

SUO MOTTO DISCLOSURE UNDER SECTION 4 OF RTI ACT, 2005 (CDSCO, ADANI HAZIRA SEAPORT, SURAT)

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

Name :- CENTRAL DRUG STANDARD CONTROL ORGANIZATION, ADANI HAZIRA SEAPORT, SURAT

Address :- Central Drug Standard Control Organization, Adani Hazira Port Pvt Ltd at PO Hazira, Surat-394270

Phone:- 0261-2207500

E-mail :- hzr[dot]seaport[at]cdsco[dot]nic[dot]in

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

(ii) Head of the organization

Sh. Surender Kumar Kaswan

Drugs Inspector

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

(iii) Vision, Mission and Key objectives

Vision:

To Protect and Promote public health in India.

Mission:

To safe guard and enhance the public health by assuring the safety, efficacy and quality of drugs, cosmetics and medical devices.

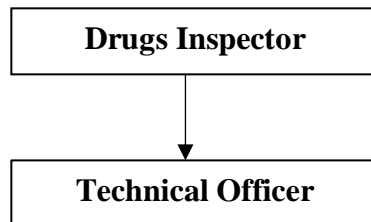
<https://cdsco.gov.in/opencms/opencms/en/About-us/Vision/>

(iv) Function and duties

- **To scrutinized 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.**
- **To check the various shipping bills for export for compliance of Drugs & Cosmetics Act, Departmental Circulars and Guidelines.**
- **To ensure that No Drugs, Cosmetics and Medical devices is imported into the country through Seaport unless its import permitted by the Drugs Licensing Authority under the applicable Rules and Provisions.**
- **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 maintain the data regarding imports/export of all Drugs/Cosmetics/Medical Devices and submit the same on monthly basis to the Deputy Drugs Controller (India) Zonal office Ahmedabad.**
- **To provide replies for RTI applications raised under the RTI act, 2005.**
- **To prepare draft replies to the various queries/questions raised by the Zonal office or HQ in reference to the parliament questions.**
- **To preparing and forwarding the Monthly and Annual Progress Reports to Zonal Office.**
- **Any other duties assigned by Deputy Drugs Controller (India), Zonal office Ahmedabad.**

(v) Organization Chart: (TableNo.1)



TableNo.1

(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

The Central Drugs Standard Control Organization (CDSCO), Adani Hazira Port Pvt Ltd at PO Hazira, Surat was started during the year 2015 at Hazira Seaport, Surat headed by Technical Assistant. The Port office of the CDSCO was created to facilitate Import and Export activities to smooth enforcement of the provisions of Chapter III of the D&C Act and Rules. Currently the port office is headed by Drugs Inspector under the supervision of the Deputy Drugs Controller (India) Ahmedabad Zonal Office.

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) Powers and duties of employees:

Drugs Inspector Duties

- To scrutinized 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.
- To check the various shipping bills for export for compliance of Drugs & Cosmetics Act, Departmental Circulars and Guidelines.

- To ensure that No Drugs, Cosmetics and Medical devices is imported into the country through Seaport unless its import permitted by the Drugs Licensing Authority under the applicable Rules and Provisions.
- 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 maintain the data regarding imports/export of all Drugs/Cosmetics/Medical Devices and submit the same on monthly basis to the Deputy Drugs Controller (India) Zonal office Ahmedabad.
- To provide replies for RTI applications raised under the RTI act, 2005.
- To prepare draft replies to the various queries/questions raised by the Zonal office or HQ in reference to the parliament questions.
- To preparing and forwarding the Monthly and Annual Progress Reports to Zonal Office.
- Any other duties assigned by Deputy Drugs Controller (India), Zonal office Ahmedabad.

Technical Officer Duties

- To scrutinized 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.
 - To check the various shipping bills for export for compliance of Drugs & Cosmetics Act, Departmental Circulars and Guidelines.
 - To ensure that No Drugs, Cosmetics and Medical devices is imported into the country through Seaport unless its import permitted by the Drugs Licensing Authority under the applicable Rules and Provisions.
 - 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 maintain the data regarding imports/export of all Drugs/Cosmetics/Medical Devices and submit the same on monthly basis to the Deputy Drugs Controller (India) Zonal office Ahmedabad.
 - To provide replies for RTI applications raised under the RTI act, 2005.
 - To prepare draft replies to the various queries/questions raised by the Zonal office or HQ in reference to the parliament questions.
 - To preparing and forwarding the Monthly and Annual Progress Reports to Zonal Office.
 - Any assigned administrative work for the port office.
 - Any other duties assigned by Deputy Drugs Controller (India), Zonal office Ahmedabad.
- (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 a decision, 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 documents define 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 Deputy 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 the services can be accessed
- (iv) Time-limit for achieving the targets
- (v) Process of redress of grievances

The nature of functions /services offered by this office are listed under para no: 1.1. (iv). 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. Time limits are specified in the SOP. The grievances are redressed through port officers.

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 there under (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: -

A) 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**

B) 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 Email id :h zr.seaport@cdsco.nic.in

List of Employees of CDSCO, Adani Hazira Seaport, Surat

S. No.	NAME OF THE EMPLOYEE	DESIGNATION OF THEEMPLOYEE	LANDLINE
1.	Sh. Surender Kumar Kaswan	Drugs Inspector	0261-2207500
2.	Dr. Jigar R. Patel	Technical Officer	0261-2207500

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

CENTRAL DRUGS STANDRAD CONTROL ORGANIZATION, ADANI HAZIRA SEAPORT, SURAT		
DETAILS OF POST WITH PAY BAND & PAY LEVEL		
Sl. No.	Name of the Post	Pay Band & Pay Level
1.	Drugs Inspector	Pay Band : 9300- 34800 & Pay Level- 9
2.	Technical Officer	Pay Band : 9300- 34800 & Pay Level- 8

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. Surender Kumar Kaswan, Drugs Inspector, CDSCO, Adani Hazira Seaport, Surat. (CPIO)	0261-2207500	h zr.seaport@cdsco.nic.in

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 programme or workshop related to RTI is being 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
N/A

- (iv) Update& publish guidelines on RTI by the Public Authorities concerned
A guidance document related to RTI is published in web site 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 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 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
Budget under the purview of the Zonal Office Ahmedabad or Mumbai.

- 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.

- (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

- 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 or 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
 - a) Eligibility criteria
 - b) Procedure for getting 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

2.6 CAG & PAC Para's [FNo.1/6/2011-IRdt. 15.4.2013]

CAG and PAC Para's 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-IRdt. 15.04.2013]

Formulation of Policy and 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.	Bio equivalence and Bioavailability	https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html
4.	Blood Products	https://cdsco.gov.in/opencms/opencms/en/biologics/Blood-Products/
5.	Vaccines	https://cdsco.gov.in/opencms/opencms/en/biologics/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/Medical-Device-Diagnostics/
13.	Cosmetics	https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/

(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

(iii) Day & time allotted for visitors
Office timing (10:00 AM to 05:30 PM)

(iv) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants
Sh. Surender Kumar Kaswan, Drugs Inspector, CDSCO Adani Hazira Seaport, Surat. (CPIO)

- 3.2** 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 authorisation from the government
 - (vii) Information relating to out puts and outcomes
 - (viii) The process of the selection of the private sector party (concessionaire etc.)
- (ix) All payment made under the PPP project
Nil

3.3 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 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

3.4 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.	Alert	https://cdsco.gov.in/opencms/opencms/en/Notifications/Alerts/
4.	Bio equivalence and Bioavailability	https://cdsco.gov.in/opencms/opencms/en/bioequi_bioavail/index.html
5.	Blood Products	https://cdsco.gov.in/opencms/opencms/en/biologics/Blood-Products/
6.	Vaccines	https://cdsco.gov.in/opencms/opencms/en/biologics/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/Medical-Device-Diagnostics/
14.	Cosmetics	https://cdsco.gov.in/opencms/opencms/en/Cosmetics/cosmetics/

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

Information manual/ handbook available in

(i) Electronic format

Sr. No.	Topic	URLs
1.	e-Governance	https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/SUGAM_user_manual.pdf
2.	eSanchit	https://www.old.icegate.gov.in/Download/eSANCHIT_Step_by_Step_Procedure_updated.pdf

(ii) Printed format

Available

3.6 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]

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 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 Para 3.3

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

(i) Name & location of the facility

Central Drug Standard Control Organization, Adani Hazira Port Pvt Ltd at PO Hazira, Surat-394270

(ii) Details of information made available

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

(iii) Working hours of the facility

10.00AM to 5.30 PM (except closed holidays)

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

Sh. Surender Kumar Kaswan, Drugs Inspector, Central Drug Standard Control Organization, Adani Hazira Port Pvt Ltd at PO Hazira, Surat-394270. Phone - 0261-2207500, E-mail- hzr.seaport@cdsco.nic.in

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

(i) Grievance redressal mechanism

Grievance handling mechanism through e-mail, Telephone, direct meeting with Port Officers.

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

S. No	Year	RTI applications received	RTI applications disposed
1.	2015	Nil	Nil
2.	2016	Nil	Nil
3.	2017	Nil	Nil
4.	2018	Nil	Nil
5.	2019	Nil	Nil
6.	2020	Nil	Nil
7.	2021	05	05
8.	2022	06	06
9.	2023	10	10
10.	2024	01	01

(iii) List of completed schemes/projects/Programmes-

This office has not been assigned any schemes/projects/Programmes.

(iv) List of schemes/projects/programme under way-

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/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/MDfAq24.pdf
3	Phyto pharmaceuticals	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 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/FAQs-Cosmetics_New.pdf
7	BA/BE	https://cdsco.gov.in/opencms/export/sites/CDSCO_WEB/Pdf-documents/BA_BE/revidsefaqbabe.pdf

(viii) Any other information such as

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

Nil

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

(i) Details of applications received and disposed

S. No	Year	RTI applications received	RTI applications disposed
1.	2015	Nil	Nil
2.	2016	Nil	Nil
3.	2017	Nil	Nil
4.	2018	Nil	Nil
5.	2019	Nil	Nil
6.	2020	Nil	Nil
7.	2021	05	05
8.	2022	06	06
9.	2023	10	10
10.	2024	01	01

(ii) Details of appeals received and orders issued

S. No	Year	RTI applications received	RTI applications disposed
1.	2015	0	0
2.	2016	0	0
3.	2017	0	0
4.	2018	0	0
5.	2019	0	0
6.	2020	0	0
7.	2021	0	0
8.	2022	0	0
9.	2023	0	0
10.	2024	0	0

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.

5 Information as may be prescribed

5.1 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]

(i) Name & details of

a) Current CPIOs & FAAs

Role	Name of the Officer	Telephone No	Email-ID
CPIO	Sh. Surender Kumar Kaswan, Drugs Inspector, CDSCO, Adani Hazira Seaport, Surat.	0261-2207500	hjr.seaport@cdsco.nic.in surenderkk@cdsco.nic.in
FAA	Dr. Ravi Kant Sharma, Deputy Drugs Controller (I), CDSCO, Ahmedabad.	079-22850706, 079-22850707 & 079- 29700619	rk.sharma66@nic.in

b) Earlier CPIO &FA As from 27-07-2015

S. No.	Name of the officer	Designation	Telephone	E-mail ID	Year
CPIO					
1.	Dr. Jigar R Patel	Technical Assistant (CPIO)	0261-2207500	jigar.1691@cdsco.nic.in	2015-2018
2.	Sh. Vikas Appaso Shinde	Technical Officer (CPIO)	0261-2207500	vikas.shinde@cdsco.nic.in	2018-2023
3.	Sh. Surender Kumar Kaswan	Drugs Inspector (CPIO)	0261-2207500	surenderkk@cdsco.nic.in	2023 onwards
First Appellate Authority					
1.	Mr. Arvind Kukrety	Deputy Drugs Controller (I)	079-22850706, 079-22850707 & 079- 29700619	arvindkukrety@cdsco.nic.in	2015-2020
2.	Mr. Jayant Kumar	Deputy Drugs Controller (I)	079-22850706, 079-22850707 & 079- 29700619	jayant@cdsco.nic.in	2020-2023
3.	Dr. Ravi Kant Sharma	Deputy Drugs Controller (I)	079-22850706, 079-22850707 & 079- 29700619	rk.sharma66@nic.in	2023 onwards

- (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 stakeholders for advice on suo-motu 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

- 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 websites how the certificate on the Website?

Website of CDSCO (www.cdSCO.gov.in) is maintained by Directorate (FDA Bhawan, Kotla Road, New Delhi)