



DCA - 606 Retention of Repackaging License for Allopathic 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

	<ol style="list-style-type: none">1. Switch 'ON' the UPS only after you have switched 'ON' the power socket2. Switch 'ON' the computer only after you have switched "ON" the UPS3. Switch 'OFF' the power socket in there is an electrical spark in the socket
	<ol style="list-style-type: none">4. Do not start the computer in case the UPS is not fully charged5. Do not start the computer in case any of the wires are in contact with water sources / moisture
	<ol style="list-style-type: none">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 Retention of Repackaging License for Allopathic Drugs (DCA-606) service

4. Scope

The scope of this document is to cover the 'Retention of Repackaging License for Allopathic Drugs (DCA-606)' 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**

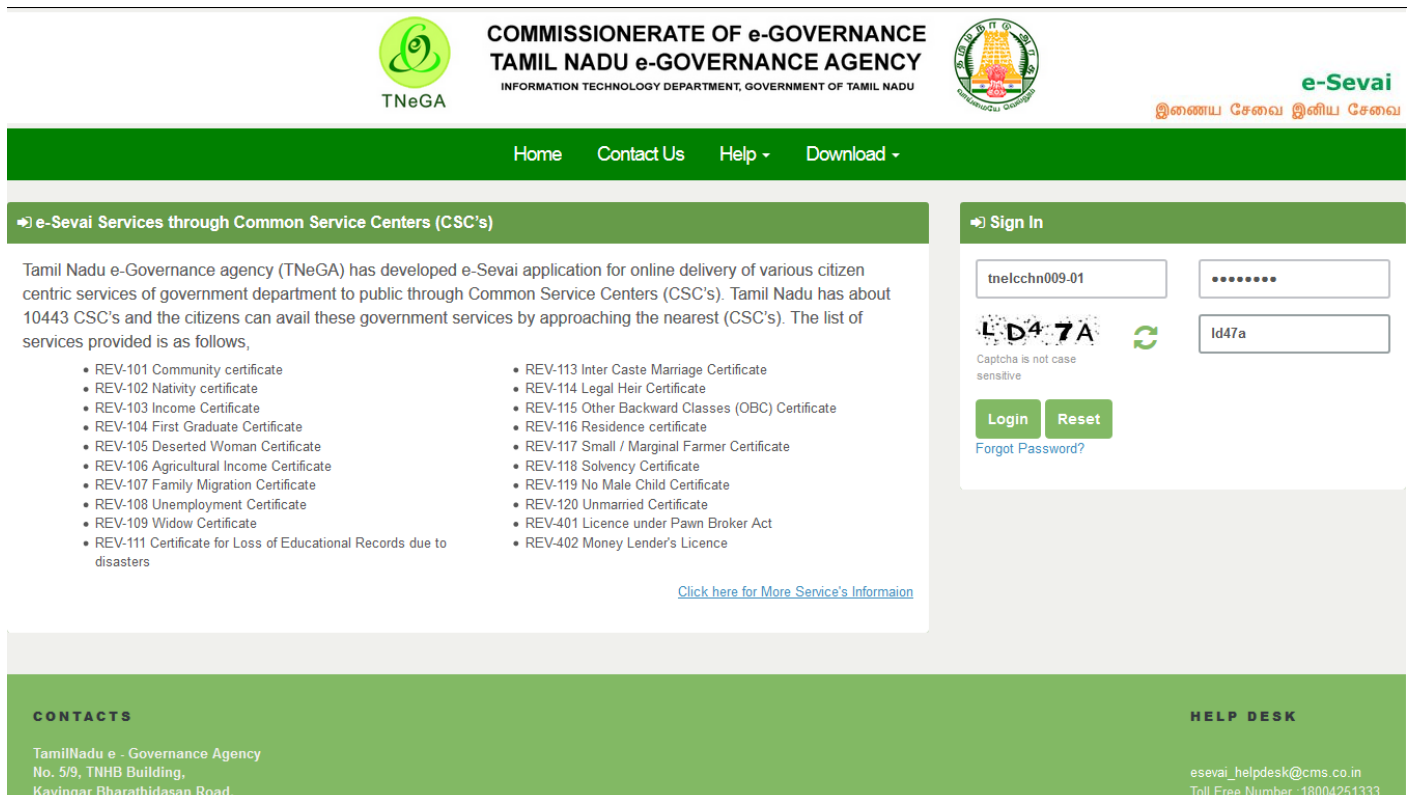
- a. Double click on the  to open the browser
 - i. The browser will be open with default page or blank page
 - ii. Enter the URL and press enter button on keyboard

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). The header includes the TNeGA logo, the text 'COMMISSIONERATE OF e-GOVERNANCE TAMIL NADU e-GOVERNANCE AGENCY', and the Tamil Nadu state emblem. A navigation bar contains '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 features a login form with fields for 'tnelcchn009-01', a password field, a CAPTCHA 'LD47A', and an 'Id47a' field. There are 'Login' and 'Reset' buttons, and a link for 'Forgot Password?'. The footer contains 'CONTACTS' and 'HELP DESK' information.

**COMMISSIONERATE OF e-GOVERNANCE
TAMIL NADU e-GOVERNANCE AGENCY**
INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF TAMIL NADU

e-Sevai
இணைய சேவை இனிய சேவை

Home Contact Us Help Download

e-Sevai Services through Common Service Centers (CSC's)

Tamil Nadu e-Governance agency (TNeGA) has developed e-Sevai application for online delivery of various citizen centric services of government department to public through Common Service Centers (CSC's). Tamil Nadu has about 10443 CSC's and the citizens can avail these government services by approaching the nearest (CSC's). The list of services provided is as follows,

- REV-101 Community certificate
- REV-102 Nativity certificate
- REV-103 Income Certificate
- REV-104 First Graduate Certificate
- REV-105 Deserted Woman Certificate
- REV-106 Agricultural Income Certificate
- REV-107 Family Migration Certificate
- REV-108 Unemployment Certificate
- REV-109 Widow Certificate
- REV-111 Certificate for Loss of Educational Records due to disasters
- REV-113 Inter Caste Marriage Certificate
- REV-114 Legal Heir Certificate
- REV-115 Other Backward Classes (OBC) Certificate
- REV-116 Residence certificate
- REV-117 Small / Marginal Farmer Certificate
- REV-118 Solvency Certificate
- REV-119 No Male Child Certificate
- REV-120 Unmarried Certificate
- REV-401 Licence under Pawn Broker Act
- REV-402 Money Lender's Licence

[Click here for More Service's Information](#)

Sign In

tnelcchn009-01

.....

LD47A

Id47a

Capcha is not case sensitive

Login Reset

[Forgot Password?](#)

CONTACTS

TamilNadu e - Governance Agency
No. 5/9, TNHB Building,
Kavingar Bharathidasan Road,

HELP DESK

esevai_helpdesk@cms.co.in
Toll Free Number : 18004251333

7. Applying for 'Retention of Repackaging License for Allopathic Drugs (DCA-606)' 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.

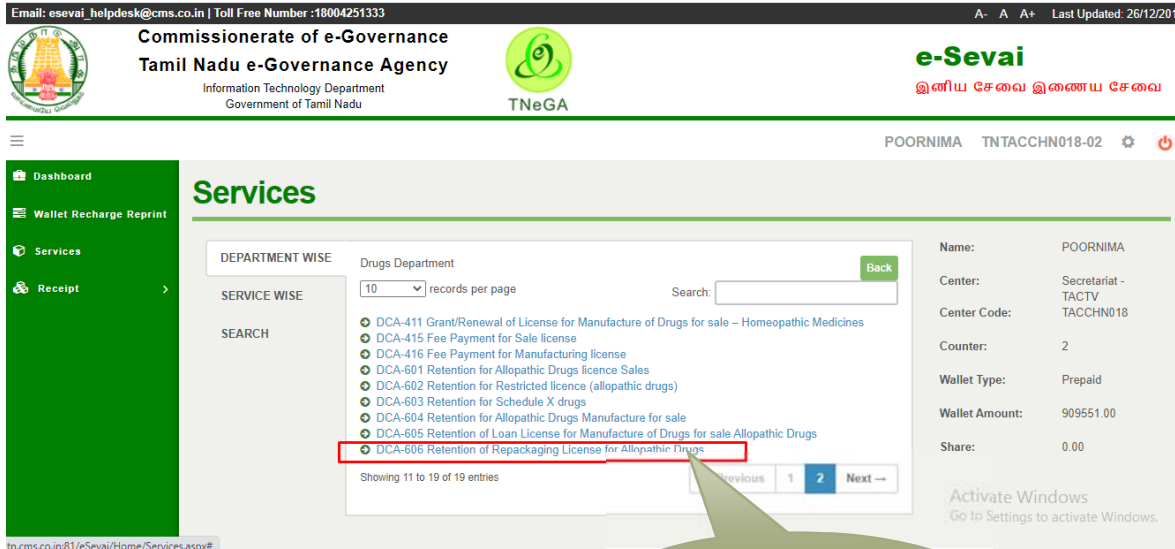
STEP 4: Click on Login.

7.1. Operator Login

STEP 5: Click on Services.

STEP 6: Click on Drugs Department

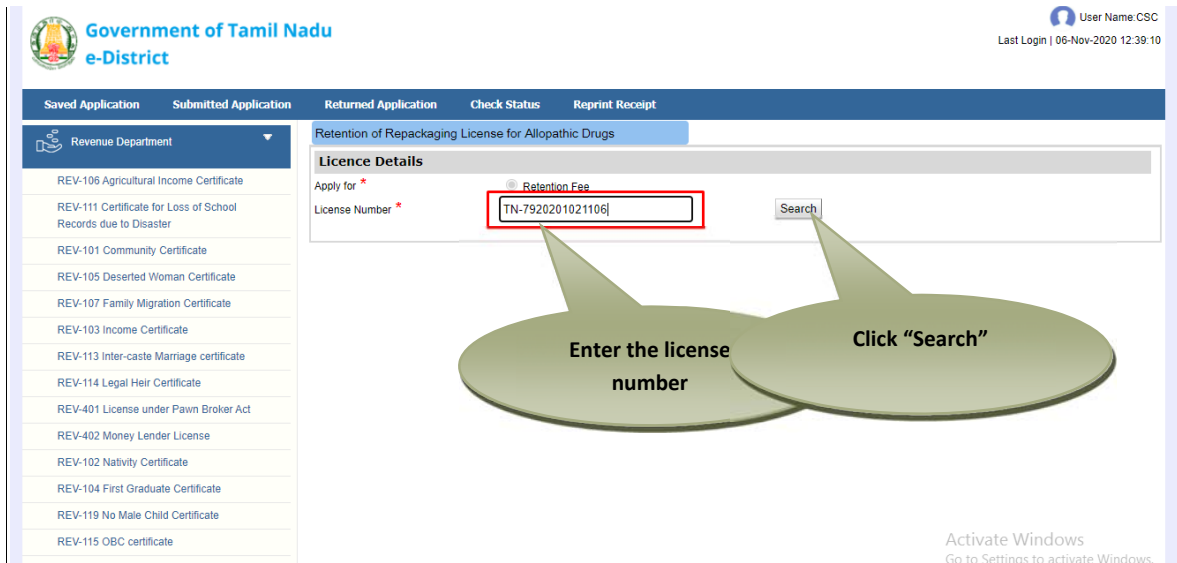
STEP 7: Click on “DCA-606” service



The screenshot shows the e-Sevai portal interface. At the top, there is a header with contact information and the Tamil Nadu e-Governance Agency logo. The main content area is titled "Services" and displays a list of services under the "Drugs Department". The service "DCA-606 Retention of Repackaging License for Allopathic Drugs" is highlighted with a red box. A callout bubble points to this service with the text "Click on DCA-606 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



The screenshot shows the "License Details" page for the "Retention of Repackaging License for Allopathic Drugs" service. The page has a navigation bar with tabs: "Saved Application", "Submitted Application", "Returned Application", "Check Status", and "Reprint Receipt". The "Submitted Application" tab is active. On the left, there is a list of services under the "Revenue Department". The main content area shows the "Licence Details" section with a "Retention Fee" field and a "License Number" field. The license number "TN-7920201021106" is entered in the "License Number" field and highlighted with a red box. A callout bubble points to this field with the text "Enter the license number". Another callout bubble points to the "Search" button with the text "Click 'Search'".

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.

Retention of Repackaging License for Allopathic Drugs

License Details

Apply for * Retention Fee

License Number *

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

Are you an authorised person Yes No

License Type

Sr. No.	Categories	Quantity	License No	Date of Approval	From Date	To Date	Fees	Additional Fees	Fine	Total Amount
1	Form 25B	66	TN-01-25B-00069	2015-11-04	2020-11-04	2025-11-03	6000.0	13800.0	120.0	19920.0

Applicant Details

Sr. No.	Appellation	Applicant Name	Designation	Aadhaar Number / Aadhaar Enrollment Number / Other ID Proof	Add Bio Data	Edit	Delete
1	Thiru	Mahimita	Partners	ht123645			
2	Selvi	Selvan	Partners	12354464			

Appellation *

Applicant Name *

Designation *

Aadhaar Number / Aadhaar Enrollment Number / Other ID Proof *

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

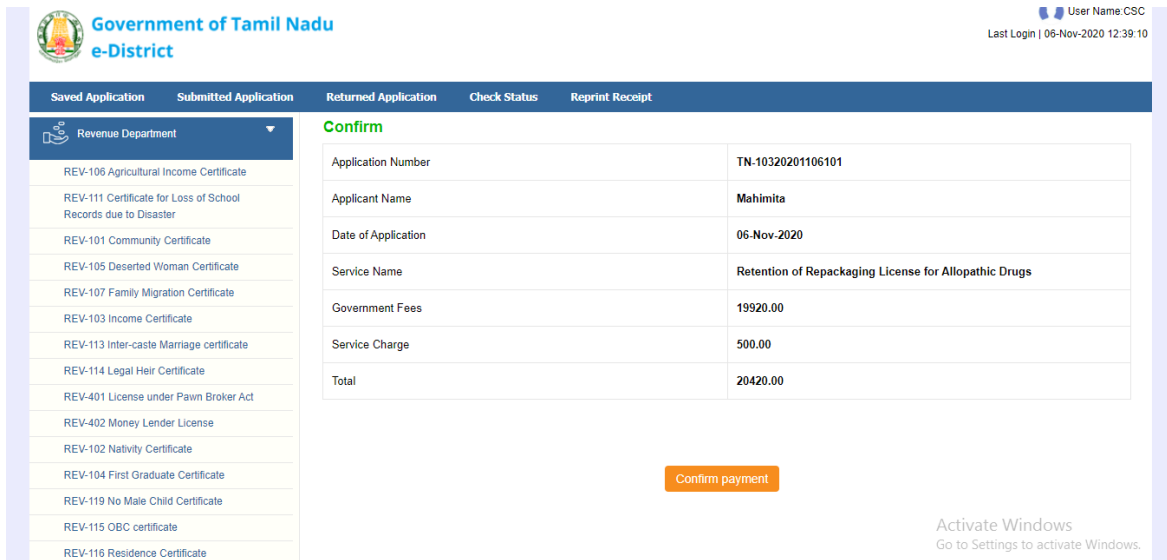
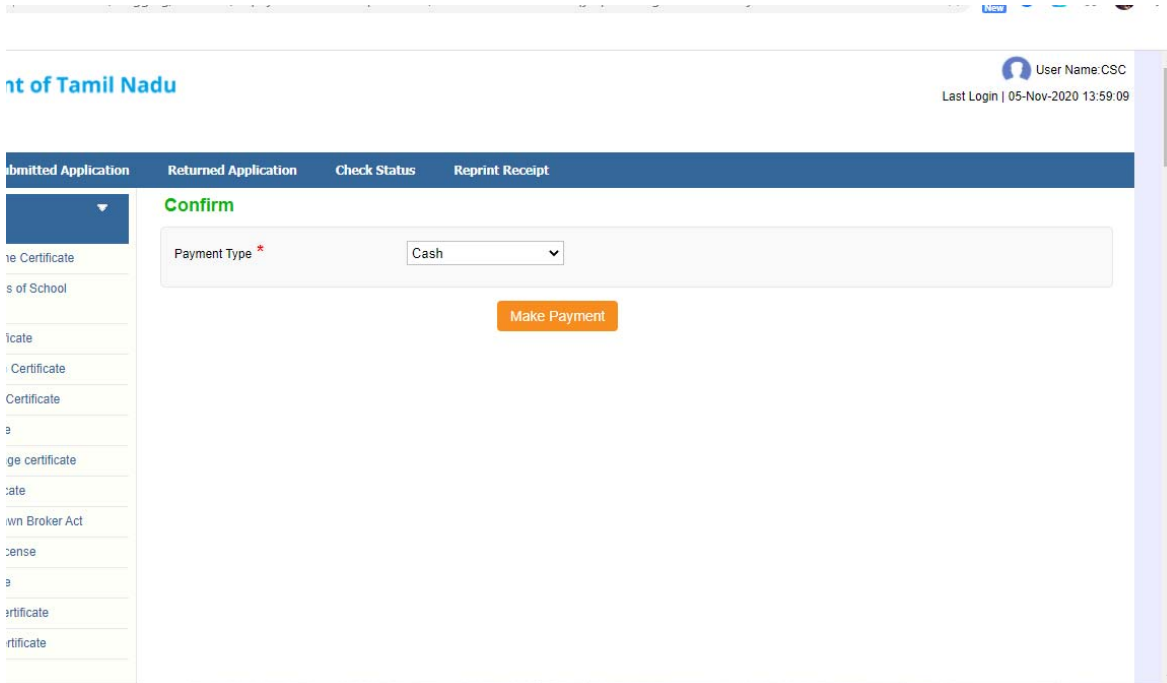
Primary Mobile Number *

Email ID

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.



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
- REV-116 Residence Certificate
- REV-117 Small / Marginal Farmer

Acknowledgement Receipt

Application Number	TN-10320201106101
Applicant Name	Mahimita
Service Name	DCA-606 Retention of Repackaging License for Allopathic Drugs
Government Fees	19920.00
Service Charge	500.00
Total	20420.00
Payment Mode	Cash
Transaction Status	Success

[Print receipt](#) [Finish](#)

Note: Please click on finish button after receipt downloaded.

Activate Windows
Go to Settings to activate Windows.

Acknowledgement Receipt Format:



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

ஒப்புக்க / ACKNOWLEDGEMENT

சீட்டு வரி / Receipt No.	TN-10320201106101	பரிசீலனா வரி/Transaction No.	TNTACCHN01803085
விண்ணப்பர் / Applicant Name	Mahimita	பரிசீலனா தேதி / Transaction Date	06/11/2020
துறையின் பெயர் / Department Name	சுகாதார கட்டுப்பாட்டு இயக்குகை / Drug Control Administration	விண்ணப்பித்த சேவை / Applied for Service	DCA-606 Retention of Repackaging License for Allopathic 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	Jyothi Pharmaceuticals Ltd		
Address of the Firm	:12/ 08, west, djdytur, Edappady Taluk, Salem District -600018		

License No. and Payment Details

Category	Licence No.	Approval Date	From Date	To Date	Actual Fees	Fine Amount	Total Amount
Form 25B	TN-01-25B-00069	2015-11-04	2020-11-04	2025-11-03	6000.0	120.0	19920.0
Grand Total					6000.00	120.00	19920.00

விலக்கம் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை ரூ / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	CASH	19920.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		500.00
மொத்தம் எழுத்துக்களில் / Amount in words (Rs): Twenty Thousand Four Hundred and Twenty Rupees Only		மொத்தம் / Total : 20420.00

மையம் குறியீடு & குறியீட்டு வரி / Centre Code & Type : TACCHN018 - TACTV



DCA-606 Retention of Repackaging License for Allopathic Drugs

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரிபார்த்து கொள்ளவும். உங்கள் விண்ணப்ப துணைவு குறித்து கொள்ள பின்புறம் இணையதளத்தில் பார்க்கவும் <http://14.192.18.150/stagging/VerifyCerti.shtml>. உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புக்கம் அளித்த பிறகு கீழ்க்கண்ட கையொப்பமிடப்பட்ட சான்றிதழை 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.shtml>. 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.