

# भारत सरकार

स्वास्थ्य और परिवार कल्याण मंत्रालय  
स्वास्थ्यसेवा महानिदेशालय  
केन्द्रीय औषधि मानक नियंत्रण संगठन  
केन्द्रीय औषधि परीक्षण प्रयोगशाला  
रा.प.अ.प्र प्रत्यायक प्रयोगशाला  
जी.एम.एस.डी. कैम्पस, स.37, नेवल अस्पताल रोड,  
पेरियमेट, चेन्नै-600 003



GOVERNMENT OF INDIA  
M/o.HEALTH & FAMILY WELFARE  
DTE. GENERAL OF HEALTH SERVICES  
CENTRAL DRUGS STANDARD CONTROL ORGANISATION  
CENTRAL DRUGS TESTING LABORATORY  
NABL ACCREDITED LABORATORY  
G.M.S.D CAMPUS, NO.37, NAVAL HOSPITAL ROAD  
PERIAMET, CHENNAI-600003

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[cdtlchennai@cdsco.nic.in](mailto:cdtlchennai@cdsco.nic.in)

No.CDTL/307/RTIA/2021-22/790

dated the 27<sup>th</sup> October, 2021

To

The Director Admn.,  
Central Drugs Standard Control Organisation,  
Dte. General of Health Services.,  
FDA Bhawan, Kotla Road,  
New Delhi-110 002.

Sub.:- Updated Suo Motu Disclosure under Section 4 under RTI Act 2005 – Request for  
uploading in CDSCO website – Reg.

Ref.: Dte.'s email dated 26.10.2021.

Sir,

With reference to the Directorate's email cited above, it is to inform that as per the instructions of the Directorate, this office is sending the Suo-Motu Disclosure under Section 4 of RTI Act 2005 for uploading in the Website. As this office is a subordinate office under Central Drugs Standard Control Organization and not having separate website. It is requested to kindly upload the Suo-Motu Disclosure pertaining to Central Drugs Testing Laboratory, Chennai in the CDSCO Website.

Sl.No.	Suo-Motu Disclosure	Annexures
01.	Particulars and functions of Organisation	I
02.	Powers and Duties of its Officers and Employees	II
03.	Organogram	III
04.	Directory of the Officers and Employees and Remuneration	IV
05.	Important Activities	V
06.	General points like decision making etc.	VI

भवदीय,  
Yours faithfully,

  
(सी। विजयलक्ष्मी)

(C. VIJAYALAKSHMI)

निदेशक प्रभारी/DIRECTOR I/C

निदेशक प्रभारी / Director I/c

केन्द्रीय औषधि परीक्षण प्रयोगशाला

Central Drugs Testing Laboratory

भारत सरकार / Government of India

चेन्नई -3 Chennai - 600 003

Encl:As above.

BRIEF INFORMATION AND ENCLOSURES OF CENTRAL DRUGS TESTING  
LABORATORY, CHENNAI

- (I) This Laboratory maintains all records duly catalogued and indexed in a manner and the form which facilitates and complies the instructions of Right to Information Act 2005
- (ii)
  - (i) The particulars of the Organisation and its functions and duties are enclosed herewith as Annexure-I.
  - (ii) The powers of whole Laboratory is vested with the Director of this Laboratory as per the instructions issued by the Govt. of India and duties of its officers and employees of this office is enclosed herewith as Annexure-II.
  - (ii) Decisions are made at different levels as per hirerachy of this office. (Organogram) of this Laboratory is enclosed herewith as Annexure-III)
  - (iv) Norms to be followed are clearly mentioned in notified recruitment rules of various posts.
  - (v) As it is NABL Accredited Laboratory, all procedures to be followed are well documented in quality manual and quality system procedure of this Laboratory, On administrative matters, all procedures, rules and regulations are being followed as per the instructions of the Government of India issued from time to time.
  - (vi) As it is subordinate office working under the administrative control of the Drugs Controller General (I), Central Drugs Standard Control Organisation, New Delhi, this Laboratory is following policies framed by CDSCO, Dte.G.H.S., New Delhi.
  - (vii) This Laboratory does not have any board, council or other such bodies except Local Purchase Committee (LPC) and Official Language Implementation Committee (Hindi).
  - (viii) The directory of its officers and employees are enclosed herewith as Annexure-IV.
  - (ix) This Laboratory does not have any external agencies. Hence, allocation of budget to external agencies does not arise.
  - (x) This Laboratory does not have any subsidy programme.
  - (xi) Smt C. Vijayalakshmi, Director I/C is Appellate Authority, Smt J. Uma Maheswari, Sr. Scientific Officer Gr.II is Central Public Information Officer of Central Drugs Testing Laboratory, Chennai.



PARTICULARS OF ORGANISATION AND ITS FUNCTIONS AND DUTIES

The Central Drugs Testing Laboratory, Chennai, a subordinate office of the CDSCO, Directorate General of Health Services, M/o. Health and Family Welfare, New Delhi functioning under the administrative control of the CDSCO, Drugs Controller General of India, New Delhi. It is presently engaged in the analysis of Drugs and Cosmetics and Medical Devices received from the office of the Deputy Drugs Controller (India), South Zone, Chennai, Zonal Office, Hyderabad, West Zone, Mumbai, Sub-Zone, Bangalore, East Zone, Kolkata, North Zone, Ghaziabad and Assistant Drugs Controller (India), Custom House, Chennai, Air Cargo Complex, Air Cargo, Bangalore, Custom House, Kolkata, Custom House, Navi Mumbai, Air Port, New Delhi, Sub-Zone, Hyderabad, Office of the Technical Officer, Cochin and various sources of Central Medical Services Society. This Laboratory comprises of Chemical Wing, Instrumental Wing, Microbiology Wing. In addition to this, it has a well established Medical Devices Testing Wing (Condoms Testing Section).

This Laboratory has been notified as Appellate Laboratory for analysis of Condoms and related products vide Govt. of India's Gazette Notification No.X-11014/3/2008-DFQC dated 22.01.2009 and Director of this Laboratory has been authorized to exercise powers vested with Appellate Laboratories regarding condoms and related products.

This Laboratory has also been notified as Central Medical Device Testing Laboratory for the purpose of testing of Condoms vide M/o. Health and Family Welfare, Govt. of India Notification No.X.11035/22/2018-DR dated 01.06.2018. NABL Accreditation for Chemical & Mechanical Section has been extended for a period of two years from 26.12.2019 to 25.12.2021.

The Director of this Laboratory has been notified by Govt. of India vide Gazetted Notification No.X-11014/3/2008-DFQC dated 22/02/2009 as Govt. Analyst for Rubber Latex Condoms, Drugs and Cosmetics including those specified in Schedule C and C1 of Drugs and Cosmetics Act 1940.

Smt C. Vijayalakshmi, Director I/C & Smt. J. Uma Maheswari, Sr. Scientific Officer Gr.II of this Laboratory have been notified by Govt. of India vide Gazette Notification No.2315 dated 30.11.2012 as Government Analyst for the whole of India in respect of all classes of drugs except the classes of drugs mentioned in Notification.

## OBJECTIVES

- To make all the laboratory personnel aware of the requirements of ISO/IEC 17025:2017 by conducting regular training.
- To maintain Good Laboratory Practices.
- To implement effective quality system in the Laboratory.
- To ensure dependable and accurate testing facility.
- To provide and operate in an environment that gives accurate test results.
- To provide test results at the earliest and to the best satisfaction of the clients.
- To achieve excellence in the functioning of the Laboratory by continuously upgrading the skills of the laboratory staff by means of training.
- Regular participation in Proficiency Testing and Inter Laboratory Comparison Testing Programs.
- To deliver safe, good quality medicines to public by maintaining quality testing.



## VISION AND MISSION

It is the policy of CDTL, Chennai to perform the testing of samples as per the Governing Specification, using Calibrated Equipments and Documented Procedures without any External Pressure, Intimidation etc.

As this Laboratory is NABL Accredited, the Quality System of the Laboratory shall be in conformity with IS/ISO/IEC /17025:2017, the International Standard for the competence of Testing and Calibration Laboratories, To ensure Reliability and Wider Acceptance of it's Service..

The Management is committed to maintain Highest Standards of Professional Practice and Foremost Priority to satisfaction of clients.

All concerned Laboratory Personnel are well acquainted with the Policies and Procedures of Laboratory Quality System and Participate in implementation of the same to achieve the objectives.

The Laboratory Personnel shall always try to achieve excellence in their functioning by continuously up-grading their skills in latest techniques in Drug Analysis.

The efficiency and effectiveness of the Laboratory is enhanced by continuous training to the chemists in every aspect of testing.

JOB DESCRIPTION OF EACH POST OF CDTL, CHENNAI

Name of Office : CENTRAL DRUGS TESTING LABORATORY, CHENNAI

Name of Section : TECHNICAL AND NON-TECHNICAL SECTION

List of functions/  
job performed : ANALYSIS OF DRUGS, PHARMACEUTICALS, CONDOMS AND  
COSMETICS SAMPLES

Sl.No.	Name of the Post	Main jobs performed (in brief)
01.	Sr. Scientific Officer Gr.I holding charges as Director I/C	<ul style="list-style-type: none"> <li>• Designated as Authorized Signatory by NABL and holds the administrative and technical charges of the Central Drugs Testing Laboratory, Chennai</li> <li>• Attends to the administrative and technical functions of the Lab and exercises general supervision and control over the work carried out in the different wings of the Laboratory.</li> <li>• Responsible to provide guidance to all technical and managerial staff involved in the quality management.</li> <li>• Responsible to guide, supervise and coordinate the activities of the different sections of the laboratory to achieve quality work.</li> <li>• Responsible for the implementation of Drugs and Cosmetics Act 1940 and Rules thereunder in the process of testing of Drugs and Cosmetics samples and for the maintenance and up-keep of the laboratory strictly according to the conditions prescribed thereunder.</li> <li>• Responsible to depute the scientific staff regularly to reputed institutes for upgradation of their knowledge &amp; technical skills.</li> <li>• Responsible for authorizing specific personnel to perform particular type of technical / administrative work.</li> <li>• Being Government Analyst Responsible for signing of reports of samples received under Form-18.</li> <li>• Being Appellate Authority of CDTL, Chennai, responsible for RTI Matters.</li> <li>• Responsible for Supervising the analysis of Drugs and Pharmaceuticals including Rubber Latex Condoms done by Scientific Assistants and preparation of documents for regular NABL Audit.</li> <li>• Responsible for personally analyse the protocols of testing and signing the final reports.</li> <li>• Responsible for the safe custody of all protocols of testing carried out in the chemical wing.</li> <li>• Responsible to allot the sample to different sections / divisions.</li> <li>• Responsible for implementation of quality system of the laboratory.</li> <li>• Supervise and control over all work carried out in the Chemical, Microbiology, Instrumentation, Medical Devices Section, Cosmetics and Pharmacology wing and will ensure that testing of samples is not unduly delayed at any stage.</li> <li>• Responsible for safe custody and proper maintenance of all equipments and tools in the all the units.</li> <li>• Also, Panel Member in Bureau of Indian Standard (PCD-19).</li> </ul>



Sl.No.	Name of the Post	Main jobs performed (in brief)
02.	Sr. Scientific Officer Gr.II	<ul style="list-style-type: none"> <li>• Designated as Technical Manager. Responsible for supervision of Instrumentation Wing and for the Instrumental testing, under prescribed conditions of all Instrumental drugs samples.</li> <li>• Personally, analyses the protocols of testing and to scrutinise the final report and give opinion thereon.</li> <li>• Responsible for the safe custody of all protocols of testing carried out in the instrumental wing.</li> <li>• Responsible for checking, supervising and having control of work carried out in the instrumental wing and to ensure that testing of samples is not unduly delayed at any stage.</li> <li>• Responsible for the safe custody and proper maintenance of equipments and tools in the Instrumental Wing.</li> <li>• Being Government Analyst Responsible for signing of reports of samples received under Form-18.</li> <li>• Being CPIO of CDTL, Chennai, responsible for RTI Matters.</li> </ul>
03.	Sr. Scientific Assistant	To undertake analysis of drugs and cosmetics samples by Physico-Chemical, Microbiological and Instrumental Techniques. To maintain various ref. standards and bacterial strains. To maintain receipt of drugs and cosmetics samples. To maintain the sophisticated instruments and other laboratory equipments in good condition alongwith the log books. To maintain records related to drug analysis and to render assistance to the S.S.Os and Director I/C for carrying-out research in the field of Drug and Cosmetics analysis. To assist in procurement of Laboratory Chemicals, Instruments, Glass Apparatus etc. for day to day use and to supervise and guide on the works done by aucilliary staff.
04.	Jr. Scientific Assistant	To undertake analysis of drug samples by Chemical, Microbiological and Instrumental Techniques. To maintain various reference standard and bacterial strains. To maintain receipt of drugs samples. To maintain the sophisticated instrument alongwith the log books. To maintain records related to drug analysis and to render assistance to the S.S.Os and Director I/C for carrying-out research in the field of Drugs and Cosmetics analysis.
05.	Stenographer Gr.II	To take dictation from the Director I/C on various urgent administrative and technical matters of the entire laboratory and on confidential letters received from the Dte./Ministry and other offices and then type these letters. To send monthly, quarterly, half-yearly and annual reports of administrative and technical matters of the Laboratory. To receive, diarise and despatch the confidential letters of the laboratory. To assist the Director I/C in the conduct of departmental enquiries and disciplinary proceedings against the staff, if any. To attend to other duties concerning the laboratory/office that assigned by the Director I/C/SSO.
06.	Accountant	Handling of cash and maintenance of cash book accounts and other connected records. Preparation of pay bills for temporary advance, LTC and other bills of contingent purchase. Appropriation of accounts alongwith reconcillation. Income Tax Assessment, TDS, Pension, Medical Bills, Preparation of budget and final estimates alongwith expenditure statements. Maintenance of GPF ledgers for and other registers connected with concerned accounts and look after the works connected with the service matters of the employees and other duties assigned by the Director I/C. Proposal sent to the Directorate for revival of the said post

Sl.No.	Name of the Post	Main jobs performed (in brief)
07.	Store-Keeper	Preparation of indent, procurement, receipt and issue of stores including stationery. Maintenance of all stock registers and other connected records, care and custody of stores alongwith annual physical verification of stocks and other duties assigned by the Director I/C/SSO.
08.	Animal Supervisor	Abolished vide Dte,'s Office Memorandum No.I-28011/01/2017-D (Pt.) (No.8094158) dated 25.03.2021 as recommended by the Internal Work Study Unit, M/o.Health and Family Welfare, New Delhi
09.	Laboratory Assistant	To prepare the chemical reagents and volumetric solutions required for analysis. To prepare the buffer solutions and maintain related registers. To maintain cleanliness of equipments such as Hot Air Oven, Water Detoniser etc. and ensure their efficient working. To assist the chemist to set up various tests and other duties assigned by the Director I/C/ SSO.
10.	Lower Division Clerk	Typing works connected with establishment & administration, stores, purchase section, budget and accounts, maintenance of receipt and dispatch register, maintenance of leave accounts of staff members, maintenance of service books of staff members, maintenance of service stamps and maintenance of various files and other connected records and other duties assigned by the Director I/C.
11.	Multi Tasking Staff	Cleaning of Laboratory benches and washing of Glasswares and other articles required for Drugs and Cosmetics analysis and their sterilisation etc. and other duties assigned by the supervisor.



# INCUMBENCY POSITION RELATING TO VARIOUS POSTS/GRADES

Name of the Institution :    CENTRAL DRUGS TESTING LABORATORY, CHENNAI  
(AS ON 31.03.2021)

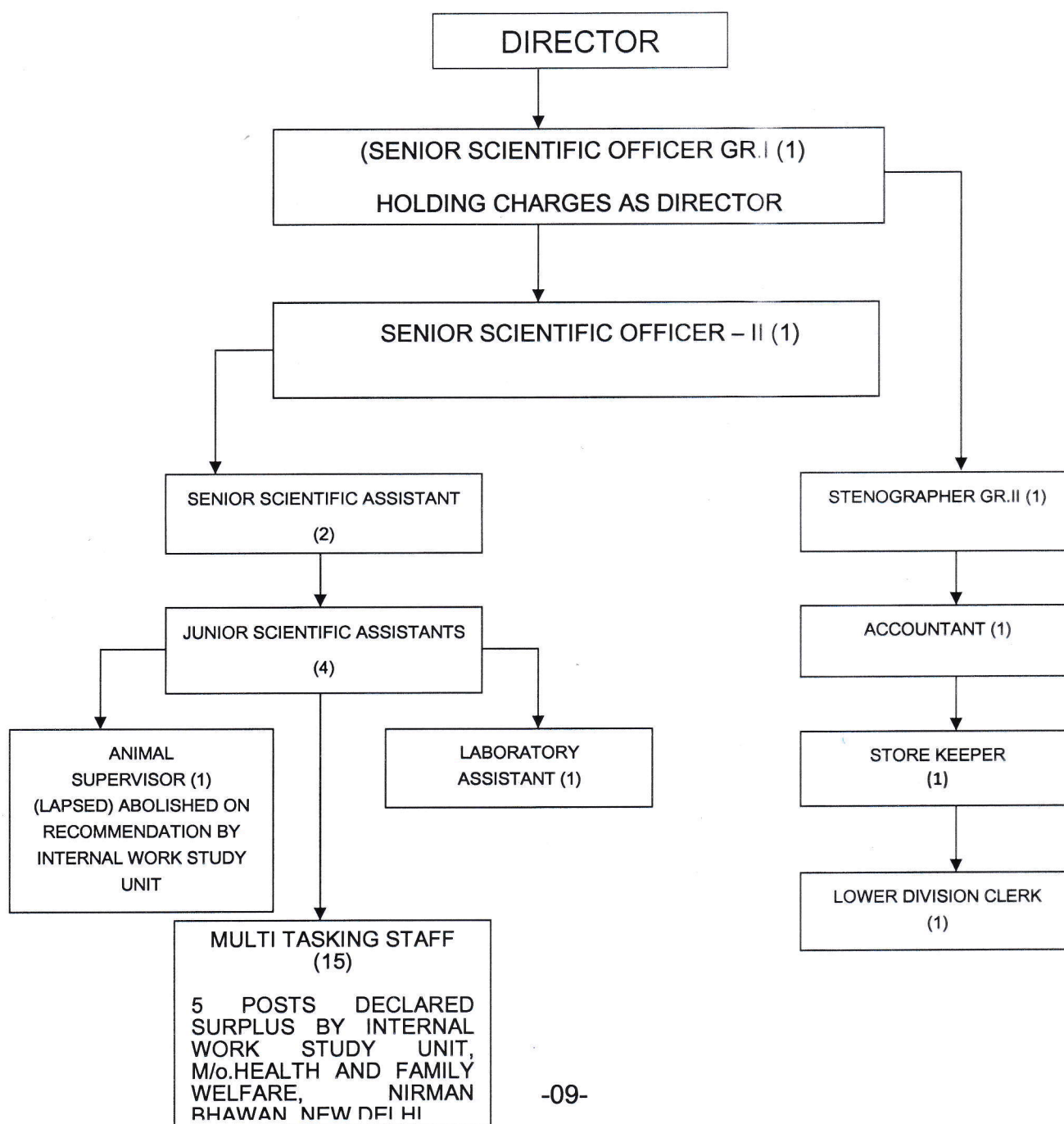
## (A) REGULAR STAFF

Sl.No.	Category of Posts	Group	Sanctioned Strength	In Position	Vacancy
01.	DIRECTOR	A	01	-----	01
02.	DIRECTOR I/C (SR. SCIENTIFIC OFFICER GR.I)	A	01	01	NIL
03.	SR. SCIENTIFIC OFFICER GR.II	A	01	01	NIL
04.	SR. SCIENTIFIC ASSISTANT	B	02	02	NIL
05.	JR. SCIENTIFIC ASSISTANT	B	04	02	02
06.	STENOGRAPHER GR.II	B	01	01	NIL
07.	ACCOUNTANT	C	01	NIL	01
08.	STORE-KEEPER	C	01	01	NIL
09.	ANIMAL SUPERVISOR	C	01	NIL	01
10.	LABORATORY ASSISTANT	C	01	01	NIL
11.	LOWER DIVISION CLERK	C	01	NIL	01
12.	MULTI TASKING STAFF	C	15	09	06
	TOTAL		30	18	06 + 06 (5 MTS Abolished and 01 Animal Supervisor Abolished)

# CENTRAL DRUGS TESTING LABORATORY, CHENNAI

37, NAVAL HOSPITAL ROAD, PERIAMET, CHENNAI-3

## ORGANOGRAM





**DETAILS OF THE EMPLOYEE AND TELEPHONE NUMBERS OF OFFICERS AND STAFF  
OF CENTRAL DRUGS TESTING LABORATORY, CHENNAI FOR RTI ACT, 2005**

SL.NO.	NAME OF THE EMPLOYEE	DESIGNATION	OFFICIAL PHONE NUMBER
01.	SMT C. VIJAYALAKSHMI	DIRECTOR I/C & SR. SCIENTIFIC OFFICER GR.I	044-25610402
02.	SMT J. UMA MAHESWARI	SR. SCIENTIFIC OFFICER GR.II	044-25610402
03.	SMT V. SUBHA	SR. SCIENTIFIC ASSISTANT	044-25610402
04.	SMT G. SASIKALA	SR. SCIENTIFIC ASSISTANT	044-25610402
05.	SHRI KISHOR GEMBALI	JR. SCIENTIFIC ASSISTANT	044-25610402
06.	SMT RIMJHIM KUMARI	JR. SCIENTIFIC ASSISTANT	044-25610402
07.	SHRI C.R. SOMASUNDARAM	STENOGRAPHER GR.II	044-25610402
08.	SHRI R. NARAYANAN	STORE-KEEPER	044-25610402
10.	SHRI V. ANANDAN	MULTI TASKING STAFF	044-25610402
11.	SHRI S. PERIYASAMY	MULTI TASKING STAFF	044-25610402
12.	SHRI M. MATHIYALAGAN	MULTI TASKING STAFF	044-25610402
14.	SMT R. RENUKA	MULTI TASKING STAFF	044-25610402
15.	SHRI G. THIYAGARAJAN	MULTI TASKING STAFF	044-25610402
16.	SHRI E. GOVINDARAJAN	MULTI TASKING STAFF	044-25610402
17.	SHRI R. AGILAN	MULTI TASKING STAFF	044-25610402
18.	SHRI M. MANIVANNAN	MULTI TASKING STAFF	044-25610402

CENTRAL DRUGS TESTING LABORATORY, CHENNAI

List of employees with Gross Monthly Remuneration

SL. NO.	NAME OF THE EMPLOYEE	DESIGNATION	Gross Monthly Remuneration March, 2021
01.	SMT C. VIJAYALAKSHMI	SENIOR SCIENTIFIC OFFICER GR.I HOLDING CHARGES AS DIRECTOR VIDE DTE.'S OFFICE ORDER NO.A-19011/28/2016-D (PT) DATED 31.05.2019	Rs.1,36,875/-
02.	SMT J. UMA MAHESWARI	SR. SCIENTIFIC OFFICER GR.II	Rs.1,08,675/-
03.	SMT V. SUBHA	SR. SCIENTIFIC ASSISTANT	Rs. 89,376/-
04.	SMT G. SASIKALA	SR. SCIENTIFIC ASSISTANT	Rs.1,07,124/-
05.	SHRI KISHOR GEMBALI	JR. SCIENTIFIC ASSISTANT	Rs. 67,521/-
06.	SMT RIMJHIM KUMARI	JR. SCIENTIFIC ASSISTANT	Rs. 62,163/-
07.	SHRI C.R. SOMASUNDARAM	STENOGRAPHER GR.II	Rs.1,10,085/-
08.	SHRI R. NARAYANAN	STORE-KEEPER	Rs. 65,052/-
09.	SMT U. JANSI	LAB. ASSISTANT	Rs. 63,714/-
10.	SHRI V. ANANDAN	MULTI TASKING STAFF	Rs. 56,664/-
11.	SHRI S. PERIYASAMY	MULTI TASKING STAFF	Rs. 56,664/-
12.	SHRI M. MATHIYALAGAN	MULTI TASKING STAFF	Rs. 42,822/-
13.	SHRI E. NEELAKANDAN	MULTI TASKING STAFF	Rs. 45,162/-
14.	SMT R. RENUKA	MULTI TASKING STAFF	Rs. 43,128/-
15.	SHRI G. THIYAGARAJAN	MULTI TASKING STAFF	Rs. 43,128/-
16.	SHRI E. GOVINDARAJAN	MULTI TASKING STAFF	Rs. 45,162/-
17.	SHRI R. AGILAN	MULTI TASKING STAFF	Rs. 45,162/-
18.	SHRI M. MANIVANNAN	MULTI TASKING STAFF	Rs. 55,113/-



BRIEF NOTE ON THE IMPORTANT WORK DONE ON DAY TO DAY BASIS:

This Laboratory is receiving drug samples from DDC(I), Hyderabad, ADC (I), Visakhapatnam, DDC (I), Bangalore, ADC(I), Port, Chennai, DDC(I) South Zone, Chennai, DDC (I), Ahmedabad, ADC (I), Kolkata, Technical Officer, Cochin, ADC (I), New Delhi, DDC (I), North Zone and also cosmetic samples are received from States of Orissa and Jharkhand. The samples are analysed by Physico-Chemical, Microbiological and Pharmacological methods. The Chemical Wing is equipped with latest sophisticated computerised analytical instruments like HPTLC, GC, HPLC, UV-Visible Spectrophotometer, FTIR, Auto Titrator to detect the end point to the third decimal and also digital melting/boiling point apparatus. HPLC Special Detector, Analytical Balance, Dissolution Auto Sampler, Total Organic Carbon Analyser, HPLC, Muffle Furnace, Tablet Disintegration Apparatus, Digital Colony Counter, KAFI SMART (Karl Fischer Titrator).

The Microbiological Wing is equipped with two horizontal laminar flow table for performing sterility test and antibiotic assay test separately. Microbial Limit Test for Cosmetics are also done in Microbiology Section. Two Auto Clave One Vertical and One Horizontal are also available for sterilization. BOD incubators are separately available for Bacterial and Fungal.

The Cosmetic Testing Section is equipped with foam Height Apparatus for Shampoo, Drying Time Apparatus, Adhesion Test Apparatus for testing Nail Polish, Breaking Load Apparatus for testing Lipstick, Sieve Shaker and Brookefield Viscometer are available for testing cosmetic samples.

Medical Devices Section is equipped with two BVBP instruments, one Enersol Make and other Real Time Make, 02 Water Leakage Testing Apparatus and Conductivity Leak Tester. This Laboratory has been notified as Appellate Laboratory for testing of Condoms vide Govt. of India Notification No.X.11014/3/2008-DFQC dated 22.01.2009. This Laboratory has also been notified as Central Medical Device Testing Laboratory for the purpose of testing of Condoms vide M/o.Health and Family Welfare, Govt. of India Notification No.X.11035/22/2018-DR dated 01.06.2018. Re-assessment of NABL Accreditation for Chemical & Mechanical Section has been Audited by NABL Assessors in the month of November, 2019. The Laboratory is accredited for Chemical and Mechanical Discipline for ISO 17025:2017 updated Standard from 26.12.2019 to 25.12.2021. The Laboratory has submitted the Desktop Surveillance Audit through online NABL Portal and completed the Desktop Audit successfully in January, 2021.

This Laboratory has got NABL Accreditation for analysis of 42 Drugs & Pharmaceuticals under Chemical and Natural Rubber Latex Condoms under Mechanical Discipline.

## STATEMENT OF MAIN FUNCTIONS

(Section wise)

Name of Office : CENTRAL DRUGS TESTING LABORATORY, CHENNAI

Sl.No.	Section	Functions (in brief)
	1. Chemical Section 2. Instrumentation Section 3. Cosmetic Section 4. Microbiology Section 5. Medical Devices Testing (Condoms Testing Section).	<p>This Laboratory has been analysing the Drugs Samples received from the following sources:</p> <p>ADC(I) Port, Chennai, ADC(I), Airport Chennai, ADC (I), Airport, New Delhi, DDC(I) South Zone, Chennai, ADC(I) Kolkata, ADC(I), Hyderabad, DDC(I) Hyderabad, ADC(I) Bengaluru, DDC(I), Bengaluru, DDC(I),EZ, Kolkata, ADC(I), Subzone, Ahmedabad, Sea Port, Cochin, ADC(I) Port Vishakapatnam.</p> <p>The following sections are backbone of this Laboratory as most of the Physico Chemical Tests are being conducted in the section.</p> <p><u>CHEMICAL SECTION</u></p> <p>The Drugs and Pharmaceuticals are tested by Physico-Chemical Methods. This Laboratory works as per Drugs and Cosmetics Act, 1940 and Rules 1945.</p> <p><u>CATEGORIES OF DRUGS TESTED</u></p> <p>Anti-Inflammatory Drugs, Anthelmintic Drugs, Anti Bacterial, Anti Histamine, Analgesic &amp; Antipyretic, Antiemetic, Anti Hypertensive, Anti Protozoal &amp; Antifungal, Diuretic, Antidiabetic Antiulcer, Antidiarrhoeal, Antiviral etc.</p> <p>Also Disposable Syringe and Needles, Sutures are tested.</p> <p>This Laboratory is having various latest sophisticated Instruments like</p> <ul style="list-style-type: none"><li>❖ Analytical Balance</li><li>❖ Atomic Absorption Spectrophotometer</li><li>❖ High Performance Thin layer Chromatograph</li><li>❖ High Performance Liquid Chromatographs</li><li>❖ Gas Chromatograph</li><li>❖ U.V.-Visible Spectrophotometers,</li><li>❖ F.T.-I.R. Spectrophotometer</li><li>❖ Dissolution Test Apparatus</li><li>❖ Disintegration Test Apparatus</li><li>❖ AutoTitrator</li><li>❖ Digital Polarimeter</li><li>❖ Digital Melting Point Apparatus</li><li>❖ Particulate Counter</li><li>❖ Total Organic Carbon Analyser</li><li>❖ Hot Air Oven</li><li>❖ Refractometer</li><li>❖ pH Meters</li><li>etc.</li></ul>



		<p><u>MICROBIOLOGY SECTION</u></p> <ol style="list-style-type: none"> <li>1. Sterility Tests are performed for Sterile Samples.</li> <li>2. Microbial Limit Tests are done for all Cosmetics , Creams and Gel.</li> <li>3. Microbiological Assay of various antibiotics like Erythromycin, Amikacin, Gentamicin are performed to find the efficacy of the Drug Sample.</li> <li>4. Bacterial Endotoxin Test is also carried out in this laboratory using LAL reagent</li> </ol> <p>Microbiology Section is provided with two Autoclaves Vertical and Horizontal, two Laminar Flow one for Sterility and other for Microbiological Assays, B.O.D. Incubators separately for Bacterial and Fungal, Hot Air Oven etc.</p> <p><u>MEDICAL DEVICE TESTING SECTION</u></p> <p>This Laboratory has been notified by M/o. Health and Family Welfare by a Gazette Notification bearing No.X.11014/3/2008-DFQC dated 09/09/2009 as the Appellate Laboratory for analysis of Rubber Latex Condoms and its Related Products.</p> <p>This section is provided with sophisticated instruments like</p> <ol style="list-style-type: none"> <li>1. Burst Volume Burst Pressure Apparatus (Enersol &amp; Real Time Make).</li> <li>2. Length Mandrel for measuring the length of the Condoms.</li> <li>3. Dial Thickness Guage and Digital Thickness Gauge for measuring the thickness of the Condom.</li> <li>3. Water Leakage Testing Apparatus.</li> <li>4. Package Integrity Tester.</li> <li>5. Universal Testing Machine (Make : Tinius Olsen Hounsfield)</li> </ol> <p>The testing of Condoms is done as per Schedule R of Drugs &amp; Cosmetics Act.</p> <p><u>COSMETICS TESTING SECTION</u></p> <p>The Tests are carried out as per IS Specification for the following Cosmetics formulated by Bureau of Indian Standards HAIR OIL, HAIR SHAMPOO, HAIR DYE, CONDITIONER, CREAM SOAP, POWDER, BABY POWDER, BABY SHAMPOO, LOTIONS, NAIL POLISH, LIPSTICK ETC.</p> <p>This section is provided with Foam Height Test Apparatus for testing shampoo, Breaking Load Apparatus for testing lipstick, sieve shaker, adhesion test apparatus, drying time apparatus for testing nail polish etc.</p>
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Sl.No.	Section	Functions (in brief)
02.	<u>NON-TECHNICAL</u>  ESTABLISHMENT, ADMINISTRATION, ACCOUNTS & STORES SECTIONS	<p>Typing works connected with establishment &amp; administration, stores, purchase section, budget and accounts, maintenance of receipt and dispatch register, maintenance of leave accounts of staff members, maintenance of service books of staff members, maintenance of service stamps and maintenance of various files and other connected records.</p> <p>Replying various urgent administrative and technical matters of the entire laboratory and on confidential letters received from the Dte./Ministry and other offices. Sending yearly and half-yearly, quarterly, monthly reports of administrative and technical matters of the Laboratory.</p> <p>Maintenance of cash book accounts and other connected records. Preparation of pay bills for temporary advance, LTC and other bills of contingent purchase. Appropriation of accounts alongwith reconcillation. Preparation of budget and final estimates alongwith expenditure statements.</p> <p>Preparation of indent, procurement, receipt and issue of stores including stationery. Maintenance of all stock registers and other connected records, care and custody of stores alongwith annual physical verification of stocks.</p>



GENERAL POINTS

- I. Procedure followed in decision-making process includes channels of supervision and accountability

Decisions are made at different levels as per hierarchy of this office and final decision making authority is Director of the Organisation

- II. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging of functions.

Rules and Regulations framed by Govt. of India. This Laboratory follows Drugs and Cosmetics Act 1940 and Rules thereunder. As it is NABL Accredited Laboratory (ISO 17025:2017), all procedures to be followed are well documented in quality manual and quality system procedure of this Laboratory. On administrative matters, all procedures, rules and regulations are being followed as per the instructions of the Government of India issued from time to time. As it is subordinate office working under the administrative control of the Drugs Controller General (I), Central Drugs Standard Control Organisation, New Delhi, this Laboratory is following policies framed by CDSCO, Dte.G.H.S., New Delhi.

- III. Categories of documents that are held by it or under its control.

Administration, Accounts and Technical and custodian of documents is with Sections incharge of the organization.

- IV. Boards, Councils, Committees and other bodies consisting of two or more persons

This Laboratory does not have any board, council or other such bodies.

- V. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. - Not Applicable

- VI. Particulars of facilities available to citizens for obtaining information, including the working hours of a library. - Not Applicable

- V. The names, designations and other particulars of the Public Information Officers.

SMT C. VIJAYALAKSHMI, DIRECTOR I/C. & APPELLATE AUTHORITY  
SMT J. UMA MAHESWARI, SR. SCIENTIFIC OFFICER GR.II & CPIO