

**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](http://www.drugscontrol.delhigovt.nic.in)

F. No. 18(3)/76/DC/Estt./ .....<sup>1270 to 1304</sup>

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

(1/10)



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|                                  |  |  |
|----------------------------------|--|--|
| 04                               | <b>District East and Shahdara</b>                          |  |
|                                  | <b>Licensing Authority for Manufacturing</b>               |  |
|                                  | Manufacturing of Drugs / Cosmetics / Medical Devices       |  |
|                                  | <b>Licensing Authority for Sales</b>                       |  |
|                                  | Sh. Sundeep B. J., ADC                                     |  |
|                                  | <b>Assembly Constituency<br/>(Allocation for xlnindia)</b> | <b>Pin Code Number<br/>(For Online NDLS)</b> |
|                                  | SHA, RHN, BBP, GND,<br>KRN, VIN                            | 110031, 110032, 110051                       |
| PTG, KON, TRP, SMP,<br>LXN 22004 | 110091, 110092, 110093, 110095,<br>110096,                 |  |
|                                  |  | <b>Drugs Inspector</b>                       |
|                                  |  | Sh. Vishal Sachan                            |
|                                  |  | Sh. Parth More                               |

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

|                            |  |  |
|----------------------------|--|--|
| 06                         | <b>District West</b>   |  |
|                            | <b>Licensing Authority for Manufacturing</b>   |  |
|                            | Manufacturing of Drugs / Cosmetics / Medical Devices   |  |
|                            | <b>Licensing Authority for Sales</b>   |  |
|                            | Sh. G. K. Kapoor, ADC  |  |
|                            | <b>Assembly Constituency<br/>(Allocation for xlnindia)</b>                                   | <b>Pin Code Number<br/>(For Online NDLS)</b> |
|                            | TLN, JNK, VKP, MAT,<br>UTN 2300  | 110018, 110058, 110059,                      |
| RJG, PTN, MTN, MDP,<br>HRN | 110008, 110015, 110026, 110027,<br>110046, 110063, 110064, 110077,<br>110078, 110079, 110087 |  |
|                            |  | <b>Drugs Inspector</b>                       |
|                            |  | Sh. Sanjay Kumar                             |
|                            |  | Sh. Hemant Kumar                             |

(2/10)

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|    |  |  |
|----|--|--|
| 07 | <b>District South West</b>                             |  |
|    | <b>Licensing Authority for Manufacturing</b>           |  |
|    | Manufacturing of Drugs / Cosmetics / Medical Devices   |  |
|    | <b>Licensing Authority for Sales</b>                   |  |
|    | <b>Assembly Constituency (Allocation for xlnindia)</b> | <b>Pin Code Number (For Online NDLS)</b>   |
|    | RKP, NAJ, MUN, NGJ, DWR, BIJ                           | 110021, 110022, 110043, 110050, 110057, 110066, 110067, 110071, 110072, 110073, 110075, 110097, 110061 |
|    | PLM, DLC 596   | 110010, 110045,  |

|    |  |  |
|----|--|--|
| 08 | <b>District North West</b>                             |  |
|    | <b>Licensing Authority for Manufacturing</b>           |  |
|    | Manufacturing of Drugs / Medical Devices               |  |
|    | Manufacturing of Cosmetics                             |  |
|    | <b>Licensing Authority for Sales</b>                   |  |
|    | <b>Assembly Constituency (Allocation for xlnindia)</b> | <b>Pin Code Number (For Online NDLS)</b>       |
|    | RIT, ROH, MNP, SUL, SHK 1700                           | 110034, 110041, 110056, 110083, 110085, 110089 |

|                              |  |
|------------------------------|--|
| BAD, NAR, BAS 1566           | 110036, 110039, 110040, 110042, 110081, 110082         |
| ADN, MDT, WZP, TRN, SHB, KIR | 110007, 110009, 110033, 110035, 110052, 110086, 110088 |

|    |  |                  |
|----|--|------------------|
| 09 | <b>Blood Centers and Blood Storage Centers of NCT of Delhi</b> |                  |
|    | <b>Licensing Authority</b>                                     |                  |
|    | Assistant Drugs Controller                                     | Drugs Inspectors |

|    |                                    |                 |
|----|------------------------------------|-----------------|
| 10 | <b>Approved Testing Laboratory</b> |                 |
|    | <b>Approving Authority</b>         |                 |
|    | Assistant Drugs Controller         | Drugs Inspector |

(3/10)

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|  |  |   |
|--|--|---|
| 11   | <b>Intelligence Cell</b>   |   |
|  | <b>In-charge</b>   | Sh. K. R. Chawla, DDC (Head Office)<br>Sh. Rohit Bajpai, ADC (Zonal Office) |
|  | <b>Drugs Inspectors</b>  |   |
|  | <b><u>Head Office</u></b>  | <b><u>Zonal Office</u></b>  |
|  | Sh. Asad T. Ansari<br>Sh. Parth More<br>Sh. SunitSethi   | Sh. Sanjay Kumar<br>Sh. Sandeep Sharma<br>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  | <b>Legal Cell</b>    |                  |
|   | <b>DDC In-charge</b> | 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  | <b>Drugs and Magic Remedies (Objectionable Advertisement) Act, 1954 / News items pertaining to Drugs Control Department</b> |                        |
|   | <b>ADC In-charge</b>  | Sh. Rajeev Bhargava    |
|   | <b>Screening of News Paper</b>  | <b>Drugs Inspector</b> |
|   | 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  | <b>Parliament / Assembly Question Cell</b> |                |
|   | <b>ADC In-charge</b>                       | 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. |  |                |

(4/10)

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|    |   |   |
|----|---|---|
| 15 | <b>Computerization (e-Office / Licensing (XLN/CDAC) / Updation of Website / ease of Doing Business)</b>                                 |   |
|    | <b>ADC In-charge</b>  | Sh. Sundeep B. J.   |
|    | Drugs Inspector Sh. Parth More and Sh. Hemant Kumar will assist ADC In-charge.  |   |
| 16 | <b>Drugs Testing Laboratory (Lawrence Road)</b>   |   |
|    | <b>ADC In-charge</b>  | Sh. Deepak Sharma   |
|    | Drugs Inspector Sh. Sandeep Sharma and Sh. Vishal Sachan will assist ADC In-charge.<br>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 | <b>Allocation of Narcotic Drugs</b>   |   |
|    | <b>Controller of Drugs (Narcotics) / DDC</b>  | Sh. A. K. Nasa  |
|    | <b>ADC In-charge</b>  | 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 | <b>Right to Information Cell</b>  |   |
|    | <b>First Appellate Authority</b>  | Sh. K. R. Chawla, DDC   |
|    | <b>Delhi RTI Act (Nodal Officer)</b>  | Sh. K. R. Chawla, DDC   |
|    | <b>Public Information Officer (PIO)</b>   | Sh. S. Sunderanayagam, ADC  |
|    | <b>Asstt. Public Information Officer (APIO)</b>   | Sh. Swapnil Patil, DI<br>Sh. Ram Kumar, DI                                    |
| 19 | <b>Legal, Specimen and Survey Samples</b>   |   |
|    | <b>ADC In-charge</b>  | <b>Head Office</b> Sh. Sundeep B. J.<br><b>Zonal Office</b> 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.   |   |

(5/10)

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

|    |  |                 |
|----|--|-----------------|
| 21 | <b>Correspondence with the Office of DCG(I) / Other State Drugs Controller/ UPSC and other Chemists Associations</b>             |                 |
|    | <b>DDC In-charge</b>   | Sh. A. K. Nasa, |
|    | <b>ADC In-charge</b>   | Sh. A. K. Negi  |
|    | Drugs Inspectors Sh. Asad T. Ansari <i>Association</i><br>Ms. Yamini Kohli } <i>DCGI &amp;</i><br>Ms. Ankur Sharma } <i>UPSC</i> |                 |

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

|    |  |  |
|----|--|--|
| 23 | <b>Head Quarter Duty</b>   |  |
|    | <b>ADC In-charge</b>   | Sh. S. Sunderanayagam (Head Office)<br>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  |  |
|    | <b>Day</b>   | <b>Karkardooma</b> <b>Lawrence Road</b>                                |
|    | 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. |  |

(6/10)

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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, Raghbir 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

(7/10)

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|    |   |
|----|---|
| 25 | <b>Departmental Formulation / Technical Staff Approval Committee</b><br><b>Sh. A. K. Nasa, Controlling Authority/ DDC will be the Chairman of Committee</b>                                       |
|    | Sh. Rajeev Bhargav, ADC will be Secretary/Coordinator at head office<br>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           | <b>Additional Duties being performed by the Officers / Drugs Inspectors</b><br><b>Including Nodal Officers</b> |   |
| <b>S. No</b> | <b>Details of Duties assigned</b>  | <b>Name of Officer</b>  |
| 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<br>Sh. Parth More, DI  |
| 5            | Anti TB Programme, Anti-Tobacco Programme and Coordination of related meetings                                 | Sh. A. K. Negi, ADC<br>Sh. BalramSahu, DI   |
| 6            | Meetings of DSACS /SBTC  | Sh. D. Sudhakaran, DI<br>Ms. Ankur Sharma, DI   |
| 7            | Meetings of Clinical Trials and Ethics Committee   | Sh. G. K. Kapoor, ADC<br>Sh. Sanjay Kumar, DI<br>Sh. Swapnil Patil, DI  |
| 8            | Regulation of Medical Device Rules   | Sh. K. R. Chawla, DDC<br>Sh. Rohit Bajpai, ADC<br>Sh. Vishal Sachan, DI   |
| 9            | Compilation of Data of SIP   | Sh. Parth More (HO)<br>Sh. Sandeep Sharma (ZO)  |
| 10           | e-Samiksha   | Sh. K. R. Chawla, DDC<br>Sh. Rajeev Bhargav, ADC<br>Ms. Ankur Sharma, DI  |
| 11           | Compilation of Complaint Register  | Head office<br>Sh. S. Sunderanayagam. ADC<br>Sh. Amar Mokashi, DI<br>Zonal Office<br>Sh. Deepak Sharma, ADC<br>Sh. Sandeep Sharma, DI |

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

|    |  |
|----|--|
| 27 | <b><u>Link Officers:</u></b>   |
|    | <ol style="list-style-type: none"><li>1. Sh. A. K. Nasa, DDC will be the Link Officer of Sh. K. R. Chawla, DDC and vice versa.</li><li>2. Sh. A. K. Negi, ADC will be the Link Officer of Sh. S. Sunderanayagam, ADC and vice versa.</li><li>3. Sh. G. K. Kapoor, ADC will be the Link Officer of Sh. Rohit Bajpai, ADC and vice versa</li><li>4. Sh. Rajeev Bhargava, ADC will be the Link Officer of Sh. Sundeep B. J, ADC and vice versa</li><li>5. Sh. Rohit Bajpai, ADC will be the Link Officer of Sh. Deepak Sharma, ADC.</li></ol> |

**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 5<sup>th</sup> 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.

(9/10)

  
**(B. S. Jaglan, IAS)**  
**Drugs Controller**

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F. No. 18(3)/76/DC/Estt./ ....1276 to 1304

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

(16/10)

  
(B. S. Jaglan, IAS)  
Drugs Controller