

Dte. of Food & Drugs Admn "Dhanwantari"

Opp. Shrine of the Holy Cross, Bambolim - Goa. 403202

0832 – 2459226, 2459230 website address: www.dfda.goa.gov.in

For Online Application logon to <https://xlnindia.gov.in>

{ONLINE APPLICATION TO BE DONE ONLY AFTER PREMISE IS READY FOR INSPECTION}

List of Documents to be submitted along with the application for grant of fresh Retail/Wholesale Licence.

1. Covering letter mentioning the complete details of documents submitted.
2. Application in respective **Form- 19, 19B, 19C** dully filled and signed.
3. Additional information data form dully filled and signed.
4. Re 1/- Court fee stamp to be fixed on each application.
5. Self-declaration form regarding sale of drugs in presence of whole time Registered Pharmacist/Competent Person only.
6. Undertaking form duly filled & signed by the RP.
7. To provide the '**No Smoking Board**' as per the specification form attached.

Above Forms  **are available also on website address:**
www.dfda.goa.gov.in

8. e - Challan receipt for **Rs. 3000/-**, alongwith the details mentioned on the list attached, (additional fees Rs. 250/- for homoeopathic licence and Rs. 500/- for schedule X licence if requested)

Head of Accounts:::: Demand No.53

0210 Medical and Public Health, 04 Public Health, 104 Fees and Fines, 01 Fines.

For payment of fees follow URL

<https://egov.goa.nic.in/echallanpg/mainpage.aspx>

9. Blue print plan of the premises drawn to scale.
10. Site plan of the premises on a blue print.
11. Certified copy of Lease Deed (if rented) also undertaking to be submitted **stating that incase the agreement for leave & licenses is not renewed for further period then licensee will surrender the licenses for cancellation.**
12. Ownership documents (if owned).
13. Certified copy of Partnership Deed (if in partnership firm)

14. Description of the premises, with area and height of the premises and other details.
15. Occupancy Certificate (attested) **(only incase of new construction)**
16. House tax paid receipt.(attested)
17. NOC from the Municipality/Panchayat.(attested)
18. Certified copy of Qualification certificates of Registered Pharmacist/Competent Person,
19. Certified copy of Registration Certificate of the Registered Pharmacist issued by GSPC
20. Experience certificates of the Registered Pharmacist/Competent Person.
21. Resignation/Relieving letter of the Registered Pharmacist/Competent Person from the
previous employer
22. Appointment letter issued to the Registered Pharmacist/Competent Person
23. Acceptance letter by the Registered Pharmacist/Competent Person.
24. Bio-data of the applicant mentioning the details of DOB, experience and details of Occupation for previous five years.
25. Request for option letter→**Kindly give me permission to maintain carbon copies of cash/credit memos in lieu of prescription Register book.**(incase of retail sale)
26. Certified copy of power of attorney of applicant **if applicable.**
27. Copy of Invoice of refrigerator & digital display thermometer
(if no invoice than letter to DFDA w.r.t make, capacity and working condition of refrigerator)
28. ID card copy of Proprietor/Partners/Directors/ Registered Pharmacists/competent persons
(PAN CARD(mandatory for Applicant), ADHAR CARD (RP, CP),
29. AADHAR CARD COPY OF **RP/CP**

Note: -

1. Carpet area required for **wholesale/retail premises minimum is 15 sq mts.**
2. Height required for **wholesale/retail premises is minimum 2.5 meters upto the mezzanine floor.**
3. **Applicant should obtain Inspection Book** from this Directorate by paying the necessary fees of **Rs. 150/-** on grant of licence at the time of issuance of licence.

DOCUMENTS REQUIRED TO BE SCANNED FOR ONLINE PURPOSE

SCAN E- CHALLAN receipt IN PDF FORMAT (BLACK N WHITE) LESS THAN 100KBS

SCANNING below DOCUMENTS (from serial 1 to 12) IN PDF FORMAT

(BLACK N WHITE) SIZE SHOULD BE LESS THAN 125 KBS

1. **Blue print** plans of the premises & **Site plan** of the premises on a blue print. **Scan together**
2. Certified copy of Partnership Deed (**if in partnership firm**)
3. Certified copy of Lease Deed (**if rented**), Ownership documents (**if owned**). **Scan together**
4. Certified copy of **Qualification certificates** of Registered Pharmacist & Competent Person
5. Certified copy of **Registration Certificate** of the Registered Pharmacist issued by GSPC
Approval letter from DFDA **in case of competent persons for wholesale**
6. Experience certificates of the Registered Pharmacist/Competent Person.
Resignation/Relieving letter of Registered Pharmacist from previous employer.
Undertaking form duly filled & signed by the RP/CP (**scan all together**)
7. Bio-data of the applicant mentioning the details of DOB, experience and details of Occupation for previous five years.
8. Copy of refrigerator Copy of refrigerator with digital thermometer display Invoice or letter to DFDA that refrigerator with digital thermometer is in working condition.
09. **Scan together** the ID card copy's of Proprietor/Partners/Directors
(PAN CARD(**mandatory for Applicant**), ADHAR CARD, VOTERS ID)
10. **Scan together** **Forms 19 & 19B** dully filled and signed;
11. (**scan separately** incase of renewal application; Licence Copies Retail/wholesale. (**Form 20/20B, Form 21/21B & Form 20C/20H & form 20Fx** pdf SIZE SHOULD BE LESS THAN 125 KBS)
12. MOA APPLICALE (ONLY) IF FIRM IS PRIVATE COMPANY.

13. **Covering Letter along with other annexures which are not scanned;**
Occupancy Certificate (only incase of new construction)& House tax paid receipt. & NOC from the Municipality/Panchayat. Appointment /Acceptance letter...etc
Scan all together in pdf size less dan 250kbs.
14. **scan separately** photos in **jpeg** format of Proprietor/Partners/Directors/Registered Pharmacists/Competent Persons; size should be **less than 50kbs**