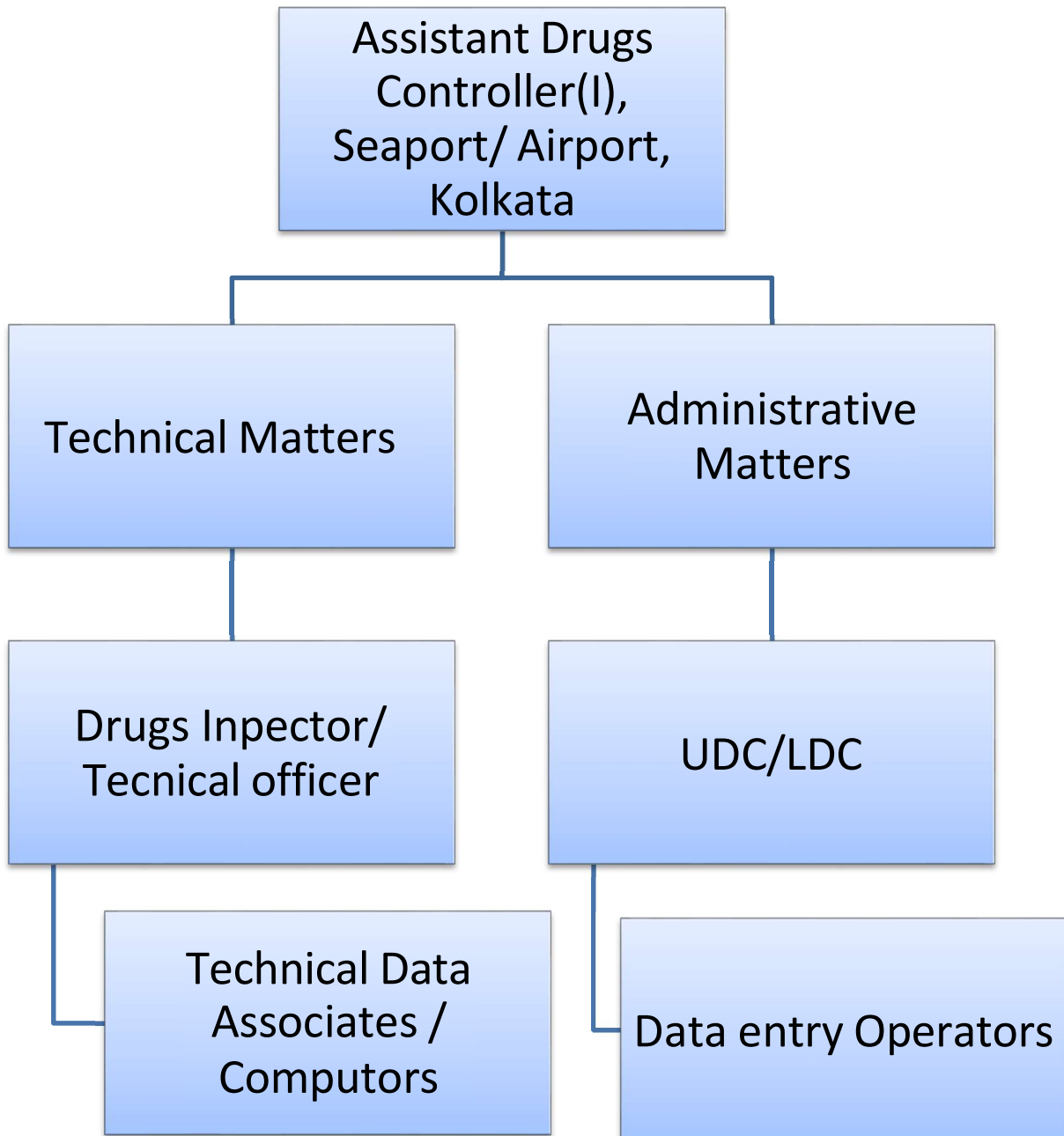
(iii) Function and duties:

- ❖ Scrutiny of the Bills of entry with a view to ensure that the imported drugs comply with the provisions of Chapter III of the Drugs & Cosmetic Act and Rules there under and Drugs and Magic Remedies (Objectionable Advertisements) Act and Rules & Narcotic Drugs and Psychotropic Substances Act (NDPS) & Rules there under and any other law for the time being in force.
- ❖ To check the shipping bills for export for compliance of Drugs & Cosmetics Act and keep control under Narcotic Drugs and Psychotropic Substances Act & Rules.
- ❖ In the case of Narcotic Drugs and Psychotropic Substances Act & Rules, a certificate issued by Narcotics commissioner must be checked for import/export and details furnished to Drugs Controller General (India) through the Deputy Drugs controller(India) of the respective Zones.
- ❖ To ensure that no New Drug is imported into the country unless its import permitted by the Drugs Licensing Authority under Rules (Rules 122 A & 30-AA).
- ❖ To ensure that small quantities of drugs imported for Test, Examination and Analysis or clinical trials or for personal use are duly covered by Test License (11 or 11-A) or Permit License as (12 B) as the case may be.
- ❖ Maintenance of Statistics data regarding imports/export of all Drugs/cosmetics/medical devices and submit the same on monthly basis to the Deputy Drugs Controller (India) of the respective zones and to other authorities as and when required.
- ❖ Co-ordination with the Commissioner of Customs – The Port Officers should have enough knowledge of the relevant portions for Customs Act and DGFT policies.
- ❖ Import of raw materials under Advance Licenses/100% EOU cases must be intimated to the concerned State Drugs Controller to examine proper post-import check with a copy marked to the DDC(I) of the concerned Zone.
- ❖ Assist members of the trade with the information required.
- ❖ Preparation and forwarding of Quarterly and Annual Reports.
- ❖ Examination of post parcels couriers for import and export of drugs, cosmetics and medical devices.
- ❖ Coordination with the customs and other investigating agencies for the matters of violation of import/export under intimation to the DDC (I) of the concerned zone.

- ❖ To examine the re-import/re-export consignment as per the procedures.
- ❖ To draw samples from import/export and re-import consignment as per laid down procedures.
- ❖ To examine unclaimed/seized cargo when referred by customs and offer opinion as per procedure laid down.
- ❖ In case of drugs and cosmetics of not of standard quality/spurious, to be informed to all the port offices directly with a copy marked to the Deputy Drugs controller of the concerned zone.
- ❖ Grant of permission for small quantities of drugs imported for personal use as per DCG(I) order No. DCG(I)/Misc/2013(34) dated 12/02/2014
- ❖ Handling of Parliamentary Questions and RTI matters
- ❖ Handling of Administration work as DDO and other administrative activities by O/o.ADC(I), Seaport, Kolkata.
- ❖ Periodically attending the stakeholders meetings.
- ❖ Any other work assigned by DDC(I), East Zone and DCG(I) as required.

(iv) Organization Chart:

O/o ASSISTANT DRUGS CONTROLLER (INDIA),
SEAPORT & AIRPORT, KOLKATA



(VI) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt

Seaport & Airport, Kolkata:

The Central Drugs Standard Control organization, Seaport & Airport, Kolkata is listed public authority under Department of Health & Family Welfare. This office is subordinate office of CDSCO (HQ), located at FDA Bhavan, Kotla Road, New Delhi. There is no separate website for subordinate offices spread across all over India and also the organization has a website maintained at CDSCO-HQ, New Delhi wherein all the functions and activities are disclosed and accordingly the information could be uploaded and updated in the CDSCO website – <https://cdsco.gov.in>. The entire activities are reported periodically to the CDSCO-HQ and accordingly it is uploaded. When Kolkata, Seaport was started at the Customs House, 15/1, Strand Road, Kolkata-700 001, the in-charge of the office was Assistant Drugs Controller (India) and Kolkata Airport was started at the International Airport Authority of India, Aircargo Complex, Kolkata- 700052 and in- charge of the office was Technical Officer.

1.2 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**

Seaport & Airport:

Designation	Duties
Assistant Drugs Controller (I)	<p>Supervision and monitoring of including NOC/permit (as in case) for following activities:</p> <ul style="list-style-type: none"> ➤ Scrutiny of the Bills of entry with a view to ensure that the imported drugs comply with the provisions of Chapter III of the Drugs & Cosmetic Act and Rules there under and Drugs and Magic Remedies (Objectionable Advertisements) Act and Rules & Narcotic Drugs and Psychotropic Substances Act (NDPS) & Rules there under and any other law for the time being in force. ➤ To check the shipping bills for export for compliance of Drugs & Cosmetics Act and keep control under Narcotic Drugs and Psychotropic Substances Act & Rules. ➤ To issue permit for import of small quantity of drugs for personal use under Form-12B under the provision of Rule-36. ➤ In the case of Narcotic Drugs and Psychotropic Substances Act & Rules, a certificate issued by Narcotics commissioner must be checked for import/export and details furnished to Drugs Controller General (India) through the Deputy Drugs

	<p>controller (India) of the respective Zones.</p> <ul style="list-style-type: none"> ➤ Maintenance of Statistics data regarding imports/export of all Drugs/cosmetics/medical devices. (India)-East Zone and to other authorities as and when required. ➤ Co-ordination with the Commissioner of Customs. ➤ Assist members of the trade with the information required. ➤ Coordination with the customs and other investigating agencies for the matters of violation of import/export under intimation to the DDC (I) of the concerned zone. ➤ To examine the re-import/re-export consignment as per the procedures. ➤ To draw samples from import/export and re-import consignment as per laid down procedures. ➤ To examine unclaimed/seized cargo when referred by customs and offer opinion as per procedure laid down. ➤ In case of drugs and cosmetics of not of standard quality/spurious, to be informed to all the port offices directly with a copy marked to the Deputy Drugs controller of the concerned zone. ➤ Grant of permission for small quantities of drugs imported for personal use as per DCG(I) order No. DCG(I)/Misc/2013(34) dated 12/02/2014 ➤ Handling of Parliamentary Questions and RTI matters ➤ Handling of Administration work as DDO and other administrative activities. ➤ Periodically conducting stakeholders meeting ➤ Forwarding the activity report to DDC(I), East Zone, and to other authorities as and when required. ➤ Any other work assigned by DDC (I), East Zone and DCG (I) as and when required.
<p>Drugs Inspector / Technical Officer</p>	<p>Examination & scrutiny for following activities to be put up before ADC(I) for final approval:</p> <ul style="list-style-type: none"> ➤ Scrutiny of import and export bills related Drugs, cosmetic and Medical devices as per Drugs & Cosmetic act and Medical Devices Rules, 2017 ➤ Forwarding of drugs samples including Schedule C & C (1) and Cosmetics to various government laboratories (CDL, CDTL, NIB, NIV, NARI) and or private labs (Govt. Approved Laboratories) for test and maintaining their relevant records. ➤ Verifying the test reports of Drugs and Cosmetics with respective pharmacopoeias monograph and BIS Specification. ➤ Maintenance of different Records related to test memo, test reports, Form 12B, L/G inspection reports, CCFC/ PTFC Meeting, Monthly reports, parliament related matter etc. ➤ Data preparation in reply of Parliament queries/HQ/Zonal/other department. ➤ Preparation of reply to RTI related matters.

	<ul style="list-style-type: none"> ➤ Preparing and maintaining statistics data on import & export of Bulk drugs, Intermediates, Medical devices, Finished Formulations, Cosmetics, Excipients, etc. for their numbers & value, number of visit to the examination area, number of samples sent to the lab and assisting the officer in furnishing the statistics to O/o DCGI and NPPA on periodic basis & as and when required. ➤ Maintenance of Letter of Guarantee register, movement register, inspection register etc. ➤ Processing of Form 12A application through Sugam portal. ➤ Preparation of letters in reply to other department correspondence. ➤ Online release through SWIFT system after final approval of ADC (I) ➤ Other assigned work by ADC(I).
<p>Technical Data Associates / Computers</p>	<ul style="list-style-type: none"> ➤ Preliminary scrutiny of Bill of entry & Shipping bills of import and export items related to Drugs, cosmetic and Medical devices as per Drugs & Cosmetic act and Medical Devices Rules, 2017. ➤ Preparation of draft letter for forwarding of drugs samples including Schedule C & C (1) and Cosmetics to various government laboratories and or private labs for test and maintaining their relevant records. ➤ Verifying the test reports of Drugs and Cosmetics with respective pharmacopeias monograph and BIS Specification. ➤ Maintenance of different Records related to import/Export register, test memo, test reports, L/G inspection reports, Sample Register, Monthly reports, parliament related matter etc. ➤ Data preparation in reply of Parliament queries/HQ/zonal/other department. ➤ Preparation of letters in reply to other misc. applications i.e. govt dak, RTI, grievance etc. ➤ Any other assigned work by ADC(I).
<p>Upper Division Clerk / Stenographer</p>	<ul style="list-style-type: none"> ➤ Preparation of all bills under the respective Heads such as Office Expenses Head, Salary Head, Medical Treatment Head, R.R.T Head, Professional Services Head, Provisional Pensions Head, Travelling Expenses Head. ➤ Preparing local purchase order, AMC etc. ➤ Other than Bill preparation works like Preparation of Monthly Expenditure etc. ➤ Issuance of Stationary items as per requisition slip of office staffs. ➤ Follow up the E-mail, Fax for official communication belongs to administrative related to Head of Directorate and others. ➤ Maintenance of various Registers like Maintaining of Bill, Register, Service books etc. ➤ Preparation of Income tax statement and filing of TDS etc. ➤ Reply to all administrative emails. ➤ Giving inward and out ward number to different letter/OM etc. ➤ Any other administrative related works. ➤ Other works assigned by ADC (I).

Data Entry Operator	<ul style="list-style-type: none"> ➤ Handling reception (dispatch, receiving & telephone). ➤ File movement to ADC (I). ➤ Internal letter numbering. ➤ Maintenance of all type of administrative documents like as Budget, Income Tax, Salary etc. ➤ Typing of various types of administrative letters etc. ➤ On line work on telephone bill, TDS, RTI etc. ➤ Administrative files & registers maintenance. ➤ Depositing income tax return, collection of bill and submission of cheque to e-Soft office. ➤ Postage Stamp account and maintains postage stamp register. ➤ Maintains of library books as well as its register with issue and refund, Maintains purchase procedure and call question as per Govt. Rules and regulation and prepare comparative statement. ➤ Misc. works as & when assigned by ADC (I).
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- (iii) Rules/ orders under which powers and duty are derived and
- (iv) Exercised
- (v) Work allocation

Powers and duties of all posts are derived and exercised as per the practice in vogue. The work allocation information is available in the **Point 1.2**

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

- (i) Process of decision making Identify key decision making points
- (ii) Final decision making authority
- (iii) Related provisions, acts, rules etc.
- (iv) Time limit for taking decisions, if any
- (v) Channel of supervision and accountability

As per Standard Operating Procedure (SOP) the process of decision making based on the identified key decision making points is done at every level. SOP and guidance document defines the hierarchy/channel of supervision of the office. The time limits for taking decisions are set by internal office orders issued from time to time. Final Decision making authority is vested with the Assistant Drugs Controller (I).

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

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

The nature of functions/services are listed in point no: 1.2 (i),(ii). NOC issued through the ICEGATE portal maintained by Customs Department. Time limits is specified in the guidance document and instructions issued from Customs Authority / Directorate on time to time basis. The grievances are redressed through Deputy Drugs Controller (I)/ Assistant Drugs Controller (I).

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

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

The Drugs and Cosmetics Act, 1940 and Rules made thereunder (Drugs and Cosmetics Rules, 1945; Medical Device Rules, 2017 and New Drugs and Clinical Trials, 2019; Guidance document for Zonal, Sub- zonal & Port Offices and subsequent office orders issued by Directorate are followed by this office for discharging functions. Further, Manual of Office Procedure and Sugam portal User Manual in electronic format are also followed. Transfer policy is formulated and transfer orders are issued by the Directorate.

1.6 Categories of documents held by the authority under its control

- (i) Categories of documents**
- (ii) Custodian of documents/categories**
 - Documents are maintained as per the requirements of the following rules and manuals: -**

(1) Technical:

- a. Manual of Office Procedure
- b. Drugs and Cosmetics Act, 1940
- c. Drugs and Cosmetics Rules, 1945
- d. Medical Device Rules, 2017
- e. New Drugs and Clinical Trials, 2019
- f. Guidance Document issued by Directorate
- g. Cosmetics Rules 2020

(2) 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 and email ID

Seaport & Airport:

S. No.	Name	Designation	Telephone	Email ID
1.	Sushanta Sarkar	Assistant Drugs Controller (I) (ADCI)	Seaport: 033-2243-6867 Airport: 033-2511-3124	Sea-port: kolkataport@cdsco.nic.in Airport: acckolkata@cdsco.nic.in
2	Jayanta Biswas	Upper Division Clerk (UDC)		
3	Sumit Pal	Technical Data Associates (TDA)		
4	Tanmoy Kr. Pan	Technical Data Associates (TDA)		
5	Samrat Chowdhury	Data Entry Operator (DEO)		
6	Sambhu Das	Daily wages sweeper cum Peon		

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

Seaport & Airport:

S.No.	Name	Designation	Pay Band & Pay Level
01	Sushanta Sarkar	Assistant Drugs Controller (India)	Pay Band: 15600-39100 & Pay level: 11
02	Jayanta Biswas	Upper Division Clerk	Level 4, Matrix Pay 44800
03	Sumit Pal	Technical Data Associates (TDA)	Contractual Staff
04	Tanmoy Kr. Pan	Technical Data Associates (TDA)	Contractual Staff
05	Samrat Chowdhury	Data Entry Operator (DEO)	Contractual Staff
06	Sambhu Das	Daily wages sweeper cum Peon	Daily Wages (Central Rate)

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

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

- (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.**

Seaport & Airport, Kolkata:

S.NO	Name of the Officer	Telephone No	Email ID
1.	Sh. Arup K. Chatterjee Dy. Drugs Controller (I) First Appellate Authority (FAA)	033-2280-1391	cdscoez@cdsco.nic.in
2.	Sushanta Sarkar Assistant Drugs Controller (I) Central Public Information Officer (CPIO)	033-2243-6867 033-2511-3124	kolkataport@cdsco.nic.in adc-acckolkata@cdsco.nic.in

Number of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

No. of employees against whom disciplinary action has been

- (iii) **Pending for Minor penalty or major penalty proceedings**
: Nil
(iv) **Finalized for Minor penalty or major penalty proceedings**
: Nil

1.11 Programmes to advance understanding of RTI (Section 26)

(i) Educational programmes

As per direction the training programme or workshop related to RTI to be attended regularly by CPIO of this office.

(ii) 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.

(iii) Training of CPIO/APIO

List of Training Programmes attended by the CPIO:

Training programme on RTI Act needs to be attended by the current CPIO as per the directions.

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

A guidance document related to RTI is published in website of CDSCO

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

https://cdsco.gov.in/opencms/export/system/modules/CDSCO.WEB/resources/pdf/RTI/guidance_documents1.pdf

Further, followed the guidelines issued by Central Information Commission <https://cic.gov.in/rti-notifications>

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

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

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**
- (iii) **Proposed expenditures**
- (iv) **Revised budget for each agency, if any**
- (v) **Report on disbursements made and place where the related reports are available**

: As attached on next page.

Budget of Seaport and Airport, Kolkata

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,
Asstt. Drugs Controller(I),
Customs House, 15/1, Stand Road, Kolkata.-700001

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 Estimate 2026-27 in respect of your office under each sub-head is as given below:-

(Rupees in thousands)

SL. NO.	ITEM	B.E. 2025-26	R.E. 2025-26	B.E 2026-27
01	Salaries (01)	2500	2500	2500
02	Wages(02)	300	250	300
03	Rewards (05)	40	14	20
04	Medical Treatment (06)	100	100	100
05	Allowances (07)	3000	2255	2500
06	Leave Travel Concession (08)	100	50	100
07	Domestic Travel Expenses (11)	150	50	100
08	Office Expenses (13)	300	230	300
09	RRT for L&B (14)	400	380	400
10	Printing and Publication(16)	20	00	20
11	Rent for Others (18)	0	0	0
12	Digital Equipment (19)	100	50	50
13	Material and Supplies(21)	100	0	0
14	Repair & Maintenance (29)	100	100	100
15	Other Revenue Expenses(49)	50	10	50
	Total	7260	5989	6540

Yours faithfully,



(Pawan Kumar)
Deputy Director Admin.

Copy to:- Pay & Accounts Officer,
Ministry of Health & FW, Kolkata.

श्री पवन कुमार / Pawan Kumar
श्री प्रमुख कार्यालय (डी.डी.) / Dy. Director Admin (DDA)
आर.डी.ओ. कार्यालय (डी.डी.) / Deputy Director Admin
CDSCO, D.G. of Health Services
आर.डी.ओ. कार्यालय
Ministry of Health & Family Welfare
F.D.A. Bhawan, I.T.O., Kotla Road, New Delhi - 110027

2.2 Foreign and domestic tours (F. No. 1/8/2012- IR dt. 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.**
 - (1) **Places visited**
 - (2) **The period of visit**
 - (3) **The number of members in the official delegation**
 - (4) **Expenditure on the visit**
- (iii) **Information related to procurements**
 - (1) **Notice/tender enquires, and corrigenda if any thereon,**
 - (2) **Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,**
 - (3) **The works contracts concluded – in any such combination of the above-and**
 - (4) **The rate /rates and the total amount at which such procurement or works contract is to be executed.**

: NIL

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

- (i) **Name of the programme of activity**
- (ii) **Objective of the programme**
- (iii) **Procedure to avail benefits**
- (iv) **Duration of the programme/ scheme**
- (v) **Physical and financial targets of the programme**
- (vi) **Nature/ scale of subsidy /amount allotted**
- (vii) **Eligibility criteria for grant of subsidy**
- (viii) **Details of beneficiaries of subsidy programme (number, profile etc)**

: NIL

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

- (i) **Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions**
- (ii) **Annual accounts of all legal entities who are provided grants by public authorities**

: NIL

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

- (i) **Concessions, permits or authorizations granted by public authority**
- (ii) **For each concessions, permit or authorization granted**
 - (1) **Eligibility criteria**
 - (2) **Procedure for getting the concession/ grant and/ or permits of authorizations**
 - (3) **Name and address of the recipients given concessions/ permits or authorisations**
 - (4) **Date of award of concessions /permits of authorizations**

: NIL

**2.6 `CAG & PAC paras [F No. 1/6/2011- IR dt. 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

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
there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]**

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

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

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	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/

- (ii) **Arrangements for consultation with or representation by**
- (1) **Members of the public in policy formulation/ policy implementation**
Policy formulation and its implementation is done by Directorate
 - (2) **Day & time allotted for visitors**
Office timing (10:00 AM to 05:30 PM)
 - (3) **Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants**

Seaport & Airport, Kolkata:

Sushanta Sarkar

Assistant Drugs Controller (I)

Central Public Information Officer (CPIO)

Contact No: 033-2243-6867, 033-2511-3124

Email ID kolkataport@cdsco.nic.in

adc-acckolkata@cdsco.nic.in

Public- private partnerships (PPP)

- (i) **Details of Special Purpose Vehicle (SPV), if any**
- (ii) **Detailed project reports (DPRs)**
- (iii) **Concession agreements.**
- (iv) **Operation and maintenance manuals**
- (v) **Other documents generated as part of the implementation of the PPP**
- (vi) **Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government**
- (vii) **Information relating to outputs and outcomes**
- (viii) **The process of the selection of the private sector party (concessionaire etc.)**
- (ix) **All payment made under the PPP project:**

: NIL

3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) ©]

Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;

- (i) **Policy decisions/ legislations taken in the previous one year**
- (ii) **Outline the Public consultation process**
- (iii) **Outline the arrangement for consultation before formulation of policy**

Policy decisions/legislations is carried out by Directorate
(<https://cdsco.gov.in/opencms/opencms/en/Notifications/Gazette-Notifications/>)
Formulation of Policy and Implementation is also carried out by Directorate

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] Use of the most effective means of communication Internet (website):

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	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/

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

(i) **Electronic format**

Sr. No.	Topic	URLs
1.	Sugam Portal	https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/SUGAM_user_manual.pdf
2.	eSanchit	https://www.icegate.gov.in/Download/eSANCHIT_Process_Guide_updated.pdf

(ii) **Printed format**
: Available

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

List of materials available

- (i) **Free of cost**
Electronic format can be accessed through website.
- (ii) **At a reasonable cost of the medium**
When information required under RTI Act, fees will be charged as per Rule 4 of The Right to Information (Regulation of Fee and Cost) Rules, 2005.

4. E. Governance

4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

- (i) **English**
- (ii) **Vernacular/ Local Language**
: English

4.2 When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]

Last date of Annual updation:

Updating of Manual is carried out by Directorate and Customs Department.

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]

- (i) **Details of information available in electronic form**
- (ii) **Name/ title of the document/record/ other information (iii)Location where available**
: Refer to para 3.3

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

- (i) **Name & location of the faculty**
 - a. Central Drug Standard Control Organization, Asst. Drugs Controller (I), Customs House, 15/1, Strand Road, Kolkata – 700 001.
 - b. Central Drug Standard Control Organization, Asst. Drugs Controller (I), Air Cargo Complex, N.S.C. Bose International Airport, Kolkata- 700 052.
- (ii) **Details of information made available:**
Information available in the public domains
<https://www.icegate.gov.in/index.html>
www.cdsc.gov.in
- (iii) **Working hours of the facility**
Office timing (10:00AM to 05:30PM) on working days
- (iv) **Contact person & contact details (Phone, fax email)**
 - a. Central Drug Standard Control Organization, Asst. Drugs Controller (I), Customs House, 15/1, Strand Road, Kolkata – 700 001.
Telephone -033-2243-6867, Email: kolkataport@cdsco.nic.in.

- b. Central Drug Standard Control Organization, Asst. Drugs Controller (I), Air Cargo Complex, N.S.C. Bose International Airport, Kolkata-700 052.
Telephone- 033-2511-3124, adc-acckolkata@cdsco.nic.in.

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

- (i) **Grievance redressal mechanism**
Mechanism is either by email, Telephone, direct meeting with DDC(I)/ADC(I)
- (ii) **Details of applications received under RTI and information provided.**
Seaport & Airport, Kolkata

S.no	Year	RTI applications received	RTI applications Disposed
1	2025-2026	08	08
2	2024-2025	04	04
3	April'23 – Dec.'23	07	07
4	2022-23	09	09
5	2021-22	07	07

- (iii) **List of completed schemes/ projects/ Programmes**
This office has not been assigned any schemes/ projects/ Programmes.
- (iv) **List of schemes/ projects/ programme underway-**
This office has not been assigned any schemes/ projects/ Programmes.
- (v) **Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract**
This office has not entered into any contract.
- (vi) **Annual Report**
Annual report of CDSCO is prepared by Directorate by compiling the information from the Field formations.

(vii) **Frequently Asked Question (FAQs)**

Sr. No.	Topic	URLs
1.	New Drugs	https://cdsco.gov.in/opencms/opencms/system/modules/CDS.CO.WE.B/elements/download_file_division.jsp?num_id=NDM0MA== Additional FAQs: https://cdsco.gov.in/opencms/opencms/system/modules/CDS.CO.WE.B/elements/download_file_division.jsp?num_id=NDg1Ng== https://cdsco.gov.in/opencms/opencms/system/modules/CDS.CO.WE.B/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/CDS.CO.WE.B/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 Bank	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	e-SANCHIT	https://www.icegate.gov.in/Download/eSANCHIT_FAQs.pdf

(viii) **Any other information such as**

- (1) **Citizen's Charter**
- (2) **Result Framework Document (RFD)**
- (3) **Six monthly reports on the**
- (4) **Performance against the benchmarks set in the Citizen's Charter**

: NIL

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

(i) **Details of applications received and disposed:**

Seaport & Airport, Kolkata

S.no	Year	RTI applications received	RTI applications Disposed
1	2025-2026	08	08
2	2024-2025	04	04
3	April'23 – Dec.'23	07	07
4	2022-23	09	09
5	2021-22	07	07

4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)] Details of questions asked and replies given

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

5. Information as may be prescribed

5.1 Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No.1/6/2011-IR dt. 15.4.2013]

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

Seaport & Airport, Kolkata:

S.No	Name of the Office	CPIO	Period	Appellate Authority	Period
1	O/o The Asst. Drugs Controller (I) Central Drug Standard Control Organization, Seaport	Sushanta Sarkar ADCI, CDSCO Kolkata Port	10.06.24- till date	Sh. Arup Kr. Chatterjee, DDC(I),CDSCO, EZ	30.11.23- till date
2		Sh. Akash Rama Kondalkar (since 26.09.2023 to 09.06.24)	26.09.23- 09.06.24	Sh. Arup Kr. Chatterjee, DDC(I),CDSCO, EZ	
3	Organization, Seaport	Bubun Nath, Technical Officer	2022-23	Dr. Kamal K. Halder, ADC (I)	2022-23
4		Dr. Kamal K. Halder, ADC (I)	2021-22	Dr. A. Ramkishan DDC(I), CDSCO, EZ	2021-22

- (ii) **Details of third party audit of voluntary disclosure**
(a) **Dates of audit carried out**
(b) **Report of the audit carried out :Nil**

- (iii) **Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD**
 (a) **Date of appointment**
 (b) **Name & Designation of the officers:**
 : Nil
- (iv) **Consultancy committee of key stake holders for advice on suo-moto disclosure**
 (a) **Dates from which constituted**
 (b) **Name & Designation of the officers**
 : Nil
- (v) **Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI**
 (a) **Dates from which constituted**
 (b) **Name & Designation of the Officers**
 : Nil

6. Information Disclosed on own Initiative

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

Sr. No.	Type of Information	Related URLs
1.	Gazette Notifications	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/bioequival/bioavailability/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/In-Vitro-Diagnostics/

13.	Cosmetics	https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/
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6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)

- (i) **Whether STQC certification obtained and its validity.**
- (ii) **Does the website show the certificate on the Website?**

Website of CDSCO (www.cdsco.gov.in) is maintained by CDSCO-HQ and Kolkata port offices does not have own website, the details are being forwarded periodically to CDSCO-HQ for placing it in public domain.