

DRUGS CONTROL DEPARTMENT: GOVT. OF NCT OF DELHI
HEAD OFFICE: F-17, KARKARDOOMA, DELHI-110032
ZONAL OFFICE AT: A-20, LAWRENCE ROAD INDUSTRIAL AREA, DELHI- 110035
www.drugscontrol.delhigovt.nic.in

F. No. 18(3)/76/DC/Estt./ ^{1270 to 1304}

Dated: 16/11/2021

ORDER

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

01	District South and South East		
	Licensing Authority for Manufacturing		Sh. A. K. Negi, ADC
	Manufacturing of Drugs / Cosmetics / Medical Devices		Sh. Dinesh Boken, DI
	Licensing Authority for Sales		Sh. A. K. Negi, ADC
	Assembly Constituency (Allocation for xlnindia)	Pin Code Number (For Online NDLS)	Drugs Inspector
	KSN, MLN	110003, 110016, 110017, 110023, 110029	Sh. Balram Sahu
	AMB, BDR, DEO, JNP, OKH, SNV, TGB	110013, 110014, 110020, 110024, 110025, 110044, 110049, 110062, 110065, 110076, 110080	Sh. Dinesh Boken
02	CHP, MEH, GRK, KLK,	110019, 110030, 110037, 110038, 110047, 110048, 110068, 110070, 110074	Sh. Ram Kumar
	District North		
	Licensing Authority for Manufacturing		Sh. S. Sunderanayagam, ADC
	Manufacturing of Drugs / Cosmetics / Medical Devices		Sh. Asad T. Ansari, DI
	Licensing Authority for Sales		Sh. S. Sunderanayagam, ADC
	Assembly Constituency (Allocation for xlnindia)	Pin Code Number (For Online NDLS)	Drugs Inspector
	CHC, SDB, TMR	110006, 110054	Sh. Asad T. Ansari
03	BUR	110084	Sh. Amar Mokashi
	District North East		
	Licensing Authority for Manufacturing		Sh. Rajeev Bhargava, ADC
	Manufacturing of Drugs / Cosmetics / Medical Devices		Sh. Amar Mokashi, DI
	Licensing Authority for Sales (ADC)		Sh. Rajeev Bhargava
	Assembly Constituency (Allocation for xlnindia)	Pin Code Number (For Online NDLS)	Drugs Inspector
	SLP, GHQ, GKP, MSB, KRW	110053, 110090, 110094	Sh. Amar Mokashi

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04	District East and Shahdara		
	Licensing Authority for Manufacturing	Sh. Sundeep B. J., ADC	
	Manufacturing of Drugs / Cosmetics / Medical Devices	Sh. Parth More, DI	
	Licensing Authority for Sales	Sh. Sundeep B. J., ADC	
	Assembly Constituency (Allocation for xlnindia)	Pin Code Number (For Online NDLS)	Drugs Inspector
	SHA, RHN, BBP, GND, KRN, VIN	110031, 110032, 110051	Sh. Vishal Sachan
	PTG, KON, TRP, SMP, LXN	110091, 110092, 110093, 110095, 110096,	Sh. Parth More

05	District New Delhi / Central		
	Licensing Authority for Manufacturing	Sh. Deepak Sharma, ADC	
	Manufacturing of Drugs / Cosmetics	Sh. Swapnil Patil, DI	
	Licensing Authority for Sales	Sh. Rajeev Bhargav, ADC	
	Assembly Constituency (Allocation for xlnindia)	Pin Code Number (For Online NDLS)	Drugs Inspector
	RAJ, KRB, BAL, MTM, NDE	110001, 110002, 110004, 110005, 110011, 110012, 110028, 110055, 110060, 110069	Ms. Ankur Sharma

06	District West		
	Licensing Authority for Manufacturing	Sh. G. K. Kapoor, ADC	
	Manufacturing of Drugs / Cosmetics / Medical Devices	Sh. Sanjay Kumar, DI	
	Licensing Authority for Sales	Sh. G. K. Kapoor, ADC	
	Assembly Constituency (Allocation for xlnindia)	Pin Code Number (For Online NDLS)	Drugs Inspector
	TLN, JNK, VKP, MAT, UTN	110018, 110058, 110059,	Sh. Sanjay Kumar
	RJG, PTN, MTN, MDP, HRN	110008, 110015, 110026, 110027, 110046, 110063, 110064, 110077, 110078, 110079, 110087	Sh. Hemant Kumar

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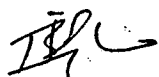
07	District South West		
	Licensing Authority for Manufacturing		Sh. RohitBajpai, ADC
	Manufacturing of Drugs / Cosmetics / Medical Devices		Sh. Sandeep Sharma, DI
	Licensing Authority for Sales		Sh. RohitBajpai, ADC
	Assembly Constituency (Allocation forxlnindia)	Pin Code Number (For Online NDLS)	Drugs Inspector
	RKP, NAJ, MUN, NGJ, DWR, BIJ	110021, 110022, 110043, 110050, 110057, 110066, 110067, 110071, 110072, 110073, 110075, 110097, 110061	Sh. SwapnilPatil
	PLM, DLC	110010, 110045,	Sh. Sandeep Sharma

08	District North West		
	Licensing Authority for Manufacturing		Sh. K.R Chawla, DDC
	Manufacturing of Drugs / Medical Devices		Sh. D. Sudhakaran, DI
	Manufacturing of Cosmetics		Sh. BalramSahu, DI
	Licensing Authority for Sales		Sh. Deepak Sharma, ADC
	Assembly Constituency (Allocation forxlnindia)	Pin Code Number (For Online NDLS)	Drugs Inspector
	RIT, ROH, MNP, SUI , SHK	110034, 110041, 110056, 110083, 110085, 110089	Sh. Sandeep Sharma
	BAD, NAR, BAS	110036, 110039, 110040, 110042, 110081, 110082	Sh. Krishna Kumar
	ADN, MDT, WZP, TRN, SHB, KIR	110007, 110009, 110033, 110035, 110052, 110086, 110088	Sh. SunitSethi

09	Blood Centers and Blood Storage Centers of NCT of Delhi		
	Licensing Authority		Sh. A. K. Nasa, DDC
	Assistant Drugs Controller		Sh. A. K. Negi
	Drugs Inspectors		Sh. D. Sudhakaran Sh. Parth More, Ms. Ankur Sharma

10	Approved Testing Laboratory		
	Approving Authority		Sh. A. K. Nasa, DDC
	Assistant Drugs Controller		Sh. Sundeep B.J.
	Drugs Inspector		Sh. Vishal Sachan

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11	Intelligence Cell	
	In-charge	Sh. K. R. Chawla, DDC (Head Office) Sh. Rohit Bajpai, ADC (Zonal Office)
	Drugs Inspectors	
	<u>Head Office</u>	<u>Zonal Office</u>
	Sh. Asad T. Ansari	Sh. Sanjay Kumar
	Sh. Parth More	Sh. Sandeep Sharma
	Sh. SunitSethi	Sh. Krishan Kumar
	Sh. Asad T. Ansari DI will be overall coordinator for the Intelligence Cell	
	Sh. Parth More, DI will compile all the reports of SIP of Head Office and submit the file to DDC In-charge.	
	Sh. Sandeep Sharma will compile all the reports of SIP of Zonal Office and submit the file to ADC In-charge.	

12	Legal Cell	
	DDC In-charge	Sh. K. R. Chawla
	Drugs Inspectors Sh. Vishal Sachan, Sh. Swapnil Patil, Ms. Yamini Kohli and Ms. Ankur Sharma will Assist DDC In-charge for all the legal matter and in the court proceedings.	

13	Drugs and Magic Remedies (Objectionable Advertisement) Act, 1954 / News items pertaining to Drugs Control Department	
	ADC In-charge	Sh. Rajeev Bhargava
	Screening of News Paper	Drugs Inspector
	English News Paper	Ms. Ankur Sharma
	Screening of Hindi News Paper	Sh. SunitSethi
	Screening of Urdu News Paper	Sh. Asad T. Ansari
	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 / News items pertaining to Drugs Control Department .	

14	Parliament / Assembly Question Cell	
	ADC In-charge	Sh. A. K. Negi
	Drugs Inspector Sh. BalramSahu, Sh. Vishal Sachan, Ms. Yamini Kohliand Sh. Ram Kumar will assist ADC In-charge for compilation of Data for Parliament / Assembly Questions.	

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15	Computerization (e-Office / Licensing (XLN/CDAC) / Updation of Website / ease of Doing Business)		
	ADC In-charge		Sh. Sundeep B. J.
	Drugs Inspector Sh. Parth More and Sh. Hemant Kumar will assist ADC In-charge.		

16	Drugs Testing Laboratory (Lawrence Road)		
	ADC In-charge		Sh. Deepak Sharma
	Drugs Inspector Sh. Sandeep Sharma and Sh. Vishal Sachan will assist ADC In-charge. The Cell will also look after:		
	Strengthening of DTL and Other issues related to DTL		
	Correspondence with Government Analyst, DTL		
	Correspondence with other Drugs Testing Laboratories		

17	Allocation of Narcotic Drugs		
	Controller of Drugs (Narcotics) / DDC		Sh. A. K. Nasa
	ADC In-charge		Sh. A. K. Negi
	Drugs Inspectors Sh. BalramSahu and Sh. SunitSethi will Look after the work related to allocation of Narcotic drugs and related matters		

18	Right to Information Cell		
	First Appellate Authority		Sh. K. R. Chawla, DDC
	Delhi RTI Act (Nodal Officer)		Sh. K. R. Chawla, DDC
	Public Information Officer (PIO)		Sh. S. Sunderanayagam, ADC
	Asstt. Public Information Officer (APIO)		Sh. Swapnil Patil, DI Sh. Ram Kumar, DI

19	Legal, Specimen and Survey Samples		
	ADC In-charge		Head Office Sh. Sundeep B. J.
			Zonal Office Sh. Deepak Sharma
	Ms. Ankur Sharma, Drugs Inspector will Compile data for Legal Samples, Survey Samples and Specimen Samples at Head Office Sh. Hemant Kumar, will compile the data for legal/ survey and specimen samples at Zonal Office.		

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20	Correspondence with NPPA / DPCO Matter	
	ADC In-charge	Sh. Rajeev Bhargava (HO) Sh. Rohit Bajpai (ZO)
	Drugs Inspectors	Sh. Parth More (HO) Sh. Sandeep Sharma (ZO)
	Above Inspectors will also Compile data for shortage of Drugs, etc and communicate to NPPA through ADC In-charge (NPPA)	

21	Correspondence with the Office of DCG(I) / Other State Drugs Controller/ UPSC and other Chemists Associations	
	DDC In-charge	Sh. A. K. Nasa,
	ADC In-charge	Sh. A. K. Negi
	Drugs Inspectors Sh. Asad T. Ansari Ms. Yamini Kohli Ms. Ankur Sharma	

22	PGMS, C-PGMS and other related portals and work relating to training program	
	ADC In-charge	Sh. A. K. Negi
	Drugs Inspectors Sh. Dinesh Boken Sh. Amar Mokashi	

23	Head Quarter Duty	
	ADC In-charge	Sh. S. Sunderanayagam (Head Office) Sh. G. K. Kapoor (Zonal Office)
	Following Officer will attend the Office as per the details to Look After the Head Quarter duty for the day	
	Day	Karkardooma Lawrence Road
	Monday	Sh. Amar Mokashi Sh. Sandeep Sharma
	Tuesday	Ms. Yamini Kohli Sh. Swapnil Patil
	Wednesday	Ms. Ankur Sharma Sh. Krishan Kumar
	Thursday	Sh. SunitSethi Sh. Hemant Kumar
	Friday	Sh. Ram Kumar Sh. Krishan Kumar
	Drugs Inspectors Sh. Asad T. Ansari, Ms. Yamini Kohli and Sh. SunitSethi will compile and prepare Monthly Reports, Quarterly Reports and Annual Reports.	

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24	Hospital / Medical Store		
	S. No.	Name of the Hospital	Drugs Inspector
	01	AIIMS&Trauma Centre	Sh. Ram Kumar
	02	Safdarjung Hospital	Sh. Ram Kumar
	03	Dr. R. M. L. Hospital	Ms. Ankur Sharma
	04	Sucheta Kriplani Hospital & Lady Kalawati Saran Children Hospital	Ms. Ankur Sharma
	05	Sanjay Gandhi Memorial Hospital	Sh. Sandeep Sharma
	06	Dr. BhimRaoAmbedkar Hospital	Sh. Sandeep Sharma
	07	Hindu Rao Hospital	Sh. Amar Mokashi
	08	GTB Hospital	Sh. Amar Mokashi
	09	ESI Hospital, BasaiDaraPur	Sh. Swapnil Patil
	10	Guru Gobind Sing Hospital, Raghubir Nagar	Sh. Swapnil Patil
	11	LNJP Hospital	Sh. Path More
	12	G B Pant Hospital	Sh. Path More
	13	DDU Hospital	Sh. Hemant Kumar
	14	Janakpuri Super Speciality Hospital	Sh. Hemant Kumar
	15	Dr. Hedgevar Hospital	Sh. Vishal Sachan
	16	Lal Bahadur Shastri Hospital	Sh. Vishal Sachan
	17	Babu Jag Jeewan Ram Hospital	Sh. SunitSethi
	18	Chacha Nehru BalChikitsalaya, Geeta Colony	Sh. SunitSethi
	19	Satyavadi Raja Harish Chander Hospital	Sh. Krishan Kumar
	20	Maharishi Valmiki Hospital, PoothKhurd Village	Sh. Krishan Kumar

Note: (i) Work Pertaining to remaining Hospitals / Medical Store Depot and Dispensaries shall be looked after by the respective Drugs Inspectors looking after sales of the concerned District /zones.

(ii) All the Drugs Inspectors referred above, must inspect the Concerned Hospital Stores atleast twice in a year and also draw samples for testing.

(iii) All Drugs Inspectors to put up reports of Inspections related to hospitals to the concerned ADCs/ LAs

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25	Departmental Formulation / Technical Staff Approval Committee
	Sh. A. K. Nasa, Controlling Authority/ DDC will be the Chairman of Committee
	Sh. Rajeev Bhargav, ADC will be Secretary/Coordinator at head office
	Sh. Rohit Bajpai, ADC will be Secretary/Coordinator at zonal office.
	All ADCs /LA and Drugs Inspectors looking after manufacturing of Drugs and Approved Testing Laboratories will be the members of the Departmental Formulation / Technical Staff Approval Committee
	All Drugs Inspectors Looking after Manufacturing of Drugs and Approved Testing Laboratories will scrutinized the applications received well in advanced before placing them to the committee.
	The Committee will meet on <i>Second Tuesday</i> of every month

26	Additional Duties being performed by the Officers / Drugs Inspectors Including Nodal Officers		
	S. No	Details of Duties assigned	Name of Officer
	1	Vigilance	Sh. K. R. Chawla, DDC
	2	CSS/ PMRU Schemes	Sh. A. K. Negi, ADC
	3	SC / ST Matters (Nodal Officer)	Sh. Sundeep B. J., ADC
	4	Immunization Programme, Adverse Event Following Immunization (AEFI)	Sh. S. Sunderanayagam, ADC Sh. Parth More, DI
	5	Anti TB Programme, Anti-Tobacco Programme and Coordination of related meetings	Sh. A. K. Negi, ADC Sh. BalramSahu, DI
	6	Meetings of DSACS /SBTC	Sh. D. Sudhakaran, DI Ms. Ankur Sharma, DI
	7	Meetings of Clinical Trials and Ethics Committee	Sh. G. K. Kapoor, ADC Sh. Sanjay Kumar, DI Sh. Swapnil Patil, DI
	8	Regulation of Medical Device Rules	Sh. K. R. Chawla, DDC Sh. Rohit Bajpai, ADC Sh. Vishal Sachan, DI
	9	Compilation of Data of SIP	Sh. Parth More (HO) Sh. Sandeep Sharma (ZO)
	10	e-Samiksha	Sh. K. R. Chawla, DDC Sh. Rajeev Bhargav, ADC Ms. Ankur Sharma, DI
	11	Compilation of Complaint Register	Head office Zonal Office

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12	Pharmacovigilance/PSUR,	Sh. Rajeev Bhargava, ADC Ms. Yamini Kohli, DI
13	Regulatory Compliance Portal	Sh. K.R. Chawla, DDC Ms. Yamini Kohli, DI Ms. Ankur Sharma, DI

27	<u>Link Officers:</u>
	1. Sh. A. K. Nasa, DDC will be the Link Officer of Sh. K. R. Chawla, DDC and vice versa. 2. Sh. A. K. Negi, ADC will be the Link Officer of Sh. S. Sunderanayagam, ADC and vice versa. 3. Sh. G. K. Kapoor, ADC will be the Link Officer of Sh. Rohit Bajpai, ADC and vice versa 4. Sh. Rajeev Bhargava, ADC will be the Link Officer of Sh. Sundeeep B. J, ADC and vice versa 5. Sh. Rohit Bajpai, ADC will be the Link Officer of Sh. Deepak Sharma, ADC.

Note:

1. In addition to work indicated above, Drugs Controller / Head Of the Office may assign any work to any officer at any time.
2. Every 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.
3. All Officers shall record their movement in the Movement Register.
4. Every Drugs Inspector shall submit Inspection Report immediately to the concerned DDC/ ADC /LA In-charge. In case of any violation observed, Show Cause Notices to be issued immediately.
5. Every Drugs Inspector should submit their Monthly Report to the DI(HQ) by 5th of every month.
6. 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.
7. Every Officer / Drugs Inspector must update the list of cases in the court, details of NSQ/Misbranded/Spurious Drugs and Cosmetics and Show Cause Notices details in the XLN India site on regular basis without fail.
8. The Drugs Inspectors should inspect the licensed sale premises with the prior approval of ADC/Licensing Authority.

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(B. S. Jaglan, IAS)
Drugs Controller

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Dated: 16/11/2021

For Information and Compliance :

1. DDCs/ADCs/Las
2. All Drugs Inspectors
3. Administrative Officer
4. Licensing Branch
5. Enforcement Branch
6. PA to Drugs Controller
7. Asstt. Programmer for updating on the Official Website
8. Guard File

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(B. S. Jaglan, IAS)
Drugs Controller