

No.Z-28020/1/2005-ND
DIRECTORATE GENERAL OF HEALTH SERVICES
(New Drugs Section)

“ Right to Information Act,2005”

New Drugs Section (General Administration of CDSCO and Drugs Laboratories)

Shri Mahinder Singh, Section Officer. Supervision of work relating to Section.

Sh. Balbir Singh,Asstt.(Promoted as Section Officer)

1. Maintenance of service Book/ Personal files.
2. Grant of increment/ fixation of pay.
3. Leave/Leave on account of L.T.C.
4. Grant of permission to officers attending meeting/ Conferences etc.
5. Grant of permission for attending the conference/ personal visit in Abroad .
6. Vigilance cases/ Court cases.
7. Departmental Council meeting.
8. Pension cases.

Sh. KASHI NATH, L.D.C.

1. Progress reports of Hindi matters.
2. Pension cases, leave etc. of Technical Staff of CDSCO (HQ).
3. Maintenance of diary register, movement register, Proceeding register etc.
4. Typing job.

LIST OF THE CPIO's OF THE SUBORDINATE OFFICES.

<u>Sl.NO.</u>	<u>.Name & Address of CPIOs</u>	<u>Tel.No. Office/FAX</u>	<u>Tel.Res.</u>
1.	Dr. M.Venkateshwarlu,DDC (I) 24135255 CDSCO(WZ),CGHS dispensary,Antop Hill, MUMBAI-400037	022-24026353/24015125	
2.	Sh. Debasish Roy, ADC (I),CDSCO (EZ), 24300376 CGO Building,Nizam Place,2nf floor, 234/4, A.J.C. Bose Rd. Kolkata-700020	033-22470513 22801391 FAX 22813806	
3.	Sh. A.R. Singh,DDC(I),CDSCO(SZ), 28223198 Shastri Bhavan Annexe, 26,Haddows Rd., Chennai-600006	044-28278186 FAX 28213079	
4.	Dr. D. Roy. Drugs Inspector, I/C, 9811203186 CDSCO(NZ),CGO Building,Kamla Nahru Nagar, Ghaziabad-200102.	95120-2719483	(M)
5.	Dr. G.N. Singh, Director,CIPL, Sector-23, Raj Nagar, Ghaziabad-200102	(M)9810379216	
6.	Sh. P.J. Gogoi, Govt. Analyst I/c, Regional Drugs Testing Laboratory,	(M) 9868217340	

The requisite information in the format in respect of Drugs Section is given below:-

Sh. R.D. INDORA Section Officer	Supervision of the entire work of the Section
Smt. Mithlesh Ku. Sharma, Asstt.	Administrative matters/ filling up of the posts of Group 'A' 'B' & 'C'/ Appointment on compassionate ground\ framing of R/Rs. Modification of R/Rs. Amendment of R/Rs. For the post of Group 'A' to Gr. 'D' in respect of Drugs Laboratories. Filling up of the post on deputation basis of Group 'B' & 'C' of Drugs Labs. & other misc. works. .
Smt. Neelam Sharma, Asstt.	Administrative matters of Central Drugs Standard Control Organization (CDSCO), confirmation of posts/transfer of the officer/ official/ Appointment on compassionate ground / filling up of the posts of Group 'A' 'B' & 'C' amendment of R/Rs for the post of Group 'A' to Gr. 'D'./ Filling up of the post on deputation basis of Gr. 'B' & 'C' in all Central Drugs Standard Control Organization, other misc. work
Shri Rattan Singh, UDC	Up-gradation of the pay scale for the post of Gr. 'B' 'C' & 'D'/Continuation of temporary posts of Gr. 'A' to Gr. 'D' of CDCSCO and Drugs Laboratories/ Maintenance of ACRs dossiers/ Up-gradation of the post. Redesignate of the post of Gr. 'B' & 'C'/ Anomaly cases/ Grant of financial up-gradation under ACP Scheme of Gr. 'B' & 'C' and other misc. work.
Kum.Reva Mehta UDC Now posted in Procurement Cell	All diary work of the Section . All dispatch work of the Section & Technical Staff. Weekly arrear reports/ Monthly arrear report. Maintenance of movement register, Proceeding register, Hindi diary register, Confidential, VIP register & other returns submitted to O&M Section. Report related to Hindi Section & other misc. work.