

## ACTIVITIES/FUNCTIONS OF COSMETICS DIVISION

- i. Pre-screening of applications received by the applicant with respect to registration of the import of the Cosmetic.
- ii. Scrutiny of applications relating to Registration of cosmetic products for Import into the country as per the requirements of Drugs and Cosmetics Act 1940 and Rules, 1945 thereunder.
- iii. Scrutiny of various applications for NOC /Clarification relating to cosmetic products import.
- iv. Preparation of Draft replies to RTI, VIP references and Parliament Question related to Cosmetics.
- v. Replying to Government correspondences/ BIS as and when required.
- vi. Handling of public enquiries/hearings relating to cosmetic import registration process and providing guidance thereto.
- vii. Handling of public/NGOs/Consumer forums complaints/grievances regarding standards of cosmetics products.
- viii. Amendment of pre-screening checklist and preparation of SOP as per the present working procedures on evaluation of applications for import and registration of Cosmetics.
- ix. Amendment of Drugs & Cosmetic Rules, 1945 with respect to registration of import of Cosmetic products.