

DRUG CONTROL ORGANIZATION

Swasthya Bhawan, Tilak Marg,

Jaipur

**STANDARD OPERATING
PROCEDURE**

***Online Licensing
for
"Sale of Drugs"***



सत्यमेव जयते

Government of Rajasthan

Government of Rajasthan

Drug Control Organization
Swasthya Bhawan, Tilak Marg, Jaipur
SOP: Online Licensing for "Sale of Drugs"

The Drug Control Organization provides facility of online licensing for "Sale of Drugs". The Standard Operating Procedure (SOP) for the same is as follow:

1.	SOP for Online Licensing for Sale of Drugs
1.	<p>The applicant shall visit the Department of Medical, Health & Family Welfare; Government of Rajasthan website: http://www.rajswasthya.nic.in/</p> <p>Select: Drug Control / औषधि नियंत्रण</p> <p>Select: License / लाइसेंस</p> <p>Click on: Apply Online</p> <p>The applicant will be redirected to Rajasthan's Single Window Clearance System (SWCS) for online application.</p> <p>OR</p> <p>The applicant can directly visit the SWCS website: swcs.rajasthan.gov.in</p> <p>Refer: "User Manual for Online Sale License" available at website for more details.</p>
2.	<p>Important (before start filling online application form):</p> <ul style="list-style-type: none">➤ Applicant has to make sure that Aadhaar number of owner(s) and pharmacist(s) are linked with mobile number which is with the applicant at time of application, as OTP will be sent on mobile number linked with Aadhaar number.➤ Scanned copy of following original documents must be ready before start filling online application form: (All documents: File Type – PDF, maximum size - 5 MB)<ul style="list-style-type: none">✓ 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) <p>Be very careful while scanning signature. You should first put signature in an area of about 2" x 1" on blank paper with a ball point pen. Scan this paper. Cut / select only signature area (2" x 1") and save it as PDF (do not upload signature in A4 size format/ full paper)</p>

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	<ul style="list-style-type: none"> ✓ Pharmacist Registration Certificate (both sided) of Pharmacist(s) ✓ Declaration of Pharmacist (s) ✓ Map of shop premise ✓ Ownership document (i.e. Registry etc.) (in case of shop ownership is own) / Kent 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
3.	<p>After login into SWCS, the applicant has to proceed as per following steps:</p> <p>Select: I want to submit a new application</p> <p>Then, Select: I will select the service(s)</p> <p>Then, Select: Medical & Health</p> <p>Then, Select: Drug Control Organization</p> <p>Select "any one" service for which the applicant wish to apply for license</p>
4.	<p>Upon selecting the required service, online application form opens wherein the applicant is required to Fill all the required fields and upload documents wherever required.</p>
5.	<p>Upon filling in all the required details and uploading all the documents, the applicant shall click on 'Submit' button and pay the requisite fee online. After successful payment, the online application will be submitted to the Department.</p>
6.	<p>The online application shall be received by the concerned "Assistant Drug Controller (ADC)", who will review the online application details and the uploaded documents. The concerned ADC will raise objection(s) if any, for which the applicant will receive message on registered mobile number as well as on the Dashboard of the applicant. The applicant has to fulfil the objections raised by concerned ADC and re-submit the application online.</p>
7.	<p>The application status will be updated on the applicant's dashboard. The applicant will be intimated about inspection schedule of the premises by ADC for further processing of application.</p>
8.	<p>The Assistant Drug Controller (ADC) / Drug Control Officer (DCO) will carry out the inspection of the premises and will report its findings.</p>
9.	<p>Based on findings of the inspection report, the Assistant Drug Controller shall Approve / Reject the application / Raise clarification.</p>
10.	<p>If any clarification is raised by ADC in the inspection report, the applicant has to rectify the same. After rectification of the same, ADC will carry out re-inspection</p>

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	of the premises.
11.	Once approved by Assistant Drug Controller, digitally signed "Sale License" shall be generated by the system.
12.	<p>The applicant shall receive intimation from the Single Window Clearance System regarding the issue of license. The applicant will then download the digitally signed "Sale License" from his dashboard.</p> <p>After downloading the digitally signed "Sale License", it is required to verify the digital signature on the same online. Before verification of digital signature, there will be (?) mark which will be converted as (v) after verification of digital signature.</p>

Important Note:

- The status of the online application shall be updated on the applicant's dashboard (on Single Window Clearance System) at each stage of the application process. The same may be tracked without logging into the portal using the following URL: <http://swcs.rajasthan.gov.in/ApplicationTracker.aspx>
- The Department shall seek clarifications, if any, only once and within 7 working days of submission of application by the applicant.
- Through Office Order No. D.C./A-2/2017/595 dated 29/09/2017, the Department has mandated that all applications for "Sale License" shall be accepted online only. The applicant is not required to visit Department for submitting application, documents, making payment, tracking status of application or collecting issued license.
- The timeline for providing approval is 20 working days. The same has been mandated through the Rajasthan Guaranteed Delivery of Public Services Act, 2011