

General information to Licensees

- The licences of the establishment must be displayed prominently in a place where they are clearly visible to the public.
- Pharmacist endorsed must be present throughout the working hours of the establishment and drugs shall be supplied in the supervision of the registered pharmacist.
- Carbon copies of sale bills must be properly maintained and preserved for 2 year from the date of issue.
- The sale bills of the establishment must contain the following details:
 - Name and address of the establishment
 - Drug Licence number(s)
 - Name of the medicine
 - Batch number
 - Expiry date
 - Name of the patient
 - Name of the doctor
 - Signature of the pharmacist
- Purchase records of medicines must be properly maintained, serially numbered, and arranged in chronological order. It shall be ensured that the received stock tallies with all the particulars mentioned in the purchase bill.
- Any change of pharmacist must be endorsed in the licence within one month from the date of change .
- Medicines belonging to Schedule H and H1 must not be sold without a prescription of a registered medical practitioner. The Schedule H1 Register must be properly maintained and updated regularly. .(pdf)

- Expired medicines must be clearly marked “Not for Sale”, separated from the saleable stock, and stored safely.
- Veterinary medicines must be clearly labelled “Not for Human Use – For Treatment of Animals Only” and stored separately.
- If there is any change in the constitution of the establishment, a new licence must be obtained within 3 months.
- Store medicines only as per the directions given on the label.
- NSQ drugs and banned drugs should be removed from the stock kept for sale immediately after they are identified.
- Licensee shall not display any misleading claims regarding the discount of drugs
- Licensee shall not indulge in online sale of drugs.
- Licensee shall apply for retention of drug licence every 5 years with the required fee.
- Physician’s sample shall not be stocked in the licensed premise.