



Health and Family Welfare:

Retail/Wholesale Drug License Retention

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

User Manual



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Introduction

This document is intended to serve as a User Manual for grant of the service “**Retail/Wholesale Drug License Retention**” 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 Retention- H&FW aims to retain the Retail/whole drug license. A Wholesale Drug License is a mandatory registration required by the government to operate a wholesale drug business. To retain this license, a Wholesale Drug License Retention service is necessary. The primary purpose of this service is to ensure compliance with regulatory requirements and maintain the validity of the license. 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 (Graduation, post-graduation certificates)

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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 license, 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 authorization, 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 Retention 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
2.	Type of Firm	Select Type of Firm
3.	Name of Firm	Enter Name of Firm
4.	Nature of Firm	Select Nature of Firm (micro/small/large)
Firm Address		
1.	Building No/ Holding No/ Daag Number	Enter details

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Sl. No.	Field Name	Instructions
2.	Street Name	Enter Street Name
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
4.	Working hours	Enter number of hours
5.	Email	Enter emailid
6.	Landline	Enter landline number
7.	Mobile	Enter mobile number
8.	Qualification of the person responsible for operation if granted	Enter qualification details
9.	Classification	Select classification
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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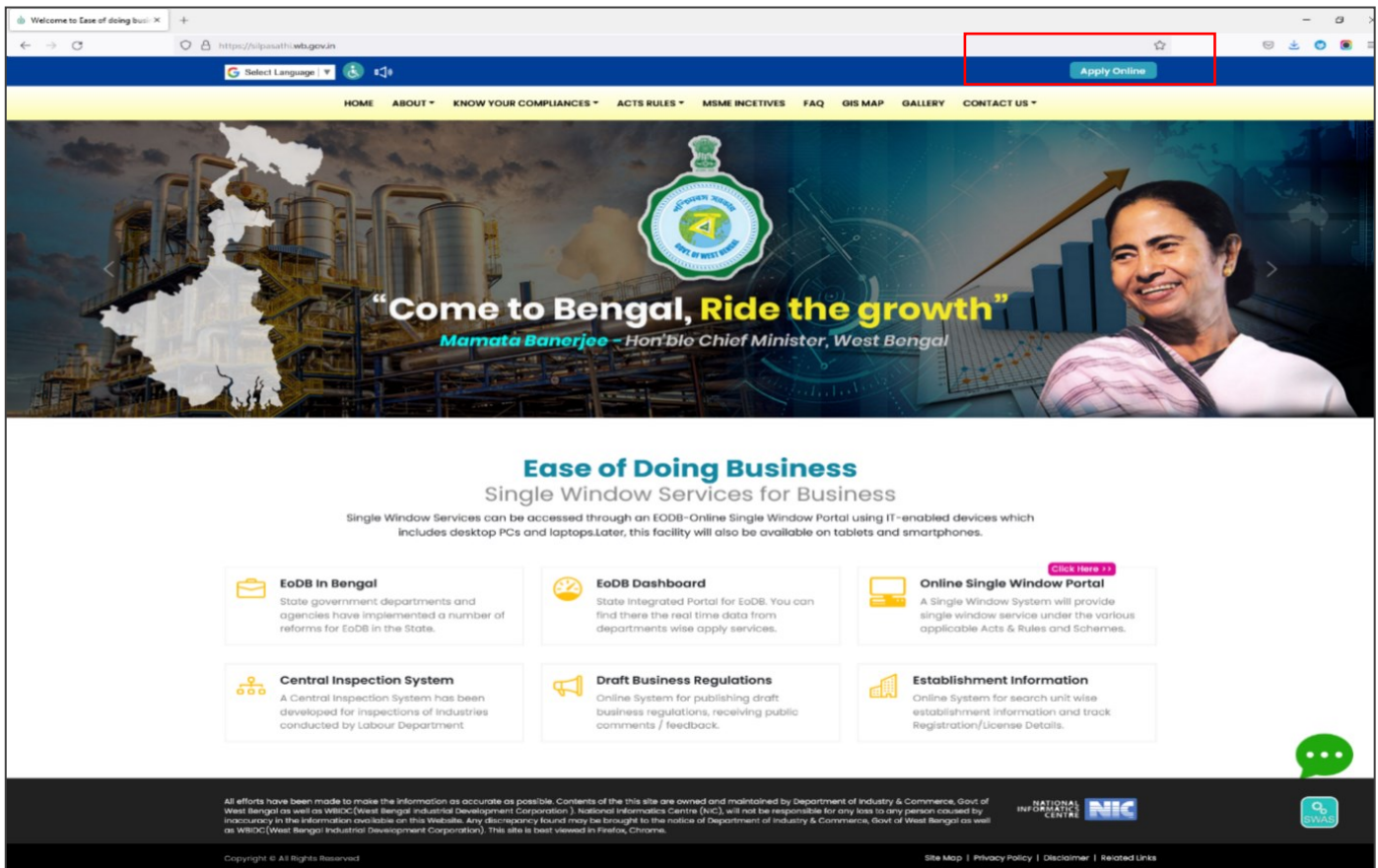
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Application Process through SilpaSathi

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.

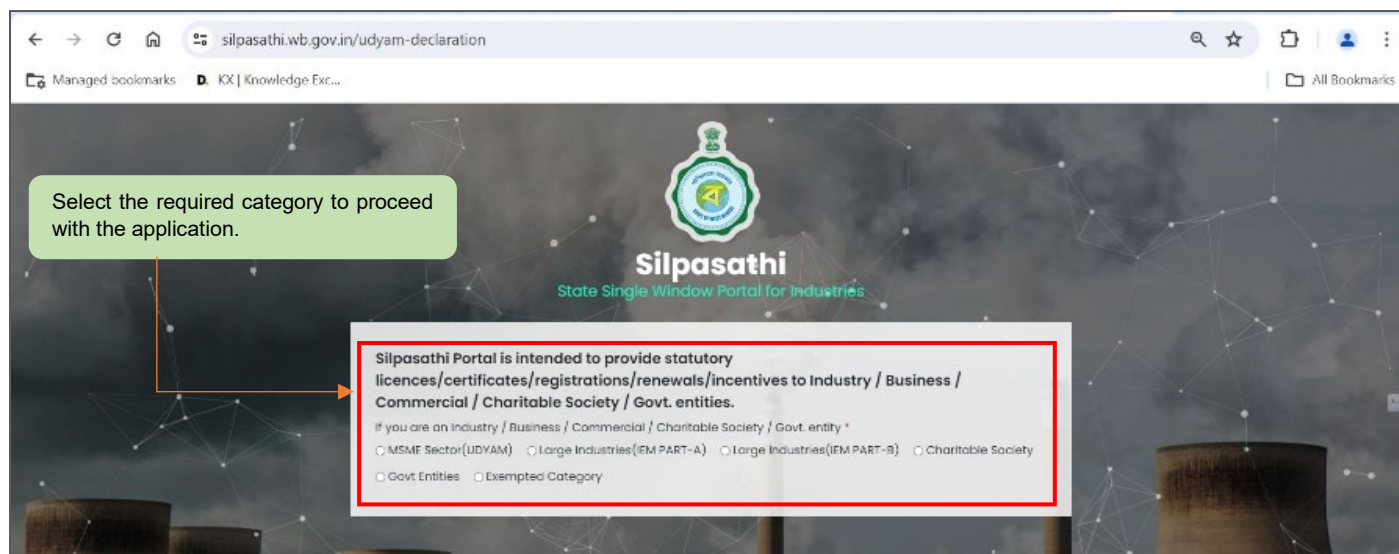


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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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**.

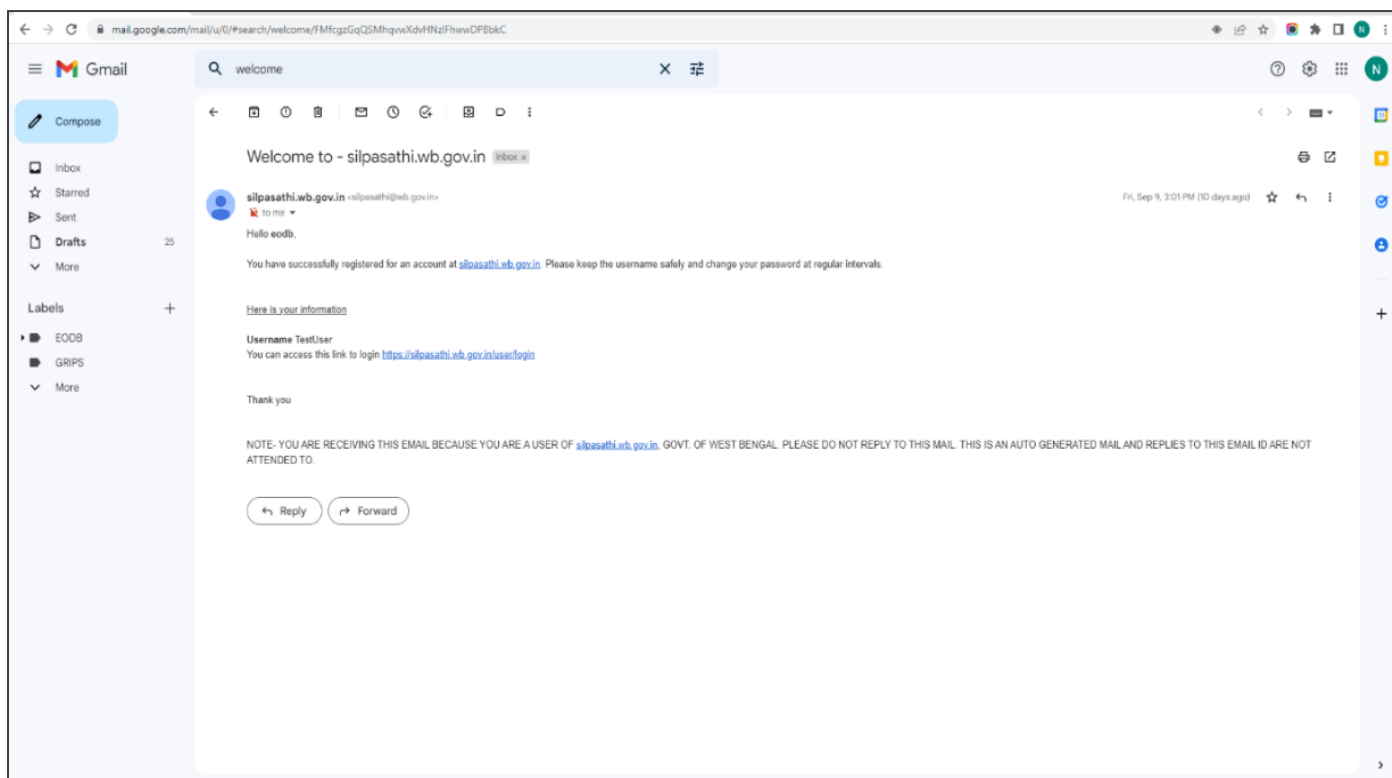
The screenshot shows the 'User Registration' form. The form is titled 'User Registration' and has the following fields: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', 'Gender' (with radio buttons for Male, Female, and Transgender), 'sadhansu' (a text field), 'Confirm Password', and a 'Register' button. Below the 'Register' button is a link that says 'Already have an account? [Sign in](#)'. The background of the form is a large image of a power plant with cooling towers. The text 'Ease of Doing Business' and 'Single Window Services for Business' is visible on the left side of the background image. At the bottom left, there is a copyright notice: 'Copyright © All Rights Reserved'. At the bottom right, there is a logo for 'NATIONAL INFORMATION CENTRE'.

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

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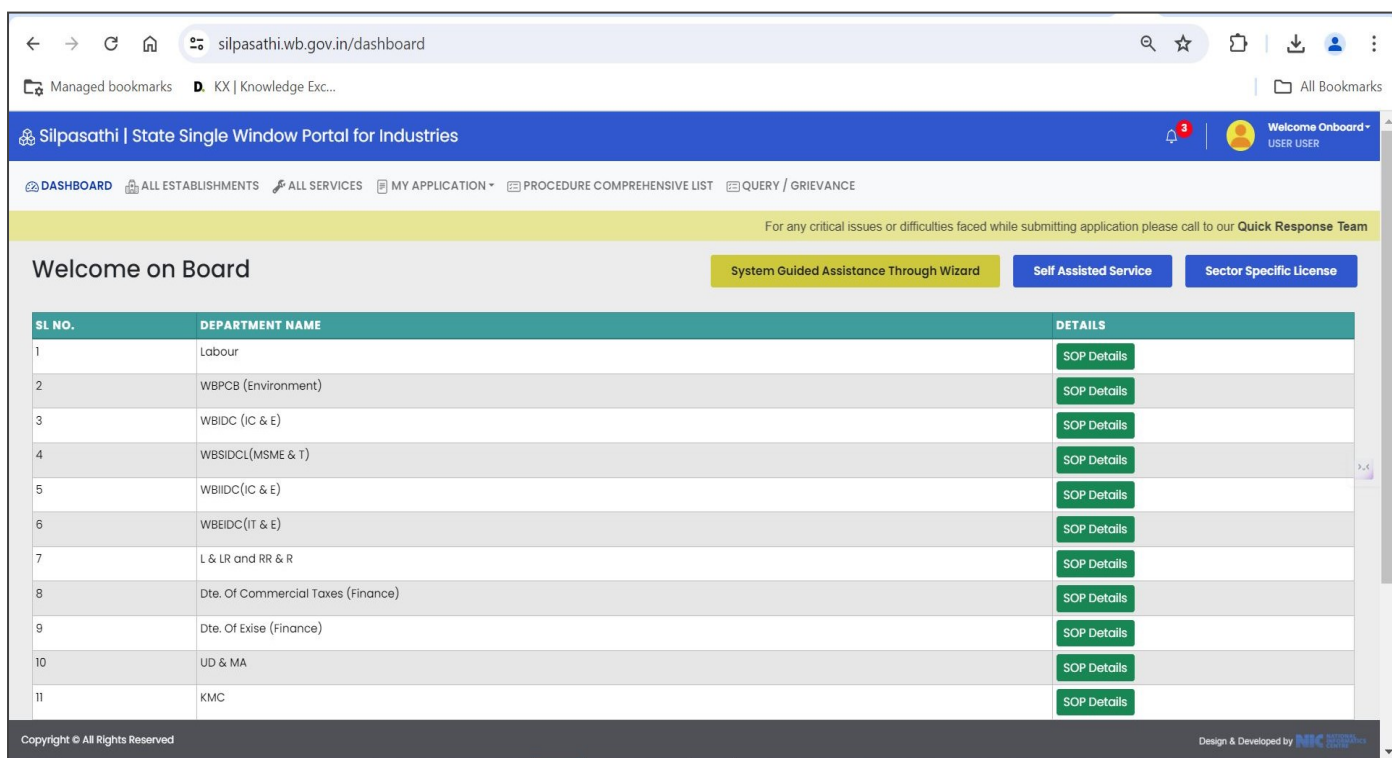
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Online Application submission

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

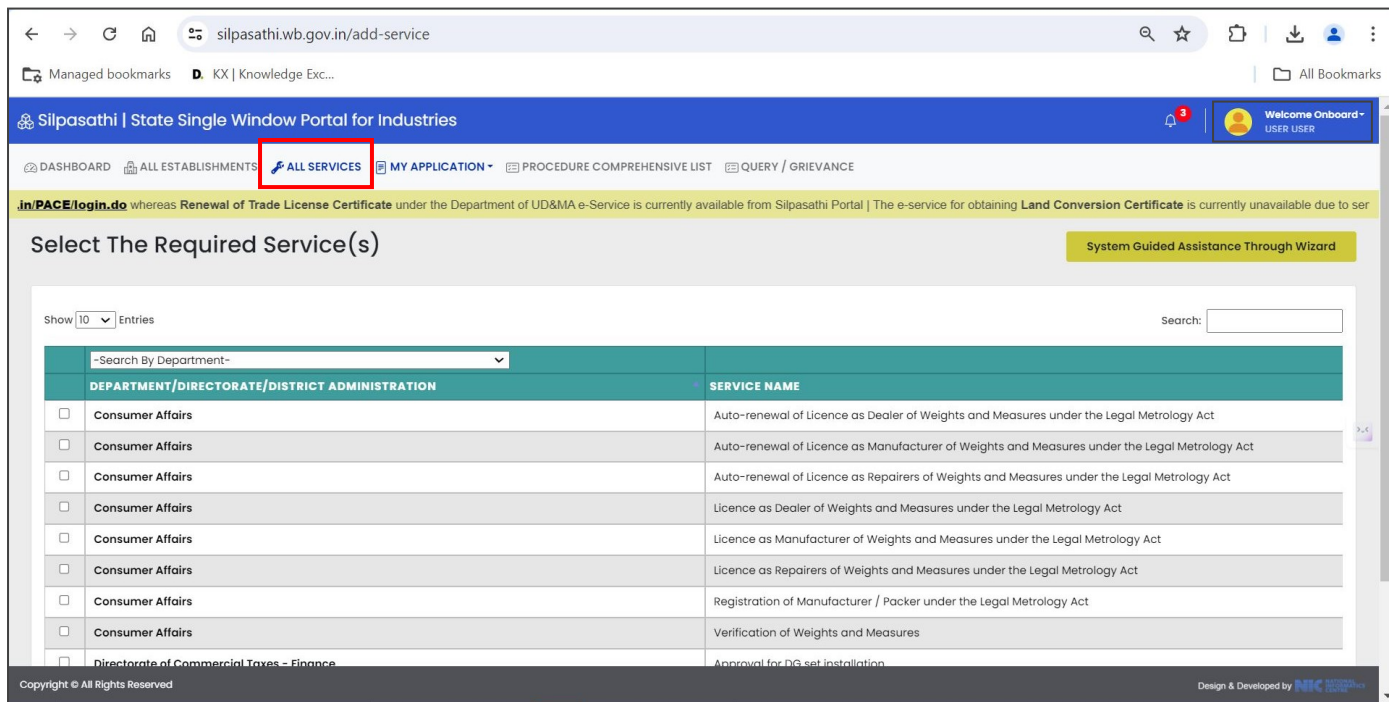


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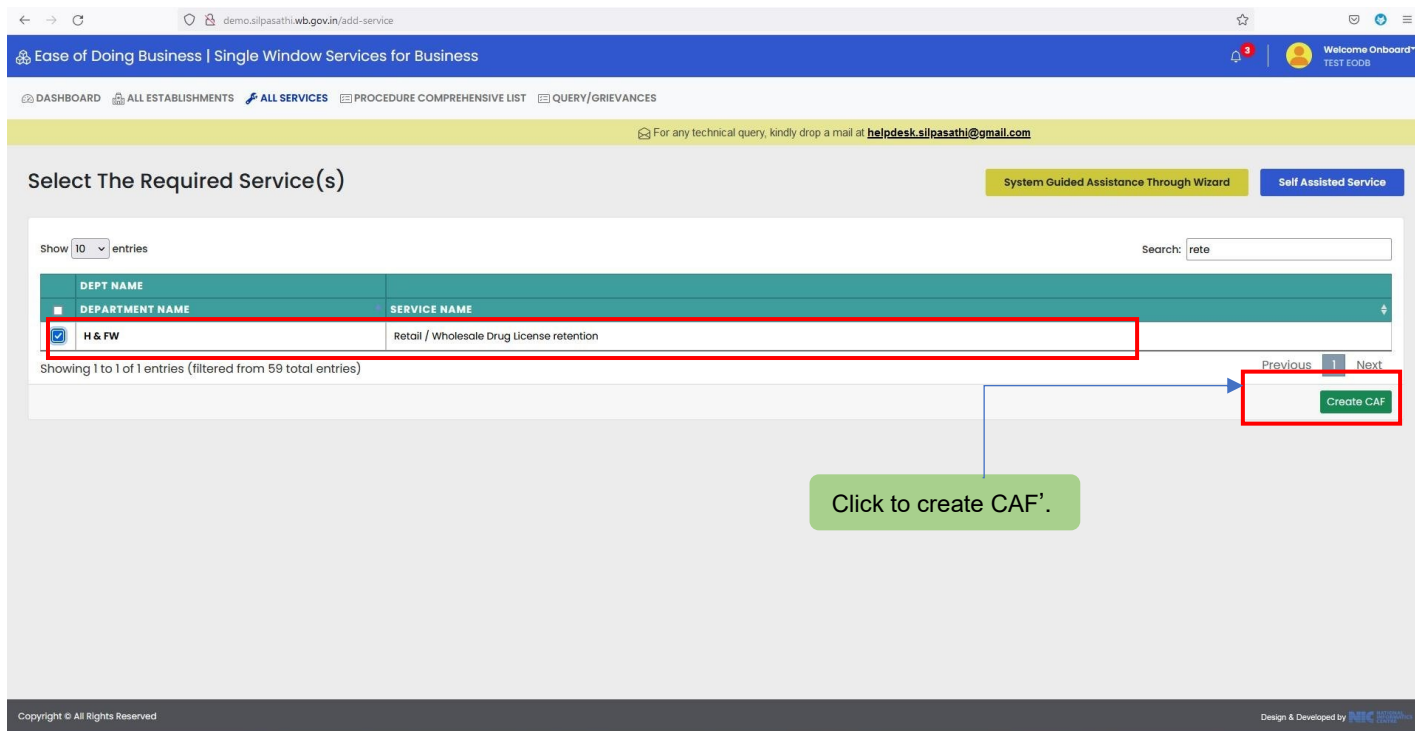
Retail/Wholesale Drug License Retention

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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 Retention – H&FW**'.



After selecting the service '**Retail/Wholesale Drug License Retention – H&FW**', 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

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

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BUSINESS REFERENCE ID : CAF2022000499

SL NO.	SERVICE	ACTION
1	Retail / Wholesale Drug License retention (WBRTPS Timeline: 90 days) Data Saved — Payment Done — CAF Submitted — Retention licence issued — Retention Receipt	

Apply Online

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

Firm Details

Application Type *
New

Type of Firm *
☐ Wholesale ☒ Retail

Name of Firm *
ABC PVT LTD

Nature of Firm *
Partnership

Firm Address

Building No/ Holding No/ Daag No *
BI

Street Name *
Tarulia

Address Line 1 *
Krishnapur

Address Line 2
Address Line 2
please specify Room No/ Floor No if available

District *
East Kolkata

Police Station *
Kolkata

Post Office *
Kankurgachi

City / Village *
Kolkata

Pincode *
700054

Local Authority *
KMA

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Common Application Form Preview: X Common Application Form | Ease: X +

demo.silpasathi.wb.gov.in/cat/application96/fm05Tfh2bURCUHJKUJUIOWFNHUs4dz09/eli6YV4NG00a3N1MzXc3Z3WfVKdz09

TEST EODB

Email *
finaltest1@test.com
Please give authentic Email Id. All communication will be done in this Email Id.

Landline
Landline
(ex-033-xxxx-xxxx)

Mobile *
7845985632
Please give authentic mobile number. All communication will be done in this mobile number.

Qualification of the person responsible for operation if granted *
Btech

Service Details

Categories of drugs to be sold *
Biological

Licence Number Bio *
L7485463

Licence Issue Date *
01-11-2022

Licence Valid Upto Date *
18-11-2022

Licence Certificate Date *
09-11-2022

Particulars of storage accommodation for Schedules C and C(I) drugs in the premises *
☐ Yes ☒ No

Actual floor space area (sqft) *
300

Height from floor to ceiling (ft) *
200

Trade Licence *
☒ Applied for Licence ☐ Available

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

Nature of Ceiling *
RCC

Trade Licences / Trade Enlistment Certificate *
☒ Yes ☐ No

Do you have any other Drug Licence? *
☒ Yes ☐ No

Whether any other application has been rejected or convicted under D & A Act? *
☐ Yes ☒ No

Premises Type *
Owned by owner

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? *

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Common Application Form Preview: X Common Application Form | Ease: X +

demo.silpasathi.wb.gov.in/cat/application96/fm05Tfh2bURCUHJKUJUIOWFNHUs4dz09/eli6YV4NG00a3N1MzXc3Z3WfVKdz09

Registered Pharmacist Details

Name
Name

Qualification
Select an option

Other Qualification
Other Qualification

Age
Age

Experience (in Years)
Experience (in Years)

Registration No
Registration No

Appointment Letter
☐ Yes ☒ No

Joining Letter
☐ Yes ☒ No

Educational Certificate
☐ Yes ☒ No

Experience Certificate
☐ Yes ☒ No

Registration Certificate
☐ Yes ☒ No

Add More Field

SL NO	NAME	QUALIFICATION	OTHER QUALIFICATION	AGE	EXPERIENCE (IN YEARS)	REGISTRATION NO	APPOINTMENT LETTER	JOINING LETTER	EDUCATIONAL CERTIFICATE	EXPERIENCE CERTIFICATE	REGISTRATION CERTIFICATE	ACTION
1	Sajal Mukherjee	B.Pharm	Btech	32	5	745873	Yes	Yes	Yes	Yes	No	
2	Shyam Saha	M.Pharm	Btech	32	5	2434	No	No	Yes	Yes	Yes	

Owner Details

Owner Name
Owner Name

Owner Signature
Browse... No file selected.

Owner Photo
Browse... No file selected.

Add More Field

SL NO	OWNER NAME	OWNER PHOTO	OWNER SIGNATURE
1	Sujata Das		

<< Back

Save & Continue

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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.

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

The screenshot shows the 'Ease of Doing Business' portal interface. At the top, there's a navigation bar with links like 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. Below this, a message states 'Cannot Apply for Retention Before 6 Months of Expiry'. The main section is titled 'Upload Documents - CAF2022000499'. It lists 24 documents to be uploaded, each with a 'Browse...' button and an 'Upload' button. A green callout box with the text 'Click on "Upload"' points to the 'Upload' button for item 20. A red box highlights the 'Upload' button for item 21. The bottom of the page shows 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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.

The screenshot shows a file explorer window titled 'Open' with the search results for 'SAMP'. It displays several files, including 'SAMPLE_2.pdf' and 'SAMPLE_1.pdf'. A green callout box with the text 'The applicant must select the files and upload.' points to the 'SAMPLE_2.pdf' file. The file explorer window is overlaid on the 'Ease of Doing Business' portal interface, which shows the 'DOCUMENTS UPLOAD' section with a list of documents and 'Choose File' buttons. The bottom of the page shows 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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The applicant is required to upload **both the 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.

silpasathi.wb.gov.in/caf/upload-document/Y09ocnJSdmJjakJVQ2crS0tya3ZlZz09

Ease of Doing Business | Single Window Services for Business

TEST USER

Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies

Cimplyfives-Text-Of-Resolution.Pdf Remove

Drug Licence (Biological) [applicable for renewal only]

Choose File No file chosen Upload

Document uploaded Upload

Experience Certificate of CPI (Competent Person Incharge); as per rule

Choose File No file chosen Upload

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.

FAQs_PLC-LLP.Pdf Remove

Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists

Choose File No file chosen Upload

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.

Choose File No file chosen Upload

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silpasathi.wb.gov.in/caf/upload-document/Y09ocnJSdmJjakJVQ2crS0tya3ZlZz09

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.

Choose File No file chosen Upload

ApplicationProcedure (1).Pdf Remove

Refrigerator related document of proposed premises

Choose File No file chosen Upload

Sketch map of proposed premises with location and surroundings (CAD Mode)

Choose File No file chosen Upload

Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail / wholesale) & system of medicine (Allopathy / Homoeopathy).

Choose File No file chosen Upload

Upload Identity Proof (PDF copy of Voter ID/PAN Card/Adhar Card/passport/Driving Licence)

2016_11_18 POIA-AS-II.Pdf Remove

Voter ID/ PAN Card/ Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI (as applicable)

Choose File No file chosen Upload

Click to continue with the application process. **Save & Continue >>**

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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.

The screenshot shows the 'Common Application Form Preview' page for application ID CAF2022000499. A green success message 'Documents submitted successfully.' is displayed at the top. Below it, a progress bar indicates 'Almost Completed' at 87%. The form is divided into two main sections: '1. Application Details' and '2. Firm Address'. The '1. Application Details' section includes fields for Application Type (new), Type of Firm (Retail), Name of Firm (ABC PVT LTD), and Nature of Firm (Partnership). The '2. Firm Address' section includes fields for Building No/ Holding No/ Daag No (B1), Street Name (Tarulla), Address Line 1 (Krishnapur), Address Line 2, District (East Kolkata), Police Station (Kolkata), and Post Office (Kankurgachi).

PARAMETERS	INPUTS
1. Application Details	
Application Type	new
Type of Firm	Retail
Name of Firm	ABC PVT LTD
Nature of Firm	Partnership
2. Firm Address	
Building No/ Holding No/ Daag No	B1
Street Name	Tarulla
Address Line 1	Krishnapur
Address Line 2	
District	East Kolkata
Police Station	Kolkata
Post Office	Kankurgachi

The screenshot shows the '4. Service Details' section of the Common Application Form Preview page. It includes fields for Landline, Mobile (7845985632), Qualification of the person responsible for operation if granted (Btech), Categories of drugs to be sold (Biological), Licence Number Bio (L7485463), Licence Number NonBio, Licence Schedule X, Licence Issue Date (2022-11-01), Licence Valid Upto Date (2022-11-18), Licence Certificate Date (2022-11-09), Particulars of storage accommodation for Schedules C and C(i) drugs in the premises (No), Actual floor space area (sqft) (300), Height from floor to ceiling (ft) (200), 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) (Brief desc), Nature of Ceiling (RCC), Trade Licences / Trade Enlistment Certificate (Yes), Do you have any other Drug Licence? (Yes), Whether any other application has been rejected or convicted under D & A Act? (No), Premises Type (Owned by owner), 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? (Yes), and Working Hour (20).

Landline	
Mobile	7845985632
Qualification of the person responsible for operation if granted	Btech
4. Service Details	
Categories of drugs to be sold	Biological
Licence Number Bio	L7485463
Licence Number NonBio	
Licence Schedule X	
Licence Issue Date	2022-11-01
Licence Valid Upto Date	2022-11-18
Licence Certificate Date	2022-11-09
Particulars of storage accommodation for Schedules C and C(i) drugs in the premises	No
Actual floor space area (sqft)	300
Height from floor to ceiling (ft)	200
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)	Brief desc
Nature of Ceiling	RCC
Trade Licences / Trade Enlistment Certificate	Yes
Do you have any other Drug Licence?	Yes
Whether any other application has been rejected or convicted under D & A Act?	No
Premises Type	Owned by owner
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?	Yes
Working Hour	20

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Common Application Form Preview: X Common Application Form Preview: X +

demo.silpasathi.wb.gov.in/caf/application-preview/eli6YV4NG00a3N1MzJXc3Z3WFVKdz09

Document	Action
Upload Identity Proof(PDF copy of Voter ID/PAN Card/Adhar Card/passport/Driving Licence)	View
Power of attorney(if any) in Non-judicial stamp paper as per proforma.	View
Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail / wholesale) & system of medicine (Allopathy / Homeopathy).	View
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 BL and L.R.O.	View
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.	View
Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies	View
Sketch map of proposed premises with location and surroundings (CAD Mode)	View
Refrigerator related document of proposed premises	View
Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma)	View
Academic qualification testimonials of C.P.I.(in case of whole sale)	View
Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists	View
Voter ID/ PAN Card/ Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI(as applicable)	View
Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)	View
Experience Certificate of CPI(Competent Person Incharge); as per rule	View
Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)	View
Drug Licence (Biological) [applicable for renewal only]	View
Drug Licence (Non Biological) [applicable for renewal only]	View

☒ I hereby declare that the particulars given above are true to the best of my knowledge and belief *

Submit

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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.

Common Application Form Preview: X Common Application Form Preview: X +

demo.silpasathi.wb.gov.in/caf/submitted/Ym05TFh2bURCUHjKUUOWFNIRUs4dz09/eli6YV4NG00a3N1MzJXc3Z3WFVKdz09

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3 Welcome Onboard* TEST EDOB

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com

Current Status-CAF2022000499

NAME OF THE SERVICES	CURRENT STATUS	DATE
Retail / Wholesale Drug License retention	Completed	
	Pending	
	Pending	
	Pending	
	Pending	
	Pending	

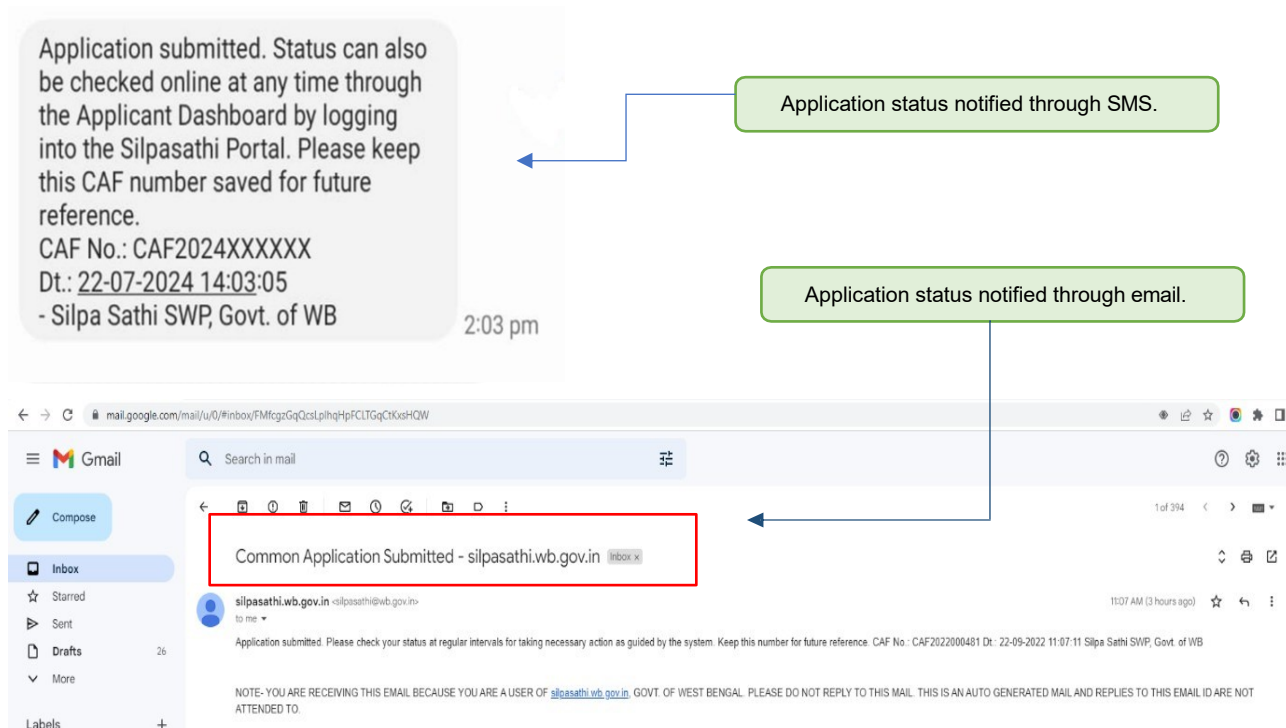
Application status updated.

User Manual

Retail/Wholesale Drug License Retention

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

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.



User Manual

Retail/Wholesale Drug License Retention

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

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 screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The business reference ID is CAF2022000503. Below it, the application status is shown as 'Data Saved' (highlighted with a red box). A green callout box says 'Application status updated.' To the right, the 'ACTION' column has a 'Pay Now' button (highlighted with a red box). A green callout box says 'For proceeding with payment' with an arrow pointing to the button.

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.

The screenshot shows the 'Payments Details-CAF2022000499' page. It includes a 'Verify Payment details' section with a 'CLICK HERE' button. Below that, the 'Details of the depositor' are listed: Dept. Payment Reference Number (EOD89306987246498466), CAF Number (CAF2022000499), Name (TEST EODB), Email (test.eodb@gmail.com), and Mobile (7803091500). A note states: '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.' Below this, the 'Service wise fees details' table is shown:

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

At the bottom right, there is a 'Proceed to Pay' button (highlighted with a red box). A green callout box says 'Click here to proceed with the payment in GRIPS portal.' with an arrow pointing to the button.

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.

User Manual

Retail/Wholesale Drug License Retention

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

Common Application Form Preview XGovernment Receipt Portal System X

202.61.117.90/GRIPS/v2/#/g2-payment/external?uid=a6ea0a56-4be8-48aa-95dd-107d9edcad54&data1=ddcf9b3e70d59050d880da490f3d976fe795d4b7d907bb8bf585271adb9cc7

GO TO GRIPS 1.0 | ABOUT US | CIRCULARS | CONTACT US | INFORMATION | GET HELP

GRIPS 2.0

Search our pages and functionalities

LOGIN

Finance Department
Government of West Bengal

Home

Payment

1Review and Confirmation

2Payment Mode and Bank Selection

3Transaction Details

Please review the details carefully below, and click "Verified and Checked" if you are satisfied that all information is reflected correctly.

Depositor Details

Depositor Name	Mobile No.	Phone No.	Email
TEST EODB	7603091500		test.eodb@gmail.com
Address1			Address2
Kolkata			

1. Health & Family Welfare →

₹1500

Department Details

Organization Type	Organization Name	User Type	Period From
Government	Health & Family Welfare	Citizen	16/11/2022
Period To	Remarks	Identification No	Ref No
16/11/2022	Payment for -Retail / Wholesale Drug License retention	03330220221669703818	CAF2022000499

Service and Tax Details

Subservice Name	HoA Description	Head of Account	Amount
DRUG	Receipt Under Drugs Act	0210-01-107-001-13	1500

TOTAL

₹1500

Rupees One Thousand Five Hundred only

☒ Verified and checked

NEXT

Go to GRIPS 1.0

About Us

Circulars & Notifications

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List of Integrated Departments

Search Head of Account

Verify HoA

Frequently Used HoAs

User Manual

Retail/Wholesale Drug License Retention

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

← → ↻ 🏠 wbifms.gov.in/GRIPS/silpaSathiEoddb.do

Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSY HTI HDFC BANK RD Cal... Bold and Italic Unic...

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

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

Payment amount displayed.

CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[₹]
DRUG	03330220221663583248	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

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

Site Maintained by TATA Consultancy Services Ltd.

User Manual

Retail/Wholesale Drug License Retention

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

wbifms.gov.in/GRIPS/extPayLnt.do

Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSY HDFC BANK RD Cal... Bold and Italic Unic...

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.

wbifms.gov.in/GRIPS/makePaymentProcess.do

Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSY HDFC BANK RD Cal... Bold and Italic Unic...

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

wbifms.gov.in says
Please note GRN: 192022230124353448 for future reference.

OK

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:	03330220221663583248	Dept. Ref. No:	CAF2022000487
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	03330220221663583248	Receipt Under Drugs Act	0210-01-107-001-13	1500
Total Amount:				1500
IN WORDS:				ONE THOUSAND FIVE HUNDRED ONLY.

PROCEED CANCEL

User Manual

Retail/Wholesale Drug License Retention

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

SBlePay

ational) transactions Card holder has to enable the card for such transaction by using Bank/Card application or contact their bank/branch to enable the Card for Card not Present Trans:

Payment Details

Please enter your card details

Card Number:

Expiry Date/Valid Thru: CVV/CVC 4-DBC:

Name of the card holder:

☒ Use your GSTIN for claiming input tax (Optional)

Order Summary

Order No.: 071020222013283898

Merchant Name: GRIPS 2.0

Amount:

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

Select payment mode.

You can check the transaction status using the following link - [Click Here](#)

UPI Wait

14mins 53seconds

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

Government Receipt Portal System

Review and Confirmation

Payment Mode and Bank Selection

Transaction Details

Success

Your transaction has been processed.

Please note the following details for future reference:

GRIPS Payment ID: 071020222013283898

Government Reference Number (GRN) for individual payments within transaction:

1. 192022230132838998

You can dismiss this dialog and review these details before paying. Registered users will also find these details in their transaction history upon login.

OK

1. Labour Department

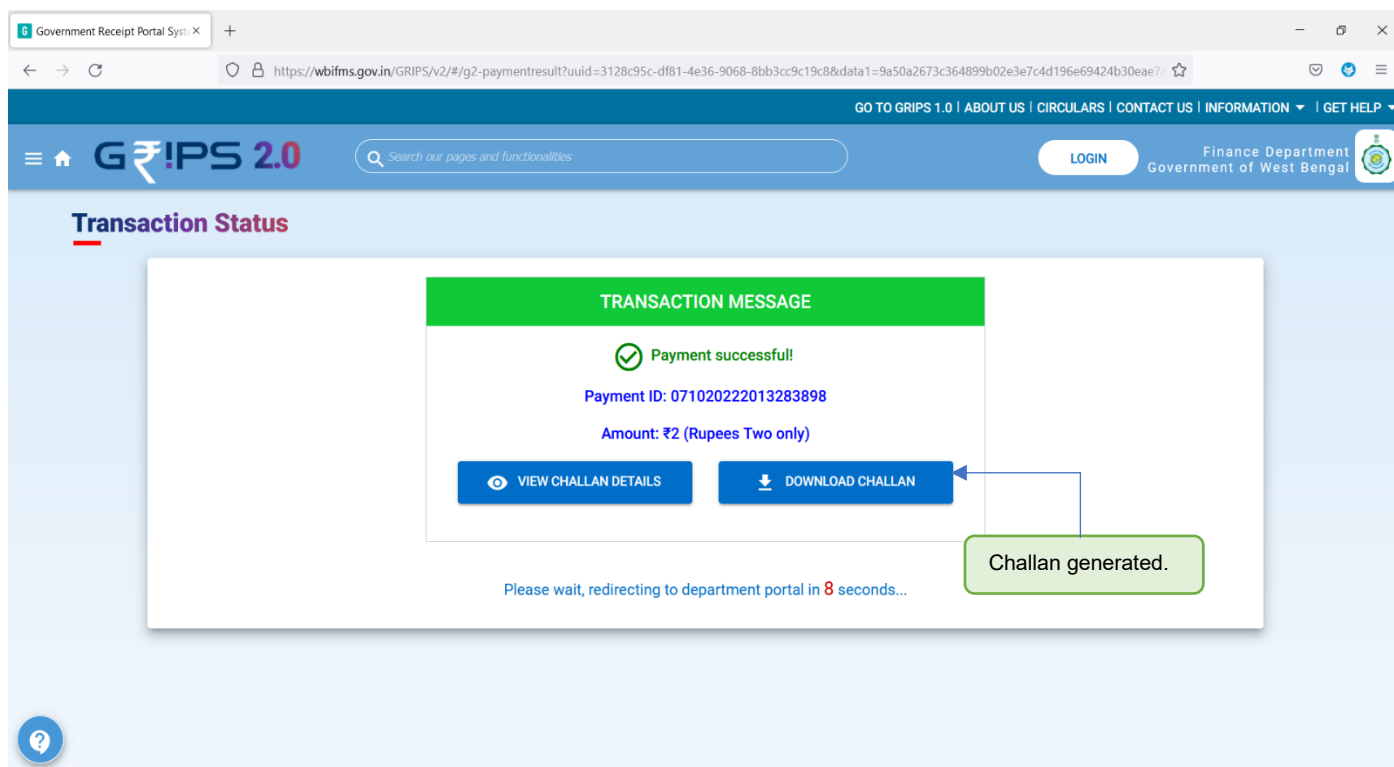
GRN Details

GRN	Organization Type	Organization Name	User Type
192022230132838998	Government	Labour Department	Citizen

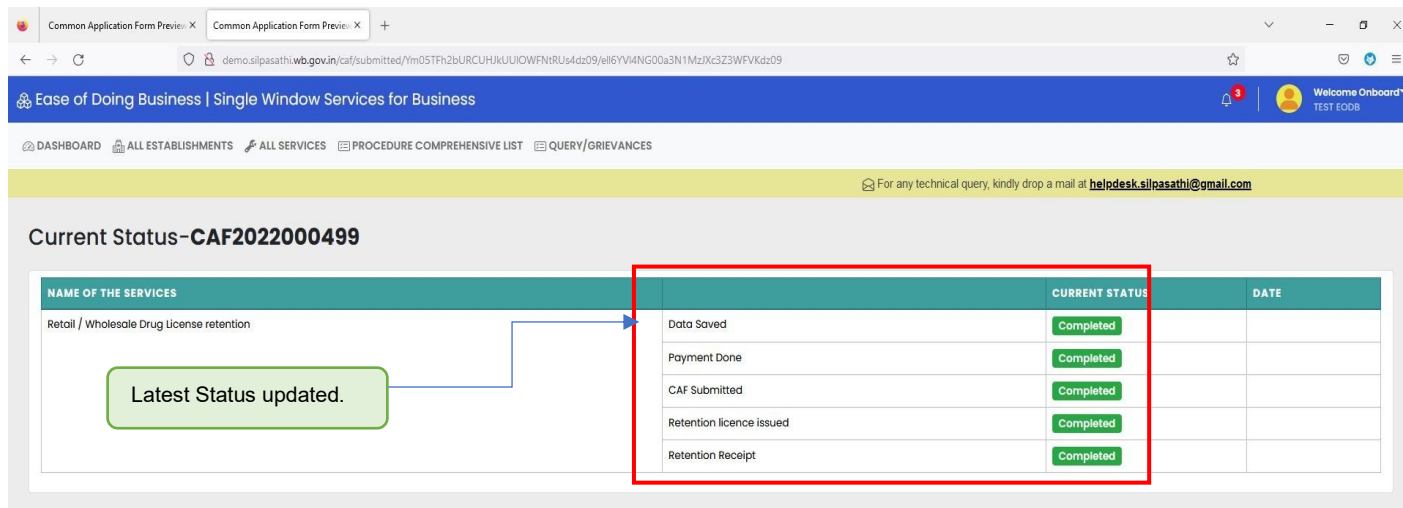
User Manual

Retail/Wholesale Drug License Retention

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



After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.



User Manual

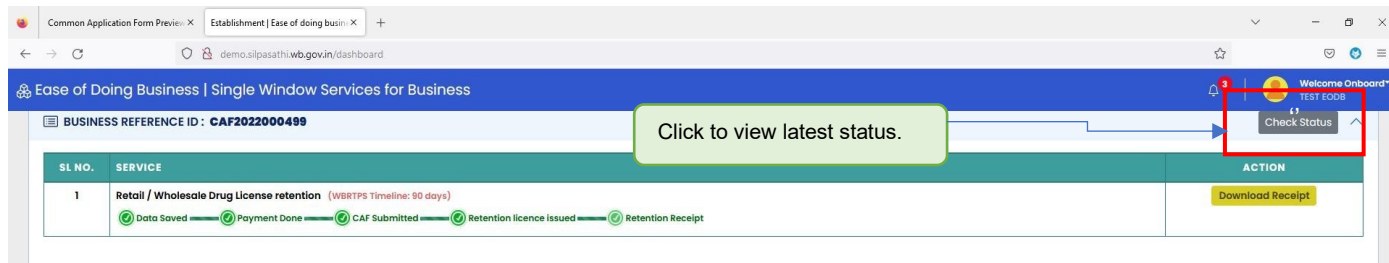
Retail/Wholesale Drug License Retention

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

3. Track Status of Application

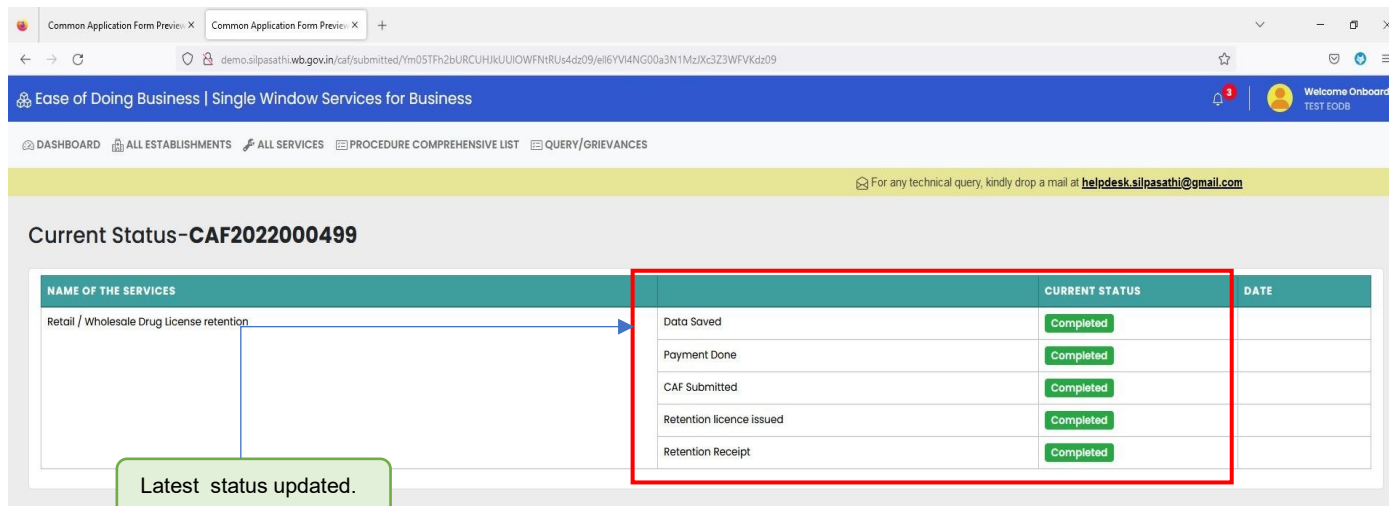
The applicant has to click on '**Check Status**' to view the latest status of the application.

Applicant's Dashboard



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

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



User Manual

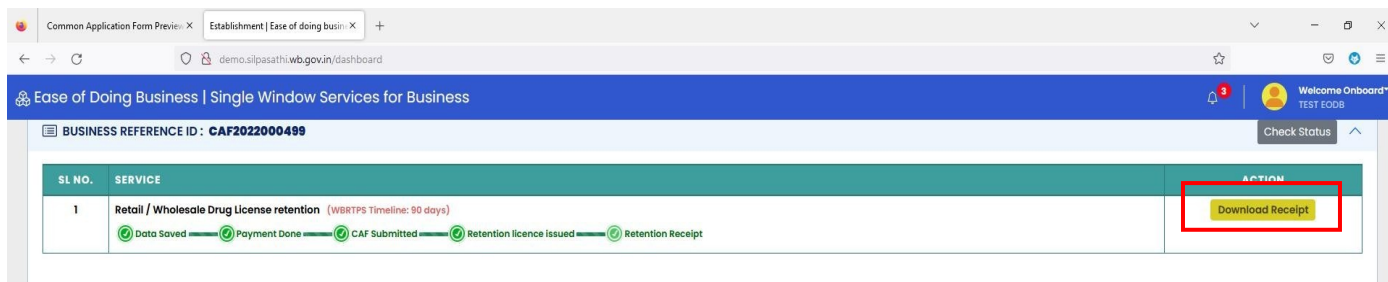
Retail/Wholesale Drug License Retention

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

4. Online Download of final approval certificate

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

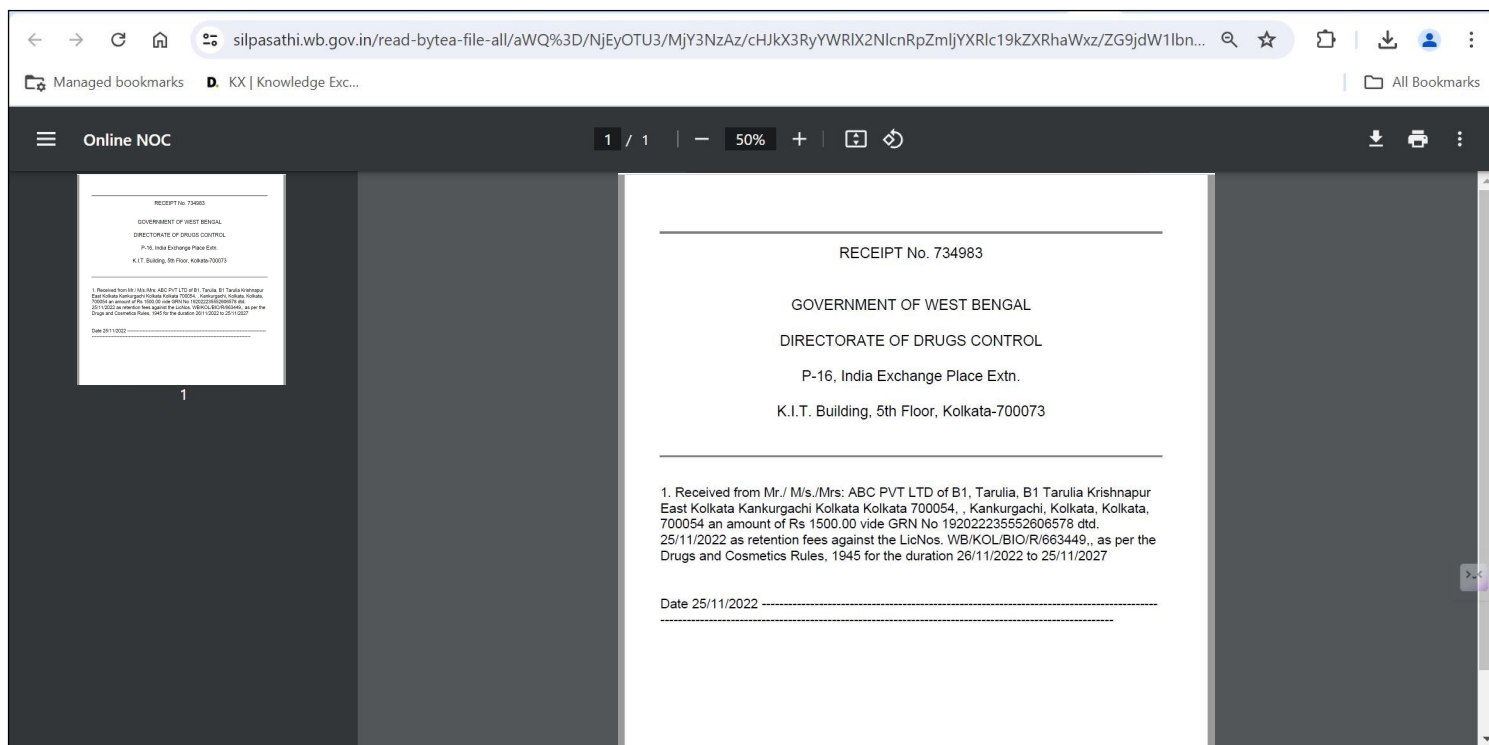
Applicant's Dashboard



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

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

The Final Certificate gets downloaded (Screenshot)



User Manual

Retail/Wholesale Drug License Retention

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One Approval certificate document has been illustrated below:

RECEIPT No. 734983

GOVERNMENT OF WEST BENGAL

DIRECTORATE OF DRUGS CONTROL

P-16, India Exchange Place Extn.

K.I.T. Building, 5th Floor, Kolkata-700073

1. Received from Mr./ M/s./Mrs: ABC PVT LTD of B1, Tarulia, B1 Tarulia Krishnapur East Kolkata Kankurgachi Kolkata Kolkata 700054, , Kankurgachi, Kolkata, Kolkata, 700054 an amount of Rs 1500.00 vide GRN No 192022235552606578 dtd. 25/11/2022 as retention fees against the LicNos. WB/KOL/BIO/R/663449,, as per the Drugs and Cosmetics Rules, 1945 for the duration 26/11/2022 to 25/11/2027

Date 25/11/2022 -----

User Manual

Retail/Wholesale Drug License Retention

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

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.

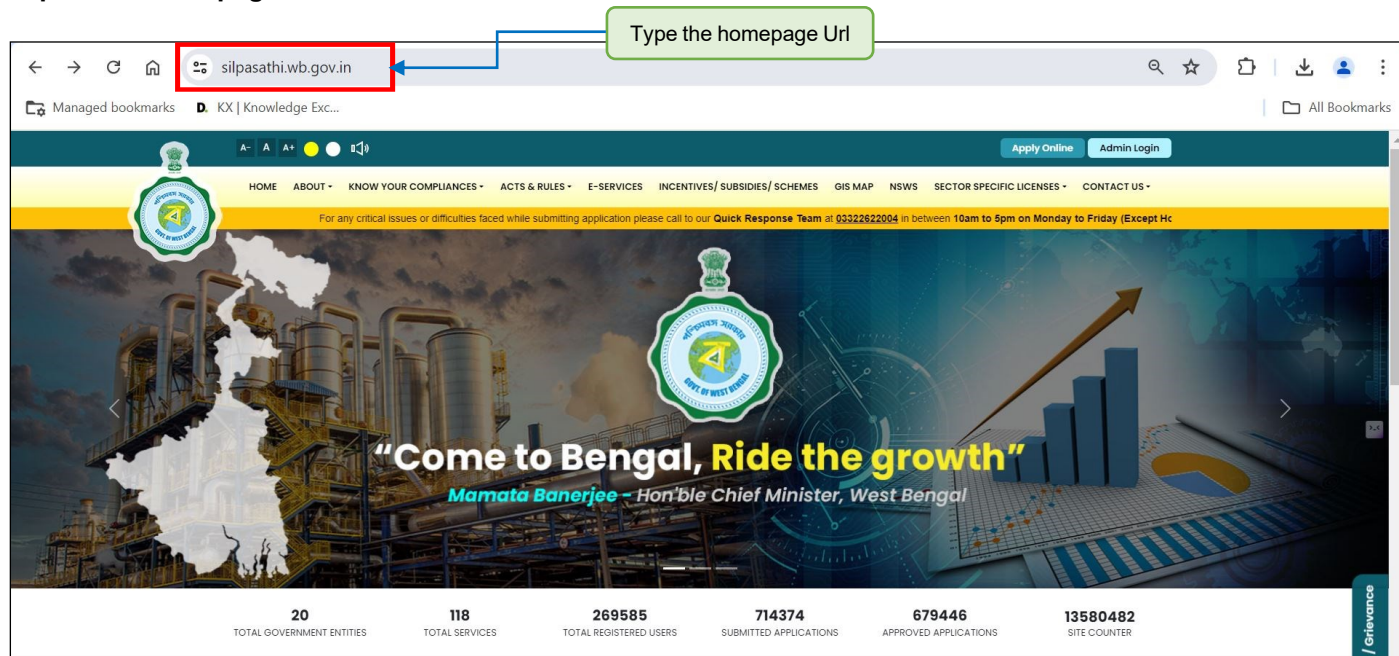
Third part verification process

The applicant or any user has to log in to <https://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



User Manual

Retail/Wholesale Drug License Retention

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Silpasathi
The Revamped State Single Window Portal

Single Window Services can be accessed through an EODB-Online Single Window Portal using IT-enabled devices which includes desktop PCs and laptops. Later, this facility will also be available on tablets and smartphones.

EoDB In Bengal
State government departments and agencies have implemented a number of reforms for EoDB in the State.

EoDB Dashboard
State Integrated Portal for EoDB. You can find there the real time data from departments wise apply services.

Online Single Window Portal
A Single Window System will provide single window service under the various applicable Acts & Rules and Schemes.

Central Inspection System
A Central Inspection System has been developed for inspections of Industries conducted by Labour Department

Draft Business Regulations And Final Notifications
Online System for publishing draft business regulations, receiving public comments / feedback.

Third Party Verification
Online System for search unit wise establishment information and track Registration/License Details.

Industrial Parks under WBIDC
Name & Drawings of Industrial Parks under WBIDC

Notifications & Circulars
All the Notice, Circulars and Order

User Manual
Service wise user manual

GIS Map
Administrative Boundaries, Nodal Agencies, Administrative Centre

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.

Third Party Verification

Track Registration/License details through **Silpasathi Portal**

Select Services *
Allotment of land in Industrial Area (WBIDC) - (Industry, C)

Registration Number / License Number / Others *

Search

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	Click Here >>
2	Building Plan Approval	UD&MA	Click Here >>
3	Issuance of approval post plinth inspection	UD&MA	Click Here >>
4	Issuance of Occupancy Certificate	UD&MA	Click Here >>

Enter Registration number/ License number to view details.

User Manual

Retail/Wholesale Drug License Retention


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The third party can view the details as illustrated below:


Track Registration/License Details

silpasathi.wb.gov.in/third-party-verification/OXFkaUjPpSUxadEVRMm5LVkU3YXhZz09/KzJzY0N2MG1OUeU451RSN3pxMEduZz09

HOMEABOUTKNOW YOUR COMPLIANCESACTS RULESINCENTIVES/ SUBSIDIES/ CREDIT SCHEMESFAQGIS MAPGALLERYQUERY / GRIEVANCECONTACT US



Ease of Doing Business
Single Window Services for Business



Track Registration/License Details

Select Services *
Retail / Wholesale Drug License - (H & FW)

Registration Number / License Number / Others *
WB/KOL/BIO/R/663449

Search

Parameter	Output
Drug Category	Biological
Date	28-11-2022
Firm Name	ABC PVT LTD
Building Particulars	Building No: 81 Street Name Tarulia 3rd Lane Post Office: Kankurgachi Police Station Kolkata City Kolkata Pincode 700054, East Kolkata

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