



**DCA - 605 Retention of Loan
License for Manufacture of
Drugs for sale Allopathic
Drugs**

Drugs Department

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E-DISTRICT TAMIL NADU USER MANUAL

(Government of Tamil Nadu)

1. Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front-end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

2. General Information

Let's Start!!


2.1. Tools Required



You will be provided with the following basic infrastructure:

- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 37)
- Uninterrupted Power Supply (UPS)

2.2. Starting your Computer

Steps

1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS
5. Press the  (power button) on the computer
6. Allow the system to boot up

	<ol style="list-style-type: none">1. Switch 'ON' the UPS only after you have switched 'ON' the power socket2. Switch 'ON' the computer only after you have switched "ON" the UPS3. Switch 'OFF' the power socket in there is an electrical spark in the socket
	<ol style="list-style-type: none">4. Do not start the computer in case the UPS is not fully charged5. Do not start the computer in case any of the wires are in contact with water sources / moisture



6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3. Purpose

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to apply for Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs (DCA-605) service

4. Scope

The scope of this document is to cover the 'Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs (DCA-605)' service offered under Drugs Department.

5. Getting Started

Following points and guidelines may be referred while accessing the e-district application:

- User must have valid username and password
- Make relevant and correct entries only
- Recheck the entries before clicking on Submit button
- Mandatory fields cannot be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

6. Services Offered under Drugs Department


Following services are offered under the Drugs Department:

1. DCA-401: Licence to Grant of Licence for Additional Section for Applied Products (DCA-407)
2. DCA-402: Licence to Grant or Renewal Homeopathic Medicines
3. DCA-403: Licence to Grant Restricted Licence (allopathic drugs)
4. DCA-404: Licence to Grant Specified in Schedule x Drugs
5. DCA-405: Obtain Duplicate Licence
6. DCA-406: Grant/Renewal of Licence for Manufacture of Drugs for sale - Allopathic Drugs
7. DCA-407: Grant of Licence for Additional Section for applied products (Category)
8. DCA-408: Grant of Test License
9. DCA-409: Grant/Renewal of Loan Licence for Manufacture of Drugs for sale - Allopathic Drugs
10. DCA-410: Grant/ Renewal of Repacking Licence for Allopathic Drugs
11. DCA-411: Grant/Renewal of License for Manufacture of Drugs for sale - Homeopathic

Medicines.

12. DCA-601: Retention for Allopathic Drugs licence Sales
13. DCA-602: Retention for Restricted licence (allopathic drugs)
14. DCA-603: Retention for Schedule X drugs
15. DCA-604: Retention for Allopathic Drugs Manufacture for sale
16. DCA-605: Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs
17. DCA-606: Retention of Repackaging License for Allopathic Drugs

To launch E district - **ONLINE**

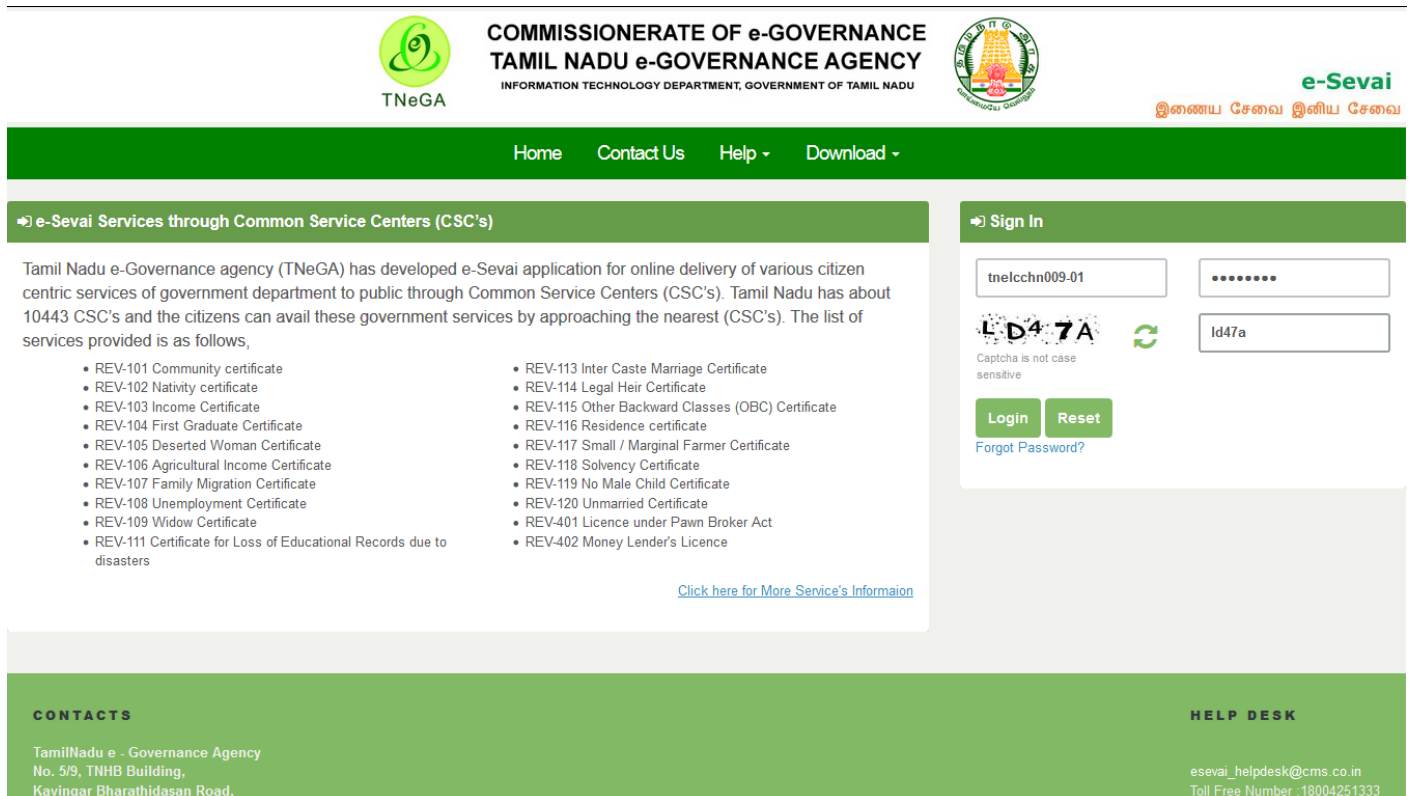
- a. Double click on the  to open the browser
 - i. The browser will be open with default page or blank page
 - ii. Enter the URL and press enter button on keyboard

User starts with the given steps after opening the internet explorer

STEP 1: Open the Tamil Nadu e-District website by typing the below given URL in address bar of browser

URL: <https://tnesevai.tn.gov.in/Default.aspx>

STEP 2: Below Screen will display.



The screenshot shows the homepage of the Tamil Nadu e-Governance Agency (TNeGA). The header includes the TNeGA logo, the text 'COMMISSIONERATE OF e-GOVERNANCE TAMIL NADU e-GOVERNANCE AGENCY', and the Tamil Nadu state emblem. Below the header is a navigation bar with links for Home, Contact Us, Help, and Download. The main content area is divided into two sections: 'e-Sevai Services through Common Service Centers (CSC's)' and 'Sign In'. The 'e-Sevai Services' section lists 21 different services, including various certificates and licenses. The 'Sign In' section contains a login form with fields for user ID (tnelchn009-01) and password, a captcha field (LD47A), and buttons for Login, Reset, and Forgot Password. The footer contains contact information for the agency and a help desk contact.

**COMMISSIONERATE OF e-GOVERNANCE
TAMIL NADU e-GOVERNANCE AGENCY**
INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF TAMIL NADU

e-Sevai
இணைய சேவை இனிய சேவை

Home Contact Us Help Download

e-Sevai Services through Common Service Centers (CSC's)

Tamil Nadu e-Governance agency (TNeGA) has developed e-Sevai application for online delivery of various citizen centric services of government department to public through Common Service Centers (CSC's). Tamil Nadu has about 10443 CSC's and the citizens can avail these government services by approaching the nearest (CSC's). The list of services provided is as follows,

- REV-101 Community certificate
- REV-102 Nativity certificate
- REV-103 Income Certificate
- REV-104 First Graduate Certificate
- REV-105 Deserted Woman Certificate
- REV-106 Agricultural Income Certificate
- REV-107 Family Migration Certificate
- REV-108 Unemployment Certificate
- REV-109 Widow Certificate
- REV-111 Certificate for Loss of Educational Records due to disasters
- REV-113 Inter Caste Marriage Certificate
- REV-114 Legal Heir Certificate
- REV-115 Other Backward Classes (OBC) Certificate
- REV-116 Residence certificate
- REV-117 Small / Marginal Farmer Certificate
- REV-118 Solvency Certificate
- REV-119 No Male Child Certificate
- REV-120 Unmarried Certificate
- REV-401 Licence under Pawn Broker Act
- REV-402 Money Lender's Licence

[Click here for More Service's Informaion](#)

Sign In

tnelchn009-01

LD47A

Capcha is not case sensitive

Id47a

Login Reset

[Forgot Password?](#)

CONTACTS

TamilNadu e - Governance Agency
No. 5/9, TNHB Building,
Kavingar Bharathidasan Road,

HELP DESK

esevai_helpdesk@cms.co.in
Toll Free Number : 18004251333

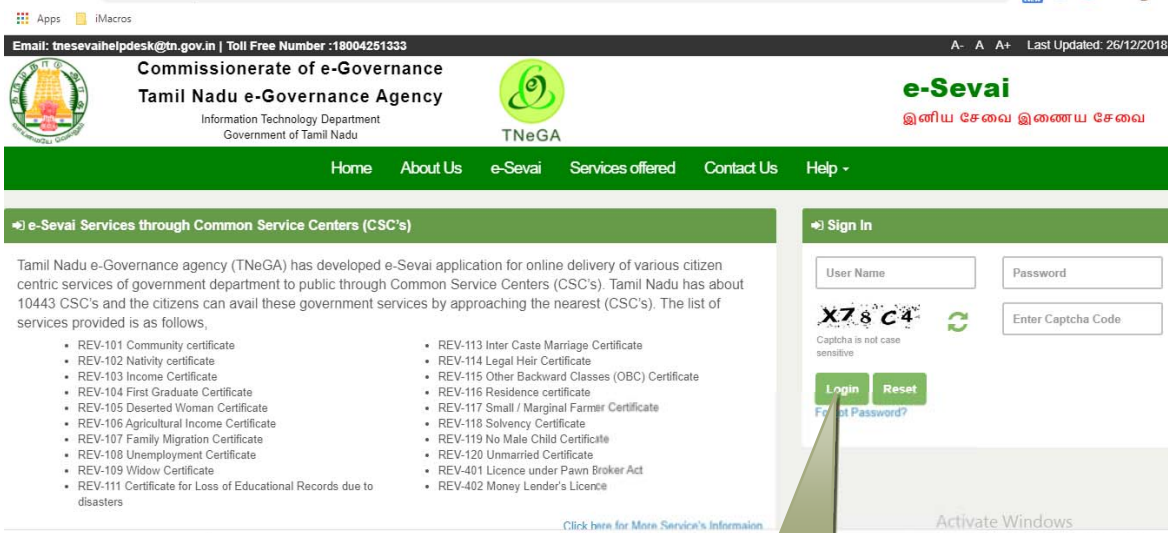
STEP1: Open the e-District Government of Tamil Nadu link.

STEP2: Operator Login Page display like this.

STEP 3: Enter the Correct login credentials.

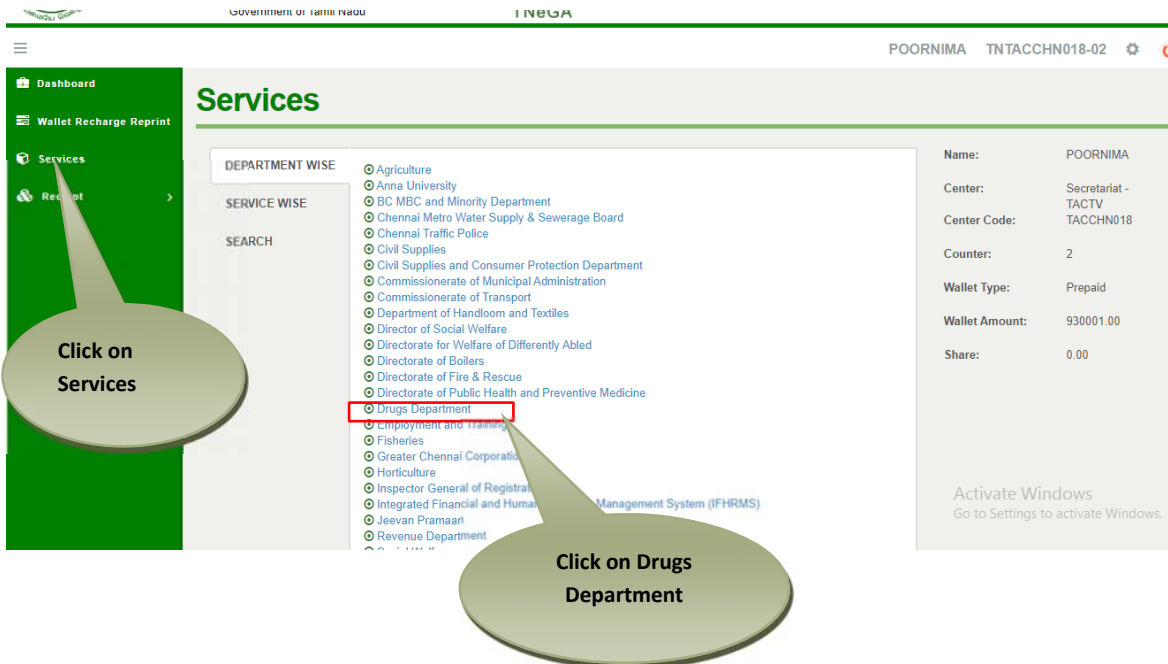
STEP 4: Click on Login.

7.1. Operator Login

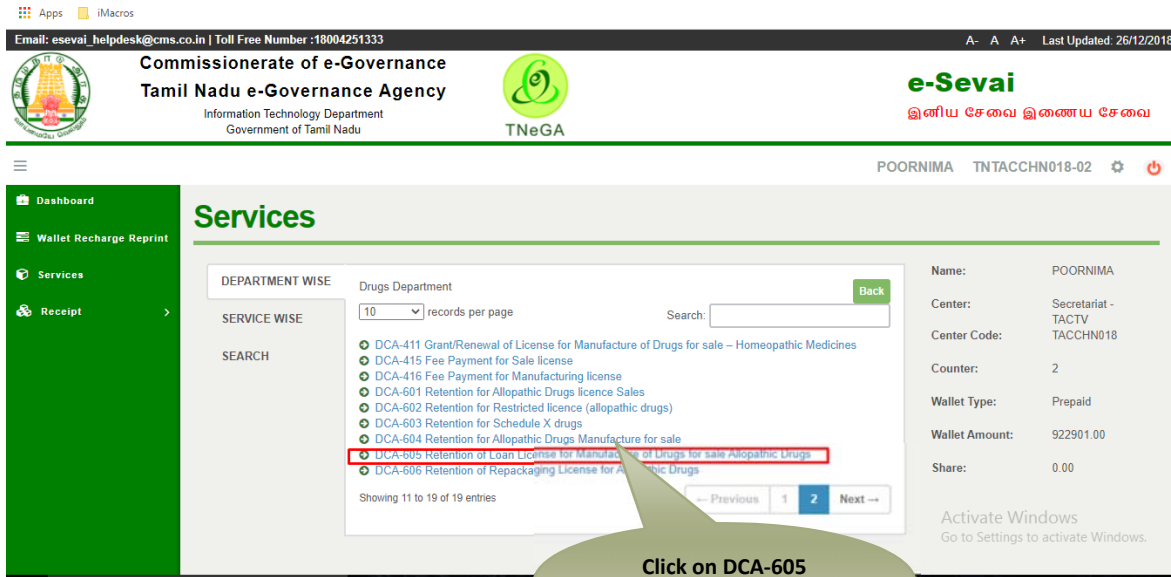


STEP 5: Click on Services.

STEP 6: Click on Drugs Department



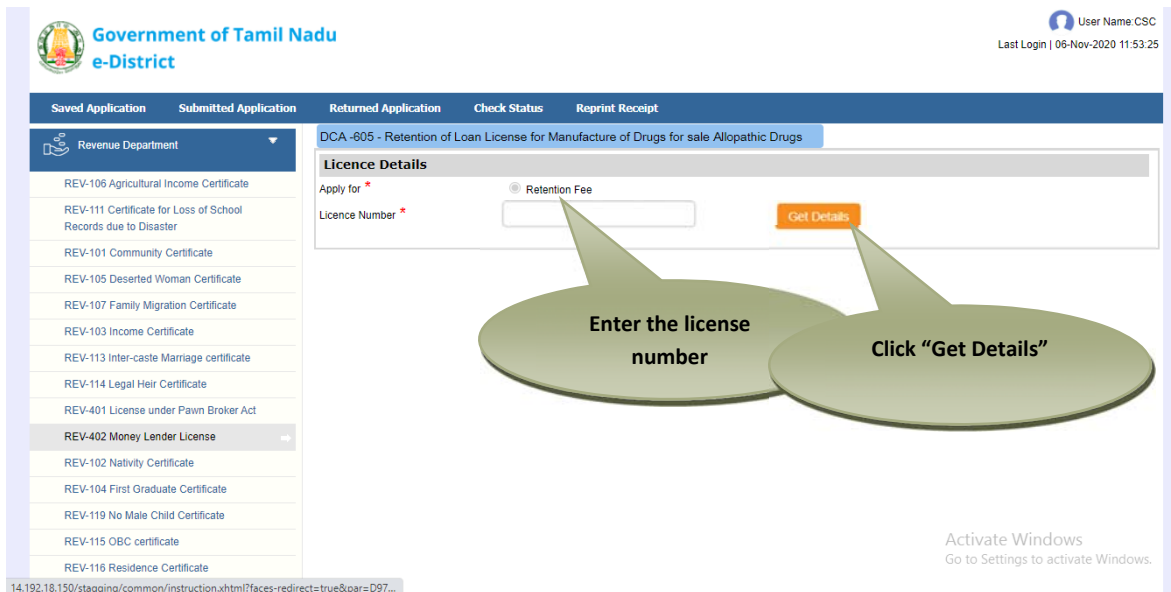
STEP 7: Click on “DCA-605” service



The screenshot shows the e-Sevai portal interface. At the top, there is a header with the CMS logo, contact information (Email: e sevai_helpdesk@cms.co.in | Toll Free Number :18004251333), and the user's name (POORNIMA) and session ID (TNTACCHN018-02). Below the header, the Commissionerate of e-Governance and Tamil Nadu e-Governance Agency logos are displayed. The main content area is titled "Services" and shows a list of services under the "DEPARTMENT WISE" filter set to "Drugs Department". The "DCA-605 Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs" service is highlighted with a red box. A callout bubble points to this service with the text "Click on DCA-605 service".

STEP 8: Entering the License Number

After clicking the required service, page will redirect the retention service page where user have to enter license number and click “Get Details” tab as below



The screenshot shows the e-District portal interface. The user is logged in as CSC. The main content area is titled "DCA -605 - Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs". The "Licence Details" section shows a form with a "Retention Fee" radio button selected and a "Licence Number" input field. A callout bubble points to the input field with the text "Enter the license number". Another callout bubble points to the "Get Details" button with the text "Click 'Get Details'".

STEP 9: Submitting the application

After clicking the get details tab, all the details of the license number will be fetched. Once the user check the details, he have to submit the application.

Returned Application Check Status Reprint Receipt

DCA -605 - Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs

Licence Details

Apply for * Retention Fee

Licence Number *

Manufacturer Category * Other than those specified in Schedule C, C (1) and X (Form 24A) *
 Schedule C and C (1) excluding those specified in part XB and Schedule X (Form 27A) *

Firm Type * Proprietorship Partnership Private limited(Pvt. Ltd.) Public Ltd. LLP Trust Co-operative Others HUF

License Type

Sr. No.	Categories	Quantity	License No	Date of Approval	From Date	To Date	Fees	Additional Fees	Fine	Total Amount
1	Form 25A	1	tn-01-25A-00004	2015-06-15	2020-06-15	2025-06-14	6000.0	0.0	600.0	6600.0
2	Form 28A	1	tn-01-28A-00004	2015-06-15	2020-06-15	2025-06-14	6000.0	0.0	600.0	6600.0

Applicant Details

Appellation * Applicant Name *

Designation * Aadhaar Number / Aadhaar

Enrollment Number / Other ID Proof *

[Add Bio Data](#) [Activate Windows](#)
Go to Settings to activate Windows.

Fees Structure

Sr. No.	Categories	Form 24A(Quantity)	Form 27A(Quantity)	Other
1	Capsules	1	1	

Total No of Products which require additional Items fee(no of products exceeding 10 in each category) *

Licence + Inspection Fee *

Additional Items Fee *

Total Licence Fee *

Contact details

Phone / Landline Number. Primary Mobile Number. *

Secondary Mobile Number Email Id *

[Activate Windows](#)
Go to Settings to activate Windows.

STEP 10: Making Payment

After clicking the submit button, page will be redirected to payment page, where user have to make payment and confirm the payment after checking the payment details. Service Charges will be shown and same will be deducted from operator wallet.

Government of Tamil Nadu

User Name: CSC
Last Login | 05-Nov-2020 13:59:09

Submitted Application Returned Application Check Status Reprint Receipt

Confirm

Payment Type *

[Make Payment](#)

Government of Tamil Nadu

Last Login | 06-Nov-2020 12:15:27

Application Returned Application Check Status Reprint Receipt

Confirm

Application Number	TN-10220201106102
Applicant Name	Prabhu
Date of Application	06-Nov-2020
Service Name	Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs
Government Fees	13200.00
Service Charge	500.00
Total	13700.00

[Confirm payment](#)

Activate Windows
Go to Settings to activate Windows.

STEP 11: Printing the receipt

Once payment gets successful, page will be directed to acknowledgement page where user can download the Acknowledgement receipt in PDF format as below.

Returned Application Check Status Reprint Receipt

Acknowledgement Receipt

Application Number	TN-10220201106102
Applicant Name	Prabhu
Service Name	DCA-605 Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs
Government Fees	13200.00
Service Charge	500.00
Total	13700.00
Payment Mode	Cash
Transaction Status	Success

Print receipt

Finish

Note: Please click on finish button after receipt downloaded .

Activate Windows
Go to Settings to activate Windows.

Acknowledgement Receipt Format:

தமிழ்நாடு அரசு / Government of Tamil Nadu
இ-சேவை மையம் / e-Sevai Centre

ஒட்டியம் / ACKNOWLEDGEMENT							
சீட்டு எண் / Receipt No.	: TN-10220201106182	சமர்ப்பணை எண்/Transaction No.	: TNTACCH011803084				
விண்ணப்பர் / Applicant Name	: Prathu	சமர்ப்பணை தேதி / Transaction Date	: 06/11/2020				
தொழில் சாலை / Department Name	: மருந்து கட்டுப்பாட்டு இயக்குகை / Drug Control Administration	விண்ணப்பிக்க செய்ய / Applied for Service	: DCA-605 Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs				
Zone Office	Office of the Assistant Director of Drugs control Salem Zone No. 7, Thiruvalluvar Street, Subramanian Nagar Salem - 636 005.						
Name of the Firm	: prathu and co						
Address of the Firm	: 3876, right wing, 2nd floor, Rear street, Athar Taluk, Salem District -698705						
License No. and Payment Details							
Category	License No.	Approval Date	From Date	To Date	Actual Fees	Fine Amount	Total Amount
Form 25A	tn-01-25A-00004	2015-06-15	2020-06-15	2025-06-14	6000.0	600.0	6600.0
Form 28A	tn-01-28A-00004	2015-06-15	2020-06-15	2025-06-14	6000.0	600.0	6600.0
Grand Total					12000.00	1200.00	13200.00
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode		செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)				
விண்ணப்பக் கட்டணம் / Application Fees	CASH		13200.00				
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges			500.00				
மொத்த செலுத்தப்படும் தொகை / Amount in words (Rs): Thirteen Thousand Seven Hundred Rupees Only			செலுத்தம் / Total : 13700.00				
மையம் குறியீடு மற்றும் மையம் / Centre Code & Type : TACCH0018 - TACTV							
<p>உங்கள் விண்ணப்பத்தை அனுப்பிய பின்னர், உங்கள் விண்ணப்பம் நிறைவேற்றப்பட்டுள்ளதா என்பதை உறுதிப்படுத்த உங்கள் விண்ணப்பத்தை http://14.193.14.150/stagging/VerifyCerti.shtml இல் சரிபார்க்கவும். உங்கள் விண்ணப்பத்தை உடனடியாக சரிபார்க்கவும். உங்கள் விண்ணப்பத்தை உடனடியாக சரிபார்க்கவும். உங்கள் விண்ணப்பத்தை உடனடியாக சரிபார்க்கவும். உங்கள் விண்ணப்பத்தை உடனடியாக சரிபார்க்கவும்.</p>							

8. Disclaimer

User manual is prepared as per the existing application; however actual screen shots may vary for few cases