

**GUIDELINES
FOR
GRANT OF DIFFERENT LICENCES
UNDER DRUGS AND COSMETICS ACT, 1940
&
RULES MADE THERE UNDER**

**DRUGS CONTROL DEPARTMENT
GOVT. OF N.C.T. OF DELHI
F-17, Karkardooma, Delhi-110032
www.delhi.gov.in**

Phone No. 22393705

Fax : 22393707

PREFACE

This guideline is for the grant of different sale licenses issued by the Drugs Control Department, Govt. of N.C.T. of Delhi under the various provisions of Drugs & Cosmetics Rules, 1945. These guidelines are not exhaustive. In case of any contradiction, relevant Rules must always be referred to by the applicant/prospective licensee and the said rules, which are amended from time to time, shall prevail over the general guidelines given hereunder. Although every effort has been made to provide accurate information, for any particular clarification the applicants are advised to contact personally the designated DUTY OFFICER of the department on any working day during office hours.

Guidelines For Grant of Licences for Sale of Drugs Under Drugs & Cosmetics Act, 1940 and Rules thereunder

INTRODUCTION

Drugs are essential for ensuring good health of a Nation. Drugs are different from other commodities and because of that the Government has laid down stringent law. Regulation governing manufacture & sale of drugs are given in the Drugs and Cosmetics Act, 1940 and Rules framed thereunder. Control is exercised over drugs from the raw material stage during manufacture, sale, distribution and upto the time it is passed-on to a patient or consumer by a Pharmacist in retail Pharmacy, Hospital or a Dispensary.

GENERAL INSTRUCTIONS

1. Applicant has to obtain user ID and Password by giving request letter in person with the details of the firm.
2. All the documents should be scanned in **100 dpi & black and white**, and then should be uploaded using the said ID and Password at space provided for the purpose.
3. Please show all the original documents to the inspector at the time of inspection.
4. Please be sure that, all the information is filled precisely for respective application mentioned below and only then e-send the application. In case of rejection of your application for incomplete information, the fees once paid will be forfeited.
5. The licensing authority may ask for any other specific documents if required.
6. These guidelines are subject to change as and when required and will be notified from time to time.
7. Every application needs to be **'e-send'**, or it will not be inwards to the office.
8. If the proprietor/ partner are changed, it will be treated as **'change in constitution'** and applicant will have to obtain a fresh license.
9. After grant or rejection of your application, you will receive an SMS about the same. Take a print out of the approval/rejection from 'Print License' option for fresh license and renewal and click 'MISC approvals' for other approvals within 3 days. You will receive licenses/approvals with the valid e-signature and official seal.
10. Registered Pharmacists are also required to update their details by obtaining separate password.
11. These are only guidelines. The Provisions of **Drugs and Cosmetic Act 1940 and Rules 1945** will always prevail.

Types of Licences issued by the Department for sale of Drugs and documents required:-

- A. Different types of licence required for the sale of drugs (the required number of application form for a particular licence is mentioned in the bracket) are given hereunder:-
- (i) Licence on Form 20 is issued for the sale of Allopathic drugs by retail other than those specified in Schedule C, C(1) and X. (Form-19)
 - (ii) Licence on Form 20-A is issued for the sale of restricted Allopathic drugs by retail other than those specified in schedule C, C(1) and X. (Form-19A)
 - (iii) Licence on Form 20-B is issued for wholesale of Allopathic drugs other than those specified in Sch C, C(1) and X. (Form-19)
 - (iv) Licence on form 20-C is issued for sale of Homoeopathic medicines by retail. (Form-19B)
 - (v) Licence on Form 20-D is issued for sale of Homoeopathic Medicines by wholesale.(Form -19B)
 - (vi) Licence on Form 21 is issued for retail sale of Allopathic drugs specified in Sch C & C(1). (Form-19)
 - (vii) Licence on Form 21-B is issued for wholesale of Allopathic drugs specified in Sch C & C(1). (Form-19)
 - (viii) Licence on form 21-A is issued for retail sale of restricted Allopathic drugs specified in Schedule C (I). (Form-19A)
 - (ix) Licence on Form 20-F is issued for retail sale of drugs specified in Sch. 'X'. (Form-19-C)
 - (x) Licence on Form 20-G is issued for wholesale of drugs Specified in Sch. 'X'. (Form-19-C)

(B) Documents required Fresh Application of Retail/Wholesale license :

- (i) Online fee deposit receipts.
 - (ii) Application Form No. 19/19A/19B/19C as applicable (System Generated)
 - (iii) Site plan and key plan of the premises.
 - (iv) Constitution of the firm viz: Memorandum and articles of association and Copy of resolution Passed, in case of company. Partnership deed, duly attested by Notary Public, in case of partner-ship firm. Trust deed, in case of trust / society.
 - (v) Photo ID proof of proprietor / partner / director of the firm.
 - (vi) Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
 - (vii) Affidavit regarding compliance of MPD 2021.
 - (viii) Registration / Conversion charge /Parking charge receipt issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
 - (ix) Affidavit from the Regd. pharmacist/competent person (System Generated).
 - (x) For Retail Sale Registered Pharmacist:
 - a) Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets.
 - b) Registration of Delhi Pharmacy Council,
 - c) Appointment Letter and Bio-data
 - (xi) For Wholesale Licence Competent person:
 - a) Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets
 - b) Experience Certificate,
 - c) Appointment Letter and Bio-data.
 - (xii) Premises : a) If Owned:
 - either** Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner,
 - or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.
 - b) If Rented:
 - Rent Receipt and
 - either** Regd. Rent Agreement,
 - or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.
- * In case of village, Khasra Khatauni documents will be considered.

(c) Documents required for Application of Retail/Wholesale license due to Change in Constitution (CC) /Change in Premises (CP) :

- (i) Fee deposit receipts.
- (ii) Application Form No. 19/19A/19B/19C as applicable (System Generated)
- (iii) Documentary evidence w.r.t. change in constitution / A request letter for shifting of premises. (as applicable)
- (iv) Site plan and key plan of the premises.
- (v) Constitution of the firm viz: Memorandum and articles of association and Copy of resolution Passed, in case of company. Partnership deed, duly attested by Notary Public, in case of partner-ship firm. Trust deed, in case of trust / society
- (vi) Photo ID proof of proprietor / partner / director of the firm.
- (vii) Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- (xiii) Affidavit regarding compliance of MPD 2021.
- (xiv) Registration / Conversion charge /Parking charge receipt issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- (viii) Affidavit from the Regd. pharmacist/competent person (System Generated).
- (ix) For Retail Sale Registered Pharmacist:
 - a) Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets.
 - b) Registration of Delhi Pharmacy Council.
 - c) Appointment Letter and Bio-data
- (x) For Wholesale Licence Competent person:
 - a) Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets
 - b) Experience Certificate.
 - c) Appointment Letter and Bio-data.
- (xv) Premises : a) If Owned:
 - either** Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner,
 - or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.
 - b) If Rented:
Rent Receipt and
either Regd. Rent Agreement,
 - or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.
 - * In case of village, Khasra Khatauni documents will be considered.

(D) Documents required for Application of additional Retail/Wholesale license :

- (i) Fee deposit receipts.
- (ii) Application Form No. 19/19A/19B/19C as applicable (System Generated)
- (iii) Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- (iv) For additional Retail Sale licence :
 - a) Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets of Registered Pharmacist.
 - b) Registration of Delhi Pharmacy Council.
 - c) Appointment Letter and Bio-data.
 - d) System Generated Affidavit.

(E) Documents required for Application of renewal of Retail/Wholesale license :

- (i) Fee deposit receipts.
- (ii) Application Form No. 19/19A/19B/19C as applicable (System Generated)
- (iii) Registration / Conversion charge /Parking charge receipt issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.

(F) Documents required for Change in Registered Pharmacist:

- a) Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets of Registered Pharmacist.
- b) Registration of Delhi Pharmacy Council.
- c) Appointment Letter and Bio-data.
- d) System Generated Affidavit

(G) Documents required for Change in Competent Person:

- a) Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets
- b) Experience Certificate.
- c) Appointment Letter and Bio-data
- d) Affidavit by Competent Person (System Generated)

(H) Documents required for Addition / Reduction in premises :

- i.) Revised documents for premises a) If Owned:
 - either Regd. Sale Deed / Regd. GPA or Un regd. Sale Deed / un regd. GPA supported with Electricity Bill or Water Bill or property tax receipt.
- b) If Rented:

- Rent Receipt and either Regd. Rent Agreement or Un registered Rent Agreement along with ownership documents of landlord as stated above
- ii.) Revised Site Plan

Note :

(i). The applicant has to provide an independent shop with the adequate area for grant of retail/wholesale licences as per details given below:

- a) For grant of a licence in Form 20 or Form 21 or both, the premises are of an area of not less than 10 square metres.
- b) For grant of a licence in form 20-B or form 21-B or both, the premises are of an area of not less than 10 square metres and
- c) For grant of licences
 - (i) In Form 20 or Form 21 or both, and
 - (ii) In Form 20-B or Form 21-B or both, the premises should be of an area of not less than 15 square metres.

The clear height of the sales premises should be in accordance with the National Building Code of India, 2005 as amended from Time to Time.

- (ii) No drug licence is granted in a premises situated on a DDA allotted residential plot/land or flat unless it meets with the requirements of MPD-2021.
- (iii) For the sake of authenticity and to ensure confirmation of having submitted the same, all the documents are required to be **self-attested by the applicant/authorized person.**

Affidavit

I, S/o Sh. R/o
..... do hereby solemnly affirm and declare as under:

1. That the deponent is the sole proprietor of M/s situated at
2. That neither the firm nor the proprietor of the firm has ever been convicted under the Drugs and Cosmetics Act, 1940.
3. That the premises situated at are in physical and legal possession of the firm.
4. That in case any statement / documents accompanying my application is found to be false, my approval / permission / licence obtained would be liable to be cancelled by the licensing authority without any notice.

DEPONENT

VERIFICATION

Verified at Delhi on this day of that the contents of the above affidavit are true and correct to my knowledge, no part of it is false and nothing material has been concealed there from.

DEPONENT

(To be Submitted on Rs. 10/- Non Judicial Stamp Paper duly attested by Notary Public.)

AFFIDAVIT

I S/o Sh. R/o do hereby Solemnly
Affirm and declare as under :-

1. That I am the sole proprietor / one of the partners / Directors of the firm M/s. _____
situated at _____
2. That I have applied for grant / renewal of drug licence for retail sale / wholesale of drugs at the
premises situated at _____
3. That the premises where the licence has been applied is abutting commercial road / mixed used street
i.e. to, which has been mentioned at serial No. in the
list of commercial road / mixed used street of Zone in the Master Plan for Delhi
2021 (MPD-2021) as indicated in site plan attached – copy enclosed.
4. That the registration / conversion / parking charges towards the mixed land use, as applicable in
respect of the premises under reference, have been deposited vide receipt no. _____
dated _____ to Municipal Corporation of Delhi for the current period and I
further undertake to pay mixed land use charges from time to time as applicable.
5. That the Licensing Authority, Drugs Control Department, Govt. of NCT of Delhi may cancel the
licences issued, in the event if proved that my firm is found contravening the provisions of MPD
2021 specifically in respect of any of the false statement furnished by me afore stated (Small Shops/
retail shop/ commercial use)

(DEPONENT)

VERIFICATION:

Verified at Delhi on this day of that the contents of the
above affidavit are true and correct to the best of my knowledge and belief.

(DEPONENT)

(To be Submitted on Rs. 10/- Non Judicial Stamp Paper duly attested by Notary Public.)

Particulars of Registered Pharmacist /Competent Person to be Approved on licence in form 20, 21, 20B, 21B, 20C, 20D

Name:
 Father / Husband's Name:
 Date of Birth and Age:
 Residential Address:
 Phone No:
 Educational Qualification:



Exam Passed	Year of Passing	Univ. / Board

Whether Registered as Pharmacist with Delhi Pharmacy Council:
 Registration No:
 Date of Registration:
 Experience Details:

Period of Experience In Month / Year	From	To	Name & Address of the Firm	Licence No. of the Firm

Name & Address of the firm }
 where working presently: }
 Date of Joining the present firm:

Signature of Pharmacist / Competent Person

Signature of Director / Partner / Proprietor of the firm

FORMS AND FEES

SALE APPLICATIONS, LICENCES, FEES AND PENALTY

S.No.	Category	Type Sale	Application Form	Licence Form	Fees for Grant/Renewal	Penalty after expiry but within six months	Fees for duplicate copy of Org. Lic.
1	Drugs other than those specified in Schedule C&C (1)&X	Whole Sale	19	20-B	Rs.1500	Rs.1500+Rs.500 p.m. or part thereof	Rs.150
		Retail Sale	19	20	Rs.1500	Rs.1500+Rs.500 p.m. or part thereof	Rs.150
		Restricted (Gen. Store)	19-A	20-A R-61 (1)	Rs.500 R-59 (2)	Rs.500+Rs.250 p.m. or part thereof R-59 (4)	Rs.150 R- 59 (3)
2	Drugs specified in Schedule C&C (1) but excluding those specified in Schedule 'X'	Whole Sale	19	21B	Rs.1500	Rs.1500+Rs.500 p.m. or part thereof	Rs.150
		Retail Sale	19	21	Rs.1500	Rs.1500+Rs.500 p.m. or part thereof	Rs.150
		Restricted (Gen.Store)	19-A	21-A R-61 (1)	Rs.500 R-59 (2)	Rs.500+Rs.250 p.m. or part thereof R-59 (4)	Rs.150 R- 59 (3)
3	Drugs specified in Schedule 'X'	Whole Sale	19-C	20-G	Rs.500	Rs.500+Rs.250 p.m. or part thereof	Rs.150
		Retail Sale	19-C	20-F R-61(1)	Rs.500 R-59(2)	Rs.500+ Rs.250 p.m. or part thereof R-59(4)	Rs.150 R- 59 (3)
4	Sale of Drugs from motor vehicles (1) Drugs other than those specified in Schedule C&C (1) (2) Drugs specified in Schedule C&C (1)	Whole Sale	19-AA	20-BB	Rs.500	Rs.500+Rs.250 p.m. or part thereof	Rs.150
		Whole Sale	19-AA	21-BB R-62-D	Rs.500 R-62-C	Rs.500+Rs.250 p.m. or part thereof R-62-C	Rs.150 R-62-C
5	Homoeopathic Medicines	Whole Sale	19-B	20-D	Rs.250	Rs.250+Rs.50p.m. or part thereof	Rs. 50
		Retail Sale	19-B	20-C R-67-C	Rs. 250 R-67-A(2)	Rs.250+Rs.50p.m. or part thereof R-67-A(2)	Rs. 50 R-67-A(2)

*GSR No. 421 dated 24/08/2001

The fees for Change in Constitution, Change in Premises, Additional License, License Renewal are same as that of Fresh License. There is no fee for Change in Registered Pharmacist, Change in Competent person, Change in Name, Addition /Reduction in Premises, Change in Specific Condition and Surrender of License.

Do's & Dont's

FOR THE CONSUMERS

- ★ Buy medicines only on the prescription of your Doctor /Physician except OTC medicines.
- ★ Buy all medicines from a licenced chemist only and insist on a cash memo while purchasing the same.
- ★ Retain the cash memo till you consume the medicines. It may be useful in case of investigation of adverse reaction or other complaint
- ★ Do not pay more than the Maximum Retail Price plus local taxes extra printed on the label of the medicine.
- ★ Do not purchase / consume the medicine, if it has crossed expiry date.
- ★ Report any reaction or lack of efficacy promptly to your Doctor.

Self Medication can be dangerous
Consult your doctor before taking medicine

अपनी मर्जी से दवाएँ खाना खतरनाक हो सकता है।
दवा खाने से पहले अपने चिकित्सक की सलाह अवश्य लें।