DCA - 603 Retention for Schedule X 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

	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

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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 Schedule X drugs (DCA-603) service

4. Scope

The scope of this document is to cover the 'Retention for Schedule X drugs (DCA-603)' 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

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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***

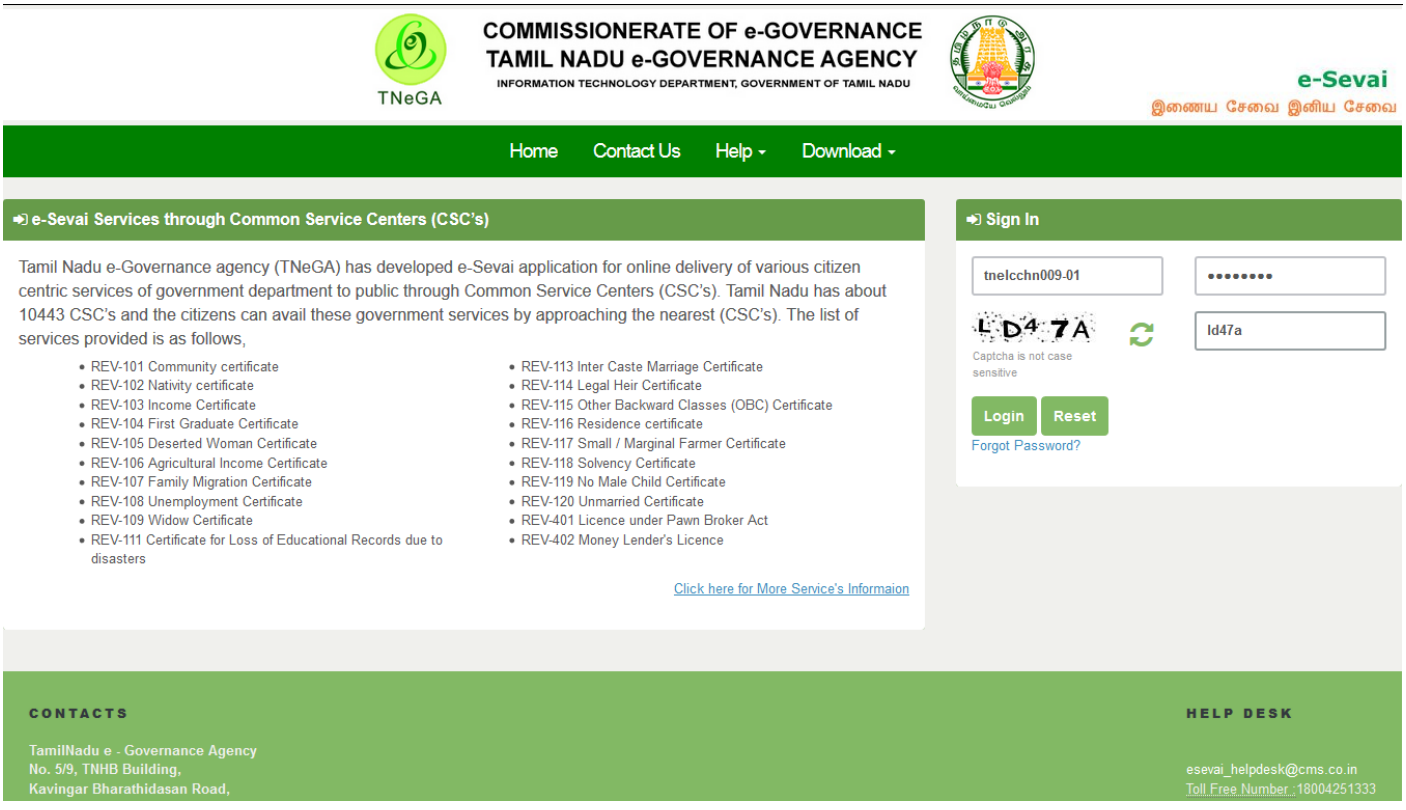
a. Double click on the to open the browser
   i. The browser will be open with default page or blank page
   ii. Enter the URL and press enter button on keyboard

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.



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7. Applying for 'Retention for Schedule X drugs (DCA-603)' service

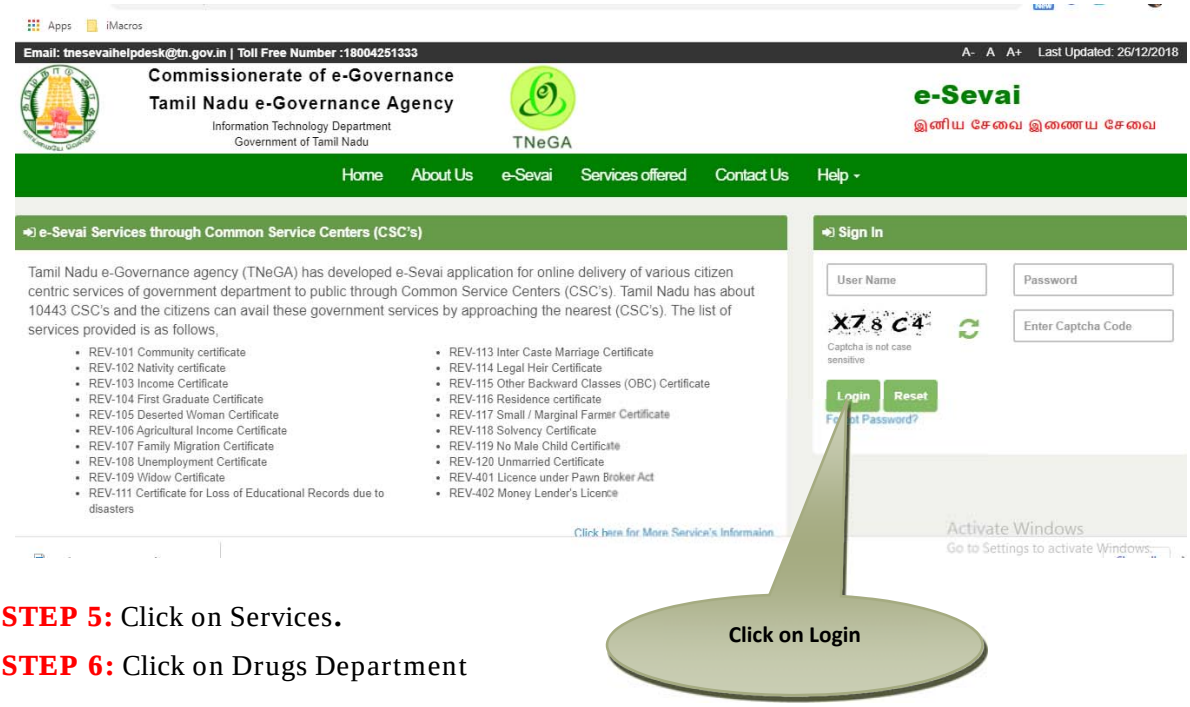
STEP1: Open the e-District Government of Tamil Nadu link.

STEP2: Operator Login Page display like this.

STEP 3: Enter the Correct login credentials.

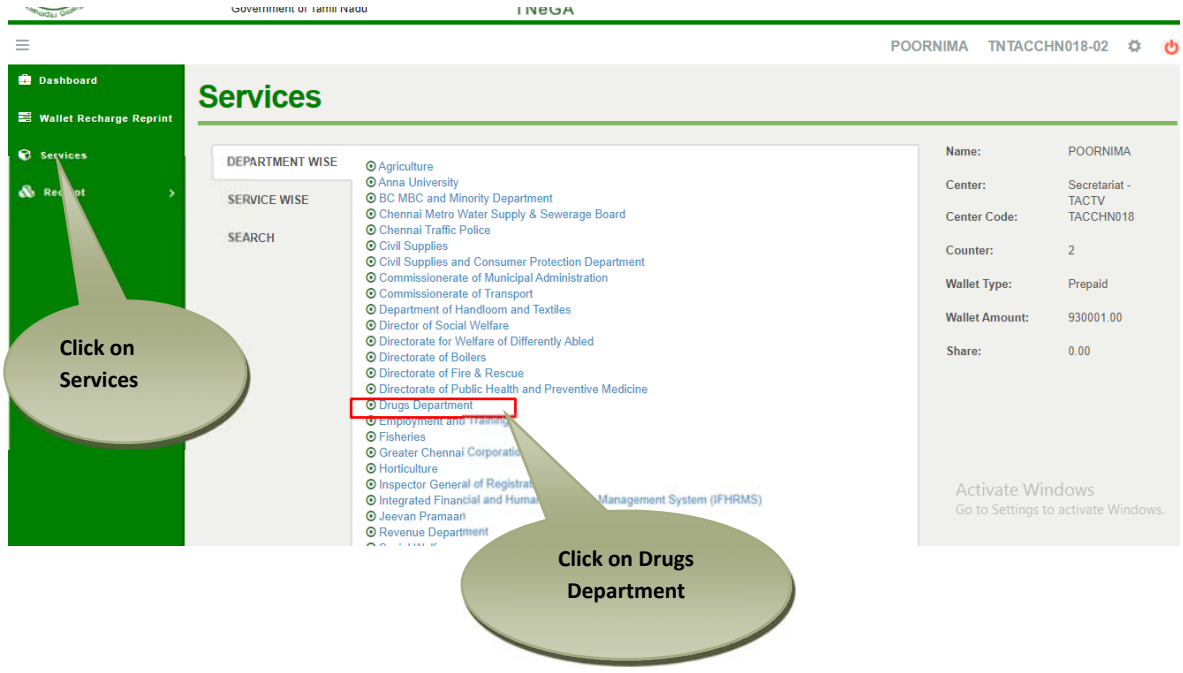
STEP 4: Click on Login.

7.1. Operator Login



STEP 5: Click on Services.

STEP 6: Click on Drugs Department



STEP 7: Click on "DCA-603" service

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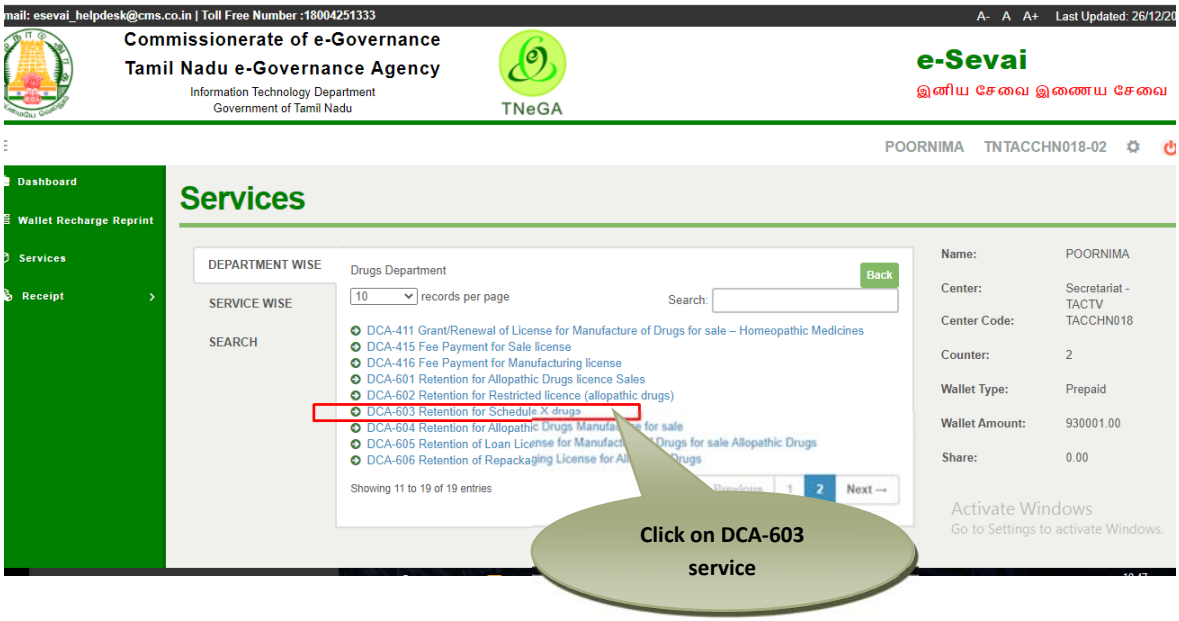
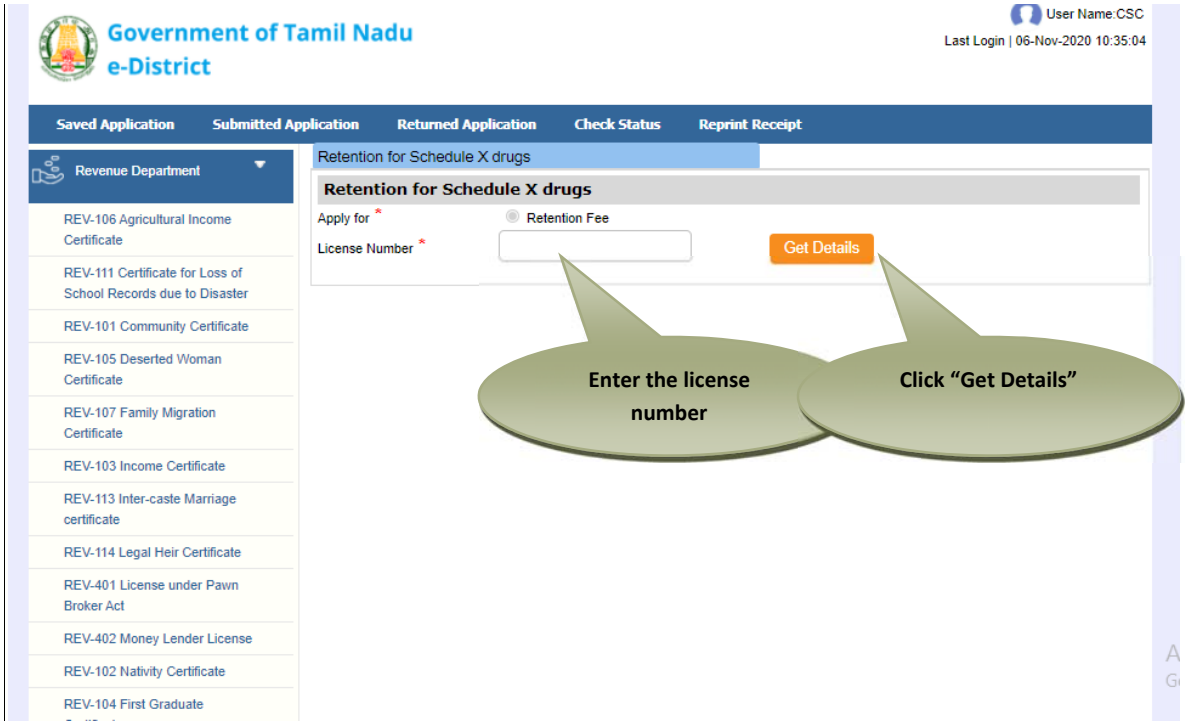


STEP 8: Entering the License Number

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



STEP 9: Submitting the application

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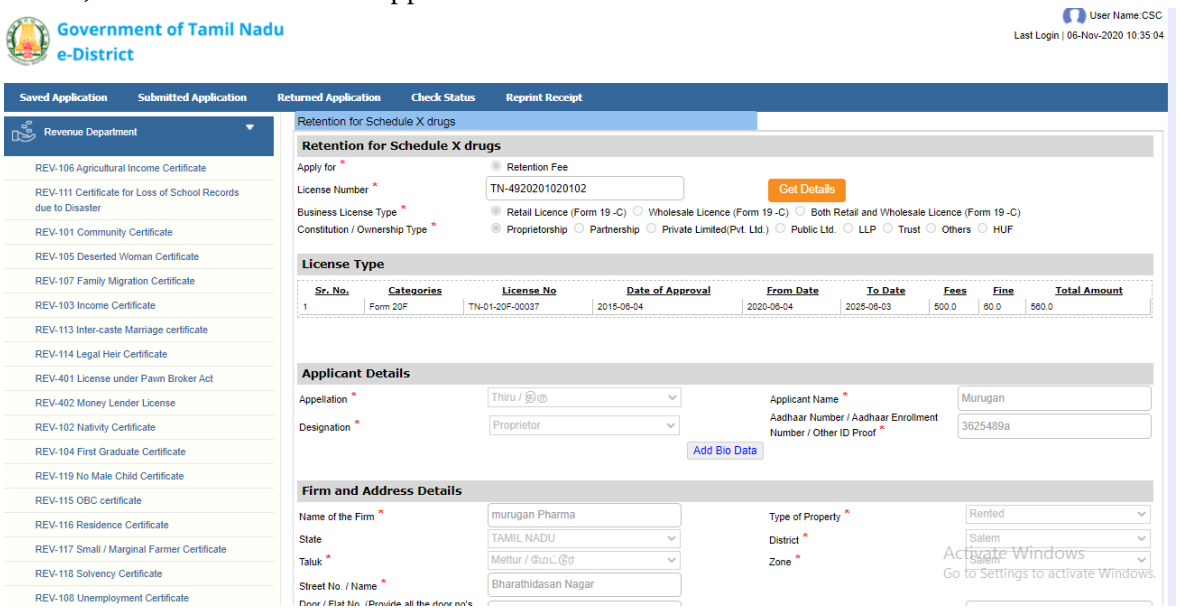
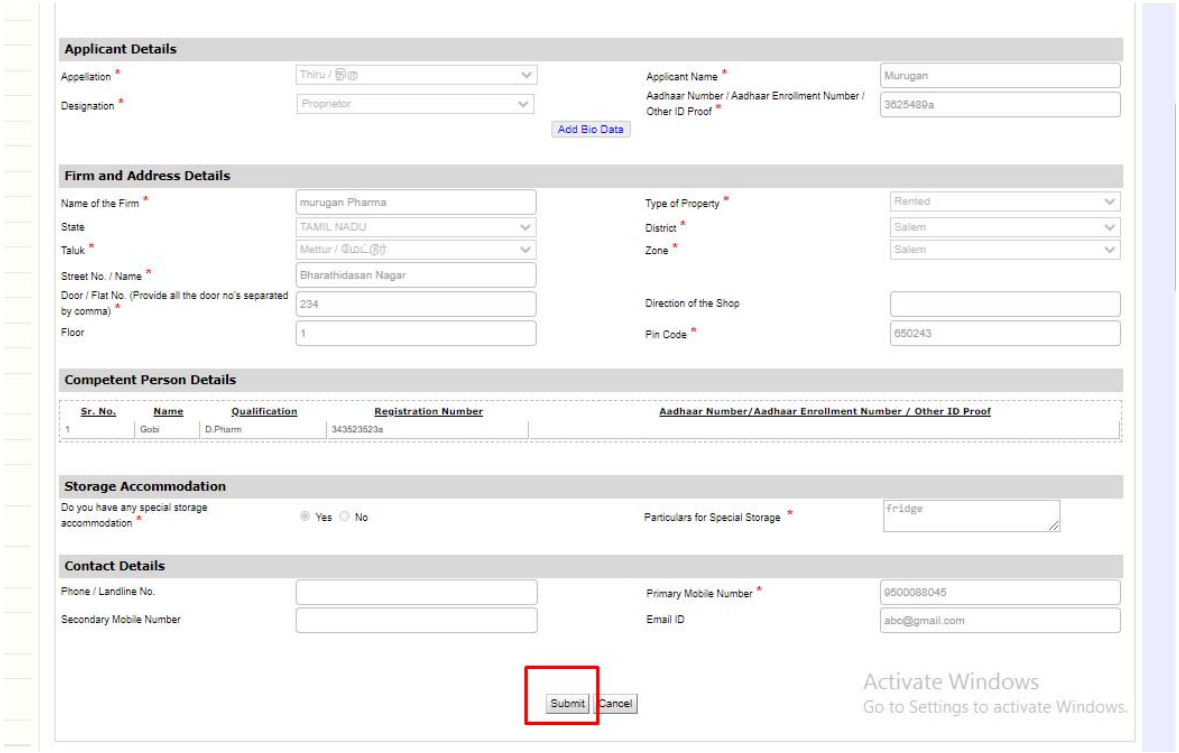
After clicking the get details tab, all the details of the license number will be fetched. Once the user check the details, he have to submit the application.





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.

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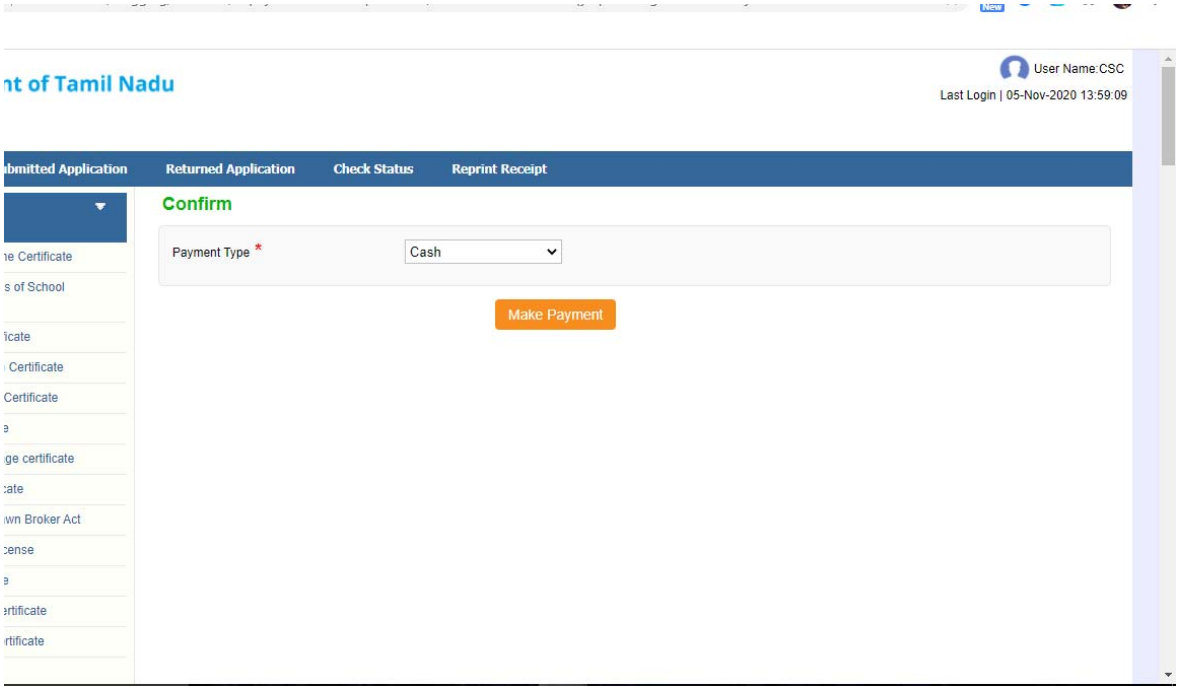

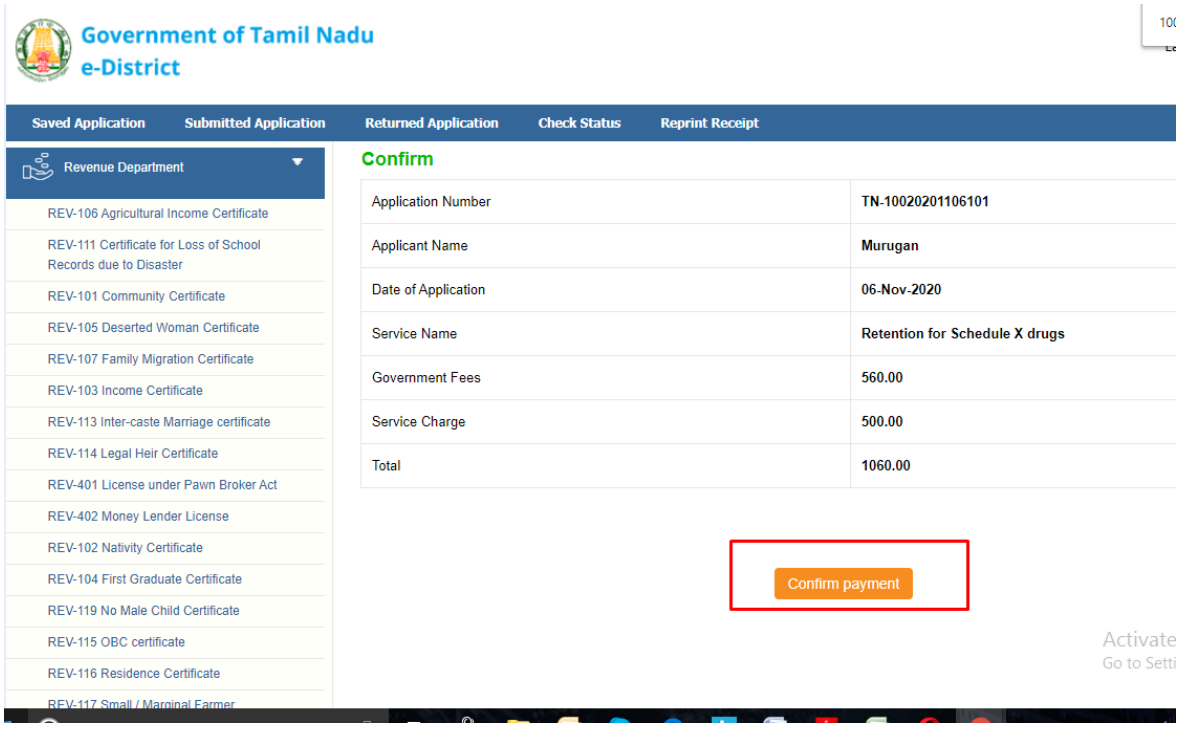

STEP 11: Printing the receipt

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

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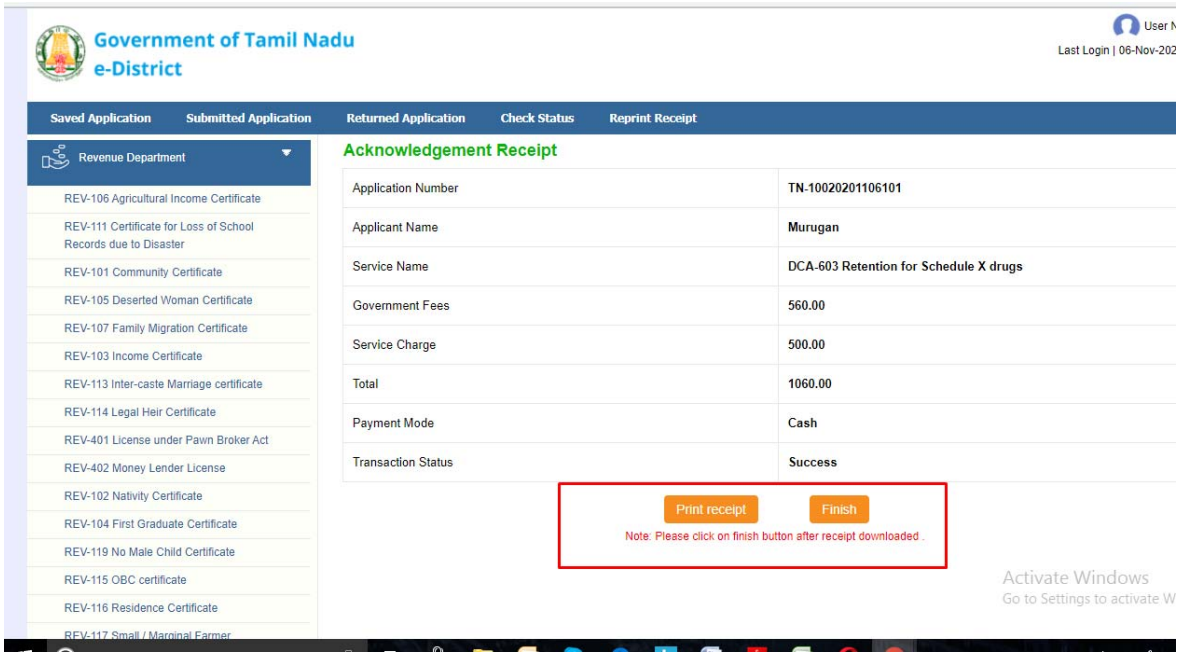

Acknowlegement Receipt Format:

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தமிழ்நாடு அரசு / Government of Tamil Nadu

இ-சேவை மையம் / e-Sevai Centre

ஒப்புகை / ACKNOWLEDGEMENT

ரசீது எண் / Receipt No.	: TN-10020201106101	பரிவர்த்தனை எண்/Transaction No.	: TNTACCHN01803082
விண்ணப்பதாரர் / Applicant Name	: Murugan	பரிவர்த்தனை தேதி / Transaction Date	: 06/11/2020
துறையின் பெயர் / Department Name	: மருந்து கட்டுப்பாடு இயக்ககம் / Drug Control Administration	விண்ணப்பித்த சேவை / Applied for Service	: DCA-603 Retention for Schedule X 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	: murugan Pharma
Address of the Firm	: 234, 1, Bharathidasan Nagar, Mettur Taluk, Salem District -650243

License No. and Payment Details

Category	Licence No.	Approval Date	From Date	To Date	Actual Fees	Fine Amount	Total Amount
Form 20F	TN-01-20F-00037	2015-06-04	2020-06-04	2025-06-03	500.0	60.0	560.0
				Grand Total	500.00	60.00	560.00

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	CASH	560.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		500.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): One Thousand and Sixty Rupees Only		மொத்தம் / Total : 1060.00

மையம் பெயர் & குறியீடு எண் / Centre Code & Type : TACCHN018 - TACTV

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரிபார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் http://14.192.18.150/stagging/VerifyCerti.xhtml. உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு டிஜிட்டல் கையொப்பமிட்ட சான்றிதழ் பெற்றுக்கொள்ளவும் / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL http://14.192.18.150/stagging/VerifyCerti.xhtml. After your application is approved by the approving authority, you can obtain the digitally signed certificate.

8. Disclaimer

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

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