

## **Procedure for issuing of Retail & Wholesale Drug License**

Procedure to be followed by the applicant and step by step movement of the application within the Department along with timelines for completion of each step is same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

### **Procedure to be followed by the applicant:**

1. The applicant shall register through **E Vesoj (Drug License)** tab of the official website of the Department of Health & Family Welfare <https://www.wbhealth.gov.in/> or through this link <https://evesoj.wbhealth.gov.in/WBDL/>
2. Applicant shall has to enter through <https://silpasathi.wb.gov.in/> portal
3. Registration for UDYMA if MSME category
4. Enter Adhar mobile number for OTP for Adhar verification
5. PAN verification
6. Identify location
7. Details of the applicant to be filled up
8. Select category of business
9. Complete UDYMA registration and download registration certificate
10. Create user ID and pass word with UDYMA registration number, email ID and phone number for drug license application log in
11. Login <https://silpasathi.wb.gov.in/>
12. Select department H & FW
13. Click on apply as required
14. Fill up license application form as per for details + pharmacist/CPI details upload applicant photo and signature
15. Upload required scan documents in pdf format in respective upload fields
16. Preview this application as per CAF number
17. Submit with agree option
18. Make necessary online payment forwarded to GRIPS payment
19. Re login silpasathi portal
20. Generate Form 19, print and upload
21. Download challan details with CAF ID and legacy ID
22. Print/save application

23. Application cannot be submitted unless application fees are paid online.
24. On final submission of application along with documents, a system generated acknowledgement will be sent to the applicant.
25. On receipt of application form, the system will automatically forward it the competent authority for final approval.
26. Applicant can download the final signed certificate from online system after approval by the competent authority.

**Note** - The applicant can track his application through the online system. At each stage of the process of application, system generated email / SMS alert will be sent to the applicant, as and when application status is changed.

**Step by step movement of application for issuing of Retail & Wholesale Drug License within Department along with timeline**

<b>Step No</b>	<b>Procedure</b>	<b>Official involved</b>	<b>Timeline</b>
<b>1</b>	Receiving of Application and Forwarding it to Senior Inspector / Inspector of Drug (Sr. I.D) online.	Assigned by the online system automatically.	Same day of the application submission.
<b>2</b>	Scrutiny of the application before inspection and generation inspection date online.	Senior Inspector / Inspector of Drug (Sr. I.D)	10 days
<b>3</b>	Inspection and Submission of inspection report after taking feedback and compliance from applicant with verification of QP/CPI.	Senior Inspector / Inspector of Drug (Sr. I.D)	50 days
<b>4</b>	Verification of Payment, Review of Inspection Report, Approval and issue of License.	Assistant Director of Drug Control (Asst. Director)	30 days
	<b>Total timeline in WBRTPS Act</b>		<b>90 days</b>

## **Comprehensive list of documents for issuing of Retail & Wholesale Drug License**

Comprehensive list of documents required for application are same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

[Documents to be submitted in PDF Format as per proforma which is available with online application form]

1. Power of attorney (if any) in non-judicial stamp paper as per proforma
2. Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail/wholesale) & system of medicine (Allopathy/Homoeopathy)
3. Possession document of the premises  
a) 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 1st Class Judicial Magistrate Rent bill signed by owner or authorised signatory/ as the case relates to Parcha/ Khanja Dakhil from B.L & L.R.O
4. In case of partnership firms, registered Partnership deed along with firm registration receipt. In case of limited or Pvt. Ltd. Company - copies of Memorandum and Article of Association & certificate of incorporation and other company related documents. In case of LLP (Limited liability partnership firm) copy of Memorandum and Articles.
5. Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies.
6. Refrigerator related document.
7. Sketch map of proposed premises with location and surroundings (CAD Mode)
8. Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma)
9. Academic qualification testimonials of C.P.I (In case of whole sale).
10. Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists.
11. Voter Id/ Pan Card/ Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI (as applicable)
12. Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per Proforma)
13. Experience Certificate of CPI (Competent Person In charge) as per rule.

14. Affidavit of applicants (proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)

15. Shop photograph including signboard, furniture with applicant and appointed pharmacist/CPI

### **Fees required for issuing of Retail & Wholesale Drug License**

Fees required is same irrespective of risk category (Low, Medium, and High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

Information of fees required for obtaining Retail & Wholesale Drug License is available at “**Payment Structure**” tab under <https://evesoj.wbhealth.gov.in/WBDL/welcome.jsp>