

17 Manuals under section 4(1) (b), Right Information Act-2005

1	The particulars of its organisation, functions and duties	Available in the website
2	The powers and duties of its officers and employees	Annexure –I
3	The procedure followed in the decision making process, including channels of supervision and accountability	As per the hierarchy explained in the website (About Us)
4	The norms set by it for the discharge of its functions	Drugs and Cosmetics Act.1940 & Kerala Service Rules.
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Available in the website under Legislations
6	A statement of the categories of documents that are held by it or under its control	Cash book Contingent Register. Permanent Register Security Register Attendance Register Increment Register Pay Bill Register Establishment Register GPF Advance Register Stock Register NLC Register Sample Register Drug License Register
7	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;	Legislations are constituted by the State and Central Government.
8	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, or the minutes of such meetings are accessible for public;	NA
9	A directory of its officers and employees	Available in the website under About Us.
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Annexure -II
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	2021-22 Plan Scheme Strengthening of Drugs Control

		Department Total Budget Allocation=550 Lakhs Plan Expenditure=415.88 Lakhs
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	NA
13	Particulars of recipients of concessions, permits or authorisations granted by it;	NA
14	Details in respect of the information, available to or held by it, reduced in an electronic form	Licensing Portal & E office.
15	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;	No facility available for Public Use.
16	The names, designations and other particulars of the Public Information Officers	Available in the website under RTI
17	Such other information as may be prescribed; and thereafter update these publications every year;	NA

ANNEXURE- I

DUTIES AND RESPONSIBILITIES ASSIGNED TO VARIOUS POSTS IN OFFICE OF THE DRUGS CONTROLLER, THIRUVANANTHAPURAM

Sl. No,	Name of Post	Brief Description of Duties and Responsibilities of the Post
1.	Drugs Controller	Head of the Department. Responsible for Entire Administration of the Dept., Statutory Authority for issue of Licences, permits etc as per the Drugs & Cosmetics Act, 1940 and Drugs & Cosmetics Rules 1945, Cosmetics Rule 2020, Medical Device Rules 2017, Poison ACT 1919, Poison Rule DPCO 2013, DMR(OA) ACT 1954, DMR(OA) Rule 1955, The Kerala Drugs and Other Stores (Unlawful Possession) Act, 1971
2.	Deputy Drugs Controller	To assist Drugs Controller in Administrative Matters. Dealing of files relating to Licenses, Prosecutions, issuing essentiality certificates to institutions, follow up actions on not of standard quality drugs etc,
3.	Assistant Drugs Controller (IB)	Ensure prevention of spurious drugs in the State, supervision of complaints and investigations.
4.	Senior Drugs Inspector	Inspection of manufacturing Premises, Blood Banks, Hospitals, etc Verification of ceiling prices notified by NPPA, Drawal of Samples for testing, Inspection of Manufacturing Units
5.	Chief Inspector (DIS)	Verification and follow up action on Ceiling prices of drugs under the DPCO 1995, Co-ordination of inspections of Government hospital by Drug Inspectors and forwarding reports to the Government and follow up actions. Co-ordinate inspections based on complaints.
6.	Drugs Inspector (SIB)	Ensure prevention of spurious drugs in the State, attend complaints and conduct investigations, drawal of drug samples for testing, initiate prosecution actions in State level matters.
7.	Technical Asst to Drugs Controller	Assist the Drugs Controller in Technical matters relating to the manufacture of Drugs and Cosmetics. Perform the duties same as that of a Drug Inspector
8.	Administrative Assistant	Head of Ministerial Staff of the Department. Drawing and Disbursing Officer of Establishment of the Office of the Drugs Controller, Handling of files relating to the Establishment (other than technical files), Accounts, Budgeting, Disciplinary Action of the Head Office.
9.	Senior Superintendent	Assisting Administrative Assistant and Deputy Drugs Controller. Supervision of Sections and files in the Establishment, Accounts, Licencing etc. Head of Internal Audit teams
10.	Law Officer	Advise on Legal Matters in the Dept., Dealing of prosecutin files, Attending Court Cases. Preparation of Statement of Facts, Affidavits
11.	Junior Superintendent	Assisting Senior Superintendents, Supervision of Sections and files in the Establishment, Accounts, Licencing etc. Member of Internal Audit team.
12.	Fair Copy Superintendent	Supervision of Fair Copy Section including Despatch Section
13.	Confidential Assistant	Confidential Assitant to Drugs Controller.

14.	U. D. Compiler (Statistical Asst)	Collection and Compling of Statistical Data in the Dept. Preparation of Statements, Statistical Reports etc.
15.	Librarian	In-Charge of the Dept Library
16.	Legal Asst	Assisting Law Officer in Legal matters. Liaison Officer to Office of the Advocate General and High Court, EKM.
17.	UD Clerk	Handling of Files in the sections on various subjects
18.	L. D. Clerk	Handling of Files in the sections on various subjects
19.	Selection Grade Typists	Typing Work
20.	Senior Grade Typists	Typing Work
21.	U. D. Typists	Typing Work
22.	L. D. Typists	Typing Work
23.	Senior Grade Driver	Driving and Maintenance of Dept Vehicles and related documents
24.	Driver Grade I	Driving and Maintenance of Dept Vehicles and related documents
25.	Driver Grade II	Driving and Maintenance of Dept Vehicles and related documents
26.	Record Attender	Assisting in Records Section in the O/o Drugs Controller.
27.	Class IV Peon	Perform duties of Class IV Officer
28.	Class IV Watcher	Night Watcher in Drugs Testing Lab, TVPM
29.	Part-Time Employees	Sweeping and Cleaning of Office premises and toilets.

ANNEXURE - II

Name	Designation	Monthly Renumeration
P.M. Jayan	Drugs Controller	140500
Sujith Kumar. K	Deputy Drugs Controller I	134900
Saju John	Deputy Drugs Controller II	132100
Sudheesh K.V	Assistant Drugs Controller (IB)	115300
Prabha. S	Administrative Assistant	85000
Anil Kumar.M	Regional Drugs Inspector	105300
Jayan Philip	Senior Drugs Inspector	107800
Babitha K Vazhayil	Technical Assistant	62200
Geetha M.C	Drugs Inspector (SIB)	75400
Santhoshkumar K.S	Law Officer	59300
Sreeja .S	Senior Superintendent	65200
Dayanidhi.M	Senior Superintendent	71800
Sanal Kumar Ambady	Legal Assistant	40300
Babu. N.B	Junior Superintendent	57900
Deepa. G	Junior Superintendent	55200
Devaky. C	Fair Copy Superintendent	70000
Lakshmypriya . R.S	Confidential Assistant	51400
Sheeba Nair S.J	Senior Clerk	50200
Saiha. P.A	Senior Clerk	41300
Anupama. S.K	Senior Clerk	50200
Soorya .N.S	Senior Clerk	38300
Anoop. S.C	Senior Clerk	37400
Santhoshkumar. V	Senior Clerk	39300
Sheena K.S	Senior Clerk	35600
Bindu. S	Statistical Assistant	46700
Vineeth Narayan. S.J	Librarian	32000
Saleena. S	Clerk	29500
Athul. V	Clerk	28700
Anisha R.K	Clerk	29500
Anju Krishnan T.S	Clerk	27200
Yesudas. Y	Clerk	29500
Priji. A.V	Typist	43400
Sunilkumar. U.S	Typist	40300
Kiran . G	Typist	27200
Sunitha .R	Typist	40300
Jyothi. S	Typist	52600
Aleem .S	Record Attender	29500
Sreekumar. R	Driver	27200
Shumnad. S.S	Driver Gr. I	31100
Sherin. S.S	Office Attendant	23700
Jessy. T	Office Attendant	23700
Reeba.A.R	Office Attendant	23000