



## **DCA - 601 Retention for Allopathic Drugs licence Sales**

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"><li>1. Switch 'ON' the UPS only after you have switched 'ON' the power socket</li><li>2. Switch 'ON' the computer only after you have switched "ON" the UPS</li><li>3. Switch 'OFF' the power socket in there is an electrical spark in the socket</li></ol>
	<ol style="list-style-type: none"><li>4. Do not start the computer in case the UPS is not fully charged</li><li>5. Do not start the computer in case any of the wires are in contact with water sources / moisture</li></ol>
	<ol style="list-style-type: none"><li>6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer</li></ol>

### **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 for Allopathic Drugs licence Sales (DCA-601) service

### **4. Scope**

The scope of this document is to cover the 'Retention for Allopathic Drugs licence Sales (DCA-601)' 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**

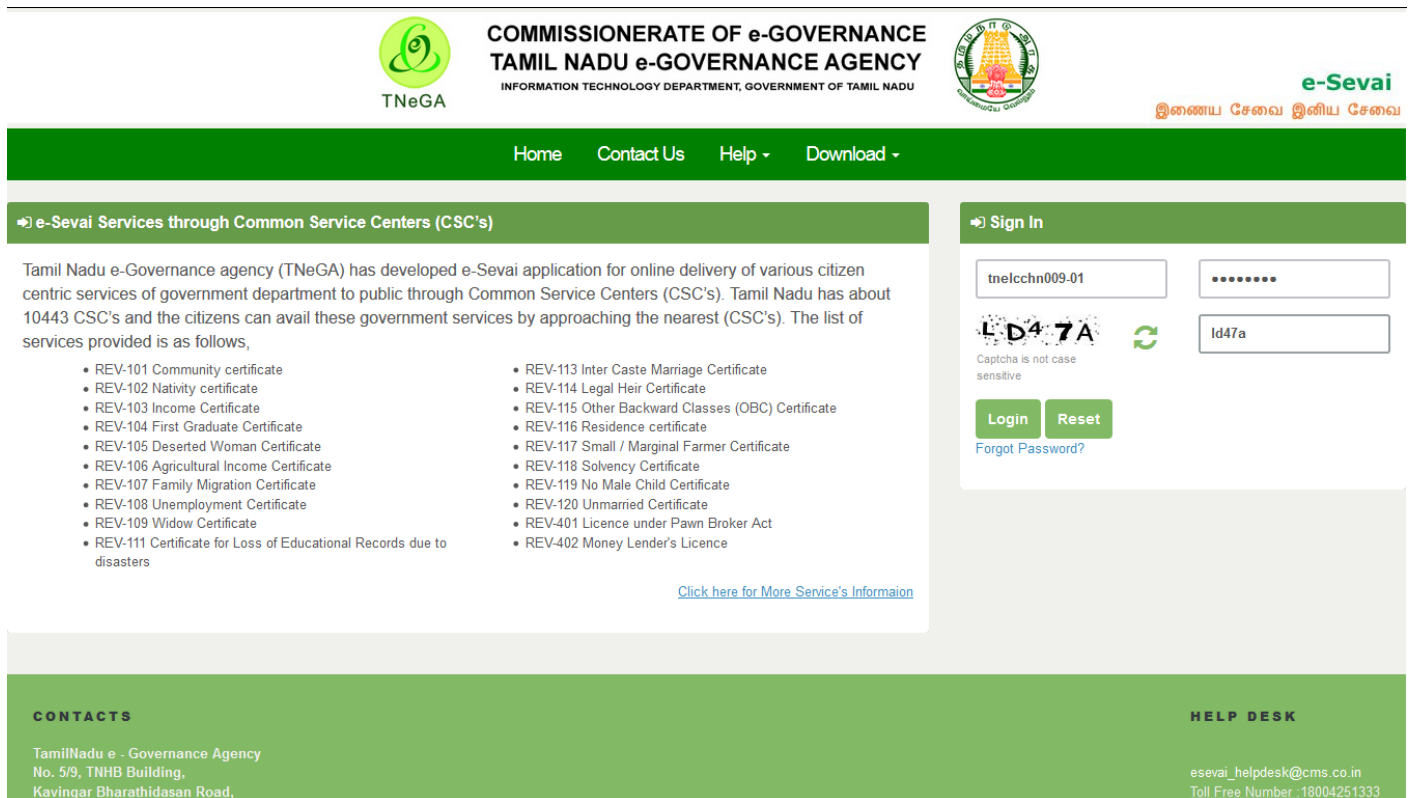
- a. Double click on the  to open the browser
  - i. The browser will be open with default page or blank page
  - ii. Enter the URL and press enter button on keyboard

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 displays the homepage of the Tamil Nadu e-Governance Agency (TNeGA). At the top, there are logos for TNeGA, the Commissionerate of e-Governance, and the Tamil Nadu e-Governance Agency. The navigation menu includes 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 'Sign In' section contains a login form with fields for user ID (tnelcchn009-01), password (represented by dots), a CAPTCHA (LD47A), and a second ID field (Id47a). There are 'Login' and 'Reset' buttons, and a link for 'Forgot Password?'. The 'e-Sevai Services' section lists 22 different services provided through CSCs, such as Community certificate, Nativity certificate, Income Certificate, etc. A footer section contains contact information for the agency and a help desk contact.

## 7. Applying for 'Retention for Allopathic Drugs licence Sales (DCA-601)' service

**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-601" service



**Services**

DEPARTMENT WISE: Drugs Department

SERVICE WISE: 10 records per page

SEARCH: [ ]

- DCA-411 Grant/Renewal of License for Manufacture of Drugs for sale – Homeopathic Medicines
- DCA-415 Fee Payment for Sale license
- DCA-416 Fee Payment for Manufacturing license
- DCA-601 Retention for Allopathic Drugs licence Sales**
- DCA-602 Retention for Restricted licence (allopathic drugs)
- DCA-603 Retention for Schedule X drugs
- DCA-604 Retention for Allopathic Drugs Manufacture for sale
- DCA-605 Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs
- DCA-606 Retention of Repackaging License for

Showing 11 to 19 of 19 entries

Name: POORNIMA  
Center: Secretariat - TACTV  
Center Code: TACCHN018  
Counter: 2  
Wallet Type: Prepaid  
Wallet Amount: 936271.00  
Share: 0.00

**Click on DCA-601 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

Government of Tamil Nadu e-District

User Name:Kiosk-02  
Last Login | 05-Nov-2020 16:42:46  
Logout

Revenue Department

- REV-100 Agricultural Income Certificate
- REV-111 Certificate for Loss of School Records due to Disaster
- REV-101 Community Certificate
- REV-105 Deserted Woman Certificate
- REV-107 Family Migration Certificate
- REV-103 Income Certificate
- REV-113 Inter-caste Marriage certificate
- REV-114 Legal Heir Certificate
- REV-401 License under Pawn Broker Act
- REV-402 Money Lender License
- REV-102 Nativity Certificate
- REV-104 First Graduate Certificate
- REV-119 No Male Child Certificate
- REV-115 OBC certificate
- REV-116 Residence Certificate
- REV-117 Small / Marginal Farmer Certificate
- REV-118 Solvency Certificate
- REV-108 Unemployment Certificate
- REV-120 Unmarried Certificate
- REV-109 Widow Certificate

Retention for Allopathic Drugs licence Sales

Apply for: Retention Fee

License Number: [ ]

Get Details

**Enter the license number**

**Click “Get Details”**

Activate Windows  
Go to Settings to activate Windows.

### 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.

Government of Tamil Nadu  
e-District

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

Saved Application
Submitted Application
Returned Application
Check Status
Reprint Receipt

Revenue Department
Retention for Allopathic Drugs licence Sales

**Retention for Allopathic Drugs licence Sales**

Apply for \*  Retention Fee

License Number \*  Get Details

Business License Type \*  Retail Licence (Form 19)  Wholesale Licence (Form 19)  Both Retail and Wholesale Licence (Form 19)

Constitution / Ownership Type \*  Proprietorship  Partnership  Private Limited(Pvt. Ltd.)  Public Ltd.  LLP  Trust  Others  HUF

Do you want to operate Schedule N  Yes  No

**License Type**

Sr. No.	Categories	License No	Date of Approval	From Date	To Date	Fees	Fine	Total Amount
1	Form 20	TN-01-20-00516	2015-11-04	2020-11-04	2025-11-03	1500.0	30.0	1530.0
2	Form 21	TN-01-21-00516	2015-11-04	2020-11-04	2025-11-03	1500.0	30.0	1530.0
3	Form 20B	TN-01-20B-00516	2015-11-04	2020-11-04	2025-11-03	1500.0	30.0	1530.0
4	Form 21B	TN-01-21B-00516	2015-11-04	2020-11-04	2025-11-03	1500.0	30.0	1530.0

**Applicant Details**

Sr. No.	Appellation	Applicant Name	Designation	Aadhaar Number / Aadhaar Enrollment Number / Other ID Proof	Add Bio Data / Edit	Delete
1	...	...	...	445873446214		

**Applicant Details**

Appellation \*

Designation \*

Applicant Name \*

Aadhaar Number / Aadhaar Enrollment Number / Other ID Proof \*

**Firm and Address Details**

Name of the Firm \*

State

Taluk \*

Street No. / Name \*

Door / Flat No. (Provide all the door no's separated by comma) \*

Floor

Type of Property \*

District \*

Zone \*

Direction of the Shop

Pin Code \*

**Registered Pharmacist/Competent Person Details**

Sr. No.	Name	Qualification	Registration Number	Designation	Aadhaar Number/Aadhaar Enrollment Number / Other ID Proof
1	Tamil	HSC		Competent Person	34567u

**Storage Accommodation**

Do you have any special storage accommodation \*  Yes  No

Particulars for Special Storage \*

**Contact Details**

Phone / Landline No.

Secondary Mobile Number

Primary Mobile Number \*

Email ID

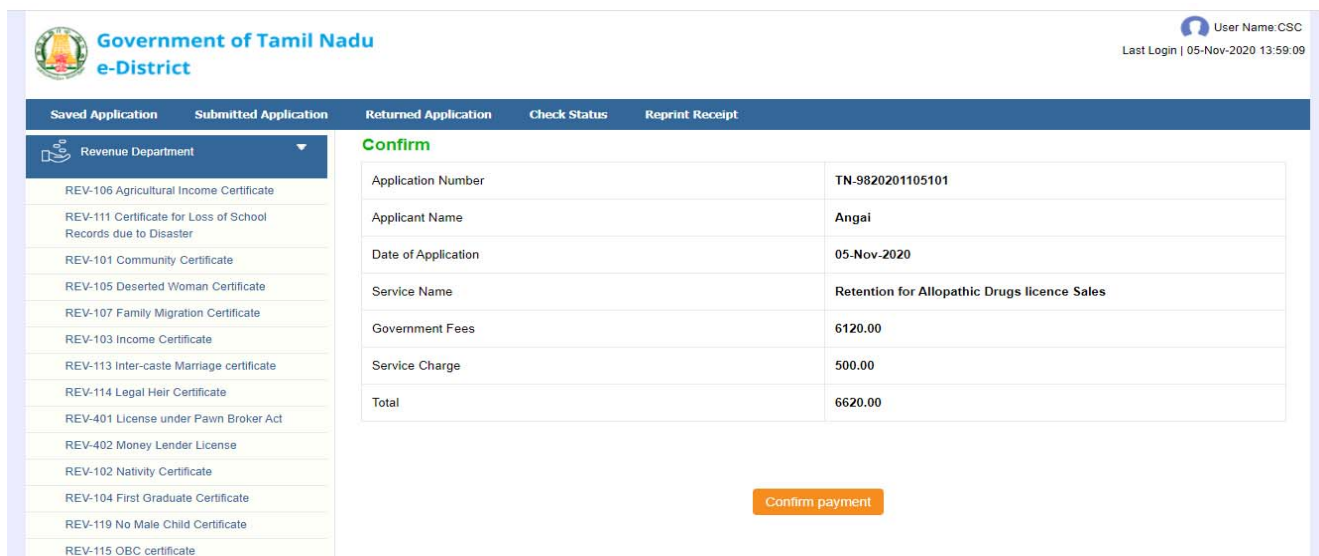
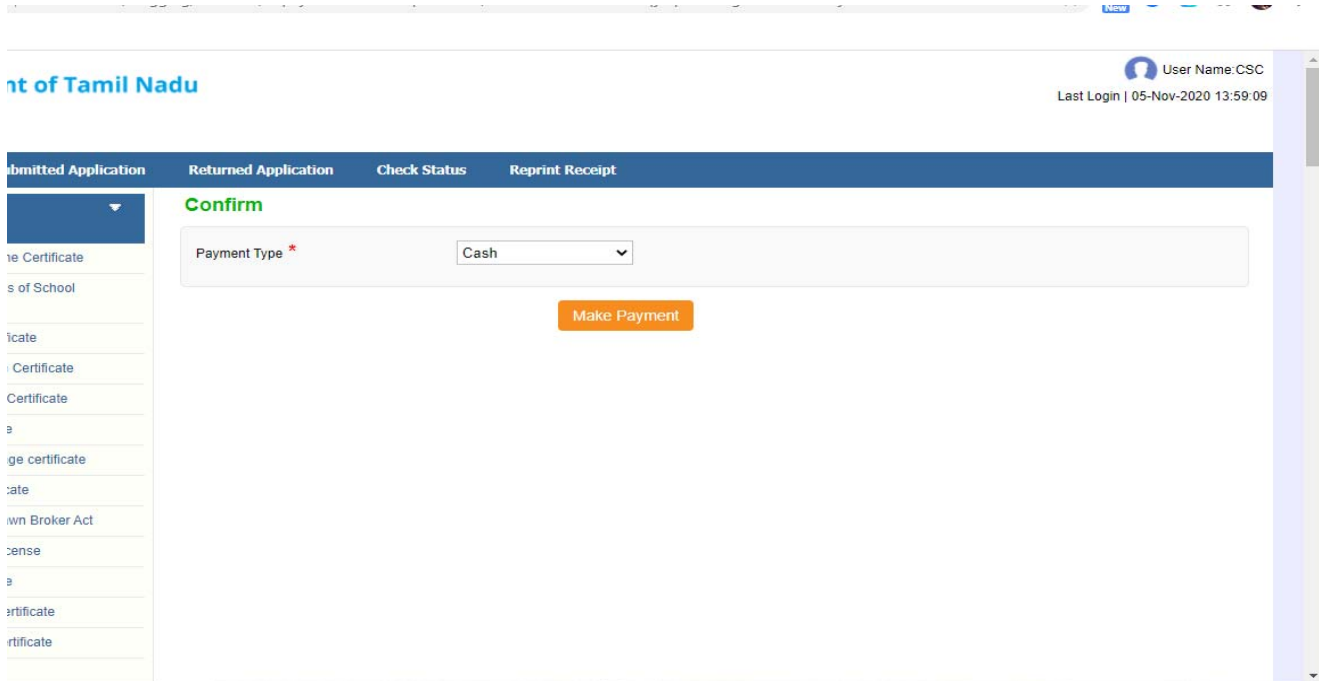
Submit Cancel

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.



**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.

Government of Tamil Nadu e-District

User N  
Last Login | 05-Nov

Navigation: Saved Application | Submitted Application | Returned Application | Check Status | Reprint Receipt

Revenue Department

- REV-106 Agricultural Income Certificate
- REV-111 Certificate for Loss of School Records due to Disaster
- REV-101 Community Certificate
- REV-105 Deserted Woman Certificate
- REV-107 Family Migration Certificate
- REV-103 Income Certificate
- REV-113 Inter-caste Marriage certificate
- REV-114 Legal Heir Certificate
- REV-401 License under Pawn Broker Act
- REV-402 Money Lender License
- REV-102 Nativity Certificate
- REV-104 First Graduate Certificate
- REV-119 No Male Child Certificate
- REV-115 OBC certificate

### Acknowledgement Receipt

Application Number	TN-9920201104105
Applicant Name	Sree
Service Name	DCA-602 Retention for Restricted licence (allopathic drugs)
Government Fees	21.20
Service Charge	150.00
Total	171.20
Transaction Status	Success

[Print receipt](#)

Activate Windows  
Go to Settings to activate

Type here to search

**Acknowledgement Receipt Format:**

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

**ஒப்புக்கொள்ளல் / ACKNOWLEDGEMENT**

ரசீது எண் / Receipt No.	: TN-9820201104103	பரிவர்த்தனை எண்/Transaction No.	:
விண்ணப்பதாரர் / Applicant Name	: Gurubal	பரிவர்த்தனை தேதி / Transaction Date	: 04/11/2020
துறையின் பெயர் / Department Name	: மருத்துவ கட்டுப்பாட்டு இயக்குகை / Drug Control Administration	விண்ணப்பித்த சேவை / Applied for Service	: DCA-401 Licence to Grant Allopathic Drugs Retention
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	: Priynaka		
Address of the Firm	: 4, 12, Salem Taluk, Salem District -678997		

**License No. and Payment Details**

Category	Licence No.	Approval Date	From Date	To Date	Actual Fees	Fine Amount	Total Amount
Form 20	TN-01-20-00517	2015-08-15	2020-08-15	2025-08-14	1500.0	90.0	1590.0
Form 21	TN-01-21-00517	2015-08-15	2020-08-15	2025-08-14	1500.0	90.0	1590.0
<b>Grand Total</b>					<b>3000.00</b>	<b>180.00</b>	<b>3180.00</b>

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	CASH	3180.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		150.00

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Three Thousand Three Hundred and Thirty Rupees Only மொத்தம் / Total : 3330.00

மையம் பெயர் & குறியீட்டு எண் / Centre Code & Type : 01 - ELC

DCA-401 Licence to Grant  
Allopathic Drugs Retention

மேலே குறிப்பிட்டுள்ள தகவல்கள் சரிபார்த்து கொள்ளவும். உங்கள் விண்ணப்ப தகவலை சரிபாற்றி கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் <http://14.192.18.150/stagging/VerifyCerti.shtml>. உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு கீழ்க்கண்ட இணையதளத்தில் சரிபாற்றி செலுத்தல்களைச் செய்யுங்கள் / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL <http://14.192.18.150/stagging/VerifyCerti.shtml>.



**8. Disclaimer**

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