

User Manual

Auto-Allocation Mechanism for Sample Dispatch

The **Auto-Allocation Mechanism for Sample Dispatch** is designed to automatically assign samples to appropriate laboratories and distribute workload efficiently when a Drug Inspector submits a sample through the portal.

CDSCO provides an automated allocation system based on laboratory testing facilities and product categories. This eliminates the need for manual lab selection and reduces overhead. Samples are smoothly distributed to the most suitable laboratories.

Workflow

The Drug Inspector fills in the **Enforcement Details** (Step 1) as usual. In Step 2 (**Batch Details**), two additional fields have been introduced:

- Selection of **Pharmacopoeia / Non-Pharmacopoeia**
- Selection of **Product Category**

Step 3 (**Payment Details**) remains unchanged.

Step 4 (**Preview & Submit**) remains unchanged.

After form submission, kindly **sign the document** as usual and click on “**Send to Lab**”.

On the **Send to Lab** page:

- Enter **MOA Number** (if applicable; otherwise, leave NA)
- Enter **Memorandum Number**
- Click on “**Send to Lab**”

After sending the sample, under the **Memorandum to Form-18 / COS-17 / MD-38 Tiles**, you can view:

- The laboratory to which the sample has been assigned
- Download **Form-18 / COS-17 / MD-38**

If the system allocates an undesired laboratory (e.g., testing facilities are not available), please request the **Enforcement Admin** to resend the sample to an appropriate lab.

If the sample is returned by the laboratory, kindly request the **Enforcement Admin** to resend the sample.