

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

No.F.18(3)/76/DC/Estt./ 711 to 740

Dated: 31/10/19

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. K.R. CHAWLA, ADC

LA for Sales : Sh. K.R. CHAWLA, ADC

Manufacturing of Drugs/Cosmetics : Sh. Rajeev Bhargava, DI

Sales of South Zone (MLN,CHP,MEH,GRK, : Sh. Dinesh Boken, DI
KLK)

Sales of South Zone(AMB,BDR,DEO) : Sh. Rajeev Bhargava, DI

Sales of South Zone(JNP,KSN,OKH,TGB,SNV) : Sh. Balram Sahu, DI

2. District South West

Incharge for Manufacturing – Sh. P. Arivazhagan, DDC

LA for Sales : Sh. P. Arivazhagan, DDC

Manufacturing of Drugs/Cosmetics : Sh. Mahender Singh, DI

Sales of South West Zone (RKP,NAJ,MUN : Sh. Sandeep Sharma, DI
NGJ)

Sales of South West Zone(DWR,BIJ,PLM, DLC) : Sh. Sundeep B.J, DI

3. District West

Incharge for Manufacturing – Sh. P. Arivazhagan, DDC

LA for Sales : Sh. G. K .Kapoor, ADC

Manufacturing of Drugs/Cosmetics : Sh. Rohit Bajpai, DI:

Sales of West Zone(TLN,JNK,VKP,MAT, : Sh Mahender Singh., DI
UTN)

Sales of West Zone(RJG,PTN,MTN,MDP, : Sh. Swapnil Patil, DI
HRN)

4. District East

Incharge for Manufacturing – Sh. S. Sundernayagam, ADC

LA for Sales : Sh. S. Sundernayagam, ADC

Manufacturing of Drugs/Cosmetics : Sh. Sanjay Kumar , DI

Sales of East Zone (SHA,RHN,BBP) : Sh. Parth More, DI

Sales of East Zone(GND,KRN,LXN,VIN) : Sh. Amar Mokashi, DI

Sales of East Zone(PTG,KON,TRP,SMP) : Sh. Vishan Sachan, DI

Manoj
30/10/19

5. **District North East**

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

LA for Sales : Sh. A. K.Negi, ADC
Manufacturing of Drugs/Cosmetics : Sh. Mohd.A. T.Ansari, DI
Sales of North East Zone (SLP,GHO,GKP, : Sh. Mohd.A. T.Ansari, DI
MSB,KRW)

6. **District North**

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

LA for Sales : Sh. A. K. Negi, ADC
Manufacturing of Drugs/Cosmetics : Sh. Abhijit Ghosh, DI
Sales of North Zone (CHC,TMR,BUR,SDB) : Sh. D. Sudhakaran, DI

7. **District North West**

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

Manufacturing of Drugs : Sh. Rohit Bajpai, DI
Manufacturing of Cosmetics : Sh. Deepak Sharma, DI

LA for Sales : Sh. P. Arivazhagan, DDC
Sales of North West Zone (RIT,ROH,MNP, : Sh. Sanjay Kumar , DI
SUL, SHK)

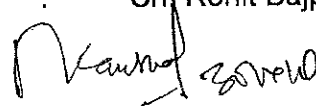
LA for Sales : Sh. G. K. Kapoor, ADC
Sales of North West Zone(BAD,NAR,BAS) : Sh. Deepak Sharma, DI

Sales of North West Zone (ADN,MDT,WZP : Sh. Abhijit Ghosh, DI
TRN, KIR, SHB)

8. **District New Delhi/Central**

Incharge for Manufacturing – Sh. S. Sundernayagam, ADC

LA for Sales : Sh. S. Sundernayagam, ADC
Manufacturing of Drugs/Cosmetics : Sh. Dinesh Boken, DI
Sales of Central/New Delhi Zone (RAJ,KRB, :
BAL,MTM,NDE) : Sh. Rohit Bajpai, DI



9. **Blood Banks of NCT OF Delhi** : **Sh. P. Arivazhagan, DDC**
: **Sh. G. K. Kapoor , ADC**
Sh. D. Sudhakaran, DI, Sh. Mohd.A. T. Ansari, DI and Sh. Parth More, 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 Sh. Vishal Sachan DI will look after Approved Testing Laboratories of NCT of Delhi

11. **Intelligence Cell** : **Sh. P. Arivazhagan, DDC**
: **Sh. A. K. Negi, ADC**
Sh. Rohit Bajpai, DI will be Coordinator for the Intelligence Cell.

Sh. Balram Sahu DI, Sh. Sanjay Kumar DI, Sh. Sundeep B.J, DI, Sh. Amar Mokashi , 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. A. K Negi.

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

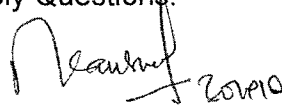
13. **Drugs and Magic Remedies (Objectionable Advertisement) Act, 1954/News Items pertaining to Drugs Control Department** : **Sh. K.R. Chawla, ADC**

Screening of English News Paper : Sh. Vishal Sachan, DI
Screening of Hindi News Paper : Sh. Swapnil Patil, 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**

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


A.K. Negi

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. Dinesh Boken, DI
2.	Safdurjung Hospital	Sh. Rajeev Bhargava, DI
3.	Dr. RML Hospital	Sh. Rohit Bajpai, DI
4.	Sucheta Kriplani Hospital and Lady Kalawati Saran Children Hospital	Mohd. A.T. Ansari, DI
5.	Sanjay Gandhi Memorial Hospital	Sh. Deepak Sharma, DI
6.	Hindu Rao Hospital	Sh. Mahender Singh, DI
7.	ESI Hospital, Basai Dara Pur	Sh. Sundeep B.J, DI
8.	LNJP Hospital	Sh. Balram Sahu, DI
9.	G.B Pant Hospital	Sh. Parth More , DI
10.	GTB Hospital	Sh. Amar Mokashi, DI
11.	Dr. Hedgevar Hospital	Sh. Vishal Sachan, DI
12.	DDU Hospital	Sh. Swapnil Patil, DI
13.	Dr. Bhim Rao Ambedkar Hospital	Sh. Sanjay Kumar, DI
14.	Babu Jag Jeewan Ram Hospital	Sh. Sandeep Sharma, DI
15.	Satyavadi Raja Harish Chander Hospital	Sh. Abhjit Ghosh, DI
16.	Lal Bahadur Sharstri	Sh.D. Sudhakaran, 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, DDC**

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

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

Sh. Deepak Sharma, DI and Sh. Mahender Singh, 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

Sh. A. K. Negi, ADC

Sh. Balram Sahu, DI and Sh. Amar Mokashi, 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, ADC (CDC)

Asstt. Public Information Officer (APIO)

: Mohd. A.T. Ansari, DI

Sh. Swapnil Patil, DI

20. Head Quarter Sh. K. R. Chawla, ADC / Sh. G. K. Kapoor, ADC

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

DAYS	KARKARDOOMA	LAWERENCE ROAD
Monday	: Sh. Parth More, DI	Sh. Sandeep Sharma DI
Tuesday	: Sh. Amar Mokashi, DI	Sh. Swapnil Patil DI
Wednesday	: Sh. Vishal Sachan, DI	Sh. Sundeeep B. J. DI
Thursday	: Sh. Dinesh Boken, DI	Sh. Sanjay Kumar, DI
Friday	: Sh. Balram Sahu, DI,	Sh. Mahender Singh, DI

Mohd. A.T. Ansari, DI & Ms. Yamini Kohli, 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, ADC

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

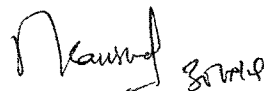
Sh. Sanjay Kumar, DI and Sh. Parth More DI will Assist ADC In-charge

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

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

Sh. Dinesh Boken, DI and Sh. Amar Mokashi, DI will assist in the matter.



25. Departmental Formulation Approval Committee: Sh. A.K. Nasa, Controlling Authority/DDC 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.

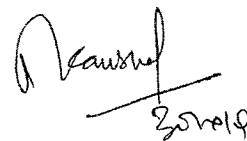
26. Additional duties being performed by the Officers/Drugs Inspectors including Nodal Officers:

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, DDC, Sh. Sundeep B.J, DI and Sh. Parth More, DI
4.	Immunization Programme, Adverse Event Following Immunization (AEFI)	Sh. S. Sundernayagam, ADC (CDC) and Sh. Parth More, DI
5.	Matters relating to NPPA and DPCO	Sh. A.K. Negi, ADC and Sh. Sanjay Kumar, DI
6.	Anti TB Programme, Anti Tobacco Programme and coordination of related meetings	Sh. P. Arivazhagan, DDC 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, Sh. Rajeev Bhargava, DI, Sh. Rohit Bajpai, DI and Sh. Abhijit Ghosh, DI
11.	Compilation of Data of SIP	Sh. A.K. Negi, 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. K. R. Chawla, ADC and Mohd. A.T. Ansari, DI

Nasa

Note:

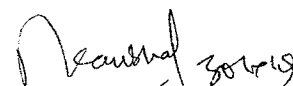
- I. In addition to the work indicated above, Drugs Controller/Head of the Office may assign **any work** to any officer at any time.
- II. Every Officer/Drugs Inspector shall maintain the **Daily Diary, Sample Register and Complaint Register** up to date and produce the same before the Drugs Controller/Head 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.
- IX. **Files for manufacturing of Drugs/Cosmetics and Blood Banks will be routed through ADC to DDC**



(AK Kaushal)
Drug Controller

For information and compliance:

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



(AK Kaushal)
Drug Controller