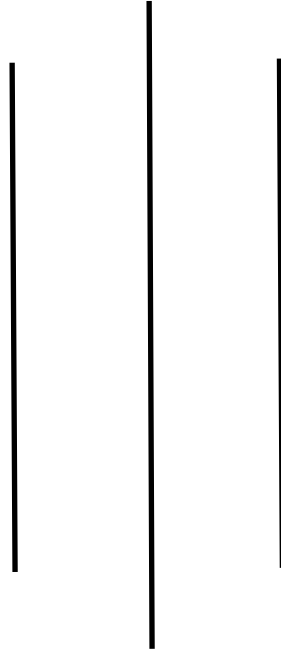


**Guidelines For  
Grant / Retention of Licences for Sale of Drugs  
Under Drugs & Cosmetics Act, 1940  
and Rules there under**



**DRUGS CONTROL DEPARTMENT  
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## **PREFACE**

This guideline is for the grant / retention of different sale licenses issued by the Drugs Control Department, Govt. of N.C.T. of Delhi under the various provisions of Drugs & Cosmetics Rules, 1945. These guidelines are not exhaustive. In case of any contradiction, relevant Rules must always be referred to by the applicant / prospective licensee and the said rules, which are amended from time to time, shall prevail over the general guidelines given hereunder. Although every effort has been made to provide accurate information, for any particular clarification the applicants are advised to contact personally the designated DUTY OFFICER of the department on any working day during office hours.

## INTRODUCTION

Drugs are essential for ensuring good health of a Nation. Drugs are different from other commodities and because of that the Government has laid down stringent law. Regulation governing manufacture & sale of drugs are given in the Drugs and Cosmetics Act, 1940 and Rules framed thereunder. Control is exercised over drugs from the raw material stage during manufacture, sale, distribution and upto the time it is passed-on to a patient or consumer by a Pharmacist in retail Pharmacy, Hospital or a Dispensary.

### GENERAL INSTRUCTIONS

1. Applicant has to obtain user ID and Password by uploading the details of the firm online on [www.xlnindia.gov.in](http://www.xlnindia.gov.in).
2. All the documents should be scanned in **100 dpi & black and white**, and then should be uploaded using the said ID and Password at space provided for the purpose.
3. Please show all the original documents to the inspector at the time of inspection.
4. Please be sure that, all the information is filled precisely for respective application mentioned below and only then e-send the application. In case of rejection of your application for incomplete information, the fees once paid will be forfeited.
5. The licensing authority may ask for any other specific documents if required.
6. These guidelines are subject to change as and when required and will be notified from time to time.
7. Every application needs to be **'e-send'**, or else it will not be inwards to the office.
8. If the firm / company changes (i) from proprietorship to partnership including Limited Liability Partnership or vice versa and (ii) from a private to a public company, or from a public to a private company, it will be treated as **'change in constitution'** and applicant will have to obtain a fresh license within the prescribed period.
9. In case of Change in Constitution/ Change in premises and for Retention of licence, applicant has to update the basic details of existing licence if licence is not granted through [www.xlnindia.gov.in](http://www.xlnindia.gov.in) portal.
10. After grant or rejection of your application, you will receive an SMS about the same. Take a print out of the approval/rejection from 'Print License' option for fresh license and renewal and click 'MISC approvals' for other approvals within 3 days. You will receive licenses/approvals with the valid e-signature and official seal.
11. These are only guidelines. The Provisions of **Drugs and Cosmetic Act 1940 and Rules 1945** will always prevail.

**Types of Licences issued by the Department for sale of Drugs and documents required:-**

- A.** Different types of licence required for the sale of drugs (the required number of application form for a particular licence is mentioned in the bracket) are given hereunder:-
- (i) Licence on Form 20 is issued for the sale of Allopathic drugs by retail other than those specified in Schedule C, C(1) and X. (Form-19)
  - (ii) Licence on Form 20-A is issued for the sale of restricted Allopathic drugs by retail other than those specified in schedule C, C(1) and X. (Form-19A)
  - (iii) Licence on Form 20-B is issued for wholesale of Allopathic drugs other than those specified in Sch C, C(1) and X. (Form-19)
  - (iv) Licence on form 20-C is issued for sale of Homoeopathic medicines by retail. (Form-19B)
  - (v) Licence on Form 20-D is issued for sale of Homoeopathic Medicines by wholesale. (Form -19B)
  - (vi) Licence on Form 21 is issued for retail sale of Allopathic drugs specified in Sch C & C(1). (Form-19)
  - (vii) Licence on Form 21-B is issued for wholesale of Allopathic drugs specified in Sch C & C(1). (Form-19)
  - (viii) Licence on form 21-A is issued for retail sale of restricted Allopathic drugs specified in Schedule C (I). (Form-19A)
  - (ix) Licence on Form 20-F is issued for retail sale of drugs specified in Sch. 'X'. (Form-19-C)
  - (x) Licence on Form 20-G is issued for wholesale of drugs Specified in Sch. 'X'. (Form-19-C)

**(B) Checklist of Documents required For Fresh Application for grant of Retail Allopathic license on Form 20, 21 and 20F:**

- (i) System Generated Online fee deposit receipts.
- (ii) System Generated Application Form No. 19/19C as applicable.
- (iii) System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- (iv) Site plan and key plan of the premises.
- (v) Proof of Constitution of the firm:
  - (a) Proprietorship : Declaration Form
  - (b) Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
  - (c) Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
  - (d) Pvt. Ltd. / Ltd. : Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution, List of Directors as on date with residential address.
  - (e) Trust : Trust deed, List of trustees with residential address, Copy of Resolution / authorization passed.
  - (f) Society : By Laws, Copy of Resolution passed, List of Governing Body members with residential address.
  - (g) HUF : List of Members and Karta of HUF, HUF deed.
- (vi) Photo ID proof of proprietor / partner / director of the firm.
- (vii) Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- (viii) Affidavit regarding compliance of MPD 2021 as applicable.
  - (a) Small Shop
  - (b) Mixed use / Commercial use
  - (c) Allotted Commercial Plot in Industrial Area
  - (d) For Bhagirath Palace
- (ix) Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- (x) Registered Pharmacist:
  - a) Aadhar Card
  - b) System Generated self declaration from the Regd. Pharmacist (Strike out whichever is not applicable)
  - c) Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets.
  - d) Valid Registration of Delhi Pharmacy Council
  - e) Appointment Letter
  - f) Bio-data in prescribed Format.

(xi) Premises :

(a) If Owned: **either** Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.

(b) If Rented: Rent Receipt and **either** Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.

\* In case of village, Khasra Khatauni documents will be considered.

**In Case of Change in Premises (CP), all the documents mentioned above are required alongwith a request letter for shifting / change of premises.**

**(C) Checklist of Documents required For Fresh Application for grant of Wholesale Allopathic license on Form 20B, 21B and 20G:**

- (i) System Generated Online fee deposit receipts.
- (ii) System Generated Application Form No. 19/19C as applicable.
- (iii) System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- (iv) Site plan and key plan of the premises.
- (v) Proof of Constitution of the firm:
  - 1. Proprietorship : Declaration Form
  - 2. Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
  - 3. Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
  - 4. Pvt. Ltd. / Ltd. : Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution, List of Directors as on date with residential address.
  - 5. Trust : Trust deed, List of trustees with residential address, Copy of Resolution / authorization passed.
  - 6. Society : By Laws, Copy of Resolution passed, List of Governing Body members with residential address.
  - 7. HUF : List of Members and Karta of HUF, HUF deed.
- (vi) Photo ID proof of proprietor / partner / director of the firm.
- (vii) Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- (viii) Affidavit regarding compliance of MPD 2021 as applicable.
  - 1. Commercial use
  - 2. Allotted Commercial Plot in Industrial Area
  - 3. For Bhagirath Palace
- (ix) Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- (x) Competent Person :
  - 1. Aadhar Card
  - 2. System Generated self declaration from the Competent Person (Strike out whichever is not applicable)
  - 3. Proof of qualification (Registered Pharmacist, Matriculation or Graduation)
  - 4. Appointment Letter
  - 5. Bio-data in prescribed Format
  - 6. Experience Certificate (Matriculation or its equivalent examination from a recognised Board with four years experience in dealing with sale of drugs, or a degree of a recognised University with one year experience in dealing with drugs)
- (xi) Premises :

1. **If Owned:** either Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.

2. **If Rented:** Rent Receipt and either Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.

\* In case of village, Khasra Khatauni documents will be considered.

**In Case of Change in Premises (CP), all the documents mentioned above are required alongwith a request letter for shifting / change of premises.**



**(D) Checklist of Documents required For Fresh Application for grant of Restricted (General) Allopathic license on Form 20A and 21A :**

- (i) System Generated Online fee deposit receipts.
  - (ii) System Generated Application Form No. 19A.
  - (iii) System Generated Self Declaration of Proprietor / Partners / Director as applicable.
  - (iv) Site plan and key plan of the premises.
  - (v) Proof of Constitution of the firm:
    - a) Proprietorship : Declaration Form
    - b) Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
    - c) Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
    - d) Pvt. Ltd. / Ltd. : Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution, List of Directors as on date with residential address.
    - e) Trust : Trust deed, List of trustees with residential address, Copy of Resolution / authorization passed.
    - f) Society : By Laws, Copy of Resolution passed, List of Governing Body members with residential address.
    - g) HUF : List of Members and Karta of HUF, HUF deed.
  - (vi) Photo ID proof of proprietor / partner / director of the firm.
  - (vii) Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
  - (viii) Affidavit regarding compliance of MPD 2021 as applicable.
    - 1. Small Shop
    - 2. Mixed use / Commercial use
    - 3. Allotted Commercial Plot in Industrial Area
    - 4. For Bhagirath Palace
  - (ix) Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
  - (x) Premises :
    - 1. If Owned: **either** Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.
    - 2. If Rented: Rent Receipt and **either** Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.
- \* In case of village, Khasra Khatauni documents will be considered.

**In Case of Change in Premises (CP), all the documents mentioned above are required alongwith a request letter for shifting / change of premises.**

**(E) Checklist of Documents required For Fresh Application for grant of Retail and Wholesale Homoeopathic license on Form 20C and 20D:**

- (i) System Generated Online fee deposit receipts.
- (ii) System Generated Application Form No. 19B.
- (iii) System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- (iv) Site plan and key plan of the premises.
- (v) Proof of Constitution of the firm:
  - 1. Proprietorship : Declaration Form
  - 2. Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
  - 3. Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
  - 4. Pvt. Ltd. / Ltd. : Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution, List of Directors as on date with residential address.
  - 5. Trust : Trust deed, List of trustees with residential address, Copy of Resolution / authorization passed.
  - 6. Society : By Laws, Copy of Resolution passed, List of Governing Body members with residential address.
  - 7. HUF : List of Members and Karta of HUF, HUF deed.
- (vi) Photo ID proof of proprietor / partner / director of the firm.
- (vii) Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- (viii) Affidavit regarding compliance of MPD 2021 as applicable.
  - 1. Small Shop
  - 2. Commercial use
  - 3. Allotted Commercial Plot in Industrial Area
  - 4. For Bhagirath Palace
- (ix) Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- (x) Competent Person :
  - 1. Aadhar Card
  - 2. System Generated self declaration from the Competent Person (Strike out whichever is not applicable)
  - 3. Proof of qualification / Experience :
    - a) Degree in Homoeopathy from a recognized University
    - b) Degree in Pharmacy from a recognized University
    - c) Bachelor's degree from a recognised University with one year experience of dealing in homoeopathic medicines in the clinic of a Registered Homoeopathic Medical Practitioner or with the holder of licence on Form 20C or Form 20D.
    - d) Diploma in Homoeopathic Pharmacy or
    - e) Diploma in Homoeopathy Medicine and Surgery.

4. Appointment Letter
  5. Bio-data in prescribed Format
- (xi) Premises :
1. **If Owned:** either Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.
  2. **If Rented:** Rent Receipt and either Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.
- \* In case of village, Khasra Khatauni documents will be considered

**In Case of Change in Premises (CP), all the documents mentioned above are required alongwith a request letter for shifting / change of premises.**

**(F) Checklist of Documents required For Fresh Application for grant of Retail Allopathic license on Form 20, 21 and 20F due to change in Constitution (CC):**

- i. **Change in Constitution (CC)** : If the firm / company changes (i) from proprietorship to partnership including Limited Liability Partnership or vice versa and (ii) from a private to a public company, or from a public to a private company, it will be treated as **‘change in constitution’**
- ii. System Generated Online fee deposit receipts.
- iii. System Generated Application Form No. 19/19C as applicable.
- iv. System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- v. Site plan and key plan of the premises.
- vi. Documentary evidence w.r.t. Change in Constitution viz: Sale Agreement / Gift Deed/ Death Certificate of previous proprietor or partner and relinquishment deed / taken over agreement between previous and current parties or any other documents like dissolution deed / reconstitution as applicable.
- vii. Proof of Constitution of the firm:
  1. Proprietorship : Declaration Form
  2. Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
  3. Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
  4. Pvt. Ltd. / Ltd. : Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution, List of Directors as on date with residential address.
- viii. Photo ID proof of proprietor / partner / director of the firm.
- ix. Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- x. Affidavit regarding compliance of MPD 2021 as applicable.
  1. Small Shop
  2. Mixed use / Commercial use
  3. Allotted Commercial Plot in Industrial Area
  4. For Bhagirath Palace
- xi. Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- xii. Registered Pharmacist:
  1. Aadhar Card
  2. System Generated self declaration from the Regd. Pharmacist (Strike out whichever is not applicable)
  3. Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets.
  4. Valid Registration of Delhi Pharmacy Council
  5. Appointment Letter
  6. Bio-data in prescribed Format.

xiii. Premises :

1. If Owned: **either** Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.
  2. If Rented: Rent Receipt and **either** Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.
- \* In case of village, Khasra Khatauni documents will be considered.

**(G) Checklist of Documents required For Fresh Application for grant of Wholesale Allopathic license on Form 20B, 21B and 20G due to change in Constitution (CC):**

- i. **Change in Constitution (CC)** : If the firm / company changes (i) from proprietorship to partnership including Limited Liability Partnership or vice versa and (ii) from a private to a public company, or from a public to a private company, it will be treated as **‘change in constitution’**
- ii. System Generated Online fee deposit receipts.
- iii. System Generated Application Form No. 19/19C as applicable.
- iv. System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- v. Site plan and key plan of the premises.
- vi. Documentary evidence w.r.t. Change in Constitution viz: Sale Agreement / Gift Deed/ Death Certificate of previous proprietor or partner and relinquishment deed / taken over agreement between previous and current parties or any other documents like dissolution deed / reconstitution as applicable.
- vii. Proof of Constitution of the firm:
  1. Proprietorship : Declaration Form
  2. Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
  3. Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
  4. Pvt. Ltd. / Ltd. : Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution, List of Directors as on date with residential address.
- viii. Photo ID proof of proprietor / partner / director of the firm.
- ix. Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- x. Affidavit regarding compliance of MPD 2021 as applicable.
  1. Small Shop
  2. Mixed use / Commercial use
  3. Allotted Commercial Plot in Industrial Area
  4. For Bhagirath Palace
- xi. Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- xii. Competent Person :
  1. Aadhar Card
  2. System Generated self declaration from the Competent Person (Strike out whichever is not applicable)
  3. Proof of qualification (Registered Pharmacist, Matriculation or Graduation)

4. Appointment Letter
  5. Bio-data in prescribed Format
  6. Experience Certificate (Matriculation or its equivalent examination from a recognised Board with four years experience in dealing with sale of drugs, or a degree of a recognised University with one year experience in dealing with drugs
- xiii. Premises :
1. If Owned: **either** Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.
  2. If Rented: Rent Receipt and **either** Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.  
\* In case of village, Khasra Khatauni documents will be considered

(H) **Checklist of Documents required For Fresh Application for grant of Restricted (General) Allopathic license on Form 20A and 21A due to change in Constitution (CC):**

- i. **Change in Constitution (CC)** : If the firm / company changes (i) from proprietorship to partnership including Limited Liability Partnership or vice versa and (ii) from a private to a public company, or from a public to a private company, it will be treated as **‘change in constitution’**
- ii. System Generated Online fee deposit receipts.
- iii. System Generated Application Form No. 19/19C as applicable.
- iv. System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- v. Site plan and key plan of the premises.
- vi. Documentary evidence w.r.t. Change in Constitution viz: Sale Agreement / Gift Deed/ Death Certificate of previous proprietor or partner and relinquishment deed / taken over agreement between previous and current parties or any other documents like dissolution deed / reconstitution as applicable.
- vii. Proof of Constitution of the firm:
  1. Proprietorship : Declaration Form
  2. Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
  3. Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
  4. Pvt. Ltd. / Ltd. : Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution, List of Directors as on date with residential address.
- viii. Photo ID proof of proprietor / partner / director of the firm.
- ix. Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- x. Affidavit regarding compliance of MPD 2021 as applicable.
  1. Small Shop
  2. Mixed use / Commercial use
  3. Allotted Commercial Plot in Industrial Area
  4. For Bhagirath Palace
- xi. Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- xii. Premises :
  - 1.**If Owned**: either Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.



**2.If Rented:** Rent Receipt and either Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.  
\* In case of village, Khasra Khatauni documents will be considered.

**(I) Checklist of Documents required For Fresh Application for grant of Retail and Wholesale Homoeopathic license on Form 20C and 20D due to change in Constitution (CC):**

- i. Change in Constitution (CC) :** If the firm / company changes (i) from proprietorship to partnership including Limited Liability Partnership or vice versa and (ii) from a private to a public company, or from a public to a private company, it will be treated as **‘change in constitution’**
- ii. System Generated Online fee deposit receipts.
- iii. System Generated Application Form No. 19B.
- iv. System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- v. Site plan and key plan of the premises.
- vi. Proof of Constitution of the firm:
  1. Proprietorship : Declaration Form
  2. Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
  3. Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
  4. Pvt. Ltd. / Ltd. : Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution, List of Directors as on date with residential address.
- vii. Photo ID proof of proprietor / partner / director of the firm.
- viii. Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- ix. Affidavit regarding compliance of MPD 2021 as applicable.
  1. Small Shop
  2. Commercial use
  3. Allotted Commercial Plot in Industrial Area
  4. For Bhagirath Palace
- x. Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- xi. Competent Person :
  1. Aadhar Card
  2. System Generated self declaration from the Competent Person (Strike out whichever is not applicable)
  3. Proof of qualification / Experience :
    - a) Degree in Homoeopathy from a recognized University
    - b) Degree in Pharmacy from a recognized University
    - c) Bachelor’s degree from a recognised University with one year experience of dealing in homoeopathic medicines in the clinic of a Registered Homoeopathic Medical Practitioner or with the holder of licence on Form 20C or Form 20D.
    - d) Diploma in Homoeopathic Pharmacy or
    - e) Diploma in Homoeopathy Medicine and Surgery.

4. Appointment Letter

5. Bio-data in prescribed Format

(xii) Premises :

1. **If Owned:** either Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.

2. **If Rented:** Rent Receipt and either Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.

\* In case of village, Khasra Khatauni documents will be considered

**(J) Documents required for Application for grant of additional Retail/Wholesale license for Allopathic / Homoeopathic medicines in existing Licence:**

- i. System Generated Online fee deposit receipts.
- ii. System Generated Application Form No. 19 / 19A / 19B / 19C as applicable.
- iii. System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- iv. For additional Retail Sale licence :
- v. Registered Pharmacist:
  1. Aadhar Card
  2. System Generated self declaration from the Regd. Pharmacist (Strike out whichever is not applicable)
  3. Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets.
  4. Valid Registration of Delhi Pharmacy Council
  5. Appointment Letter
  6. Bio-data in prescribed Format.

**(K) Documents required for Application of retention of Retail/Wholesale Allopathic license and Renewal of Homoeopathic Licence :**

- (i) Fee deposit receipts.
- (ii) System Generated Self Declaration of prop / partner / Director / RP / CP
- (iii) Registration / Conversion charge /Parking charge receipt issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- iv. Affidavit regarding compliance of MPD 2021 as applicable.
  - a. Small Shop
  - b. Mixed use / Commercial use
  - c. Allotted Commercial Plot in Industrial Area
  - d. For Bhagirath Palace
- v. Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street

**(L) Documents required for Change in Registered Pharmacist:**

1. Aadhar Card
2. System Generated self declaration from the Regd. Pharmacist (Strike out whichever is not applicable)
3. Proof of qualification i.e. final degree certificate / provisional certificate with mark sheets.
4. Valid Registration of Delhi Pharmacy Council
5. Appointment Letter
6. Bio-data in prescribed Format.

**(M) Documents required for Change in Competent Person for Homoeopathic Licence:**

1. Proof of qualification / Experience :
2. Degree in Homoeopathy from a recognized University
3. Degree in Pharmacy from a recognized University
4. Bachelor's degree from a recognised University with one year experience of dealing in homoeopathic medicines in the clinic of a Registered Homoeopathic Medical Practitioner or with the holder of licence on Form 20C or Form 20D.
5. Diploma in Homoeopathic Pharmacy or
6. Diploma in Homoeopathy Medicine and Surgery.
7. Appointment Letter
8. Bio-data in prescribed Format
9. System Generated self declaration from the Competent Person (Strike out whichever is not applicable)

**(N) Documents required for Change in Competent Person for Allopathic Licence**

1. Aadhar Card
2. System Generated self declaration from the Competent Person (Strike out whichever is not applicable)
3. Proof of qualification (Registered Pharmacist, Matriculation or Graduation)
4. Appointment Letter
5. Bio-data in prescribed Format
6. Experience Certificate (Matriculation or its equivalent examination from a recognised Board with four years experience in dealing with sale of drugs, or a degree of a recognised University with one year experience in dealing with drugs)

**(O) Documents required for Addition / Reduction in premises :**

**a. Premises:**

- i. If Owned:** either Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.
- ii. If Rented:** Rent Receipt and either Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.

\* In case of village, Khasra Khatauni documents will be considered

**b. Revised Site Plan**

**Note :**

(i). The applicant has to provide an independent shop with the adequate area for grant of retail/wholesale licences as per details given below:

- a) For grant of a licence in Form 20 or Form 21 or both, the premises are of an area of not less than 10 square metres.
- b) For grant of a licence in form 20-B or form 21-B or both, the premises are of an area of not less than 10 square metres and
- c) For grant of licences
  - (i) In Form 20 or Form 21 or both, and
  - (ii) In Form 20-B or Form 21-B or both, the premises should be of an area of not less than 15 square metres.

The clear height of the sales premises should be in accordance with the National Building Code of India, 2005 as amended from Time to Time.

- (ii) No drug licence is granted / retained in a premises situated on residential plot/land or flat unless it meets with the requirements of MPD-2021.
- (iii) For the sake of authenticity and to ensure confirmation of having submitted the same, all the documents are required to be **self-attested by the applicant/authorized person.**

**Affidavit**

(Affidavit to be submitted for non conviction by the proprietor/ partner / director)

I, ..... S/o Sh. .... R/o .....  
..... do hereby solemnly affirm and declare as under:

- 1. That the deponent is the sole proprietor of M/s ..... situated at .....
- 2. That neither the firm nor the proprietor/ partner / director of the firm has ever been convicted under the Drugs and Cosmetics Act, 1940.
- 3. That the premises situated at ..... are in physical and legal possession of the firm.
- 4. That in case any statement / documents accompanying my application is found to be false, my approval / permission / licence obtained would be liable to be cancelled by the licensing authority without any notice.

DEPONENT

**VERIFICATION**

Verified at Delhi on this ..... day of ..... that the contents of the above affidavit are true and correct to my knowledge, no part of it is false and nothing material has been concealed there from.

DEPONENT

(To be Submitted on Rs. 10/- Non Judicial Stamp Paper duly attested by Notary Public.)

AFFIDAVIT

(Affidavit to be submitted if premises is located in commercial notified road)

I ..... S/o Sh. .... R/o .....

do hereby Solemnly Affirm and declare as under :-

1. That I am the sole proprietor / one of the partners / Directors of the firm M/s. \_\_\_\_\_ situated at \_\_\_\_\_
2. That I have applied for grant / renewal of drug licence for retail sale / wholesale of drugs at the premises situated at \_\_\_\_\_
3. That the premises where the licence has been applied is abetting commercial road / mixed used street i.e. .... to ....., which has been mentioned at serial No. .... in the list of commercial road / mixed used street of ..... Zone in the Master Plan for Delhi 2021 (MPD-2021) as indicated in site plan attached – copy enclosed.
4. That the registration / conversion / parking charges towards the mixed land use, as applicable in respect of the premises under reference, have been deposited vide receipt no. \_\_\_\_\_ dated \_\_\_\_\_ to Municipal Corporation of Delhi for the current period and I further undertake to pay mixed land use charges from time to time as applicable.
5. That the Licensing Authority, Drugs Control Department, Govt. of NCT of Delhi may cancel the licences issued, in the event if proved that my firm is found contravening the provisions of MPD 2021 specifically in respect of any of the false statement furnished by me afore stated (Small Shops/ retail shop/ commercial use).

(DEPONENT)

VERIFICATION:

Verified at Delhi on this ..... day of ..... that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

(DEPONENT)

(To be Submitted on Rs. 10/- Non Judicial Stamp Paper duly attested by Notary Public.)



AFFIDAVIT

(Affidavit to be submitted if premises is located in Industrial area)

I ..... S/o Sh. .... R/o .....

do hereby Solemnly Affirm and declare as under :-

1. That I am the sole proprietor / one of the partners / Directors of the firm M/s. \_\_\_\_\_ situated at \_\_\_\_\_
2. That I have applied for grant / renewal of drug licence for retail sale / wholesale of drugs at the premises situated at \_\_\_\_\_
3. That the premises where licence has been applied qualify for commercial use and is compliant under Master Plan for Delhi 2021(MPD-2021).
4. That if any misrepresentation is observed in this affidavit, or in any of the documents submitted by me alongwith my application for the grant of Licences referred to above, Drugs Control Department may cancel licences of my firm without any prior notice.

(DEPONENT)

VERIFICATION:

Verified at Delhi on this ..... day of ..... that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

(DEPONENT)

(To be Submitted on Rs. 10/- Non Judicial Stamp Paper duly attested by Notary Public.)



AFFIDAVIT

(Affidavit to be submitted if premises is located in Bhagirath Palace area)

I ..... S/o Sh. .... R/o .....

do hereby Solemnly Affirm and declare as under :-

1. That I am the sole proprietor / one of the partners / Directors of the firm M/s. \_\_\_\_\_ situated at \_\_\_\_\_
2. That I have applied for grant / renewal of drug licence for retail sale / wholesale of drugs at the premises situated at \_\_\_\_\_
3. That the premises situated at ..... is commercial as per MPD 2021 since the area called Bhagirath Palace is earmarked as commercial (Retail Business / C. B. D.) in the Zonal Plan 'A-25' prepared under Master Plan 1962. As such, the land use of Bhagirath Palace continues to be commercial as per MPD 2021
4. That if any misrepresentation is observed in this affidavit, or in any of the documents submitted by me alongwith my application for the grant of Licences referred to above, Drugs Control Department may cancel licences of my firm without any prior notice.

(DEPONENT)

VERIFICATION:

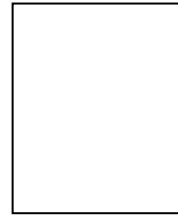
Verified at Delhi on this ..... day of ..... that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

(DEPONENT)

(To be Submitted on Rs. 10/- Non Judicial Stamp Paper duly attested by Notary Public.)

## Particulars of Registered Pharmacist /Competent Person to be Approved on licence in form 20, 21, 20B, 21B, 20C, 20D

Name: .....  
 Father / Husband's Name: .....  
 Date of Birth and Age: .....  
 Residential Address: .....  
 Phone No: .....  
 Educational Qualification:



Exam Passed	Year of Passing	Univ. / Board

Whether Registered as Pharmacist with Delhi Pharmacy Council: .....  
 Registration No: .....  
 Date of Registration: .....  
 Experience Details:

Period of Experience In Month / Year	From	To	Name & Address of the Firm	Licence No. of the Firm

Name & Address of the firm } .....  
 where working presently: } .....  
 Date of Joining the present firm: .....

Signature of Pharmacist / Competent Person

Signature of Director / Partner / Proprietor of the firm

## FORMS AND FEES

### SALE APPLICATIONS, LICENCES, FEES AND PENALTY

S.No.	Category	Type Sale	Application Form	Licence Form	Fees for Grant/Retention	Penalty after expiry but within six months (GSR 1337 (E) dated 27.10.2017)	Fees for duplicate copy of Org. Lic.
1	Drugs other than those specified in Schedule C&C (1)&X	Whole Sale	19	20-B	Rs.1500	Rs.1500+ 2 % of Licence Fee p.m. or part thereof	Rs.150
		Retail Sale	19	20	Rs.1500	Rs.1500+2 % of Licence Fee p.m. or part thereof	Rs.150
		Restricted (Gen. Store)	19-A	20-A R-61 (1)	Rs.500 R-59 (2)	Rs.500+2 % of Licence Fee p.m. or part thereof	Rs.150 R- 59 (3)
2	Drugs specified in Schedule C&C (1) but excluding those specified in Schedule 'X'	Whole Sale	19	21B	Rs.1500	Rs.1500+ 2 % of Licence Fee p.m. or part thereof	Rs.150
		Retail Sale	19	21	Rs.1500	Rs.1500+2 % of Licence Fee p.m. or part thereof	Rs.150
		Restricted (Gen.Store)	19-A	21-A R-61 (1)	Rs.500 R-59 (2)	Rs.500+2 % of Licence Fee p.m. or part thereof	Rs.150 R- 59 (3)
3	Drugs specified in Schedule 'X'	Whole Sale	19-C	20-G	Rs.500	Rs.500+2 % of Licence Fee p.m. or part thereof	Rs.150
		Retail Sale	19-C	20-F R-61(1)	Rs.500 R-59(2)	Rs.500+ 2 % of Licence Fee p.m. or part thereof	Rs.150 R- 59 (3)
4	Homoeopathic Medicines	Whole Sale	19-B	20-D	Rs.250	Rs.250+Rs.50p.m. or part thereof	Rs. 50
		Retail Sale	19-B	20-C R-67-C	Rs. 250 R-67-A(2)	Rs.250+Rs.50p.m. or part thereof R-67-A(2)	Rs. 50 R-67-A(2)

The fees for Change in Constitution, Change in Premises, Additional License, License Retention are same as that of Fresh License. There is no fee for Change in Registered Pharmacist, Change in Competent person, Change in Name, Addition /Reduction in Premises, Change in Specific Condition and Surrender of License.

## Do's & Dont's

### FOR THE CONSUMERS

- ★ Buy medicines only on the prescription of your Doctor /Physician except OTC medicines.
- ★ Buy all medicines from a licenced chemist only and insist on a cash memo while purchasing the same.
- ★ Retain the cash memo till you consume the medicines. It may be useful in case of investigation of adverse reaction or other complaint
- ★ Do not pay more than the Maximum Retail Price plus local taxes extra printed on the label of the medicine.
- ★ Do not purchase / consume the medicine, if it has crossed expiry date.
- ★ Report any reaction or lack of efficacy promptly to your Doctor.

Self Medication can be dangerous  
Consult your doctor before taking medicine

अपनी मर्जी से दवाएँ खाना खतरनाक हो सकता है।  
दवा खाने से पहले अपने चिकित्सक की सलाह अवश्य लें।