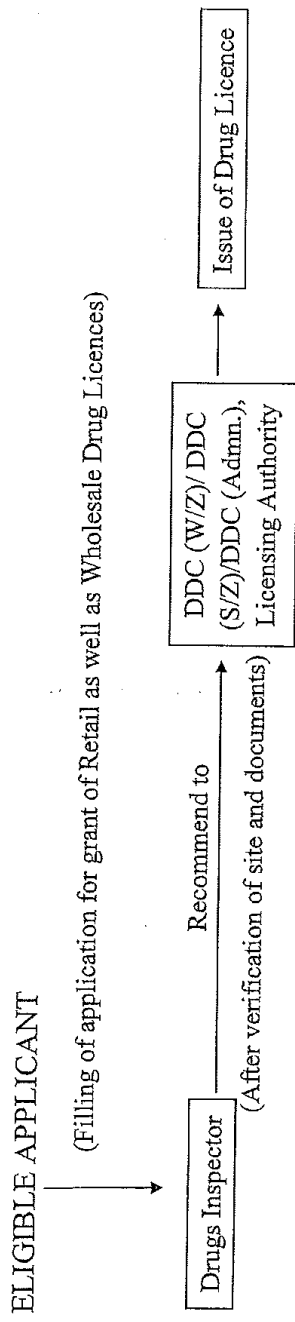
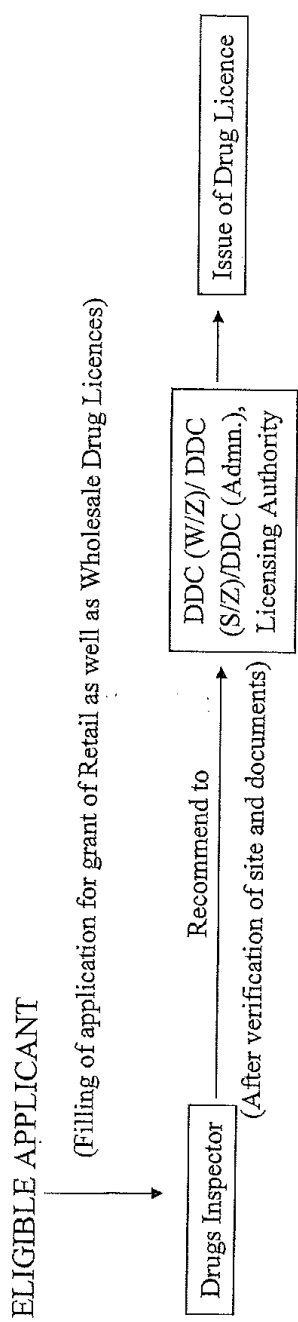


**PROCESS FLOW FOR GRANT OF RETAIL DRUG LICENCE**



**PROCESS FLOW FOR GRANT OF WHOLESALE DRUG LICENCE**



**\*\*Note-** The same process is applicable for renewal of the drug licence also.

**DOCUMENTS/CHECKLIST FOR RETAIL DRUG LICENCE  
(PROPRIETORSHIP FIRM)**

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1. Educational Qualification certificate of applicant.
2. Educational Qualification certificate of Regd. Pharmacist and valid O.P.C.Regd. Certificate (self attested by applicant with full signature and date)
3. ID proof of applicant
4. Purchase bill/invoice of Refrigerator issued in favour of firm/applicant
5. Specimen signature of Regd. Pharmacist which shall be appeared in the sales invoices, prescription & special register.
6. Tenancy/house rent agreement certified by Notary.
7. Patna/Khatam/documentary evidence in support of ownership of land and NOC from Co-houseowner (where-ever applicable) (self-attested by applicant with full signature and date).
8. Location and layout sketch map of premises, duly signed by applicant as well as house-owner
9. Original copy of Treasury Challis.
10. Character and Antecedent verification Certificate/Police verification certificate of applicant
11. Self Declaration of Reg. pharmacist in the prescribed format with full signature and date (PDF format)

***DOCUMENT /CHECKLIST FOR RETAIL DRUG LICENCE  
(PARTNERSHIP FIRM)***

1. Educational Qualification certificate of applicant (Managing Partner/Power of Attorney Holder)
2. Educational Qualification certificate of Regd. Pharmacist and valid O.P.C.Regd. Certificate (self attested by applicant with full signature and date).
3. ID proof of applicant (Managing Partner/Power of Attorney Holder)
4. Purchase bill/invoice of Refrigerator issued in favour of firm/applicant
5. Specimen signature of Regd. Pharmacist which shall be appeared in the sales invoices, prescription & special register.
6. Tenancy/house rent agreement certified by Notary
7. Patta/Khatian/documentary evidence in support of ownership of land and NOC from Co-house owner (where ever applicable) (self-attested by applicant with full signature and date)
8. Location and layout sketch map of premise duly signed by applicant as well as house-owner
9. Original copy of Treasury Challan
10. Character and Antecedent verification Certificate/Police verification certificate of applicant
11. Self Declaration of Reg. pharmacist in the prescribed format with full signature and date (PDF format)
12. Registered Partnership deed (duly registered at Inspector General Regulation, Cuttack or at District Registrar/Sub-registrar Office)
13. Letter of Authorization from Partners for filling application as Power of Attorney Holder(s)/Managing Partner(s)

**DOCUMENT /CHECKLIST FOR RETAIL DRUG LICENCE (PVT.  
LTD. / LTD. FIRM)**

1. Educational Qualification certificate of applicant (Managing Director/Authorised Signatory)
2. Educational Qualification certificate of Regd. Pharmacist and valid O.P.C.Regd. Certificate (self attested by applicant with full signature and date)
3. ID proof of applicant (Managing Director/Authorised Signatory)
4. Purchase bill/invoice of Refrigerator issued in favour of firm/applicant
5. Specimen signature of Regd. Pharmacist which shall be appeared in the sales invoices, prescription & special register.
6. Tenancy/house rent agreement certified by Notary.
7. Patra/Khatias/documentary evidence in support of ownership of land and NOC from Co-house owner (where-ever applicable) (self-attested by applicant with full signature and date).
8. Location and layout sketch map of premises duly signed by applicant as well as house owner
9. Original copy of Treasury Challan
10. Character and Antecedent verification Certificate/Police verification certificate of applicant.
11. Self Declaration of Reg. pharmacist in the prescribed format with full signature and date (PDF format)
12. Memorandum and Article of Association with company Registration Certificate
13. Resolution of Board of Directors
14. Letter of authorization from Directors for filling application as authorized signatory / Managing Director(s)

**DOCUMENTS/CHECKLIST FOR RENEWAL OF RETAIL  
DRUG LICENCE (PROPRIETORSHIP FIRM)**

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1. Original copy of Treasury Challan
2. Tenancy/house rent agreement certified by notary or NOC for further period of minimum five years
3. Self-declaration of Regd. Pharmacist in the prescribed format with full signature and date (PDF format) towards continuing their job
4. Declaration of firm regarding no change of constitution, Name & Style of the Firm, Premises and Regd. Pharmacist.

**DOCUMENTS/CHECKLIST FOR RENEWAL OF RETAIL  
DRUG LICENCE (PARTNERSHIP FIRM)**

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1. Original copy of Treasury Challan
2. Tenancy/house rent agreement certified by notary or NOC for further period of minimum five years
3. Self-declaration of Regd. Pharmacist in the prescribed format with full signature and date (PDF format) towards continuing their job
4. Declaration of Firm regarding No change of Constitution, Name & Style of the Firm, Premises and Regd. Pharmacist

**DOCUMENTS/CHECKLIST FOR RENEWAL OF RETAIL  
DRUG LICENCE (PVT.LTD. / LTD. FIRM)**

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1. Original copy of Treasury Challan
2. Tenancy/house rent agreement certified by notary or NOC for further period of minimum five years
3. Self Declaration of Regd. Pharmacist in the prescribed format with full signature and date (PDF format) towards continuing their job
4. Declaration of Firm regarding No change of Constitution, Name & Style of the Firm, Premises and Regd. Pharmacist.
5. Resolution of Board of Directors