



THE OFFICIAL WEBSITE OF DIRECTORATE HEALTH SAFETY & REGULATION
GOVT.OF HIMACHAL PRADESH

USER MANUAL

Retail License

Department Of Health Safety and Regulations

URL Homepage: <https://dcla.hp.gov.in/>

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SUPPORTING DOCUMENTS

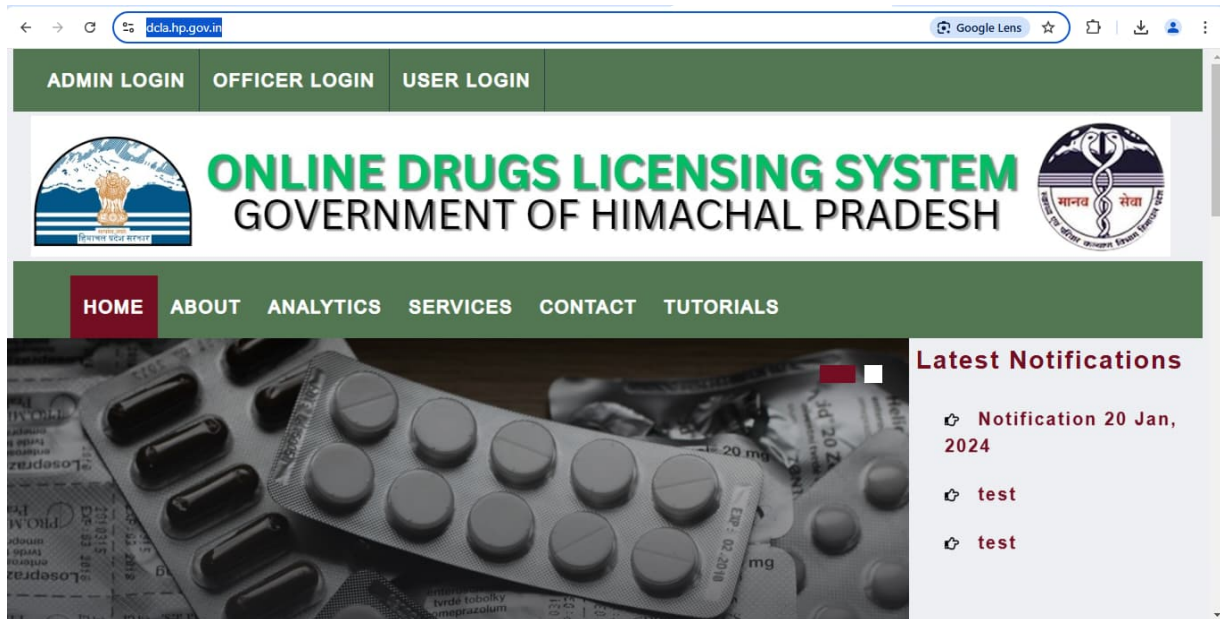
- 1) Firm constitution document.
- 2) Details of proprietor/partner/Director/Trustee etc.)
- 3) ID proof (Aadhar/Passport/Driving License/Election Id)
- 4) Rent/Lease agreement
- 5) Premises ownership documents
- 6) NOC
- 7) Electricity bill of the premises
- 8) Plan layout
- 9) Cold storage proof
- 10) Fee Challan
- 11) Legal Form
- 12) Appointment letter of the pharmacist
- 13) Acceptance Letter of the pharmacist
- 14) Registration Certificate of the pharmacist
- 15) Self-Declaration of the Pharmacist

Applicable Fee

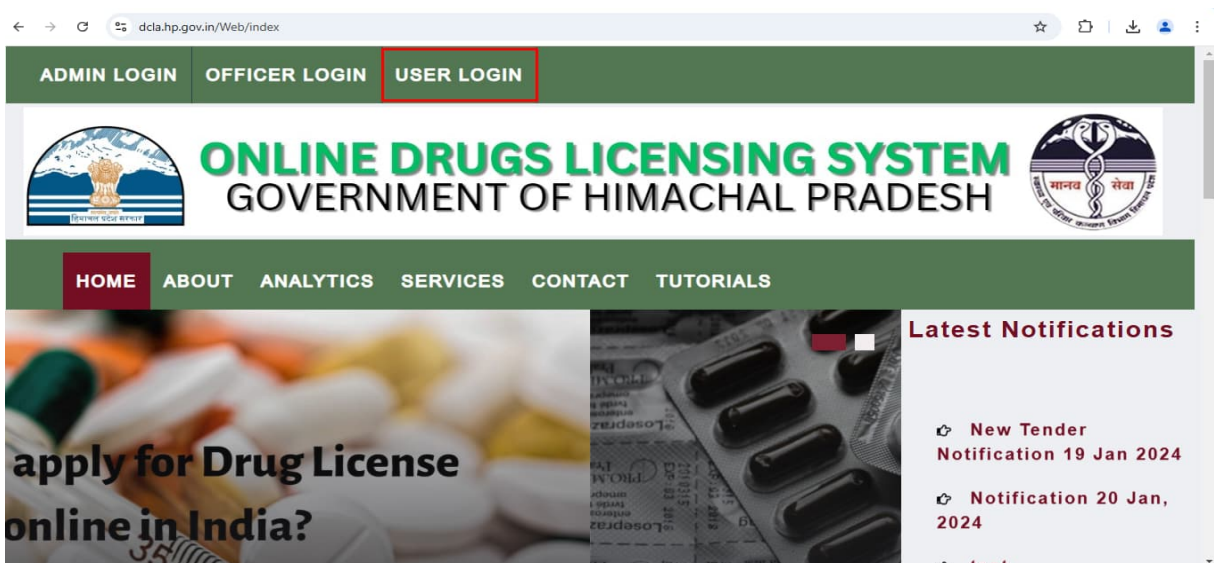
Sr. No	Name of the certificate	Existing Fees (In rupees)
1.	Grant/Retention of Drugs Manufacturing License/ Loan License	7500/-
2.	Grant/Retention of Cosmetics Manufacturing License/ Loan License	10000/-
3.	Grant/Retention of Retail/Wholesale License	1500/-
4.	Grant/Retention of Medical Devices (Class A & B)	5000/-
5.	Grant/Retention of Additional Product of Medical Devices	500/ Product
6.	Grant/Retention of Additional Product in Drugs License	300/ Product
7.	Grant/Retention of Additional Product in Cosmetics License	500/ Product
8.	GMP/ GLP Certificate	500/-
9.	Production Certificate, Non-Conviction Certificate, Capacity and Quality Certificate, Manufacturing and Marketing Certificate, Market Standing Certificate, Validity Certificate and any other certificate related to tender process.	500/-
10.	Grant of Test License on Form- 29	250/ Product
11.	Certificate as per WHO Guidelines	2000/-
12.	Certificate of Pharmaceutical Products (CoPP's)	300/ Product

ONLINE SUBMISSION OF APPLICATION

Step-1: Go to URL: <https://dcla.hp.gov.in/> as highlighted below



Step-2: Hover to “User Login” in the home page and click as shown in the picture below.



Step-3: Once user has clicked on user login, he/she will get redirected to a new webpage where he has to fill login details and click on 'Login'

The screenshot shows the 'Investor Login' page. The URL in the browser is emerginghimachal.hp.gov.in/sso/investor/signin/alert/Please%20Login%20VIA%20S.W.C.S.. The page header includes 'Single Window Clearance System' and 'Govt. of Himachal Pradesh'. The main content area is titled 'Investor Login' and contains the following elements:

- Instruction: Please Login VIA S.W.C.S.
- Input field: UID/Email ID * (containing 'thakurnancy023@gmail.com')
- Input field: Password * (containing '*****')
- Image: CAPTCHA showing the number '6889' with the text 'Get a new code'.
- Input field: Please enter the letters as they are shown in the Image Above * (containing '6889')
- Text: (Letters are not case-sensitive)
- Links: 'Forgot Password?' and 'Resend Activation Mail'
- Button: 'LOGIN'

Step-4: Once user has logged in, he/she will scroll down the webpage and Click on **DHSR**.



Step-5: Once user has clicked on DHSR he/she will get redirected to a new webpage where he selects service related to **Retail Drug License** and click on **Apply**.

The screenshot shows a web browser window with the URL `emerginghimachal.hp.gov.in/backoffice/approvals/ssoapplications/listapplications/department/MzA=`. The page title is "DHSR : List of Applications". A table with the following columns is displayed:

S.No	Application Name	Department Name	Action
1	Retail Drug License	DHSR	Apply
2	Wholesale Drug License	DHSR	Apply
3	Both License (Retail & Wholesale)	DHSR	Apply
4	Restricted	DHSR	Apply
5	Motor Vehicle	DHSR	Apply
6	Schedule-X (Retail)	DHSR	Apply
7	Schedule-X (Wholesale)	DHSR	Apply
8	Grant/Retention of Drug Manufacturing License	DHSR	Apply
9	Loan License	DHSR	Apply
10	Additional Product	DHSR	Apply
11	Retention of License	DHSR	Apply
12	Test License	DHSR	Apply
13	Retail Drug License (Local)	DHSR	Apply
14	Wholesale Drug License (Local)	DHSR	Apply
15	Both License (Retail & Wholesale) (Local)	DHSR	Apply
16	Restricted (Local)	DHSR	Apply

Step-6: Once the user has clicked on apply, he/she will get redirected to a new web page where he has to fill in the details and click on **'save & next'** as shown below.

The screenshot shows a web browser window with the URL `emerginghimachal.hp.gov.in/backoffice/approvals/ssoapplications/apply`. The page title is "DHSR: Retail Drug License". The form contains the following sections:

Applicant Details

Name	Mobile Number	Email	Select Your CAF
Nancy Thakur	982304885	thakurnancy023@gmail.com	rc (50848)

Company Details

Enterprise/Unit Name	Enterprise/Unit Address	District	Type of Enterprise
rc	wvwx	undefined	Partnership

At the bottom left of the form, there is a red button labeled "Save & Next".

Step-7: Once the user has clicked on save and next, he/she will get redirected to a new web page where he has to fill in the details.

The screenshot shows the 'Firm Registration' page on the 'ONLINE DRUGS LICENSING SYSTEM' website. The page title is 'Firm Registration' and the URL is 'https://dda.hp.gov.in/User/CheckService'. The user profile is visible in the top right corner. The main content area is titled 'Firm Application Form' and contains several input fields:

- Constitution Type*:** Partnership
- Firm Name*:** Tester Enterprise
- Firm Address*:** Test Baddi
- District*:** Solan
- Tehsil*:** Choose..
- Pincode*:** 209111
- Contact Number*:** 9532991685
- Email*:** d88513443@gmail.com

Below these fields is a section for 'Personal Details'.

Step-8: Once the user has filled all information required in the application form, he/she will click on **Submit & Proceed**

The screenshot shows the 'Firm Registration' page with the 'Personal Details' section filled out. A red arrow points from the text 'Submit & Proceed' in the previous step to the 'Submit & Proceed' button in this screenshot. The 'Personal Details' section includes:

- Name*:** Test Test
- Father Name*:** TestFather
- Date of Birth*:** 25-04-2000
- Gender*:** Male
- Aadhaar*:** 765655689776
- Upload Aadhaar Front & Back Side [Only : JPG | Max-Size : 1mb]:** Choose File | testimage.jpg
- I am the authorized signatory of the firm.
- Authorization letter [Only : PDF | Max-Size : 1mb]:** Choose File | No file chosen

The 'Submit & Proceed' button is highlighted with a red box.

Step-9: Once the user has clicked on Submit & Proceed, he/she will get redirected to new webpage where the applicant fills the application form

Home

- Dashboard
- Surrender License +
- Firm Registration +

RP / CP

+ Add More RP/CP

This registration number already exists. Firm No: 65375 | Firm Name: Muskan Medical Store | Pharmacist Name: MUSKAN THAKUR VIKRANT THAKUR |

Tag	Category Name	Pharmacist Reg. No.	Name
R-P	Proprietor	44382	MUSKAN THAKUR
Father/Husband Name	Date Of Birth	Age (in years)	Gender
VIKRANT THAKUR	2001-04-13	23	Choose..
Aadhaar No.	Qualification	Date Of Joining	Valid Up To
878766554444	D.PHARM	2023-02-02	2024-12-31
Address	Photo Upload	ID Proof Upload * [Only : JPG Max-Size : 1mb]	
V.P.O.- BOHNI, TEHSIL- HAMIRPUR, HAMIRPUR, Himachal Pradesh, India, TEHSIL- HA...		Choose File testImage.jpg	

Step-10: Once the user has filled all information required in the application form, he/she will click on **Submit**

Home

- Dashboard
- Surrender License +
- Firm Registration +

RP / CP

+ Add More RP/CP

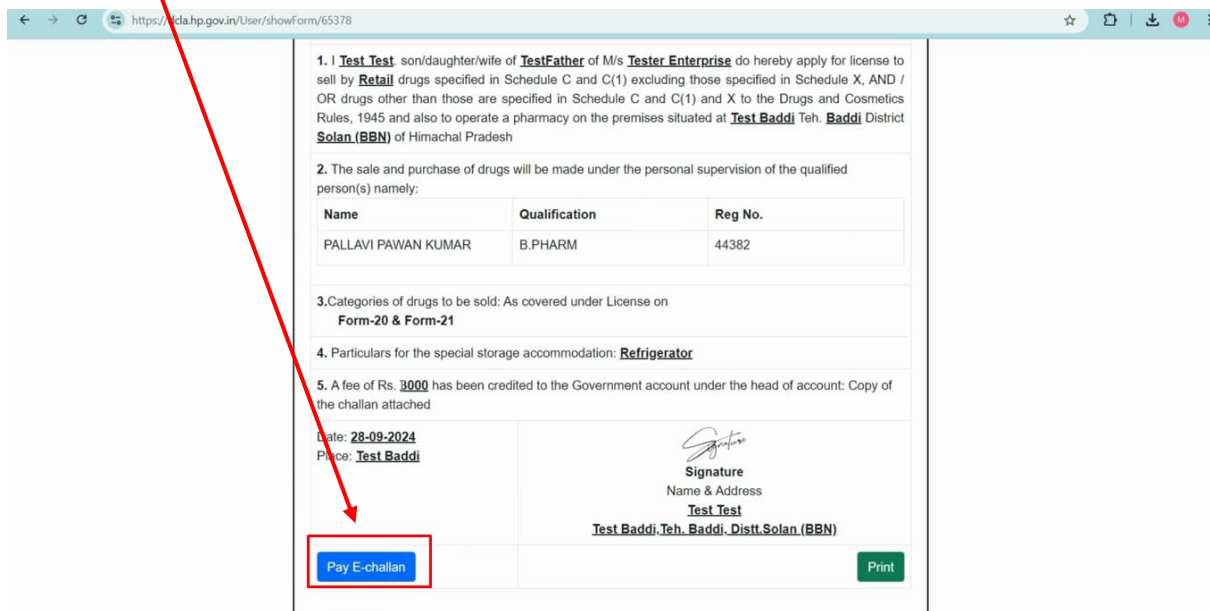
Tag	Category Name	Pharmacist Reg. No.	Name
R-P	Proprietor	44382	PALLAVI
Father/Husband Name	Date Of Birth	Age (in years)	Gender
PAWAN KUMAR	2001-01-21	23	Female
Aadhaar No.	Qualification	Date Of Joining	Valid Up To
878766554444	B.PHARM	2023-02-02	2024-12-31
Address	Photo Upload	ID Proof Upload * [Only : JPG Max-Size : 1mb]	
VILL.- TIKKER P.O. KHARWAR, TEHSIL BHORANJH, HAMIRPUR, Himachal Pradesh, India		Choose File testImage.jpg	

Remarks

I

Submit

Step 11: Once the user has clicked on submit he/she will get redirected to new webpage where he has to **Pay E-challan** as shown below



1. I **Test Test** son/daughter/wife of **TestFather** of M/s **Tester Enterprise** do hereby apply for license to sell by **Retail** drugs specified in Schedule C and C(1) excluding those specified in Schedule X, AND / OR drugs other than those are specified in Schedule C and C(1) and X to the Drugs and Cosmetics Rules, 1945 and also to operate a pharmacy on the premises situated at **Test Baddi Teh. Baddi District Solan (BBN)** of Himachal Pradesh

2. The sale and purchase of drugs will be made under the personal supervision of the qualified person(s) namely:

Name	Qualification	Reg No.
PALLAVI PAWAN KUMAR	B.PHARM	44382

3. Categories of drugs to be sold: As covered under License on **Form-20 & Form-21**

4. Particulars for the special storage accommodation: **Refrigerator**

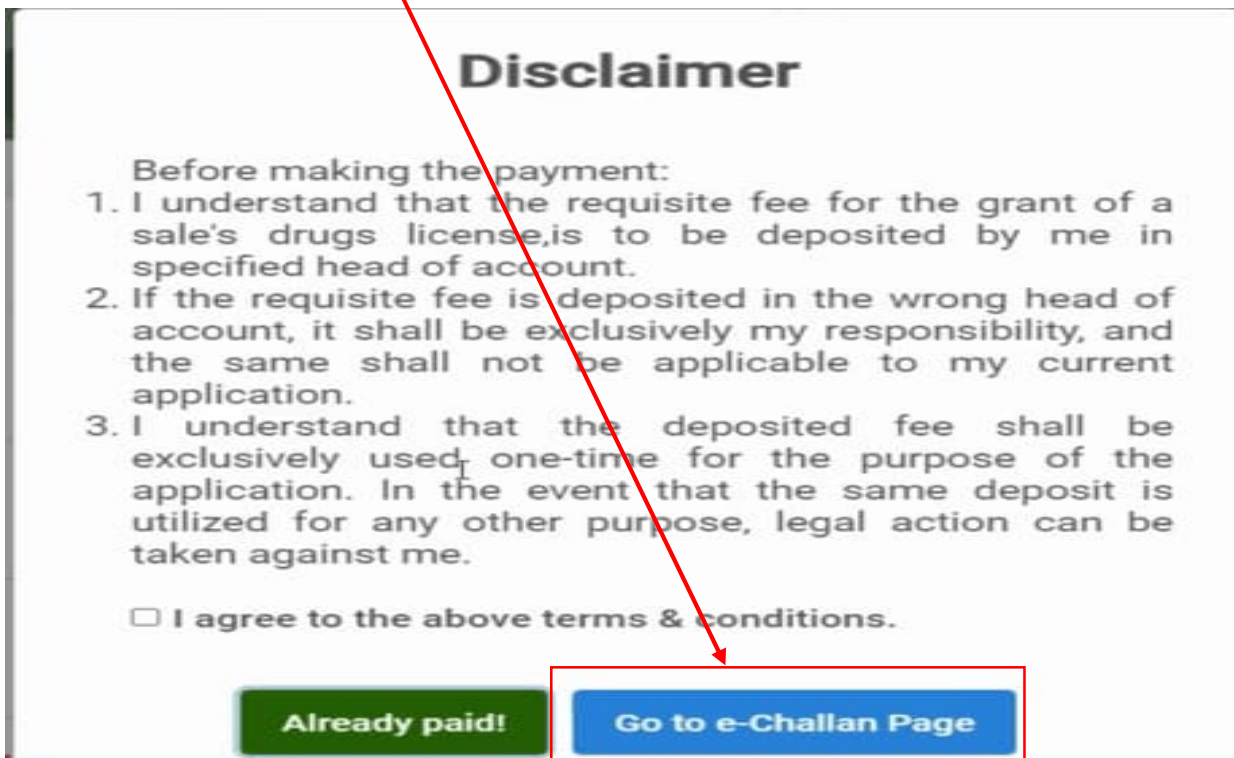
5. A fee of Rs. **3000** has been credited to the Government account under the head of account: Copy of the challan attached

Date: **28-09-2024**
Place: **Test Baddi**

Signature
Signature
Name & Address
Test Test
Test Baddi, Teh. Baddi, Distt.Solan (BBN)

[Pay E-challan](#) [Print](#)

Step 12: Once the user has clicked of Pay E-challan he/she will get redirected to new webpage where he has to click on **Go to e-Challan Page** as shown below



Disclaimer

Before making the payment:

1. I understand that the requisite fee for the grant of a sale's drugs license, is to be deposited by me in specified head of account.
2. If the requisite fee is deposited in the wrong head of account, it shall be exclusively my responsibility, and the same shall not be applicable to my current application.
3. I understand that the deposited fee shall be exclusively used, one-time for the purpose of the application. In the event that the same deposit is utilized for any other purpose, legal action can be taken against me.

I agree to the above terms & conditions.

[Already paid!](#) [Go to e-Challan Page](#)

Step 13: Once the user has clicked on e- challan he/she will get redirected to a new web page where he will fill the challan detail and click on **submit**

ONLINE DRUGS LICENSING SYSTEM
GOVERNMENT OF HIMACHAL PRADESH

User Profile

Upload Receipt

Firm Number	65378	e-Challan Number	147529
Bank Code	SBI	Payment Date	28-09-2024
		Amount	3000

Payment Details

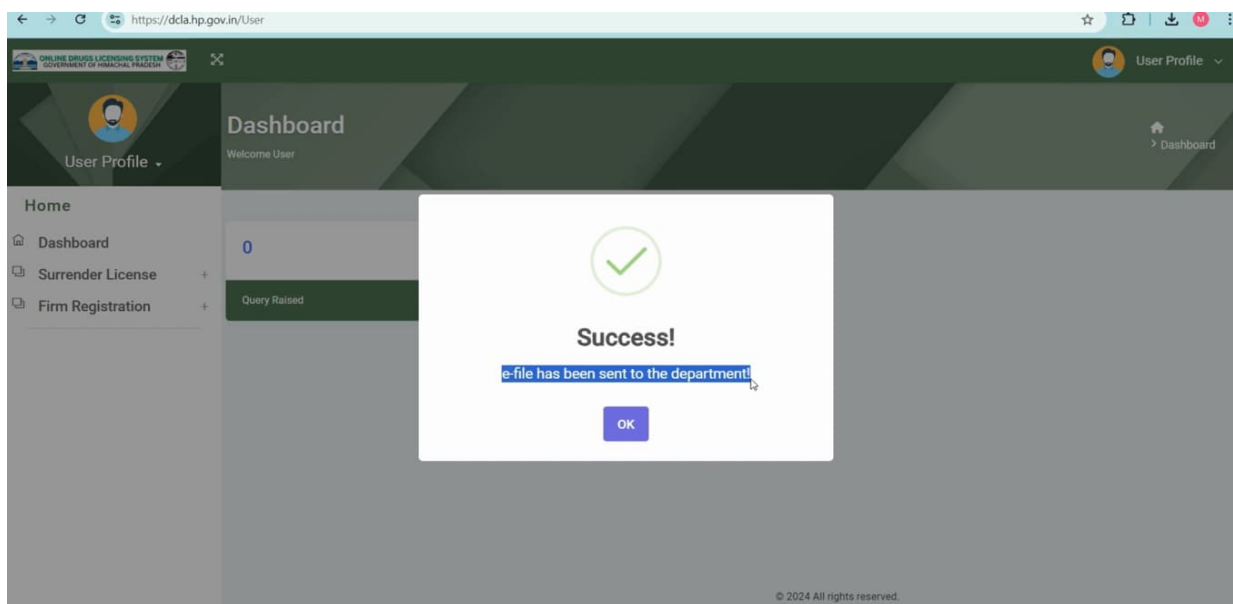
Form 20 Retail

Upload e-Receipt * [Only .JPG] Max-Size : 1MB

Choose File testImage.jpg

Submit

Step 14: Once the user has paid the e-challan fee fill will be send to the department for approval



Approved Certificate



FORM 20
[See rule 61(1)]
(LICENCE TO SELL, STOCK OR EXHIBIT OR OFFER FOR SALE, OR DISTRIBUTE) DRUGS BY RETAIL OTHER THAN THOSE SPECIFIED IN [SCHEDULES C, C(1) AND X]



Sanyam Pathania

1. **Sanyam S/O Rajeev Kumar**
PROPRIETOR OF DEVBHUMI MEDICAL STORE
is hereby licensed [to sell, stock, or exhibit or offer for sale or distribute] by retail drugs other than those specified in [Schedules C, C(1) and X] of the Drugs and Cosmetics Rules, 1945, and to operate a pharmacy on the premises situated at
VPO Khushi Nagar, Tehsil Nurpur, Distt Kangra HP, Teh. Nurpur, District Kangra
176202
Tehsil: Nurpur (KAN)
Pin: 176202 Mobile: 9418113888 Area: **18 SqMts**
subject to the conditions specified below and to the provisions of the Drugs and Cosmetics Act, 1940 and the rules thereunder.
2. The licence unless sooner suspended or cancelled, shall remain valid perpetually. However, the compliance with conditions of licence and the provisions of the Drugs and Cosmetics Act, 1940 and the rules thereunder.
The licence shall be in force from: **05-11-2024** to **04-11-2029**
3. Name(s) of qualified person(s)-in-charge: **RP-47474 Sanyam Rajeev Kumar,**
4. Categories of Drugs: **Non-Biological Drugs (Except Schedule X drugs)**
Name of the dealer: **DEVBHUMI MEDICAL STORE** License No: **54617**
e-Signed on 2024-11-05 16:59:39

Sanyam Rajeev Kumar(RP)



Nishant Sareen
Licensing Authority
H.Q. KANGRA AT DHARAMSHALA HP

CONDITIONS OF LICENSE

1. This licence shall be displayed in a prominent place in a part of the premises open to the public.
2. The licensee shall comply with the provisions of the Drugs and Cosmetics Act, 1940 and the rule thereunder for the time being in force.
3. The licensee shall report to the licensing authority any change in the qualified staff in charge within one month of such change.
4. No drug shall be sold unless such drug is purchased under cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.
5. The licensee shall inform the licensing authority in writing in the event of any change in the constitution of the firm operating under the licence. Where any change in the constitution of the firm takes place, the current licence shall be deemed to be valid for a maximum period of three months from the date on which the change takes place unless, in the meantime, a fresh licence has been taken from the licensing authority in the name of the firm with the changed constitution.

This Licence/Certificate is eSIGNED.

Physical Signature is NOT Required



FORM 21
[See rule 61(2)]
(LICENCE TO SELL, STOCK OR EXHIBIT OR OFFER FOR SALE OR DISTRIBUTE) BY RETAIL DRUGS SPECIFIED IN SCHEDULES C AND C(1) [EXCLUDING THOSE SPECIFIED IN SCHEDULE X]



Sanyam Pathania

1. **Sanyam S/O Rajeev Kumar**
PROPRIETOR OF DEVBHUMI MEDICAL STORE
is hereby licensed [to sell, stock, or exhibit or offer for sale, or distribute] by retail the following Categories of drugs specified in Schedule C and C(1) [excluding those specified in Schedule X] to the Drugs and Cosmetics Rules 1945 and to operate a pharmacy on the premises situated at
VPO Khushi Nagar, Tehsil Nurpur, Distt Kangra HP, Teh. Nurpur, District Kangra
176202
Tehsil: Nurpur (KAN)
Pin: 176202 Mobile: 9418113888 Area: **18 SqMts**
subject to the conditions specified below and to the provisions of the Drugs and Cosmetics Act, 1940 and the rules thereunder.
2. The licence unless sooner suspended or cancelled, shall remain valid perpetually. However, the compliance with the conditions of licence and the provisions of the Drugs and Cosmetics Act, 1940 (23 of 1940) and the Drugs and Cosmetics Rules, 1945 shall be assessed not less than once in three years or as needed as per risk based approach.
The licence shall be in force from: **05-11-2024** to **04-11-2029**
3. Name(s) of qualified person(s)-in-charge: **RP-47474 Sanyam Rajeev Kumar,**
4. Categories of Drugs: **Biological Drugs (Except Schedule X drugs)**
License No: **54618**
e-Signed on 2024-11-05 16:59:39

Sanyam Rajeev Kumar(RP)



Nishant Sareen
Licensing Authority
H.Q. KANGRA AT DHARAMSHALA HP

CONDITIONS OF LICENSE

1. This licence shall be displayed in a prominent place in a part of the premises open to the public.
2. The licensee shall report to the Licensing Authority any change in the qualified staff in charge within one month of such change.
3. If the licensee wants to sell, stock or exhibit for sale, or distribute, during the currency of the licence, additional categories of drugs listed in Schedules C and C(1) [excluding those specified in Schedule X] but not included in this licence, he should apply to the Licensing Authority for the necessary permission. This licence will be deemed to extend to the categories of drugs in respect of which such permission is given. This permission shall be endorsed on the licence by the Licensing Authority.
4. No drug shall be sold unless such drug is purchased under cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.
5. The licensee shall inform the Licensing Authority in writing in the event of any change in the constitution of the firm operating under the licence. Where any change in the constitution of the firm takes place, the current licence shall be deemed to be valid for a maximum period of three months from the date on which the change takes place, unless in the meantime, a fresh licence has been taken from the Licensing Authority in the name of the firm with the changed constitution.

This Licence/Certificate is eSIGNED.

Physical Signature is NOT Required