



Tamil Nadu e-District Application Training Manual

Licence to Grant or Renewal
Homeopathic Medicines (DCA-
402)

Drug Department



राष्ट्रीय इ-गवर्नेस योजना
National e-Governance Plan

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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

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 process applications received for Grant or Renewal of Homeopathic Medicines License through the e-District Portal.

4. Scope

The scope of this document is to cover the 'License to Grant or Renewal Homeopathic Medicines' service offered under **Drugs Department**.

5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/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 or Renewal Allopathic Drugs
2. DCA-402: Licence to Grant or Renewal Homeopathic Medicines
3. DCA-403: Licence to Grant or Renewal Restricted Licence (allopathic drugs)
4. DCA-404: Licence to Grant or Renewal Specified in Schedule x Drugs
5. DCA-405: Obtain Duplicate Licence

7. License to Grant or Renewal Homeopathic Medicines

7.1. Processing Application at Assistant Director's Desk

The Assistant Director is entitled to take following actions on the submitted applications:

- **Return to CSC:** Return the application back to the CSC Operator
- **Send Forward:** Send forward the application to the Drug Inspector
- **Approve:** Approve the application
- **Reject:** Reject the application
- **Return to DI:** Return the application to the Drug Inspector

Following steps show how to process applications received for Grant or Renewal of Homeopathic Drugs License at Assistant Director's (AD) Desk:

STEP 1: Go to Tamil Nadu e-district Web Portal **departmental login** page.



The screenshot displays the Government of Tamil Nadu e-District portal. At the top, there is a search bar for 'acknowledgement no' and navigation links for Home, About, List of Services, Verify Certificate, Login, and Contact. A 'Department Login' button is visible. The main content area features a diagram illustrating the workflow: a Citizen interacts with the e-District Suite and CSC, while an Official interacts with the e-District Suite. A callout bubble points to the 'Department Login' button with the text 'Click for departmental login'. Below the diagram, there are sections for 'For Citizen' (with a 'Log In or Register to Continue' button) and 'Announcements'.

STEP 2: Enter login credentials and click on **Login**.



Enter username and password

Department Login

User Name
ad_Thiruchirappalli

Password
...

Login

Click on Login

STEP 3: Pending applications will show up. Click on the **Application Number** link to open an application.

Government of Tamil Nadu e-District

User Name: S Sridhar
Last Login: 06-Oct-2017 15:48:31

Assign DSC key Change Password Logout

My Task

- Pending Application
- Processed Application
- Escalated Application
- Pending for Signature
- Signed Certificate

Office: Please Select

Pending Application

No. of Rows: Please Select

Application No.	Applicant	Initiator	Date of application	Sender	Status
DCA-403 Licence to Grant or Renewal Restricted Licences (allopathic drugs), total of service: 1					
DCA-401 Licence to Grant or Renewal Allopathic Drugs, total of service: 1					
DCA-402 Licence to Grant or Renewal Homeopathic Medicines, total of service: 1					
TN-4720174806105	Rama Iyer		06-Oct-2017	Kiosk-01	Pending

Click to open application

Application request details will open. You can view the application by clicking on the **View Application** button.



My Task

- Pending Application
- Processed Application
- Escalated Application
- Pending for Signature
- Signed Certificate

Requested Details

Service Name: **Licence to Grant or Renewal Homeopathic Medicines (DCA-402)** Applicant Name: **Rama Iyer**

Application Number: **TN-4720171006105** Date of Request: **06-Oct-2017**

Application Form

Licence to Grant or Renewal Homeopathic Medicines (DCA-402) [View Application](#)

Status

Current Status: **Application Submitted to Assistant Director** Date Entered: **06-Oct-2017 05:37:21**

Uploaded Documents

Serial No.	Document Name	Document Number	File Name	View Document	Download
1	Photo	1	Photo_1	View Document	Download
2	Residence Proof	2	Residence Proof_2	View Document	Download
3	Form 19 -B (Retail)	3	Form 19 -B (Retail)_3	View Document	Download
4	EC or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document	4	EC or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document_4	View Document	Download
5	Memorandum of Association & Article of Association of the Firm or Partnership Deed	5	Memorandum of Association & Article of Association of the Firm or Partnership Deed_5	View Document	Download
6	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant	6	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant_6	View Document	Download
7	Legal Tenancy Affidavit Attested by Notary Public	7	Legal Tenancy Affidavit Attested by Notary Public_7	View Document	Download
8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator	8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator_8	View Document	Download
9	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate	9	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate_9	View Document	Download
10	Declaration Form	10	Declaration Form_10	View Document	Download
11	Pharmacist or Competent Persons attested by Notary Public	11	Pharmacist or Competent Persons attested by Notary Public_11	View Document	Download



AD check list

Whether Physical Copy has been received or not ? Yes No Date of Physical Copy Received *

Physical Copy POD Details

Process Action

Physical Copy Has Been Verified * Yes No

Remarks by Assistant Director * English Tamil

Action Taken by *

The below figure shows the application preview:

Application for license to grant or renewal Homeopathic Medicines (Sales)

License Type: Grant Renewal

Apply for: Fresh Licence Change of Premises Change in Constitution

Business License Type: Retail Licence (Form 19B) Wholesale Licence (Form 19B) Both Retail and Wholesale Licence (Form 19B)

Constitution / Ownership Type: Proprietorship Partnership Private limited(Pvt. Ltd.) Public Ltd. LLP Trust Others HUF

Are you an authorised person: Yes No

Applicant Details

Sr. No.	Appellation	Applicant Name	Designation	Aadhaar Number / Aadhaar Enrollment Number / Other ID Proof	View Bio Data
1	Shri	Rama Iyer	Managing Director	ABCD1234	

Appellation: --Select--
Designation: --Select--

Firm and Address Details

Name of the Firm: ABC Medicos
State: TAMIL NADU
Taluk: Perambalur / பெரம்பலூர்
Street No. / Name: Theri Complex
Type of Firm: Own
District: Perambalur / பெரம்பலூர்
Zone: Thiruchirappalli
Door / Flat No. (Provide all the door no's separated by comma): 102

View Document	Download
View Document	Download

STEP 4: Click on the **Download** link to download and verify uploaded documents.

Status						
Current Status	Application Submitted to	Date And Time				
	Assistant Director	06-Oct-2017 05:37:21				
Uploaded Documents						
Serial No.	Document Name	Document Number	File Name	View Document	Download	
1	Photo	1	Photo_1	View Document	Download	
2	Residence Proof	2	Residence Proof_2	View Document	Download	
3	Form 19 -B (Retail)	3	Form 19 -B (Retail)_3	View Document	Download	
4	EC or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document	4	EC or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document_4	View Document	Download	
5	Memorandum of Association & Article of Association of the Firm or Partnership Deed	5	Memorandum of Association & Article of Association of the Firm or Partnership Deed_5	View Document	Download	
6	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant	6	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant_6	View Document	Download	
7	Legal Tenancy Affidavit Attested by Notary Public	7	Legal Tenancy Affidavit Attested by Notary Public_7	View Document	Download	
8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator	8	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator_8	View Document	Download	
9	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate	9	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate_9	View Document	Download	
10	Declaration Form	10	Declaration Form_10	View Document	Download	
11	Pharmacist or Competent Persons attested by Notary Public	11	Pharmacist or Competent Persons attested by Notary Public_11	View Document	Download	
Download all						



STEP 5: Specify whether or not the physical copies of documents have been received. Enter the date on which the copies were received and Physical Copy POD Details.

AD check list

Whether Physical Copy has been received or not ? Yes No Date of Physical Copy Received * 06-Oct-2017

Physical Copy POD Details

STEP 6: Specify whether or not physical copies of the documents have been verified.

STEP 7: Enter remarks.

STEP 8: Select an action.

In case of 'Send Forward', select a Drug Inspector.

STEP 9: Click on **Submit**

Process Action

Physical Copy Has Been Verified * Yes No

Remarks by Assistant Director * English Tamil

Action Taken by *

Drug Inspector *

Click to process application

A confirmation popup will appear.

STEP 10: Click on **OK** to continue.

10	Declaration	14.102.15.36 says:	10	View Document	Download
11	Pharmacist	Do you wish to proceed for this application ?	Notary Public_11	View Document	Download

Click on 'OK'

AD check list

Post-submission, the application will be forwarded to the selected **Drug Inspector** for further processing.

Once the Drug Inspector processes the application, it appears back in the account of the Assistant Director.

You may open the application from your **Pending Applications** section and verify Inspection Report, Ad Checklist and DI Checklist.

Inspection Report			
Officer Name:	S Sridhar	Designation:	Assistant Director
Date And Time:	06-Oct-2017 05:58:24	Is Verified:	Yes
Enquiry Date:	06-Oct-2017	Remarks:	Reviewed.
<hr/>			
Officer Name:	Sridevi N	Designation:	Drugs Inspector
Date And Time:	06-Oct-2017 06:08:52	Recommendation:	Yes
Is Verified:	Yes	Enquiry Date:	06-Oct-2017
Remarks:	Recommended.		
<hr/>			
AD check list			
Whether Physical Copy has been received or not ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date of Physical Copy Received *	<input type="text" value="06-Oct-2017"/>
Physical Copy POD Details	<input type="text" value="Copies received in original form."/>		
<hr/>			
DI check list			
Name of the Firm *	<input type="text" value="ABC Medicos"/>	Address *	<input type="text" value="Theri Complex"/>
Name(s) of the proprietor / partners/ directors *	<input type="text" value="Raja Chetti"/>	Phone No/ Fax No/email Id	<input type="text"/>
Date of Inspection *	<input type="text" value="06-Oct-2017"/>	Licences held /applied for *	<input type="text" value="Grant Homeopathic Medicine"/>
Whether the application is for grant / renewal *	<input checked="" type="radio"/> Grant <input type="radio"/> Renewal	If grant, Grant is due to *	<input type="radio"/> Change in constitution <input type="radio"/> Change of premises <input checked="" type="radio"/> Entirely fresh license
Whether adequate fees is paid *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether adequate court fee stamps provided *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Whether the premises is adequate and equipped with proper storage accommodation *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether a cold storage is provide and whether it is adequate and in working condition *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
Whether full time qualified person/competent person has been appointed *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether a permission to operate a pharmacy requested *	<input checked="" type="radio"/> Yes <input type="radio"/> No
if Yes, whether it complies with Schedule N *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether the applicant been convicted of an offence under the Act of rules previous *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Whether their licences have been cancelled or suspended previously *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Whether the inspecting officer recommends for grant/ renewal of licences *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of Physical Copy Received *	<input type="text" value="06-Oct-2017"/>	Physical Copy POD Details	<input type="text" value="Copies received."/>
Remarks	<input type="text"/>		
<hr/>			
Download Verification Report			
Drugs Inspector_1 Verification Report			

STEP 11: Specify whether or not physical copies of the documents have been verified.

STEP 12: Enter remarks.

STEP 13: Select an action.

STEP 14: Click on **Submit**.

Process Action

Physical Copy Has Been Verified * Yes No

Remarks by Assistant Director * English Tamil

Approved.

Action Taken by * Approve

Submit
Cancel

A confirmation popup will appear. Click on **OK** to continue.

The application will be processed as per the action taken.

Case 1: Approve

If the action taken was 'Approve', the application will appear under the **Pending for Signature** section.



Government of Tamil Nadu
e-District

User Name: S Sridhar
Last Login: 06-Oct-2017 17:48:36

Assign DSC key
Change Password
Logout

My Task

- Pending Application
- Processed Application
- Escalated Application
- Pending for Signature

Pending for Signature

No. of Rows Please Select

	Application No.	Applicant name	Initiator	Date of application	Sender	Status
DCA-402 Licence to Grant or Renewal Homeopathic Medicines, total of service: 1						
	TN-4720171006105	Rama Iyer		06-Oct-2017	S Sridhar	Application Approved

From there, you can digitally sign the application after which it appears in the **Signed Certificate** section.

Once the application is digitally signed (post-approval), it appears in the Operator's account from where it can be downloaded and handed over to the applicant.

Case 2: Reject

If the action taken was 'Reject', the application will be marked as rejected. The operator will then see 'Application Rejected' under **Current Status** when he/she will check the application status.

Case 3:Return to CSC

If the action taken was 'Return to CSC', the application will be send back to the operator. The operator can then view shortfalls (in comments) and provide additional information/missing documents in support of the application. After this, he re-submits the application, which appears back in the account of the Assistant Director for further processing.

Case 4:Return to DI

If the action taken was 'Return to DI', the application will be send back to the Drug Inspector. The inspector can then view AD's remarks and provide required information. After this, he re-submits the application, which appears back in the account of the Assistant Director for further processing.

8. Disclaimer

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