APPLICATION FORM FOR ALLOTMENT OF QUOTA OF NARCOTIC DRUG FOR THE CALENDAR YEAR 2023

[OTHER THAN UNDER PROVISO TO RULE 54 OF NDPS RULES, 1985]

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 & complete address (with pin code) of the company	
	Tel No., Fax No.	
(b)	The name and complete address of jurisdictional/ Commissionerate, Division & Range of GST	
(c)	Name and complete address of concerned State Drug Controller (Complete postal address with PIN code)	
(d)	The name of the place and the complete address on which the factory is situated / where the Narcotic drug is intended to be used along with Pin Code	
(e)	The PAN number	
(f)	GST Registration No.	

(g) Details of allotment, lifting & consumption in the Years 2018, 2019, 2020, 2021 & 2022 (in kg.)

Year	Opening Balance	Qty. allotted	Qty. lifted	Qty. consumed	Closing balance
2018					
2019					
2020					
2021					
2022					

II. Details of Narcotics Drugs and its procurement: -

(a)	Name of the Narcotic Drug required	
(b)	Quantity of drug required for 2023	
(c)	Name and percentage of Base content in the required Drug	
(d)	Sources of procurement of Drug (Name and address of the supplier)	

III. Proposed use of Narcotic Drug: -

(a)	Manufacture of formulation/ preparation for domestic consumption covered under NDPS Act, 1985	
(b)*	Manufacture of formulation/ preparation for export ***(copies of the purchase orders along with calculation sheet justifying the requirement should be submitted)***	
(c)	Manufacture of other drugs not covered under NDPS Act, 1985	
(d)	Other purpose viz. Test and analysis, Research, BA/ BE Studies, etc **(please specify)**	

*If proposed use is for exports, then submit separate application by giving figures only for exports consumption in Column I(g).

IV. Details of quota allotted and its utilization during 2022: -

(a)	Total quantity allocated		
(b)	Opening balance as on 1.1.2022		
(c)	Quantity procured and received during the year 2022 (by 31.12.2022)	1. Procurement from Opium factories i.e. GOAWs	
		2. Procurement from other domestic manufacturers	
		TOTAL	
(d)	**Total quantity (b + c)**		
(e)	**Quantity utilized -**		
	a) Quantity consumed for manufacture of formulations/ preparations covered under NDPS Act		
	b) Quantity utilized for manufacture of formulation/ preparation not covered under NDPS Act		
	c) Quantity utilized for test & analysis		
	d) Manufacturing losses		
	e) Total Utilization E(a)+E(b)+E(c)+E(d)		
(f)	Balance quantity in stock as on 31.12.2022 **[d – e(e)]**		

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	

VI. Manufacturing details of multiple manufacturing Units: -

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

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

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

VII. Availability of Requisite Documents

(a)	**Details of Drug Manufacturing Licence for use of the Drug Preparation:**	
	i. License No:	
	ii. Name of the Issuing Authority	
	iii. Validity Period	
(b)	**If the Quota allocation is for Test & Analysis:**	
	i. Recognition of In-House R&D Unit given by Dept. of Scientific & Industrial Research or CDSCO/FDA (enclose valid copy)	
	ii. If the Drug is to be imported: License to Import drug for the purpose of Examination, Test or Analysis (Form-11) issued by the State FDA/DCGI and its validity	
	iii. If Form 11/ Form CT-17 utilized earlier, quantity remaining to be utilized in the said Form11/ Form CT-17	
(c)	**Details of the possession licence of the factory of manufacture for the Drug applied for:**	
	i. License No.	

	ii. Name of Issuing Authority	
	iii. Validity period	
	iv. Possession limit of the requested Drug	(in Kg)
	v. Type of possession limit - i.e. Annual/at a time/ quarterly/ as allotted by competent authority (Please specify)	

(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 1st day of possession limit (if possession limit is for 2022-23 i.e possession limit is valid from 01.04.2022 to 31.03.2023, then as on 01.04.2022)	Qty. allocated on or after 1st day of possession limit (i.e. qty allocated on or after 1st April, 2022)	Qty. procured on or after 1st day of the possession limit (i.e. qty. procured on or after 1st April, 2022)	Qty. consumed after 1st day of possession limit (till last date of the preceding month to applying month) (If applied during Feb, 2023 i.e. qty consumed till 31.01.2023)	Closing stock on the last day of the month preceding the date of filing application
	1.	2.	3.	4.	5.

VIII. Details of fee paid-

(a)	Demand Draft No. & Date/Self attested copy of Challan generated for online payment made in www.bharatkosh.gov.in	
(b)	Name of Issuing Bank (in case of Demand Draft):	

IX. Details of Narcotic drug procured in the previous year (1st January to 31st December 2022): -

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:					

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.

Seal of the Company

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

(A) LIST OF DOCUMENTS REQUIRED: -

Self-attested copies of the documents which are to be submitted by all applicants. To be submitted once in a year along with their first application and whenever there is any change in their details: -

a) Copy of **valid Drug Manufacturing Licence** (Form 25 & 26) along with approved product list issued by the concerned State Government authority and Form 20 B/ 21 B, if other than manufacturer.

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 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.

e) **Copy of Annual Return for Manufacture, Consumption/ Utilization and Sale** of Narcotic Drugs of 2022 **duly attested/ countersigned by State FDA/ State Excise Department**. (Format uploaded on www.cbn.nic.in)

f) **Copies of Annual Returns for Manufacture, Consumption/ Utilization and Sale of Narcotic Drugs of 2019, 2020 and 2021 duly authenticated** by the authorized signatory of the applicant company.

g) In the cases of quota allocation for export purposes only, **valid Purchase Orders duly authenticated by the importer** is necessarily required with the application.

h) **An Undertaking** with regard to pending case/investigation against the firm/Director/Partner/Proprietor by any agency under NDPS Act or Drug and Cosmetic Act.

(B) LIST OF ADDITIONAL DOCUMENTS REQUIRED FROM NEW APPLICANTS: -

Self-attested copies of additional documents which are to be submitted by new applicants only and if there is changes in the below documents, all applicants are invariably required to submit amended/changed documents

a) Complete postal address and telephone, fax no. of the company indicating Jurisdictional GST division and GST Commissionerate.

b) Name, address, telephone Nos. and Fax No. of the Chairman, Managing Director and other Directors, proprietor/ partners and/ PAN of directors/ proprietors/ partners & DIN (For companies only).

c) GST Registration No., Company's PAN No., IEC (for exports) and CIN Number (for companies only) (Attested copies of these documents shall be submitted.)

d) Turnover of the company of last three years in crores. (to be submitted in first application of the calendar year by all existing companies for previous financial year ending 31st March)

e) List of Authorized signatories with their specimen signature duly attested by Managing Director/ Partner/proprietor of the company/ firm.

(C) OTHER INSTRUCTIONS: -

a) Application can also be sent through e-mail, but hard copy of the same along with all requisite documents should also be sent mandatorily. For the purpose of cutoff date, application through e-mail on the official of this office suptd-narco@cbn.nic.in within stipulated date will be considered as having been received within time limit.

b) 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.

c) Correspondence will be made to the e-mail ID of the company only. 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, all the correspondences shall be made through the speed post only and the respective companies themselves will be responsible for the delay, if any.

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) Separate application (with complete set of documents) has to be made for each Narcotic Drug.

g) The applicant should enclose either Demand Draft for Rs.50/- drawn in favour of Drawing & Disbursing Officer, Central Bureau of Narcotics, Gwalior or Self attested copy of Challan generated for online payment of Rs. 50/- made in **www.bharatkosh.gov.in** as processing fee.

h) The company shall submit Quarterly Returns along with Sale and Distribution Details on regular basis.