



Health & Family Welfare: Retail/Wholesale Drug License

*Provided as a service through
'SilpaSathi', the Online Single
Window portal of the State
(West Bengal)*

User Manual

User Manual

Retail/Wholesale Drug License

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Introduction

This document is intended to serve as a User Manual for grant of the service “Retail/Wholesale Drug License” by Health & Family Welfare Department, Govt. of West Bengal through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

Retail/Wholesale Drug License is issued to medical stores, pharmacies, and other establishments that sell drugs to the public. A wholesale drug license is required for manufacturing, distribution, sale, or storage of drugs. A retail drug license is a permit that allows an individual or business to operate a chemist shop and sell drugs in India. The purpose of a drug license is to ensure the safety and efficacy of drugs, and to regulate the pharmaceutical industry. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Academic qualification testimonials of C.P.I.(In case of wholesale)	Academic qualification testimonials

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#	Documents Required	Detailed Description
2.	Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)	An Affidavit of Applicants (Proprietors/Partners/Directors) is a sworn declaration presented before a First-Class Judicial Magistrate or Executive Magistrate
3.	Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)	An Affidavit of Pharmacist is a sworn statement, typically notarized, that verifies the authenticity of a pharmacist's actions, records, or documents
4.	Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma)	requirements for appointment and acceptance letters for a pharmacist and competent person in charge.
5.	Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies	A certified copy of a board resolution for a Limited or Private Limited company can be printed on the company's letterhead
6.	Drug Licence (Biological) [applicable for renewal only]	A drug licence, also known as a biological license, is a permit issued by government agencies to manufacturers, allowing them to produce and market biological products, such as vaccines, blood products
7.	Drug Licence (Non Biological) [applicable for renewal only]	A drug license, also known as a market authorisation, is a regulatory approval granted to a pharmaceutical company
8.	Experience Certificate of CPI(Competent Person In charge)	The Experience Certificate of CPI, also known as the Certificate of Proficiency in Industry (CPI), is a document that recognizes an individual's training or experience in a specific industry or sector, typically issued by the relevant authorities or organizations
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.	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.
10.	Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists	Pharmacist registration and renewal certificates are essential documents for pharmacists

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#	Documents Required	Detailed Description
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.	A possession certificate is a legal document that proves the transfer of a property's ownership from the seller to the buyer
12.	Refrigerator related document of proposed premises	Refrigerator related document
13.	Sketch map of proposed premises with location and surroundings (CAD Mode)	Sketch map of proposed premises
14.	Power of attorney(if any) in non-judicial stamp paper as per proforma.	A power of attorney (POA) is a legal document that gives someone the authority to act on another person's behalf
15.	Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail / wholesale) & system of medicine (Allopathy / Homoeopathy).	A Trade License or Trade Enlistment Certificate is a crucial document for individuals who engage in a trade or profession
16.	Upload Identity Proof(PDF copy of Voter ID/PAN Card/Aadhar Card/passport/Driving Licence)	PDF copy of Voter ID/PAN Card/Aadhar Card/passport/Driving License
17.	Voter ID/ PAN Card/Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI(as applicable)	Voter ID/ PAN Card/Aadhar Card/ Passport/ Driving License of Pharmacists or CPI

Timeline (WBRTPS)

Retail/Wholesale Drug License has an WBRTPS timeline of **90 days** till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Firm Details		
1.	Application Type	Select Application Type (new/old)
2.	Name of Firm	Enter Name of Firm
3.	Nature of Firm	Select Nature of Firm (Partnership/ private/ etc)
Firm Address		
1.	Building No/ Holding No/ Daag Number	Enter details
2.	Street Name	Enter Street Name

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Sl. No.	Field Name	Instructions
3.	Address Line 1	Enter Address
4.	Police Station	Enter name of the police station
5.	Post Office	Enter name of the post office
6.	City/Village	Enter name of city/village
7.	Pin Code	Enter pincode
8.	Local Authority	Enter local authority name
Contract Details of Establishment		
1.	Trade License	Enter trade license details
2.	Actual Floor Space	Enter details
3.	Nature of Ceiling	Enter Nature of Ceiling (Ex- Temporary shade over false ceiling)
4.	Working hours	Enter number of allotted working hours
5.	Email	Enter email id
6.	Landline	Enter landline number
7.	Mobile	Enter mobile number
8.	Registered Pharmacist details	Enter qualification details
Owner Details		
1.	Owner Name	Enter Full Name of the owner
2.	Owner Signature	Add signature
3.	Owner Photo	Add photo

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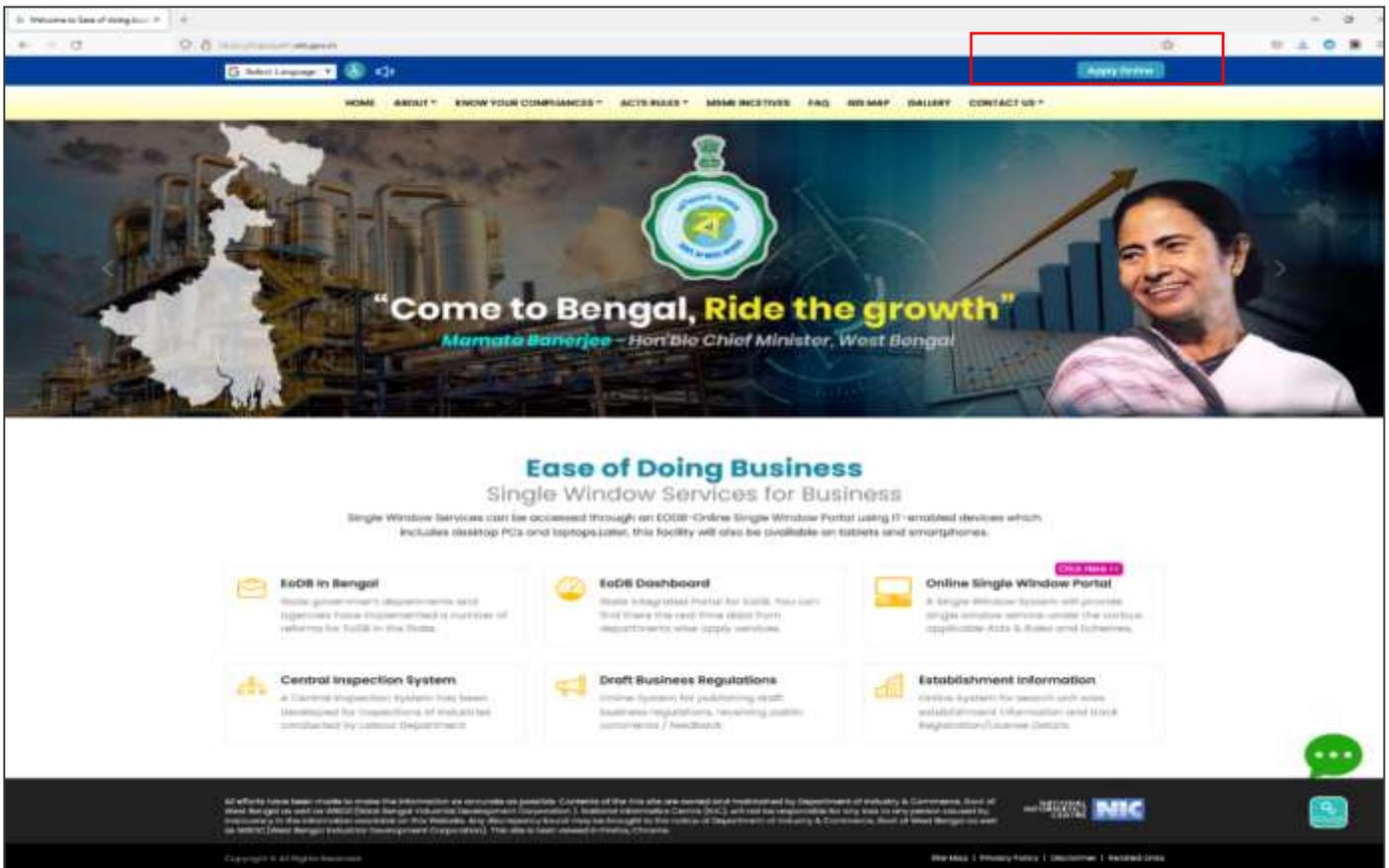
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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply Online' button.

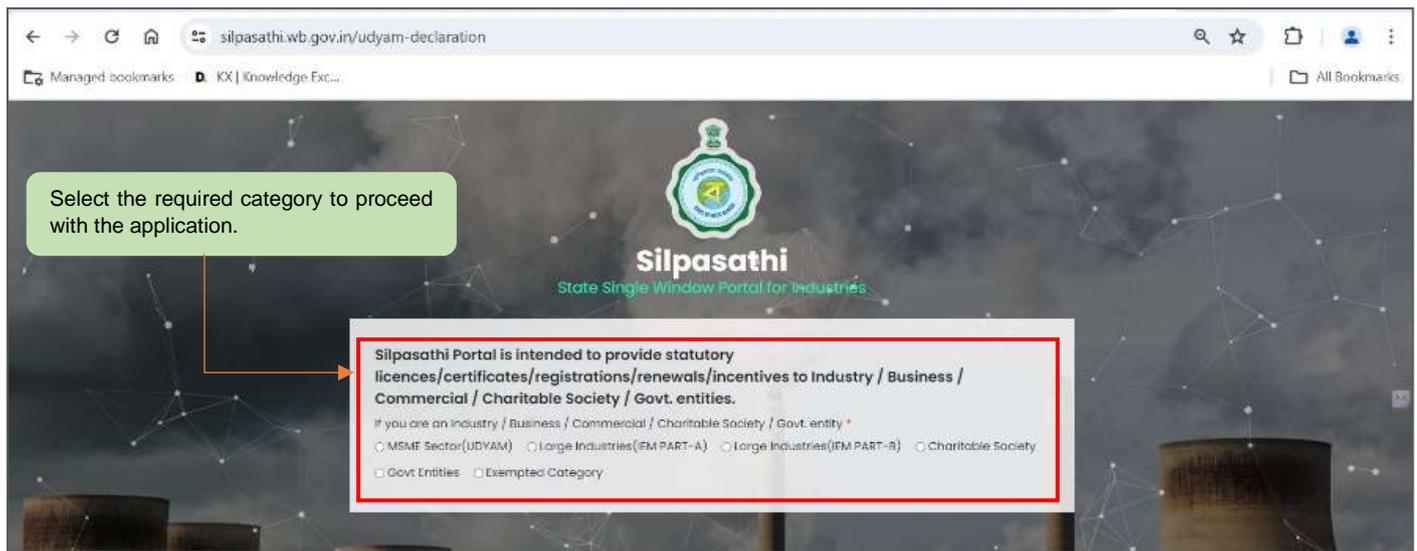


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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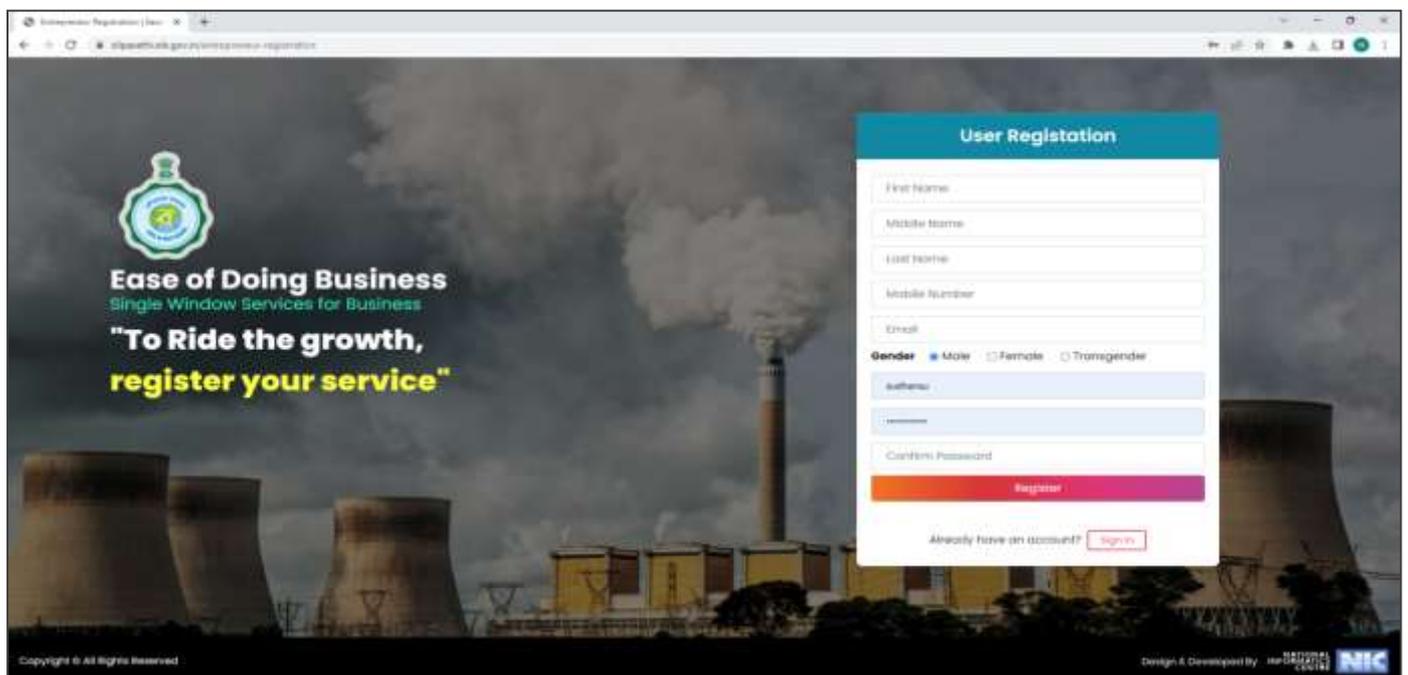
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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid **User ID, password and Captcha**.

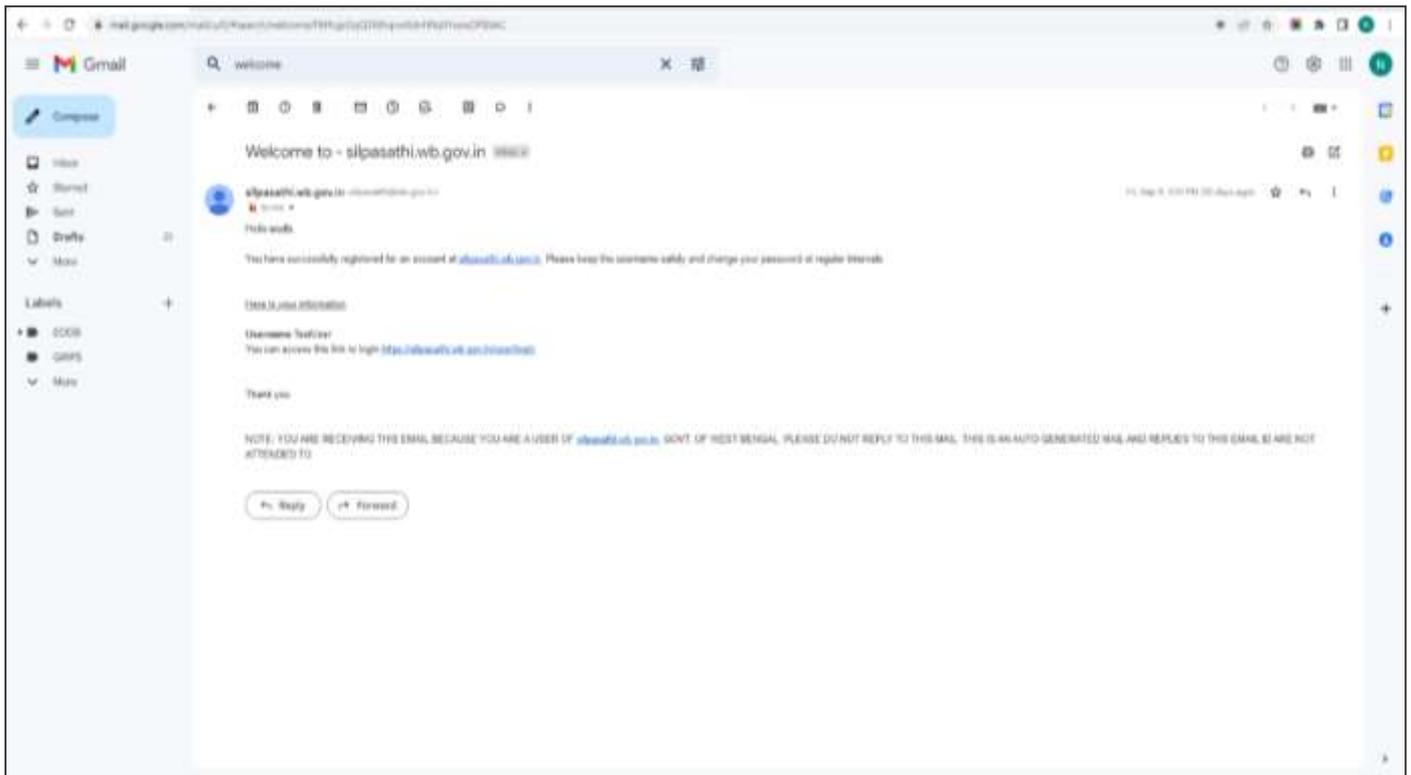


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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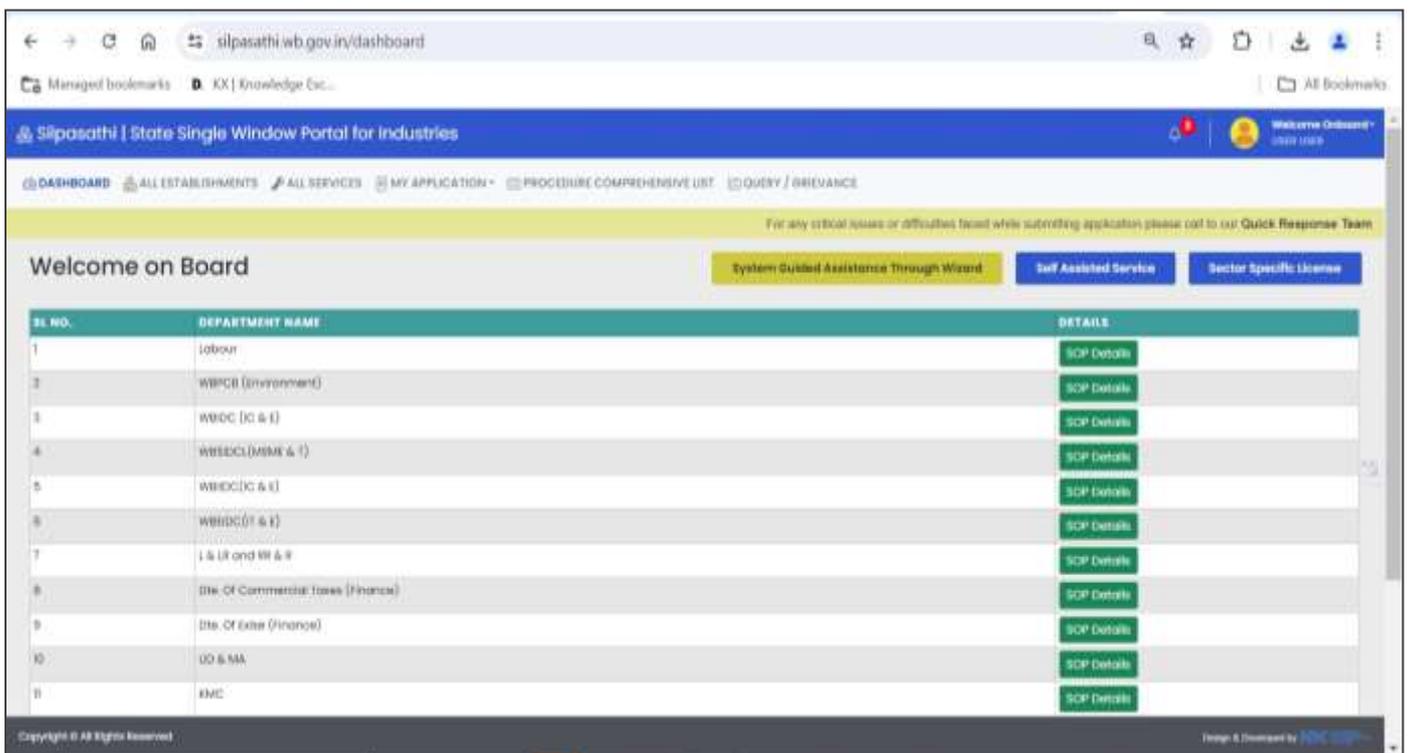
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Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

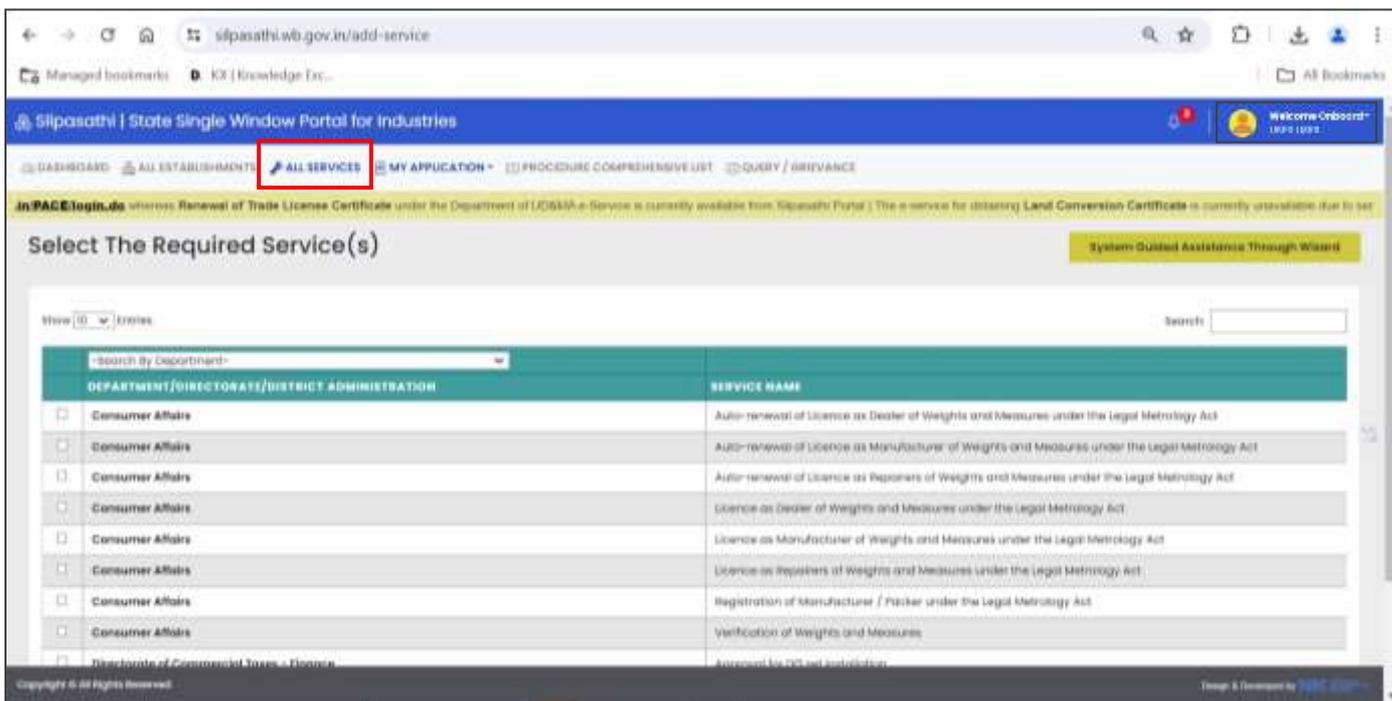


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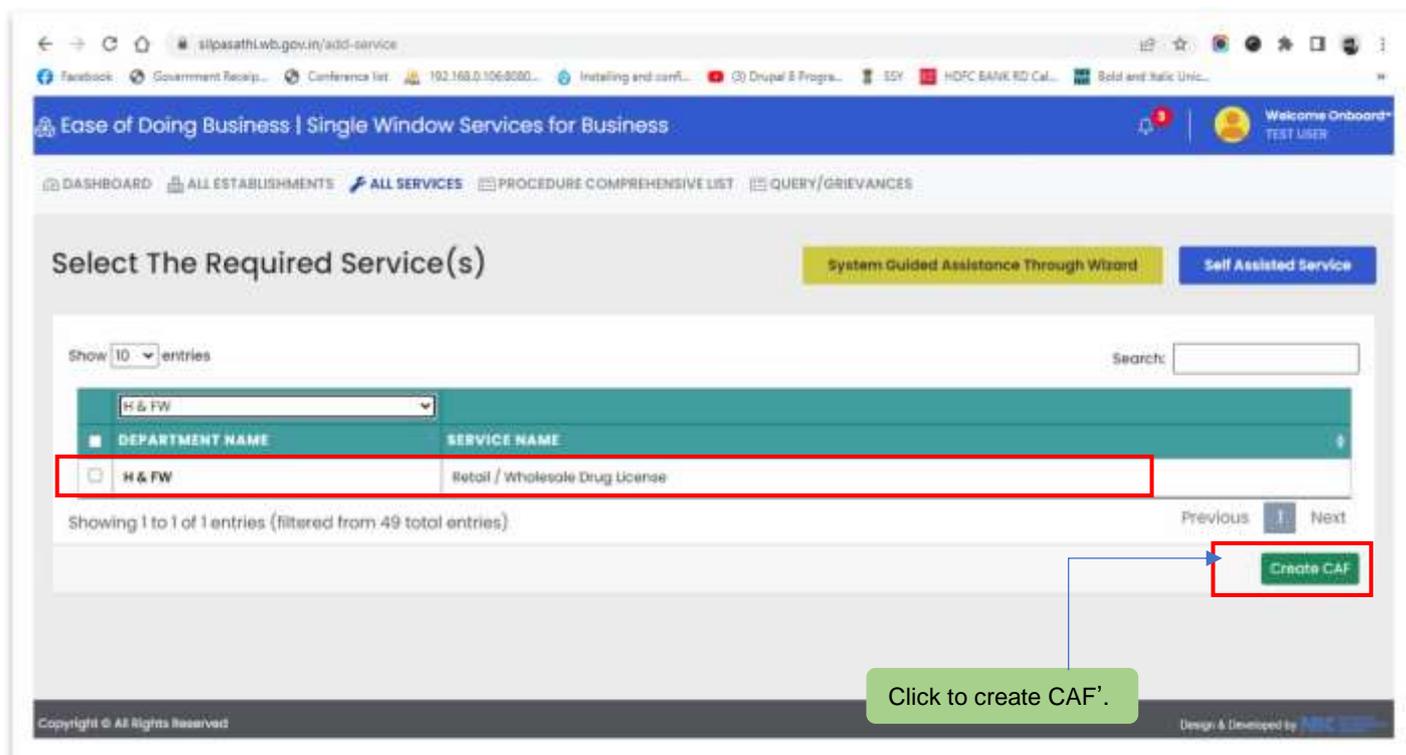
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **Retail/Wholesale Drug License**.



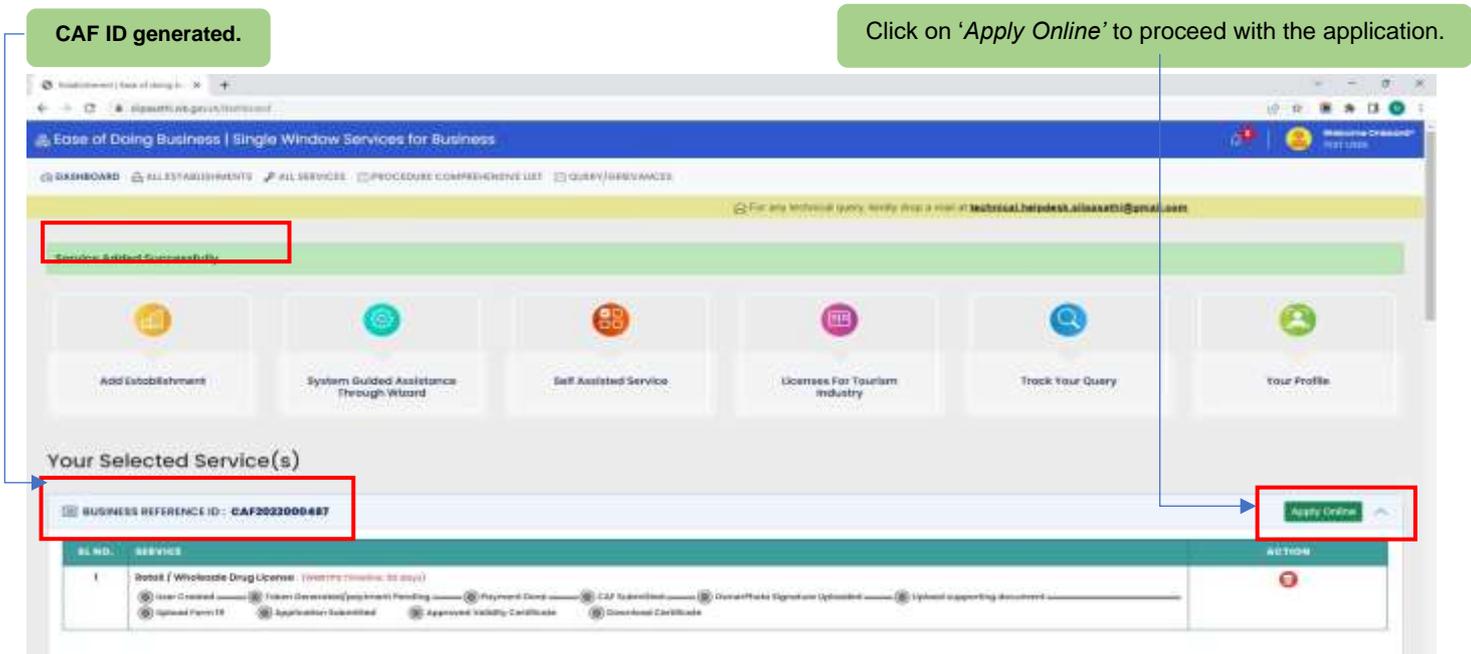
After selecting the service '**Retail/Wholesale Drug License**', the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard



After clicking on '[Apply Online](#)' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

Common Application Form

Progress: 10%

Firm Details

Application Type *
New

Type of Firm *
 Wholesale Retail

Name of Firm *
Test

Nature of Firm *
Partnership

Firm Address

Building No/ Holding No/ Daag No *
Test

Street Name *
Test

Address Line 1 *
Test

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The screenshot shows a web browser window with the URL silpasathi.wb.gov.in/af/application/MS/2015E4e-09d/W0V725AWHw/mg/TQ1TR/Y09xwz5uWjgk/MQ2o5Dhy3Z2z09. The page title is "Ease of Doing Business | Single Window Services for Business". The user is logged in as "TEST USER".

The form contains the following fields:

- Test (input field)
- 24PARAGANAS NORTH (dropdown menu)
- please specify Room No./ Floor No if available (text)
- Police Station * (dropdown menu: Barasat)
- Post Office * (input field: Test)
- City / Village * (input field: Test)
- Pincode * (input field: 700023)
- Local Authority * (dropdown menu: Others)
- Other Local Authority * (input field: Test)
- specify Municipality/Corporation/Panchayat Authority Name (text)

Contract Details Of Establishment

Email * (input field: Testuserm@gmail.com)
Please give authentic Email id. All communication will be done in this Email id.

Landline (input field: Landline)
(ex.033-xxxx-xxxx)

Mobile * (input field: 987670320)
Please give authentic mobile number. All communication will be done in this mobile number.

Qualification of the person responsible for operation if granted * (input field: Test)

Service Details

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The screenshot shows the same web browser window as above. The form contains the following fields:

- and C(i) drugs in the premises * (radio buttons: Yes, No)
- Actual floor space area (sqft) * (input field: 82)
- Height from floor to ceiling (ft) * (input field: 8.5)
- Trade Licence * (radio buttons: Applied for licence, Available)

A brief statement on construction of the premises (whether Brick Built, Plastered and Floor Cemented Roofing and Ceiling), *

WEST BENGAL

Nature of Ceiling * (dropdown menu: Temporary Shade Over false Ceiling)

Trade Licences / Trade Enlistment Certificate * (radio buttons: Yes, No)

- Do you have any other Drug Licence? * (radio buttons: Yes, No)
- Whether any other application has been rejected or convicted under D & A Act? * (radio buttons: Yes, No)
- Premises Type * (dropdown menu: Rented)
- Whether Refrigerator has been installed to stock for sale Drugs requiring Cold storage. If so, make Machine No. and capacity are to be mentioned. If so, Refrigerator is provided has a declaration excluding such Drugs been furnished? * (radio buttons: Yes, No)
- Working Hour * (input field)
- Weekly Closing Day * (input field)
- Total Working days (in a week) * (input field)

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The screenshot shows a web browser window with the URL silpasathi.wb.gov.in/cat/application/5/c2Rt54weDBdW5VtZ5R4WmHepTQ705/Y09ocU5dmjpk/VQ2o00ya5Z2z09. The page contains several form fields for registration details:

- Age:
- Experience (in Years):
- Registration No.:
- Appointment Letter: Yes No
- Joining Letter: Yes No
- Educational Certificate: Yes No
- Experience Certificate: Yes No
- Registration Certificate: Yes No

Below the form is a table with the following data:

SL NO	NAME	QUALIFICATION	OTHER QUALIFICATION	AGE	EXPERIENCE (IN YEARS)	REGISTRATION NO	APPOINTMENT LETTER	JOINING LETTER	EDUCATIONAL CERTIFICATE	EXPERIENCE CERTIFICATE	REGISTRATION CERTIFICATE	ACTION
1	test	Others	test	35	55	86805758	No	No	No	No	Yes	

Below the table is an "Owner Details" section with the following form fields:

- Owner Name:
- Owner Signature: No File Chosen
- Owner Photo: No File Chosen

At the bottom, there is a table with the following data:

SL NO	OWNER NAME	OWNER PHOTO	OWNER SIGNATURE	ACTION
No data found!				

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This screenshot is identical to the one above, showing the same registration form and table. At the bottom of the page, there are two additional buttons:

-
-

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Z

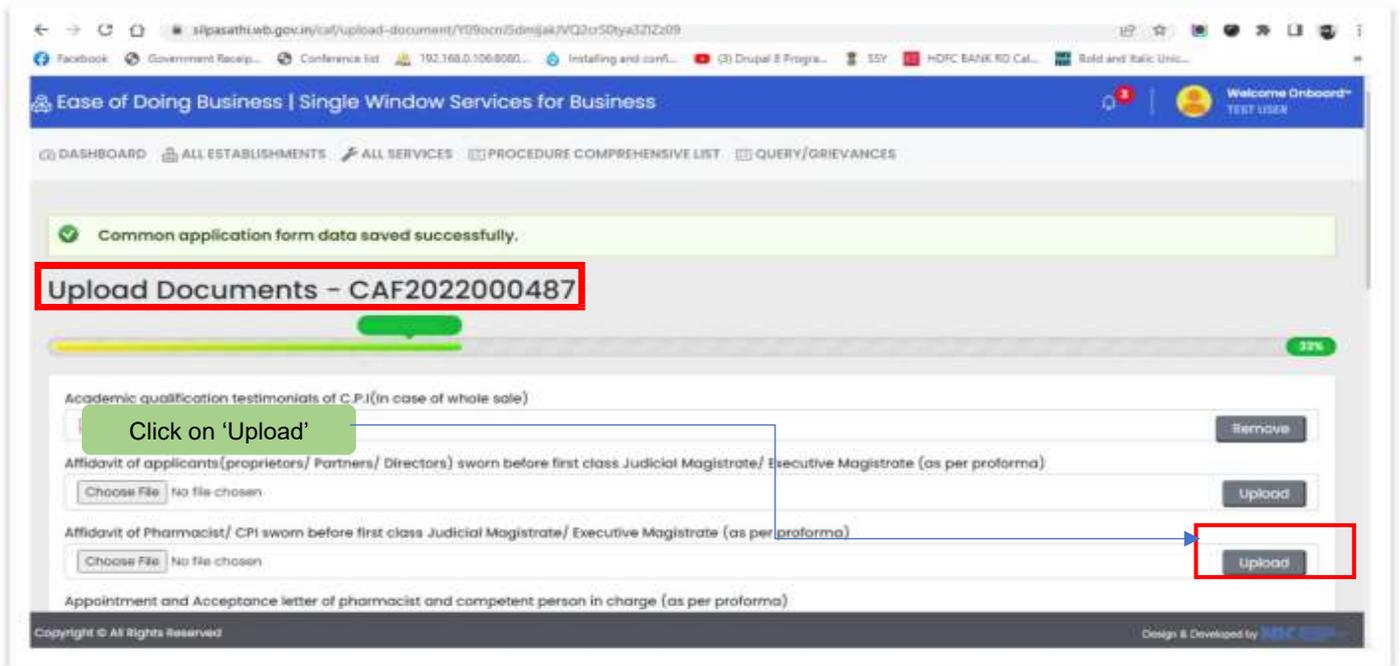
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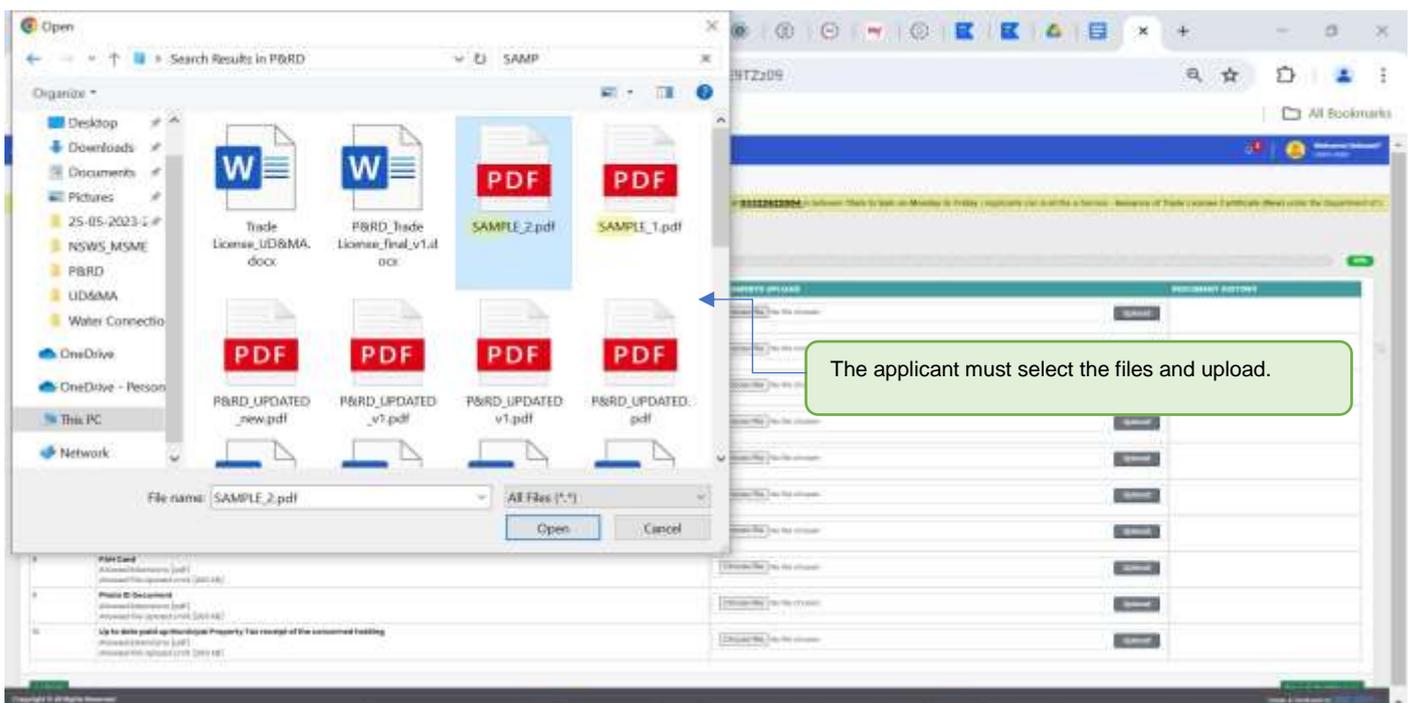
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Upon completion of the application process along with document submission, the applicant clicks on the 'Submit' button for final submission of the application.

The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.



The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Choose File'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.

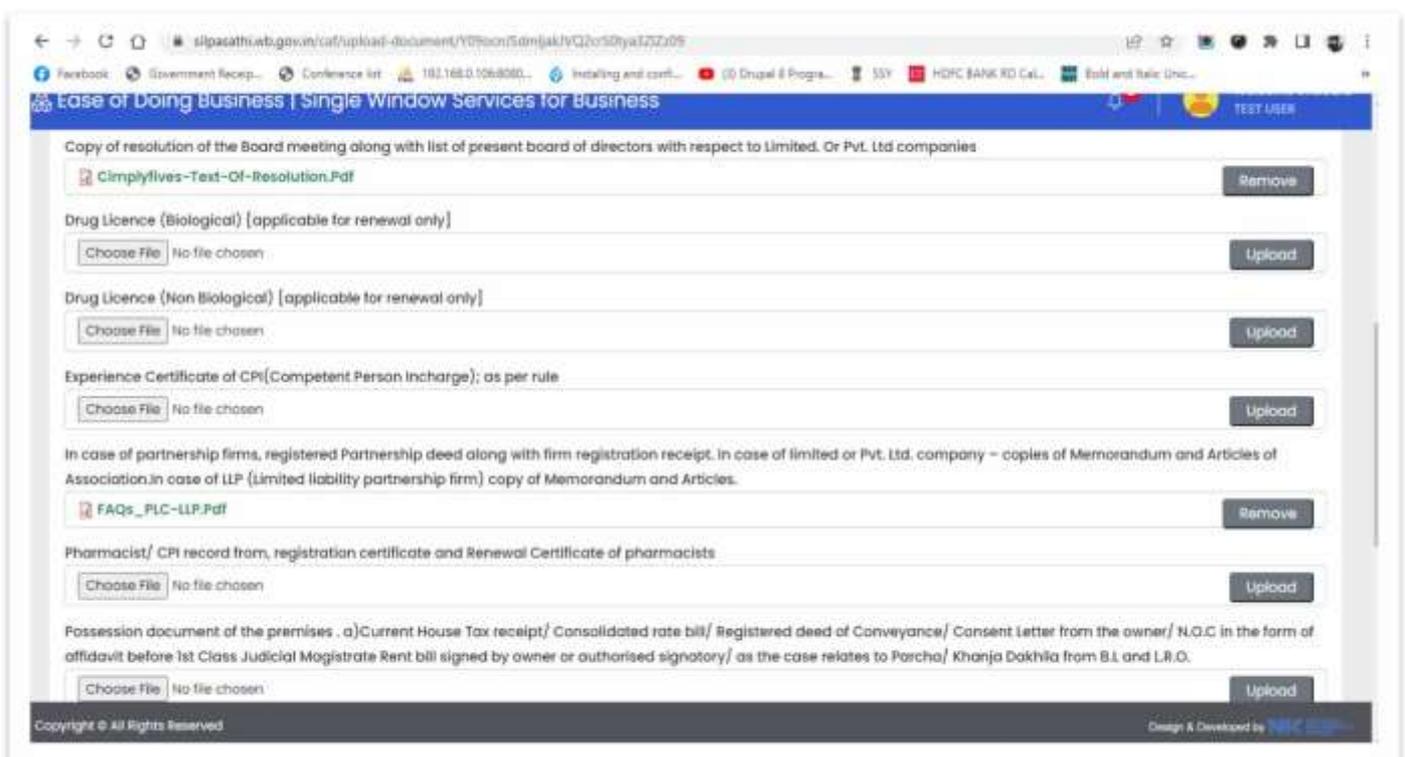
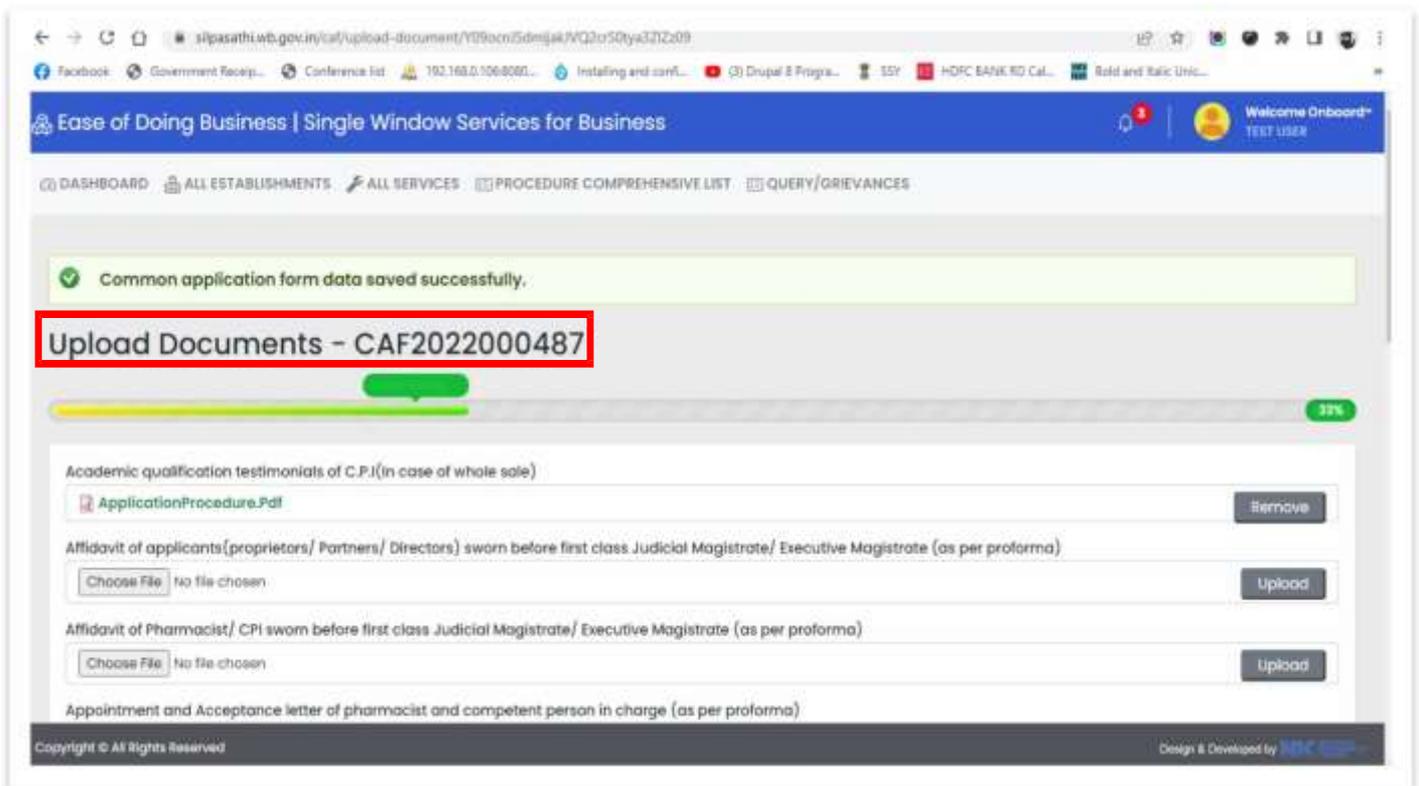


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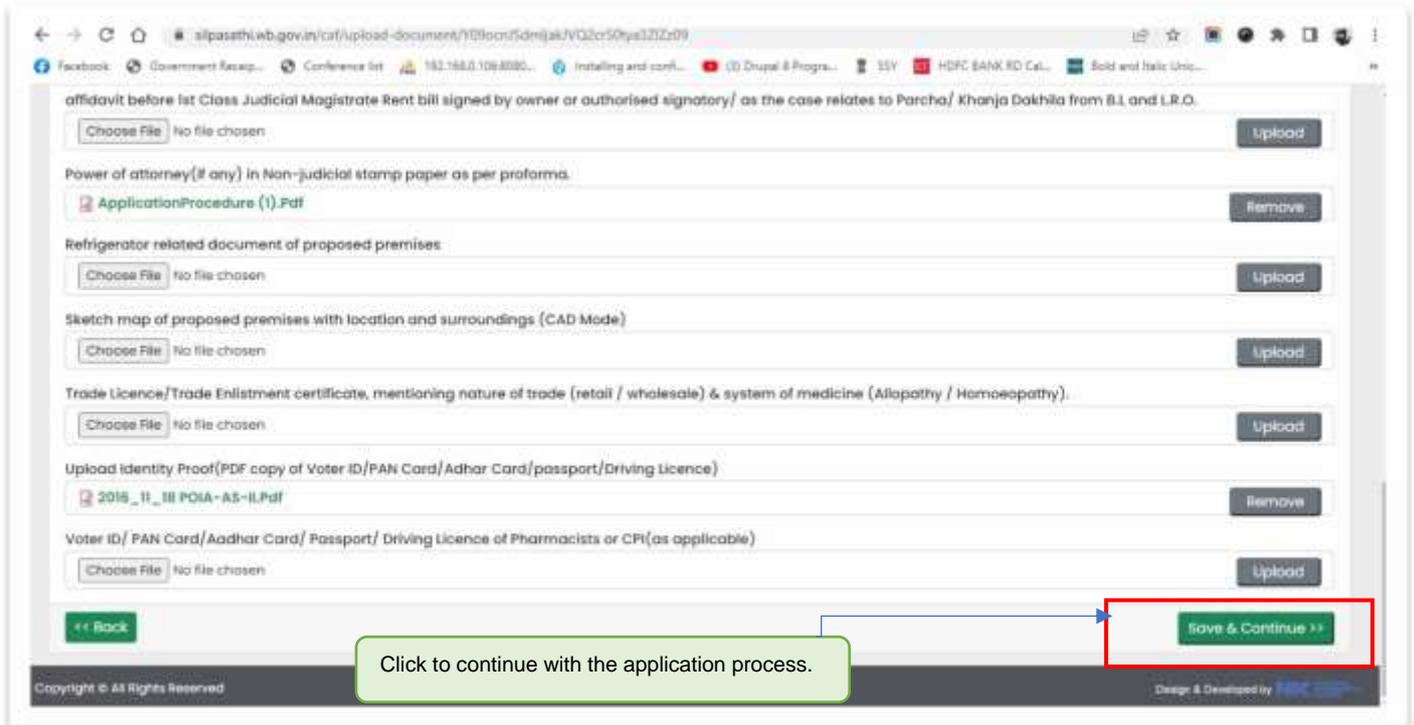
The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.



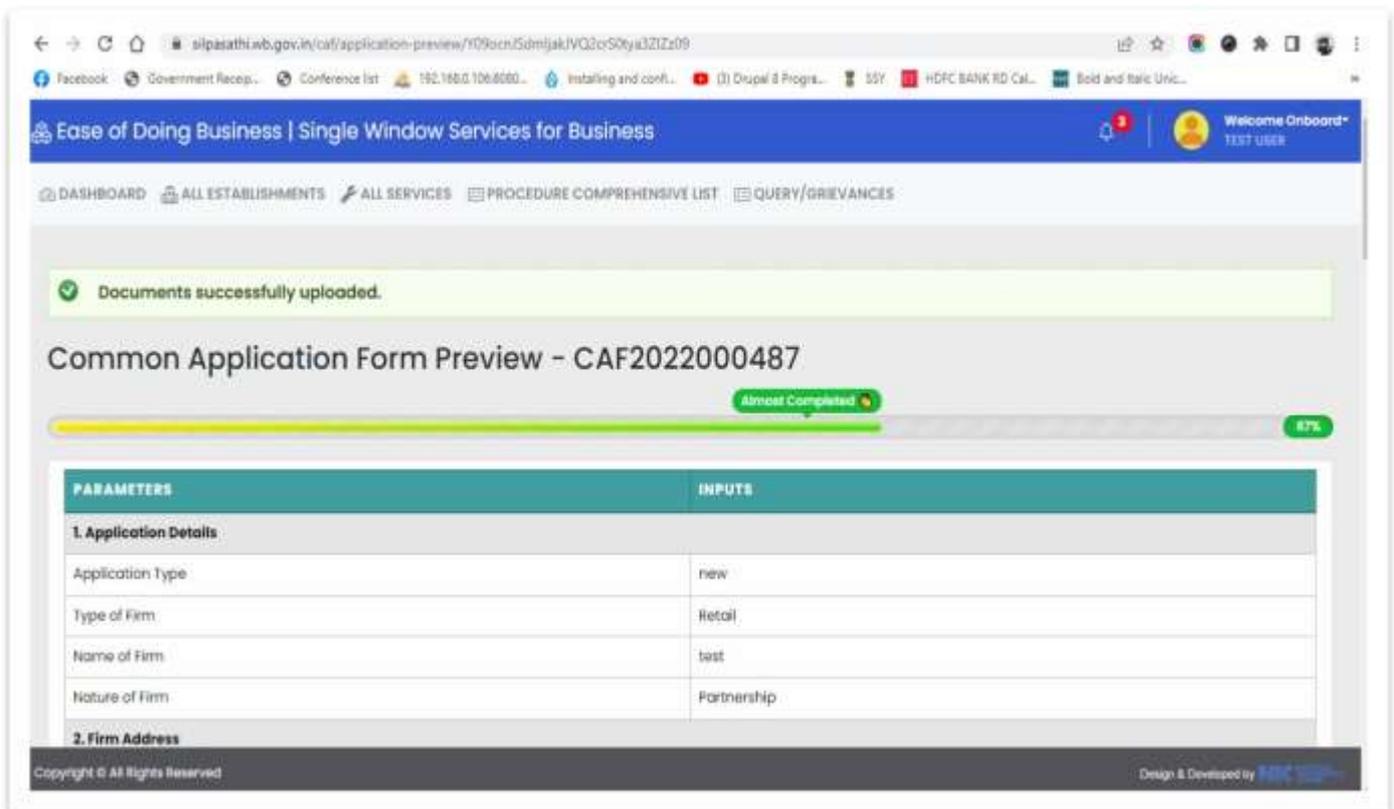
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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.



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The screenshot shows a web browser window with the URL silpasathi.wb.gov.in/cat/application-preview/YQ3ocrj56mjaU/VQ2c50ya3Z1z09. The page header includes 'Ease of Doing Business | Single Window Services for Business' and a 'Welcome Onboard!' message for 'TEST USER'. The main content is a form titled '2. Firm Address' with the following fields:

Building No/ Holding No/daag No	test
Street Name	test
Address Line 1	test
Address Line 2	test
District	24PARAGANAS NORTH
Police Station	Barasat
Post Office	test
City / Village	test
Pincode	700123
Local Authority	Others
Other Local Authority	test

Below this is a section titled '3. Contract Details of Establishment' with one field:

Email	testusernic@gmail.com
-------	-----------------------

At the bottom, there is a footer with 'Copyright © All Rights Reserved.' and 'Design & Developed by NIC'.

The screenshot shows the same web browser window as above, but with a different form titled 'Particulars of storage accommodation for Schedules C and C(D) drugs in the premises'. The fields are as follows:

Particulars of storage accommodation for Schedules C and C(D) drugs in the premises	No
Actual floor space area (sqft)	112
Height from floor to ceiling (ft)	5.57
Trade Licence	Applied for Licence
Trade License No	
A brief statement on construction of the premises (whether Brick Built Plastered and Floor Cemented Roofing and Ceiling)	WEST BENGAL
Nature of Ceiling	Temporary Shade Over False Ceiling
Trade Licences / Trade Enlistment Certificate	No
Do you have any other Drug Licence?	No
Whether any other application has been rejected or convicted under D & A Act?	No
Premises Type	Rented
Whether Refrigerator has been installed to stock for sale Drugs requiring Cold storage. If so, make Machine No. and capacity are to be mentioned. If so, Refrigerator is provided has a declaration excluding such Drugs been furnished?	No
Working Hour	4?
Weekly Closing Day	test

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The screenshot shows a web browser window with the URL silpasathi.wb.gov.in/cat/application-preview/Y0f0ocn5dmjak/VQ2cr50tya3Zz09. The page displays the following sections:

- 5. Registered Pharmacist Details:** A table with 12 columns: SL NO, NAME, QUALIFICATION, OTHER QUALIFICATION, AGE, EXPERIENCE (IN YEARS), REGISTRATION NO, APPOINTMENT LETTER, JOINING LETTER, EDUCATIONAL CERTIFICATE, EXPERIENCE CERTIFICATE, and REGISTRATION CERTIFICATE. The first row contains the following data: SL NO: 1, NAME: test, QUALIFICATION: Others, OTHER QUALIFICATION: test, AGE: 35, EXPERIENCE (IN YEARS): 56, REGISTRATION NO: 86865756, APPOINTMENT LETTER: No, JOINING LETTER: No, EDUCATIONAL CERTIFICATE: No, EXPERIENCE CERTIFICATE: No, REGISTRATION CERTIFICATE: Yes.
- 6. Owner Details:** A table with 4 columns: SL NO, OWNER NAME, OWNER PHOTO, and OWNER SIGNATURE. The content below the table is "No data found".
- UPLOADED SUPPORTING DOCUMENTS:** A list of documents with "View" buttons:
 - Upload Identity Proof(PDF copy of Voter ID/PAN Card/Adhar Card/passport/Driving Licence)
 - Power of attorney(if any) in Non-judicial stamp paper as per proforma.
 - 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.

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This screenshot shows the same application preview page as above, but with additional details in the 'UPLOADED SUPPORTING DOCUMENTS' section and a declaration statement.

- UPLOADED SUPPORTING DOCUMENTS:** The list of documents is expanded to include:
 - Copy of resolution of the Board meeting along with list of present board of directors with respect to limited. Or Pvt. Ltd companies
 - Academic qualification testimonials of C.P.A.(in case of whole sale)
- Declaration Statement:** A checkbox is checked, followed by the text: "I hereby declare that the particulars given above are true to the best of my knowledge and belief".
- Submit Button:** A green button labeled "Submit" is located at the bottom right of the form.

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Declaration statement

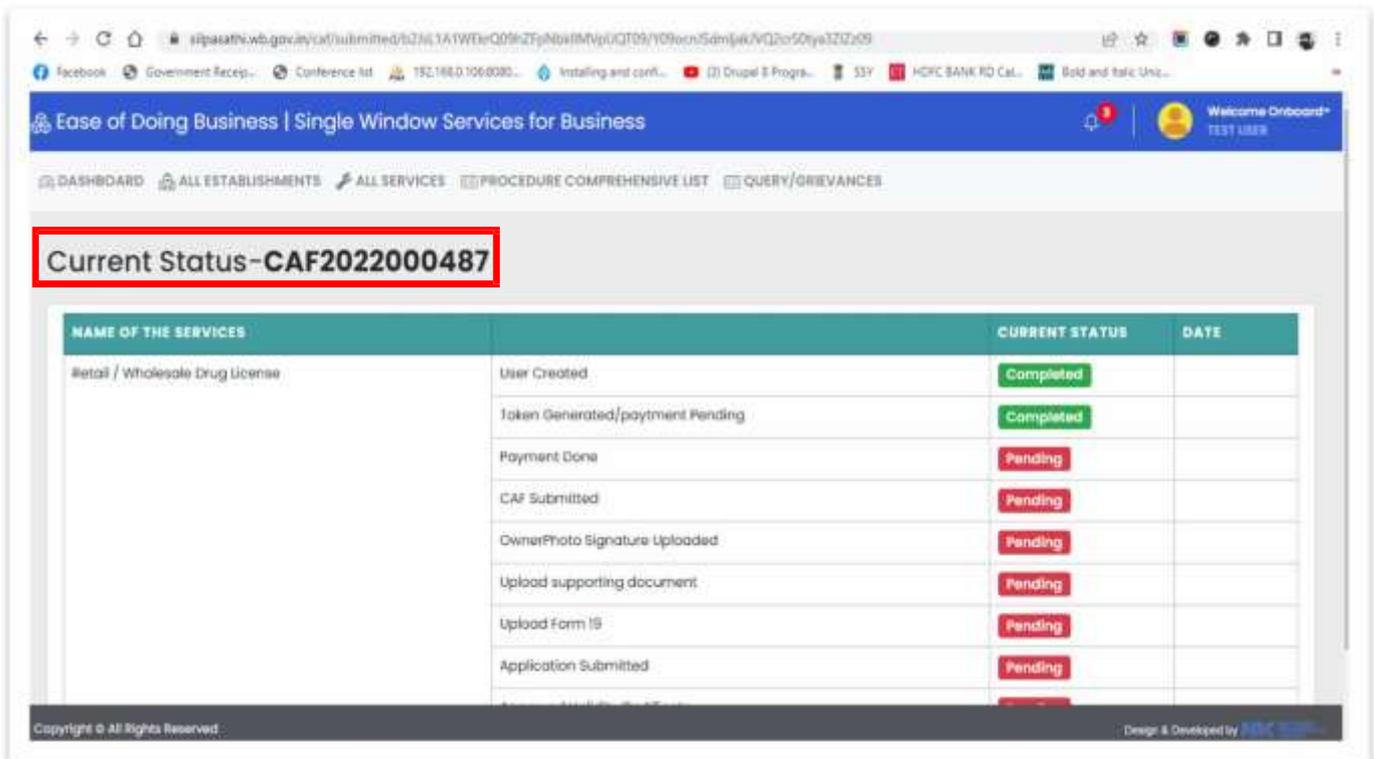
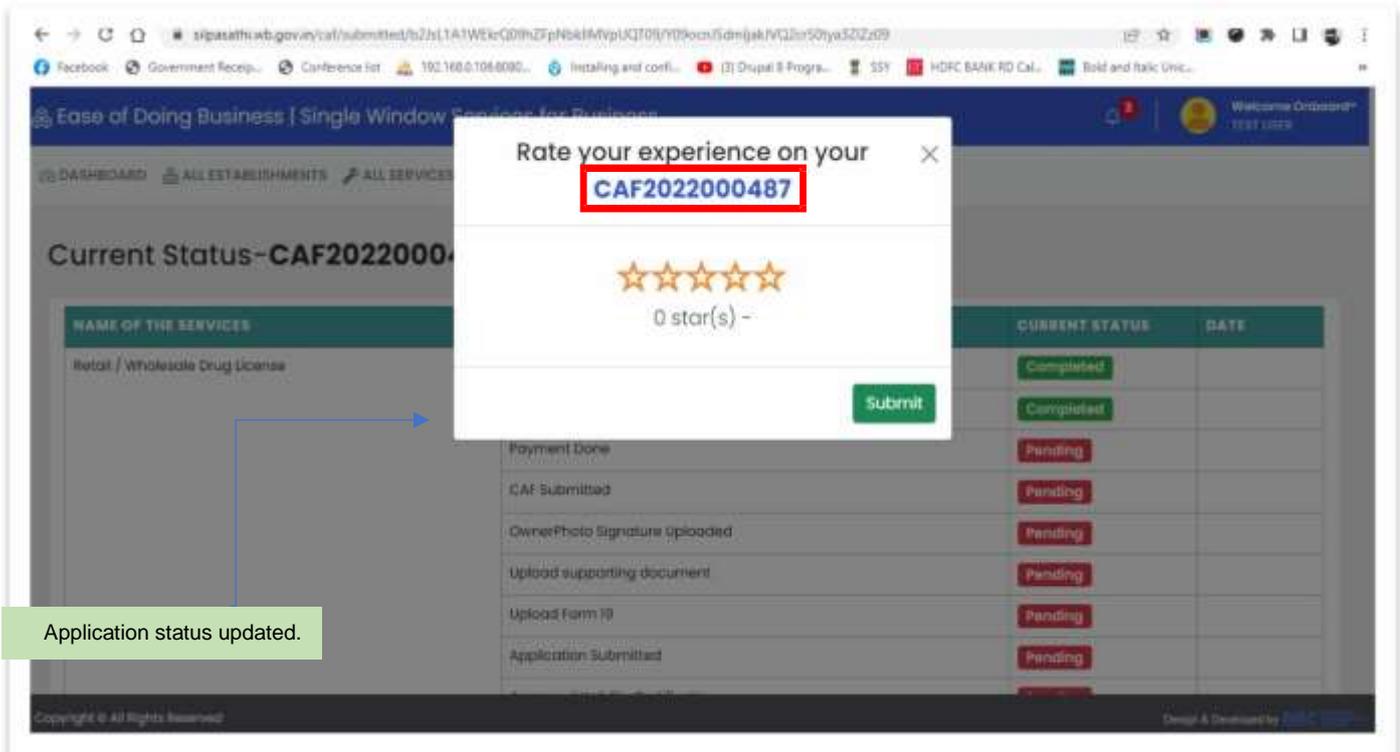
Click on submit for submission of application.

On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

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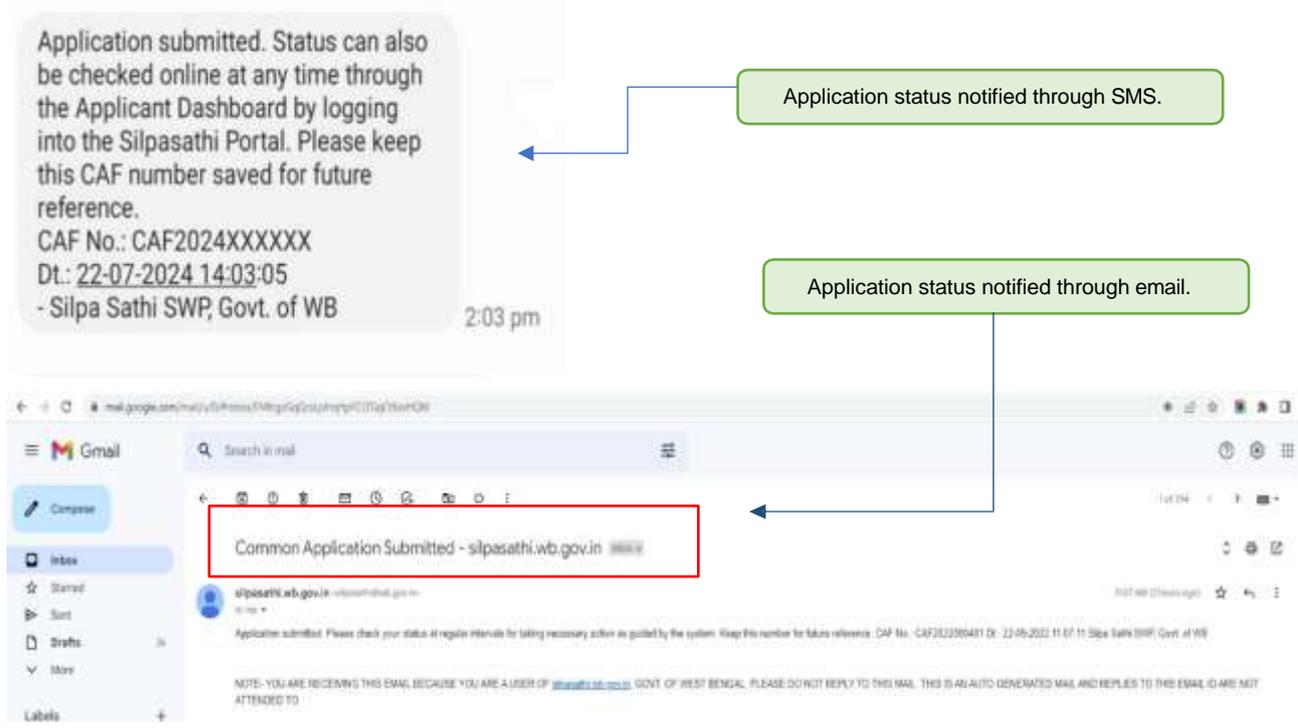


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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



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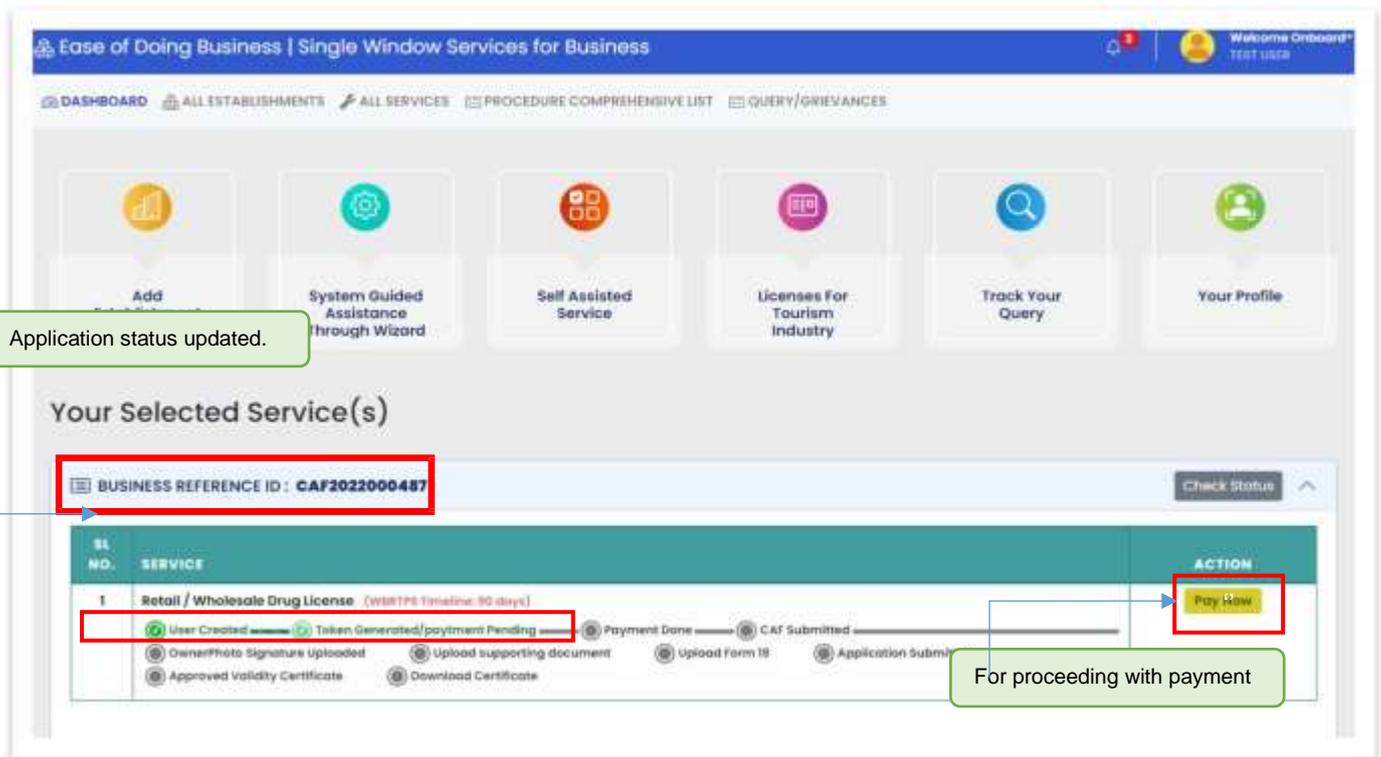
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2. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard



The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.

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Payments Details-CAF2022000487

Verify Payment details

Please click on the button under the action column to fetch the updated payment status. [CLICK HERE](#)

Details of the depositor

Dept. Payment Reference Number	EOD8771348098985305	<i>Note: By pressing "Confirm Payment" button you are redirected to Grips portal, please do not press back button or refresh. You will automatically redirect to dashboard after successful payment. Please don't be confused if not redirected automatically, your payment status will be updated shortly.</i>
CAF Number	CAF2022000487	
Name	Test User	
Email	testuser@gmail.com	
Mobile	8999999999	

Service wise fees details

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT (RS.)
1	Retail / Wholesale Drug License	Licence Fees	0210-01-107-001-13	1500
Total				1500

[Back](#) [Proceed to Pay](#)

Click here to proceed with the payment in GRIPS portal.

The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

DEPOSITOR'S DETAILS

Details of Payment			
Department:	Health & Family Welfare	No. Of Head:	1
Depositor Name:	Test User	Address:	Kolkata
Mobile No:	8999999999	E-Mail:	testuser@gmail.com
Identification No:	03330220221663583248	Payment Ref. No.:	CAF2022000487
In favour of:	H & FW	Payment Mode:	NA
Period From:	19/09/2022	Period To:	19/09/2022
Total Amount[₹]:	1500	Remarks:	Payment for -Retail / Wholesale Drug License

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CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[₹]
DRUG	03330220221963583248	0210-01-107-001-13	Receipt Under Drugs Act	1500
				Total Amount: 1500
IN WORDS:				ONE THOUSAND FIVE HUNDRED ONLY.

Select Payment Mode
Payment Mode: SBI EPay

CONFIRM CANCEL

Payment amount displayed.

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities
Site Maintained by TATA Consultancy Services Ltd.

www.ms.gov.in/.../esipay/.../...

Facebook Government Revenu... Conference list 192.168.0.105:8080... Installing and canfi... [T] Drupal 8 Progra... 35Y HDPC BANK RD Cal... Bnk and Italc Univ...

iFMS Integrated Financial Management System **GRIPS** Finance Department, Government of West Bengal

Payments through GRIPS portal
Health & Family Welfare
Payment Mode: SBI EPay

Select Bank to make payment

Bank Easy Search:
Select Bank: SBI EPay

RESET PROCEED CANCEL

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities
Site Maintained by TATA Consultancy Services Ltd.

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The screenshot shows the iFMS interface with the following details:

DEPOSITOR'S DETAILS

Challan Details For GRN NO.: 192022230124353448

Payment Status:	Pending	Bank Name:	SBI EPay
GRN Date:	19/09/2022 16:01:01	BRN Date:	Pending
No. of Challan:	1	BRN:	Pending
Identification No:	03330220221963583248	Dept. Ref. No:	CAF2022000407
Depositor Name:	Test User	Address:	Kolkata
On behalf Of:	H & FW	Depositor's Type:	Citizen
Mobile No:	8999999999	E-Mail:	testuser@gmail.com
Period From:	19/09/2022	Period To:	19/09/2022
Total Amount[*]:	1500	System Time:	19/09/2022 16:01:01

PAYMENT DETAILS

SERVICE TYPE	IDENTIFICATION NO	HEAD DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[*]
DRUG	03330220221963583248	Receipt Under Drugs Act	0210-01-107-001-13	1500
				Total Amount: 1500
				IN WORDS: ONE THOUSAND FIVE HUNDRED ONLY

Buttons: PROCEED, CANCEL

The screenshot shows the SBIePay interface with the following details:

Payment Details

- Debit/Credit/Prepaid Cards
- Internet Banking
- BHIM UPI
- Wallets
- NEFT
- SBI Branch Payment

Please enter your card details

Card Number: [Input field]

Expiry Date/Valid Thru: [Month/Year] [CVV/CVC 4-DIGIT]

Name of the card holder: [Input field]

Use your GSTIN for claiming input tax (Optional)

Pay Now

Order Summary

Order No.: 071020222013283898

Merchant Name: GRIPS 2.0

Amount: 20500.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

Select payment mode.

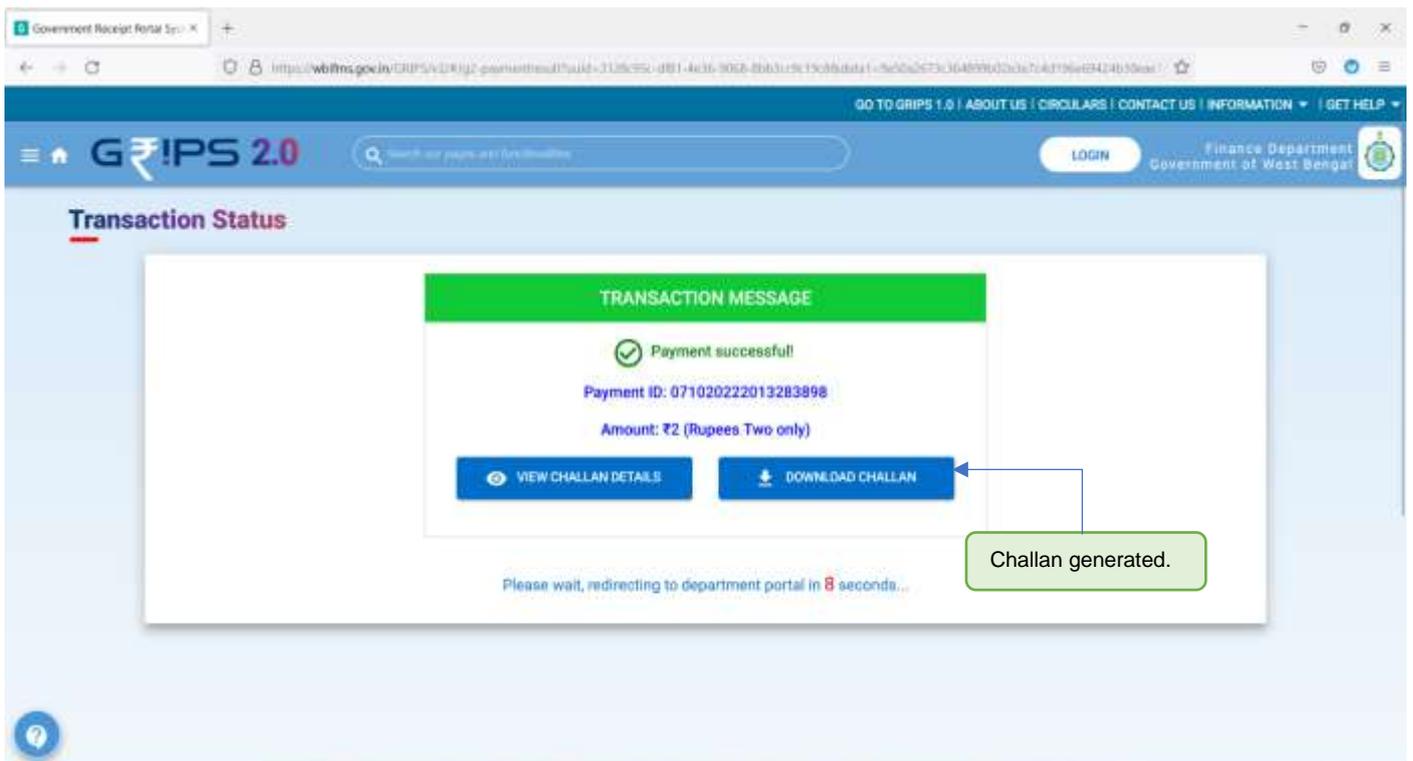
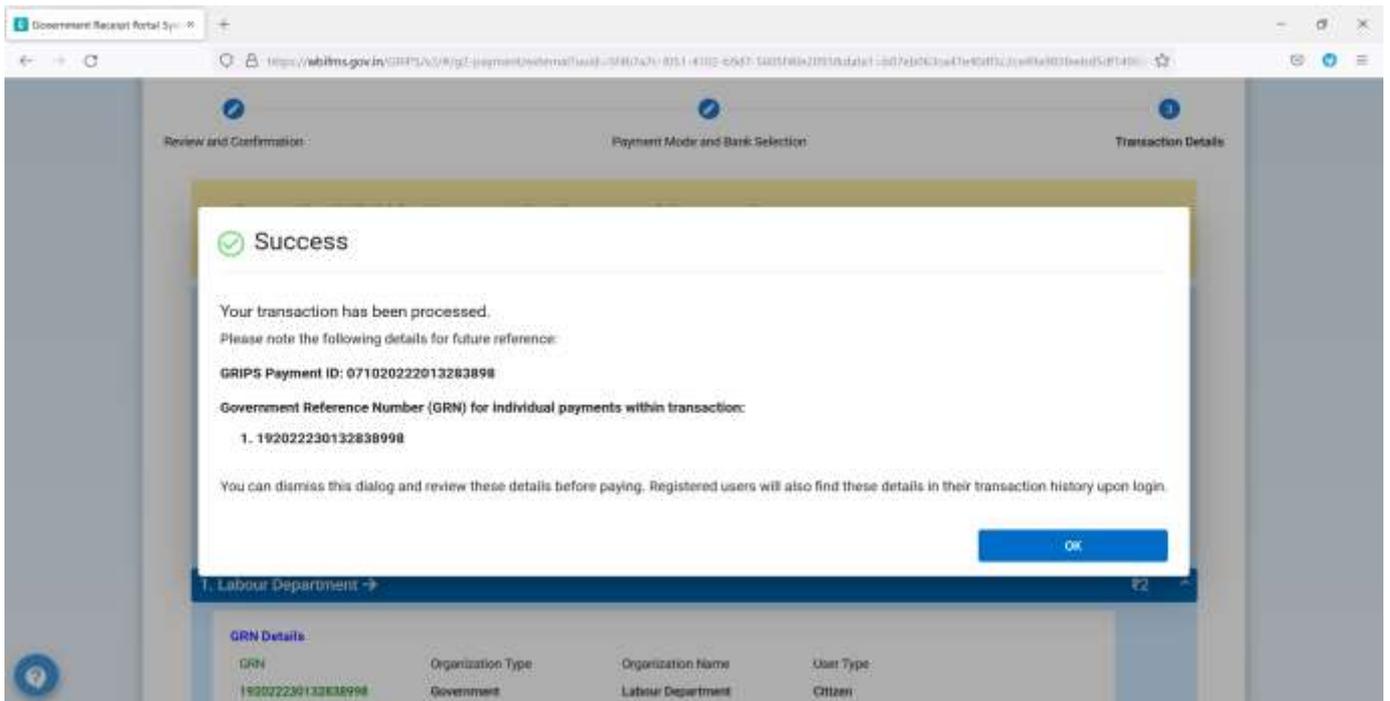
14mins 53seconds

Request you to approve the transaction by logging in to the UPI app...Please wait while the payment is in process

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Once the CAF is successfully submitted, the concerned application will be sent for Signature upload followed by Form 19 upload. After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.

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The screenshot shows a web browser window with the URL <https://www.cdilicense.com/track/CAF2022000487>. The page title is "Ease of Doing Business | Single Window Services for Business". The user is logged in as "Welcome Debashree" on 11/01/2024. The navigation menu includes "DASHBOARD", "ALL ESTABLISHMENTS", and "ALL SERVICES".

Current Status-CAF2022000487

NAME OF THE SERVICES	CURRENT STATUS	DATE
Retail / Wholesale Drug License	User Created	Completed
	Token Generated payment Pending	Completed
	Payment Done	Completed
	CAF Submitted	Completed
	Owner/Photo Signature Uploaded	Completed
	Upload supporting document	Completed
	Upload Form 10	Completed
	Application Submitted	Completed
	Approved Validity Certificate	Completed
	Download Certificate	Completed

A green callout box with the text "Latest Status updated." is overlaid on the table.

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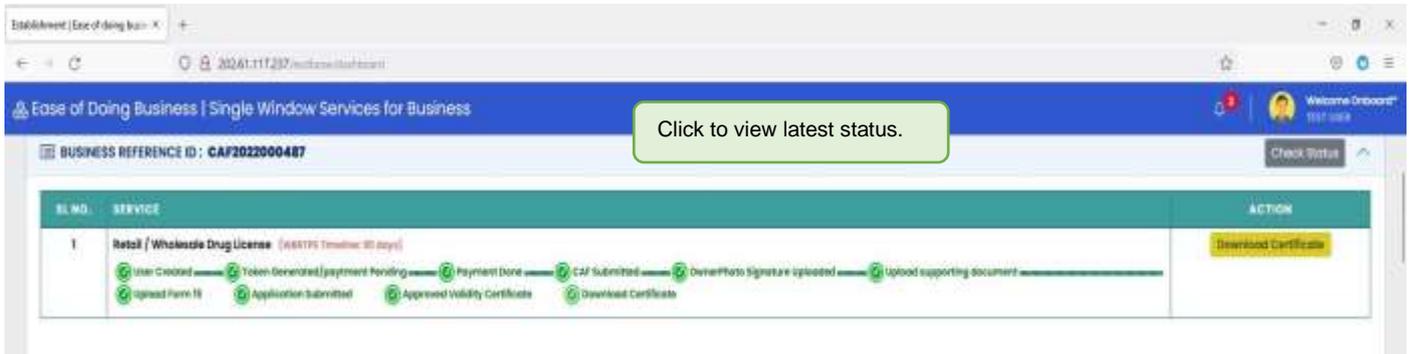
Retail/Wholesale Drug License

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3. Track Status of Application

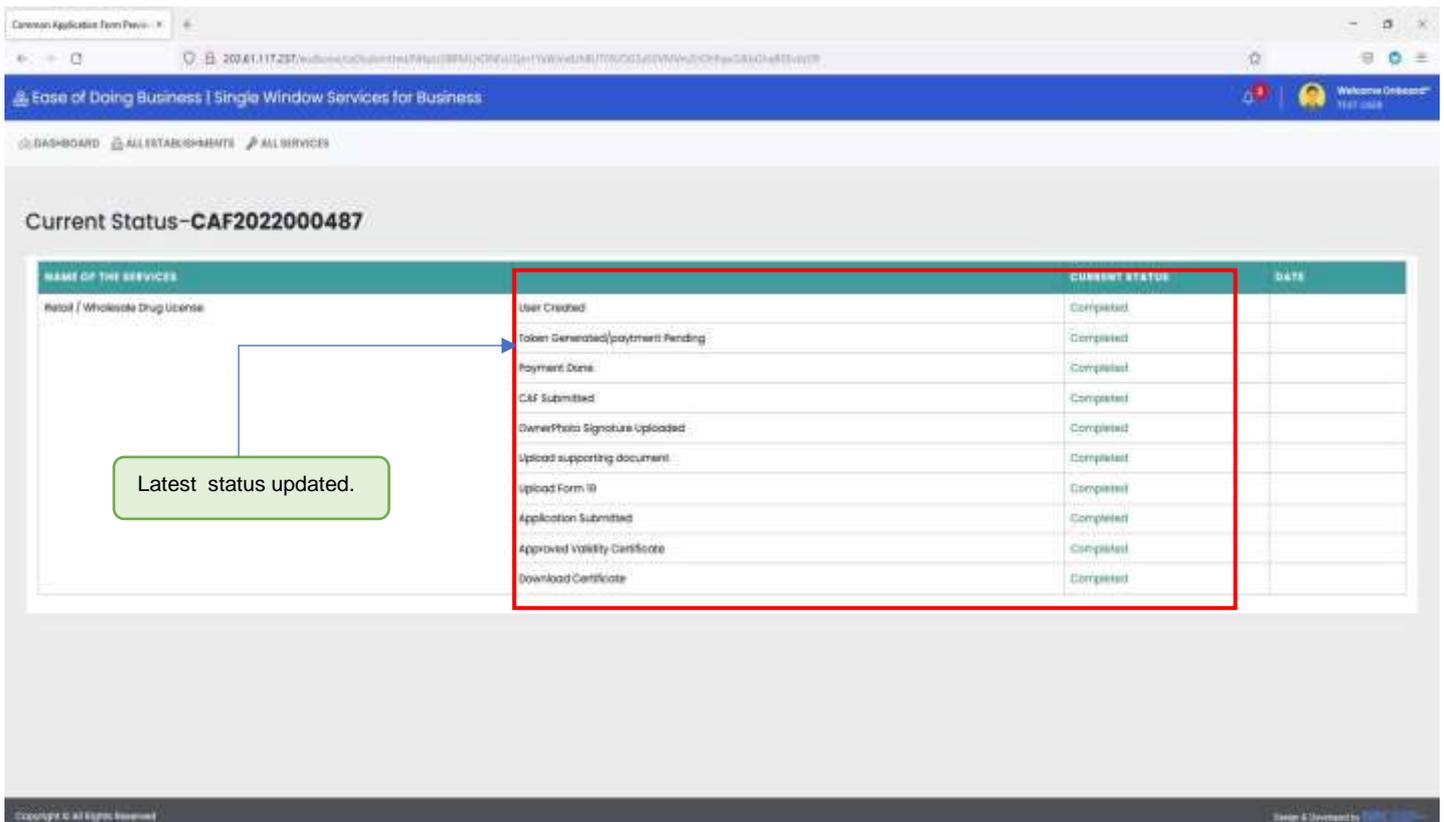
The applicant has to click on '**Check Status**' to view the latest status of the application.

Applicant's Dashboard



Note: Latest status can be seen any time through Applicant's Dashboard

Current status appears in the Status Dashboard (Screenshot below).



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4. Online Download of final approval certificate

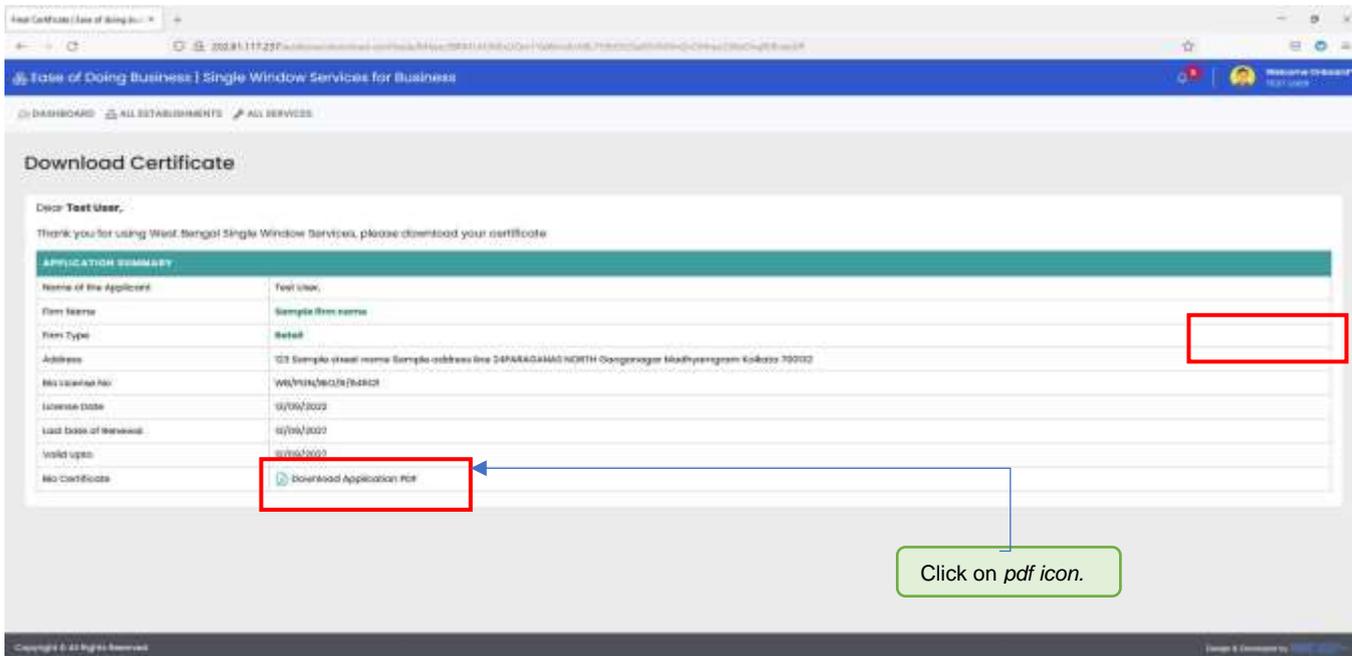
The applicant has to '**Download License**' to view further.

Applicant's Dashboard



Note: Latest status can be seen any time through Applicant's Dashboard

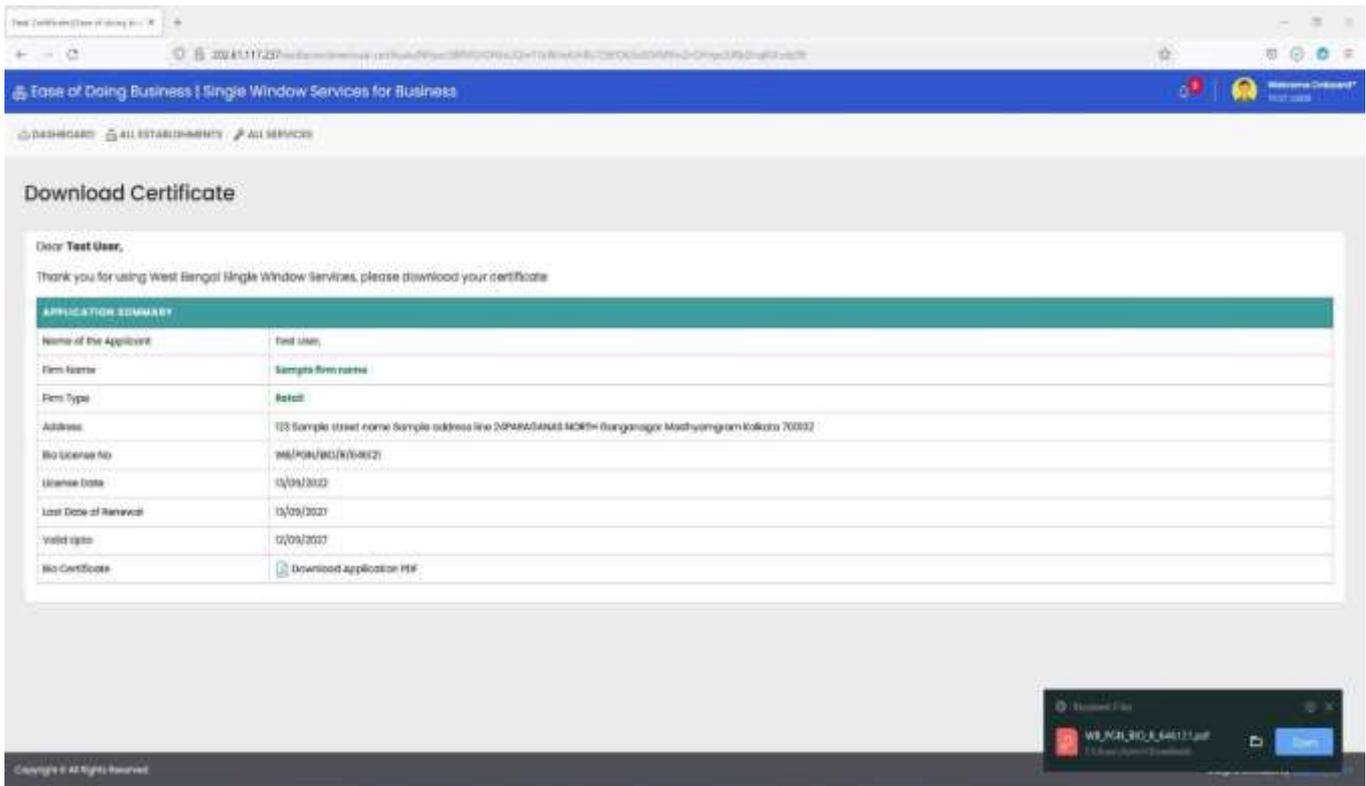
The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on '**PDF**' icon to download the Final Approval Certificate issued.



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The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)



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5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate.

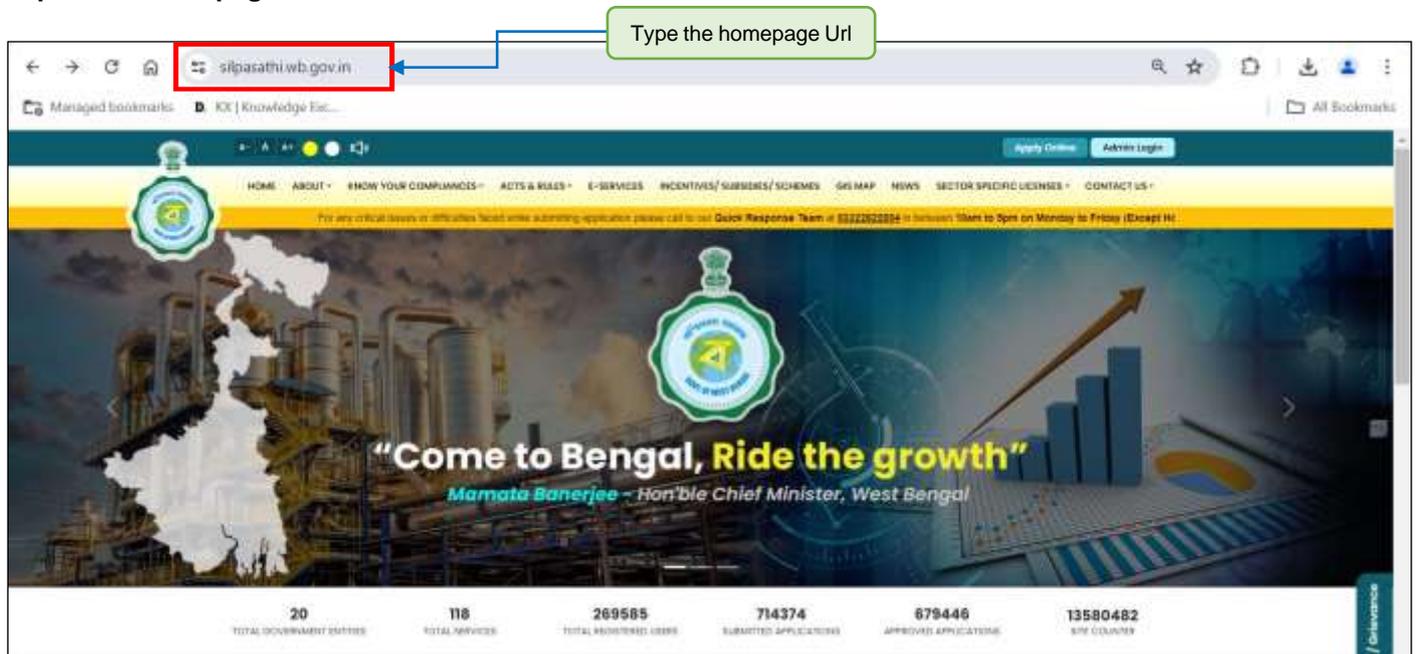
Third part verification process

The applicant or any user has to log in to www.silpasathi.wb.gov.in.

A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

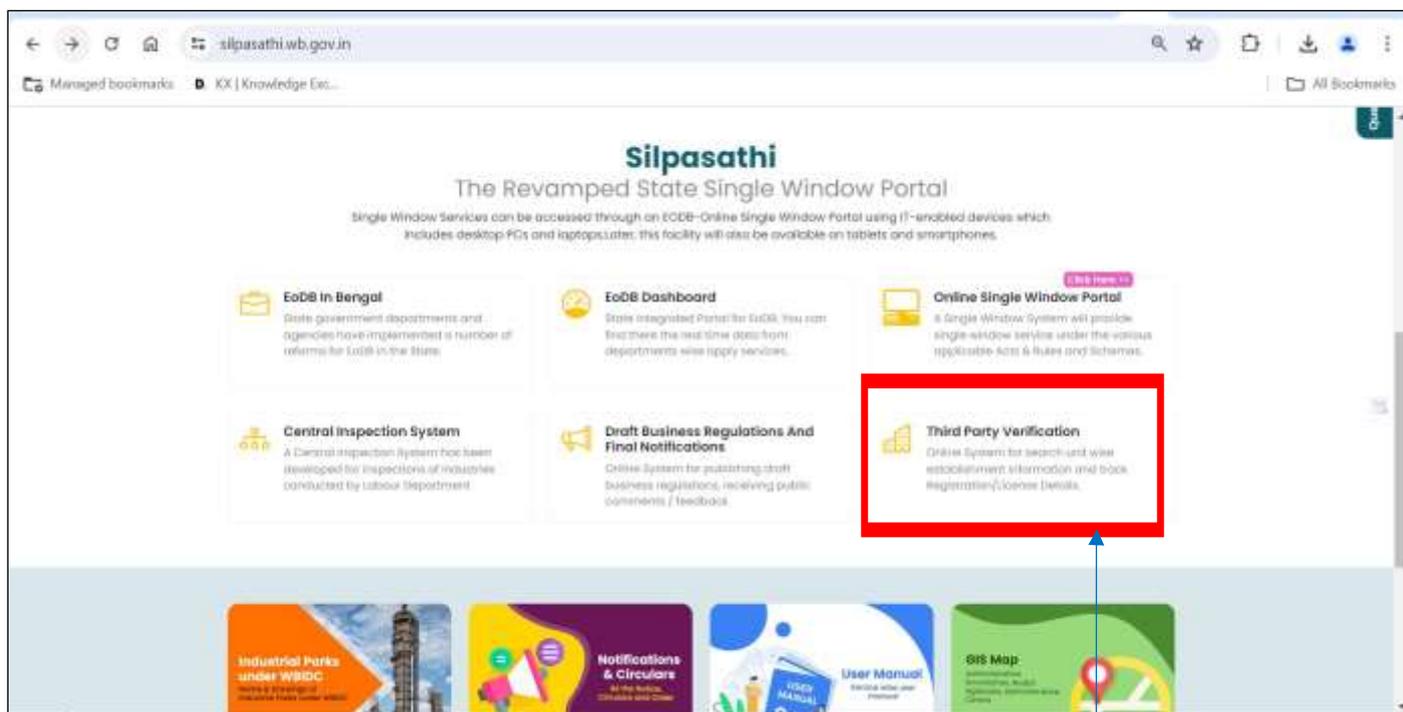
SilpaSathi Homepage



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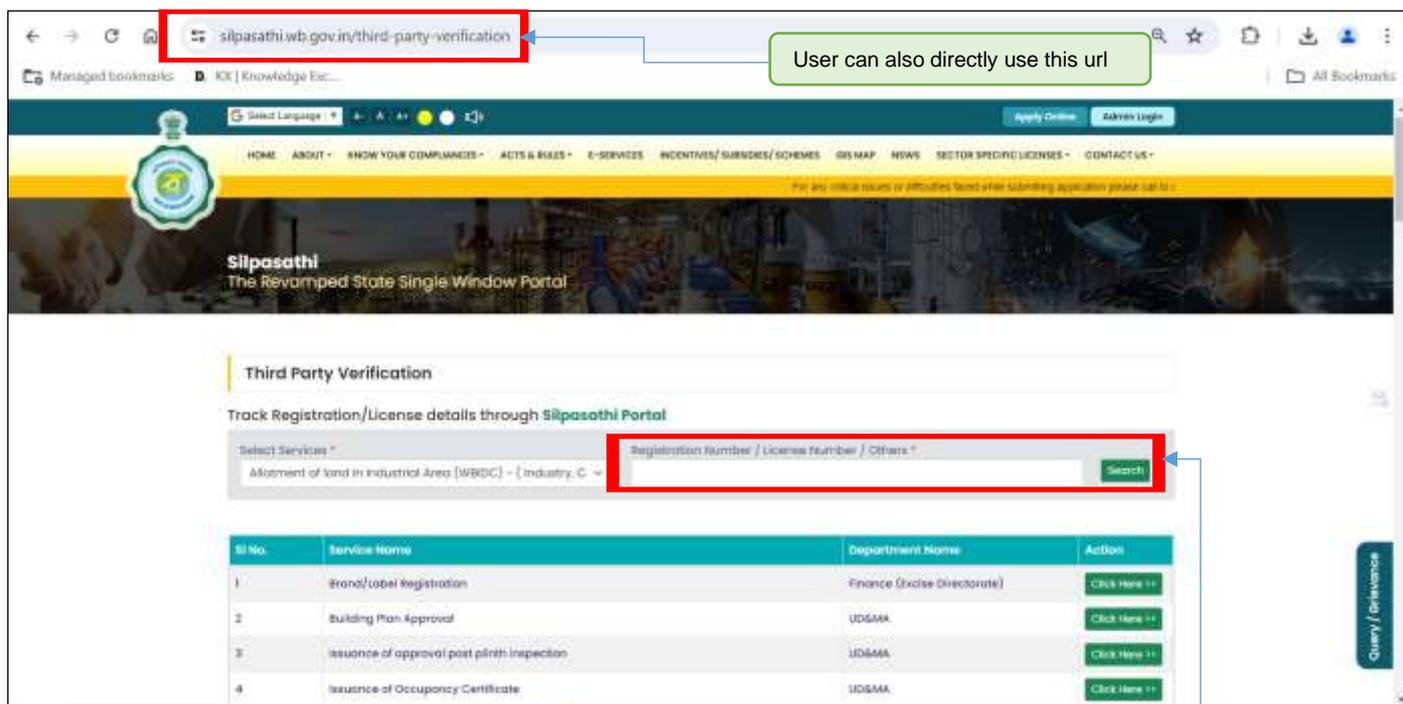
Retail/Wholesale Drug License

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



Select 'Third Party Verification'

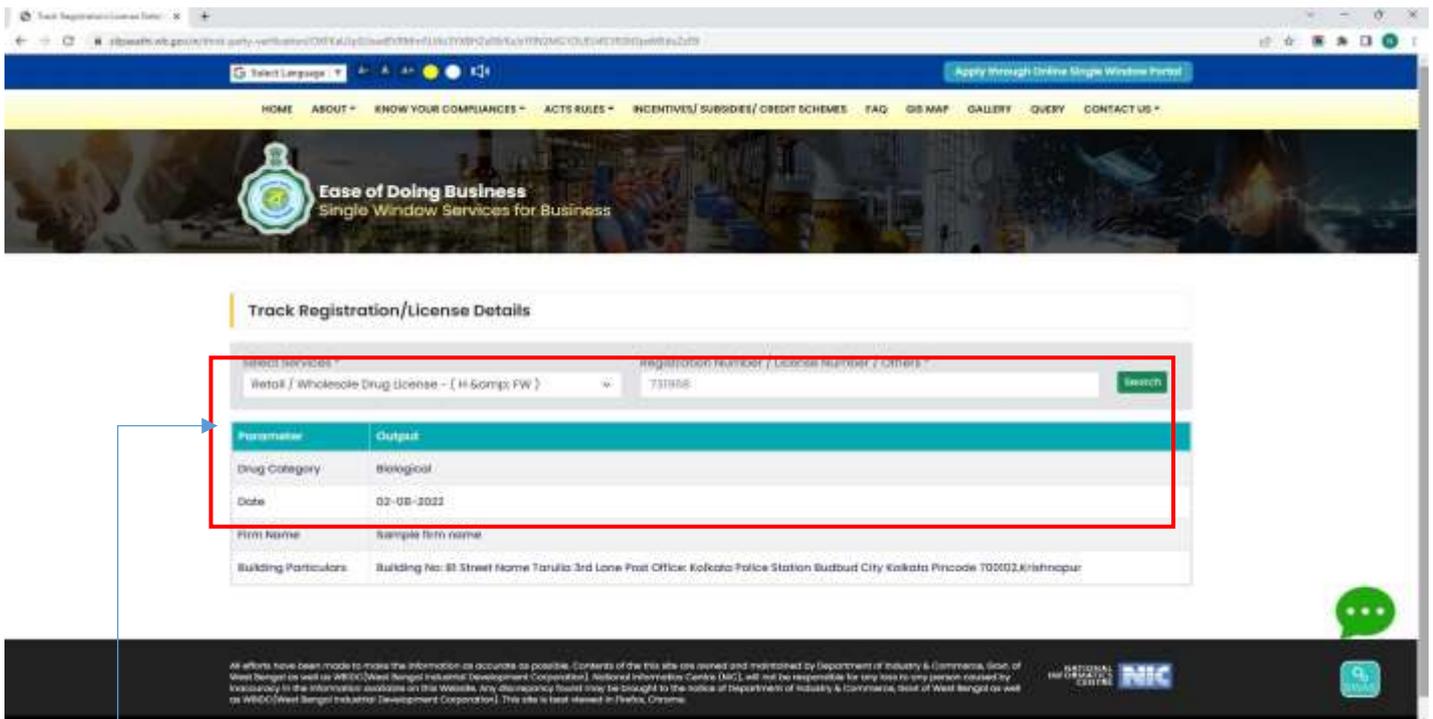
Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



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License details can be viewed after entering correct license number and clicking on Search.

The third party can view the details as illustrated below:

