

GOVERNMENT OF NCT OF DELHI
DRUGS CONTROL DEPARTMENT
F-17, KARKARDOOMA, DELHI – 110 032

No.F.18(3)/76/DC/Estt./ 324 to 353

Dated: 01/06/18

In supersession of all previous orders, the following distribution of work among the officers of Drugs Control Department is hereby ordered with immediate effect:

1. District South

Incharge for Manufacturing – Sh. A.K. Negi, ADC

<u>LA for Sales</u>	:	Sh. A.K. Negi, ADC
Manufacturing of Drugs/Cosmetics	:	Sh. Rajeev Bhargava, DI
Sales of South Zone (MLN,CHP,MEH,GRK, KLK)	:	Sh. Balram Sahu, DI
Sales of South Zone(TGB,AMB,BDR,DEO, SNV)	:	Sh. Dinesh Boken, DI
Sales of South Zone(JNP,KSN,OKH)	:	Sh. Parth More, DI

2. District South West

Incharge for Manufacturing – Sh. P. Arivazhagan, ADC

<u>LA for Sales</u>	:	Sh. G.K. Kapoor, ADC
Manufacturing of Drugs/Cosmetics	:	Sh. Mahender Singh, DI
Sales of South West Zone(RKP,NAJ,DLC)	:	Sh. Abhijit Ghosh, DI
Sales of South West Zone(DWR,BIJ,PLM)	:	Sh. Amar Mokashi, DI

3. District West

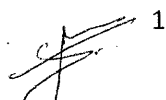
Incharge for Manufacturing – Sh. P. Arivazhagan, ADC

<u>LA for Sales</u>	:	Sh. P. Arivazhagan, ADC
Manufacturing of Drugs/Cosmetics	:	Sh. Rajeev Bhargava, DI
Sales of West Zone(TLN,JNK,VKP,MAT, UTN)	:	Sh. Sandeep B.J., DI
Sales of West Zone(RJG,PTN,MTN,MDP, HRN)	:	Mohd. A.T. Ansari, DI

4. District East

Incharge for Manufacturing – Sh. K.R. Chawla, ADC

<u>LA for Sales</u>	:	Sh. S. Sundernayagam, LA
Manufacturing of Drugs/Cosmetics	:	Sh. S. Sundernayagam, DI
Sales of East Zone (SHA,RHN,BBP)	:	Sh. Sandeep Sharma, DI
Sales of East Zone(GND,KRN,LXN)	:	Sh. Sandeep Sharma, DI
Sales of East Zone(PTG,KON,TRP,SMP, VIN)	:	Ms. Yamini Kohli, DI

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5. District North East

Incharge for Manufacturing – Sh. K.R. Chawla, ADC

LA for Sales : **Sh. S. Sundernayagam, LA**
Manufacturing of Drugs/Cosmetics : Sh. S. Sundernayagam, DI
Sales of North East Zone (SLP,GHO,GKP, : Sh. Swapnil Patil, DI
MSB,KRW)

6. District North

Incharge for Manufacturing – Sh. A.K. Nasa, DDC

LA for Sales : **Sh. K.R. Chawla, ADC**
Manufacturing of Drugs/Cosmetics * : Sh. Rohit Bajpai, DI
Sales of North Zone (CHC,TMR,BUR,SDB) : Sh. Sanjay Kumar, DI

* Files for manufacturing of Drugs/Cosmetics will be routed through ADC to DDC

7. District North West

Incharge for Manufacturing – Sh. A.K. Nasa, DDC

LA for Sales : **Sh. G.K. Kapoor, ADC**
Manufacturing of Drugs* : Sh. Rohit Bajpai, DI
Manufacturing of Cosmetics* : Sh. Deepak Sharma, DI
Sales of North West Zone (RIT,ROH,MNP, : Sh. D. Sudhakaran, DI
SUL, SHK, SHB)
Sales of North West Zone(ADN,MDT,WZP, : Sh. Mahender Singh, DI
TRN)
Sales of North West Zone(BAD,NAR,BAS, : Sh. Vishan Sachan, DI
KIR,MUN,NGJ)

* Files for manufacturing of Drugs/Cosmetics will be routed through ADC to DDC

8. District New Delhi/Central

Incharge for Manufacturing – Sh. A.K. Negi, ADC

LA for Sales : **Sh. A.K. Negi, ADC**
Manufacturing of Drugs/Cosmetics : Sh. Abhijit Ghosh, DI
Sales of Central/New Delhi Zone (RAJ,KRB, : Sh. Deepak Sharma, DI
BAL,MTM,NDE)



9. **Blood Banks of NCT OF Delhi** : Sh. A.K. Nasa, DDC In-charge
: Sh. P. Arivazhagan, ADC
Sh. D. Sudhakaran, DI, Sh. Dinesh Boken, DI and Sh. Amar Mokashi, DI will look after the Blood Banks and route their files through ADC to DDC.

10. **Approved Testing Laboratories of NCT of Delhi**: Sh. A.K. Nasa, DDC In-charge
Sh. Sandeep BJ, DI and Ms. Yamini Kohli, DI

11. **Intelligence Cell** : Sh. A.K. Nasa, DDC In-charge
: Sh. G.K. Kapoor, ADC In-charge
Sh. Rajeev Bhargava, DI will be Coordinator for the Intelligence Cell.

Sh. Balram Sahu, DI, Sh. Sanjay Kumar, DI, Sh. Sandeep Sharma, DI, Sh. Vishal Sachan, DI and Sh. Swapnil Patil, DI will assist ADC In-charge/Coordinator.

Sh. Parth More, DI will compile all the reports of SIP Programmes and submit the file to ADC Sh. G.K. Kapoor.

12. **Legal Cell** : Sh. K.R. Chawla, ADC In-charge
Sh. D. Sudhakaran, DI, Sh. Mahender Singh, DI and Ms. Yamini Kohli, DI will assist ADC In-charge.

13. **Drugs and Magic Remedies (Objectionable Advertisement) Act, 1954/News Items pertaining to Drugs Control Department** : Sh. K.R. Chawla, ADC In-charge

Screening of English News Paper : Sh. Vishal Sachan, DI
Screening of Hindi News Paper : Sh. Sandeep Sharma, DI
Screening of Urdu News Paper : Sh. Mohd.A.T. Ansari, DI

NOTE: The aforesaid officers will scrutinize the respective News Papers and furnish their report to the ADC In-charge for enforcement of Drugs and Magic Remedies (Objectionable Advertisement) Act 1954 and any other news related to the Department.

14. **Parliament/Assembly Question Cell** Sh. A.K. Negi, ADC In-charge

Sh. Balram Sahu, DI and Sh. Vishal Sachan, DI will assist the ADC In-charge for compilation of Data for Parliament/Assembly Questions.



15. **Hospital/Medical Stores:** The work relating to Hospitals/Medical Stores stand distributed among the following officers as follows:

S.No.	Hospital	Name of the Officer
1.	AIIMS	Sh. Balram Sahu, DI
2.	Safdurjung Hospital	Sh. Parth More, DI
3.	Dr. RML Hospital	Sh. Dinesh Boken, DI
4.	Sucheta Kriplani Hospital and Lady Kalawati Saran Children Hospital	Mohd. A.T. Ansari, DI
5.	Sanjay Gandhi Memorial Hospital	Sh. Abhijit Ghosh, DI
6.	Hindu Rao Hospital	Sh. Mahender Singh, DI
7.	ESI Hospital, Basai Dara Pur	Sh. Sandeep BJ, DI
8.	LNJP Hospital	Sh. Sanjay Kumar, DI
9.	GTB Hospital	Sh. Swapnil Patil, DI
10.	Dr. Hedgevar Hospital	Ms. Yamini Kohli, DI
11.	DDU Hospital	Sh. Amar Mokashi, DI
12.	Dr. Bhim Rao Ambedkar Hospital	Sh. D. Sudhakaran, DI
13.	Babu Jag Jeewan Ram Hospital	Sh. Sandeep Sharma, DI
14.	Satyavadi Raja Harish Chander Hospital	Sh. Vishal Sachan, DI

NOTE:

- The work pertaining to remaining Hospitals and Medical Stores/Dispensaries etc. shall be looked after by the **Drugs Inspectors (Sales) in their respective District/Zone.**
- All the Officers referred above must inspect the concerned Hospital Stores at least **twice in a year** and also **draw the samples for testing.**
- All officers to put up the report of inspections related to Hospitals to the concerned ADCs/LAs.

16. Computerization/e-Office/XLN India/EMD Manager/Updating of Official website: **Sh. P. Arivazhagan, ADC In-charge**

Sh. Sandeep B.J., DI and Sh. Parth More, DI will assist ADC In-charge

17. Drugs Testing Laboratory (Lawrence Road) Sh. A.K. Negi, ADC In-charge

Sh. Rajeev Bhargava, DI and Ms. Yamini Kohli, DI will assist the ADC In-charge. The Cell will also look after:

- (i) Strengthening of DTL and other issues related to DTL
- (ii) Correspondence with Government Analyst, DTL and
- (iii) Correspondence with other Drugs Testing Laboratories.



18. Allocation of Narcotics Drugs

Sh. A.K. Nasa, DDC In-charge

Sh. P. Arivazhagan, ADC In-charge

Sh. Balram Sahu, DI will put up files through ADC

19. Right to Information Act

First Appellate Authority

:

Sh. G.K. Kapoor, ADC

Public Information Officer (PIO)

:

Sh. S. Sundernayagam, LA

Asstt. Public Information Officer (APIO)

:

Mohd. A.T. Ansari, DI

Sh. Swapnil Patil, DI

20. Head Quarter Sh. G.K. Kapoor, ADC In-charge

Following officers will attend the office as per the details to look after the Drugs Inspector (HQ)

Monday : Sh. Sandeep Sharma, DI
Tuesday : Sh. Vishal Sachan, DI
Wednesday : Sh. Amar Mokashi, DI
Thursday : Sh. Swapnil Patil, DI
Friday : Sh. Parth More, DI

Mohd. A.T. Ansari, DI and Ms. Yamini Kohli, DI will compile in preparing Monthly Reports, Quarterly Reports and Annual Reports, Compilation of Data for shortage of Drugs, etc. apart from any other work.

21. Legal, Specimen and Survey Samples : Sh. S. Sundernayagam, LA

Sh. Vishal Sachan, DI will compile the data for Legal Samples.

Sh. Amar Mokashi, DI will compile the data for Survey and Specimen Samples.

22. Correspondence with NPPA/DPCO Matter: Sh. A.K. Negi, ADC In-charge

Sh. Sandeep Kumar Sharma, DI will Assist ADC In-charge

**23. Correspondence with the Office of DCG(I) and other State Drugs
Controllers, UPSC and other Associations: Sh. K.R. Chawla, ADC In-charge**

Sh. Rajeev Bhargava, DI will assist the ADC In-charge

**24. PGMS, C-PGMS and other related portals and work relating to training
programmes Sh. A.K. Negi, ADC In-charge**

Sh. Dinesh Boken, DI will assist in the matter.



25. Departmental Formulation Approval Committee: Sh. A.K. Nasa, Controlling Authority/DDC In-charge will be the Chairman of the Committee.

- The Committee will meet on **Second Tuesday** of every month.
- A committee comprising of Sh. K.R. Chawla, ADC, Sh. G.K. Kapoor, ADC, Sh. Rajeev Bhargava, DI and Sh. Rohit Bajpai, DI will scrutinize all the formulations well in advance before placing them before the Departmental Formulation Approval Committee.
- All ADCs/LA and Drugs Inspectors looking after manufacturing of Drugs and approved Testing Laboratories will be the members of the Departmental Formulation Approval Committee.
- Sh. Rajeev Bhargava, DI will be the **Coordinator** for Formulation Approval Committee.

26. Additional duties being performed by the Officers/Drugs Inspectors including Nodal Officers:

S.No.	Details of duties assigned	Name of the officer
1.	Vigilance	Sh. K.R. Chawla, ADC
2.	SC/ST Matters (Nodal Officer)	Sh. Mahender Singh, DI
3.	Computerization/e-office/XLN India Licensing System	Sh P. Arivazhagan, ADC, Sh. Sandeep B.J, DI and Sh. Parth More, DI
4.	Immunization Programme, Adverse Event Following Immunization (AEFI)	Sh. S. Sundernayagam, LA and Sh. Parth More, DI
5.	Matters relating to NPPA and DPCO	Sh. A.K. Negi, ADC and Sh. Sandeep Sharma, DI
6.	Anti TB Programme, Anti Tobacco Programme and coordination of related meetings	Sh. P. Arivazhagan, ADC and Sh. Balram Sahu, DI
7.	Coordinator Departmental Formulation Approval Committee	Sh. Rajeev Bhargava, DI
8.	Meetings of DSACS/SBTC	Sh. D. Sudhakaran, DI
9.	Meetings of Clinical Trials and Ethics Committee	Sh. K.R. Chawla, ADC and Sh. Rohit Bajpai, DI
10.	Regulation of Medical Devices Rules	Sh. K.R. Chawla, ADC and Sh. Rajeev Bhargava, DI
11.	Compilation of Data of SIP	Sh. G.K. Kapoor, ADC and Sh. Parth More, DI
12.	Compilation of Sample Data/Register	Sh. Vishal Sachan, DI and Sh. Amar Mokashi, DI
13.	Compilation of Complaint Register	Sh. A.K. Negi, ADC and Mohd. A.T. Ansari, DI

Note:


- I. In addition to the work indicated above, Drugs Controller/Head of the Office may assign **any work** to any officer at any time.
- II. Every Officer/Drugs Inspector shall maintain the **Daily Diary, Sample Register and Complaint Register** up to date and produce the same before the Drugs Controller/Head of the Office as and when required:
- III. Every Officer/Drugs Inspector shall record his movement in the Movement Register.
- IV. Every Officer/Drugs Inspector shall submit Inspection Report immediately to the concerned LA/ADC In-charge and issue Show Cause Notices immediately, in case of any contraventions observed.
- V. Every Officer/Drugs Inspector should submit their **Monthly Report** to the DI(HQ) by **5th of every month**.
- VI. Every Officer **must attend the Court** on the due Date of Hearing and update **Case Diary** after every Date of Hearing to ADC(Legal). The Court Case must be discussed well in advance before the NDOH.
- VII. Every Officer/Drugs Inspector must update the list of cases in the Court, details of NSQ/Misbranded/Spurious Drugs & Cosmetics and Show Cause Notices details in the XLN India site on regular basis without fail.
- VIII. The Drugs Inspectors should inspect the licensed sale premises with the prior approval of ADC/Licensing Authority.


(S.N. Misra)
Drugs Controller

For information and compliance: 323 to 358


at 01/6/18

1. DDC/ADCs/LA
2. All DIs
3. Administrative Officer
4. Licensing Branch
5. Enforcement Branch
6. PA to DC
7. Asstt. Programmer for Updation on the website
8. Guard File


1/6/18


1/6/18


1/6/18


01/06/18


1/6/18


(S.N. Misra)
Drugs Controller