

C I R C U L A R

No. DCD/D&D/LA/2017-2018/ 199

Dated: -06/10/2017.

Sub: - Information about the time-lines to clear the application, comprehensive list of documents required and procedure of department for granting and renewal of Retail/Drugs Licence (Pharmacy) and Renewal of Licence.

1) Time-line to clear application for Retail/Drugs Licence (Pharmacy) and Renewal of Licence.

8 DAYS

2) Procedure and list of documents to clear the application for Retail/Drugs Licence (Pharmacy) and Renewal of Licence.

Step -1	<p>The Applicant will apply for the approval of Retail/Drugs Licence (Pharmacy) and Renewal of Licence with the following documents and necessary application fee.</p> <p>List of Documents.</p> <table border="1"><thead><tr><th>Sr. No.</th><th>Documents</th><th>No. of copies</th></tr></thead><tbody><tr><td>1</td><td>Covering letter</td><td>1 copy</td></tr><tr><td>2</td><td>Self Assesed check list of documents</td><td>1 copy</td></tr><tr><td>3</td><td>Form – 19.</td><td>1 copy</td></tr><tr><td>4</td><td>Copy of Ownership of premises/Agreement of leave & Licence/Lease Agreement./Rent receipt.</td><td>1 copy</td></tr><tr><td>5</td><td>Copy of Memorandum and Articles of Association.</td><td>1 copy</td></tr><tr><td>6</td><td>List of Directors</td><td>1 copy</td></tr><tr><td>7</td><td>Copy of Plan of Premises/Lay out of location.</td><td>1 copy</td></tr><tr><td>8</td><td>Certificates of Competent Person/ Super wiser in charge. a) Copy of Offer of Appointment. b) Copy of Consent/Acceptance Letter. c) Copy of Experience Certificate. d) Copy of Degree Certificate. e) Copy of Marks Statement. f) Affidavit of pharmacist.</td><td>1 copy</td></tr><tr><td>9</td><td>Copy of Power of attorney to sign the documents.</td><td>1 copy</td></tr><tr><td>10</td><td>Photo Identity proof</td><td>1 copy</td></tr></tbody></table>	Sr. No.	Documents	No. of copies	1	Covering letter	1 copy	2	Self Assesed check list of documents	1 copy	3	Form – 19.	1 copy	4	Copy of Ownership of premises/Agreement of leave & Licence/Lease Agreement./Rent receipt.	1 copy	5	Copy of Memorandum and Articles of Association.	1 copy	6	List of Directors	1 copy	7	Copy of Plan of Premises/Lay out of location.	1 copy	8	Certificates of Competent Person/ Super wiser in charge. a) Copy of Offer of Appointment. b) Copy of Consent/Acceptance Letter. c) Copy of Experience Certificate. d) Copy of Degree Certificate. e) Copy of Marks Statement. f) Affidavit of pharmacist.	1 copy	9	Copy of Power of attorney to sign the documents.	1 copy	10	Photo Identity proof	1 copy
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Step -2	The designated /Inward clerk will accept the application and will forward to the Drugs Inspector.
Step -3	The Drugs Inspector will examine the attached documents and will inspect the premises.
Step -4	The Drugs Inspector will convey to the applicant, if any deficiencies in documents and observation of inspection.
Step -5	After the compliance of observations the Drugs Inspector will forward the application to Drugs Licensing Authority.
Step - 6	After the Compliance the Drugs Licensing Authority will grant the licence with his/her signature.


(Dr. Dharmesh Agrawal)
Drugs Licensing Authority,
UT of Daman & Diu,
Daman.