Step-by-Step Procedure

Application for Grant & Renewal of Retail Sale / Wholesale Drug License

1) Application Submission and Fee Payment by the Applicant



Online Registration Visit Drug Control Administration website "www.dca.telangana.gov.in"
And select the tab "Online Drug Licensing System"

Select "Apply Online" - First Time Applicants need to Register Under "New Users" by filing in the details including the license information, and obtain a User ID and password for login.

Confirmation to New Users/Applicants will be sent to their mail-id/ through SMS on the registered mobile number. Once registered, Applicant can now **Log-in to proceed with the online application.**

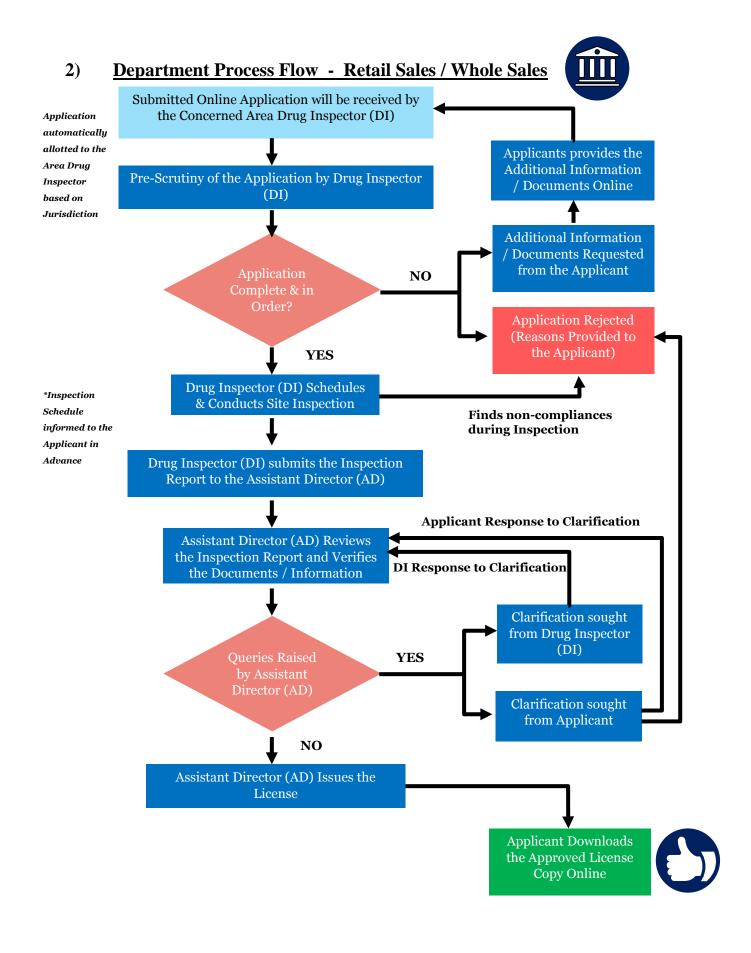
Select the service category and type of License from the drop down list. For e.g - Under Sales License - Retail or Wholesale, then the type i.e Grant / Renewal / Amendment

Checklist / Documents to be submitted for each services are available under "How to Apply" tab at home page. Checklist as per the License selected is also provided during the application process. Applicant need to prepare the soft copies of all the documents required for desired licences.

Applicant need to fill in the - firm details, constitution details, RP/CP details and other required information, and upload documents as per the checklist. (Application can be saved and pages can be revisited to make any changes before submission)

License Fee to be Paid and Application Submitted (Acknowledgement of Fee Payment & Application Submission Confirmation will be sent to the Applicant's registerd maid ID / through SMS

Filing Application, Uploading Documents and Fees Payment



*Inspection Procedure

The inspector shall verify the following aspects at the time of inspection of the outlet/premises for *grant/renewal of sales licences* as per Rule 64& 65 of Drugs and Cosmetics Act 1940 and Rules made thereunder:

- Area of the outlet to verify the compliance with the statutory limits.
- ➤ Capabilities to provide good storage conditions for the drugs stocked in the premises such as racks, refrigerator (for cold storage drugs) etc.

Timeline for Grant & Renewal of Retail Sales and Wholesale
License

14 Working Days