

**CRITERIA/GUIDELINES TO BE FULL FILED BY THE APPLICANT FOR
GRANT/RENEWAL OF DRUGS LICENCE FOR RETAIL SALE (DRUGS THAN THOSE INCLUDED IN SCHEDULE 'X') IN THE
ARUNACHAL PRADESH
W.E.F. 01/01/2011**



1. Application in FORM-19
 2. Treasury Challan under Head of Account-
 - i. Category-I (Drugs by Retail sale other than those Specified in Schedule C & C1) Rs. 1500/-
 - ii. Category-II (Drugs by Retail sale Specified in Schedule C & C1) Rs. 3000/-
 - iii. Category-I (Drugs by Whole sale other than those Specified in Schedule C & C1) Rs. 1500/-
 - iv. Category-II (Drugs by Whole sale Specified in Schedule C & C1) Rs. 3000/-
- NB: For obtaining both Whole sale and Retail** Rs. 6000/-
3. Affidavit by the Registered Pharmacist (*As per Specimen prescribed for Retail sale*) and attested copy of Registration Certificate (up to date). For obtaining Whole Sale D.L only: Matriculate (Class-X passed) or its equivalent with four years experience in dealing with drugs.
 4. An Affidavit in by the PROPRIETOR/Licensee for compliance of the provision of D&C Rules 1946 (*As per Specimen prescribed*).
 5. An Affidavit declaring not to made doctor's chamber inside the specified area of the retail shop (*As per Specimen prescribed*).
 6. Appointment Order of Pharmacist.
 7. Appointment order of Employee(s) (NB: Such appointment may be done by proprietor or Power of Attorney holder)
 8. Consent letter to Licensee by the Pharmacist.
 9. Constitution of firm: Declaration in Prescribed format (Enclose Power of Attorney/ Deed of Agreement and other documentary evidence/ILP of the employee(s) other than owner/Attorney holder)
 10. Documentary evidence of ownership or rental or other basis of the premise.
 11. Authenticated Sketch map/Blue Print of the site of the proposed premises. An area not less than ten square meters. (*To be submitted during obtaining Grant of New D.L.*)
 12. Inner line permit of the Pharmacist or in-charge of the qualified person and other employee(s) (in case of non Arunachalee)
 13. S.T. Certificate of the applicant (*To be submitted during obtaining Grant of New D.L.*)
 14. Inspection Report (*To be obtained from concern area Drugs Inspector*)
- NB:- All affidavit should be in Rs 50/- Non Judicial Stamp Paper


This criteria/guidelines supersedes earlier guidelines/criteria issued in this matter.

Sd/(Dr. M.Jim)
Director of Health Services cum
Ex-Officio Drugs Controller
Arunachal Pradesh: Naharlagun

Memo. No. MDC/DC-2010/08 Dated the Naharlagun the 26th November/2010

Copy to:

1. All Deputy Commissioners, Govt. of Arunachal Pradesh for information.
2. All District Medical Officers, Govt. of Arunachal Pradesh for information and necessary action
3. All Drugs Drugs Inspectors of this Directorate
4. The Drugs Licensing Cell of this Directorate.


 (Gebomb Tayeng)
 Assistant Drugs Controller-cum-
 State Drugs Licensing Authority
 Arunachal Pradesh: Naharlagun

FORM-19
(See Rule 59(2))

Application for grant or renewal of a licence to sell, stock, exhibit or offer
for sale, or distribute drugs than those specified in Schedule-X

1. I/we _____ M/s _____ hereby apply
for licence to sell by * [wholesale/retail during specified in schedules C and C(1)
excluding those specified in schedule X and/ or drugs other than those specified in
schedule C, C(1) and X to the Drugs and Cosmetics Rules, 1945 *[and also to operate a
pharmacy] on the promises situated at _____

2. The sale dispensing of drugs will be made under the personal supervision of a qualified
person(s), namely:-

_____ (Name) _____ (Qualification) :- (Regd Phst/Experienced Holder)

_____ (Name) _____ (Qualification) :- (Regd Phst/Experienced Holder)

3. *Categories of drugs:- i. Drugs specified in Schedules C and C(1) excluding those
to be sold specified in schedule X
ii. Drugs other than those specified in schedule C, C(1) and X
iii. Restricted drugs list

4. #Particulars for special storage accommodation:

5. A fee of Rs _____ (Rupees _____) has been credited to the
Government account under the head of account: 0210 - Medical & Public Health,
04 - Public Health,
104 - Fees and Fines etc.

Date: _____

Signature: _____

Name: _____

Address: _____

Phone No. _____

* Delete whichever is not applicable.
Required only if products requiring special storage are to be sold.

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DECLARATION FOR CONSTITUTION OF FIRM.



1. Name of the Licensee
 Age (Not below the 18 years)
 Name of Firm - M/s
 Licence No
 Retail sale/ Whole sale
 Address:- Village/Town
 P.O/P.S
 Dist
 State
 Phone/Mobile

2. Name of Pharmacist/Competent person
 Address Village/Town
 PO/PS
 District
 State
 Registration No
 Name of Pharmacy Council
 ILP No (if Non-APST)

3. Person Authorized to Conduct Business
 (i) If the Shop is run by Licensee him/her self :
 (Give detail as specified in sl.no.1 above)
 (ii) If the shop is run on rental/power of attorney basis
 (Enclosed copy of power of Attorney or Deed of Agreement and ILP
 of Attorney Holder in case of Non-APST)
 Name of Power of Attorney/Rental Holder:.....
 Age (Not below the 18 years)
 Address:- Village/Town
 P.O/P.S
 Dist
 State
 ILP No.(if Non APST)
 Phone/Mobile/Fax

4. Declaration for employee(s)
 (a) Name of Employee
 Age(Not below 18 years)
 Address:- Village/Town
 P.O/P.S
 Dist
 State
 ILP No.(if Non APST)
 Phone/Mobile/Fax

(b) Name of Employee
 Age(Not below 18 years)
 Address:- Village/Town
 P.O/P.S
 Dist
 State
 ILP No.(if Non APST)
 Phone/Mobile/Fax

(c) Name of Employee
 Age(Not below 18 years)
 Address:- Village/Town
 P.O/P.S
 Dist
 State
 ILP No.(if Non APST)
 Phone/Mobile/Fax

Self attested
Photo of Reg
Pharmacist

Self attested
Photo of
Attorney/
Rental
Holder

Self attested
Photo of
employee

Self attested
Photo of
employee

Self attested
Photo of
employee

Certified that information furnished above are true to my best of my knowledge and belief. If any information given above is found misleading or false, the authority may initiate legal action as may deem fit and proper.

Date:
Place:

Signature of the Licensee
Name:

NOTE: In case of more than 3(three) employees engaged the declaration may be furnished in separate sheet & enclose with this declaration.

FORM -20

{See Rule 6 (1)}

Licence to Sell stock, exhibit or offer for sale, or distribute drugs
by retail other than those specified in Schedules C, C (I) and X

1. Shri..... (M/s.....) is hereby licensed to sell, stock or exhibit or offer for sale or distribute by retail drugs other those specified in Schedules, C, C (1) and X) of the Drugs and Cosmetics Rules, 1945 *[and to operate a pharmacy] on the premises situated at, District, Arunachal Pradesh. subject to the conditions specified below and to the provisions of the Drugs and Cosmetics Act, 1940 and the Rules there under.

2. The Licence unless sooner suspended or cancelled, shall remain Valid perpetually, However the compliance with the conditions of licence and the provision of the Drugs and Cosmetics Act, 1940(23 of 1940) and Drugs and Cosmetics Rules, 1945 shall be assessed not less than once in three years or needed as per risk based approached.

3. Name (s) of qualified person(s)-in-charge : (Pharmacist)

4. Categories of drugs: **Other than those specified in Schs.C , C(I) and X**

Date..... Licence No.....

Licensing Authority

Conditions of Licence

1. This Licence shall be displayed in a prominent place in a part of the premises open to the public.
2. The licensee shall comply with the provisions of the Drugs and Cosmetics Act, 1940 and the Rules there under for the time being in force.
3. The licensee shall report to the Licensing authority any change in the qualified staff in charge within one month of such change.
4. No drug shall be sold unless such drug is purchased under cash or credit memo from duly licensed dealer or a duly licensed manufacturer.
5. The licensee shall inform the licensing Authority in writing in the event of any change in the constitution of the firm operating under the licence. Where any change in the constitution of the firm takes place, the current licence shall be deemed to be valid for maximum period of three month from the date on which the change take place unless, in the meantime, a fresh licence has been taken from the Licensing Authority in the name of the firm with changed constitution.

FORM 21

[See Rule 61 (2)]

Licence to sell, stock or exhibit or offer for sale, or distribute) by retail drugs specified in Schedules C and C (1) excluding those specified in Schedule X

1. Shri (M/s.) is hereby licensed to sell, stock or exhibit or offer for sale or distribute by retail the following categories of drugs specified in Schedules C and C (1) excluding those specified in Schedule X to the Drugs and Cosmetics Rules, 1945 * [and to operate a pharmacy] on the premises situated at, District, Arunachal Pradesh. subject to the Conditions specified below and to the provisions of the Drugs & Cosmetics Act, 1940 and the Rules there under.

2. The Licence unless sooner suspended or cancelled, shall remain Valid perpetually. However the compliance with the conditions of licence and the provision of the Drugs and Cosmetics Act, 1940(23 of 1940) and Drugs and Cosmetics Rules, 1945 shall be assessed not less than once in three years or needed as per risk based approach.

3. Name (s) of qualified persons(s)-in-charge: (Pharmacist)

4. Categories of drugs Drugs Specified in Schedules C and C (1) excluding those specified in Schedule X

Date..... Licence No.

Licensing Authority

Conditions of Licence

1. This licence shall be displayed in a prominent place in a part of the premises open to the public.
2. The licensee shall report to the Licensing authority any change in the qualified staff in charge within one month of such change.
3. Omitted by Notification No. G.S.R. 17 (E) dated 7/1/1986
4. If the licensee wants to sell, stock, exhibit for sale, or distribute, during the current of the licence, additional categories of drugs listed in Schedules C and C (1) excluding those specified in Schedule X but not included in this licence, he should apply to the licensing Authority for necessary permission. This licence will be deemed to extend to the categories of drugs in respect of which such permission is given. This permission shall be endorsed on the licence by Licensing Authority.
5. No drug shall be sold unless such drug is purchased under a cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.
6. The licensee shall inform the Licensing Authority in writing in the event of any change in the constitution of the firm operating under the license. Where any change in the constitution of the firm takes place, the current licence shall be deemed to be valid for a maximum period of three months from the date on which the change takes place unless in the meantime, a fresh licence has been taken from the licensing Authority in the name of the firm with the changed constitution.

FORM 20 B

[See Rules 61(I)]

Licence to sell, stock, exhibit or offer for sale or distribute) by wholesale,
drugs other than those Specified in Schedules C, C (I) and X

1. Smti (M/s.) hereby licenced to sell, stock or exhibit or offer for sale or distribute by wholesale drugs other than those Specified in [Schedules C, C(I and X)] on the premises situated at, District, **Arunachal Pradesh**, subject to the conditions specified below and to the provisions of the Drugs and Cosmetics Act, 1940, and the Rules there under.
2. The Licence unless sooner suspended or cancelled, shall remain Valid perpetually. However the compliance with the conditions of licence and the provision of the Drugs and Cosmetics Act, 1940(23 of 1940) and Drugs and Cosmetics Rules, 1945 shall be assessed not less than once in three years or needed as per risk based approached.
3. The sale shall be made under the Personal: **(Pharmacist)**
Supervision of a competent person
4. Categories of drugs:- Drugs Other than those specified in Schs.C, C (I) and X

Date..... Licence No.

Licensing Authority

Conditions of Licence

1. This licence shall be displayed in a prominent place in a part of the Premises open to the Public.
2. The licence shall comply with the provisions of the Drugs and Cosmetics Act, 1940, and the Rules there under for the time being in force.
- 3 (i) No drugs shall be sold unless such is purchased under a cash or credit memo from a duly licence dealer or a duly licensed manufacturer.
(ii) No sale of any drug shall be made to person not holding the requisite licence to sell, stock or exhibit for sale or distribute the drug, provided that the conditions shall not apply to the sale of any drug to:
 - a. an officer or authority purchasing on behalf of Government; or
 - b. a hospital, medical, educational or research institution or a registered medical practitioner for the purpose of supply to his patients; or
 - c. a manufacturer of beverages, confectionary biscuits and other non-medicinal products, where such drugs are required for processing those products;
- 4.[Omitted by S.O 289. Dated 20.12.1972 w.e.f. 3-2-1973]
5. The licence shall inform the Licensing Authority in writing in the event of any change in the Constitution of the firm operating under the licence. Where any change in the constitution of firm take place, the current licence shall be deemed to be valid for a maximum period of three months from the date on which the change takes place unless, in the meantime, a fresh licence has been taken from the Licensing Authority in the name of the firm with the changed constitution].

FORM 21-B

[See Rules 61 (2)]

Licence to sell, stock or exhibit or offer for sale or distribute by wholesale drugs specified in Schedules C and C (I) excluding those specified in Schedule X

1. Smti (M/s.) is hereby licensed to sell, stock or exhibit or offer for sale or distribute by wholesale on the premises situated at, District, Arunachal Pradesh, for following categories of drugs specified in Schedules C and C (I) excluding in Schedule X to the Drugs and Cosmetics Rules, 1945.

2. Categories of drugs: Specified in Schedules, C & C (I) excluding those specified in Schedule X

3. The Licence unless sooner suspended or cancelled, shall remain Valid perpetually. However the compliance with the conditions of licence and the provision of the Drugs and Cosmetics Act, 1940(23 of 1940) and Drugs and Cosmetics Rules, 1945 shall be assessed not less than once in three years or needed as per risk based approach.

4. The sale shall be made under the Personal (Pharmacist/Exp.Holder) Supervision of a competent person (Name of Competent Person)

Date Licence No.

Licensing Authority

Conditions of Licence

1. This licence shall be displayed in a prominent place in part of the premises open to the public.
2. Omitted by G.SR. 17 (E) dated 7-1-86.
3. If the licensee wants to sell, stock or exhibit or sale or distribute during the currency of the licence, additional categories of drugs listed in Schedules C and C (I) excluding those specified in Schedule -X but not included in this licence, he should apply to the Licensing Authority for the necessary permission. This licence will be deemed to extend to the categories of drugs in respect of which such permission is given. This permission shall be endorsed on the licence by the Licensing Authority.
4. i. No drug shall be sold unless such drug is purchased under a cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.
ii. No sale of any drug shall be made for purposes of resale to a person not holding the requisite licence to sell, stock or exhibit for sale or distribute the drug:
Provided that this condition shall not apply to the sale of any drug to -
 - a. An Officer of authority purchasing on behalf of Government; or A hospital, medical, educational or research institution or a registered medical practitioner for the purpose of supply to his patients; or
 - b. A manufacturer of hydrogenated vegetable oils, beverages, confectionery and other non-medicinal products, where such drugs are required for processing these products.
5. [Omitted]
6. The licensee shall inform the Licensing Authority in writing in the event of any change in the constitution of the firm operating under the license. Where any change in the constitution of the firm takes place, the current license shall be deemed to be valid for a maximum period of three months from the date on which the change takes place unless, in the meantime, a fresh license has been taken from the Licensing Authority in the firm with the changed constitution.