



# Tamil Nadu e-District Application Training Manual

Licence to Grant or Renewal  
Homeopathic Medicines (DCA-  
402)

Drug Department



राष्ट्रीय इ-गवर्नेस योजना  
National e-Governance Plan

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## E-DISTRICTTAMIL 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.



1. Switch 'ON' the UPS only after you have switched 'ON' the power socket
2. Switch 'ON' the computer only after you have switched "ON' the UPS
3. Switch 'OFF' the power socket in there is an electrical spark in the socket

	4. Do not start the computer in case the UPS is not fully charged 5. 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 process applications received for Grant or Renewal of Homeopathic Medicines License through the e-District Portal.

### 4. Scope

The scope of this document is to cover the 'License to Grant or Renewal Homeopathic Medicines' service offered under **Drugs Department**.

### 5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/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 or Renewal Allopathic Drugs
2. DCA-402: Licence to Grant or Renewal Homeopathic Medicines
3. DCA-403: Licence to Grant or Renewal Restricted Licence (allopathic drugs)
4. DCA-404: Licence to Grant or Renewal Specified in Schedule x Drugs
5. DCA-405: Obtain Duplicate Licence

## 7. License to Grant or Renewal Homeopathic Medicines

### 7.1. Processing Application at Drug Inspector's Desk

Following steps show how to process applications received for Grant or Renewal of Homeopathic Medicines License at Drug Inspector's (DI) Desk:

**STEP 1:** Go to Tamil Nadu e-district Web Portal **departmental login** page.

Government of Tamil Nadu e-District

Home About List of Services Verify Certificate Login Contact

Department Login

Citizen Request Direct  
Citizen Request  
CSC Enter Citizen Record  
e-District Suite  
Application Response  
Department Query  
Official

Click for departmental login

For Citizen  
Log In or Register to Continue  
Yet not an e-District Member? Click below on New Registration

Announcements

**STEP 2:** Enter login credentials and click on **Login**.

Government of Tamil Nadu e-District

Home About List of Services Verify Certificate Login Contact

Department Login

User Name  
dj\_perambalur

Password  
...

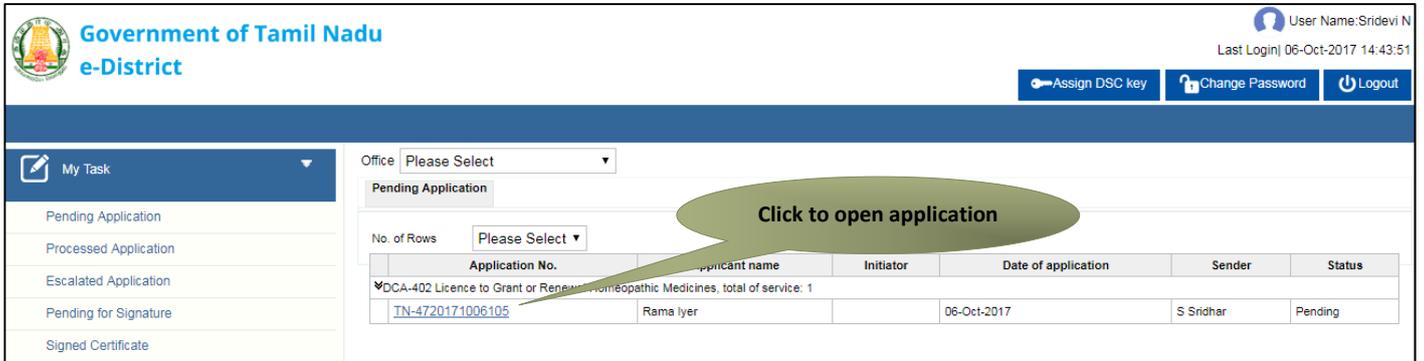
Login

Enter username and password

Home | About | List of Services | Contact

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**STEP 3:** Pending applications will show up. Click on the **Application Number** link to open an application.



The screenshot shows the 'Government of Tamil Nadu e-District' interface. On the left is a 'My Task' sidebar with options like 'Pending Application', 'Processed Application', etc. The main area displays a table of pending applications. A callout bubble with the text 'Click to open application' points to the 'Application No.' link in the first row of the table.

Application No.	Applicant name	Initiator	Date of application	Sender	Status
<a href="#">TN-4720171006105</a>	Rama Iyer		06-Oct-2017	S Sridhar	Pending

Application request details will open. You can view the application by clicking on the **View Application** button.



**Government of Tamil Nadu**  
e-District

User Name: Sridevi N  
Last Login: 06-Oct-2017 14:43:51

[Assign DSC key](#)
[Change Password](#)
[Logout](#)

---

**My Task**

- Pending Application
- Processed Application
- Escalated Application
- Pending for Signature
- Signed Certificate

**Requested Details**

Service Name	Licence to Grant or Renewal Homeopathic Medicines (DCA-402)	Applicant Name	Rama Iyer
Application Number	TN-4720171006105	Date of Request	06-Oct-2017

Application Form

Licence to Grant or Renewal Homeopathic Medicines (DCA-402) [View Application](#)

Status

Current Status: **Application Submitted to Drugs Inspector** Date: **06-Oct-2017 05:58:24**

**Uploaded Documents**

Serial No.	Document Name	View Document	Download
1	Photo	View Document	Download
2	Residence Proof	View Document	Download
3	Form 19-B (Retail)	View Document	Download
4	EC or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document	View Document	Download
5	Memorandum of Association & Article of Association of the Firm or Partnership Deed	View Document	Download
6	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant	View Document	Download
7	Legal Tenancy Affidavit Attested by Notary Public	View Document	Download
8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator	View Document	Download
9	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate	View Document	Download
10	Declaration Form	View Document	Download
11	Pharmacist or Competent Persons attested by Notary Public	View Document	Download

[Download all](#)

**Inspection Report**

Officer Name:	<b>S Sridhar</b>	Designation:	<b>Assistant Director</b>
Date And Time:	<b>06-Oct-2017 05:58:24</b>	Is Verified:	<b>Yes</b>
Enquiry Date:	<b>06-Oct-2017</b>	Remarks:	<b>Reviewed.</b>

**AD check list**

Whether Physical Copy has been received or not?  Yes  No Date of Physical Copy Received:

Physical Copy POD Details:

**DI check list**

Name of the Firm:  Address:

Name(s) of the proprietor / partners/ directors:  Phone No/ Fax No/email Id:

Date of Inspection:  Licences held /applied for:

Whether the application is for grant / renewal:  Grant  Renewal If grant, Grant is due to:

Whether adequate fees is paid:  Yes  No Whether adequate court fee stamps provided:  Yes  No

Whether the premises is adequate and equipped with proper storage accommodation:  Yes  No Whether a cold storage is provide and whether it is adequate and in working condition:  Yes  No  NA

Whether full time qualified person/competent person has been appointed:  Yes  No Whether a permission to operate a pharmacy requested:  Yes  No

If Yes, whether it complies with Schedule N:  Yes  No Whether the applicant been convicted of an offence under the Act of rules previous:  Yes  No

Whether their licences have been cancelled or suspended previously:  Yes  No Whether the inspecting officer recommends for grant/ renewal of licences:  Yes  No

Date of Physical Copy Received:  Physical Copy POD Details:

Remarks:

**Process Action**

Physical Copy Has Been Verified:  Yes  No

[Add..](#)

Application Recommended By Drugs Inspector:  Yes  No

Remarks by Drugs Inspector:

Click to view application

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Version 1.4.0.0

**CMS** Tamil Nadu e-District Application User Manual  
The below figure shows the application preview:

**Application for license to grant or renewal Homeopathic Medicines (Sales)**

License Type:  Grant  Renewal

Apply for:  Fresh Licence  Change of Premises  Change in Constitution

Business License Type:  Retail Licence (Form 19B)  Wholesale Licence (Form 19B)  Both Retail and Wholesale Licence (Form 19B)

Constitution / Ownership Type:  Proprietorship  Partnership  Private limited(Pvt. Ltd.)  Public Ltd.  LLP  Trust  Others  HUF

Are you an authorised person:  Yes  No

**Applicant Details**

Sr. No.	Appellation	Applicant Name	Designation	Aadhaar Number / Aadhaar Enrollment Number / Other ID Proof	View Bio Data
1	Shri	Rama Iyer	Managing Director	ABCD1234	

Appellation: --Select--  
Designation: --Select--

**Firm and Address Details**

Name of the Firm: ABC Medicos  
State: TAMIL NADU  
Taluk: Perambalur / பெரம்பலூர்  
Street No. / Name: Theri Complex

Type of Firm: Own  
District: Perambalur / பெரம்பலூர்  
Zone: Thiruchirappalli  
Door / Flat No. (Provide all the door no's separated by comma): 102

View Document	Download
<a href="#">View Document</a>	<a href="#">Download</a>

**STEP 4:** Click on the **Download** link to download and verify uploaded documents.

Status					
Current Status	Application Submitted to Drugs Inspector	Date And Time	06-Oct-2017 05:58:24		
Uploaded Documents					
Serial No.	Document Name	Document Number	File Name	View Document	Download
1	Photo	1	Photo_1	<a href="#">View Document</a>	<a href="#">Download</a>
2	Residence Proof	2	Residence Proof_2	<a href="#">View Document</a>	<a href="#">Download</a>
3	Form 19 -B ( Retail)	3	Form 19 -B ( Retail)_3	<a href="#">View Document</a>	<a href="#">Download</a>
4	EC or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document	4	EC or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document_4	<a href="#">View Document</a>	<a href="#">Download</a>
5	Memorandum of Association & Article of Association of the Firm or Partnership Deed	5	Memorandum of Association & Article of Association of the Firm or Partnership Deed_5	<a href="#">View Document</a>	<a href="#">Download</a>
6	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant	6	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant_6	<a href="#">View Document</a>	<a href="#">Download</a>
7	Legal Tenancy Affidavit Attested by Notary Public	7	Legal Tenancy Affidavit Attested by Notary Public_7	<a href="#">View Document</a>	<a href="#">Download</a>
8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator	8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator_8	<a href="#">View Document</a>	<a href="#">Download</a>
9	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate	9	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate_9	<a href="#">View Document</a>	<a href="#">Download</a>
10	Declaration Form	10	Declaration Form_10	<a href="#">View Document</a>	<a href="#">Download</a>
11	Pharmacist or Competent Persons attested by Notary Public	11	Pharmacist or Competent Persons attested by Notary Public_11	<a href="#">View Document</a>	<a href="#">Download</a>

[Download all](#)

Click to download document

**STEP 5: Review AD Inspection Report and Check List.**

Inspection Report			
Officer Name:	S Sridhar	Designation:	Assistant Director
Date And Time:	06-Oct-2017 05:58:24	Is Verified:	Yes
Enquiry Date:	06-Oct-2017	Remarks:	Reviewed.

---

**AD check list**

Whether Physical Copy has been received or not ?  Yes  No      Date of Physical Copy Received \*

Physical Copy POD Details

**STEP 6: Enter required details under DI Checklist.**

**Note:**

- Under the option 'Whether the application is for grant/ renewal', select 'Grant' for new request and 'Renewal' for renewal requests.
- Under the option 'If grant, Grant is due to', select appropriate option (Entirely Fresh License/ Change in constitution/ Change of Premises).

**DI check list**

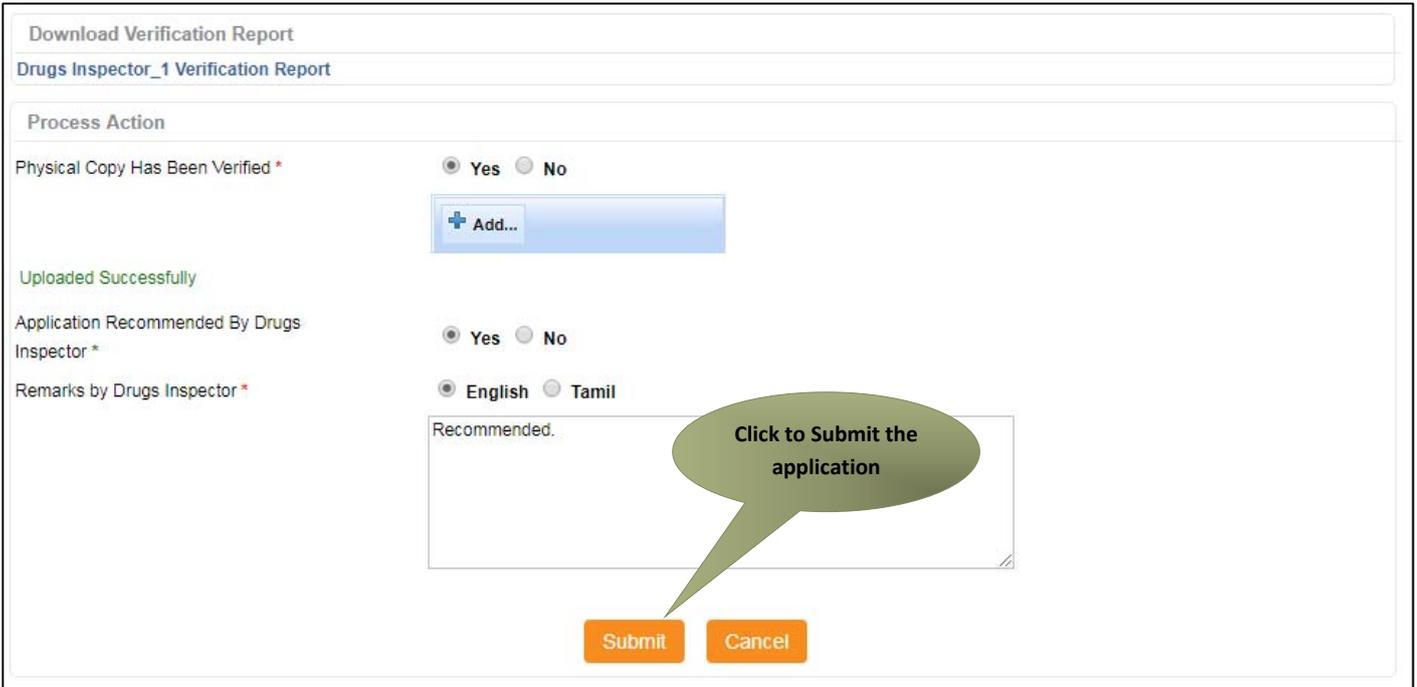
Name of the Firm *	<input type="text" value="ABC Medicos"/>	Address *	<input type="text" value="Theri Complex"/>
Name(s) of the proprietor / partners/ directors *	<input type="text" value="Raja Chetti"/>	Phone No/ Fax No/email Id	<input type="text"/>
Date of Inspection *	<input type="text" value="06-Oct-2017"/>	Licences held /applied for *	<input type="text" value="Grant Homeopathic Medicine"/>
Whether the application is for grant / renewal *	<input checked="" type="radio"/> Grant <input type="radio"/> Renewal	If grant, Grant is due to *	<input type="radio"/> Change in constitution <input type="radio"/> Change of premises <input checked="" type="radio"/> Entirely fresh license
Whether adequate fees is paid *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether adequate court fee stamps provided *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Whether the premises is adequate and equipped with proper storage accommodation *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether a cold storage is provide and whether it is adequate and in working condition *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
Whether full time qualified person/competent person has been appointed *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether a permission to operate a pharmacy requested *	<input checked="" type="radio"/> Yes <input type="radio"/> No
if Yes, whether it complies with Schedule N *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether the applicant been convicted of an offence under the Act of rules previous *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Whether their licences have been cancelled or suspended previously *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether the inspecting officer recommends for grant/ renewal of licences *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of Physical Copy Received *	<input type="text" value="06-Oct-2017"/>	Physical Copy POD Details	<input type="text" value="Copies received."/>
Remarks	<input type="text"/>		

**STEP 7:** Specify whether or not physical copies of the documents have been verified. Attach Verification Report using the **Attach** button. Uploaded report will appear above the 'Process Action' section.

**STEP 8:** Specify whether or not you (DI) recommend the application.

**STEP 9:** Enter remarks.

**STEP 10:** Click on **Submit**.



Download Verification Report

Drugs Inspector\_1 Verification Report

Process Action

Physical Copy Has Been Verified \*  Yes  No

Uploaded Successfully

Application Recommended By Drugs Inspector \*  Yes  No

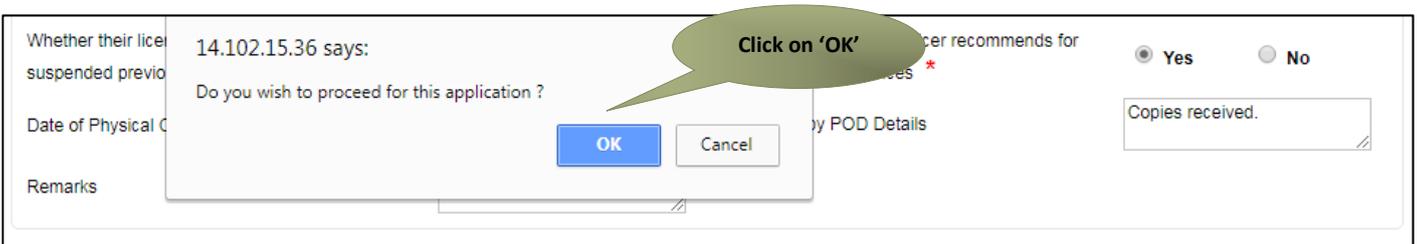
Remarks by Drugs Inspector \*  English  Tamil

Recommended.

Click to Submit the application

A confirmation popup will appear.

**STEP 10:** Click on **OK** to continue.



Whether their license is suspended previously

14.102.15.36 says:

Do you wish to proceed for this application ?

Application recommended by Drugs Inspector recommends for  Yes  No

Date of Physical Copies received by POD Details

Copies received.

Remarks

Click on 'OK'

Post-submission, the application goes back to the **Assistant Director** for final processing.

## 8. Disclaimer

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