

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./ 1348

Dated: 19/01/2024

ORDER

In supersession of all previous orders, the work distribution among the officers of Drugs Control Department is distributed as under:

| S. No | Licensing Authority | Drugs Inspector | Manufacturing / Sales | District / Pincode |
|-------|----------------------------|----------------------|--|---|
| 01 | Sh. K.R. Chawla, DDC | Sh. Asad Ansari | Mfg of Drugs, Cosmetics and Medical Device | District North West |
| 02 | Sh. S. Sunderanayagam, ADC | Sh. Amar Mokashi | Mfg of Drugs, Cosmetics and Medical Device | District South and South East |
| | | Sh. Asad Ansari | Sales | 110014, 110044 |
| | | Sh. Amar Mokashi | Sales | 110003, 110013, 110020, 110023, 110025, 110047, 110062, 110065, 110068, 110074, 110076, 110080, |
| | | Mrs. Ankur Sharma | Sales | 110001, 110002, 110004, 110005, 110011, 110055 |
| | | Sh. Ram Kumar Kumhar | Sales | 110012, 110028, 110060, 110069 |
| 03 | Sh. Rajeev Bhargava, ADC | Sh. Dinesh Boken | Mfg of Drugs, Cosmetics and Medical Device | District East and Shahdara |
| | | | Sales | 110031, 110032, 110051, 110091, 110092, 110093, 110095, 110096 |
| 04 | Sh. Rohit Bajpai, ADC | Sh. Sandeep Sharma | Mfg of Drugs, Cosmetics and Medical Device | District New Delhi / Central |
| | | Sh. Sanjay Kumar | Sales | 110085, 110089, 110036, 110040, 110082, 110083 |
| | | Dr. Swapnil Patil | Sales | 110007, 110009, 110033, 110034, 110035, 110042, 110052, 110056, 110088 |

Dr

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|----|--|-------------------------|---|--|
| 05 | Sh. Sundeep B. J., ADC | Sh. Vishal Sachan | Mfg of Drugs, Cosmetics and Medical Device | District North |
| | | | Sales | 110006, 110054 |
| | | Sh. Ram Kumar Kumhar | Sales | 110084 |
| 06 | Sh. Deepak Sharma, ADC | Sh. Sanjay Kumar | Mfg of Drugs, Cosmetics and Medical Device | District West |
| | | Sh. Sandeep Sharma | Sales | 110018, 110058, 110059, 110041, 110086, 110039, 110081 |
| | | Sh. Hemant Kumar | Sales | 110026, 110046, 110063, 110064, 110077, 110078, 110079, 110087 |
| 07 | Sh. Abhijit Ghosh, ADC | Dr. Swapnil Patil | Mfg of Drugs, Cosmetics and Medical Device | District South West |
| | | Sh. Krishan Kumar | Sales | 110021, 110022, 110043, 110050, 110057, 110066, 110067, 110071, 110072, 110073, 110075, 110097, 110061 |
| | | Sh. Sunit Sethi | Sales | 110010, 110045, 110008, 110015, 110027, 110037, 110038, 110070 |
| 08 | Sh. D Sudhakaran, ADC | Sh. Dinesh Boken | Mfg of Drugs, Cosmetics and Medical Device | District North East |
| | | Sh. Ram Kumar Kumhar | Sales | 110053, 110090, 110094 |
| 09 | Sh. Balram Sahu, ADC | Sh. Parth More | Sales | 110019, 110016, 110017, 110024, 110029, 110030, 110048, 110049 |
| 10 | Blood Centers and Blood Storage Centers of NCT of Delhi | | | |
| | Licensing Authority | | Sh. D. Sudhakaran, ADC | |
| | Drugs Inspectors | | Mrs. Yamini Kohli, Sh. Parth More and Ms. Ankur Sharma | |

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| 11 | Approved Testing Laboratory | |
| | Approving Authority | Sh. Sundeep B. J., ADC |
| | Drugs Inspector | Sh. Dinesh Boken |
| 12 | Intelligence Cell | |
| | In-charge | (Head Office) Sh. Balram Sahu ADC (Zonal Office) Sh. Deepak Sharma, ADC |
| | Drugs Inspectors | |
| | Head Office | Zonal Office |
| | Sh. Vishal Sachan | Sh. Sandeep Sharma |
| | Sh. Parth More | Sh. Sunit Sethi |
| | Sh. Ram Kumar Kumhar | Sh. Hemant Kumar |
| | Sh. Asad T. Ansari DI will be overall coordinator for the Intelligence Cell | |
| 13 | Legal Cell | |
| | ADC In-charge | Sh. D. Sudhakaran |
| | Drugs Inspectors Sh. Vishal Sachan, Ms. Yamini Kohli, Dr. Swapnil Patil and Ms. Ankur Sharma will Assist DDC In-charge for all the legal matter and in the court proceedings. | |
| 14 | 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 | Mrs. Yamini Kohli |
| | 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. | |
| | Parliament / Assembly Question Cell | |
| 15 | ADC In-charge | Sh. Balram Sahu, ADC |
| | Drugs Inspector Sh. Vishal Sachan, Mrs. Yamini Kohli and Sh. Ram Kumar will assist ADC In-charge for compilation of Data for Parliament / Assembly Questions. | |
| | Computerization | |
| 16 | (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. | |

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| 17 | 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 | |
| 18 | Allocation of Narcotic Drugs | |
| | Controller of Drugs (Narcotics) / DDC | Sh. K.R. Chawla |
| | ADC In-charge | Sh. Balram Sahu |
| | Drugs Inspector Ms. Ankur Sharma will Look after the work related to allocation of Narcotic drugs and related matters | |
| 19 | 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) | Dr. Swapnil Patil, DI Sh. Ram Kumar, DI |
| 20 | 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, Drugs Inspector will compile the data for legal/ survey and specimen samples at Zonal Office. | |
| 21 | Correspondence with NPPA / DPCO Matter | |
| | ADC In-charge | Sh. Rajeev Bhargava (HO) Sh. Deepak Sharma (ZO) |
| | Drugs Inspectors | Sh. Parth More (HO) Dr. Swapnil Patil (ZO) |
| | Above Inspectors will also Compile data for shortage of Drugs, etc and communicate to NPPA through ADC In-charge (NPPA) | |
| 22 | Correspondence with the Office of DCG(I) / Other State Drugs Controller/ UPSC and other Chemists Associations | |
| | DDC In-charge | Sh. K. R. Chawla |
| | ADC In-charge | Sh. S. Sunderanayagam |
| | Drugs Inspectors | Sh. Asad T. Ansari Ms. Yamini Kohli Ms. Ankur Sharma |

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| 23 | PGMS, C-PGMS and other related portals and work relating to training program | | |
| | ADC In-charge | | Sh. S. Sunderanayagam |
| | Drugs Inspectors | | Sh. Dinesh Boken Sh. Amar Mokashi |
| 24 | Head Quarter Duty | | |
| | ADC In-charge | | Sh. S. Sunderanayagam (Head Office) Sh. Rohit Bajpai (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 | Dr. Swapnil Patil |
| | Wednesday | Ms. Ankur Sharma | Sh. Krishan Kumar |
| | Thursday | Sh. Parth More | Sh. Hemant Kumar |
| | Friday | Sh. Ram Kumar | Sh. Sunit Sethi |
| | Drugs Inspectors Sh. Asad T. Ansari will be Coordinator for HQ operations and Ms. Yamini Kohli and Ms. Ankur Sharma at HQ, Sh. Sandeep Sharma and Sh. Sunit Sethi at ZO 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 | Aruna Asaf Ali Hospital, Civil Lines 110054 | Sh. Asad Ansari |
| | 02 | Nehru Homoeopathic Hospital, Defence Colony, Delhi 110024 | Sh. Dinesh Boken |
| | 03 | Ambedkar Nagar Hospital, Delhi 110062 | Sh. Dinesh Boken |
| | 04 | Sanjay Gandhi Memorial Hospital, Mangolpuri, Delhi 110083 | Sh. Sandeep Sharma |
| | 05 | Dr Baba Sahib Ambedkar Hospital, Sector 6, Rohini, Delhi 110085 | Sh. Sandeep Sharma |
| | 06 | Bhagwan Mahavir Hospital, Pitampura, Delhi 110034 | Sh. Sandeep Sharma |
| | 07 | Dada Dev Maitri Hospital, Dabri, Delhi 110045 | Sh. Sandeep Sharma |
| | 08 | Rajiv Gandhi Super Speciality Hospital, Rohini, Delhi 110085 | Sh. Sandeep Sharma |
| | 09 | Dr Hedgewar Hospital, karkardooma, Delhi 110032 | Sh. Vishal Sachan |
| | 10 | Lal Bahadur Shastri Hospital, Kalyanpuri, Delhi 110091 | Sh. Vishal Sachan |
| | 11 | Polyclinic Kanti Nagar, Shahdara, Delhi | Sh. Vishal Sachan |
| | 12 | Directorate of Health Services, Karkardooma, Delhi 110032 | Sh. Vishal Sachan |
| | 13 | ESI Hospital, Basai Dara Pur | Sh. Swapnil Patil |
| | 14 | BR Sur Homoeopathic Medical College and Hospital, Moti Nagar | Sh. Swapnil Patil |
| | 15 | Rao tula Ram Hospital, Zaffar Kalan, Delhi 110073 | Sh. Swapnil Patil |
| | 16 | Guru Gobind Hospital, Raghubir Nagar, Delhi 110027 | Sh. Swapnil Patil |
| | 17 | Indira Gandhi Hospital, Dwarka, Delhi 110077 | Sh. Swapnil Patil |

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| 18 | Jag Parvesh Chander Hospital, Shastri Park Delhi 110053 | Sh. Amar Mokashi |
| 19 | Burari Hospital, Burari, Delhi 110054 | Sh. Amar Mokashi |
| 20 | Hindu Rao Hospital | Sh. Amar Mokashi |
| 21 | GTB Hospital | Sh. Amar Mokashi |
| 22 | Lok Nayak Hospital, Delhi Gate, Delhi 110002 | Sh. Path More |
| 23 | GB Pant Hospital, Rajghat, Delhi 110002 | Sh. Path More |
| 24 | GTB Hospital, Tahirpur, Shahdara, Delhi 110095 | Sh. Path More |
| 25 | Delhi State Cancer Institute, Dilshad Garden Delhi 110095 | Sh. Path More |
| 26 | IHBAS, Shahdara Delhi 110091 | Sh. Path More |
| 27 | LNJP Hospital | Sh. Path More |
| 28 | G B Pant Hospital | Sh. Path More |
| 29 | Dr. R. M. L. Hospital | Ms. Ankur Sharma |
| 30 | Sucheta Kriplani Hospital & Lady Kalawati Saran Children Hospital | Ms. Ankur Sharma |
| 31 | DDU Hospital, Hari Nagar, Delhi 110064 | Sh. Hemant Kumar |
| 32 | Janakpuri Super Speciality Hospital, Janakpuri, Delhi | Sh. Hemant Kumar |
| 33 | Acharya Shri Bhikshu Hospital, Moti Nagar Delhi 110015 | Sh. Hemant Kumar |
| 34 | Dr N C Joshi Hospital, Karol Bagh, Delhi 110005 | Sh. Hemant Kumar |
| 35 | Sardar Vallabh Bhai Patel Hospital , Patel Nagar Delhi 110008 | Sh. Hemant Kumar |
| 36 | Guru Nanak Eye Center, Maharaj Ranjeet Singh Marg, Delhi 110002 | Sh. Hemant Kumar |
| 37 | AIIMS & Trauma Centre | Sh. Ram Kumar |
| 38 | Institute of Liver and Biliary Sciences, Vasant Kunj, Delhi 110070 | Sh. Ram Kumar |
| 39 | Pt Madan Mohan Malviya Hospital, Malviya Nagar, Delhi 110045 | Sh. Ram Kumar |
| 40 | Safdarjung Hospital | Sh. Ram Kumar |
| 41 | Babu Jagjeewan Ram Hospital, Jahangirpuri, Delhi 110033 | Sh. Sunit Sethi |
| 42 | Chacha Nehru Bal Chikitsalaya, Geeta Colony, Delhi 110031 | Sh. Sunit Sethi |
| 43 | Deep Chand Bandhu Hospital, Ashok Vihar 110052 | Sh. Sunit Sethi |
| 44 | Attar Sain Jain Hospital, Lawrence Road, Delhi 110035 | Sh. Sunit Sethi |
| 45 | Maharishi Valmiki Hospital , Kingsway Camp, Delhi 110009 | Sh. Sunit Sethi |
| 46 | Satyavadi Raja Harish Chander Hospital | Sh. Krishan Kumar |
| 47 | Maharishi Valmiki Hospital, Pooth Khurd Village | Sh. Krishan Kumar |
| 48 | Kasturba Gandhi Hospital, Delhi | Sh. Vishal Sachan |

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 pin codes.

(ii) All the Drugs Inspectors referred above, must draw samples for testing from these hospitals regular intervals.

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| 25 | Departmental Formulation / Technical Staff Approval Committee Sh. K. R. Chawla Controlling Authority/ DDC will be the Chairman of Committee | | |
| | Sh. D. Sudhakaran, 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. | | |
| | | | |
| 26 | Additional Duties being performed by the Officers / Drugs Inspectors Including Nodal Officers | | |
| | S. No | Details of Duties assigned | Name of Officer |
| | 1 | CSS/ PMRU Schemes | Sh. Rajeev Bhargava, ADC |
| | 2 | SC / ST Matters (Nodal Officer) | Sh. SundEEP B. J., ADC |
| | 3 | Immunization Programme, Adverse Event Following Immunization (AEFI) | Sh. S. Sunderanayagam, ADC Sh. Parth More, DI |
| | 4 | Anti TB Programme, Anti-Tobacco Programme and Coordination of related meetings | Sh. Abhijit Ghosh, ADC Dr. Swapnil Patil, DI |
| | 5 | Meetings of DSACS /SBTC | Sh. D. Sudhakaran, ADC Ms. Yamini Kohli |
| | 6 | Meetings of Clinical Trials and Ethics Committee | Sh. S. Sunderanayagam, ADC Sh. Sanjay Kumar, DI Dr. Swapnil Patil, DI |
| | 7 | Regulation of Medical Device Rules | Sh. K. R. Chawla, DDC Sh. Rohit Bajpai, ADC Sh. Vishal Sachan, DI |
| | 8 | Compilation of Data of SIP (Including NCORD Data) | Sh. Parth More (HO) Sh. Sandeep Sharma (ZO) |
| | 9 | e-Samiksha | Sh. Rajeev Bhargav, ADC Ms. Ankur Sharma, DI |
| | 10 | Compilation of Complaint Register Head office Zonal Office | Sh. S. Sunderanayagam. ADC Sh. Amar Mokashi, DI Sh. Deepak Sharma, ADC Sh. Sunit Sethi, DI |
| | 11 | Pharmacovigilance/PSUR, | Sh. Rajeev Bhargava, ADC Ms. Ankur Sharma, DI |
| | 12 | Regulatory Compliance Portal | Sh. SundEEP BJ, ADC Ms. Yamini Kohli, DI Ms. Ankur Sharma, DI |

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| 27 | <u>Link Officers:</u> |
| | <p>1. Sh. S.Sundernayagam, ADC will be the Link Officer of Sh. K. R. Chawla, DDC and vice versa.</p> <p>2. Sh. Rajeev Bhargava, ADC will be the Link Officer of Sh. S. Sundeep BJ, ADC and vice versa.</p> <p>3. Sh. D.Sudhakaran, ADC will be the Link Officer of Sh. Balram Sahu, ADC and vice versa</p> <p>4. Sh. Deepak Sharma, ADC will be the Link Officer of Sh. Rohit Bajpai, ADC and vice versa</p> <p>5. Sh. Deepak Sharma ADC will be the Link Officer of Sh. Abhijit Ghosh, ADC.</p> |

Note:

1. This order would come into effect from 01.02.2024 or date of notification of ADCs Sh. Abhijeet Ghosh, Sh. D. Sudhakaran, Sh. Balram Sahu as Licensing Authority, whichever is later.
2. DI Sh. Asad Ansari would put his files to the Licensing Authority through ADC Sh. D. Sudhakaran (For manufacturing of Drugs) and ADC Sh. Balram Sahu (For Manufacturing of Cosmetics) in respect of District North West. ADC Sh. D. Sudhakaran would Act as Reviewing Officer for the work related to manufacturing of Medical Devices through Online portal and put up the file to the Licensing Authority.
3. In addition to work indicated above, Drugs Controller / Head Of the Office may assign any work to any officer at any time.
4. 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.
5. All Officers shall record their movement in the Movement Register.
6. 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.
7. Every Drugs Inspector should submit their Monthly Report to the DI(HQ) by 5th of every month.



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8. Every Officer must attend the court on the due date of hearing and update after every date of hearing to ADC(Legal). The Court Case must be discussed well in advance before the NDOH.
9. 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.
10. The Drugs Inspectors should inspect the licensed sale premises with the prior approval of ADC/Licensing Authority.



(Danish Ashraf, IAS)

Drugs Controller

Dated: 19/01/2024

F. No. 18(3)/76/DC/Estt./ 1349-1356

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. Data Processing Assistant for updating on the Official Website
8. Guard File



(Danish Ashraf, IAS)

Drugs Controller