SOP FOR GROUND CHECK/INSPECTION FOR GRANT OF NOC FOR QUOTA ALLOCATION OF CONTROLLED SUBSTANCES & ISSUANCE OF IMPORT/EXPORT PERMIT/AUTHORIZATION TO THE APPLICANT FIRM(S) / IMPORTERS.

1. The firms will apply on their letter head (duly signed by the MD/CEO of the firm) to Controlled Drugs Division, DRAP with processing fee i.e., Rs. 20,000/ for grant of NOC along with notarized copies of documents in triplicate as per following details:

   a. Name of Firm: _____
   b. Controlled Substance(s) (being applied & consumed or intended to be applied) Psychotropic /Narcotic / Precursors_____
   c. Type of Firm: Basic Manufacturer / Semi-Basic Manufacturer / By way of Formulation / Finished Import_____
   d. Dosage Form/ Products with respect to drugs containing controlled substances manufactured by the firm: _____
   e. Valid DML with Section approval letter (For already licensed firms/applicants) and copy of approved layout plan by the Central Licensing Board (For firms intending to get New Section Approval from DRAP for manufacture of products containing controlled substances)
   f. Valid Drug Registration (For already licensed firms / applicants)
   g. Approved List of Management as per SECP record.
   h. Approved List of Management by Division of Drugs Licensing (DRAP).
   i. Approved List of Qualified / Technical persons as per Drugs (Licensing, Registering and Advertising) Rules, 1976 duly granted by Division of Drugs Licensing (DRAP)
   j. List of authorized distributors of the firm with complete addresses.
   k. List of equipment with manufacturing capacity for controlled substances.
   l. Notarized Undertaking on stamp paper from MD/CEO of the firm that no person amongst the Owners/Management of firm is involved/nominated as accused/convicted in any illegal activities / FIR /case /under trial in the court of law under Control of Narcotics Substances Act, 1997 and rules framed thereunder. The firm also undertake that the firm shall be held responsible and shall be liable for legal proceeding/action under the law in case any submitted information is found incorrect/misleading at any stage.

2. The applications so received by the Controlled Drugs Division (CDD), DRAP will be forwarded by the desk officer(s) to Section Officer (Policy-I/Controlled Substances), Ministry of Narcotics Control, Islamabad.
3. The Ministry of Narcotics Control will forward the application (s) / request (s) / list of applicants to the Anti-Narcotics Force (ANF), Headquarter, Rawalpindi to scrutinize that any person in the management of the firm is not involved / nominated as accused / convicted in any illegal activities / FIR / Case / under trial in the court of law under Control of Narcotics Substances Act, 1997 or otherwise.
4. A panel comprising of the officers (not below BPS-17) from ANF, Area Federal Inspector of Drugs, DRAP will conduct the ground check/inspection of the firm(s) / applicant's premises to verify the details provided by the firm and any other requirements under the Control of Narcotics Substances Act, 1997, DRAP Act, 2012, Drugs Act, 1976 and rules framed thereunder.
5. The above-mentioned panel will submit duly signed inspection report to Ministry of Narcotics Control with candid recommendation(s) for issuance of the NOC or its rejection letter by Ministry of Narcotics Control, Islamabad mentioning the reasons and proof of the violations/shortcomings (documentary/pictures, etc.), thereof under intimation to the relevant ANF authorities and Division of Controlled Drugs, DRAP.
6. On the basis of recommendations of the panel report the Ministry of Narcotics Control will issue the NOC or rejection letter mentioning the reasons for rejection to the applicant firm.
7. The firm(s)/applicant(s) may submit an appeal before the Competent Authority i.e. Secretary, Ministry of Narcotics Control, Islamabad for review of the recommendation of the panel on legitimate grounds within 30 days, if desired so. The appeal may be decided by the Competent Authority within 90 days from the date of receipt.
8. The period of validity of the NOC will be as per validity of the Drug Manufacturing License / Drug Registration and/or till any change in the management of the firm and/or when the firm applies for grant of new section for manufacturing of products containing controlled substances, whichever is earlier.
9. The ground checks/inspections will be started with immediate. The requirement for the NOC for issuance of import/export permits/authorizations will be mandatory for all the firms w.e.f. **1st October 2021**, after which no application for quota allocation of controlled substance(s) (First

Time/Routine/Enhancement) and issuance of import/export permit will be entertained by the Controlled Drugs Division, DRAP without NOC duly issued from Ministry of Narcotics Control, Islamabad.

10. The Competent Authority may revoke said NOC at any stage.

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