Tamil Nadu e-District

Application Training Manual

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

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.

> 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 apply for Grant or Renewal ofHomeopathicMedicinesLicense through the e-District Portal.

4. Scope

The scope of this document is to cover the'Licence 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 areoffered 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

Following steps describe how to use theLicense to Grant or Renewal Homeopathic Medicinesservice through the e-District Portal:

STEP1: Go to the e-Sevai(Government of Tamil Nadu) Web Portal.

STEP 2: Enter the login credentials.

Make sure 'Operator' is selected in the **Operator Type**field.
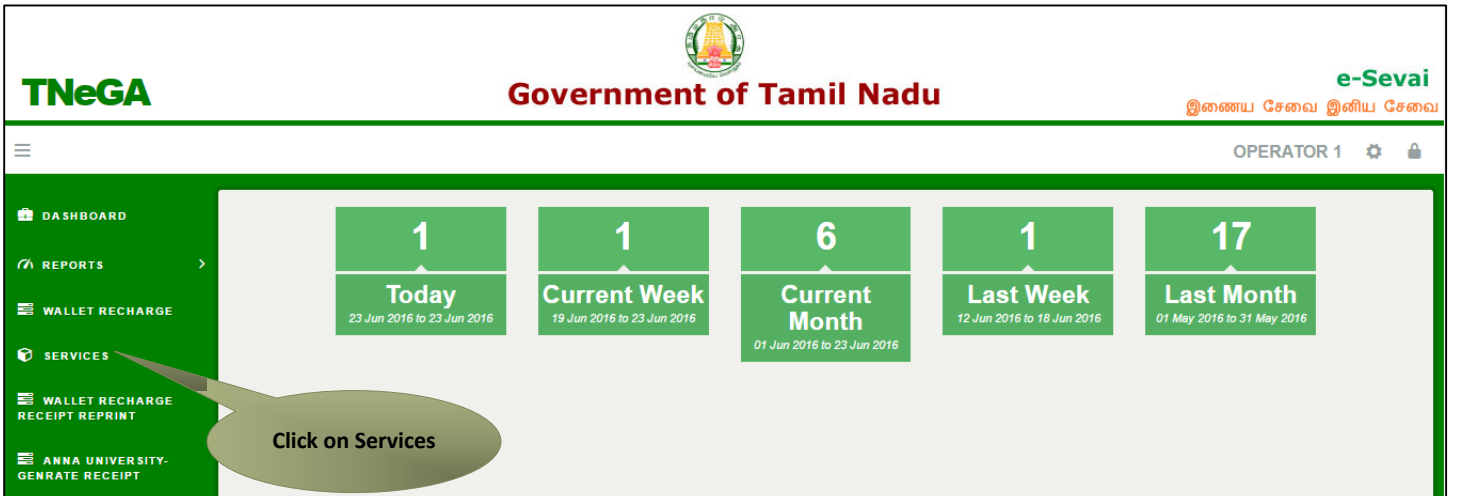
STEP 3: Enter Captcha code.

STEP 4: Click on Login**.**

e-Sevai Dashboard will appear.

STEP 5: Click on **Services**on the left panel.
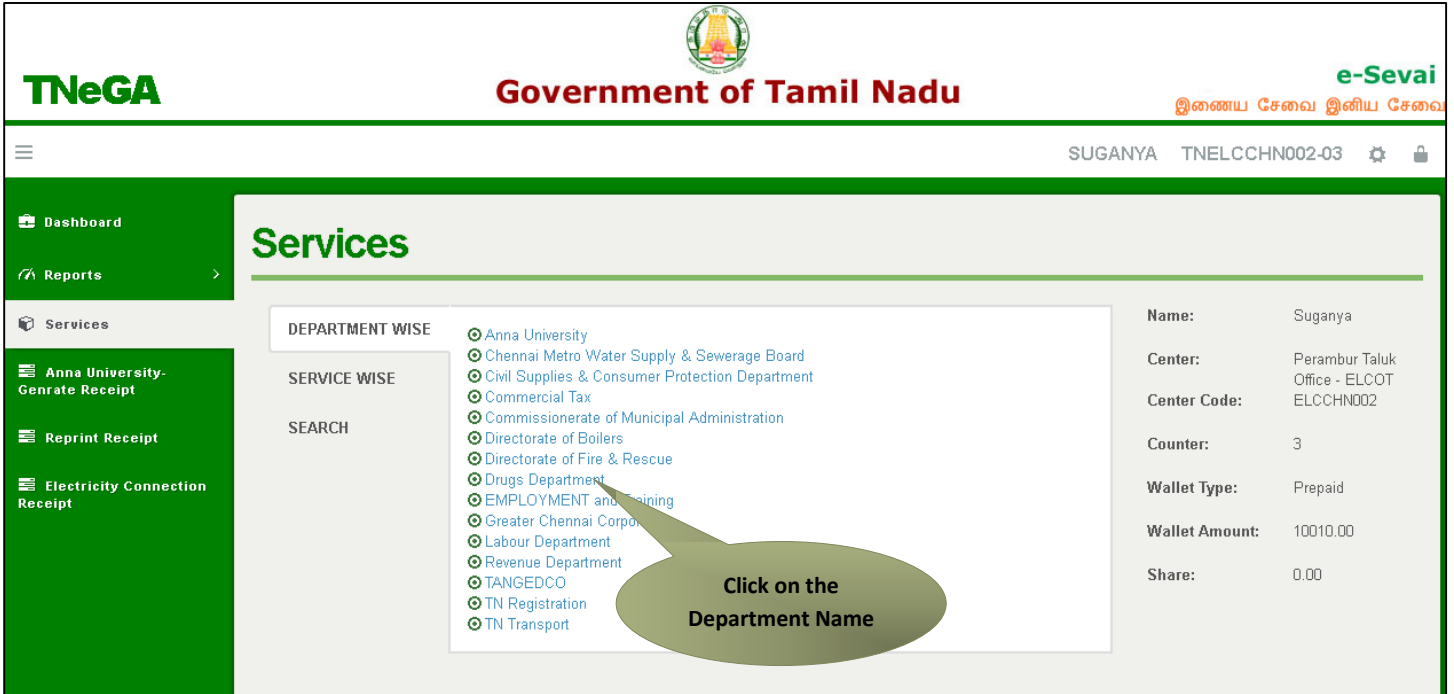
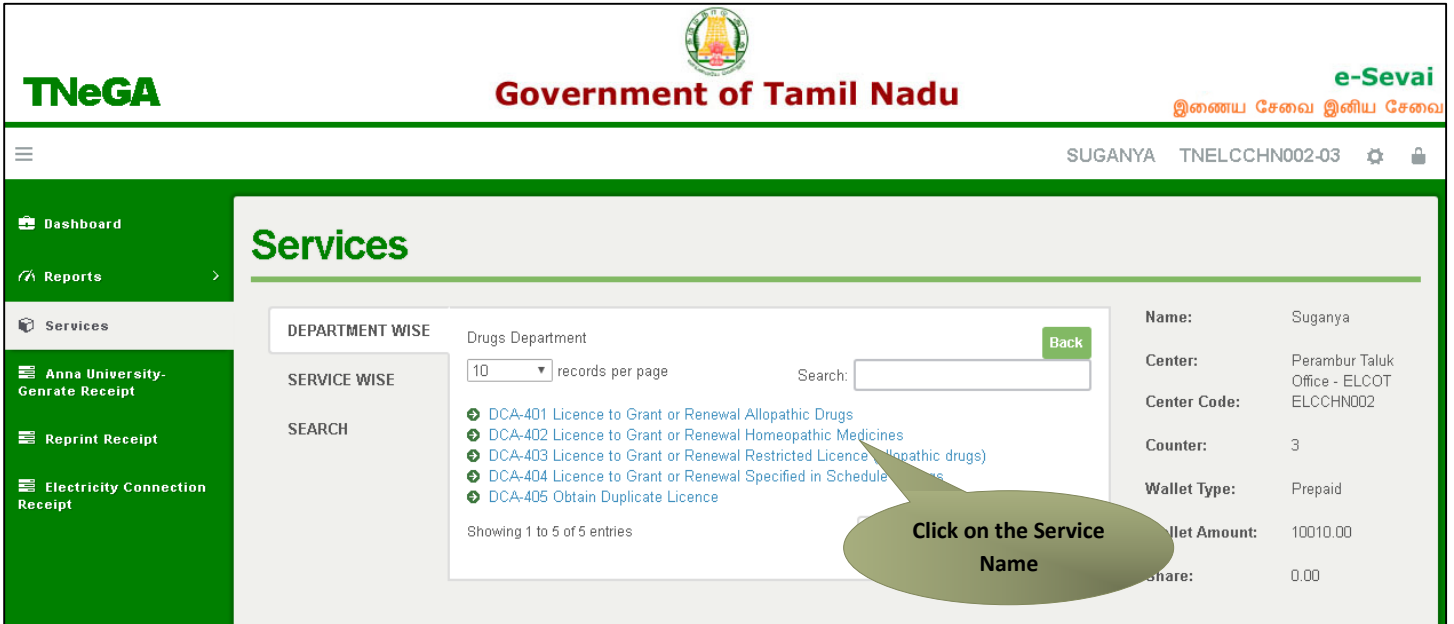Department Wise service listing will appear.

STEP 6: Click on **Drugs Department**.

You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.
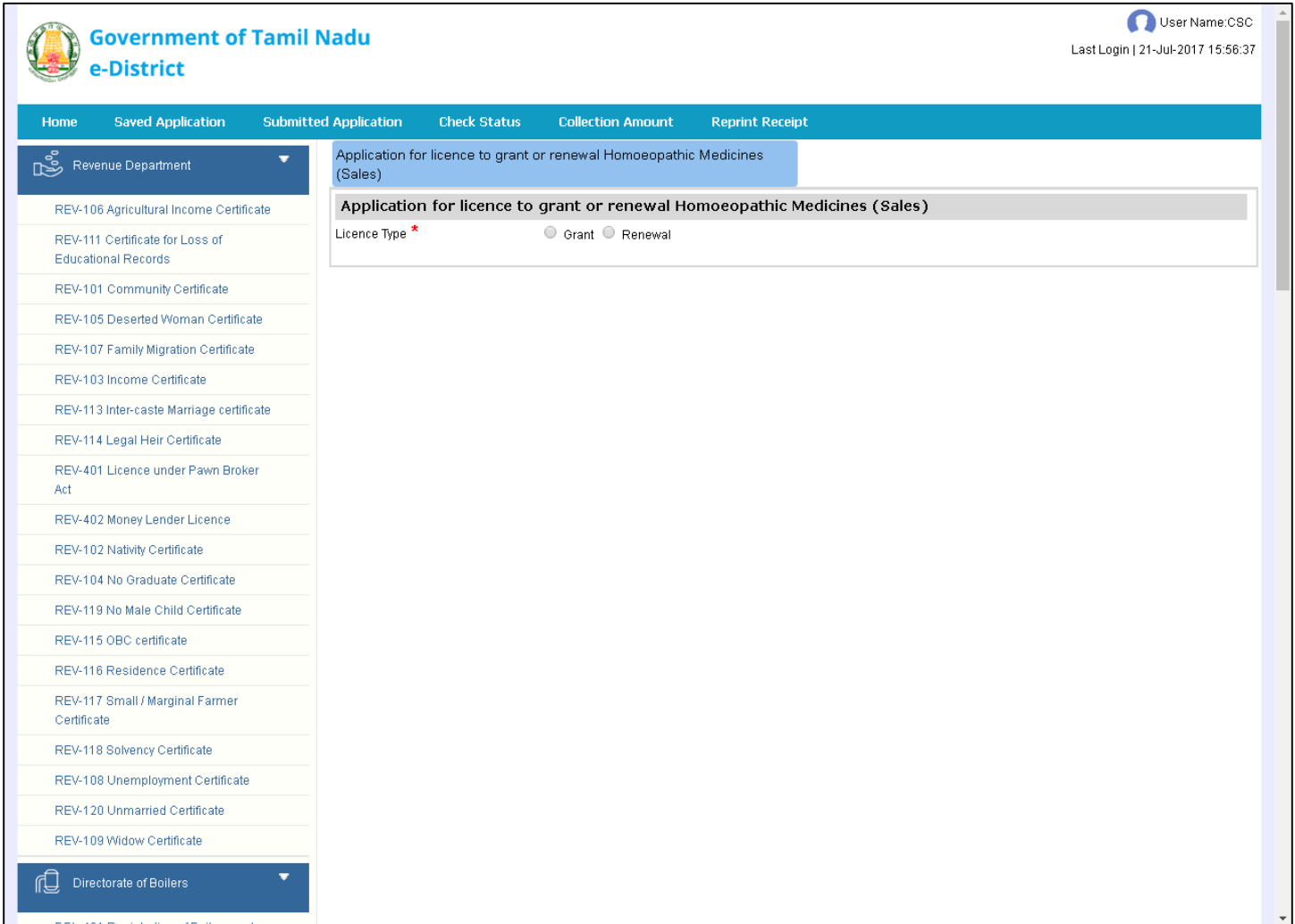

STEP 7: Click on**DCA-402 License to Grant or Renewal Homeopathic Medicines**.

You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

STEP 8: Choose License Type (Grant/Renewal).

Note:
   a. Please proceed to step 9 if you choose 'Grant'.
   b. If you choose 'Renewal', you will be required to enter License Number. Once you enter the License Number, your details will auto populate in the application in non-editable mode. You may then proceed with uploading documents and submitting application for license renewal.

STEP 9: Choose Type of Application (Fresh License/ Change of Premises/ Change in Constitution).

Note:
   a. Please follow steps 10 to 17 if you choose 'Fresh License'.
   b. If you choose 'Change of Premises', your application details will auto populate in the form in semi-editable mode. You may then make desired changes in the 'Firm and Address Details' section and proceed with uploading documents and submitting the application.
   c. If you choose 'Change in Constitution', your application details will auto populate in the form in semi-editable mode. You may then make desired changes in the 'Applicant Details' section and proceed with uploading documents and submitting the application

Application for licence to grant or renewal Homoeopathic Medicines (Sales)

Application for licence to grant or renewal Homoeopathic Medicines (Sales)

Licence Type *	● Grant ○ Renewal
Apply for *	○ Fresh Licence ○ Change of Premises ○ Change in Constitution

STEP 10: Select Business License Type.

STEP 11: Select Constitution / Ownership Type.

Note: In case of Pvt. Ltd. / Public Ltd. / LLP/ Trust/ HUF, specify whether you are an authorized person? Specify Constitution / Ownership Type manually in case of 'Others'.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck

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

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

STEP 12: Enter required **Applicant Details**. Use the available fields to enter details. Click on the '**Add Applicant**' button to add applicant record to the application. Added records will be shown on the top, as shown in below screen.

Applicant Details

Sr. No.	Appellation	Applicant Name	Designation	Aadhaar Number / Aadhaar Enrollment Number / Other ID Proof	Add Bio Data / Edit	Delete
1	Shri	Rama Iyer	Managing Director	ABCD1234	✉	✕

Appellation *	--Select-- ▼	Applicant Name *	[ ]
Designation *	--Select-- ▼	Aadhaar Number / Aadhaar Enrollment Number / Other ID Proof *	[ ]

Add Applicant

You may remove a record using the **cross(x) icon** or click on the **Add Bio Data** icon to add complete bio data of the applicant. The below screen shows a preview of the Bio Data pop-up form:

STEP 13: Enter required Firm and Address Details.

STEP 14: Enter Competent Person Details. Use the available fields to enter details. Click on the '**Add**' button to add Competent Person record to the application. Added records will be shown on the top, as shown in below screen.

You may remove a record using the **cross(x) icon** or click on the **Add Bio Data** icon to add complete bio data of the Pharmacist/Competent Person.

STEP 15: Enter Storage Accommodation details.

Storage Accommodation

Do you have any special storage accommodation *	● Yes ○ No	Particulars for Special Storage *	Warehouse

STEP 16: Enter Contact Details.

STEP 17: Click on **Submit**.

Contact Details

Phone / Landline No.		Primary Mobile Number *	9654940607
Secondary Mobile Number		Email ID	

Click to submit application

Submit   Cancel

Next screen will show a list of required documents.

Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom. You may remove any uploaded document using the **cross** sign.

Please Note:

- The 'Upload' button will appear once you browse and add a document.
- You may download **Declaration Form** or other forms such as **Form 19 B** in prescribed formats using the available links.
- The applicant will be required to submit physical copies of the mandatory documents on the address mentioned in the application.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Upload Docs for Application No. TN-4720171006105

List of Documents

1. Photo — Mandatory
2. Residence Proof — Mandatory
3. Form 19 -B (Retail) — Mandatory
4. EC or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document — Mandatory
5. Memorandum of Association & Article of Association of the Firm or Partnership Deed — Mandatory
6. Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant — Mandatory
7. Legal Tenancy Affidavit Attested by Notary Public — Mandatory
8. Purchase Bill Copy of Refrigerator, Air Conditioner and Generator — Mandatory
9. Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate — Mandatory
10. Declaration Form — Mandatory
11. Pharmacist or Competent Persons attested by Notary Public — Mandatory
12. NOC from Other Owners of the Premises Land Area — Optional
13. Other Documents — Optional

Download Declaration Form Formats

Download declaration form

Download Form 19B

Download form 19B

All documents which are attached above shall be send to ADO Office with Envelope cover (Mention Address on it).

Address:

Office of the Assistant Director of Drugs control
Trichy Zone No.19, A.V. Arcade, 9th Cross East, Thillai Na...
Trichy-620 018

(Mention your acknowledgment number on left top of the courier)

Select Document * **[Pharmacist or Competent Per ▼]**   (*Select a document*)

Document No. * **[11]**   (*Enter document no.*)

[+ Add...] [▶ Upload]   (*Browse and upload document*)

Supported files types : pdf,jpeg,jpg,png
Supported file size of document : 200 KB
Supported file size of photo : 50 KB

(*Uploaded documents*)

Serial No.	Document Name	Document Number	File Name	Delete
1	Photo	1	Photo_1	✕
2	Residence Proof	2	Residence Proof_2	✕
3	Form 19 -B (Retail)	3	Form 19 -B (Retail)_3	✕
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	✕
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	✕
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	✕
7	Legal Tenancy Affidavit Attested by Notary Public	7	Legal Tenancy Affidavit Attested by Notary Public_7	✕
8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator	8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator_8	✕
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	✕
10	Declaration Form	10	Declaration Form_10	✕

[Back]

After uploading the documents, click on 'Make Payment'.

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	✕
7	Legal Tenancy Affidavit Attested by Notary Public	7	Legal Tenancy Affidavit Attested by Notary Public_7	✕
8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator	8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator_8	✕
9	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate	9	Copy of Pharmacist or Education	✕
10	Declaration Form	10	Declaration Form	✕
11	Pharmacist or Competent Persons attested by Notary Public	11	Pharmacist or Competent Persons attested by Notary Public_11	✕

Click to make payment

Make Payment   Back

Payments page will appear. Amount payable (Total Fees) will be shown on screen. Click on **Confirm Payment**.

d Application   Check Status   Collection Amount   Reprint Receipt   TNEB Recheck

Confirm

Application Number	TN-4720171006105
Applicant Name	Rama Iyer
Date of Application	06-Oct-2017
Service Name	Licence to Grant or Renewal Homeopathic Medicines
Government Fees	250.00
Service Charge	2.00
Total	252.00

Click to confirm payment

Confirm payment

Acknowledgement receipt will be shown.

Click on **Print Receipt** to download/print the receipt.

Application   **Check Status**   **Collection Amount**   **Reprint Receipt**   **TNEB Recheck**

Acknowledgement Receipt

Application Number	TN-4720171006105
Applicant Name	Rama Iyer
Service Name	DCA-402 Licence to Grant or Renewal Homeopathic Medicines
Government Fees	250.00
Service Charge	2.00
Total	252.00

Click to print receipt

[Print receipt]

The below figure shows the preview of the acknowledgement receipt.

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

ஒப்புகை / **ACKNOWLEDGEMENT**

ரசீது எண் / Receipt No. : TN-4720171006105	விண்ணப்ப எண் / Application No. : TN-4720171006105
விண்ணப்பதாரர் / Applicant Name : Rama Iyer	விண்ணப்பித்த தேதி / Application date : 06/10/2017
துறையின் பெயர் / Department Name : மருத்து கட்டுப்பாடு இயக்குநரகம் / Drugs	விண்ணப்பித்த சேவை / Applied for Service : DCA-402 Licence to Grant or Renewal Homeopathic Medicines

பணம் செலுத்திய விவரம் / **Payment Details**

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / **Application Fees**		250.00
இ-சேவை மையக் கட்டணம் / **e-Sevai Centre Charges**	**Cash**	2.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Two Hundred and Fifty Two Rupees Only		மொத்தம் / Total : 252.00

மையப் பெயர் & குறியீட்டு எண் / Centre Code & Type : null - null	கையொப்பம் / Signature of the Centre Operator

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரிபார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் 110.172.171.189/tneda/VerifyCerti.xhtml. உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு டிஜிட்டல் கையொப்பமிட்டச் சான்றிதழை பெற்றுக்கொள்ளலாம் / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL 110.172.171.189/tneda/VerifyCerti.xhtml. After your application is approved by the approving authority, you can obtain the digitally signed certificate.

Please Note:

After submission (clicking on the Submit button), the application will be saved as draft. You can find draft applications under the **Saved Application** section and upload documents or make payment as required.

Submitted applications can be viewed under the **Submitted Application** section.

The current status of an application can be checked from the **Check Status** section.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Check Status

Application Number	TN-4720171006105
From date *		To date *	
Applicant Name		District	--Select-- ▼

Search

Application Number	TN-4720171006105
Applicant Name	Rama Iyer
Service Name	DCA-402 Licence to Grant or Renewal Homeopathic Medicines
View Application	View Application
Current Status	Application Submitted to Assistant Director
Comment	Submitted

Acknowledgement receipts can be re-printed from the **Reprint Receipt** section.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Reprint Receipt

Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Print Receipt
	TN-4720171006105				
1	TN-4720171006105	DCA-402 Licence to Grant or Renewal Homeopathic Medicines	Rama Iyer	06-Oct-2017	Print Receipt

«««« « » »»»»

7.1.Downloading Certificate

Once the application is approved and digitally signed, Licence to Grant or Renewal HomeopathicMedicinescan be downloaded from the **Operator's desk** and handed over to the applicant.

STEP 1: Click on **Check Status**.

STEP 2: Enter **Application Number**.

STEP 3: Click on **Search**.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Check Status

Click on Check Status

Application Number	TN-4720171006105			
From date *			To date *	
Applicant Name			District	--Select--

Enter Application No.

Search

Click on Search

The application will show up.

STEP 4: Click on **Download certificate** link.

Application Number	**TN-4720171006105**
Applicant Name	**Rama Iyer**
Service Name	**DCA-402 Licence to Grant or Renewal Homeopathic Medicines**
View Application	**View Application**
Current Status	**Application Approved**
Comment	**Approved.**
Certificate	**Download certificate**

Click to download certificate

Uploaded Documents

Serial No.	Document Name	Document Number	File Name	View Document
1	Photo	1	Photo_1	View Document
2	Residence Proof	2	Residence Proof_2	View Document

The certificate will be downloaded.

Depending upon the license requirement, the downloaded file may contain one or more forms. Following screen shows a preview of the form:

FORM 20-C

(See rule 67-C)

Licence No. : *TN-0920C00001*   **Date:**   06/10/2017

Licence to sell, stock or exhibit or offer for sale, or distribute Homoeopathic medicines by retail

1. **M/S ABC Medicos** is hereby licensed to sell, stock or exhibit or offer for sale, or distribute by retail Homoeopathic medicines on the premises situated at **102, 2, Theri Complex, Perambalur, Perambalur, 600001** subject to the conditions specified below and to the provisions of the Drugs and Cosmetics Act, 1940 and the rules made thereunder.

2. The licence shall be in force from 06/10/2017 to 05/10/2022.

3. Name of the competent person in-charge

   Name of competent : Raja Chetti

Licensing Authority - Assistant Director

<u>Conditions of Licence</u>

1. This licence shall be displayed in a prominent place in a part of the premises open to the public.
2. The licensee shall comply with the provisions applicable to homoeopathic medicines under the Drugs and Cosmetics Act, 1940 and the Rules made thereunder for the time being in force.
3. The licensee shall report to the Licensing Authority any change in the competent staff within one month of such change.
4. This licence authorises the sale of Homoeopathic medicines made from one earlier potency up to a quantity of 30 ml at a time.
5. Where any change in the constitution of the firm takes place, a licensee shall inform the Licensing Authority in writing about the same and the current licence shall be valid only for a period of three months from the date on which the change takes place unless, in the meantime, a fresh licence has been taken from the licensing authority in the name of the firm with the changed constitution.

Genuineness of the certificate can be verified by.

(a) Keying in the unique certificate number TN-0920C00001 in the URL 110.172.171.189/tneda/VerifyCerti.xhtml.

(or)

(b) Reading the QR Code with mobile barcode reader and verify through online.

Certificate validity period : 06/10/2017 to 05/10/2022

8. Disclaimer

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