

## **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-1024KB, pdf Only).
- 2) Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-1024KB, pdf Only).
- 3) Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-1024KB, pdf Only).
- 4) Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma) (Allowed Maximum file size-500KB, 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-500KB, pdf Only).
- 6) Drug Licence (Biological) [applicable for renewal only] (Allowed Maximum file size-512KB, pdf Only).
- 7) Drug Licence (Non Biological) [applicable for renewal only] (Allowed Maximum file size-512KB, pdf Only).
- 8) Experience Certificate of CPI(Competent Person Incharge); as per rule (Allowed Maximum file size-1024KB, 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-2048KB, pdf Only).
- 10) Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists (Allowed Maximum file size-1024KB, 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-2048KB, pdf Only).
- 12) Power of attorney(if any) in Non-judicial stamp paper as per proforma. (Allowed Maximum file size-2048KB, pdf Only).
- 13) Refrigerator related document of proposed premises (Allowed Maximum file size-500KB, pdf Only).
- 14) Sketch map of proposed premises with location and surroundings (CAD Mode) (Allowed Maximum file size-500KB, pdf Only).

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

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

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

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

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

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

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

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

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

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

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2) Layout Plan (Allowed Maximum file size-200KB, 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-2048KB, pdf Only).

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- 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-2048KB, 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-500KB, pdf Only).

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

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

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

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

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

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

8) Experience Certificate of CPI(Competent Person Incharge); as per rule (Allowed Maximum file size-1024KB, 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-2048KB, pdf Only).

10) Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists (Allowed Maximum file size-1024KB, 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-2048KB, pdf Only).

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

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

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

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

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

17) Voter ID/ PAN Card/Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI (as applicable) (Allowed Maximum file size-500KB, 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-1024KB, 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-1024KB, 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-1024KB, pdf Only).

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

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

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

### **Pharmacist / CPI Change**

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

### **Retail Drug License**

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

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

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

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

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

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

8) Experience Certificate of CPI(Competent Person Incharge); as per rule (Allowed Maximum file size-1024KB, 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-2048KB, pdf Only).

10) Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists (Allowed Maximum file size-1024KB, 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-2048KB, 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-200KB, pdf Only).

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

3) Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) (Allowed Maximum file size-200KB, 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-1024KB, pdf Only).

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

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### **Surrender of License**

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

### **Wholesale Drug License**

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