

MANUAL 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD BY

1) Food Laboratory

Sr. No.	Name of Register
1.	Food Sample Entry Register
2.	Sample Receipt & Custodial Storage Register (Formal)
3.	Parcel Opening Register (Formal)
4.	Sample Lab Transfer Register (Formal)
5.	Sample Receipt & Custodial Storage Register (Informal)
6.	Parcel Opening Register (Informal)
7.	Sample Lab Transfer Register (Informal)
8.	Sample Receipt & Custodial Storage Register (Others)
9.	Sample Parcel Opening Register(Others)
10.	Sample Lab Transfer Register (Others)
11.	Sample Act Register (Formal)
12.	Sample Non Act Register (Informal)
13.	Sample Non Act Register (Others)
14.	Sample Report Dispatch Register (Formal)
15.	Sample Report Dispatch Register(Informal)
16.	Sample Report Dispatch Register(Others)
17.	Sample Disposal Register
18.	Outward register
19.	Receipt of sample for measurement of uncertainty Register
20.	Measurement of Uncertainty Register
21.	Fire Extinguisher Refilling Register
22.	Complain Register
23.	Log book for Vortex Mixer Register
24.	Cylinder Register
25.	Allotment Register
26.	Correspondence Register (Movement of File)
27.	Statistical Data Register
28.	States of Fish sample Register State/Envirocare
29.	Document Issue Record Register
30.	Non conformance Register

31.	Preventive Action record Register
32.	Log book for Sonicator Register UID - 1(a) (249)/DSR No. V/52
33.	Log book for Weighing Balance Register UID - 2 (203)/DSR No. V/04
34.	Log book for Top loading Weighing Balance Register UID - 3 (223)/DSR No. V/04
35.	Log book for Weighing Balance Register UID - 4 (224)/DSR No. V/04
36.	Log book for Top loading Balance Register UID - 7(1)/DSR No. V/04
37.	Log book for Top loading Balance Register UID - 1 (205)/DSR No. V/04
38.	Log book for Muffle Furnance Register UID - 1 (238)/DSR No. V/39
39.	Log book for Weighing Balance Register UID - 3 (223)/DSR No. V/04
40.	Log book for Abbe Refractometer Register VID - 1(246)/DSR No. V/01
41.	Log book for EMAT SFDL Register UID - 1 (9)/DSR No. V/13
42.	Log book for High Pressure Liquid Chromotography Register UID - 1 (243)/DSR No. V/22
43.	Log book for Sonicator Register UID - 1 (229)/DSR No. V/52
44.	Log book for Vaccum oven Register VID - 2 (0)/DSR No. V/56
45.	Log book for Water Bath Register VID - 1 (237)/DSR No. V/65
46.	Log book for Ph Meter Register UID - 29 (241)/DSR No. V/43
47.	Log book for Hot Air Oven Register UID - 2a (247)/DSR No. V/26
48.	Log book for Refrigerator Register UID - 1a (248)/DSR No. V/30
49.	Log book for Refrigerator Register UID - 1a (248)/DSR No. V/30
50.	Log book for Refrigerator Register UID - 1 (248)/DSR No. V/30

51.	Log book for Fuming Chamber Register UID - 1 (225)/DSR No. V/15
52.	Log book for Vortex Mixer Register UID - 2a (63)/DSR No. V/58
53.	Log book for Deep Freezer Register UID - 2 (0)/DSR No. V/20
54.	Log book for Hot Air Oven Register UID - 4 (15)/DSR No. V/26
55.	Log book for Refrigerator Register UID - 1c (248)/DSR No. V/30
56.	Log book for Hot Air Oven Register UID - 2 (247)/DSR No. V/26
57.	Log book for Deep Freezer Register VID - 1 (221)/DSR No. V/20
58.	Log book for Mechanical shaker Register UID - 2 (232)/DSR No. V/32
59.	Log book for Heating Mantal Register UID - 1b (9)/DSR No. V/72
60.	Log book for Laboratory centrifuge Register VID - 4 (143)/DSR No. V/09
61.	Log book for Rotary Evaporator Register UID - 3 (245)/DSR No. V/36
62.	Log book for UV Spectrophotometer Register UID - 1 (239)/DSR No. V/49
63.	Log book for Atomic Absorption Spectrophotometer Register UID - 1 (8)/DSR No. V/67
64.	Log book for Rotary Vaccum Register UID - 2 (23)/DSR No. V/36
65.	Log book for Centrifuge Register UID - 5 (0)/DSR No. V/07
66.	Log book for Nitrogen/Protein Analyzer Register UID - 1 (233)/DSR No. V/34
67.	Log book for Microwave Reaction system Register
68.	Log book for UV – VIS Chamber Register UID - 1 (220)/DSR No. V/47
69.	Log book for Calibration of weighing balance Register
70.	Log book for Calibration of weighing balance Register
71.	Calibration of Top loading weighing balance Register
72.	Calibration of Top loading weighing balance Register

73.	Calibration of Top loading weighing balance Register
74.	Reference standard Register (chemical)
75.	Reference Standard Register (GCMS - MS)
76.	Reagent Register
77.	Volumetric Standardization Register
78.	Log book for Water bath Register
79.	Requisition slip Register
80.	Log book for Water Bath Register UID - 4 (0)/DSR No. V/65
81.	Log book for Water Bath Register UID - 5a (0)/DSR No. V/65
82.	Log book for Water Bath Register UID - 5(b) (0)/DSR No. V/65
83.	Log book for Autoclave sled Register UID - 1a (213)/DSR No. V/02
84.	Log book for Autoclave sled Register UID - 1b (213)/DSR No. V/02
85.	Log book for Colony Counter Register UID - 1 (242)/DSR No. V/09
86.	Log book for Incubator (Stream Series) Register UID - 2a (214)/DSR No. V/11
87.	Log book for Cooling Incubator Register UID - 2b (215)/DSR No. V/11
88.	Log book for Cooling Incubator Register UID - 2c (216)/DSR No. V/11
89.	Log book for Cooling Incubator Register UID - 2d (217)/DSR No. V/11
90.	Log book for Laminar Air Flow Register UID - 1 (0)/DSR No. V/28
91.	Log book for PH Meter Register UID - 3 (241)/DSR No. V/43
92.	Log book for Fuming Chamber Register UID - 2 (22)/DSR No. V/15
93.	Log book for LAB BLENDER – PADLE TYPE Register UID - 1 (3)/DSR No. V/24
94.	Microfiltration assembly Register
95.	Log book for Distillation unit Register UID - 1 (40)/DSR No. V/60
96.	LC – MS – MS (Sciex) Register

97.	GC – MS – MS (Thermo Fisher) Register
98.	ICP MS (Perkin Elmer) Register
99.	Indicator Register
100.	Chemical Requirement Register
101.	Stock Register (Rack)
102.	Stock Register (Store)
103.	Log book for Mechanical Shaker Register UID - 1 (232)/DSR No. V/32
104.	Log book for Deep Freezer Register UID - 3 (0)/DSR No. V/20
105.	Log book for Thermogravimetric Analyzer Register UID - 1 (234)/DSR No. V/62
106.	Sample Register of Analyst
107.	Sample Register of Analyst
108.	Sample Register of Analyst
109.	Sample Register of Analyst
110.	Sample Register of Analyst
111.	Record of stock culture Register
112.	Record of sub culture Register
113.	Breakage of Glasswares Register
114.	Log book for Top Loading Weighing Balance Register UID - 6 (0)/DSR No. V/04
115.	Log book for Sonicator Register UID - 1(a) (249)/DSR No. V/52
116.	Log book for biological safety cabinet Register UID - 1(0) DSR No. V/06
117.	Log book for Fuming Chamber Register UID - 3 (22)/DSR No. V/15
118.	Culture Register
119.	Log book for Vaccum Oven Register
120.	Reference Standard Register (LCMS – MS)
121.	Temperature Humidity Register
122.	General Correspondence Register
123.	Log book for Sonicator Register UID – 1b (249) DSR No.V/52
124.	Log book for Rotary Evaporator Register UID – 2 (23) DSR No. V/36
125.	Log book for Water Bath Register
126.	Log book for Water Bath Register
127.	Reference Standard Register (ICPMS – MS)
128.	Log book for Sonicator Register

	UID – 1c (249) DSR. No. V/52
129.	Log book for Rotary Evaporator Register UID – 1 (233) DSR No. V/36
130.	Internal Quality Check
131.	Requisition for Petrol/Diesel/Oil Register
132.	Replicate Testing Results and Repeat Testing Results Register
133	Sample Register of Analyst
134	Excise Sample receipt and custodial storage register (R)
135	Excise Parcel opening Register (O)
136	Excise sample Lab Transfer Register (T)
137	Excise sample Register
138	Excise Sample Report Dispatch Register
139	Sample Disposal Register (Formal)
140	Sample Disposal Register (Other)
141	Sample Disposal Register (Excise)
142	Excise sample Register (part –II)
143	Excise sample Register (part –III)
144	Sample Non act Register (Others) (part –II)
145	Media Preparation Register
146	Temperature Humidity Register
147	Autoclave Sterilization Load Register
148	Calibration of UV. Spectrophotometer Register
149	Sample Register of Analysis for GC-MS/MS
150	Maintenance Register for GC-MS/MS
151	Log Book for ICPMS
152	Sample Register of Analysis for ICPMS
153	Log book for GCMS - MS
154	Maintenance Register for LC-MS/MS
155	Sample Register of Analysis for LCMS/MS Part – I & Part - II
156	Log Book for Nitrogen Evaporator
157	Sample Register of Analysis for LCMSMS
157	Reagents/Reference standards Consumed for ICPMS Register
158	Maintenance Register for ICPMS
160	Log Book for Microscope
161	Microbiology Cleaning Register
162	Gas cylinder Record for GCMS-MS
163	Laundry Register
164	Food sample entry register
165	Sample Register of Analyst

166	Informal sample Non – Act Register
167	Log book for environmental monitoring
168	Sample Register of Analyst
169	Register for Growth Promotion
170	Register for preparation of 10-100cfu/ml culture suspension
171	Sample register of analyst
172	Refrigerator (Intermediate check)
173	Deep Freezer (Intermediate check)
174	Top loading balance (Intermediate check)
175	Weighing balance (Intermediate check)
176	Top loading balance
177	Hot Air Oven
178	Water Bath (Intermediate check)
179	Oil frying Monitor
180	Excise sample register
181	Sample register of analyst
182	Sample Act register (Formal)
183	Muffle Furnace (Intermediate checks)
184	Magnetic stirrer
185	Sample register of analysis for LC-MS/MS part III
187	Comprehensive Annual Maintenance

Sr . No.	Name of Files
1	Inward file
2	Label file (formal)
3	Label file (Informal)
4	Label file (Others)
5	Memorandum file
6	Letter Informal
7	Letter (Others)
8	Draft file - (formal)
9	Draft file – (informal)
10	Draft file (others)
11	Forwarding letter - (formal)
12	Forwarding letter (informal)
13	Forwarding letter (others)
14	Report Copy O/C (Formal)

15	Report Copy O/C (Informal)
16	Report Copy (Others)
17	General Outward Correspondence File
18	Old Outdated Record File
19	Management System Procedure/Quality Manual (Master Copy) File
20	Chemical Certificates file
21	PT Reference Documents File
22	Glassware Certificate File
23	CRM Standards Certificate File
24	Document Change note File
25	Internal audit File
26	List of internal auditors File
27	Internal audit non – conformance & corrective actions File
28	Internal Document File
29	Minutes of the Management Review meeting File
30	Needs Identification and Training File
31	Training History and Evaluation File
32	List of Technical Staff File
33	External calibration Certificate Record File
34	Proficiency Testing File
35	Sample Receipt /letter/Note File (MOU)
36	Monthly Report File
37	Quarterly Report File
38	Yearly Report File
39	Requisition slips File
40	Calibration Record of Glasswares
41	Equipment Operating procedure
42	Standard Operating Procedure
43	Oxygen Status Cylinders
44	MOU Work Plan (2021-2022)
45	FSSAI Guidance Note 2018
46	Leave Record of Operators of High End Equipments
47	Letters received from Accounts section
48	Biometric Attendance File
49	CIRCULAR
50	Court Matter
51	FSSAI Meeting at Delhi
52	Office Memo Orders Etc.

53	ICP – MS Service Report
54	Amendments/Draft Notification Received Under PFA/FSSA
55	Power Gun System UPS –LC- MSMS
56	GC –MS- MS Service Reports
57	Submission of water and Telephone bills
58	RTI – Correspondence
59	Office Orders SSO (F)
60	Note 2011
61	PCI Analytics Pvt. Ltd. GC – MSMS & ICP MS.
62	Reimbursement of Bills
63	GEM
64	Meeting Attended in Forensic Lab. Verna/Panaji
65	PREASSESSMENT NC COMPLIENCES
66	BANK STATUS FSSAI FUND
67	PHD APPROVAL
68	Tara Lab Care
69	Toshvin Analytical; UV – VIS Spectro
70	Toshvin Analytical; Numeic UPS
71	Spincotech Pvt. Ltd. HPLC
72	JC Bioage analytical Pvt. Ltd.
73	Job description (Lab. Staff)
74	Rapid kit file
75	Stationary Requisition Slip File
76	External Document File
77	Controlled copies of (SOP's, EOP's & MSP's)
78	Equipment Inspection Report File
79	Evaluation of customer feedback form File
80	Draft Results QC Sample File
81	MTS Contract Under FSSAI Fund
82	Bioxia File (AMC)
83	Re – Notification of Food Laboratory
84	Disposal of Unserviceable Equipments
85	GAP Analysis
86	Purchase of Equipments Through GEM
87	Operator Charges File of H E E
88	Comprehensive Annual Maintenance Contract (AMC) And Food Lab Equipments
89	Purchase of Dongle

90	Customs intimation File
91	Construction of Chemical Store Room file.
92	Excise sample report file
93	Excise draft file
94	Excise letters file
95	Excise liquor sample office copy file
96	Mobile van schedule file
97	Fortified food file
98	Monthly progress report file
99	Expansion of food laboratory
100	Verification of sampling of weighing balance to legal Metrological department
101	Purchase of Equipments Through GEM (above 25000/- only)
102	Clarification of Bills
103	Food Safety on Wheel (FSW) Online Portal
104	MOU (Modified food safety of wheel)
105	Tender of Media
106	Purchased of Frying Oil Monitor/Cooking Oil Tester
107	Oil Tester (Frying Oil Monitor)
108	TENDER File of Chemicals & Glassware within 5.0 Lakh
109	AMC Bioxia File
110	Analysis of Formaldehyde in Fishes
111	AMC of Air Conditioner
112	AC Service Report File
113	Purchase of split AC for HEE Instrument Room in food labs
114	DPC Records
115	Calibration Records
116	Purchase of Modular Tablets
117	Water Purification System
118	Laboratory Glassware Washer
119	Digital Butyro Refractometer
120	Orbital Shaking Incubator
121	Circulating/Shaking water Bath
122	Bomb Calorimeter
123	Automatic Digital Polarimeter
124	Nitrogen Generator
125	Analytical Balance
126	Homogenizer

127	Kjeldahl Digestion Cum Distillation
128	Purchase of Glasswares
129	Purchase of Glasswares
130	Purchase of Chemicals
131	Purchase of Chemicals
132	Purchase of Media
133	Visit of committee of the National Institute of health and Family welfare Munirka - New Delhi
134	Requisition for Petrol/Diesel/Oil
135	Integrated Assessment
136	HPLC (Shimadzu) Service Report
137	Analytical Balance
138	Laboratory Glassware washer/02
139	Homogenizer /02
140	Bomb Calorimeter/02

2) Drug Laboratory

Sr. No.	Name of the Register
1	Drug Sample Register I and II
2	Ayurvedic Sample Register I and II
3	Cosmetic Sample Register I and II
4	Drug Report Register
5	Ayurvedic Report Register
6	Cosmetic Report Register
7	Sample request Register
8	Log book of Instruments
9	Analyst Report Registers
10	Outward correspondence(Reports and letters)
11	Statistical Data
12	Sample request Register
13	Outward correspondence (File inventory and leave)
14	Outward Register –South Goa
15	Usage of Primary Standards
16	Working Standard register

Sr. No.	Name of the File
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1	Purchase of Instruments/Equipments
2	Purchase of Instruments/Equipments
3	Purchase of Instruments/Equipments
4	Purchase of HPLC Columns
5	Purchase of Instruments/Equipments
6	Upgradation of Micro lab
7	Verification /stamping of weighing balance by legal metrology dept
8	NABL consultancy and training
9	Washing of lab linen
10	Purchase of consumables for Millipore water purification system
11	Purchase of glassware/chemicals
12	Purchase of Oil bath
13	Purchase of media
14	Purchase of glassware
15	Purchase of HPLC grade chemicals
16	Purchase of primary standards
17	Tender for AMC of AHU
18	Tender for validation of autoclaves, waterbath etc
19	Supply of chemicals
20	Supply of Disintegration machine
21	Purchase of Stationary
22	CAMC of water bath -Equitron
23	Repair of AC and electric items
24	Supply of Refrigerator cum Freezer
25	Supply of Refrigerator
26	Comprehensive AMC
27	Fire Extinguisher
28	AMC lab india
29	Purchase of small instruments
30	Purchase of chemicals/glassware
31	Purchase from ayush funds
32	Purchase of Vacuum Pump
33	Supply of Dissolution tester
34	MOOC course for higher education
35	Purchase of Books
36	Purchase of Reference Standards
37	CAMC of HPLC
38	CAMC of uv-Vis Spectrophotometer

39	Camc of Mina Scientific
40	CAMC of pH meter
41	Drug Report
42	Ayurvedic /Cosmetic Report
43	Outward correspondence
44	Guard file
45	Memorandum file per Inspector
46	Service report files of instruments

3) Food Cell

Sr. No.	Name of Registers
1	Food Safety & Standard Act file Register
2.	Daily correspondence register
3.	Sample register (Formal Samples)
4.	Register for allotment of cases to the panel of Advocates appointed by Government, under Food Safety & Standard Act 2006.
5.	Formal samples register (Memo register)
6	Surveillance samples register
7.	Prosecution register under Food Safety & Standard Act 2006.
8.	Register for consent order number allotted under Food Safety & Standard Act 2006 (to be filed by the FSO before the Adjudicating Officer).
9.	Register for destruction of seized goods.
10.	Register for food samples drawn at mobile food testing laboratory.
11.	Register for details of the seizures of gutkha/cigarettes/artificial ripening of fruits.
12.	Register for seized/confiscated food articles
13.	Register for slips issued to FSO Under Food Safety & Standard Act by Do's (for sampling).
14	Complaint Register
15	Complaint file register marked to SFSO's & Fso's
16	Compounding Register
17	Register for personal Hearing records
18	Advertisement Bills Register
Sr. No.	File Name
1	State Level Steering Committee

2	Allotment of advocated for conduct of adjudication inquiry under the FSSA, 2003
3	Vetting Committee for content development of Regulators Training (FSAs and Dos)
4	Milk Survey/sampling in compliance to Supreme Court directives
5	SOPS/Guidelines/existing practice material on methods of tests/analysis of prepared food served to VVIPs and school children
6	Survey of samples & collection of packaging material from distilleries and wineries
7	Provision of mobile food testing laboratories under the Central sector scheme
8	District/State Rapid Response Team (RRT)
9	Food Safety Training & Certification Program (FOSTac) for all Central and State licensed FBOs under FSSA 2006
10	Workshop on FOSCOS
11	Availability /Consumption of iodized salt, under National Iodine Deficiency Disorder control program
12	District Level Committee(DLC) to assist , aid or advise matters concerning food safety
13	Food Safety & Standards (Fortification of Foods) Regulations 2018
14	Lauh yatra organized by FSSA to commemorate the 150 th Birth anniversary of Mahatma Gandhi
15	Monitoring the quality of fish in the State of Goa by external agency
16	Complaint regarding fish
17	Reg.MSME support and outreach camp
18	Organic Foods
19	Goa State Pollution Control Board correspondence
20	Project BHOC
21	Ruco purposed used cooking oil
22	District Level Advisory Committee(DLACs) North
23	District Level Advisory Committee(DLACs) South
24	Food Safety Index
25	Annual Report
26	Hygiene rating FSSA
27	World Food Safety Day 7 th June
28	Clean and fresh fruits & Vegetable markets (CFFVM)
29	Cleaning and greening of the area outside GMC Gate
30	NGT monitoring committee O.A.No. 606/2018 on solid waste management
31	G.I. Certification

32	Eat Right campus initiative
33	Strengthening of Food testing system including provision of mobile testing labs (SOFTEL) Project
34	Safe Food save initiative
35	Issue of travel passes during lockdown period due to Covid-19
36	MOU between FSSA & State/UTs for strengthening of Food Safety Eco-system in the country
37	Scheme for formalization of Micro food processing enterprises (FME)
38	Survey of edible oils 2020
39	Information pertaining to Hotels, Restaurants and caterers, sought under section 150 of the Goa Goods and services Act, 2017.
40	Compliances to enforcement sampling, by SFSOs & FSOs
41	Quarterly Report
42	Block Technology Team (BTT)
43	Digital Mitra under Food Safety Mitra Scheme of FSSA
44	Steering Committee and Executive Committee for Eat Right India Initiative
45	Delay in denial NOC Letter
46	Continuation & Discontinuation of State Food Testing Laboratories (SFTL) u/s 98 of FSSA 2006
47	Swayampurna Goa and Atmanirbhar Bharat
48	Pending complaints disposal in the FLRs Portal
49	Survey to check adulteration of Mustard oil
50	UN Food Systems Summit 2021
51	Eat Smart cities challenge
52	Spot compounding notices
53	Project Bhog Temple visit
54	Goa Public (Health) Act, 1985
55	Parliamentary Standing Committee on Food, Consumer affairs and Public Distribution
56	Goa Council of Ayurvedic and other allied Indian Systems of Medicine
57	Manual for Food Safety Officers
58	Spice surveillance
59	Health Melas
60	Tea Surveillance
61	Nutrition Committee under PM Poshan (Mid-Day Meal Scheme) of Directorate of Education, Porvorim
62	Media Reports
63	Eat Right Challenge (North-Goa)
64	Eat Right challenge (South-Goa)

65	Hygiene Rating Reports
66	Pulses surveillance
67	Informal samples Reports of Liquol-FDL part file for samples drawn
68	Pre monsoon Inspection Reports
69	Awareness /Sperial drive to mention FSSAI licence /Registration number on case receipts/invoices/case memo/bills granted by them.
70	Advertisement approval
71	Pan India Trans Fat Surveillance
72	G20-Summit
73	Surveillance of street foods vendors –North & South Goa
74	Surveillance of Jaggery
75	Milletes mela
76	Misleading products in the name of ghee/butter

4) Drugs Technical Cell

Sr. No.	Drugs Wholesale Registers
1	File Register
2	Challan register
3	Application register for Fresh/Shifting/change in constitution of wholesale drug licences.
4	Application register for renewal of wholesale Drug licences
5	Daily register
6	Monthly register
7	Permit register, Inter-State, NDPS, Purchase permits
8	File register/Application register for Medical Devices registration certificate.
9	Licence/Certificate register for medical devices.
10	Inspection book register for wholesale/retail (combine)

Sr. No.	Drugs Retail Registers
1	File register North& South Goa.

2	Fresh Application register North & South Goa
3	Renewal application register North & South Goa
4	NDPS fresh application register
5	NDPS licence granted register
6	Monthly register North & South-Goa
7	Recognition certificate register
8	Miscellaneous challan register.

Sr. No.	Drugs Manufacturing Register
1	File Register
2	Licenses Register
3	Licenses Cancellation Register
4	Additional Product Register
5	Test Licences Register
6	Export NOC Register
7	COPP Register
8	certificates Register

Sr. No.	Drugs Sample & Approval Registers
1	Register of samples
2	Register of test reports received
3.	Sample File
4	Test report file
5.	Joining intimation of Technical Staff in manufacturing facility register
6.	Technical Staff in manufacturing facility -Alphabetic register From A to Z

Files maintained by Technical Officer

Sr. No.	File Name
1	Allopathic File
2	Ayurvedic File
3	Homeopathic File
4	Cosmetic File
5	Central Bureau of Narcotics
6	Miscellaneous
7	Medical Device
8	Secretariat Matter
9	Narcotics Drugs and Psychotropic Substance
10	Drugs Price Control Order
11	Indian Pharmacopeia Commission
12	Training of Officers
13	Appointment of Nodal Officer for IPB matter
14	Scheduled H1 implementation by Private Pharmacist & Anti-TB
15	Goa Pharmaceutical Manufacturing Association
16	ISO Certification of NABL accreditation
17	Indian Pharmaceutical Association
18	District Level Reform Plan
19	Adverse Drug Reaction/Effects
20	Banned Drugs
21	Pharmacovigilance
22	Ease of Doing Business
23	Expert Committee
24	Final Notifications
25	Adverse Drug following Immunization
26	Jan Aushadhi
27	National Digital Health Mission (NHRR) census
28	Online Internet Drug Sale
29	Website
30	Draft Notification
31	Chemist & Druggist Association
32	Drug Purchase Committee IPHB
33	Implementation JAP on Prevention of Drugs & Substance Abuse (Meeting)
34	Covid-19
35	Sugam Portal
36	Meeting of US FDA with DFDA, Goa

37	Chintan Shivir on Drugs: Quality Regulation & Enforcement
38	Committee to Review progress of Sustainable Development Goals for Goa
39	Audit Technical Section
40	Issue Related to Codeine Based Cough Syrups
41	Implementation on joint prevention on Drugs & Substance abuse and illicit trafficking

List of Committee files maintained by Drugs Technical Cell

Sr. No.	File Name
1	Screening Committee
2.	Expert Committee
3.	Adverse Event following Immunization Technical Committee
4.	Committee on Petitions of Rajya Sabha
5.	Drug Purchase Committee
6	Sub-Committee for effective recall system of Not of Standard Quality
7.	Sub-Committee for guidelines for taking action of Spurious And NSQ
8.	Meeting of Sub-Committee (DCGI)
9.	Ayush Consultative Committee

Complaint Register

Sr. No.	Name of the Register
1.	Complaint A Register (Local manufacturers)
2.	Complaint B Register
3.	Prosecution Register

5) Accounts Section

Sr. No.	Files
1	Re-appropriation file
2	Reconciliation file
3	Budget file
4	CSS Scheme file
5	Monthly expenditure file
6	Income tax file
7	LAQ file
8	Performance budget file
9	Audit file
10	FAC file
11	New unit of appropriation
12	GST file
13	Electricity file
14	Water file
15	Telephone
16	FVC file
17	Sanction order file
18	Postage file/Postal stamps
19	Bank details file
20	Bank mandate file
21	AC/DC file
22	Advertisement file
23	Housekeeping file
24	Permanent advance
25	Miscellaneous file
26	Refund of revenue file
17	Cash book
28	Challans file/cash/cheque
29	Third party (Drugs sample) FVC file
30	MOU files + registers
31	Ayush file + register
32	Mobile van file + register
33	NHM file + register
34	FSSAI file + register
35	LTC file (Gazetted/Non gazetted)
36	TA/DA (Gazetted/Non gazetted)
37	MR (Gazetted/Non gazetted)

38	Salary certificate
39	Tuition fees
40	Salary Bills

Sr. No.	Registers
1	Non gazetted pay bill register
2	Gazetted pay bill register
3	Bill register
4	BCR
5	GFR 9
6	Challan register
7	COTPA