

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

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

1. Particulars of the organization, functions and duties:

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

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

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

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

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

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

4. Norms set for the discharge of functions:

This Office, in its discharge of functions, follows the mandate entrusted to it by the Drugs & Cosmetics Act, 1940 and the rules, regulations and guidelines framed thereunder.

5. Rules, regulations, instructions, manuals and records for discharging its functions:

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

- The Cosmetics Rules, 2020;
- The New Drugs and Clinical Trails Rules, 2019;
- The Drugs and Magic Remedies (Objectionable Advertisements) Act, 1954 and Rules;
- The Narcotic Drugs and Psychotropic Substances Act, 1985 and Rules;
- The Customs Act, 1962;
- Guidance document for functioning of the Port Offices of CDSCO;
- Gazette Notifications/Orders/Circulars issued time to time from CDSCO, Ministry of Health & Family Welfare, Government of India;
- Gazette Notifications/Orders/Circulars issued time to time from Ministry of Finance, Government of India; and
- DGFT Policies.

6. Categories of documents held by the public authority:

- **For Import** - Bill of Entries filed for imported drugs/medical devices/cosmetics along with the requisite documents/licences/permissions;
- **For Export** - Shipping Bills filed for exported goods along with the requisite documents/licences/permissions.
- Records of licence issued to import small quantities of drugs/medical devices for personal use.
- Testing Memorandums and their reports.

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

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

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

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

9. Directory of Officers & Employees:

Name	Designation
M Shakuntala	Assistant Drugs Controller (India)
Deepak Kumar Sethy	Drugs Inspector

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

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

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

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

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

12. Manner of execution of subsidy programmes:

This Office does not have budgetary allocation for subsidy programmes.

13. Particulars of recipients of concessions & permits:

Not applicable.

14. Information available in electronic form:

- Data regarding imports/export of all Drugs/Cosmetics/Medical Devices.

15. Particulars of facilities available to citizens for obtaining information:

- Citizens can access information available through the Official website of CDSCO or through the RTI Act.

16. Particulars of Public Information Officers:

Name of the Officer	Role	Address	E-Mail	Telephone Number
Smt. M. Shakuntala, Assistant Drugs Controller (India) CDSCO, Airport Office - Bangalore	Central Public Information Officer	WFS Bangalore Pvt. Ltd., Airfreight Terminal, Bengaluru International Airport, Bangalore, 560300	maheshadci@cdsco.nic.in adciport.bangalore@gmail.com	080 -27688312
Shri. Rajshekar, Deputy Drugs Controller (India) CDSCO, Zonal Office, Bangalore	First Appellate Authority	O/o Drugs Controller for the State of Karnataka, Second Floor, Palace Road, Bangalore, 560001	szbengaluru@cdsco.nic.in bangaloresubzone@cdsco.nic.in	080 – 22341017 (D), 22341018

17. Such other information as may be prescribed:

Not Applicable.