

DRUGS CONTROL ORGANISATION, RAJASTHAN

Check List for documents to be submitted for Grant of Manufacturing Licence – Drugs Loan License

- (1) Application on prescribed form 24-A along with requisite fees (Rs 6000 + 1500) and/or 27-A along with requisite fees (Rs 6000 + 1500) to be deposited in Bank through treasury challan in the Head- 0210- 04-800-02-00 Other receipts.
Department Name: Drugs Controller, Rajasthan, Jaipur
Office Name: Asstt. Drugs Controller, NDNP, Jaipur, Rajasthan.
- (2) Affidavit of Proprietor/ Partners/ Director(s)/ Managing Director of applicant firm on Rs 10/- Non Judicial Stamp Paper duly attested by Notary Public
- (3) List of all the Partners/ Directors with age & complete postal & residential address.
- (4) Specific Power of attorney in favour of Authorised Signatory for submitting application on behalf of the Company on Rs 10/= Non-judicial Stamp paper duly attested by Notary Public.
- (5) Affidavit/ Declaration of Manufacturing Chemist & Analytical Chemist
- (6) Attested Photostat Copies of qualification, experience and approval certificates of Manufacturing Chemist.& Analytical Chemist. Appointment Letters. Id Proof.
- (7) Product approval sheets in prescribed proforma.
- (8) Attested copies of partnership deed / Memorandum & article of Association of the applicant firm.
- (9) Specific resolution for commencing Drugs Manufacturing activities (if not already included in Memorandum of Association)
- (10) Section wise blue print of location of plant and machineries (dimensions in Metric system), & site plan.
- (11) Consent letter from government approved laboratory for sophisticated tests.
- (12) Consent letter from principal manufacturing unit in case of loan license.
- (13) Wholesale licenses of the applicant loan licensee.
- (14) Statement of production capacity, and capacity utilization of the principal manufacturer.
- (15) Valid manufacturing licenses and copies of product permission of the product in question (if applicable) of the principal manufacturer.
- (16) List of Products alongwith their manufacturing process, analysis procedure, stability data and standard operating procedures.
- (17) Id Proof of Directors, PAN Card copies, TIN no / GST reg. certificate of applicant firm.