

## **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, 8<sup>th</sup> Floor**

**CGO Complex, New Delhi – 110003**

**Tel No: 011-24366781; Fax No. 011-24362819**

**E-mail: [ssofs-dfss@nic.in](mailto: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: **19<sup>th</sup> Floor, Tolstoy Marg, Connaught Place, Jawahar Vyapar Bhawan, New Delhi – 110001**; E-mail: [goaf@vsnl.com](mailto: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](mailto: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](mailto: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, 8<sup>th</sup> Floor, CGO Complex  
New Delhi – 110003  
Phone No: 011-24366781; Fax No: 011-24362819  
E-mail: [ssofs-dfss@nic.in](mailto: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.

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