DRUGS CONTROL DEPARTMENT
GOVERNMENT OF KERALA

Standard Operating Procedure and Checklist – Retail/Wholesale Drug Licence

Name of Department	**Drugs Control Department**
Application for	Grant of Retail Drug Licence
Mandatory supporting documents required	1. Application in Form 19/19A/19B/19C 2. Licence fee via online payment receipt of Rs. 3000/ 3. Document from local authority to prove ownership of premises 4. Pharmacist registration certificate 5. Declaration of the pharmacist 6. Option request 7. Affidavit in prescribed form 8. Attested copies of documents of constitution of the proposed firm 9. Covering letter with court fee stamp worth Rs.5/- 10. Proof for identity of the applicant,photograph of the applicant & Questionnaire 11. In the case of application made in form 19AA the attested copy of RC book of the vehicle is to be provided along with application 12. In the case of application in form 19A, questionnaire, Chelan, affidavit and attested copies of documents of constitution of the proposed firm , proof of identity etc are to be provided
Process description	1. Registration with XLN software for obtaining ID and password 2. Uploading of documents into the software 3. E-submission of application 4. Hard copy of entire application to be submitted to the Drugs Inspector at the time of inspection 5. Verification of the documents by the concerned Drugs Inspector 6. Pre-licensing inspection by Concerned Drugs Inspector 7. Issue of drug licence by Assistant Drugs Controller
Procedure for Fees payment	Payment can be done through e-treasury
List of Reference Documents	Drugs & Cosmetics Act,1940 & Drugs Rules,1945
Time line for completing the process	28 days
Checking of Application Status	Online provision available
Key Contact Person from department	Drugs inspector

Application for	Grant of wholesale Drug Licence
Mandatory supporting documents required	1. Application in Form 19/19B/19C 2. Licence fee via online payment receipt of Rs. 3000/- 3. Document from local authority to prove ownership of premises 4. Copy of SSLC/Degree Certificate or pharmacy Registration Certificate of Competent Person. 5. Declaration of the Competent Person 6. Declaration regarding the maintenance of Cold Chain and supporting documents, if drugs requiring cold storage are intended to be stocked/distributed 7. Affidavit in prescribed form 8. Attested copies of documents of constitution of the proposed firm 9. Covering letter with court fee stamp worth Rs.5/- 10. Proof for identity of the applicant, photograph of the applicant & questionnaire
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