

(i) Particulars of the organization, functions and duties :

Central Drug Testing Laboratory, (CDTL) Mumbai, is the regulatory Laboratory of the Ministry of Health & Family Welfare, Government of India working under the administrative control of the Drugs Controller General(India), Central Drugs Standardization Control Organisation (CDSCO), DGHS.

Functions & Duties :

- Testing of import and export bulk drugs, formulations & Cosmetics referred by Port Authorities of Mumbai, Ahmedabad, New Delhi, Kolkata & Chennai
- Testing of Survey and watcher samples sent by Deputy Drug Controllers (All 4 zones)
- Quality Testing of New Drug samples submitted to DCG(I) for Approval for Manufacture and sale in the country.
- Samples submitted for site registration as intimated by DCG(I)
- Testing of field samples of Oral Contraceptive Pills, Copper T & tubal rings sent by Department of Family Welfare. Ministry of Health & Family Welfare.
- Testing of samples sent by CGHS & GMSD (West Zone)

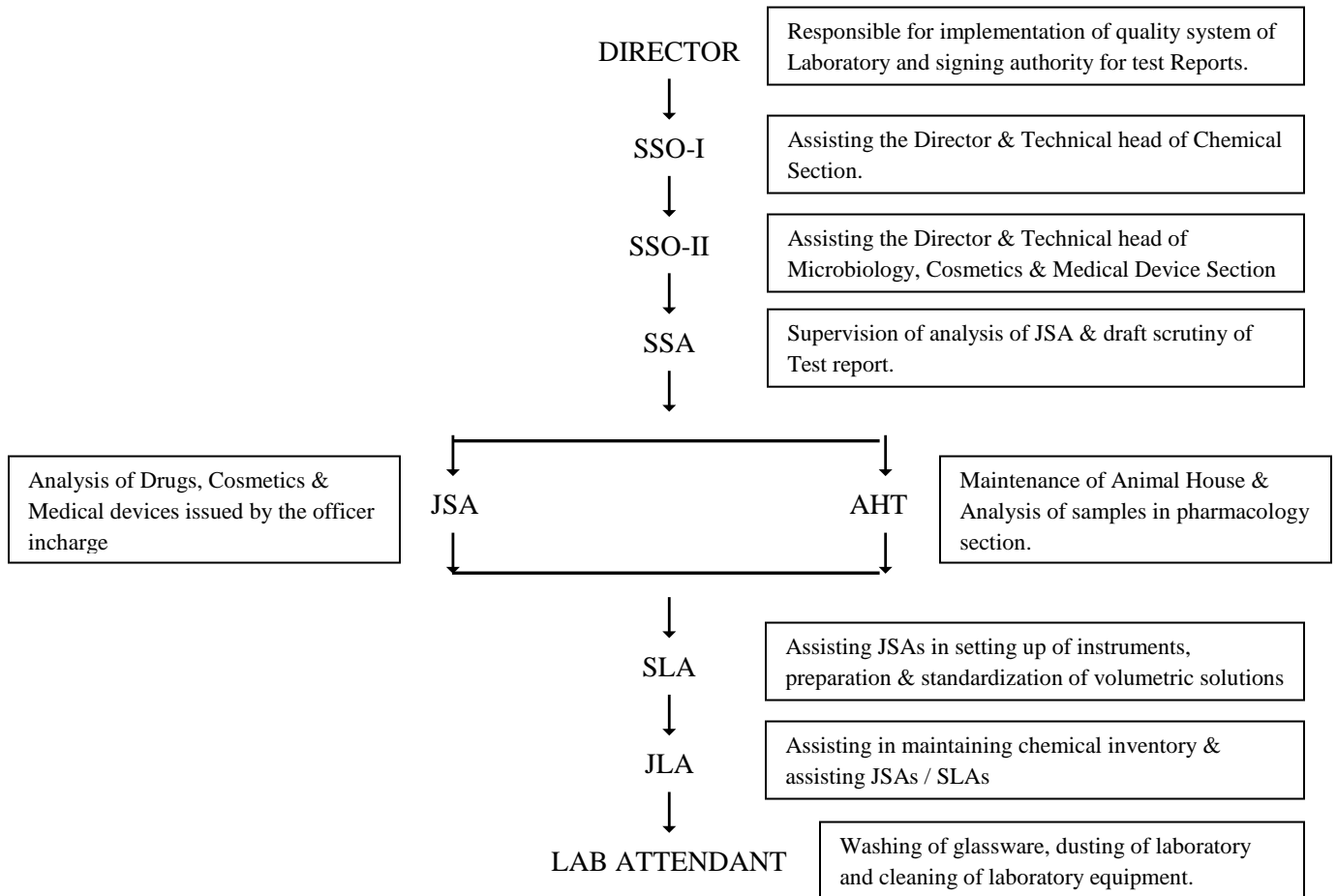
(ii) Powers and duties of the officers and employees :

- a) **Director** : Administrative head of the laboratory and responsible for implementation of quality system of the laboratory by providing technical guidance and effective administration. Responsible for signing and issue of all test reports for appellate samples.
- b) **SSO-I (Chemistry)** : Assists Director in all administration and technical activities of the laboratory. Head of Chemistry section and Central Instrument Room. To perform administrative and technical function as and when assigned by the Director.
- c) **SSO-II (Microbiology)** : Assists Director in all administration and technical activities of the laboratory. Head of Microbiology, Cosmetic and Medical Device Section. Acting as DDO CPIO under RTI. To perform administrative and technical function as and when assigned by the Director.
- d) **SSA** : Supervision of analysis of JSAs and checking test reports submitted by them. Preparation of SOPs and maintaining calibration work of instruments. Members of Purchase committee. Assists Section incharge and Director in any other work as and when assigned.
- e) **JSA** : Each JSA carries out tests on samples of Drugs Cosmetics & Medical Device issued by the Sectional Heads of respective sections as per the instruction using compendia or validated methods responsible for proper storage of reference and working standards. Maintains log books, Calibration and/or validation records of instruments & standardization of reagents required for analysis. Perform any other work as assigned by SSAs, Sectional Heads & Director from time to time.

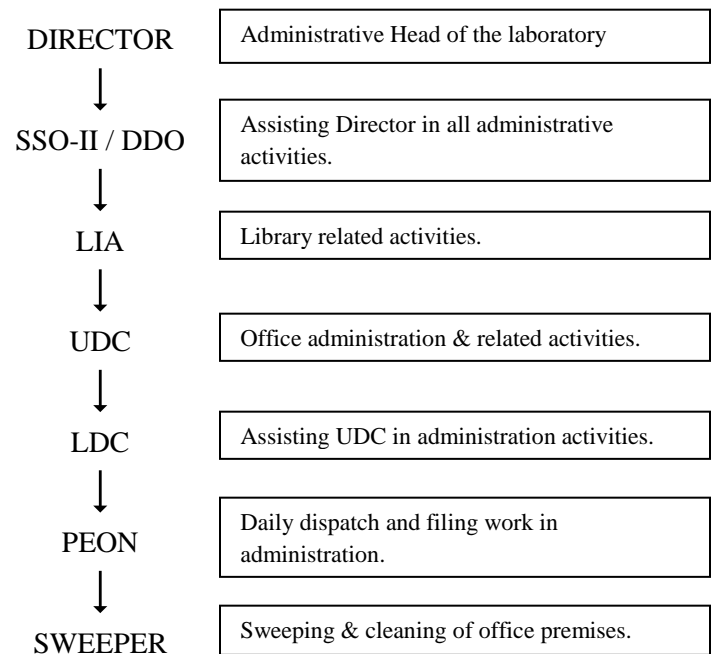
- f) **AHT** : Maintenance of Animal House. Analysis of sample in pharmacology section. Perform any other work as assigned by SSAs, Section in charge & Director from time to time.
- g) **SLA** : Assisting JSAs in setting up of instruments, preparation of general reagents/solutions. Preparation and standardization of volumetric solutions. Daily calibration and physical testing of sample when and where required. Perform any other work as assigned by SSAs, Sectional Heads & Director from time to time.
- h) **JLA** : Assisting in maintaining chemical inventory. Carrying out independently physical tests as per pharmacopoeias. Assisting JSAs in preparation of chemicals and reagents as and when required. Any other work assigned by SSA / Sectional Heads & Director as and when required.
- i) **Lab Attendant** : Washing of glassware. Dusting of laboratory. Cleaning of laboratory equipment. Preparation of distilled water. Autoclaving, maintaining clean room area. Assisting in setting up of instruments. Assisting in store work. Any other work assigned by SSA / Sectional Heads & Director as and when required.
- j) **UDC** : Looking after the day-today work, scrutiny of bills to be submitted to DDO, Legal matters, General administration, Service Book, Leave records, Correspondence of RTI act 2005 & other, Maintenance of CR, Office orders, Pension Cases & Maintenance of GPF accounts & Preparing GPF bills. Any other work assigned by O.I.C & Director as and when required.
- k) **LDC** : Preparing bills for Pay, Scooter, Festival & House Building advances, Medical reimbursement, Tuition fee, LTC, Income Tax matters. Handling the Cash & maintaining related register, budget matter & related registers monthly reconciliation with PAO. Maintenance of store and its related register. Any other work assigned by O.I.C & Director as and when required.
- l) **Library Information Assistant**: Maintenance of protocols & Other Library related work letters purchase related work. Any other work assigned by O.I.C & Director as and when required.
- m) **Peon** : Filing Daily work and assisting the administrative staff in day to day activities. Xeroxing of documents as per instruction Dispatching of the official documents / reports and any other outdoor duty and any other work assigned by O.I.C & Director as and when required.
- n) **Sweeper** : Sweeping & cleaning of office premises; corridors & washrooms.

- (iii) The procedure followed in the decision making process, including channels of supervision and accountability :

### ORGANISATION CHART NO.1 (FOR LABORATORY)



### ORGANISATION CHART NO.2 (FOR ADMINISTRATION ACTIVITIES)



- (iv) The norms set by the office for the discharge of its functions :

The discharge of functions is as per Central Government norms.

- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :

The working of Laboratory, administration & establishment is based on standard operating procedures, Quality Manual & Purchase Manual.

Quality Policy :

Central Drugs Testing Laboratory (Mumbai), the statutory Laboratory under Drugs & Cosmetics Act & Rule is committed to : Perform quality testing as per ISO/IEC/17025 and NABL guidelines to attain the highest proficiency and unbiased testing of Drugs and cosmetics in a transparent well documented and controlled environmental condition to attain proper justified quality result.

- (vi) A statement of the categories of documents that are held by the office or under its control :

Test reports and related document of laboratory & documents related to establishment & administration.

- (vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof :

Not Applicable.

- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public :

Not Applicable.

(ix) A directory of the officers and employees :

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>
1.	Smt M. M. Patel	Director i/c / SSO I
2.	Smt S. U Warde	SSO II
3.	Smt A. S.Paranjpe	SSA
4.	Smt S. S.Kaisare	SSA
5.	Dr M. V.Kumar	SSA
6.	Smt S.A.Navaratne	SSA
7.	Smt.S.S.Parikh	JSA
8.	Shri H.K.Sharma	JSA
9.	Dr. AnanthaRama G	JSA
10.	Shri A.K.Nagarkar	JSA
11.	Shri S.K.Singh	JSA
12.	Smt.M.M.Mathure	JSA
13.	Smt.A.V.Bandre	JSA
14.	Smt S.G.Chittilapilly	JSA
15.	Smt.A.S.Nandi	JSA
16.	Miss.Namita Soni	JSA
17.	Smt.H. H Talapadur	JSA
18.	Miss.P.P.Desai	JSA
19.	Shri.A.W.Yenkar	JSA
20.	Shri.Amol Akash	JSA
21.	Shri.Ashok Kumar	JSA
22.	Smt.A.N.Gharat	A.H.T
23.	Shri.H.P.Magar	SLA
24.	Shri. J. S. Chaudhari	SLA
25.	Shri A.M.Ningappagol	JLA
26.	Shri V.J. Justin	JLA
27.	Shri S.D.Yadav	JLA
28.	Shri.P.P.Thakur	JLA
29.	Shri.B.B.Gurav	Lab.Attendent
30.	Shri J M Ranga	Lab.Attendent
31.	Shri.P.B.Karve	Lab.Attendent
32.	Shri G.B.Pawar	Lab.Attendent
33.	Shri A.N.Palte	Lab.Attendent
34.	Shri.N.D.Marne	Lab.Attendent
35.	Shri Y.K.Tarnekar	Lab.Attendent
36.	Shri.V.M.Ujagare	Lab.Attendent
37.	Smt S.S.Mantina	Lib. I .Asstt.
38.	Smt.S. S.Chindarkar	UDC
39.	Shri S.N.Madvi	UDC
40.	Smt.S.R.Rajangali	LDC
41.	Smt S.D.Trimbake	LDC
42.	Shri.S.B.Doke	LDC
43.	Shri S. C . Acharekar	Peon
44.	Shri D.W.Jadhav	Peon
45.	Shri B B Bidlan	Sweeper
46.	Shri S B Bidlan	Sweeper

- (x) The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in its regulations are as follows :

Sr. No.	Name	Designation	Basic	GP	SP / Washing All.	Leave Salary / Hindi Pragma Exam	HRA	TA+ DA	DA	Total Amount Due
1	Smt M M Patel	SSO I	23700	6600	-	-	9090	3200 2560	24240	69390
2	Smt S.U Warde	SSO II	20440	5400	-	-	7752	3200 2560	20672	60024
3	Smt A.S.Paranjpe	SSA	17330	4600	-	-	6579	1600 1280	17544	48933
4	Smt S.S.Kaisare	SSA	17330	4600	-	-	6579	1600 1280	17544	48933
5	Dr M.V.Kumar	SSA	16880	4600	450	-	6444	1600 1280	17184	48438
6	Smt S.A.Navaratne	SSA	16910	4600	-	-	6453	1600 1280	17208	48051
7	Smt.S.S.Parikh	JSA	16910	4600	-	-	6453	1600 1280	17208	48051
8	Shri H.K.Sharma	JSA	16910	4600	-	-	6453	1600 1280	17208	48051
9	Dr. AnanthaRama G	JSA	16170	4600	-	-	6231	1600 1280	16616	46497
10	Shri A.K.Nagarkar	JSA	16170	4600	-	-	6231	1600 1280	16616	46497
11	Shri S.K.Singh	JSA	16170	4600	-	-	6231	1600 1280	16616	46497
12	Smt.M.M.Mathure	JSA	15470	4600	-	-	6021	1600 1280	16056	45027
13	Smt.A.V.Bandre	JSA	13130	4200	-	-	5199	1600 1280	13864	39273
14	Smt S.G.Chittilapilly	JSA	13130	4200	400	-	5199	1600 1280	13864	39673
15	Smt.A.S.Nandi	JSA	11920	4200	-	-	4836	1600 1280	12896	36732
16	Miss.Namita Soni	JSA	11010	4200	-	-	4563	1600 1152	10951	33476
17	Smt.H. H Talapadur	JSA	15200	4200	210	-	5820	1600 1280	15520	43830
18	Miss.P.P.Desai	JSA	11010	4200	-	450	4563	1600 1152	10951	33926
19	Shri.A.W.Yenkar	JSA	11010	4200	-	450	4563	1600 1152	10951	33926
20	Shri.Amol Akash	JSA	11010	4200	-	-	4563	1600 1152	10951	33476
21	Shri.Ashok Kumar	JSA	11010	4200	-	-	4563	1600 1152	10951	33476
22	Smt.A.N.Gharat	A.H.T	10400	2800	-	-	3960	1600 1152	9504	29416

23	Shri.H.P.Magar	SLA	10010	2800	-	380	3843	1600 1152	9223	29008
24	Shri. J. S. Chaudhari	SLA	10010	2800	-	380	3843	1600 1152	9223	29008
25	Shri A.M.Ningappagol	JLA	9460	2800	-	-	-	1600 1152	8827	23839
26	Shri V.J. Justin	JLA	9460	2800	-	-	3678	1600 1152	8827	27517
27	Shri S.D.Yadav	JLA	9460	2800	-	-	3678	1600 1152	8827	27517
28	Shri.P.P.Thakur	JLA	8770	2400	-	330	-	1600 1152	8042	22294
29	Shri.B.B.Gurav	Lab.Attendent	8360	2400	-	320	3228	1600 1152	7747	24807
30	Shri J M Ranga	Lab.Attendent	8360	2400	210	-	-	1600 1152	7747	21469
31	Shri.P.B.Karve	Lab.Attendent	8360	2400	210	320	3228	1600 1152	7747	25017
32	Shri G.B.Pawar	Lab.Attendent	8230	2400	-	-	3189	1600 1152	7654	24225
33	Shri A.N.Palte	Lab.Attendent	8230	2400	-	310	3189	1600 1152	7654	24535
34	Shri Y.K.Tarnekar	Lab.Attendent	7960	1900	-	290	-	1600 1152	7099	20001
35	Shri.N.D.Marne	Lab.Attendent	7760	1900	-	1060	2898	1600 1152	6955	23325
36	Shri.V.M.Ujagare	Lab.Attendent	6330	1800	-	240	-	600 432	5854	15256
37	Smt S.S.Mantina	Lib. I .Asstt.	18710	4600	-	-	6993	1600 1280	18648	51831
38	Smt.S.S.Chindarkar	UDC	9800	2400	-	-	3660	1600 1280	8784	27524
39	Shri S.N.Madvi	UDC	9800	2400	-	-	3660	1600 1152	8784	27396
40	Smt.S.R.Rajangali	LDC	9390	2400	210	-	3537	1600 1152	8489	26778
41	Smt S.D.Trimbake	LDC	9390	2400	188	-	3537	1600 1152	8489	26756
42	Shri.S.B.Doke	LDC	7990	1900	-	-	2967	1600 1152	7121	22730
43	Shri S. C . Acharekar	Peon	8220	1900	75	300	-	1600 1152	7286	20533
44	Shri D.W.Jadhav	Peon	8220	1900	250	-	3036	1600 1152	7286	23519
45	Shri B B Bidlan	Sweeper	8220	1900	-	-	-	1600 1152	7286	20233
46	Shri S B Bidlan	Sweeper	8220	1900	-	300	-	1600 1152	7286	20533

- (xi) The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made :

<b>Sub Head</b>	<b>Budget Provision During the year 12-13 (Rs. In Thousands)</b>
	<b>PLAN</b>
<b>Salary</b>	<b>1,96,70</b>
<b>Wages</b>	<b>4,50</b>
<b>OT</b>	<b>-</b>
<b>MT</b>	<b>3,00</b>
<b>TE</b>	<b>3,00</b>
<b>OE</b>	<b>96,50</b>
<b>PUB</b>	<b>3,00</b>
<b>S&amp;M</b>	<b>40,00</b>
<b>M/W</b>	<b>5,00</b>
<b>PS</b>	<b>11,95</b>
<b>OC</b>	<b>6,00</b>
<b>M/V</b>	<b>30</b>
<b>M&amp;E</b>	<b>30,00</b>
<b>TOTAL</b>	<b>3,99,95</b>

- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :

Not Applicable.

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it :

Not Applicable

- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form :

Not Applicable

- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :

Not Applicable

- (xvi) The names, designations and other particulars of the Public Information Officers :

Mrs. S. U. Warde, SSO-II / CPIO

- (xvii) Such other information as may be prescribed; and thereafter update these publications every year :