



Tamil Nadu e-District Application Training Manual

Licence to Grant or Renewal
Specified in Schedule x Drugs
(DCA-404)

Drug Department



राष्ट्रीय इ-गवर्नेस योजना
National e-Governance Plan

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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.



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 Drugs License Specified in Schedule X through the e-District Portal.

4. Scope

The scope of this document is to cover the 'Licence to Grant or Renewal Specified in Schedule x Drugs' 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. Licence to Grant or Renewal Specified in Schedule x Drugs

7.1.Processing Application at Drug Inspector's Desk

Following steps show how to process applications received for Grant or Renewal Specified in Schedule x Drugs 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

acknowledgement no

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

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

acknowledgement no

Department Login

User Name
dj_perambalur

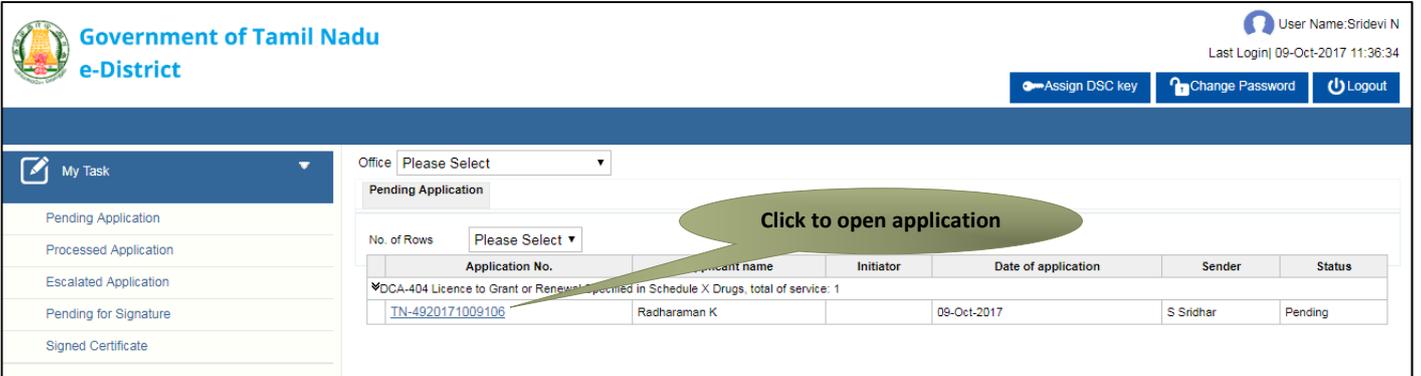
Password
...

Login

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.



Government of Tamil Nadu
e-District

User Name: Sridevi N
Last Login: 09-Oct-2017 11:36:34

Assign DSC key Change Password Logout

My Task

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

Office: Please Select

Pending Application

No. of Rows: Please Select

Application No.	Applicant name	Initiator	Date of application	Sender	Status
DCA-404 Licence to Grant or Renewal specified in Schedule X Drugs, total of service: 1					
TN-4920171009106	Radharaman K		09-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: 09-Oct-2017 11:36:34

[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 Specified in Schedule X Drugs (DCA-404)	Applicant Name	Redharaman K
Application Number	TN-4920171009106	Date of Request	09-Oct-2017

Application Form

Licence to Grant or Renewal Specified in Schedule X Drugs (DCA-404) [View Application](#)

Status

Current Status	Application Submitted to Drugs Inspector	Date And Time	09-Oct-2017 03:20:02
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Uploaded Documents

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

[Download all](#)

Inspection Report

Officer Name:	S Sridhar	Designation:	Assistant Director
Date And Time:	09-Oct-2017 03:20:03	Is Verified:	Yes
Enquiry Date:	09-Oct-2017	Remarks:	Please process.

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 *	<input type="text"/>	Address *	<input type="text"/>
Name(s) of the proprietor / partners/ directors *	<input type="text"/>	Phone No/ Fax No/email Id	<input type="text"/>
Date of Inspection *	<input type="text"/>	Licences held /applied for *	<input type="text"/>

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

Change in constitution of premises license Change Entirely fresh

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

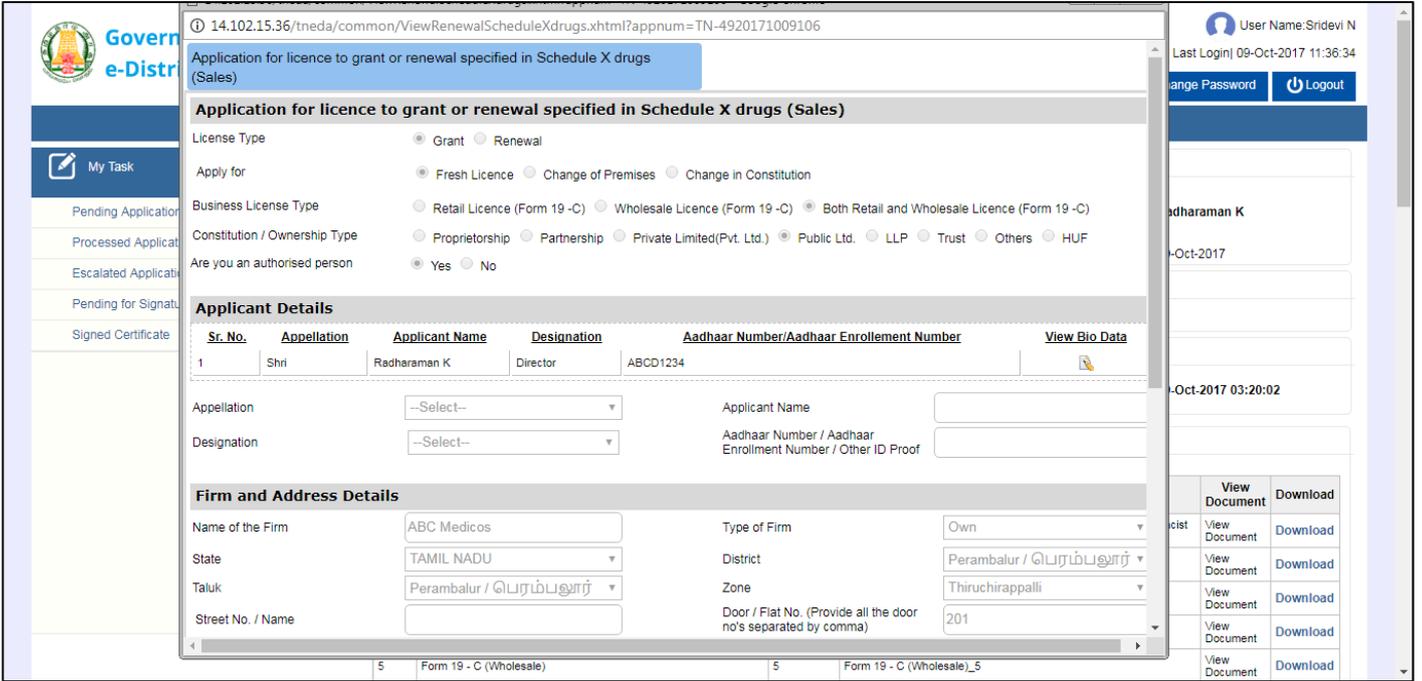
Physical Copy Has Been Verified * Yes No

Application Recommended By Drugs Inspector * Yes No

Remarks by Drugs Inspector * English Tamil

Click to view application

The below figure shows the application preview:



The screenshot shows a web application interface for license renewal. The main content area is titled "Application for licence to grant or renewal specified in Schedule X drugs (Sales)". It includes sections for License Type, Apply for, Business License Type, Constitution / Ownership Type, and Applicant Details. The Applicant Details section contains a table with columns for Sr. No., Appellation, Applicant Name, Designation, Aadhaar Number/Aadhaar Enrolment Number, and View Bio Data. Below this is a form for Firm and Address Details, including fields for Name of the Firm, State, Taluk, Street No. / Name, Type of Firm, District, Zone, and Door / Flat No. The right sidebar shows user information for "User Name: Sridevi N" and a list of documents with "View Document" and "Download" links.

Sr. No.	Appellation	Applicant Name	Designation	Aadhaar Number/Aadhaar Enrolment Number	View Bio Data
1	Shri	Radharaman K	Director	ABCD1234	

Firm and Address Details	
Name of the Firm	ABC Medicos
Type of Firm	Own
State	TAMIL NADU
District	Perambalur / பெரம்பலூர்
Taluk	Perambalur / பெரம்பலூர்
Zone	Thiruchirappalli
Door / Flat No. (Provide all the door no's separated by comma)	201

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

Status						
Current Status		Application Submitted to Drugs Inspector		Date And Time	09-Oct-2017 03:20:02	
Uploaded Documents						
Serial No.	Document Name	Document Number	File Name	View Document	Download	
1	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate	1	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate_1	View Document	Download	
2	Declaration Form	2	Declaration Form_2	View Document	Download	
3	EC or Property Tax Receipt or Sale Deed Copy of building or Equivalent Document	3	EC or Property Tax Receipt or Sale Deed Copy of building or Equivalent Document_3	View Document	Download	
4	Form 19 - C (Retail)	4	Form 19 - C (Retail)_4	View Document	Download	
5	Form 19 - C (Wholesale)	5	Form 19 - C (Wholesale)_5	View Document	Download	
6	Legal Tenancy Affidavit Attested by Notary Public	6	Legal Tenancy Affidavit Attested by Notary Public_6	View Document	Download	
7	Memorandum of Association & Article of Association of the Firm or Partnership Deed	7	Memorandum of Association & Article of Association of the Firm or Partnership Deed_7	View Document	Download	
8	Pharmacist or Competent Persons attested by Notary Public	8	Pharmacist or Competent Persons attested by Notary Public_8	View Document	Download	
9	Photo	9	Photo_9	View Document	Download	
10	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator	10	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator_10	View Document	Download	
11	Rental Agreement	11	Rental Agreement_11	View Document	Download	
12	Residence Proof	12	Residence Proof_12	View Document	Download	
13	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant	13	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant_13	View Document	Download	

[Download all](#)



STEP 5: Review AD Inspection Report and Check List.

Inspection Report			
Officer Name:	S Sridhar	Designation:	Assistant Director
Date And Time:	09-Oct-2017 03:20:03	Is Verified:	Yes
Enquiry Date:	09-Oct-2017	Remarks:	Please process.
AD check list			
Whether Physical Copy has been received or not ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date of Physical Copy Received *	<input type="text" value="09-Oct-2017"/>
Physical Copy POD Details	<input type="text" value="Copies Received."/>		

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.

- b. 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="Deepak S"/>	Phone No/ Fax No/email Id	<input type="text"/>
Date of Inspection *	<input type="text" value="08-Oct-2017"/>	 Licences held /applied for *	<input type="text" value="Grant Schedule X Drugs"/>
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="09-Oct-2017"/>	 Physical Copy POD Details	<input type="text"/>
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 comments.

STEP 10:Click on **Submit**.

Download Verification Report

Drugs Inspector_1 Verification Report [Delete](#)

Process Action

Physical Copy Has Been Verified * Yes No

[+ Add...](#)

Uploaded Successfully

Application Recommended By Drugs Inspector * Yes No

Remarks by Drugs Inspector * English Tamil

Recommended.

Click to process application

[Submit](#) [Cancel](#)

A confirmation popup will appear.

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

Suspended previous

14.102.15.36 says:

Date of Physical C

Do you wish to proceed for this application ?

Remarks

[OK](#) [Cancel](#)

Click on 'OK'

Download Verification Report

Drugs Inspector_1 Verification Report [Delete](#)

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.