



Tamil Nadu e-District Application Training Manual

Licence to Grant or Renewal
Restricted Licence (Allopathic
Drugs)(DCA-403)
Drug Department



राष्ट्रीय इ-गवर्नेस योजना
National e-Governance Plan

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E-DISTRICTTAMIL 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 Restricted Licence (Allopathic Drugs) through the e-District Portal.

4. Scope

The scope of this document is to cover the 'License to Grant or Renewal Restricted Licence (allopathic drugs)' 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 Restricted Licence (allopathic drugs)

7.1. Processing Application at Drug Inspector's Desk

Following steps show how to process applications received for Grant or Renewal of Restricted Licence (allopathic drugs) at Drug Inspector's (DI) Desk:

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

Government of Tamil Nadu e-District

Home About List of Services Verify Certificate Login Contact

Department Login

Citizen Request Direct
Citizen Request
CSC Enter Citizen Record
e-District Suite
Application Response
Department Query
Official

Click for departmental login

For Citizen
Log In or Register to Continue
Yet not an e-District Member? Click below on New Registration

Announcements

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

Government of Tamil Nadu e-District

Home About List of Services Verify Certificate Login Contact

Department Login

User Name
dj_perambalur

Password
...

Login

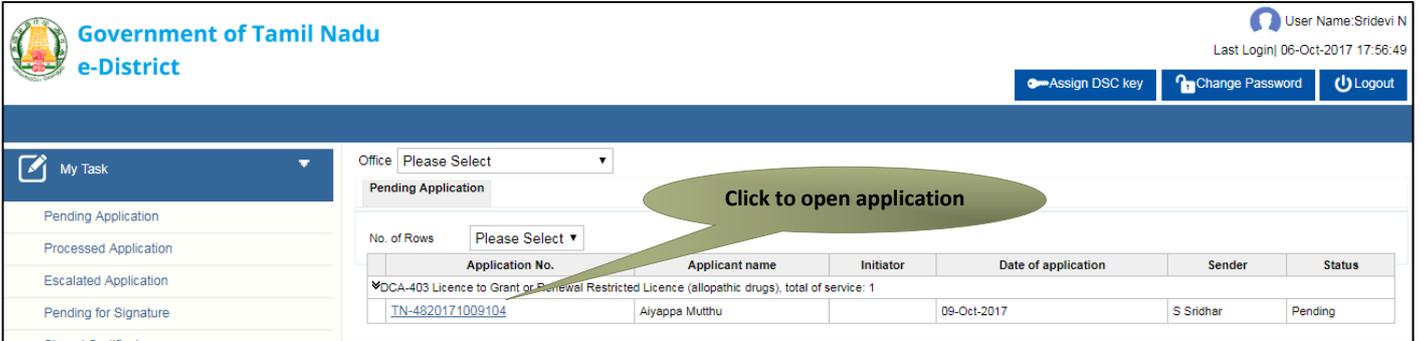
Enter username and password

Click on Login

Home | About | List of Services | Contact

Version 1.4.0.0

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



The screenshot shows the user interface of the Government of Tamil Nadu e-District application portal. The header includes the Government of Tamil Nadu logo and the text 'Government of Tamil Nadu e-District'. The user's name 'User Name: Sridevi N' and the last login time 'Last Login: 06-Oct-2017 17:56:49' are displayed in the top right corner. There are buttons for 'Assign DSC key', 'Change Password', and 'Logout'. On the left, there is a 'My Task' menu with options like 'Pending Application', 'Processed Application', 'Escalated Application', and 'Pending for Signature'. The main content area shows a 'Pending Application' section with a dropdown for 'Office' set to 'Please Select' and a 'No. of Rows' dropdown also set to 'Please Select'. Below this is a table of pending applications. A callout bubble points to the 'Application No.' link 'TN-4820171009104' in the first row of the table, with the text 'Click to open application'.

Application No.	Applicant name	Initiator	Date of application	Sender	Status
TN-4820171009104	Aiyappa Mutthu		08-Oct-2017	S Sridhar	Pending

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



Government of Tamil Nadu
e-District

User Name: Sridevi N
Last Login: 09-Oct-2017 17:55:49

[Assign DSC Key](#) [Change Password](#) [Logout](#)

My Task

- [Pending Application](#)
- [Processed Application](#)
- [Escalated Application](#)
- [Pending for Signature](#)
- [Signed Certificate](#)

Requested Details

Service Name	Licence to Grant or Renewal Restricted Licence (allopathic drugs) (DCA-403)	Applicant Name	Aiyappa Muthu
Application Number	TN-4820171009104	Date of Request	09-Oct-2017

Application Form

Licence to Grant or Renewal Restricted Licence (allopathic drugs) (DCA-403) [View Application](#)

Status

Current Status: **Application Submitted to Drugs Inspector** Date And Time: **09-Oct-2017 11:34:29**

Uploaded Documents

Serial No.	Document Name	View Document	Download
1	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate	View Document	Download
2	Declaration Form	View Document	Download
3	Form 19 - A (C1)	View Document	Download
4	Form 19 - A (Other than Schedule C & C1)	View Document	Download
5	EC or Property Tax Receipt or Sale Deed Copy of building or Equivalent Document	View Document	Download
6	Legal Tenancy Affidavit Attested by Notary Public	View Document	Download
7	Memorandum of Association & Article of Association of the Firm or Partnership Deed	View Document	Download
8	List of Drugs to be sold	View Document	Download
9	Photo	View Document	Download
10	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator	View Document	Download
11	Residence Proof	View Document	Download
12	Retirement Deed or Reconstitution Deed in Rs 100 Stamp Paper	View Document	Download
13	NOC from Other Owners of the Premises Land Area	View Document	Download
14	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant	View Document	Download

[Download all](#)

Inspection Report

Officer Name:	S Sridhar	Designation:	Assistant Director
Date And Time:	09-Oct-2017 11:34:29	Is Verified:	Yes
Enquiry Date:	09-Oct-2017	Remarks:	Please process.

AD check list

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

Physical Copy POD Details

DI check list

Name of the Firm * Address *

Name(s) of the proprietor / partners/ directors * Phone No/ Fax/ No/email Id

Date of Inspection * Licences held /applied for *

Whether the application is for grant / renewal * Grant Renewal If grant, Grant is due to *

Whether adequate fees is paid * Yes No Whether adequate court fee stamps provided * Yes No

Whether the premises is adequate and equipped with proper storage accommodation * Yes No Whether a cold storage is provide and whether it is adequate and in working condition * Yes No NA

Whether full time qualified person/competent person has been appointed * Yes No Whether a permission to operate a pharmacy requested * Yes No

If Yes, whether it complies with Schedule N * Yes No Whether the applicant been convicted of an offence under the Act of rules previous * Yes No

Whether their licences have been cancelled or suspended previously * Yes No Whether the inspecting officer recommends for grant/ renewal of licences * Yes No

Date of Physical Copy Received * Physical Copy POD Details

Remarks

Process Action

Physical Copy Has Been Verified * Yes No [Add...](#)

Application Recommended By Drugs Inspector * Yes No

Remarks by Drugs Inspector * English Tamil

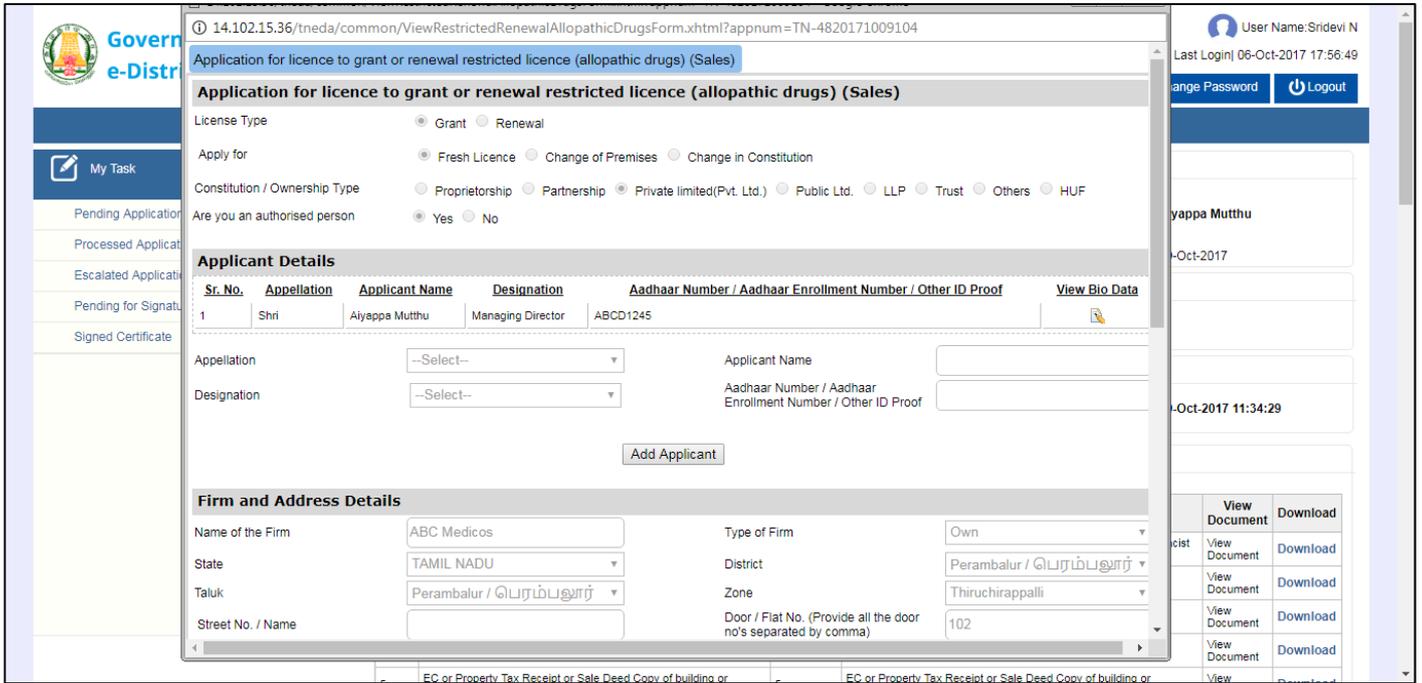
[Submit](#) [Cancel](#)

Click to view application

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The below figure shows the application preview:



The screenshot displays a web browser window with the following content:

- Browser Address Bar:** 14.102.15.36/tneda/common/ViewRestrictedRenewalAllopathicDrugsForm.xhtml?appnum=TN-4820171009104
- Page Title:** Application for licence to grant or renewal restricted licence (allopathic drugs) (Sales)
- Form Section: Application for licence to grant or renewal restricted licence (allopathic drugs) (Sales)**
 - License Type: Grant Renewal
 - Apply for: Fresh Licence Change of Premises Change in Constitution
 - 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	Aiyappa Mutthu	Managing Director	ABCD1245	

Below the table are input fields for Appellation (dropdown), Designation (dropdown), Applicant Name, and Aadhaar Number / Aadhaar Enrollment Number / Other ID Proof, along with an "Add Applicant" button.
- Firm and Address Details**

Name of the Firm	ABC Medicos	Type of Firm	Own
State	TAMIL NADU	District	Perambalur / பெரம்பலூர்
Taluk	Perambalur / பெரம்பலூர்	Zone	Thiruchirappalli
Street No. / Name		Door / Flat No. (Provide all the door no's separated by comma)	102
- Right Panel:** User Name: Sridevi N, Last Login: 06-Oct-2017 17:56:49, Change Password, Logout, and a list of documents with "View Document" and "Download" links.

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

Uploaded Documents

Serial No.	Document Name	Document Number	File Name	View Document	Download
1	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience Certificate	1	Copy of Pharmacy Council Registration Certificate of the Pharmacist or Education Qualification and Experience	View Document	Download
2	Declaration Form	2	Declaration Form_2	View Document	Download
3	Form 19 - A (C1)	3	Form 19 - A (C1)_3	View Document	Download
4	Form 19 - A (Other than Schedule C & C1)	4	Form 19 - A (Other than Schedule C & C1)_4	View Document	Download
5	EC or Property Tax Receipt or Sale Deed Copy of building or Equivalent Document	5	EC or Property Tax Receipt or Sale Deed Copy of building or Equivalent Document_5	View Document	Download
6	Legal Tenancy Affidavit Attested by Notary Public	6	Legal Tenancy Affidavit Attested by Notary Public_6	View Document	Download
7	Memorandum of Association & Article of Association of the Firm or Partnership Deed	7	Memorandum of Association & Article of Association of the Firm or Partnership Deed_7	View Document	Download
8	List of Drugs to be sold	8	List of Drugs to be sold_8	View Document	Download
9	Photo	9	Photo_9	View Document	Download
10	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator	10	Purchase Bill Copy of Refrigerator, Air Conditioner and Generator_10	View Document	Download
11	Residence Proof	11	Residence Proof_11	View Document	Download
12	Retirement Deed or Reconstitution Deed in Rs 100 Stamp Paper	12	Retirement Deed or Reconstitution Deed in Rs 100 Stamp Paper_12	View Document	Download
13	NOC from Other Owners of the Premises Land Area	13	NOC from Other Owners of the Premises Land Area_13	View Document	Download
14	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant	14	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant_14	View Document	Download

Click to download document

[Download all](#)

STEP 5: Review AD Inspection Report and Check List.

Inspection Report			
Officer Name:	S Sridhar	Designation:	Assistant Director
Date And Time:	09-Oct-2017 11:34:29	Is Verified:	Yes
Enquiry Date:	09-Oct-2017	Remarks:	Please process.
<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="09-Oct-2017"/>
Physical Copy POD Details	<input type="text" value="Documents received."/>		

STEP 6: Enter required details under DI Checklist.

Note:

- Under the option 'Whether the application is for grant/ renewal', select 'Grant' for new request and 'Renewal' for renewal requests.
- Under the option 'If grant, Grant is due to', select appropriate option (Entirely Fresh License/ Change in constitution/ Change of Premises).

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="Jyothi Chetty"/>	Phone No/ Fax No/email Id	<input type="text"/>
Date of Inspection *	<input type="text" value="09-Oct-2017"/>	 Licences held /applied for *	<input type="text" value="Grant Restricted Licence Allc"/>
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 type="radio"/> Yes <input type="radio"/> No <input checked="" 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="09-Oct-2017"/>	 Physical Copy POD Details	<input type="text" value="Copies Received"/>
Remarks	<input type="text"/>		

STEP 7:Specify whether or not physical copies of the documents have been verified. Attach Verification Report using the **Attach** button. Uploaded report will appear above the 'Process Action' section.

STEP 8:Specify whether or not you (DI) recommend the application.

STEP 9: Enter comments.

STEP 10:Click on **Submit**.

Download Verification Report

Drugs Inspector_1 Verification Report [Delete](#)

Process Action

Physical Copy Has Been Verified * Yes No

[+ Add...](#)

Uploaded Successfully

Application Recommended By Drugs Inspector * Yes No

Remarks by Drugs Inspector * English Tamil

Recommended.

Click to process application

[Submit](#) [Cancel](#)

A confirmation popup will appear.

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

suspended previous

14.102.15.36 says:

Do you wish to proceed for this application ?

[OK](#) [Cancel](#)

ar on licences

by POD Details

Copies Received

Download Verification Report

Drugs Inspector_1 Verification Report [Delete](#)

Click on 'OK'

Post-submission, the application goes back to the Assistant Commissioner for final processing.

8. Disclaimer

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