

DRUGS CONTROL ORGANISATION, RAJASTHAN

Check List for documents to be submitted for Grant of Manufacturing Licence – Homoeopathic Medicines.

- (1) Application on prescribed form 24-C along with requisite fees of Rs 600 + Rs 300 to be deposited in Bank through treasury challan in Head-
0210- 04-800-02-00 Other receipts
Department Name: Drugs Controller, Rajasthan, Jaipur
Office Name: Asstt. Drugs Controller, (NDNP), Rajasthan, Jaipur.
- (2) Affidavit of Proprietor/ Partners/ Director(s)/ Managing Director
- (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 of Manufacturing Chemist & Analytical Chemist.
- (6) Copies of qualification, experience and approval certificates of Manufacturing Chemist & Analytical Chemist. Appointment Letters. Id Proof.
- (7) Registration issued by Pharmacy Council in the name of Manufacturing Chemist &/or Analytical Chemists. (If any)
- (8) Site Master File duly signed.
- (9) Product approval sheets duly signed.
- (10) Section wise list of Plant and machineries ,AHU's, water system, analytical instruments, apparatus for physico chemical, microbiological testing of raw materials and mother tinctures along with photocopies of purchase invoices. List of safety equipments.
- (11) Medical examination Certificate of technical staff & employees including absence of Contagious disease
- (12) Registration from District Industries Center.
- (13) Consent to establish & consent to operate from Rajasthan State Pollution Control Board.
- (14) List of Reference books and literature provided.
- (15) Document pertaining to ownership /lease /rent for the proposed site of the unit. The proposed premises should be in an industrial area.
- (16) Attested copies of partnership deed / Memorandum & articles of Association.
- (17) Specific resolution for commencing Homoeopathic Manufacturing activities (if not already included in Memorandum of Association)
- (18) Section wise blue print of location of plant and machinery (dimensions in Metric system) & site plan.
- (19) Consent letter from government approved laboratory for carrying out tests on behalf of the manufacturer. (If applicable)