

## DRUGS CONTROL DEPARTMENT

### GOVERNMENT OF KERALA

#### Standard Operating Procedure – Change of technical staffs

Name of Department	Drugs Control Department
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#### 1. Standard Operating Procedure for Applicant

Application for	Change of technical staffs
Mandatory supporting documents required	<ol style="list-style-type: none"><li>1. An application with a court fee stamp of Rs. 5 should be submitted to the deputy Drugs Controller through the Regional Ayurveda Drug Inspector</li><li>2. Original 25D&amp;26D</li><li>3. 2500/- Rupees Chalan (0210-04-104-99)</li><li>4. Order of appointment of new technical expert</li><li>5. Resignation letter of old technician</li><li>6. Affidavit in prescribed format prepared in own handwriting of the new technician with photo affixed and attested by Ayurvedic Drug Inspector</li><li>7. Attested copies of the eligibility certificate and identity document (Drugs Inspector/Gazetted Officer)</li></ol>
Process description	<ol style="list-style-type: none"><li>1. Submit the complete set of application at the concerned DI office.</li><li>2. If any defects are detected and informed in the application during the verification of the drug inspector, rectify the same as early as possible and initiate it to the office of the drug inspector.</li><li>3. Keep in touch with department through official mail or official website.</li></ol>
Procedure for Fees payment	Payment can be done through e-treasury. Select – drugs control department – select the district as Thiruvananthapuram and then the office of Deputy Drugs Controller (Ayurveda). All payment should be remitted to office the Deputy drugs controller Thiruvananthapuram.

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List of Reference Documents	Drugs & Cosmetics Act,1940 & Rules,1945
Time line for completing the process Checking of Application Status	60days
Checking of Application Status	Online provision currently available " <a href="#">Click here</a> "
Key Contact Person from department	Deputy Drugs Controller- Ayurveda

#### 2. Standard Operating Procedure for Approver

Application for	Change of technical staffs
Mandatory supporting documents required	Mentioned as SOP for Applicant.
List of Reference Documents	Drugs & Cosmetics Act, 1940 & Rules, 1945
Time line for completing the process	60days
Departmental Work Flow	<ol style="list-style-type: none"><li>1. Receiving of the entire application through the concerned DI office forwarded to Office of Deputy Drugs Controller Thiruvananthapuram.</li><li>2. Verification of the documents by the concerned Regional/Senior Drugs Inspector Ayurveda.</li><li>3. Issue of Change of technical staffs by the State licensing authority (Deputy Drugs Controller Ayurveda)</li></ol>

#### 3. Verification/Inspection Procedure:

Verification – Verification of application form and supporting documents

Inspection – Inspection of the premises by the concerned Drugs Inspector