

Guidelines

for the procurement of Controlled Samples of
Narcotic & Psychotropic Substances

through

Directorate of Forensic Science Services (DFSS)
(Ministry of Home Affairs)



**Directorate of Forensic Science Services
Ministry of Home Affairs**

Block No. 9, 8th Floor

CGO Complex, New Delhi – 110003

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E-mail: ssofs-dfss@nic.in

**Guidelines for procurement of Controlled Samples of Narcotic Drugs & Psychotropic Substances
(NDPS) through DFSS (MHA)**

1. Each laboratory should identify the required controlled/standard samples of NDPS in appropriate amount / quantity.
 2. The required substances may be categorized in two categories:
 - A. Available in India (to be issued by the GOAF New Delhi or CDTL Kolkata / IPC, Ghaziabad)
 - B. Not available in India (to be procured from outside of India through DFSS, New Delhi)
- A. The standards (related to opium and its derivatives) which are available in India may be got checked with Chief Controller of Govt. Opium and Alkaloid Factories (GOAF), New Delhi: Address: **19th Floor, Tolstoy Marg, Connaught Place, Jawahar Vyapar Bhawan, New Delhi – 110001**; E-mail: goaf@vsnl.com ; Phone No: **011-2370169, (Chief Controller), 011-23701251 (Under Secretary GOAF, ND)** and submit the request with them accordingly.

Standards related to pharmaceuticals may be got checked from

- (i) Central Drug Testing Laboratory (CDTL): 3, KyD St, Fire Brigade Head Quarter, New Market Area, Dharamtala, Taltala, Kolkata, West Bengal – 700016; Phone No. 033-22299021; E-mail: cdtlchennai@gmail.com ;
- (ii) Indian Pharmacopoeia Commission, Ministry of Health & Family Welfare, Govt. of India, Sector 23; Raj Nagar, Ghaziabad – 201002; Phone No: 0120-2783400, 2783401, 2783392; E-mail: lab.ipc@gov.in

Annexure-I enlists the drugs which are to be checked from GOAF, CDTL and IPC.

- B. The standards which are to be imported (not available in India), the method of procurement/import is as under :-
- Each laboratory has to write / approach to DFSS, New Delhi at below mentioned address of the required items:

Sr. Scientific Officer Gr. I (FS)
Directorate of Forensic Science Services,
Ministry of Home Affairs, Govt. of India,
Block No. 9, 8th Floor, CGO Complex
New Delhi – 110003
Phone No: 011-24366781; Fax No: 011-24362819
E-mail: ssofs-dfss@nic.in
 - Accordingly, DFSS will guide the indenter or may give the name / list of the authorized sample supplier for estimation of the cost of the required items to imported.
 - Thereafter, the indenter / individual lab should submit their requirements in the prescribed format (**copy attached Annexure II to IV**) and other relevant documents to DFSS, New Delhi.

- On the basis of laboratory requirement, DFSS, New Delhi will approach to obtain the import permit / license for procurement of the required items of each lab from Narcotics Commissioner, Central Bureau of Narcotics (CBN), Gwalior, MP, (which is the authority for issuing import license).Address:**CENTRAL BUREAU OF NARCOTICS, 19, The Mall, Morar, Gwalior - 474 006, Madhya Pradesh, India.**
Phone: 0751-2368996-97
- After getting the import license from CBN, Gwalior for required items in the name of indenting laboratory, DFSS, New Delhi will place the order for consignment in respect of each laboratory.
- Thereafter, imported items are required to be got cleared from the customs by DFSS, New Delhi under the intimation to the indenting lab. After receipt of the items, the payment will be made directly to the supplier / Firms by the indenting lab under intimation to the Directorate of Forensic Science Services.

**APPLICATION FORM FOR IMPORT OF NARCOTIC DRUGS/PSYCHOTROPIC SUBSTANCES
NARCOTICS DRUGS & PSYCHOTROPIC SUBSTANCES AND THEIR SALTS
(Under Narcotic Drugs & Psychotropic Substances Rules, 1985)**

1.	Importer:		
	(i)	Name:	
	(ii)	Address:	
	(iii)	CBN Registration No: (for Psychotropic Substances)	
2.	Exporter		
	(iv)	Name & Address	
3.	Details of substance to be imported:		
Sl. No.	Name/Description of the substance/preparation	Quantity of substance/preparation	Active content of base substance
	As per Annexure - 'A' attached		
4.	Port of Entry into India :)Also intimate the same of Custom office from where customs clearance will be done)		
5.	Port Exit from Exporting country		
6.	Mode of transportation: (Air/Sea/Surface transport)		
7.	Details of Import License issued by DCGI/Advance Authorization issued by DGFT: Not Required		
8.	Details of confirmed Proforma Invoice / Sale Order :		
9.	Details of Drug License issued by the State Drugs Controller/FDA:		
10.	Details of State Excise permit (in case of Narcotic drugs):-		
11.	Details of fee for each import certificate:		

The undersigned hereby declares that the above information submitted is true and correct.

FORM NO.8

(See rule 67-B)

**APPLICATION/REQUISITION FOR STANDARD SAMPLES OF NARCOTIC
DRUGS/**

PSYCHOTROPIC SUBSTANCES

1. Name of the Organization or Agency
2. Full postal address of the Organization or Agency
3. Purpose for which sample of standard narcotic
Drug or Psychotropic Substances is required
4. Name and quantity of standard sample required
5. Name and designation of officer under whose
Custody the samples shall be kept
6. Copy of Stock Register of narcotic samples
Maintained by the organization duly verified
By the controlling officer
7. Other relevant information (if any)

Signature

Designation

Of Indenting Officer with Rubber Stamp

FORM NO.9
[See rule 67-B(5)]

ANNUAL REPORT TO DIRECTORATE OF FORENSIC SCIENCE SERVICES ON
RECEIPT, CONSUMPTION AND BALANCE OF SAMPLES OF NARCOTIC DRUGS OR
PSYCHOTROPIC SUBSTANCES

Sl.No.	Narcotic drug/ Psychotropic substance	Opening Balance	Receipt	Consumption	Closing Balance
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Signature
Designation
Of Indenting Officer with Rubber Stamp