

PROCEDURE AND TIMELINES FOR GRANT/RENEWAL DRUG LICENSE FOR RETAIL

PROCEDURE FOR APPLICATION SUBMISSION

- **Step-1:** Visit the official website for Drug Administration (Sales) by clicking on below mentioned link
<http://xlnindia.gov.in/login.aspx>
- **Step-2:** Now, create your user account by clicking on “**New Log-in & PWD**”. User will get the credentials for log-in after registration process is successfully done.
- **Step-3:** Now fill the mandatory details and upload the scanned copy of documents enlisted in checklist for Grant/Renewal of Drug License for Retail
- **Step-4:** After successful entries of mandatory fields and uploading of scanned documents, user can make online payment.
- **Step-5:** After payment is done successfully, user can finally submit the application to the department.
- Please find below the link illustrating step by step procedure from registration to submission of application to department. (**Help guideline for User**)

http://xlnindia.gov.in/DOCS/guidelines-applicants_HP.pdf

Time-line: From the submission of online application from portal to final dispense of an approval certificate, department has proposed a timeline of **21 days** which is further bifurcated as below:

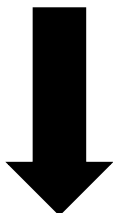
- Online application, list of required documents mentioned in Checklist has to be submitted to the Licensing Authority.
- Scrutiny of documents by the Licensing Authority
- Allotment to the Drugs Inspector concerned for physical inspection of the premises.

(5 Days)



- Physical inspection of the premises by the Drugs Inspector
- Submission of the inspection report to the Licensing Authority.

(10 Days)



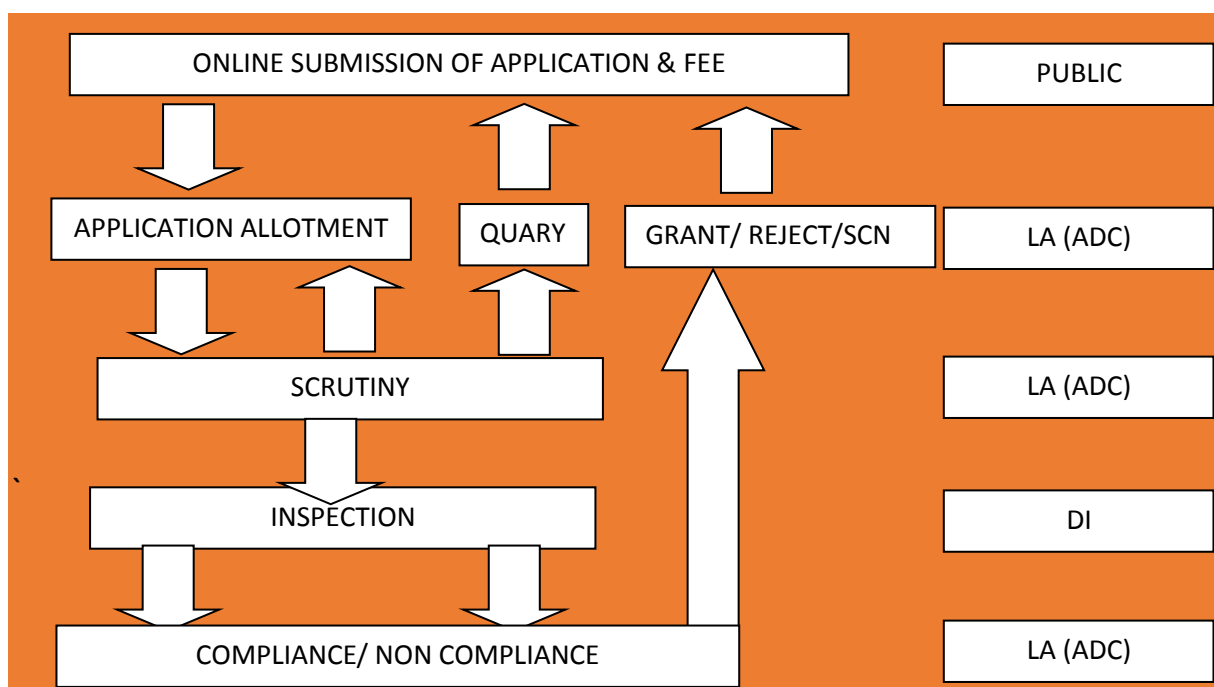
- Grant/Renewal/Rejection/Final Disposal of the license by the Licensing Authority.

(6 Days)

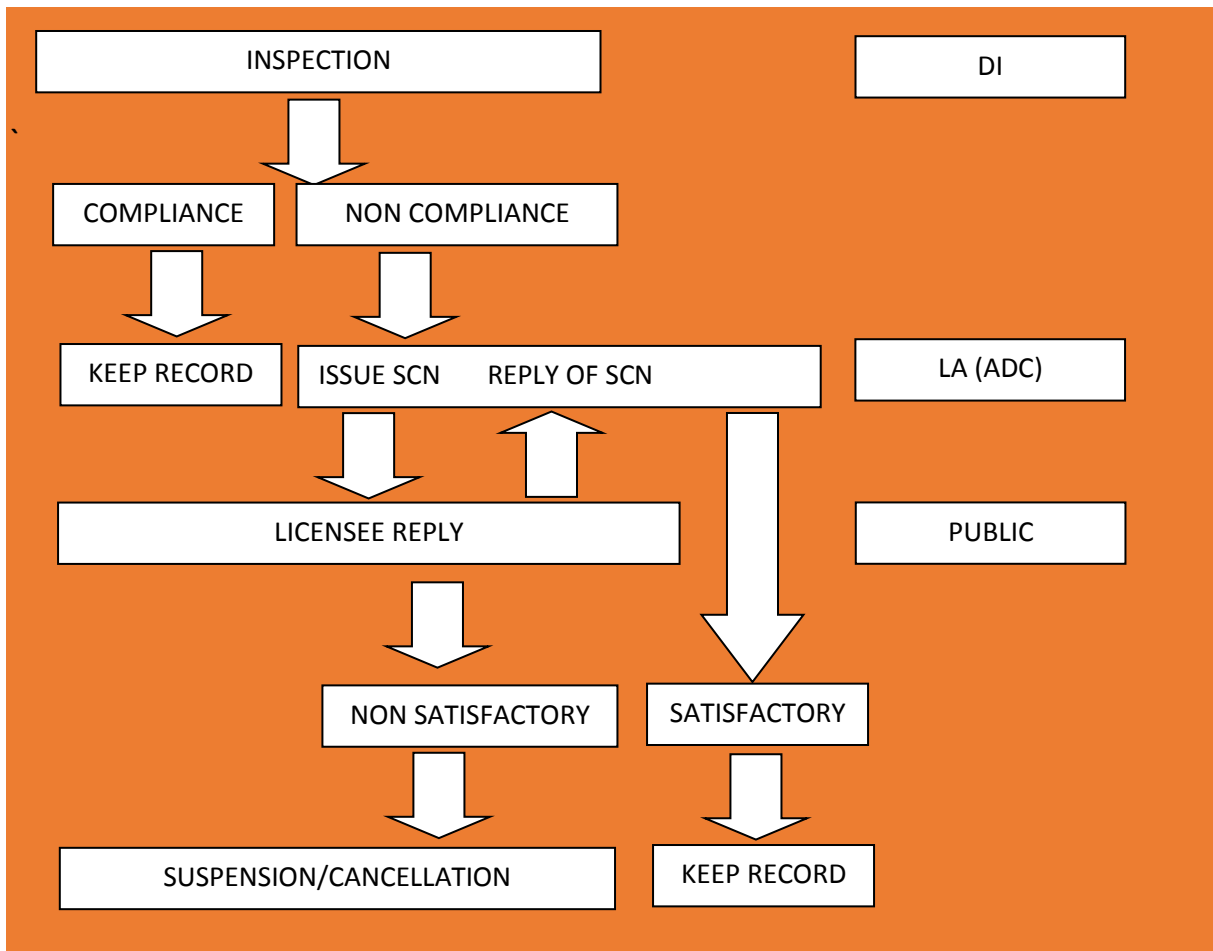
PROCEDURE FOR APPLICATION APPROVAL (DEPARTMENTAL)

- **Step-1:** Online Application will be received by **Licensing Authority (ADC)** (Himachal Pradesh Drug Administration).
- **Step-2:** Now, Licensing Authority (ADC) assigns the application to respective **Drug Inspector** for scrutinizing the documents and inception procedure. (district wise)
- **Step-3:** Now, DI (Drug Inspector) will share the inspection report with Licensing Authority (ADC) based on the inspection held. If the inspection report is positive, then it would move to licensing Authority (ADC) for final disposal of Approval certificate. Otherwise, applicant will be asked for clarification on objections raised.
- **Step-4:** Once the application got final approval from Licensing Authority (ADC), user can download the final certificate from online portal.

LICENSE GRANT/ RENEWAL APPLICATION WORK FLOW



INSPECTION WORKFLOW (DEPARTMENTAL)



- LA- Licensing Authority
- ADC-Assistant Drug Controller
- DI- Drug Inspector