

## **Directorate name: Health & Family Welfare - H & FW**

### **Alteration Premises**

- 1) Academic qualification testimonials of C.P.I(In case of whole sale) (Allowed Maximum file size-1024 KB, pdf Only).
- 2) Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-1024 KB, pdf Only).
- 3) Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-1024 KB, pdf Only).
- 4) Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma) (Allowed Maximum file size-500 KB, pdf Only).
- 5) Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies (Allowed Maximum file size-500 KB, pdf Only).
- 6) Drug Licence (Biological) [applicable for renewal only] (Allowed Maximum file size-512 KB, pdf Only).
- 7) Drug Licence (Non Biological) [applicable for renewal only] (Allowed Maximum file size-512 KB, pdf Only).
- 8) Experience Certificate of CPI(Competent Person Incharge); as per rule (Allowed Maximum file size-1024 KB, pdf Only).
- 9) In case of partnership firms, registered Partnership deed along with firm registration receipt. In case of limited or Pvt. Ltd. company - copies of Memorandum and Articles of Association.In case of LLP (Limited liability partnership firm) copy of Memorandum and Articles. (Allowed Maximum file size-2048 KB, pdf Only).
- 10) Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists (Allowed Maximum file size-1024 KB, pdf Only).
- 11) Possession document of the premises. a)Current House Tax receipt/ Consolidated rate bill/ Registered deed of Conveyance/ Consent Letter from the owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate Rent bill signed by owner or authorised signatory/ as the case relates to Parcha/ Khanja Dakhila from B.L and L.R.O. (Allowed Maximum file size-2048 KB, pdf Only).
- 12) Power of attorney(if any) in Non-judicial stamp paper as per proforma. (Allowed Maximum file size-2048 KB, pdf Only).
- 13) Refrigerator related document of proposed premises (Allowed Maximum file size-500 KB, pdf Only).
- 14) Sketch map of proposed premises with location and surroundings (CAD Mode) (Allowed Maximum file size-500 KB, pdf Only).

15) Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail / wholesale) & system of medicine (Allopathy / Homoeopathy). (Allowed Maximum file size-500 KB, pdf Only).

16) Upload Identity Proof(PDF copy of Voter ID/PAN Card/Adhar Card/passport/Driving Licence) (Allowed Maximum file size-1024 KB, pdf Only).

17) Voter ID/ PAN Card/Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI(as applicable) (Allowed Maximum file size-500 KB, pdf Only).

### **Blood Bank License (Application)**

1) Constitution of the firm (Allowed Maximum file size-200 KB, pdf Only).

2) Layout Plan (Allowed Maximum file size-200 KB, pdf Only).

3) Possession Document of the Premises: Current House Tax receipt/Consolidated Rate bill/ Registered Deed of Conveyance/Consent Letter from the Owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate, Rent bill signed by owner or authorized signatory/as the case relate to Parcha/ Khajna, Dakhila from B.L & L.R.O (Allowed Maximum file size-200 KB, pdf Only).

4) Power of attorney (if any) of applicant in Non- Judicial Stamp Paper as per Proforma (Allowed Maximum file size-200 KB, pdf Only).

5) resolutionFile (Allowed Maximum file size-200 KB, pdf Only).

6) Trade License/ Trade Enlistment Certificate, mentioning nature of trade (Allowed Maximum file size-200 KB, pdf Only).

### **Blood Bank License (Site Registration)**

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2) Layout Plan (Allowed Maximum file size-200 KB, pdf Only).

3) Possession Document of the Premises: Current House Tax receipt/Consolidated Rate bill/ Registered Deed of Conveyance/Consent Letter from the Owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate, Rent bill signed by owner or authorized signatory/as the case relate to Parcha/ Khajna, Dakhila from B.L & L.R.O (Allowed Maximum file size-200 KB, pdf Only).

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### **Change in Constitution**

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9) In case of partnership firms, registered Partnership deed along with firm registration receipt. In case of limited or Pvt. Ltd. company - copies of Memorandum and Articles of Association.In case of LLP (Limited liability partnership firm) copy of Memorandum and Articles. (Allowed Maximum file size-2048 KB, pdf Only).

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- 10) Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists (Allowed Maximum file size-1024 KB, pdf Only).
- 11) Possession document of the premises . a)Current House Tax receipt/ Consolidated rate bill/ Registered deed of Conveyance/ Consent Letter from the

owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate Rent bill signed by owner or authorised signatory/ as the case relates to Parcha/ Khanja Dakhila from B.L and L.R.O. (Allowed Maximum file size-2048 KB, pdf Only).

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17) Voter ID/ PAN Card/Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI(as applicable) (Allowed Maximum file size-500 KB, pdf Only).

### **Change In Proprietor(Death Case)**

1) Academic qualification testimonials of C.P.I(In case of whole sale) (Allowed Maximum file size-1024 KB, pdf Only).

2) Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-1024 KB, pdf Only).

3) Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-1024 KB, pdf Only).

4) Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma) (Allowed Maximum file size-500 KB, pdf Only).

5) Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies (Allowed Maximum file size-500 KB, pdf Only).

6) Drug Licence (Biological) [applicable for renewal only] (Allowed Maximum file size-512 KB, pdf Only).

7) Drug Licence (Non Biological) [applicable for renewal only] (Allowed Maximum file size-512 KB, pdf Only).

8) Experience Certificate of CPI(Competent Person Incharge); as per rule (Allowed Maximum file size-1024 KB, pdf Only).

9) In case of partnership firms, registered Partnership deed along with firm registration receipt. In case of limited or Pvt. Ltd. company - copies of

Memorandum and Articles of Association. In case of LLP (Limited liability partnership firm) copy of Memorandum and Articles. (Allowed Maximum file size-2048 KB, pdf Only).

10) Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists (Allowed Maximum file size-1024 KB, pdf Only).

11) Possession document of the premises . a) Current House Tax receipt/ Consolidated rate bill/ Registered deed of Conveyance/ Consent Letter from the owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate Rent bill signed by owner or authorised signatory/ as the case relates to Parcha/ Khanja Dakhila from B.L and L.R.O. (Allowed Maximum file size-2048 KB, pdf Only).

12) Power of attorney (if any) in Non-judicial stamp paper as per proforma. (Allowed Maximum file size-2048 KB, pdf Only).

13) Refrigerator related document of proposed premises (Allowed Maximum file size-500 KB, pdf Only).

14) Sketch map of proposed premises with location and surroundings (CAD Mode) (Allowed Maximum file size-500 KB, pdf Only).

15) Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail / wholesale) & system of medicine (Allopathy / Homoeopathy). (Allowed Maximum file size-500 KB, pdf Only).

16) Upload Identity Proof (PDF copy of Voter ID/PAN Card/Adhar Card/passport/Driving Licence) (Allowed Maximum file size-1024 KB, pdf Only).

17) Voter ID/ PAN Card/Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI (as applicable) (Allowed Maximum file size-500 KB, pdf Only).

### **Drug Manufacturing License**

1) Copy of resolution of the Board meeting along with list of Present Board of Directors with respect to Limited or Pvt Ltd companies (Allowed Maximum file size-1024 KB, pdf Only).

2) In case of Partnership Firms, Registered Partnership Deed along with firm registration receipt. In case of Limited or Pvt. Ltd. Company - copy of Memorandum and Article of Association. In case of LLP (Limited Liability/ Partnership Firm) Copy of Memorandum and Articles of Association (Allowed Maximum file size-1024 KB, pdf Only).

3) Possession Document of the Premises: Current House Tax receipt/Consolidated Rate bill/ Registered Deed of Conveyance/Consent Letter from the Owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate, Rent bill signed by owner or authorized signatory/as the case relate to Parcha/ Khajna, Dakhila from B.L & L.R.O (Allowed Maximum file size-1024 KB, pdf Only).

4) Power of attorney (if any) of applicant in Non- Judicial Stamp Paper as per Proforma (Allowed Maximum file size-1024 KB, pdf Only).

5) Sketch map of proposed Land / premises with location and surrounding(CAD Mode) (Allowed Maximum file size-1024 KB, pdf Only).

6) Trade License/ Trade Enlistment Certificate, mentioning nature of trade (Allowed Maximum file size-1024 KB, pdf Only).

### **Pharmacist / CPI Change**

1) Reson for Pharmacist / CPI Change (Allowed Maximum file size-2048 KB, pdf Only).

### **Retail Drug License**

1) Academic qualification testimonials of C.P.I(In case of whole sale) (Allowed Maximum file size-1024 KB, pdf Only).

2) Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-1024 KB, pdf Only).

3) Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-1024 KB, pdf Only).

4) Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma) (Allowed Maximum file size-512 KB, pdf Only).

5) Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies (Allowed Maximum file size-512 KB, pdf Only).

6) Drug Licence (Biological) [applicable for renewal only] (Allowed Maximum file size-512 KB, pdf Only).

7) Drug Licence (Non Biological) [applicable for renewal only] (Allowed Maximum file size-512 KB, pdf Only).

8) Experience Certificate of CPI(Competent Person Incharge); as per rule (Allowed Maximum file size-1024 KB, pdf Only).

9) In case of partnership firms, registered Partnership deed along with firm registration receipt. In case of limited or Pvt. Ltd. company - copies of Memorandum and Articles of Association.In case of LLP (Limited liability partnership firm) copy of Memorandum and Articles. (Allowed Maximum file size-2048 KB, pdf Only).

10) Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists (Allowed Maximum file size-1024 KB, pdf Only).

11) Possession document of the premises . a)Current House Tax receipt/ Consolidated rate bill/ Registered deed of Conveyance/ Consent Letter from the

owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate Rent bill signed by owner or authorised signatory/ as the case relates to Parcha/ Khanja Dakhila from B.L and L.R.O. (Allowed Maximum file size-2048 KB, pdf Only).

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### **Retail / Wholesale Drug License Retention**

1) Academic qualification testimonials of C.P.I(In case of whole sale) (Allowed Maximum file size-200 KB, pdf Only).

2) Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-200 KB, pdf Only).

3) Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-200 KB, pdf Only).

4) Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma) (Allowed Maximum file size-200 KB, pdf Only).

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## **Schedule X**

1) Academic qualification testimonials of C.P.I (In case of whole sale) (Allowed Maximum file size-1024 KB, pdf Only).

2) Affidavit of applicants (proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-1024 KB, pdf Only).

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### **Surrender of License**

- 1) Reson for Surrender (Allowed Maximum file size-512 KB, pdf Only).

### **Wholesale Drug License**

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