

DRUG CONTROL ORGANIZATION

Swasthya Bhawan, Tilak Marg,

Jaipur

User Manual:

Online Licensing

Grant/Renewal

for

"Sale (Retail, Wholesale,

Retail & Wholesale) of

Drugs"

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Important (before you start filling online application form):

- Make sure that Aadhaar number of owner(s) and pharmacist(s) are linked with mobile number which is in your possession at time of application, as OTP will be sent on mobile number linked with Aadhaar number.

- Keep ready scanned copy of following original documents before you start filling online application form:

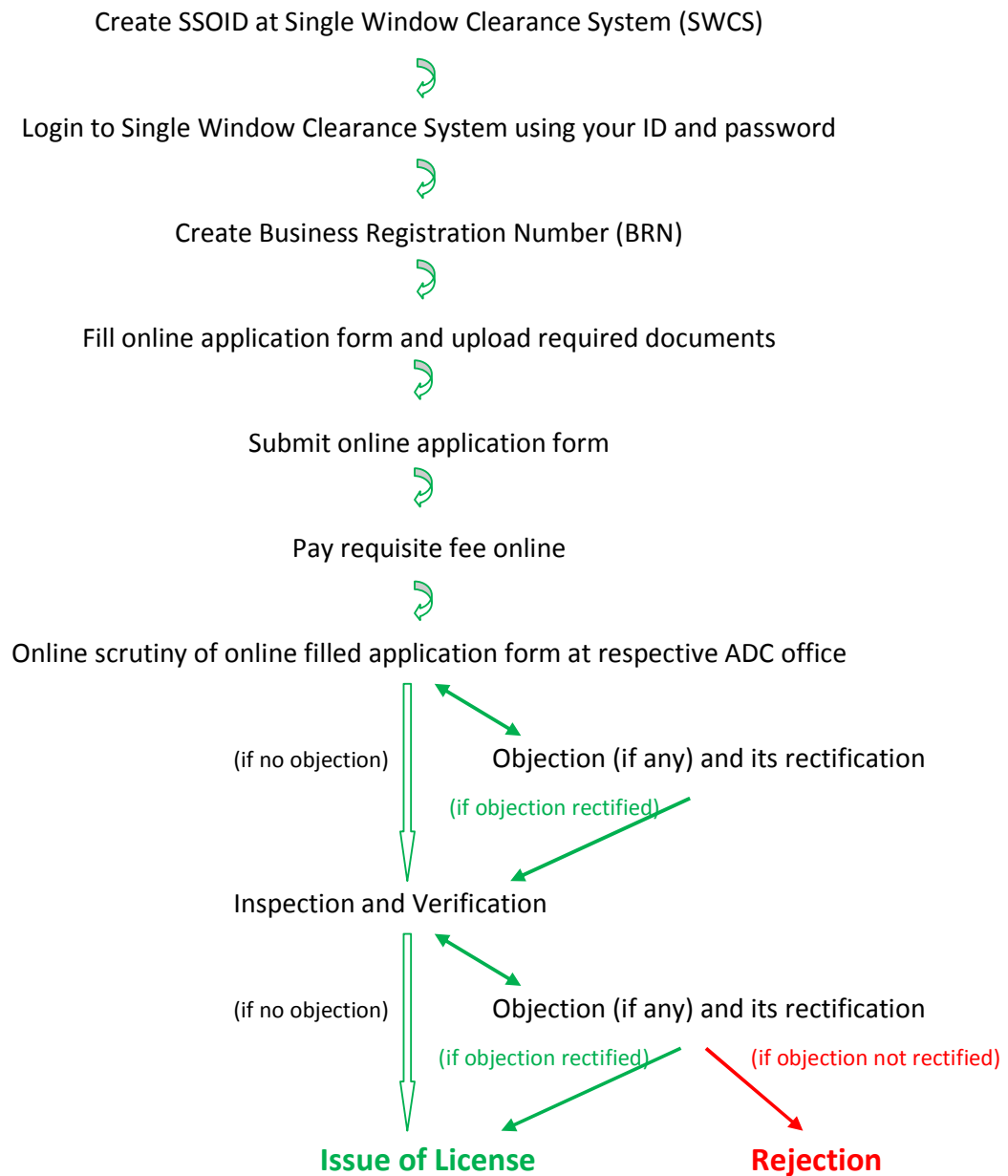
(All documents: File Type – PDF, maximum size - 5 MB)

- ✓ Memorandum of Articles / Constitution
(For uploading, first and last page of Memorandum of Articles, is mandatory)
- ✓ Current photo of individual owner(s)
- ✓ Signature of individual owner(s)
- ✓ Declaration by owner(s)
- ✓ Current photo of Pharmacist(s)
- ✓ Signature of Pharmacist(s)

Be very careful while scanning your signature. You should first put your signature in an area of about 2" × 1" on blank paper with a ball point pen. Scan this paper. Cut / select only signature area (2" × 1") and save it as PDF (do not upload your signature in A4 size format/ full paper)
- ✓ Pharmacist Registration Certificate (both sided) of Pharmacist(s)
- ✓ Declaration of Pharmacist (s)
- ✓ Map of shop premise
- ✓ Ownership Title Deed (in case of shop ownership is own) / Rent Agreement and Rent Receipts (in case of shop ownership is on Rent / Lease) / Allotment Letter (in case of ownership is Allotted Premises)
- ✓ Refrigerator Purchase Voucher/ Declaration

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Flow Chart of online process for new “Sale License”:



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Step-1: Create SSOID at Single Window Clearance System (SWCS)

Visit SWCS website: swcs.rajasthan.gov.in

If you are existing user of SWCS and having your SSOID:

Select: Existing User- Sign in option

Enter: SSOID / Username, Password and Captcha

Click: LOGIN

If you are new user to SWCS and not having your SSOID, then first create your own following the steps below:

Select: New User- Sign up option

There are three options for creating SSOID:

For CITIZEN: Bhamashah ID (only for citizens)
Aadhaar ID (UID) (Only for Citizens)
Facebook (Citizens- Limited App Access)
Google (Citizens- Limited App Access)

For UDHYOG: Udhog Aadhaar (UAN) (Only for Udhog)
Business Registration No. (BRN) (Only for Udhog)

GOVT. EMPLOYEE: Govt. of Rajasthan Employee (SIPF Users)

* Follow carefully all the steps and create your SSOID. You will get your SSOID / User name and password. Note it down and keep safely with you.

(You can also refer the file available at website, explaining various steps to create SSOID)

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Step-2: Generate Business Registration Number (BRN)

Visit BRN website: <http://br.raj.nic.in/BRNApply.aspx>

Complete the process as specified there.

On completion of the registration process, you will be provided with “Business Registration Number” (BRN) and password.

Note it down and keep safely with you.

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Step-3: Apply online application for “Sale License”

3.1 Login to Single Window Clearance System (SWCS):

Visit SWCS website: swcs.rajasthan.gov.in

Select option: Existing User- Sign in

Enter: SSOID / Username, Password and Captcha

Click: LOGIN

3.2 Select service / license for online application:

After login to Single Window Clearance System,

Select option: **I want to submit a new application**

Two options will appear:

New Application	
<input checked="" type="checkbox"/>	I will select the service(s) (Select this option)
<input type="checkbox"/>	I will select the service(s) using Common Application Form (CAF)
Click on: Ok	

List of all Departments / Services will appear.

Select: Medical & Health

Select: Drug Control Organization

List of All Services of Drug Control Organization available online will be displayed.

Select “**any one**” service for which you wish to apply for license.

(If you wish to apply for more than one service / license, apply separately for each service / license)

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Presently, three services / license are available for online application:

1. Form-19: Application for grant of a [license to sell, stock or exhibit or offer for sale, or distribute] of drugs other than those specified in Schedule-C, C(1), X- For Retail.
2. Form-19: Application for grant of a [license to sell, stock or exhibit or offer for sale, or distribute] of drugs other than those specified in Schedule-C, C(1), X- For Wholesale.
3. Form-19: Application for grant of a [license to sell, stock or exhibit or offer for sale, or distribute] of drugs other than those specified in Schedule-C, C(1), X- For Retail & Wholesale.

Click on “APPLY” for the service, you wish to apply for license.

Form corresponding to your application will appear online.

3.3 Fill online application form for “Sale License”:

Fill all the fields carefully and upload documents wherever required.

(for uploading, all documents must be: File Type – PDF, maximum size - 5 MB)

A. Categories of drugs to be sold/ बेची जाने वाली दवाओं की श्रेणियों का विवरण:

Select appropriate categories of drugs:

- Specified in Schedules C and C(1) excluding those specified in Schedule X (21 And/ Or 21B)
- Drugs other than those specified in Schedule C, C(1) and X (20 And/ Or 20B)
- To operate a pharmacy

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B. Establishment & Applicant(s) Details / प्रतिष्ठान आवेदक (या आवेदकों) का विवरण:

Select: Establishment Type/ प्रतिष्ठान का प्रकार.

Upload Memorandum of Articles/ Constitution/ मेमोरेंडम ऑफ आर्टिकलस/
कॉस्टीट्यूशन अपलोड करें.

(For uploading, first and last page of Memorandum of Articles, is mandatory)

Fill following details of *individual applicant(s) (owner)*:

- Aadhaar No.
- Photo (as in Aadhaar), Name, Complete Address, Gender, DOB will appear automatically as per details of Aadhaar card
- Write PAN Card No., Mobile No., Email ID.
- Upload Current photo, Signature and Declaration of owner(s)

C. Seller Details/ विक्रेता का विवरण:

Fill following details of *“Registered Pharmacist”*:

- Pharmacist Registration No.
- Name of Pharmacist, Renewal up to / Valid up to, Certificate type will appear automatically as per details available with Rajasthan Pharmacy Council
- Aadhaar No.
- Photo (as in Aadhaar) Complete Address, Gender, DOB will appear automatically as per details of Aadhaar card
- Select Qualification
- Write PAN Card No., Mobile No., Email ID
- Upload: Current photo, Signature, Pharmacist Registration Certificate (both sided) and Declaration of Pharmacist

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D. Shop/ Premises Details/ दुकान/ भवन का विवरण:

Select Area: Urban / Rural

Address: Various fields of address will appear as per your Aadhaar details. Edit the same, if required and fill remaining fields.

Upload Map/ नक्शा अपलोड करें.

Upload Ownership Title Deed (in case of shop ownership is own) / Rent Agreement and Rent Receipts (in case of shop ownership is on Rent / Lease) / Allotment Letter (in case of ownership is Allotted Premises).

Write Shop Size (In Sq. Feet)

E. Refrigerator Details (If Any)/ रेफ्रीजरेटर का विवरण (यदि हो तो):

Write Capacity of Refrigerator (In Litres) / रेफ्रीजरेटर की क्षमता (लीटर में)

Write Make / Model of Refrigerator / रेफ्रीजरेटर का मेक / मोडल

Upload Refrigerator Purchase Voucher / Declaration

F. Payment Details:

Amount payable for application will appear automatically.

G. Declaration:

Ensure and tick all the facilities and arrangements that are to be provided / made in the shop

Click on “**SUBMIT**” button

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3.4 Payment:

Pay requisite fee online.

On successful completion of payment, your application will be submitted online. Wait for the processing of online application at respective ADC office.

The status of the application shall be updated on the applicant’s dashboard (on Single Window Clearance System) at each stage of the application process.