



**GOVERNMENT OF MEGHALAYA  
LAW (A) DEPARTMENT  
(LIBRARY)**

**THE  
MEGHALAYA NARCOTIC  
DRUGS  
PSYCHOTROPIC  
SUBSTANCES  
RULES, 1986 with  
AMENDMENT, 2012**



The 22nd January, 1986

No.ERT(E)48/85/231.—In exercise of the powers conferred by Section 10 read with Section 78 of the Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985), the Government of Meghalaya hereby make the following Rules for carrying out the purpose of the Act, namely.—

THE MEGHALAYA NARCOTIC DRUGS PSYCHOTROPIC  
SUBSTANCES RULES, 1986

1. *Short title, extent and commencement.*—(1) These Rules may be called the Meghalaya Narcotic Drugs and Psychotropic Substances Rules, 1986.

(2) They extend to the whole of the State of Meghalaya.

(3) They shall come into force at once.

2. *Definitions.*—In these rules, unless there is anything repugnant in the subject or context—

(a) "Act" means the Narcotic Drugs and Psychotropic Substances Act, 1985.

(b) "approved practitioner" means—

- (i) any person registered as a medical or dental practitioner under any law for the registration of medical practitioners or dentists for the time being in force in any part of India; or
- (ii) any person practising veterinary medicine and surgery and who has obtained the degree or diploma in veterinary science from a recognised veterinary institution; and
- (iii) any other person engaged in medical, dental or veterinary practice and from time to time approved by the Commissioner for the purpose of these rules.

(c) "Commissioner" means the Commissioner of Excise, Meghalaya;

(d) "export" means to take out from any place within the State to any place outside it;

(e) "import" means to bring into any place within the State from outside it;

(f) "form" means a form appended to these rules;

(g) "licensed druggist" means a person to whom a license for the manufacture and sale of medicinal drug has been granted by the Commissioner under these rules;

- (h) "State Government" means the Government of the State of Meghalaya ; and
- (i) all words and expressions used and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. *Powers of Officers.*—Subject to such orders and directions as may be given by the State Government from time to time, the Commissioner, Deputy Commissioner of Excise, Superintendents, Deputy Superintendents, Inspectors and Assistant Inspectors of Excise and such officers as may be appointed by the State Government under sub-section (1) of Section 7 of the Act shall exercise the powers under these rules.

4. *Possessions, manufacture, Sale, transport, import ,export, etc., of Opium.*—No person shall cultivate opium poppy or possess, transport, import, export, sell, purchase, consume or use any opium, poppy straw or cannabis (excluding charas) except for medicinal purposes and in accordance with the provisions of these rules.

5. *Application for and grant of a license.*—(1) A person including an approved practitioner who desires to possess, purchase, sell or use opium or opium derivatives for medicinal purpose and any approved practitioner using, compounding or dispensing opium for the patients and for *bona fide* medicinal purposes may make an application in Form 'A' to the Commissioner for grant of a license.

(2) The Commissioner if he is otherwise satisfied with the application made under sub-rule (1) may, with the approval of the State Government, grant a license in Form 'B' to the applicant strictly for medicinal purposes on the following conditions, namely :—

- (a) That the quantity of opium in the possession of the licences shall not at any time exceed 100 grammes ;
- (b) that the opium is to be obtained from a Government factory under a permit issued by the Commissioner ; and
- (c) that proper account of the opium received and used is maintained.

6. *Possession of poppy straw or cannabis.*—A licensed druggist, qualified Chemist or approved practitioner engaged in medical or veterinary practices may possess—

- (a) poppy straw not exceeding 100 grammes at a time for use in such practice ;
- (b) cannabis (hemp) for manufacture of medicinal hemp and to be obtained from a Government warehouse established by the Central or any State Government in India.

7. *Transportation of opium, etc.*—(1) A licensed druggist, approved practitioner, qualified chemist or person holding a licence under Rule 5 (2) may transport opium or, as the case may be, poppy straw or cannabis, either personally or through his agent as may be named in his licence from a Government warehouse or factory to his premises. The transportation shall be covered by a permit granted in Form 'C' by the Commissioner.

(2) The permit in sub-rule (1) shall be issued in quadruplicate. The quadruplicate copy shall be given to the person to whom permit is granted and the remaining copies forwarded to the Government factory or warehouse, as the case may be. The factory or warehouse shall retain the duplicate copy for record, send the original copy with the consignment of opium, poppy straw or cannabis as the case may be and return the triplicate copy to the issuing authority after endorsing thereon the quantity actually supplied and the date of despatch

8. *Import of opium, etc., by post.*—A permit holder may import opium, poppy straw or cannabis from the Government factory or warehouse by post provided that—

- (a) he has obtained the necessary permit under Rule 7 (1) ;
- (b) only the parcel post is used and the parcel is insured ;
- (c) a declaration is furnished with the parcel stating the names of the Consignor and the Consignee, the contents of the parcel in detail, the number and date of the permit and such other particulars as the Commissioner may from time to time direct.

9. *Transportation otherwise prohibited.*—Save as provided in these rules transport of opium, poppy straw or cannabis is prohibited.

10. *Maintenance of accounts for sale, etc., of opium derivatives.*—(1) The licensed druggist, licensed chemist and approved practitioner holding licenses for the purchase or sale of opium derivatives shall maintain an accurate account in Form 'D'.

(2) The accounts under sub-rule (1) shall be liable to be inspected in such manner as the Commissioner may direct.

11. *Intimation of arrival of opium, etc.*—A licensed druggist, licensed chemist or approved practitioner purchasing opium, poppy straw or cannabis shall immediately report to the Superintendent of Excise of the district concerned on the arrival of the same stating the quantity received and all other necessary information.

12. *License fee.*—An annual license fee of Rs.150 shall be charged for the grant of licence under Rule 5 (2).

13. *Permit fee.*—A fee of Rs.50 shall be payable in advance for each of the permits to be granted under Rule 7 (1).

14. *Surrender of opium, etc., on expiry of licence.*—If a licensed druggists, licensed chemist or approved practitioner has in his possession after expiry of his licence or permit, any opium, derivative, poppy straw or cannabis which he is unable to dispose of, he shall within a week from the date of expiration of his licence or permit surrender the same to the Commissioner who shall deposit them in a Government warehouse provided that if any such opium, opium derivative, poppy straw or cannabis is no longer fit for use, the Commissioner shall order destruction without any compensation.

15. *Licence for purchase, etc., of manufactured drugs.*—(1) Application for a license for purchase, sale or preparation of manufactured drugs shall be made in Form 'A' to the Commissioner who may, with the approval of the State Government, grant a licence,

(2) The licence shall be in Form 'E' and for a period of one year from the 1st April to the 31st March of the year following or for any shorter period.

16. *Licence not to be transferred.*—A licence granted under these rules shall not be transferred except with the previous permission of the State Government.

17. *Cancellation or suspension of a licence.*—(1) The Commissioner with approval of the State Government, and after reasonable opportunity is granted to the licensee to state his case, may cancel or suspend any licence granted under these rules—

- (a) if any fee payable by the holder thereof is not duly and punctually paid ;
- (b) in the event of any breach by the licensee or by any of his agents of any of the terms or conditions of the licence or any of the provisions of the Act or Rules framed thereunder ;
- (c) if the holder is convicted of any offence under the Act or any other law for the time being in force relating to excise or narcotic drugs ;
- (d) at any time if the State Government thinks it necessary so to do in public interest or for public good.

When a licence is cancelled or suspended under sub- any other licence or permit granted to such person under any rules framed under the Act shall also be liable to be cancelled or suspended ;



(3) The licensee shall not be entitled to any compensation for suspension or cancellation of any licence or permit under this rule.

18. *Cultivation of Cannabis plant.*—(1) Every cultivation licensed under the rules to cultivate cannabis plant shall, after each harvest, dispose the cannabis plant obtained from such cultivation, in the following manner, that is, by—

- (a) selling the same to a licensed dealer within the State or in another State ;
- (b) warehousing the same for sale, export or export out of India ;
- (c) using the same as manure in his field ; or
- (d) destroying the same.

(2) The cultivator shall not in any year keep with him any such cannabis plant beyond the 31st of July of the same year.

19. *Warehousing of poppy straw, etc.*—(1) The State Government may declare a place to be a warehouse and it shall be the duty of the owner to deposit in such warehouse all such poppy straw and cannabis plant as are legally imported or, as the case may be, cultivated for safe custody and other purposes under the Act. The order declaring a place to be a warehouse shall specify the arrangement for custody of such poppy straw in the warehouse and the conditions for the removal of the same therefrom.

(2) The State Government may fix the rate of fees to be levied for such warehousing and the manner in which and the period after which the poppy straw or, as the case may be, cannabis plant warehoused shall be disposed of in default of payment of fees.

20. *Confiscation of opium, etc.*—(1) Opium confiscated shall be sent to a Government opium factory at Ghasipur, U. P. The court confiscating the opium shall send the opium in sealed packet stating the actual quantity of opium packed and sealed to the Commissioner for onward transmission to the officer-in-charge of the said Government opium factory. The Commissioner on receipt of the sealed packet, shall send the same under a parcel indicating the quantity of opium, names of the consignee and consignor to the officer-in-charge of the said Government opium factory with an intimation to the Narcotic Commissioner.

(2) Poppy straw concentrate, morphine, codeine, Thebaine and any opium derivatives confiscated shall be sent to the Government factory in conformity with such procedure as the State Government may, from time to time, direct.



(3) Any narcotic drugs or Psychotropic Substances confiscated shall be destroyed immediately.

(4) Any other things confiscated shall immediately be destroyed under the orders of the Commissioner.

21. *Grant of rewards.*—The Commissioner may grant a reward not exceeding Rs.1,000 to any person contributing to the prevention or detection of offences under the Act.

(2) The Commissioner may also grant rewards up to Rs.1,500 in each case to any officer or staff instrumental in the detection of an offence and conviction of the offender. Reward of any higher amount shall require sanction of the Government.

DILIP SINGH,  
Special Secy. to the Govt. of Meghalaya,  
Excise, Registration and Taxation Department.

#### FORM 'A'

[ See rules 5 (1) and 15 (1) ]

#### Application for a License to Possess, Transport Opium and Other Narcotic Drugs :

1. Name (s) with address or addresses of the persons applying for grant of a license under the Narcotic Drugs and Psychotropic Substance Act, 1985.
2. The purpose for which the license is required specifying in details the nature of the business which the applicant desires to carry on therein.
3. The name of the locality and site of the building in which the licensee desires to carry on business.
4. The plan of the building intended to be used for stores, preparation, manufacture and compounding of the medicinal drugs.
5. The date on which the applicant proposes to commence such business.
6. Whether the applicant has obtained a drug license from Health Department for manufacture of drugs.
7. Whether the applicant is a qualified medical practitioner (A Certificate to be attached from the Health Authorities to that effect)
8. Whether the applicant is a druggist (A certificate to be attached from the Health Authorities to that effect).
9. Present occupation of the applicant.

(Signature of the applicant).

## FORM 'B'

[ See Rule 5 (2) ]

*License to possess transport, etc., of opium and other Narcotic Drugs*

District.....

Number of License in the register.....

Name of the Licensee with address in full.....

.....

Location of the Shop.....

BE IT KNOWN THAT Shri/Smti.....  
 son/daughter of..... whose address given  
 above is hereby authorised by the Commissioner of Excise, Megha-  
 laya to possess, sell and to transport opium, poppy straw, cannabis  
 and narcotic drugs *bona fide* as medicine and to use the same  
*bona fide* medicinal preparation at the premises.....  
 ..... called or styled.....

It is required of the holder of this license as a condition of  
 this license remaining in force, that he/she duly and faithfully  
 performs and abides by the following conditions :—

I. That he/she pays to Government in advance a fee of Rs.500  
 (Rupees five hundred) only for the year or for any broken period  
 thereof, through the Treasury at.....

II. That he/she purchases all the opium, poppy straw, canna-  
 bis and other narcotic drugs to be used under this license from  
 the Government opium factory or warehouse and be brought to  
 the premises under permit granted by the Commissioner of Excise.

III. That he/she sells or uses opium, other narcotic drugs and  
 cannabis in the premises for which this license is granted, and  
 he/she sells opium and other narcotic drugs for *bona fide* medical  
 purposes to the extend of grammes to any recognised licensed-  
 druggist, licensed-holder or licensee medical practitioner and that  
 he/she does not sell in any other places other than those named  
 herein.



IV. That he/she does not manufacture medicinal drugs more than the quantity to which he/she is entitled to possess the same.

V. That he/she does not have more than 100 grammes weight of opium or of other narcotic drugs in his possession at one time.

VI. That he/she does not sell or deliver opium and other narcotic drugs to any person under 18 years of age whether for consumption by such person or by any other person.

VII. That he/she at once produces his/her license and accounts for inspection, on the demand of any officer of the department of Excise, not below the rank of Deputy Superintendent of Excise empowered under Section 41 (2) of the Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985), and he/she does not prevent any such officer from entering his/her premises at any hour of the day or night.

VIII. That he/she does not transfer this license to any other person.

IX. That in the infringement by him/her of any of the above conditions or any of the conditions imposed by the Narcotic drugs and Psychotropic Substances Act, 1985 or by the Rules made thereunder, or, if there be any reason to believe that the license is used as a cloak for illicit sales, this license may be cancelled by the Commissioner of Excise and the licensee shall not be entitled to the refund of the fee payable under the license which he/she has paid in advance and he/she shall be liable to all or any of the other penalties prescribed under the Narcotic Drugs and Psychotropic Substances Act, 1985 and the rules made thereunder.

Date.....

(Commissioner of Excise).

Agreed and accepted.

(Signature of the Licensee).

(With full Name).

## FORM 'C'

[ See Rule 7(1) ]

PERMIT TO TRANSPORT OPIUM, CANNABIS AND OTHER  
NARCOTIC DRUGS AND PSYCHOTROPIC SUBSTANCES

District.....

Number of permit in the register.....

Name of the Licensee with address in full.....

Location of the Shop.....

Permit is granted to Shri/Smti.....  
 son/daughter of..... to transport/import  
 from any Government opium Factory or Warehouse approved by  
 Government the following opium/cannabis/other narcotic drugs and  
 psychotropic Substances as the case may be, to the amount as speci-  
 fied below :—

(a) Opium..... gms.

(b) Cannabis..... gms.

(c) (Name of the Narcotic Drugs)..... gms.

The quantity of the consignment transported/imported shall  
 not be packed/transported in different packets.

The permit is valid for a period of 30 (thirty) days from the  
 date of issue.

The duplicate copy shall be returned by the consigner after  
 the despatch of the consignment to the Commissioner of Excise.

The arrival of the consignment should be reported by the  
 permit-holder to the Commissioner of Excise and also to the  
 Superintendent of Excise of the District concerned who shall cause  
 necessary verification of consignment either by himself or by such  
 officer as authorised by him.

N.B.—(To be issued in quadruplicate, one copy being kept in the  
 office of issue, another to be returned by the consigner to  
 the Commissioner of Excise, the third to be sent to the  
 Authority of the exporting district and the fourth to accom-  
 pany the consignment).

FORM D

[ See Rule 10 (1) ]

Accounts for sale, etc., of opium derivatives

1	2	3	4	5	6	7	8	9	10
Date	Balance in hand	Quantity received this day	From whom received	Total	Quantity sold	Name of the purchaser or preparation manufactured	Name of the purchaser or amount of preparation	License dealer/ License Chemist/ date of intent or prescription	Remarks
	Gm	Gm		Gm	Gm				

## FORM 'E'

[See Rule 15 (1)]

## LICENSE TO PURCHASE, TO MANUFACTURE DRUGS

District.....

Number of license in register.....

Name of Licensed holder and address in full.....

Locality.....

Shri/Smti..... son/  
daughter of..... whose address  
given above..... is hereby authorised by  
the undersigned Commissioner of Excise, Meghalaya to purchase,  
sale or preparation of manufactured drugs by himself/herself in  
course of his/her practice and to compound and dispense the same  
for his/her own patients at.....  
from..... to the 31st March, 19.....

It is required as a condition of its remaining in force, that he/  
she duly and faithfully performs and abides by the following condi-  
tions:—

- I. That he/she pays to Government in advance a fees of  
Rs.250 (Rupees two hundred fifty) only per annum and  
that he/she pays the same into the Treasury at.....
- II. That he/she does not transfer this license to any other  
person.
- III. That he/she does not have in his/her possession at one time  
more than 100 grammes of opium, poppy straw, cannabis  
and that he/she purchases or obtains the same only from  
a licensed druggist or from a Government Opium Fac-  
tory or Warehouse specially authorised by the Commis-  
sioner.
- IV. That he/she does not have in his/her possession at one  
time more than 100 grams of Narcotic Drugs.
- V. That he/she does not sell opium, narcotic drugs, poppy,  
straw and cannabis to any person.
- VI. That he/she does not store any opium, poppy straw and  
cannabis to be used under this license in any premises  
other than these named herein.



VII. That he/she keeps regular and accurate account of all opium, poppy straw, cannabis, narcotic drugs received, manufactured compounded and used by him/her.

VIII. That he/she at once produces his/her license and accounts for inspection, on the demand of any office of the Department of Excise not below the rank of Deputy Superintendent of Excise empowered under Section 41(2) of the Narcotic Drugs and Psychotropic Substances Act, 1985 and that he/she does not prevent any such officer from entering his/her premises at any hour of the day or night.

IX. That on infringement of any of the above conditions will subject the holder of this license to forfeiture of the license and to all or any of the penalties prescribed under the Narcotic Drugs and Psychotropic Substances Act, 1985 and the rules made thereunder.

Date.....

Commissioner of Excise  
Meghalaya

Received the license

Licensee.....

(Signature with Name in full)



That he/she does not have in his/her possession at one time more than 100 grams of narcotic drugs.

That he/she does not have in his/her possession at one time more than 100 grams of narcotic drugs.

That he/she does not have in his/her possession at one time more than 100 grams of narcotic drugs.

That he/she does not have in his/her possession at one time more than 100 grams of narcotic drugs.

That he/she does not have in his/her possession at one time more than 100 grams of narcotic drugs.

That he/she does not have in his/her possession at one time more than 100 grams of narcotic drugs.





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9<sup>th</sup> Bhadra, 1934 (S. E.)

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## PART - IIA

GOVERNMENT OF MEGHALAYA

EXCISE, REGISTRATION, TAXATION & STAMPS DEPARTMENT

ORDERS BY THE GOVERNOR

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### NOTIFICATION

The 31<sup>st</sup> August, 2012.

**No.ERTS(E)59/2012/2.** - In exercise of the powers conferred by Section 10 and 78 of the Narcotic Drugs and Psychotropic Substances Act, 1985 (Central 61 of 1985, the Government of Meghalaya hereby make the following rules to amend the Meghalaya Narcotic Drugs and Psychotropic Substances Rules, 1986 namely ,-

1. **Short title and commencement** - (1) These Rules may be called the Meghalaya Narcotic Drugs and Psychotropic Substances (Amendment) Rules, 2012  
(2) These shall come into force on and from the 31<sup>st</sup> August, 2012.

2. **Amendment of Rule 2.** - In rule 2 of the Meghalaya Narcotic Drugs and Psychotropic Substances Rules, 1986 (hereinafter referred to as the principal rules), after clause (g) the following new clauses (ga) and (gb) shall be inserted, namely :-  
(ga) "morphine" includes any preparation containing morphine;  
(gb) "recognized medical institution" means a Hospital or Medical Institution recognized by the Drug Controller for the purposes of rules 20A to 20I.
3. **Amendment of rules 4,5,7,11,14 and 20.** – In rules 4,5,7,11,14 and 20 of the principal Rules, for the words "opium" appearing in the respective rules, and wherever it occurs, the words "opium/opioids" shall be substituted.
4. **Insertion of new rules 20A, 20B, 20C, 20D, 20E, 20F, 20G, 20H and 20I** – In the Meghalaya Narcotic Drugs and Psychotropic Substances Rules, 1986, after rule 20 of the principal Rules, the following new rules 20A, 20B, 20C, 20D, 20E, 20F, 20G, 20H and 20I shall be inserted, namely, -

**"20A. Special provision regarding morphine and Recognition of Medical Institutions.-**

- (1) Every medical Institution which intends to be recognized for the purpose under these rules shall file an application in Form F appended to these rules to the Drug Controller appointed by the State Government. The application shall be disposed of by the Drug Controller and his decision shall be officially conveyed to the applicant within a period of three months from the date of receipt of the application.
- (2) If it comes to the notice of the Drug Controller that morphine obtained by the recognized medical Institution was supplied for non-medical use or that the provisions of these Rules have not been complied with, the Drug Controller, for reasons to be recorded in writing and after giving the party a reasonable opportunity of being heard, may revoke the recognition accorded under these rules.

**"20 B. Duties of the recognized Medical Institution** – Every recognized medical institution shall, -

- (1) designate one or more qualified medical practitioners who may prescribe morphine for medicinal purposes. When more than one qualified medical practitioners have so been designated, one of them shall be designated as over-all in charge.
- (2) the medical practitioner so designated or the over-all in charge, as the case may be, shall :-
  - (a) endeavor to ensure that the stock of morphine is adequate to meet the requirements of the patients :-
  - (b) maintain adequate security over the stock of morphine;
  - (c) maintain a record of all receipts and disbursements of morphine in Form G appended to these rules, and;
  - (d) ensure that estimates, and other relevant information required to be sent by the recognized medical institution under these rules, are sent to the authorities concerned in time.

**“20 C. Sending of estimates of requirement of morphine by the recognized medical institution.** - Recognized medical institutions shall submit their estimates of annual requirement of morphine in Form H to the Drug Controller by the 30<sup>th</sup> November of the calendar year along with the name and address of the supplier from whom they intend to procure morphine.

**“20 D. Approval of estimates by the Drug Controller.** – Upon receipt of the annual requirement, the Drug Controller of the State shall examine and consider the estimates. A formal reply conveying approval or rejection of the estimates shall be communicated by the Drug Controller before the 21<sup>st</sup> December of the same year. A copy each of the communication shall be sent to the supplier whose name has been recorded in the estimates and to the Drug Controller of the concerned State, in cases where morphine is proposed to be imported from outside the State.

**“20 E. Supplementary estimates** – If the requirement of the recognized medical institution exceeds the annual estimates approved by the Drug Controller, the recognized medical institution may submit supplementary estimates at any time for consideration of the Drug Controller who shall deal with and dispose of such applications for supplementary estimates in the same manner as he would have dealt with the annual estimates.

**“20 F. Possession, transport purchase etc.,** - The provisions of these rules in respect of possession, transport, purchase, sale, import or export inter-state or use of manufactured drugs shall ipso facto apply to possession, transport, purchase, sale, import or export inter-state or use of morphine in respect of a recognized medical institution. Possession, transport, purchase, sale, import or export inter-state or use of morphine in respect of a recognized medical institution shall be in accordance with the following provisions:

- a) The recognized medical institution shall place orders for purchase to a manufacturer/supplier in Form I along with an authenticated photocopy of the order of the Drug Controller according recognition to the institution for the purpose of these rules, and a copy of the communication received from the Drug Controller conveying approval of the estimates. A copy of the purchase order shall be sent to the Drug Controller and the Narcotics Commissioner, Government of India.
- b) The manufacturer/supplier shall dispatch morphine consignment(s) to the recognized medical institution only on the basis of an order for purchase received in Form I along with copies of recognition granted by the Drug Controller and the approved estimates communicated by the Drug Controller. The manufacturer/supplier shall dispatch the consignment of morphine along with a consignment note in quintuplicate in Form J appended to these rules. Copies of the consignment note shall be sent by the manufacturer/supplier to the Drug Controller in which the recognized medical institution is located and the Narcotics Commissioner. He shall

also keep a copy of the consignment note for his record and future verification, whenever necessary.

- a) On receipt of the consignment, the recognized medical institution shall enter the quantity received with date in all the copies of the consignment note and retain the original consignment note, dispatch the duplicate copy to the supplier, the triplicate copy to the Drug Controller, the quadruplicate copy to the Drug Controller of the originating State (in cases where the consignment originated from outside the State) under whose jurisdiction the supplier is located and the quintuplicate copy to the Narcotics Commissioner

**"20 G. Maintenance of Records** – All records required under these rules shall be kept for a period of two years from the date of transaction and shall be open for inspection by the officers empowered by the State Government under the provisions of sections 41 and 42 of the Narcotic Drugs and Psychotropic Substances Act, 1985.

**"20H. Inspection of Stocks of morphine** – The stocks of morphine under the custody of a recognized medical institution shall be open for inspection by the Drug Controller or any other Officer subordinate to him.

**"20 I. Appeals** – Any institution aggrieved by any decision or order passed by the Drug Controller relating to recognition revocation of recognition or rejection of estimates may prefer an appeal to the Secretary, Department of Health and Family Welfare, Government of Meghalaya, within ninety days from the date of communication of such decision or order.

- (3) Insertion of new forms F,G,H, I and J. – After form E of the principal Rules the following new Forms F, G, H, I and J shall be inserted.

**J. LYNDOH,**

Commissioner & Secretary to the Govt. of Meghalaya,  
Excise, Registration, Taxation and Stamps Department.



**FORM F**  
**(See rule 20A (1))**

1. Name of the Institution and Address :
2. Name of the Head/in-charge of the Institution :
3. No of persons employed.
  - i. Doctors :
  - ii. Nursing Staff :
  - iii. Others :
4. No. of patients treated during the previous calendar year:
  - i. Inpatient :
  - ii. Outpatient :
5. Whether the hospital has facilities to treat cancer patients : Yes/No
6. No. of cancer patients treated during previous calendar year.
  - i. Inpatient :
  - ii. Out patient :
7. Name of the qualified medical practitioner who would prescribe morphine  
(if there are more than one qualified medical practitioner who would prescribe morphine, indicate the name of the medical practitioner who would be overall in charge)
8. Whether the institution's recognition for the purpose was withdrawn earlier (if the recognition was withdrawn earlier the details are to be given):

Station : Signature of the Head/in-charge of the  
institution with name

Date :

**FORM G**  
**(See rule 20B(2)(c))**

**RECORD OF RECEIPT DISBURSEMENT AND BALANCE OF MORPHINE**

Quantity in hand at the beginning of the day	Details of quantity disbursed				Details of Quantity received in hand at the close of the day			
	Sl. No	Quantity	Name of the person to whom disbursed	Medical practitioner who prescribed	Sl. No.	Quantity	Name of Person/Firms from whom received	Consignment Note/Bill of entry No.

**Signature**

**Note:**

1. This record is to be maintained on day to day basis and entries shall be made for each day the institution functions. Entries shall be completed for each day before the close of the day. The authorized medical practitioner/in-charge or any person authorized by them shall initial after entry of each day with date. The pages of the register shall contain necessary numbers.
2. This record shall be retained for two years from the date of last entry.
3. This record shall be produced to the authorized officers whenever called upon during the course of their inspection.

**FORM H**  
**(See rule 20C )**

ESTIMATE OF ANNUAL REQUIREMENT

1. Name and address of the recognized medical institution.
2. Period for which the estimate is submitted.
3. Quantity disbursed during the previous year.
4. Quantity estimated to be disbursed during the year for which estimate is submitted.
5. Supplier who would supply the quantity.

SL.No.	Name and address of the supplier	Quantity
--------	-------------------------------------	----------

6. If there is a supplementary requirement, give details of annual requirements sent earlier and the reasons for giving a supplementary requirement.

Station : (Signature of the authorized medical  
Practitioner/in-charge with name )

Date

**FORM I**  
**(See rule 20F(a) and (b) )**

To,

.....

.....

(Name and address of the supplier)

1. Name and address of the recognized medical institution which places the order.
2. Description of the quantity for which order is placed.
3. Whether the institution has been recognized by the Drugs Controller (A photocopy of the recognition is to accompany each order for purchase)
4. Whether this order is covered by the estimate approved by the Drugs Controller (A photocopy of the approved estimate is to accompany each order of purchase).
5. Details of other orders for purchase made during the year.

SL.No.	Quantity	To whom order was placed
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Station : \_\_\_\_\_ (Signature of the person authorized to  
place order with name and designation)

Date

Note :

1. A copy of this order shall be kept by the recognized medical institution which places the order.

This shall be retained for two years from the date of transaction.

**FORM J**  
**(See rule 20F (b) )**  
**CONSIGNMENT NOTE**  
( to accompany a consignment of morphine)

Date and time of dispatch of  
the consignment.....

1. Name and address of consignor.
2. Name and address of the consignor i.e.  
Recognized medical institution.
3. Description and quantity of the consignment.

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No. of package	:		Quantity
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	=	Gross	Net :
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- 
4. Mode of transport (particulars of the transporter, Registration number of the vehicle, RR, if the transport is by railways etc.)

Signature of the Consignor with  
date (Name and designation)

To be filled by consignee:

5. Date and time of receipt by the consignee and remarks.
6. Quantity received by the consignee.

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No of packages		Quantity
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		Gross	Net
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Signature of the Consignor  
with date (Name and designation)



**Note :**

1. This consignment not shall be serially numbered on annual basis.
2. The consignor should record a certificate on the cover page of each book containing consignment notes indicating the number of pages contained in the consignment not book
3. The consignor should maintain a register showing the details of the books of consignment note brought in use during a particular year.
4. Each consignment of morphine shall be accompanied by this consignment note in quintuplicate (i.e. five).
5. The records referred to at items 2 to 5 above in this note shall be produced to the authorized officers whenever called upon during the course of their inspection.