RTI ACT 2005

INFORMATION UNDER SECTION 4(1)(b)

DRUGS CONTROL ADMINISTRATION TELANAGANA.

1. INTRODUCTION

The Drugs Control Administration at the time of inception in the year 1952 was functioning in the Directorate of medical services. The first basic level functionaries sanctioned to this Department were four Drugs Inspectors for implementation of the Drugs and Cosmetics Act, 1940 and Rules made there under (formerly called as The Drugs Act, 1940 and The Drugs Rules 1945) in the erstwhile Andhra State for implementation in Andhra area only. After the formation of separate Andhra Pradesh State in the year 1956 four more Drugs Inspectors were appointed and implementation of this Statute was extended to Telangana Area also.

Subsequently, Drugs Control Administration was also entrusted with the enforcement of Prevention of Food Adulteration Act and the Head of the Department was designated as Drugs Controller and Food Health Authority. In the year 1981 the Department of Drugs Control Administration was accorded independent status with a separate Directorate headed by a Director functioning under the Ministry of Medical and Health, Government of Andhra Pradesh.

The main objective of Drugs Control Administration is to ensure that the quality drugs are made available at affordable prices to the people. The drugs are used by the public for prevention, mitigation or treatment of diseases or disorders. The efficacy of these drugs depends on their quality, purity and strength and it in turn depends on their good manufacturing practices and good storage conditions. Drugs Control Administration regulates the manufacture, sale and distribution of drugs to ensure their quality and efficiency.

Drugs Control Administration in the State of Telangana is implementing the following Central Legislations throughout the State.

1. The Drugs and Cosmetics Act, 1940 and Drugs and Cosmetics Rules, 1945.
2. Drugs (Prices Control) Order 1995.
3. The Drugs and Magic Remedies (Objectionable Advertisements) Act, 1954 and Rules made there under.
4. The Telanagana Narcotic Drugs and Psychotropic Substances Rules, 1986, (Licensing part)
5. Medical Device Rules 2017

The organizational set up of various functionaries in Drugs and Control Administration are broadly classified into two wings.

1. Enforcement Wing. **2. Laboratory Wing.**

Enforcement Wing enforces the provisions of above said enactments in the State and Laboratory Wing performs the Test/Analysis of various Drugs/Cosmetics samples sent for analysis and issues the Certificate of Test/Analysis.

1.2 Right to Information Act:

The Right to Information Act, 2005 of Parliament received the assent of the President of India. The Act provides for setting out the practical regime of Right to Information for citizens to secure access to information under the control of Public authorities, in order to promote transparency and accountability in the working of every public authority.

1.3 Objective/ Purpose of this information handbook:

As per the provisions of the Act, all citizens have the right to information and every public authority shall publish the information on the organization, its functions & duties, details of employees, rules, regulations, instructions, manuals and records held by it, particulars of the programmes, etc., and make available for public information.

1.4 Intended users of the information handbook:

Citizens, Chemists & Druggists and their associations, Pharmaceutical Manufacturers and their associations, Civil Society Organizations, Public representatives, Officers and employees of Public Authorities including Public Information Officers and assistant Pubic Information Officers and Appellate Officers, Central and State Information Commissions etc.

1.5 Terms Used:

I) Wherever the following terms are used they mean as follows:

- Drugs means allopathic drug as defined u/s 3(b) of the Drugs and Cosmetics Act, 1940.
- D&C Act, and Rules = Drugs and Cosmetics Act, 1940 (Act 23 of 1940) and Rules 1945 there under.
- DMROA = Drugs and Magic Remedies (Objectionable Advertisements) Act, 1954, and Rules 1955.
- DPCO = Drugs Price Control Order, 1995.
- NDPS = Narcotic Drugs and Psychotropic Substances Act, 1985.
- D.I = Drugs Inspector appointed under Sec.21 of the Drugs and Cosmetics Act, 1940.
- Govt. Analyst (G.A) = A person appointed u/s 20 of the Drugs and Cosmetics Act 1940.
- Licensing Authorities = Licensing Authorities appointed u/s 96(1), 90(1) Rule 122(F)(1), Rule 138(1) and Approving Authority Rule 150.B.

1.6 Organization of Information:

The information pertaining to Drugs Control Administration at Headquarters level is provided in this book let. The information pertaining to the other offices viz., Assistant Director & Drugs Inspectors is provided by the respective officers. The information as mentioned at para 1.3 above and as stipulated in the Right to Information act is provided item wise in different

chapters. The reference made to certain Rules, Manuals and Acts of other Departments issued by Government of Andhra Pradesh/Telangana or Government of India are quoted since they are applicable to the programmes/terms under reference and available with the concerned Departments.

1.7 More information can be had from the concerned Departmental officers or the State Public Information Officer / Asst Public Information officer of the Department. As per G.O.Ms.No.454 General Administration (I&P.R.II), dated: 13.10.2005, a request for obtaining information under sub-section (1) of Section 6 shall be accompanied by an application fee by way of cash or by demand draft or by bankers cheque payable to the Assistant Director (NT), Drugs Control Administration, Hyderabad or to the Assistant Director of the District or to the Drugs Inspector of concerned district against proper receipt at the following rates:-

a) In respect of public authorities at the village level – no fee

b) In respect of public authorities at Mandal level – Rs.5/- per application.

c) In respect of public authorities other than those covered above level – Rs.10/- per application.

Fee to be charged for providing information:

1. Material in printed or text form in A4 or A3 size paper Rs.2/- per page per copy.
2. Information in Electronic format viz., Rs.100/- per CD
3. Material to be send by post the actual postal charges in addition to the charges payable as per these rules.
4. For inspection of records No fee for the first hour; Rs.5/hr.

NOTE: THE FUNCTIONS AND DUTIES OF THE OFFICERS CONCERNED AND THE PROCEDURES FOR THE EFFECTIVE ADMINISTRATION ARE SUBJECT TO PERIODIC REVISION IN THE INTEREST OF PUBLIC.

CHAPTER – I

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES:

Sl. No.	Organizational Structure	Functions	Duties
1.	Dr.Preeti Meena, IAS, Director (FAC).	➢ Overall Supervision of the Department. ➢ Overseas the activities / Enforcement functions by subordinate officers of the Drugs Control Administration in a view to achieve the supply of quality drugs at affordable prices to the public.	➢ H.O.D.
2.	Joint Director (Enforcement) Licensing Authority & Controlling Authority - 01 post	• Licensing Authority for manufacturing units of Drugs and Cosmetics and overseas the activities/enforcement functions of the subordinate officers. • Periodic and surprise inspections of manufacturing units (engaged in manufacture of drugs / cosmetics), sales outlets, medical stores attached to government institutions/hospitals. • Ensuring that the drugs are manufactured and sold under and in accordance with the conditions of licenses issued and at the prices fixed by the Government. • Controlling and preventing the misleading and objectionable advertisements in respect of use of drugs for certain ailments, diseases and disorders. • Joint Director (E) guides his subordinates in day to day work and on legal cases.	➢ Grant / Retention of manufacturing Licenses. ➢ Coordinating other Regional Deputy Directors. ➢ Coordinating other State Drug Control Authorities and Drugs Control General of India.
3.	Deputy Directors (2 Posts) 1. DD-I 2. DD-II	• The Deputy Director helps the concerned Licensing Authorities for grant/Retention of manufacturing licenses, Narcotic and Psychotropic substances licenses, cancellations/suspension of manufacturing licenses • Issue of various non statutory certificates. • Guides the subordinates in day to day work and on legal cases also. • Supervise the work of Assistant Director / Drugs Inspector of area concerned.	➢ Issuance of various non statutory certificates for the purpose of general commerce. ➢ Overseas the achievement of inspection and sample targets by the subordinates officers

4.	Assistant Directors (5 posts) 1. TC-I 2. TC-II 3. MFG-I 4. MFG-II 5. MFG-III	• The Assistant Directors supervise the Drugs Inspectors in the respective Jurisdiction. AD also conducts joint raids with the Drugs Inspectors on sales and manufacturing units, hospitals, blood banks etc. • Issue of Sales Licenses. • Overseas the achievement of inspection and sample targets of the respective Drugs Inspector of their Jurisdiction	➢ Conduct of Joint raids. ➢ Follow up of Court Cases and Pending Investigations of Drugs Inspector of their Jurisdiction.
5.	Drugs Inspector (29 posts) 1.Abids 2.Ameerpet 3.Charminar 4.Khairathabad 5.Vengalraonagar 6.Mehdipatnam 7.Hyd-Mfg 8.Gowliguda 9.Amberpet 10.Chikkadpally 11.Secunderabad 12.Koti 13Maredpally 14.Sec-bad-Mfg. 15.Sangareddy Mfg. 16.R.C Puram Mfg. 17.Jinnaram Mfg. 18.Bollaram Mfg. 19.Kothur Mfg. 20.Malkajgiri Mfg 21.Narkatpally Mfdg. 22. Hyt-Nagar Mfg. 23.Uppal Mfg. 24.Rangareddy Mfg. 25.Balanagar Mfg. 26.Kukatpally Mfg 27.Jeedimatla Mfg 28.Medchal Mfg. 29.Quthbullapur Mfg.	• They are allotted different areas in the state of Telangana for enforcement functioning, though the statute empowers them for entire state of Telangana. • The DI is the field enforcement officer for detection and investigation of offences under various Statutes enforced by the Department. • DI conducts routine and detailed inspections of sales and manufacturing units, hospitals, blood banks etc. • DI also conducts joint raids under supervision of Assistant Director. • Attends the court proceedings during trails of cases filed under various statutes enforced by the department. • Pickups samples of drugs and cosmetics for analysis.	➢ Achievement of inspection and sample targets ➢ Conduct of raids ➢ Follow-up of under investigation and pending trial cases
6.	Senior Scientific Officer – 2 posts	• He/She is notified Govt. Analyst for Drugs Control Laboratory at Hyderabad and the final authority on test results. • Supervises the work of Junior Scientific Officers and Junior Analysts in the Laboratory. • Prepares the Annual Indents for procurement of chemicals, glassware, equipment and other laboratory materials.	➢ Achievement of sample testing targets ➢ Quality assurance
7.	Junior Scientific Officer – 3 posts	• He/She is the second in line in the laboratory wing and Supervises the work of Junior Analysts in the Laboratory. • Prepares the Annual Indents for	➢ Achievement of sample testing targets ➢ Quality assurance

		procurement of chemicals, glassware, equipment and other laboratory materials.	
8.	Junior Analyst – 13 posts	• Receives samples and conducts tests/analysis as per the standards and requirements and submits them to the Junior Scientific Officer and is responsible for maintenance & calibration of the lab equipment.	➢ Achievement of sample testing targets
9.	Assistant Director (Non-Technical) – 1 post	• Establishment related matters • Budgetary and cost control • Infrastructure development and up gradation based on departmental priorities. • Organizational Discipline • Maintain statistics related to all programmes • Receiving and examining tappals	➢ Supervises Administrative staff under his control.

NOTE: THE FUNCTIONS AND DUTIES OF THE OFFICERS CONCERNED AND THE PROCEDURES ARE SUBJECT TO CHANGE FROM TIME TO TIME FOR EFFECTIVE ADMINISTRATION AND IN THE INTEREST OF PUBLIC.

CHAPTER – II

POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

Sl.No	Designation	Duties	Powers
1.	Director,	H.O.D.	Overall Supervision of the Department. Overseas the activities / Enforcement functions by subordinate officers of the Drugs Control Administration in a view to achieve the supply of quality drugs at affordable prices to the public.
2.	Joint Director, Licensing & Controlling Authority	1. Grant/Retention of Drug Licences and Cosmetics Licences to the Manufacturing units State wide. 2. Issue of SCN to the Drugs/ Cosmetics Manufacturing units in the State. 3. Cancellation/Suspensions in respect of Drugs mfg. units and cosmetics mfg. units in the State. 4. Forwarding Application to the DCG(I), New Delhi for approval of Licences to the Blood Banks, Seara and Vaccine mfg. units. Large Volume pareneteral and rDNA mfg. units in the State. 5. Issue of WHO GMP Certificate to the Drug Mfg. Units. 6. Action to be taken on the NSQ reports received from the Government Analyst/State/Outside State. 7. Supervise the functioning of the drugs testing laboratories at Hyderabad. 8. Attend to the meetings like Drugs Consultative Committee, Drugs Technical Advisory Committee. 9. Inspections of Offices of Deputy Directors, Assistant Directors, Office of the Drugs Inspectors.	1. The Joint Director is appointed as Licensing Authority in respect of Mfg. concerns and also Controlling Authority of Sub-Rule (1) of Rule 69 of Part VII, sub-rule (1) of rule 90 of Part VIII, sub-rule (1) of rule 122(F) of Part (X-B) and sub rule(1) of rule 138 of part XIV and also the "Approving Authority" under rule 150-B of Part XV-A of the Drugs and Cosmetics Rules. 2. Under Sub-rule (3) of Rule 50 of the Drugs and Cosmetics Rules, 1945 for the purpose of sub-rule (2) of Rule 50 of the said rules.
3.	Deputy Director-I (Headquarters)	Following are the duties of the DD-I with respect to Medak, Sanga Reddy, Siddipet, Medchal-Malkajgiri and Vikarabad Districts;	Deputy Director, Drugs Control Administration is the Licensing Authority under Rule TSNDPS Rules 1986.

		1. Supervises the work of Assistant Directors and Drugs Inspectors as and when required. 2. Undertake investigation of complaints and inspections of subordinate offices of Regional Assistant Directors and Drugs Inspectors 3. All the files relating to Not of Standard Quality (NSQ) Drugs and Cosmetics under Drugs and Cosmetics Act, 1940 and Rules, 1945. 4. Attend the applications in respect of the Grant/Retention NDPS Licences. 5. Assists the Joint Director and Director in over all administration relating to Tech. matter. 6. Attend all the files relating to manufacturing licences, Blood banks, Blood Storage Centres and approved laboratories. 7. Any other work entrusted/directed by the Director.	
4.	Deputy Director-II (Headquarters)	Following are the duties of the DD-I with respect to Medak, Sanga Reddy, Siddipet, Medchal-Malkajgiri and Vikarabad Districts; 1. Supervises the work of Assistant Directors and Drugs Inspectors as and when required. 2. Undertake investigation of complaints and inspections of subordinate offices of Regional Assistant Directors and Drugs Inspectors 3. All the files relating to Not of Standard Quality (NSQ) Drugs and Cosmetics under Drugs and Cosmetics Act, 1940 and Rules, 1945. 4. Attend the applications in respect of the Grant/Retention NDPS Licences. 5. Assists the Joint Director and Director in over all administration relating to Tech. matter. 6. Attend all the files relating to manufacturing licences, Blood banks, Blood Storage	Deputy Director, Drugs Control Administration is the Licensing Authority under Rule TSNDPS Rules 1986.

		Centres and approved laboratories. 7. Any other work entrusted/directed by the Director.	
5.	Assistant Director (Headquarters) a). Sales – 02 b). Mfg. -03	1. Grant/Amendment/Retention of sales licences 2. Inspections of Manufacturing firm for Grant of Licence along with DI. 3. Assisting the Director, Joint Director & Deputy Director in overall administration relating to Technical Matters. 4. Supervision of the work of Drugs Inspector 5. To attend Joint Raids and investigations.	1. Appointed under Rule 59(1) of Drugs and Cosmetics Rules, 1945.
6.	Drugs Inspectors (29)	1. To aattend the monthly review meeting conducted by the Assistant Director 2. Field enforcement officer for detection and investigation of offences under various Statutes enforced by the Department. 3. To attend to courts of law during trials of criminal cases filed under various Statutes enforced by the Department. 4. Pickups samples of drugs and cosmetics for analysis.	1. Appointed as Drugs Inspectors under Section 21 of Drugs and Cosmetics Act, 1940 and to enforce the provisions of Chapter IV of the above act and the Drugs and Cosmetics Rules, 1945. The notifications conferring the State – wide jurisdiction under the above Act. 2. Enforces the provisions of the provisions of Drugs Price Control Order and Drugs Magic Remedies and Objectionable Advertisements Act, 1954 and Medical Devices Rules 2017.
07.	Senior Scientific Officer (2) (notified as Government Analyst)	1. Analysis of Drugs and Cosmetics as per the Standards laid down under the Drugs and Cosmetics Act 1940. 2. Government Analyst shall cause to be analyzed for tested such samples of (Drugs and Cosmetics) sent to them by Drugs Inspectors or other persons under the provisions of Chapter-IV of the Act and shall furnish reports of the results of Test or analysis in accordance with these Rules. 3. Shall from time to time forward to the Government, reports giving the results of Analytical work and	Overall supervision on the functioning of the various Sections of the Laboratory under their control and general administration on their day to day functioning.

		research with a view for their publication at the discretion of the Government. 4. Preparation of Annual Indents for Procurement of Chemicals, Glassware, equipment and other Laboratory materials pertaining to the Laboratory.	
08.	Junior Scientific Officer (3)	1. To receive the samples from coding cell. 2. To maintain sample register. 3. To distribute the samples to the Junior Analyst working in the unit. 4. To prepare indents of chemicals, glassware etc., required for analysis well in advance and to submit through the Senior Scientific Officer. 5. To prepare requisitions for supply of special items like rare chemicals and ancillary equipments etc. 6. To maintain inventory of equipment, Glassware etc., in the respective unit assigned. 7. To pay special attention in case of the samples found Not of Standard Quality (NSQ).	Supervises the work of Junior Analysts.
09.	Junior Analysts (13)	1. To receive the samples for Test analysis of Drugs and Cosmetics form the Junior Scientific Officer and maintain a record of these samples in a Register. 2. To conduct the Test/Analysis of the allotted samples according to the standards prescribed under Drugs and Cosmetics Act, 1940 and Rules made thereunder. 3. To prepare, Standardize and maintain standard volumetric solutions for various drug samples independently.	

NOTE: THE FUNCTIONS AND DUTIES OF THE OFFICERS CONCERNED AND THE PROCEDURES ARE SUBJECT TO CHANGE FROM TIME TO TIME FOR EFFECTIVE ADMINISTRATION AND IN THE INTEREST OF PUBLIC.

CHAPTER – III

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

A. Grant or Retention of Manufacturing Licences:

On receipt of the application, Drugs Inspector and/or Assistant Director will inspect the unit and submit the report in prescribed proforma. The file with the Inspection report will be forwarded by the Deputy Director, with his/her remarks to the concerned Licensing Authority i.e Joint Director. The Joint Director will decide basing on the Inspection report and remarks of Drugs Inspector / Assistant Director / Deputy Director for the issuance or rejection of application. The applicant has an opportunity to appeal to Government in case of rejection.

B. Action on Not of Standard Quality, Spurious, Adulterated and Seized Drugs.

The complete investigated file will be placed before Review committee for through examination and remarks. The remarks offered by the Review committee will be perused and may or may not be approved by the Director. The Director will take the final action viz. Legal or Departmental based on the approved remarks by review committee and issue instructions and proceedings accordingly.

C. Issue or Retention of Sale Licences.

On receipt of the application in the prescribed formats and as per checklist, the concerned Drugs Inspector inspects the proposed premises and verify the documents submitted by the applicants. The drugs Inspector will submit inspection report to the concerned Assistant Director (Licencing authority) along with the application with his remarks. The Regional Assistant Director will issue, retention or amendment licences in prescribed forms as per Drugs and Cosmetics Rules 1945 or reject the application. The applicant has opportunity to appeal to Government in case of rejection.

D. Action on Violations reported by Drugs Inspectors / Assistant Directors:

On receipt of the Inspection report of any licencee under the Drugs and Cosmetics Rules 1945, if it reports any violations the concerned Licencing authority (i.e Joint Director in case of Manufacturing Licencee and Regional Assistant Director in case of Sales licencees in their region) will issue show cause notice to the licencee. If any reply is received from the licencee, the same will be referred to the concerned officer to offer their remarks. The Licencing authority will examine the reply submitted by the licencee and remarks offered by the concerned officer and action like suspension or stop production order or cancellation of drug licencees will be taken. They will be implemented by the concerned Inspecting Officer.

E. Grant or Retention of Manufacturing Licences for Blood banks, sera, vaccines, large volume potentials and R-DNA products.

On receipt of the application, the Drugs Inspector concerned will inspect along with officer of the Central Drugs Standard Control Organization (CDSCO) with or without any expert in the concerned field and submit the report in prescribed proforma. After receipt of the remarks of Deputy Drugs Controller of India of the sub zonal office on the joint inspection report, the file will be verified by Deputy Director and offer their remarks. The Joint Director will decide basing on the Inspection report and remarks of all the officers to issue or modification of licences in the prescribed forms or rejection of application. The licences will be forwarded to the Drugs Control General of India, New Delhi for his approval as prescribed under the Drugs and Cosmetics Rules, 1945. The countersigned drug licences will be issued to the applicant after receipt from the DCG(I). The applicant has an opportunity to appeal to State/Central Government in case of rejection.

F. Issue of WHO-GMP Certificate:

On receipt of application and inspection of the concerned unit by the CDSCO Drugs Inspector along with State Drugs Inspectors concerned will be taken up and the remarks/recommendation will be sent to the Licensing Authority i.e Joint Director. Based on the remarks of joint inspecting team, the Licensing Authority will issue or reject the application.

G. Issue of non-statutory certificates:

1. Deputy Directors are authorized to issue non-statutory certificates viz. Good Manufacturing Practices (GMP), Good Laboratory Practices, Market Standing, Non-conviction, Free Sale, Production Capacity, Performance and approval for Blood Storage Centers.

NOTE: THE FUNCTIONS AND DUTIES OF THE OFFICERS CONCERNED AND THE PROCEDURES ARE SUBJECT TO CHANGE FROM TIME TO TIME FOR EFFECTIVE ADMINISTRATION AND IN THE INTEREST OF PUBLIC.

CHAPTER – IV

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

Sl.No.	Function / Service	Time frame
1	Grant of manufacturing Licenses	14 working days
2	Retention of manufacturing licenses	14 working days
3	Grant / Retention of approval for Approved Laborories	14 (working days) after Joint Inspection with CDSCO
4	Approval of Additional Products	14 working days
5	Approval of Technical Staff	14 working days
6	Recommending for Grant/Retention of Licenses to Central Licensing Authority, Delhi with respect to Vaccines and Sera; Large Volume Perenterals; Blood Banks	14 (working days) after Joint Inspection with CDSCO
7	Effecting changes in existing licences	14 working days
8	Issue of Free Sale certificate	14 working days
9	Issue of Market Standing certificate	14 working days
10	Issue of GMP certificate	14 working days
11	Issue of Non-conviction certificate	14 working days
12	Issue of Production capacity certificate	14 working days
13	Issue of WHO GMP certificate	14 (working days) after Joint Inspection with CDSCO.
14	Grant of Sale Licenses	14 working days
15	Retention of Sale Licenses	14 working days
16	Effecting change in existing sale licenses	14 working days
17	Issue of Test Licence	14 working days

NOTE: THE FUNCTIONS AND DUTIES OF THE OFFICERS CONCERNED AND THE PROCEDURES / TIME SCHEDULES ARE SUBJECT TO CHANGE FROM TIME TO TIME FOR EFFECTIVE ADMINISTRATION AND IN THE INTEREST OF PUBLIC.

CHAPTER – V

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

The list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions:

Sl.No.	Description	Contents
1	Administrative	➢ A.P. Fundamental Rules ➢ A.P. State and Subordinate Service Rules ➢ A.P. Ministerial Services Rules ➢ District office manual ➢ A.P. Conduct Rules ➢ A.P. Civil Services (C.C.A) Rules, A.P. Service Commission Rules.
2	Financial	➢ A.P. Financial Code Vol. I & II ➢ A.P. Treasury Code Vol. I & II ➢ A.P. Account Code Vol. I ➢ A.P. Budget Manual ➢ A.P. Manual of Special Pay and Allowances ➢ A.P. Pension Code ➢ A.P. General Provident Fund Rules ➢ A.P. Group Insurance Scheme Rules ➢ Indian Accounts and Audit manual
3	Technical	➢ Drugs and Cosmetics Act, 1940 and Rules made thereunder ➢ Drugs (Prices Control) order, 1995 ➢ Drugs and Magic Remedies (Objectionable and Advertisement) Act, 1954 ➢ A.P. Narcotic Drugs and Psychotropic substances Rules, 1986 ➢ Medical Devices Rules 2017

CHAPTER – VI
SATTEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Sl.No	Category of document.	Title of the document	Designation of custodian (held by / under the control of whom)
1	License copies of Manufacturing firms for Drugs and Cosmetics.	Forms – 25,26, 28, 25A,26-A, 28A, 32, 32-A,25-B, 25-F,26-B,26-F, 28B,32-A, 33, 33A, 37, 38	Joint Director, Licensing & Controlling Authority
2	License copies of Sale Licences	Forms – 20,21,20B,21B,20A,21A,20BB, 21BB,20F,20G,21-C, 21-CC	Asst. Director, Licensing Authority
3	License copies of Blood Banks	Form –28C, 26-G, 26-I, 26-J, 28-E, 28-F	Joint Director, Licensing & Controlling Authority
4	License copies of manufacturing Sera, Vaccines & Large Volume Parenteral & rDNA products	Form – 28-D, 26-H, 26-J 28-DA	Joint Director, Licensing & Controlling Authority
5	Copies of Certificates	WHO GMP, COPP & Neutral Code Certificate	Superintendents of concerned sections
6	Copies of Certificates (Non statutory)	1.GMP, 2.GLP, 3.Non-Conviction, 4.Market Standing 5.Free Sales 6.Production Capacity, 7.Mfg & Mkt. 8.Performance	Deputy Director & Certifying Authority
6	Copies of Inspection & Action taken reports	Inspection Report on Sales and Manufacturing Units. (Orders of Show Cause Notice, Suspensions, Stop Production and Cancellation)	Superintendents of Concerned sections
8	Files of Court Cases	Complaints failed in Courts and Judgments pronounced.	Drugs Inspector & Superintendents of Concerned sections
9	Analytical Reports	Form – 13 for Drugs Form – 34 for Cosmetics	Senior Scientific Officers/ Government Analyst.
10	Test Licences	Form 29	Joint Director, Licensing & Controlling Authority
11	NDPS	NDPS-I & II	Joint Director, Licensing & Controlling Authority And Deputy Director &Certifying Authority.
12	Medical Devices	Form-MD-5 & MD-6	Joint Director, Licensing & Controlling Authority

NOTE: THE FUNCTIONS AND DUTIES OF THE OFFICERS CONCERNED AND THE PROCEDURES ARE SUBJECT TO CHANGE FROM TIME TO TIME FOR EFFECTIVE ADMINISTRATION AND IN THE INTEREST OF PUBLIC.

CHAPTER – VII

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof

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Yearly once State Drug Advisory committee meeting will be held and any representations and suggestions of the members of the public in relation to formulation of policy or implementation will be discussed. The action arrived out of it will be implemented by the Department.

The points raised by the M.L.As / M.Ps in Assembly and Parliament will be answered immediately after receiving of the questions.

CHAPTER – VIII

BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY

T.S State Drugs Advisory Committee is constituted vide G.O.Ms.No.353, dt:10.09.2001 of HM&FW (L2) Dept., the committee will meet once in a year.

OFFICIAL MEMBERS

1.	Principal Secretary to Government, Health, Medical and Family Welfare Department, Government of Telangana, Hyderabad.	..	PRESIDENT
2.	Director, Drugs Control Administration, Hyderabad.	..	MEMBER
3.	Director of Health Services, Government of Andhra Pradesh, Hyderabad.	..	MEMBER
4.	Commissioner of Indian Medicine and Homeopathy Department, Secunderabad.	..	MEMBER
5.	Professor and Head of Department, Pharmaceutical Sciences, Kakatiya University Warangal.	..	MEMBER
6.	Director of Prosecutions, Government of Telangana, Hyderabad.	..	MEMBER

NON-OFFICIAL MEMBERS

1. President
   Indian Pharmaceutical Association State Branch,
   Hyderabad.
2. President,
   Bulk Drugs Manufacturers Association,
   Hyderabad.
3. President,
   Organization of Pharmaceuticals Manufacturers Association,
   Hyderabad.
4. President,
   T.S Consumers Protection Council,
   Hyderabad.
5. President,
   T.S Consumers Care Centre,
   Hyderabad.
6. President,
   T.S .Drugs Inspectors Association, Hyderabad.
7. President,
   IDMA,
   Telangana.
8. President,
   Chemexil,
   T.S .State Brach, Hyderabad.
9. President,
   TS . Chemists & Drugs Assocation.
   Hyderabad.

10. President,
    Federation of All India Drug Traders Association.
11. President,
    Private Nursing Homes Association,
    Hyderabad.
12. President,
    Blood Bankers Association,
    Hyderabad T.S.
13. Member, Regional Advisory Board,
    Central Excise and Customs,
    Hyderabad.
14. Member,
    I.M.A.
    Hyderabad.

CHAPTER – IX
DIRECTORY OF OFFICERS AND EMPLOYEES

Sl.No	Post Name	Place of Working	Employee Name	Phone No.
1	DIRECTOR (FAC)	Head Quarter	Dr.Preeti Meena, IAS, Director (FAC)	8333925802
2	JOINT DIRECTOR (E)	Head Quarter	Vacant	
3	DEPUTY DIRECTOR-I	Head Quarter	Dr.B.VENKATESHWARLU	8333925811
4	DEPUTY DIRECTOR-II	Head Quarter	Vacant	
5	DEPUTY DIRECTOR	Warangal	Vacant	
6	DEPUTY DIRECTOR	Nizamabad	Vacant	
7	SR. SCIENTIFIC OFFICER-I	Head Quarter	NIMMA RAJAIAH SANGEETHA	8333925885
8	SR. SCIENTIFIC OFFICER-II	Head Quarter	YEDHUNOORI NAVEEN KUMAR	8333925886
9	ASST. DIRECTOR (NT)	Head Quarter	K.S.NAGARAJ	8333925890
10	JR SCIENTIFIC OFFICER-I	Head Quarter	B.KISHORE KUMAR	8333925807
11	JR SCIENTIFIC OFFICER-II	Head Quarter	RUVVA DHARMIKA	8333925887
12	JR SCIENTIFIC OFFICER-III	Head Quarter	BASWANI JAHNAVI	8333925810
13	ASST.DIRECTOR (E)	Hyderabad - (Mfg-I)	RAMDHAN GUGULOTH	8333925812
14	ASST.DIRECTOR (E)	Hyderabad - (Mfg-II)	NANUBOTHU NARSAIAH	8333925885
15	ASST.DIRECTOR (E)	Hyderabad - (Mfg-III)	KAMMULURI DASS	8333925814
16	ASST.DIRECTOR (E)	Twin Cities – I	VUPPALANCHI BALA NAGANJAN	8333925819
17	ASST.DIRECTOR (E)	Twin Cities - II	BELDE SOWBHAGYA LAXMI	8333925816
18	ASST.DIRECTOR (E)	Ranga Reddy	ANJUM ABIDA	8333925813
19	ASST.DIRECTOR (E)	Malkajgiri-Malkajgiri	KARNATI ANIL KUMAR	8333925826
20	ASST.DIRECTOR (E)	Karimnagar	MAYURI VIJAYA GOPAL	8333925808
21	ASST.DIRECTOR (E)	Warangal	GANGIDI SRINIVAS	8333925820
22	ASST.DIRECTOR (E	Adilabad	PENCHALA RAMU	8333925824
23	ASST.DIRECTOR (E)	Medak	PATLOLLA SARALA	8333925818
24	ASST.DIRECTOR (E	Khammam	BANOTH PALLAVI	8333925815
25	ASST.DIRECTOR (E)	Mahaboobnagar	CHEPURI RAJAVARDHANA CHARY	8333925817
26	ASST.DIRECTOR (E)	Nizamabad	Dr.G.RAJYA LAKSHMI	8333925847
27	ASST.DIRECTOR (E)	Nalgonda	MARYALA SRINIVASULU	8333925823
28	DRUGS INSPECTOR	Narsampet	AMGOTH SAMBAIAH NAYAK	8333925822

29	DRUGS INSPECTOR	Medchal (Mfg.)	GUNDLA PRASAD	8333925827
30	DRUGS INSPECTOR	Sanga Reddy (Mfg.)	THOUTAM RAJAMOULI	8333925828
31	DRUGS INSPECTOR	Jeedimetla (Mfg.)	JUKANTI RAJU	8333925829
32	DRUGS INSPECTOR	Quthbullapur (Sales)	BOOSANI DINESH KUMAR	8333925830
33	DRUGS INSPECTOR	Quthbullapur (Mfg.)	KANDADI PRABHAKAR	8333925831
34	DRUGS INSPECTOR	Mahabubnagar	M ARAVIND KUMAR	8333925832
35	DRUGS INSPECTOR	Chevella	MUDDASANI SREE BINDU	8333925833
36	DRUGS INSPECTOR	Kothur (Mfg.)	B.LAKSHMINARAYANA	8333925834
37	DRUGS INSPECTOR	Nagarkurnool	GUNDU SRIKANTH	8333925835
38	DRUGS INSPECTOR	Sanga Reddy	VARTHIYA RAVI KUMAR	8333925836
39	DRUGS INSPECTOR	Siddipet	BOMMISETTY LAKSHMI	8333925837
40	DRUGS INSPECTOR	Nalgonda	MUDUNOORI VARA PRASAD	8333925838
41	DRUGS INSPECTOR	Warnagal (Urban)	SHAIK MOHAMMAD RAFI	8333925839
42	DRUGS INSPECTOR	Malkajgiri (Sales)	BHUKYA GOVIND SINGH	8333925840
43	DRUGS INSPECTOR	Khammam (Urban)	GOPARABOINA SURENDER	8333925889
44	DRUGS INSPECTOR	Nizamabad (Urban)	BOMMASANI PRAVEEN	8333925841
45	DRUGS INSPECTOR	Ameerpet (Sales)	CHERALA SWAPNA	8333925842
46	DRUGS INSPECTOR	Karimnagar	GADDAM RAVI KIRAN	8333925843
47	DRUGS INSPECTOR	Peddapally	KOPPULA ANVESH	8333925844
48	DRUGS INSPECTOR	Balanagar (Mfg)	MADDELA CHANDRA SHEKHAR	8333925845
49	DRUGS INSPECTOR	Nizamabad (Rural)	MAVIDI HEMALATHA	8333925846
50	DRUGS INSPECTOR	Wanaparthy	G INDIRA PRIYA DARSHINI	8333925848
51	DRUGS INSPECTOR	Kothagudem	CHIRUMANI VIVEKANANDA REDDY	8333925850
52	DRUGS INSPECTOR	Mancherial	PALEPU SANTHOSH	8333925849
53	DRUGS INSPECTOR	Kama Reddy	RAIKANTI SRILATHA	8333925852
54	DRUGS INSPECTOR	Ranga Reddy (Mfg)	VALLALA AJAY	8333925851
55	DRUGS INSPECTOR	Narkatpally (Mfg)	GANTLA ANIL	8333925855
56	DRUGS INSPECTOR	Kahmmam (R)	KOORELLI SOMESHWAR	8333925857
57	DRUGS INSPECTOR	Marrdepally	DANABOYINA SWETHA BINDU	8333925853
58	DRUGS INSPECTOR	J-Bhupalpally	NALLAMADDI RAVI KIRAN REDDY	8333925854

59	DRUGS INSPECTOR	R.C.Puram (Mfg.)	CH KARTHIK SIVA CHAITANYA	8333925856
60	DRUGS INSPECTOR	Nirmal	ELIGETI THIRUPATHI	8333925861
61	DRUGS INSPECTOR	Saroornagar	ADEPU SHYLAJA RANI	8333925862
62	DRUGS INSPECTOR	Jinnaram (Mfg.)	AMARAJU N KRANTHI KUMAR	8333925860
63	DRUGS INSPECTOR	Malkajgiri (Mfg.)	TALAKOKKULA SHIVA TEJA	8333925863
64	DRUGS INSPECTOR	Gadwal	ALE BALA KRISHNA	8333925867
65	DRUGS INSPECTOR	Rajenderanagar	LAXMALLA RAJU	8333925866
66	DRUGS INSPECTOR	Abdis	ALLA SARITHA	8333925869
67	DRUGS INSPECTOR	Kukatpally (Mfg.)	JANGITI NAGARAJU	8333925868
68	DRUGS INSPECTOR	Sircilla	JANGAM ASHWIN KUMAR	8333925871
69	DRUGS INSPECTOR	Uppal (Sales)	KOSGI MURALI KRISHNA	8333925870
70	DRUGS INSPECTOR	Koti	SHAIK RABIYA	8333925873
71	DRUGS INSPECTOR	Hayathnagar	DHANAVATH SARITHA	8333925872
72	DRUGS INSPECTOR	Medak	SANDIPAGU VINAY SUSHMI	8333925876
73	DRUGS INSPECTOR	Jangaon	ANNAVARAM RASHMI	8333925874
74	DRUGS INSPECTOR	Gowliguda	PULLA PAVANI	8333925877
75	DRUGS INSPECTOR	Chikdapally	NINGAPURAM SAHAJA	8333925878
76	DRUGS INSPECTOR	Mechal Sales	RAJA REDDY	8333925879
77	DRUGS INSPECTOR	Sherilingampally	KOMALLA DEVENDER REDDY	8333925880
78	DRUGS INSPECTOR	Amberpet	CH.ANIL KUMAR	8333925881
79	DRUGS INSPECTOR	Bhongir	CHITTIPOLU SAMPATH KUMAR	8333925882
80	DRUGS INSPECTOR	Vengalrao nagar	TATIKONDA CHANDANA	8333925883
81	DRUGS INSPECTOR	Warangal (Rural)	JANNU KIRAN KUMAR	9848620015
82	DRUGS INSPECTOR	Balanagar (Sales)	ADE SRILATHA	8333925806

CHAPTER – X
MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION

Sl. No.	Name	Designation	Basic Pay	Gross	Govt. Ded.	Net
1.	B. Venkateshwarlu	Deputy Director	89290	135520	2490	133030
2.	B. Sowbhagya Lakshmi	Assistant Director	82950	127402	11340	116052
3.	V. Balanaganjan	Assistant Director	66330	106053	11040	95013
4.	K. Dass	Assistant Director	61450	98329	7340	90989
5.	N. Narsaiah	Assistant Director	48600	77913	8524	69389
6.	G. Ramdhan	Assistant Director	66330	106053	12340	93713
7.	K.S. Nagaraj	Assistant Director	49870	79990	22940	57050
8.	M. Chandrashekar	Drugs Inspector	42490	68305	8747	59558
9.	J. Nagaraju	Drugs Inspector	39160	63028	6323	56705
10.	CH. Karthik Siva Chaitanya	Drugs Inspector	39160	63028	6323	56705
11.	Shaik Rabiya	Drugs Inspector	39160	63028	9323	53705
12.	A. Kranthi Kumar	Drugs Inspector	39160	63028	6323	56705
13.	Ch. Anil Kumar	Drugs Inspector	39160	63028	6263	56705
14.	T. Rajamouli	Drugs Inspector	42490	68265	7747	60518
15.	V. Ajay	Drugs Inspector	39160	63028	6023	57005
16.	P. Pavani	Drugs Inspector	39160	51208	6173	45035
17.	J. Raju	Drugs Inspector	42490	68265	7147	61118
18.	T. Chandana	Drugs Inspector	39160	63028	6323	56705
19.	B. Lakshmi narayana	Drugs Inspector	42490	68265	10747	57518
20.	K. Prabhakar	Drugs Inspector	42490	68265	7147	61118
21.	G. Prasad	Drugs Inspector	44870	72047	10940	61107
22.	CH. Swapna	Drugs Inspector	42490	68265	8747	59518
23.	T. Shiva Teja	Drugs Inspector	39160	63028	6023	57005
24.	D. Swetha Bindu	Drugs Inspector	39160	63028	6023	57005
25.	A. Saritha	Drugs Inspector	39160	63028	6023	57005
26.	L. Rama Durga Bhavani	Drugs Inspector	39160	63028	6023	57005
27.	N. Sahaja	Drugs Inspector	39160	63028	6023	57005

28.	G. Anil	Drugs Inspector	39160	63028	6023	57005
29.	K. Rajmohan	Superintendent	58330	93443	20430	73013
30.	S. Parameshwari	Superintendent	41380	66559	3880	62679
31.	P.V.S.S. Prasad	Superintemdent	41380	66559	24133	42426
32.	M. Mohan Raj	Superintendent	41380	66559	3200	63359
33.	M. Phani Kumar	Senior Assistant	41380	66629	2600	64029
34.	K. Srinivas	Senior Assistant	33220	53298	4927	48371
35.	M. Pallavi	Senior Assistant	37100	59459	2700	56759
36.	B. Santhoshi	Senior Assistant	24440	39291	6900	32391
37.	K. Vinay Babu	Senior Assistant	27360	43883	4082	39801
38	K.Thrilok	Junior Assistant	21230	34224	3302	30922
39.	V. Suryaprakash	Junior Assistant	37100	59459	5100	54359
40.	M. Naveen Kumar	Junior Assistant	19500	31263	4381	26882
41.	Md. Habil Ahmed	Junior Assistant	18400	29774	2941	26833
42.	D. Pruthvi Raj	Junior Assistant	16400	26189	4167	22022
43.	G. Vishnu	Electrician	59890	95826	8350	87476
44.	G. Rajya Lakshmi	Sweeper	23740	38191	3406	34785
45.	A. Renuka Devi	Xerox operator	23100	37184	3424	33760
46.	V. Upender	Office Subordinate	35120	56345	8485	47860
47.	Shahnaaz Begum	Mali	23740	38191	9935	28256
48.	T. Srinivas Rao	Jamedar	35120	56345	5310	51035
49.	B. Narsing Rao	Office Subordinate	39160	63028	21635	41393
50.	Syed Habeeb Ur Rahman	Office Subordinate	42490	68265	13592	54673
51.	D. Sukender	Office Subordinate	20050	32368	3036	29332
52.	Bhagya sree	Roneo Operator	22460	36178	3343	32835
53.	Syed Naseem Kauser	Lab Technician	26600	44788	16560	28228
54.	M. R. Rajani	Junior Analyst	46060	73918	2940	70978
55.	K. E. Raghavi	Junior Analyst	46060	73918	10940	62978
56.	V. Indira Kumari	Lab Technician	37100	59554	13100	46454
57.	M. Rama Devi	Junior Analyst	51230	82128	21940	60188
58.	N.R. Sangeetha	Senior Scientific Officer	56870	91637	10090	81547

59.	B. Kishore Kumar	Junior Scientific Officer	51230	82088	25940	56148
60.	S.C. Srinivasulu	Animal keeper	39160	63028	11142	51886
61.	P. Bikshamamma	Lab attendant	24440	39371	6584	32786
62.	B. Jahnavi	Junior Scientific Officer	47330	75955	7063	68892
63.	R. Dharmika	Junior Scientific Officer	47330	75955	9363	66592
64.	A. Sadguna	Junior Analyst	36070	57809	5470	52339
65.	Y. Naveen Kumar	Senior Scientific officer	48600	77953	7224	70729
66.	Arshiya Begum	Junior Analyst	34170	54432	4568	49864

CHAPTER – XI

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PERTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS AND DISBURSEMENTS MADE.

(Rs.In Thousands)

S.No.	Name of the Project	Budget allotted for 2018-2019
1.	2210 – Medical and Family Health, 06 – Public Health, MH104 – Drugs Control, SH(04) – Drugs and Cosmetics Act 1940, Non-Plan	PROP- **24,19.65** ALLOTED **16,71.33**
2.	2210 – Medical and Family Health, 06 – Public Health, MH104 – Drugs Control, GH11 – Normal State Plan SH(04) – Drugs and Cosmetics Act 1940, Plan	PROP- **82.50** ALLOTED **10,30.00** (Addl.Grant-in Aids 10 Crores)
3.	2210 – Medical and Family Health, 06 – Public Health, MH104 – Drugs Control, GH11-Normal State Plan SH(05) – Strengthening of Drugs Control Laboratory Plan	PROP- **50.00** ALLOTED **13.84**

CHAPTER – XII

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

No Subsidy programmes in this Department

CHAPTER – XIII

DRUGS CONTROL ADMINISTRATION

Particulars of recipients of concessions, permits or authorizations granted

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-NIL-

CHAPTER – XIV

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Details of the information related to various schemes of the Department which are available in electronic formats

Website and Internet

a. Information on Licensed blood banks –
www.dcatelangana.gov.in

b. Information on Banned drugs –
www.cdsco.nic.in

c. Information on prices of notified drugs –
www.npaindia.nic.in

d. Sale licences details of Hyderabad (Twin Cities); OTC region consisting of Ranga Reddy, Mahaboobnagar, Nalgonda, Nizamabad and Medak Districts

e. List of Drug Manufacturing firms

CHAPTER – XV

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

S.No.	Facility	Location of Facility / Name	Details of information made available
1	Office Notice Board	Drugs Control Administration, Vengalraonagar, Hyderabad – 500 038	As per RTI 4 (1) (b)
2	Website	www.dcatelangana.gov.in	As per RTI 4 (1) (b)
4	Working Hour	10.30 am to 5.00 pm	As per RTI Act.

CHAPTER – XVI

THE NAMES, DESIGNATIONS & OTHER PARTICULARS OF THE PUBULIC INFORMATION OFFICERS

S.No.	Information officers	Name & Designation of the officers	Telephone Nos.	Email
1.	Appellate Authority	Dr.B.Venkateshwarlu Joint Director (FAC), Drugs Control Administration	(O) 040-23814357	dg_dca@telangana.gov.in
2.	State Public Information officer	G.Ramdhan, Deputy Director, Hyderabad Headquarters	Cell:8333925812	dg_dca@telangana.gov.in
3.	Assistant Public Information officer-I (Tech)	Sri.N.Narsaiah, Assistant Director, Hyderabad Headquarters	Cell:8333925825	dg_dca@telangana.gov.in
4.	Assistant Public Information officer-II (Non-Tech)	K.S Nagraj Assistant Director (N.T), Hyderabad Headquarters	Cell:8333925890	dg_dca@telangana.gov.in