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

UNDER PROVISO TO RULE 54 OF NDPS RULES, 1985

(Import by the notified manufacturers for the purpose of manufacture of products for exports or import of small quantities of Morphine, Codeine and Thebaine and their salts not exceeding a total of 1 kilogram in a calendar year for analytical purposes)

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)	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)	Whether the application is for import for the purpose of export **or** for test and analysis	
(c)	Quantity of drug required for 2023	
(d)	Name and percentage of Base content in the required Drug	
(e)	Sources of procurement of Drug (Name and address of the supplier)	

III. 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)	
(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) Qty. under process (if quantifiable)	
	f) Total Utilization e(a)+e(b)+e(c)+e(d)+e(e)	
(f)	**Balance quantity in stock as on 31.12.2022 [d – e(f)]**	
IIIA: Declared Input – Output Ratio*		

IIIB: Input-Output norms:

S.No	Year	Quantity of Input used (in Kgs)	Quantity of finished preparations manufactured (in Kgs)	Input-Output Ratio**
	2019			
	2020			
	2021			
	2022* **			

***See Remark (ii) below**

**** Quantity of input used during the calendar year in manufacture of finished products intended to be exported: total quantity of finished product manufactured**

*****If not readily available may submit by 31/03/2023.**

Remarks:

(i) The quantities should be expressed in base and net content of base in finished products. If there are more than one final product, then table be filled for each final product. However, for ease of working, all final goods having same active ingredient (irrespective of strength) can be combined.

(ii) If any input/output norms are specified in Advance Licence or by any other Government agency then declare that in column IIIA, otherwise declare standard factory norms.

IV. Manufacturing Pattern: -

(a)	Whether manufacturing in own factory for own brand. If yes, give name & address of factory (Self)	
(b)	Whether manufacturing in other factory (Loan Licence) then, name & address of factory.	

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.

V. 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)	**Details of Import License issued by DCGI/ Advance Authorization issued by DGFT (if any)**	
	i. No. & Date:	
	ii. Name of Issuing Authority	
(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.

VI. 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):	

VII. 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) 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.

c) **Copy of Gazette notification issued by Govt. of India regarding notification under Proviso to Rule 54 of NDPS Rules, 1985.**

d) **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)

e) In the cases of quota allocation for import for the purpose of export only, **valid Purchase Orders duly authenticated by the proposed importer of finished formulations** is necessarily required with the application.

f) **Duly certified copies of Proof of exports of Exports** effected against quota allocated during the year 2022 or during the last year in which latest export was made.

g) **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 at 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.