

Manual 2- Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation	DRUGS CONTROLLER	
Powers	Administrative	1. As provided under Central Civil Services Rules
	Financial	1. As provided under FR &SR.
	Others	1. As are vested in HOD
Duties	1. Head of the Department.	
	2. Overall supervision of the Department.	

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Designation	Dy. DRUGS CONTROLLER - I	
Powers	Administrative	1 As provided under Central Civil Services Rules.
	Financial	1. As provided under FR &SR.
	Others	1. Controlling Authority and Licensing Authority under Drugs & Cosmetics Rules
Duties	1. As required under the Statute and as prescribed under manual of office procedure.	
	2. Grant / Renewal / Suspension / Cancellation of licences under Drugs & Cosmetics Rule.	
	3. Causing inspection of manufacturing premises of Drugs and Cosmetics.	
	4. Monitoring legal cases under the Drugs & Cosmetics Act.	

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Designation	Dy. DRUGS CONTROLLER – II & III	
Powers	Administrative	None
	Financial	None
	Others	1. Licensing Authority under Drugs & Cosmetics Rules
Duties	1. Grant / Renewal / Suspension / Cancellation of licences under Drugs & Cosmetics Rule.	
	2. Causing inspection of manufacturing premises of Drugs and Cosmetics.	


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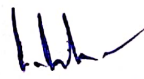
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Designation	ASSTT DRUGS CONTROLLER	
Powers	Administrative	None
	Financial	None
	Others	1. Licensing Authority under Drugs & Cosmetics Rules
Duties	1 Grant / Renewal / Suspension / Cancellation of licences under Drugs & Cosmetics Rule.	
	2. Causing inspection of manufacturing & sales premises of Drugs and Cosmetics.	
	3. Causing raids / seizures on complaint / information.	

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Designation	DRUGS INSPECTOR	
Powers	Administrative	None
	Financial	None
	Others	Powers as prescribed under the Drugs & Cosmetics Act, Drugs & Magic Remedies (OA) Act, 1954 and Drugs Price Control Orders, 1995.
Duties	1. Inspection of manufacturing units.	
	2. Inspection of sales units.	
	3. Collection of Samples of drugs and cosmetics.	
	4. Investigation of complaint.	
	5. Launching prosecution.	


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