

## Procedure for Issue of Retail and Wholesale Drug License & Documents Required

Sl No.	Area	Details
1	<b>Objective</b>	<p><b>Directorate of Drugs Control</b> under The <b>Department of Health &amp; Family Welfare (DoHFW)</b>, Government of West Bengal is responsible for effective implementation of Drugs and Cosmetics Act, 1940 and rules formed thereunder, Drug Price Control Order, 2013, Narcotic Drugs and Psychotropic Substances Act, 1985, Drugs and Magic Remedies (Objectionable Advertisement) act, 1954.</p> <p>The Drugs Control Directorate is a public health measure enforced by the Government through enforcement of the above Acts, are entrusted with the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Grant or Retention of Manufacturing and selling licences pertaining to allopathic drugs, homoeopathic medicines, grant or retention of cosmetics manufacturing licences, Blood Bank, surgical and medical device units.</li> <li>• To carry out inspection of manufacturing process of sera/ vaccines units</li> <li>• To monitor and issue GMP, GLP certificates including issuance of MSC, NVC, COPP, Free sales certificate etc.</li> <li>• Approval of Quality control laboratory of medicines and cosmetics.</li> </ul> <p>The Directorate of Drugs Control ensures total quality management sothat public can get safe drugs with assured quality.</p>
2	<b>Regulation</b>	Drugs and Cosmetics Act, 1940 and rules formed there under, Drug Price Control Order,2013, Narcotic Drugs and Psychotropic Substances Act,1985, Drugs and Magic Remedies (Objectionable Advertisement) act, 1954.
3	<b>Competent Authority</b>	Assistant Director of Drug Control of the Respective District
4	<b>Processing Time</b>	90 Days after receipt of complete application in all respect
5	<b>Application Form</b>	Application to be filled online through Drug License tab of official website of Department of Health & Family Welfare [ <a href="https://www.wbhealth.gov.in/">https://www.wbhealth.gov.in/</a> ] or through this link [ <a href="https://evesoj.wbhealth.gov.in/WBDL/">https://evesoj.wbhealth.gov.in/WBDL/</a> ]
6	<b>Fees</b>	Application fees is charged based on Act and Rule: <a href="https://evesoj.wbhealth.gov.in/WBDL/pdf/drugLicenceFee.pdf">https://evesoj.wbhealth.gov.in/WBDL/pdf/drugLicenceFee.pdf</a>
7	<b>Documents required for online application</b>	<ul style="list-style-type: none"> <li><b>i.</b> Power of attorney (if any) in Non- Judicial Stamp Paper as per proforma</li> <li><b>ii.</b> Trade License/ Trade Enlistment Certificate, mentioning nature of trade (retail/ wholesale) &amp;System of medicine(Allopathy/Homoeopathy)</li> <li><b>iii.</b> Possession Document of the Premises: Current House Tax receipt/Consolidated Rate bill/ Registered Deed of Conveyance/Consent Letter from the Owner/ N.O.C in the form of affidavit before 1<sup>st</sup> Class Judicial Magistrate, Rent bill signed by owner or authorized signatory/as the case relate to Parcha/ Khajna, Dakhila from B.L &amp; L.R.O</li> <li><b>iv.</b> In case of Partnership Firms, Registered Partnership Deed along with firm registration receipt. In case of Limited or Pvt. Ltd. Company - copy of</li> </ul>

		<p>Memorandum and Article of Association. In case of LLP(Limited Liability/ Partnership Firm) Copy of Memorandum and Articles of Association</p> <p>v. Copy of resolution of the Board meeting along with list of Present Board of Directors with respect to Limited or Pvt Ltd companies</p> <p>vi. Sketch map of proposed premises with location and surrounding(CAD Mode)</p> <p>vii. Appointment and acceptance letter of Pharmacist and competent person in Charge (as Per Proforma)</p> <p>viii. Academic qualification Testimonials of C.P.I (in case wholesale )</p> <p>ix. Pharmacist/CPI record from, Registration Certificate and Retention Certificate of Pharmacist</p> <p>x. Voter ID /PAN Card/ Aadhar Card/ Passport/ Driving License of Pharmacist or CPI(as applicable )</p> <p>xi. Affidavit of pharmacist/ CPI Sworn before First Class Judicial Magistrate/ Executive Magistrate(as per Proforma)</p> <p>xii. Experience Certificate of Competent Person In charge</p> <p>xiii. Affidavit of Applicants( Proprietor/ Partners/ Directors) Sworn before first class Judicial Magistrate/ Executive Magistrate(as per Proforma)</p> <p>xiv. Any other related documents</p> <p><b>[Documents to be submitted in PDF Format as per proforma which is available with online application form]</b></p>
8	User Manual	<p>An user manual is available at Help menu at <a href="https://evesoj.wbhealth.gov.in/WBDL/">https://evesoj.wbhealth.gov.in/WBDL/</a></p>
9(a)	Procedure	<p style="text-align: center;"><b>Procedure for Issue of New Retail/Wholesale Drug License</b></p> <p>i. The applicant shall register through “Drug License” tab of the official website of the Department of Health &amp; Family Welfare [<a href="https://www.wbhealth.gov.in/">https://www.wbhealth.gov.in/</a>] or through this link [<a href="https://evesoj.wbhealth.gov.in/WBDL/">https://evesoj.wbhealth.gov.in/WBDL/</a> ]</p> <p>ii. On registration, applicant will be given a user ID and Password for future reference.</p> <p>iii. After login applicant will click “<b>Apply for New License</b>” and fill up the application form</p> <p>iv. Those applicant want to apply for retail license they will select <b>Retail Button</b> and those want to apply for wholesale license will select <b>Wholesale Button</b>.</p> <p>v. Application form contains prescribed attachments shall be submitted/ uploaded online in PDF format</p> <p>vi. On final submission of application, a system generated acknowledgement will be send to the applicant.</p> <p>vii. On received of application form, the system will automatically forward it the competent authority.</p> <p>viii. The competent authority will forward it to the Senior Inspector/ Inspector of</p>

		<p>Drug Control.</p> <ul style="list-style-type: none"> <li>ix. Senior Inspector/ Inspector of Drug Control will verify the form and conduct necessary inspection of the unit and submit its report to the competent authority.</li> <li>x. Thereafter, competent authority shall communicate its decision (approved or rejection of request along with comments) to the applicant within prescribed time limit.</li> <li>xi. Applicant can take print out of the approval/license.</li> <li>xii. The competent authority may ask some additional information from the applicant if required</li> <li>xiii. The applicant can track his application through online till the competent authority does not communicate its decision to the applicant.</li> <li>xiv. At each stage of the process of application, an email/SMS alert will be sent to the applicant.</li> </ul>
9(b)	Procedure	
		<p style="text-align: center;"><b><u>Procedure for Registration of Existing Retail/Wholesale Drug License</u></b></p> <ul style="list-style-type: none"> <li>i. The applicant shall register through “Drug License” tab of the official website of the Department of Health &amp; Family Welfare [<a href="https://www.wbhealth.gov.in/">https://www.wbhealth.gov.in/</a>] or through this link [<a href="https://evesoj.wbhealth.gov.in/WBDL/">https://evesoj.wbhealth.gov.in/WBDL/</a>]</li> <li>ii. On registration, applicant will be given user ID and Password for future reference.</li> <li>iii. After login, the applicant will click on “<b><u>Registration for Existing License</u></b>”. The applicant will have to provide Firms/Company’s Basic information along with license number and retention receipt.</li> <li>iv. Those applicant want to retain retail license they will select Retail Button and those want retain wholesale license will select Wholesale Button</li> <li>v. On submission of basic information, a system generated acknowledgement will be send to the applicant.</li> <li>vi. On received of basic information, the system will automatically forward it the competent authority. The competent authority will verify the information and gives an approval will reach to the applicant for online filling up the form through Email/SMS.</li> <li>vii. On received of the approval, the applicant will login through exiting User ID and password. And will fill-up the application form.</li> <li>viii. Application form contains prescribed attachments shall be submitted/ uploaded online in PDF format.</li> <li>ix. On final submission of application a system generated acknowledgement will be send to the applicant again.</li> <li>x. On received of application form, the system will automatically forward it the competent authority.</li> <li>xi. The competent authority will forward it to the Senior Inspector/ Inspector of Drug Control.</li> <li>xii. Senior Inspector/Inspector of Drug Control will verify the form and conduct</li> </ul>

		<p>necessary inspection of the unit and submit its report to the competent authority.</p> <p><b>xiii.</b> Thereafter, competent authority shall communicate its decision (approved or rejection of request along with comments) to the applicant within prescribed time limit.</p> <p><b>xiv.</b> Applicant can take print out of the approval.</p> <p><b>xv.</b> The competent authority may ask some additional information from the applicant if required.</p> <p><b>xvi.</b> The applicant can track his application through online till the competent authority does not communicate its decision to the applicant.</p> <p><b>xvii.</b> At each stage of the process of application, an email/SMS alert will be sent to the applicant.</p>
<p><b>9(C) Procedure</b></p>		
		<p style="text-align: center;"><b><u>Procedure for Retention of Retail/Wholesale Drug License</u></b></p> <p><b>i.</b> The applicant will login through the existing user ID and Password through “Drug License” tab of the official website of the Department of Health &amp; Family Welfare [<a href="https://www.wbhealth.gov.in/">https://www.wbhealth.gov.in/</a>] or through this link [<a href="https://evesoj.wbhealth.gov.in/WBDL/">https://evesoj.wbhealth.gov.in/WBDL/</a>]</p> <p><b>ii.</b> After login, the applicant will click “<b><u>Apply for Retain License</u></b>”</p> <p><b>iii.</b> Applicant will fill-up the application form</p> <p><b>iv.</b> Application form contains prescribed attachments shall be submitted/ uploaded online in PDF format.</p> <p><b>v.</b> On final submission of application, a system generated acknowledgement will be send to the applicant.</p> <p><b>vi.</b> On received of application form, the system will automatically forward it the competent authority.</p> <p><b>vii.</b> The competent authority will forward it to the Senior Inspector/ Inspector of Drug Control.</p> <p><b>viii.</b> Senior Inspector/ Inspector of Drug Control will verify the form and conduct necessary inspection of the unit and submit its report to the competent authority.</p> <p><b>ix.</b> Thereafter, competent authority shall communicate its decision (approved or rejection of request along with comments) to the applicant within prescribed time limit.</p> <p><b>x.</b> Applicant can take print out of the approval</p> <p><b>xi.</b> The competent authority may ask some additional information from the applicant if required.</p> <p><b>xii.</b> The applicant can track his application through online till the competent authority does not communicate its decision to the applicant.</p> <p><b>xiii.</b> At each stage of the process of application, an email/SMS alert will be sent to the applicant.</p>

**\*ALL PAYMENTS MUST BE DONE BEFORE APPLICATION THROUGH (GRIPS).**

## Steps for Grant of Retail & Wholesale Drug License & Retention

### Applicant Side Work Flow Departmental Work Flow

