

Sugam Labs – Laboratory Roles & Responsibilities

Role-wise Functional Access Guide for Labs

This document provides a concise overview of the roles available in Sugam Labs and the major functions/responsibilities associated with each role.

Role	Primary Responsibility	Major Functions
Admin	Official profile, officials and equipment administration	Modify Official Profile; View Registered Officials; New Official Registration; Equipment Registration
Nodal Officer	Sample coordination, registration, specifications and analytics	Requirement Letter/Query to Applicant; Registered Sample; Offline Sample Entry; Uploaded Reports; Sample Pending for Registration; Sample Released to Allocation Officer & Government Analyst; Test Specification Linking (Status-wise Application); Batch Release Certificate; Uploaded Batch Samples; Method of Analysis; Received vs Reported Sample Analytics; TAT of Reported Sample; Requirement Letter Analytics; Pending Samples (60+ Days); Specification Management; Pending Sample Analytics; Test Specification Method
Analyst	Sample testing and result processing	Sample Testing; Tested Samples Forward to Lab In-Charge; Specification Management;
Government Analyst	Review, approval, reporting and regulatory sample decisions	Requirement Query for Approval; Test Specification for Approval; Approved Samples; Samples on Hold; Test Report for Approval; Re-Test Court Sample; Received Sample; Rejected Samples; Uploaded Reports; Deleted/Withdrawal Samples; Requirement Letter/Query to Applicant; Registered Sample; Test Spec Modification; Test Linking for Approval; Method of Analysis; Returned Samples to DI; Under Process Sample Details; Requirement Letter Analytics; Pending Sample (60+ Days); Pending Sample Analytics; Specification Management
Lab / Section In-Charge	Section-level allocation, analyst coordination and monitoring	Sample Test Linked – Pending for Allotment; Generate Query/Requirement Letter; Samples Result; Sample Marked for Retest; Sample Test Forwarded to Analyst; Re-Allocate Sample to Analyst; Requirement Letter/Query to Applicant; Pending Sample (60+ Days)
Director	Senior supervision, NSQ and court-sample management	Test Spec Modification; Sample Pending for Allocation; Upload Form-2; Court Samples Forwarded by GA; Edit & Form Generation; Allocate to GA (Court Sample); Revoke Sample (Court Sample); Generate Sample Receipt; NSQ Record; NSQ Status; Court Sample Sent for Re-Testing; Under Process Sample Details; Specification Management; Uploaded Court Samples
Allocation Officer	GA allocation and sample reassignment	Allocate to GA; Revoke Sample; Sample Reassign to a Different GA
Sample Entry Desk	Offline sample data entry	Offline Sample Entry; Offline Sample – Save as Draft
Syrup Testing Desk	Cough syrup export sample processing and reporting	Cough Syrup Export Sample Analytics; Upload Syrup Sample Report; Syrup Sampling; Download Reports; Upload Failure Closure

Typical Sample Workflow

Sample Receipt/Registration → Requirement/Query (if required) → Sample Approval → Test Specification & Linking → Sample Linking Approval → Sample Allocated to Division → Sample Test Allocation → Sample Testing → Result Submission → Review → Review/Approval → Report Release

Access & Usage Guidelines

- Assign each user only the role(s) required for their official responsibilities.
- Users must use their own credentials and should not share login details.
- Sample processing, testing and approvals should be performed through the prescribed workflow.
- Pending samples, reports and other time-bound activities should be monitored regularly.
- Role/permission changes should be updated whenever an official's responsibility changes.