



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

## USER MANUAL

# Wholesale License

## Department Of Health Safety and Regulations

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

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## SUPPORTING DOCUMENTS

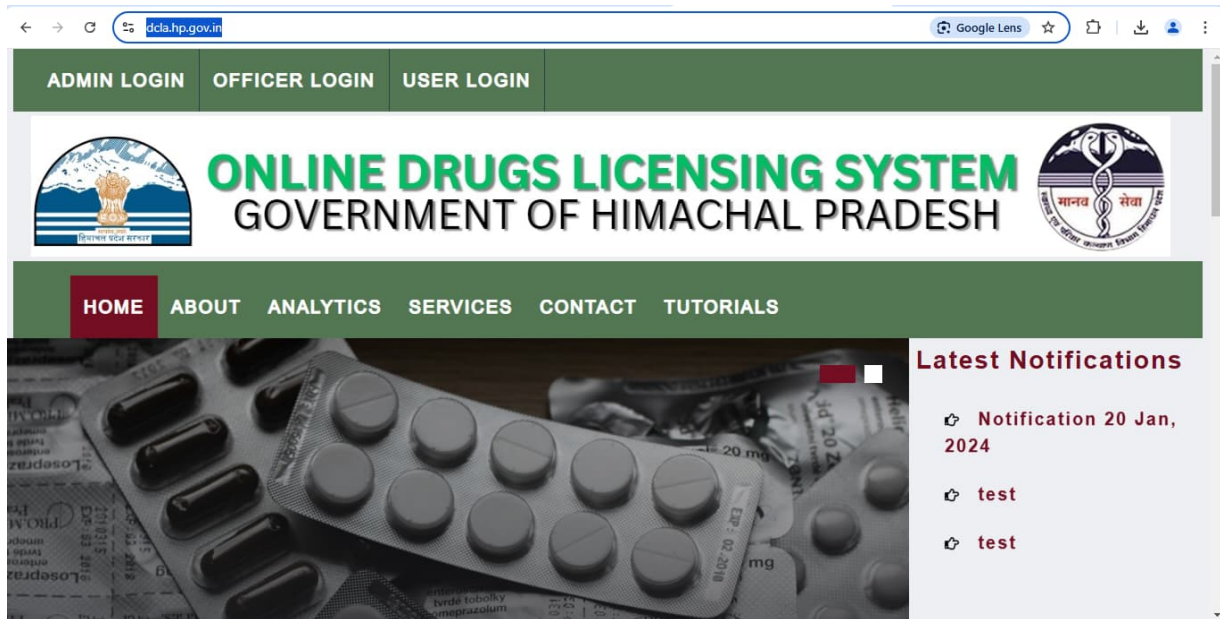
- 1) Firm constitution document.
- 2) Details of proprietor/partner/Director/Trustee etc.)
- 3) ID proof (Aadhar/Passport/Driving License/Election Id)
- 4) Rent/Lease agreement
- 5) Premises ownership documents
- 6) NOC
- 7) Electricity bill of the premises
- 8) Plan layout
- 9) Cold storage proof
-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

## Applicable Fee

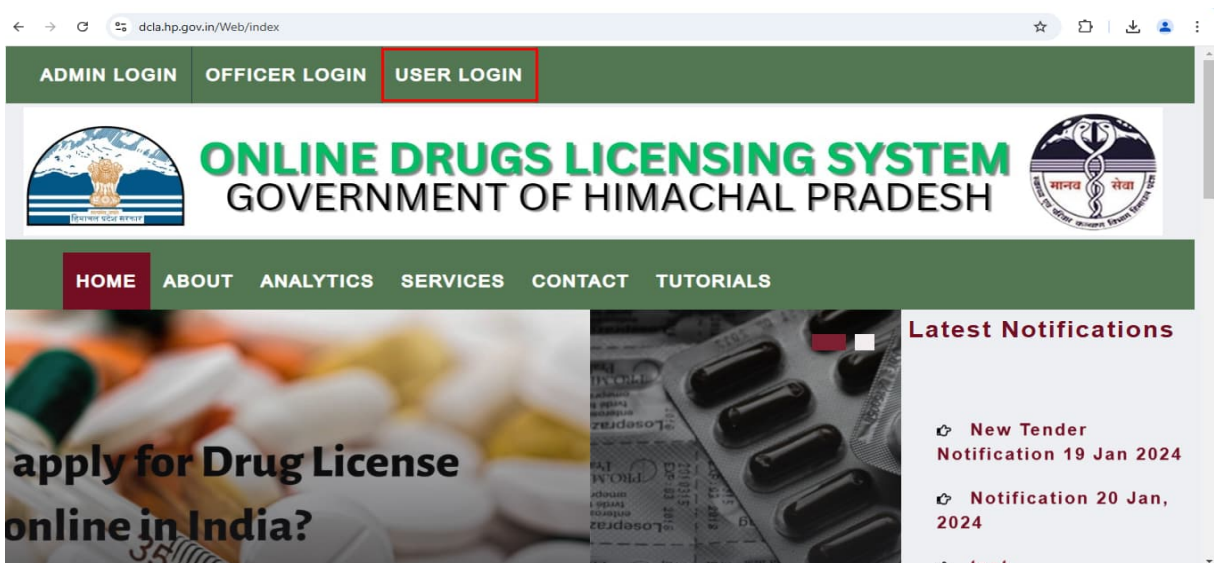
<b>Sr. No</b>	<b>Name of the certificate</b>	<b>Existing Fees (In rupees)</b>
1.	Grant/Retention of Drugs Manufacturing License/ Loan License	7500/-
2.	Grant/Retention of Cosmetics Manufacturing License/ Loan License	10000/-
3.	Grant/Retention of Retail/Wholesale License	1500/-
4.	Grant/Retention of 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.](http://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/Wholesale Drug License** and click on **Apply**.

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.

**DHSR :: Wholesale Drug License**

**Applicant Details**

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

**Company Details**

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

**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 a web browser at the URL <https://dda.hp.gov.in/User/CheckService>. The page title is "Firm Registration". The left sidebar contains a "User Profile" dropdown and a "Home" menu with options: Dashboard, Surrender License, and Firm Registration. The main content area is titled "Firm Application Form" and contains the following fields:

<b>Constitution Type*</b>		<b>Firm Name*</b>	
Partnership		Tester Enterprise	
<b>Firm Address*</b>			
Test Baddi			
<b>District*</b>		<b>Tehsil*</b>	
Solan		Choose..	
<b>Pincode*</b>		<b>Contact Number*</b>	<b>Email*</b>
		9532991685	d88513443@gmail.com
<b>Personal Details</b>			

**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 same web browser and page as Step 7, but with the "Personal Details" section expanded. A red arrow points from the text "Submit & Proceed" in Step 8 to a blue button labeled "Submit & Proceed" at the bottom of the form. The "Personal Details" section contains the following fields:

<b>District*</b>		<b>Tehsil*</b>	
Solan (BBN)		Baddi	
<b>Pincode*</b>		<b>Contact Number*</b>	<b>Email*</b>
209111		9532991685	d88513443@gmail.com
<b>Personal Details</b>			
<b>Name*</b>	<b>Father Name*</b>	<b>Date of Birth*</b>	<b>Gender*</b>
Test Test	TestFather	25-04-2000	Male
<b>Aadhaar*</b>		<b>Upload Aadhaar Front &amp; Back Side [Only : JPG   Max-Size : 1mb]</b>	
765655689776		Choose File   testimage.jpg	
<input checked="" type="checkbox"/> I am the authorized signatory of the firm.			
<b>Authorization letter [Only : PDF   Max-Size : 1mb]</b>			
Choose File   No file chosen			
<b>Submit &amp; Proceed</b>			



**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

URL: <https://dcla.hp.gov.in/User/RPData/65378>

ONLINE DRUGS LICENSING SYSTEM  
GOVERNMENT OF HIMACHAL PRADESH

User Profile

RP / CP Details

Dashboard  
RP / CP Details

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		MUSKAN THAKUR
Father/Husband Name	Date Of Birth	Age (in years)	Gender
VIKRANT THAKUR	2001-04-13	29757 29746 29743 29748 29758	Choose..
Aadhaar No.	Qualification	Date Of Joining	Valid Up To
	D.PHARM	2023-02-02	2024-12-31
Address	Photo Upload	ID Proof Upload * [Only : JPG   Max-Size : 1mb]	
V.P.O.- BOHNI,TEHSIL.- HAMIRPURHAMIRPURHimachal PradeshIndiaTEHSIL.- 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**

. The 'Submit' button is highlighted with a red box."/>

URL: <https://dcla.hp.gov.in/User/RPData/65378>

ONLINE DRUGS LICENSING SYSTEM  
GOVERNMENT OF HIMACHAL PRADESH

User Profile

RP / CP Details

Dashboard  
RP / CP Details

Home

- Dashboard
- Surrender License +
- Firm Registration +

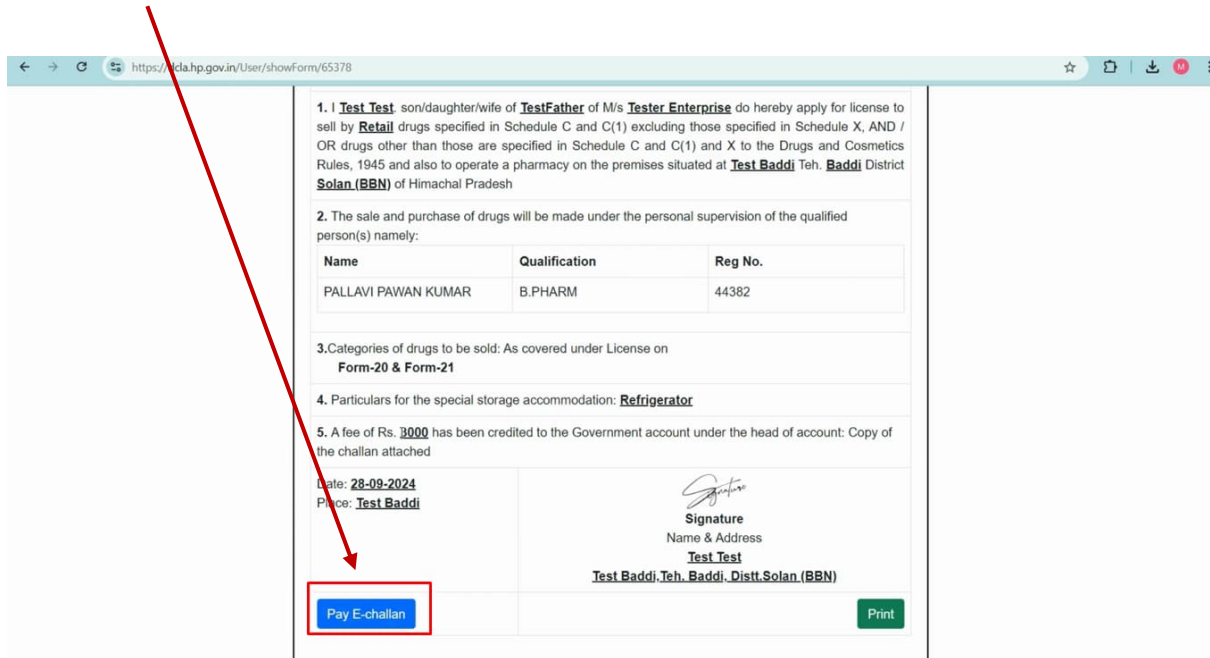
R-P	Proprietor	44382	PALLAVI
Father/Husband Name	Date Of Birth	Age (in years)	Gender
PAWAN KUMAR	2001-01-21	23	Female
Aadhaar No.	Qualification	Date Of Joining	Valid Up To
878766554444	B.PHARM	2023-02-02	2024-12-31
Address	Photo Upload	ID Proof Upload * [Only : JPG   Max-Size : 1mb]	
VILL.- TIKKER P.O.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



https://mda.hp.gov.in/User/showForm/65378

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**

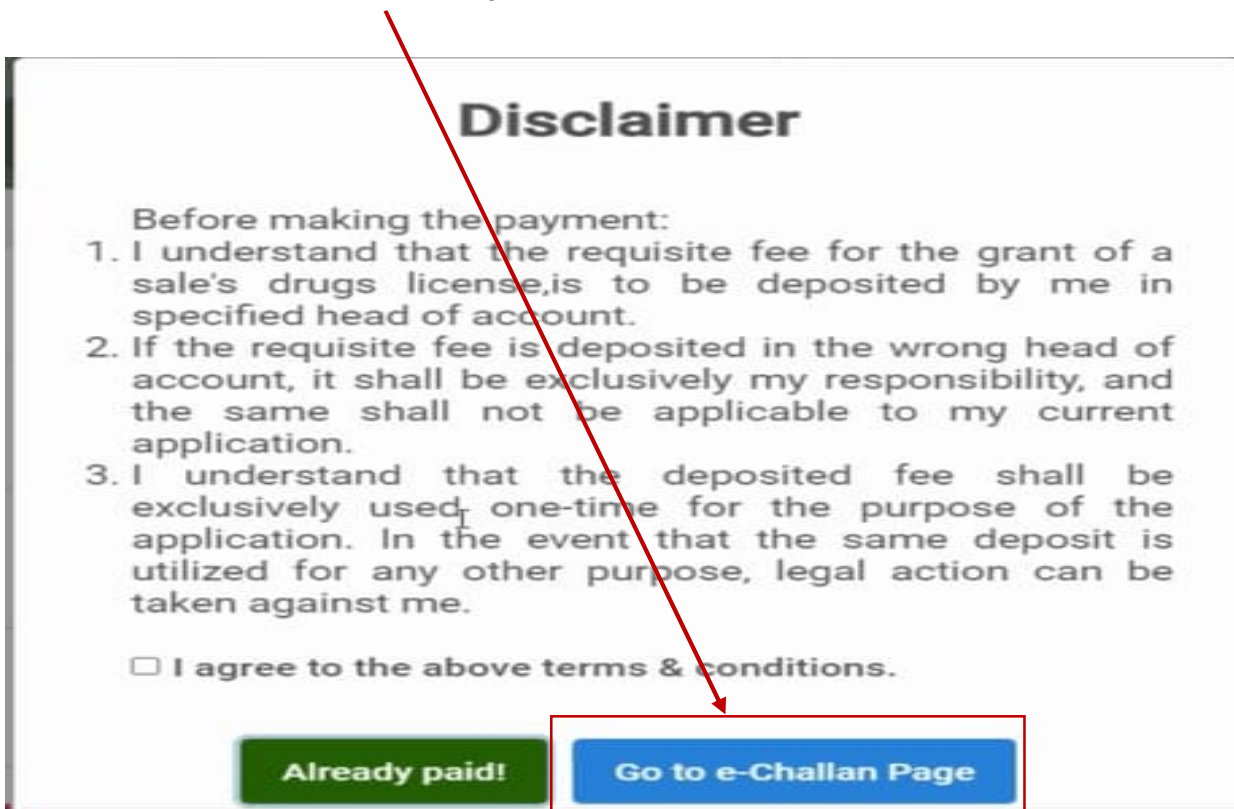
5. A fee of Rs. **3000** has been credited to the Government account under the head of account: Copy of the challan attached

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

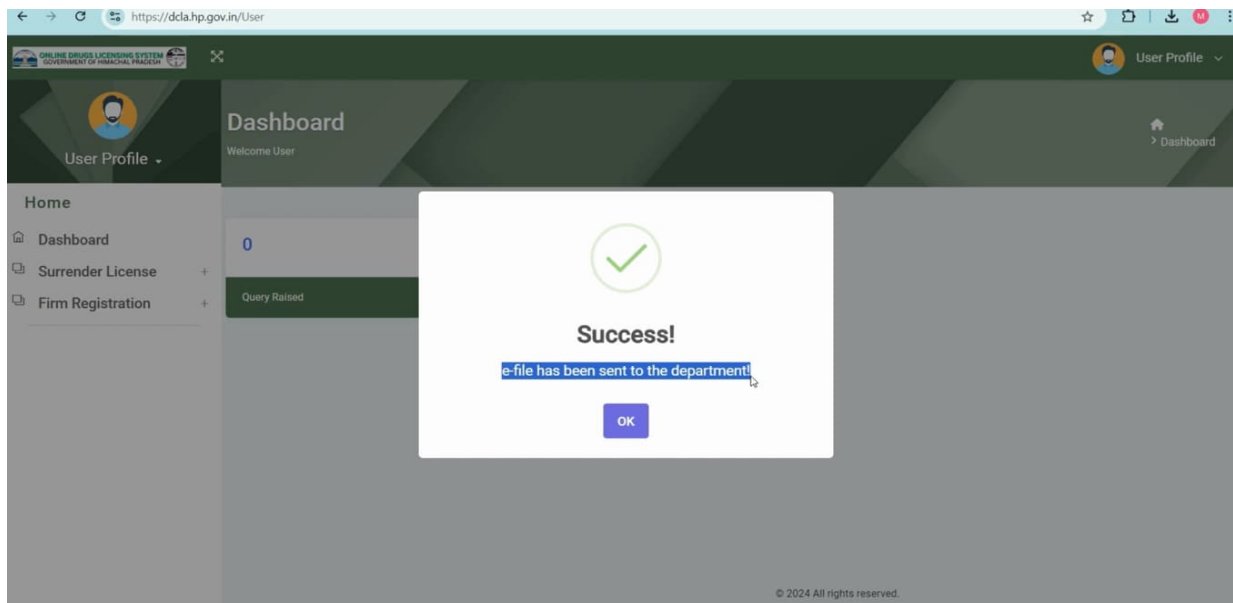
Form 20 Retail

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



Vikas Sharma

1. **Vikas Sharma S/O Yash Pal Sharma**  
**PROPRIETOR OF The Hans Foundation**  
is hereby licensed [to sell, stock, exhibit or offer for sale, or distribute] by wholesale drugs other than those specified in [Schedules C, C(1) and X] on the premises situated at  
**Situated at VPO Alampur Tehsil Jaisingpur Distt Kangra Near Electricity Board Alampur 176082, Teh. Jaisinghpur, District Kangra**  
**176082**  
**Tehsil: Jaisinghpur (KAN)**  
Pin: 176082      Mobile: 7060299293      Area: 118 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 License shall be in force from: **19-11-2024** to **18-11-2029**  
3. The Sale Shall be made under the personal supervision of a competent person: **CP-NANCY SHARMA AJAY KUMAR,**  
4. Categories of Drugs: **Non-Biological Drugs Except Schedule X drugs**  
License No: **54679**

e-Signed on 2024-11-19 17:20:36



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 rules thereunder for the time being in force.
3. (i) No drug shall be sold unless such drug is purchased under a cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.  
(ii) No sale of any drug shall be made to a person not holding the requisite licence to sell, stock or exhibit for sale, or distribute the drug:  
Provided that this condition shall not apply to the sale of any drug to:  
(a) an officer or authority purchasing on behalf of Government, or  
(b) a hospital, medical, educational or research institution or a registered medical practitioner for the purpose of supply to his patients, or  
(c) a manufacturer of beverages, confectionery biscuits and other non-medical products, where such drugs are required for processing these products.
4. 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-B**  
[See rule 61(2)]  
**[LICENCE TO SELL, STOCK OR EXHIBIT OR OFFER FOR SALE, OR DISTRIBUTE] BY WHOLESALE DRUGS SPECIFIED IN SCHEDULES C AND C(1) [EXCLUDING THOSE SPECIFIED IN SCHEDULE X]**



Vikas Sharma

1. **Vikas Sharma S/O Yash Pal Sharma**  
**PROPRIETOR OF The Hans Foundation**  
is hereby licensed [to sell, stock, or exhibit or offer for sale, or distribute] by wholesale on the premises situated at  
**Situated at VPO Alampur Tehsil Jaisingpur Distt Kangra Near Electricity Board Alampur 176082, Teh. Jaisinghpur, District Kangra**  
**176082**  
**Tehsil: Jaisinghpur (KAN)**  
Pin: 176082      Mobile: 7060299293      Area: 118 SqMts

the following categories of drugs specified in Schedules C and C(1) [excluding those specified in Schedule X] to the Drugs and Cosmetics Rules, 1945.  
Categories of Drugs: **Biological Drugs Except Schedule X drugs**  
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 License shall be in force from: **19-11-2024** to **18-11-2029**  
2-A. The Sale Shall be made under the personal supervision of a competent person: **CP-NANCY SHARMA AJAY KUMAR,**  
3. This licence is subject to the conditions stated below and to the provisions of the Drugs and Cosmetics Act, 1940 and the rules thereunder.  
License No: **54680**

e-Signed on 2024-11-19 17:20:36



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. 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.
3. (i) No drug shall be sold unless such drug is purchased under a cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.  
(ii) No sale of any drug shall be made for purposes of resale to a person not holding the requisite licence to sell, stock or exhibit for sale or distribute the drug:  
Provided that this condition shall not apply to the sale of any drugs to:  
(a) an officer or authority purchasing on behalf of Government, or  
(b) a hospital, medical, educational or research institution or a registered medical practitioner for the purpose of supply to his patients, or  
(c) a manufacturer of hydrogenated vegetable oils, beverages, confectionery and other non-medical products, where such drugs are required for processing these products.
4. 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