APPLICATION FORM FOR ALLOTMENT OF QUOTA OF NARCOTIC DRUGS OTHER THAN CODEINE PHOSPHATE & MEDICINAL OPIUM FOR THE CALENDAR YEAR 2018.

NOTE: All the Columns are to be filled mandatorily with appropriate response. Inappropriate / No-response will cause delay in processing of application. All the documents listed below are to be submitted invariably along with the application.

I. Details of the Applicant / Company:-

(a)	Name & address (with pin code) of the company Tel No., Fax No.				
(b)	E-mail ID of the company for making correspondence.				
(c)	Whether the company is registered with Central Excise? If yes, ECC No. may be mentioned. (A copy of Registration certificate may be enclosed by new applicants).				
(d)	The name and address of jurisdictional / Commissionerate, Division & Range of Central Excise (in case of new applicants)				
(e)	Company's PAN (A copy of PAN may be enclosed) by new applicants.				
(f)	If the company is having Importer Exporter Code (IEC)(attach a copy new applicant).				
(g)	The name of the place and the address on which the factory is situated / where the Narcotic drug is intended to be used along with Pin Code				
(h)	Details of allotment, lifting & consumption in the years 2013, 2014, 2015, 2016 and 2017 (in kg.)	Year	Qty. allotted	Qty. lifted	Qty. consumed
		2013			
		2014			
		2015			
		2016			
		2017			

II Details of Narcotic Drug and its procurement:-

(a)	Name of the Narcotic Drug required	
(b)	Quantity of drug required for 2018	(in Kg.)
(c)	How the Drug is proposed to be sourced **(Name and address of the supplier should be mentioned)**	

III Details of quota allotted and its utilization during 2017:-

(a)	Total quantity allocated (copies to be enclosed)	
(b)	Opening balance as on 1.1.2017	
(c)	(i) Quantity procured indigenously **(invoiced in 2017)**	
	(ii) Quantity imported	
(d)	Quantity utilized	
	(i) Quantity consumed for medical and scientific purposes	
	(ii) Quantity utilized for manufacture of formulation / preparation mentioned in Schedule III to the 1961 convention	
	(iii) Quantity utilized for purpose other than (i) & (ii) above if any, along with the details thereof	
(e)	Manufacturing losses, if any (Should be shown separately from Col.(d) above)	
(f)	Balance quantity in stock as on 31.12.2017	

IV Proposed use of Narcotic Drug:-

(a)	Manufacture of formulation / preparation for domestic consumption	
(b)	Manufacture of formulation / preparation for export (copies of purchase orders along with calculation sheet justifying the requirement should be submitted)	
(c)	Manufacture of other drugs	
(d)	For Test & Analysis Purpose	
(e)	Other purpose viz. Research, BA/BE Studies, etc. (please specify)	

V. Manufacturing Pattern:-

(a)	Whether manufacturing in own factory for own brand. If yes, give name & address of factory (Self)	
(b)	Whether manufacturing in own factory for others brand (contract manufacturing), then give name of brand name, owner along with address of factory	
(c)	Whether own brand, being manufactured in others factory (Loan licence) then, name & address of factory.	

Sl. No.	Name & address of units	Whether manufacturing for self / loan or through Contract	Percentage of allocation to be made.	Brand Name

Note:- (i) If Principal is manufacturing the goods also getting manufactured by others, then he should make single application for all factories, whether it is own or loan licences or through contract manufacturing. In such a case, percentage of allocation should be indicated factory wise.

(ii) In a case Principal is not manufacturing in his own factory or as a loan licence but only through contract manufacturer, then in such a case Contract Manufacturer should make the application.

VI. Availability of Requisite Documents for allocation:-

(a)	Details of Drug Manufacturing Licence for use of the drug in preparation:				
	(i) Licence No.				
	(ii) Name of Issuing Authority				
	(iii) Validity Period				
(b)	If the Quota allocation is for Test & Analysis purpose:				
	(i) Recognition of In-House R&D Unit given by Dept. of Scientific & Industrial Research or Central Standard Drug Control Organization or State FDA (enclose valid copy).				
	(ii) If the drug is to be imported: Licence to Import drug for the purpose of Examination, Test or Analysis **(Form-11)** issued by State FDA / DCGI				
	(iii) Validity of Test Licence				
(c)	Details of Possession licence for the drug applied for:				
	(i) Licence No.				
	(ii) Name of Issuing Authority				
	(iii) Validity period				
	(iv) Possession Limit of the requested Drug			(in kg.)	
	(v) Type of Possession limit				
(d)	In the case where the Possession limit is fixed specifying a particular quantity in the case of annual production limit / annual consumption limit, the following additional information should be provided				
	Opening stock on the 1st day of possession limit (if possession limit is for 2017-18 i.e. possession limit is valid from 01.04.2017 to 31.03.2018, then stock as on 01.04.2017)	Qty. allocated on or after 1st day of possession limit (i.e. qty allocted on or after 1st April, 2017)	Qty. procured on or after 1st day of possession limit (i.e. qty procured on or after 1st April, 2017)	Qty. consumed after 1st day of possession limit (till last date preceding to applying month (if applied during Feb, 2018, then qty. consumed upto 31.01.2018	Closing stock on the last day of the month preceding to the date of filing application
	1.	2.	3.	4.	5.

Note: Please indicate whether the possession limit is annual production limit / annual consumption limit or maximum quantity of stock which a company can hold at a time during currency of licence in Column (c) (v).

VII. Others:-

(a)	Name and address of concerned State Drug Controller (complete postal address with **pin code**).	

Details of Narcotic drug procured in the previous year (1st January to 31st December **2017**) in the following proforma:-

Quarter	**Opening Stock**	**Qty. procured**	**Total consumption**		**Closing stock**
			Qty. consumed for manufacture of formulations	**Processing Loss**	
1st Quarter					
2nd Quarter					
3rd Quarter					
4th Quarter					
Total:					

Separate application (with complete set of documents) has to be made for each Narcotic Drug. The applicant should enclose Demand Draft for Rs.50/- as processing fee drawn in favour of Drawing & Disbursing Officer, Central Bureau of Narcotics, Gwalior.

Self attested copies of the documents which are to be submitted by all applicants:-

a) Copy of valid Drug Manufacturing Licence (Form 25 & 26) along with approved product list issued by the concerned State Government authority.
b) Recognition of In-House R&D Unit given by Dept. of Scientific & Industrial Research or Central Standard Drug Control Organization or State FDA and Licence to Import drug for the purpose of Examination, Test or Analysis (Form-11) issued by State FDA / DCGI (where applicable).
c) Copy of valid Possession Licence (NDPS 1 / MD VI / M.D. IV / L-I / L-II / N.D.L.D. / N.D.R.C. or any other licence for possession of narcotic drug(s) as the case may be) mentioning the name of the narcotic drug applied for along with the possession limit.
d) Copy of quota allotment order(s) of previous year if any
e) Copy of 3rd party manufacturing agreements clearly indicating name and composition of products agreed to be manufactured and duly signed by the parties to such agreement alongwith Joint undertaking by the parties to the effect that both the parties will remain responsible for any misuse/diversion/illicit trade of Codeine based formulations.
f) Copies of all the four quarterly returns along with sale details with complete postal address of consignees

Self attested copies of additional documents which are to be submitted by new applicants only:

a) List of Directors with office and residential address along with telephone number.

b) List of Authorised signatories with their specimen signature duly attested by Managing Director of the company.

c) Copy of Central Excise Registration, if registered

d) Copy of company's PAN

INSTRUCTIONS:

a) If the language of any document is other than Hindi or English, translated copy of the same to either Hindi or English is to be submitted.

b) Correspondence will be made to the e-mail ID of the company as well as through Speed Post. Therefore, all the companies should provide proper e-mail id of the company as well as the Authorized Signatory. For the all purpose, date of receipt of e-mail by CBN / date of sending e-mail shall be applicable. In case, e-mail ID is not filled up or wrong e-mail ID given, then respective companies themselves will be responsible for the delay.

c) If no reply is received from a company against query letter within one month of sending the mail, the application will be treated as closed and if the company desires, it can re-apply for quota allocation afresh with all the requisite documents along with Demand Draft.

d) The company should ensure that they do not cross the possession limit and manufacturing limit fixed by the concerned State Authority, irrespective of the quantity of drug allocated by this Bureau in a year.

e) If any company submits wrong information with regard to lifting, consumption, etc. action may be taken against such company under the provisions of concerned rules if it so warrants.

f) For all the cut off dates, the date of receipt of mail at supdt-quota@cbn.nic.in shall be relevant.

The undersigned hereby declare that the above information submitted is complete and correct. It is also certified that I have gone through the aforesaid instructions.

Signature of Authorized signatory
Name:……..
Date……..
Place……
Mobile No……..……
E-mail ID:…….