



# All India Drugs Control Officers' Confederation

www.aidcoc.in

Regd. No. : 1605/97, Under Societies Registration Act, 1860  
28, Rajiv, Bandra - Kurla Complex, Bandra East, Mumbai - 400 051.

21<sup>st</sup> May 2024

To  
The Executive Committee /  
All Central Council Members  
AIDCOC

Dear Sir,

**Sub: AIDCOC- Nominations for “Best Drugs Control Officers’ Award” –Regarding**

It gives me great pleasure to invite nominations for the “Best Drugs Control Officers' Award” to be presented during the inaugural function of the 73rd Indian Pharmaceutical Congress at Hyderabad on 05.07.2024.

The last date of receipt of nominations is **11.06.2024** and the nominations received after the prescribed date will not be considered for the award. The awardee will be selected by AIDCOC on the basis of profile of the nominee in accordance with the guidelines framed.

The copy of the guidelines and the prescribed form is enclosed for your information. Please note that nominations are required to be sent only for Best Drugs Control Officers' Award

The nominations should be sent to Secretary General(I/c), AIDCOC by mail (soft copy) at secretary.aidcoc@gmail.com and the hard copy shall be sent to the following Address:

Ch. Lakshmi Prasanna  
Co-Coordinator-AIDCOC Training Academy  
201, Aditya Trade Center, Ameerpet, Hyderabad - 500 038

With regards & Best wishes.

Yours Sincerely

*21.05.24.*

(R.K.Malli)  
Secretary General (I/c)  
AIDCOC

## **The guidelines for selecting officers for the “Best Drug Control Officers’ Award” and the " Best Drug Inspectors' Award"**

### **I. Preamble**

The “Best Drug Control Officers’ Award” and the "Best Drug Inspectors' Award" are the award of excellence awarded to the Drugs Control Officers in India by All India Drugs Control Officers' Confederation in the recognition of officer’s outstanding contribution in Drugs Control Administration and profession of the pharmacy. The award is presented to the officer / officers selected on the basis of recommendations of the panel especially constituted for the purpose.

### **II. The Award**

*The All India Drugs Control Officers' Confederation will select one officer every for presenting “Best Drug Control Officers’ Award” and one Drugs Inspector from each state for presenting “Best Drugs Inspectors’ Award”. The “Best Drugs Controller Officers’ Award” will be presented every year at the inaugural function of Indian Pharmaceutical Congress and the “Best Drugs Inspectors’ Award” will be presented at Annual Convention of AIDCOC. Both awards will be in the form of certificate and memento. In cases, where the awardee is unable to be present at the function to receive the award in person, certificate and the memento will be sent to the respective office of the State Association. Thereafter, the prestigious award to the awardee(s) may be presented at an appropriate function organized by the state association. Alternatively it may be sent by mail / courier depending on the awardees expressed wish.*

### **III. Eligibility Criteria**

**“Best Drug Control Officers’ Award”**:- Every Drugs Control Officer serving in the Drugs Control Administration in India.

**“Best Drugs Inspectors’ Award”**:- Every Drugs Inspector serving in the Drugs Control Administration in India.

#### **NOTE:**

- 1) Both awards will be given only to the serving officer.
- 2) The President and Secretary General, AIDCOC will not be eligible for being nominated or selected for the award as long as they hold the office.
- 3) Any candidate securing less than 70% marks will not be considered eligible for the award. If from a particular state no nominee gets 70% mark, then no award will be given from that particular state.

### **IV. Panel Of Members:-**

The Executive Committee of AIDCOC shall constitute a panel for selection of the awardees. The panel shall be headed by the Chairman and two members nominated by the Executive Committee. The tenure of the Chairman and the members shall be of two years.

The Hon. Secretary General of AIDCOC shall be ex-officio Secretary of the Panel, and shall assist the Chairman in organizing meeting of panel members and performing their duties.

#### **V. Nomination Procedure:-**

Nomination for the "Best Drug Control Officers' Award" and the " Best Drug Inspectors' Award" can be submitted by any AIDCOC member of good standing for at least three years and seconded by another member of AIDCOC of good standing at least for three years. The proposal shall be accompanied by the profile of the nominee in the prescribed format attached to these guidelines. Alternatively, any Drugs Control Officer can submit his nomination in the prescribed format provided his nomination is proposed and seconded by the AIDCOC member of good standing for at least three years. However, members on the panel are not authorized to propose and or support the nominations. The awardees will not be eligible for renomination in subsequent years.

The Hon. Secretary General will invite nomination for the Best Drugs Control Officers' Award and Best Drugs Inspectors' Award in the month of July. The communication inviting nominations before stipulated date shall be sent to all members of AIDCOC and to all Central Council Members.

The self-nominations or the nomination proposal by AIDCOC members shall be forwarded to the President, and Secretary General, AIDCOC through the affiliated State Association. The copy of such proposal shall also be sent directly to the President, and Secretary General, AIDCOC. The affiliated State Association shall forward the proposal to the President, AIDCOC before the stipulated date with its comment if any. Under any circumstances, the Affiliated State Association shall not withhold the proposal received by it.

#### **VI. Scrutiny and forwarding nominations to Panel:-**

The Secretary General will scrutinize all nominations received within stipulated period and complete in all respect shall be forwarded to the Chairman of the selection panel without any comment. However, the Executive Committee of AIDCOC shall have the right to take a decision of informing the selection panel not to consider the nomination of candidate if he has been found to be engaged in activities detrimental to the AIDCOC or Affiliated State Association or against whom there is something adverse on record as regards his integrity. The Secretary General may obtain comments from the state drugs controller or the Drugs Controller General (India), as the case may be on the integrity of the nominee.

#### **VII. Procedure to be followed by the Panel:-**

The Panel may meet according to its convenience to consider nominations received from the Secretary General. At this meeting(s) the Panel shall assess the biographical profiles of the nominees as submitted in the prescribed format and further discuss the views expressed, if any, by the members of the panel who have mailed their recommendations in lieu of their expressed inability to attend the panel meeting. Alternatively, the above process may be done by correspondence.

The Chairman shall convey the views of the Panel to the AIDCOC by duly signed letter, addressed to the President of the AIDCOC. On receipt of the views from the Chairman, the President, AIDCOC will inform the awardee about his selection for the award and request him to receive the award at the function.

## PROFORMA

### For the award of excellence to the “Best Drug Control Officers’ Award”

1.	Name of the Officer:					
2.	Designation of the Officer:					
3.	Basic Academic Qualification:					
4.	Other Qualifications:					
5.	Name & Address of the office presently working:					
6.	Name & Address of the Department / Organization (State Head Quarters)					
7.	Date of Birth:					
8.	Date of entry into the Drugs Control Organization:					
9.	Date of Superannuation:					
10.	Membership Status: a) Through affiliated State Association b) Individual member c) Non member					
11.	Year in which became the member of AIDCOC					
12.	Post held in state association					
13.	Post held in any other professional association or social non-government organization.					
14.	Post held in AIDCOC :					
15.	Period of holding the Post in AIDCOC:					
16.	Outstanding good work done in enforcement of drug legislation					
Sr. No	Date of Incident of Work	Position held during incident	Description of the nature of work	Published / announced in media the details	Appreciation/ recommendation by higher authority if any	Recognition / appreciation by any private Organization
18.	Details of publication of books / articles / research papers / oral presentations pertaining to enforcement of drug legislation or profession of pharmacy.					
19.	Details of presentations made as resource person in seminar, workshop or training programs.					
20.	Details of important positions held during State / National / International Conferences on enforcement of drug legislation or profession of pharmacy.					
21.	Details of merit certificates / appreciation letters etc. held by officer pertaining to the enforcement of drug legislation or profession of pharmacy.					
22.	Any other outstanding good work done as enforcement officer or pharmacy professional.					

Place:

Date:

Signature of the nominee

Signature of the Proposer

Signature of the Seconder

Verified and forwarded  
for consideration

President or Hon. Secretary  
of the State Association