

Directorate of Food & Drugs Administration

website :www.dfda.goa.gov.in

For Online Application logon to <https://statedrugs.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 (Re 1/- Court fee stamp to be fixed on each application).
3. Additional information data form dully filled and signed.
4. Self-declaration by proprietor regarding sale of drugs in presence of whole time Registered Pharmacist/Competent Person only.
5. Undertaking form duly filled & signed by the Registered Pharmacist/Competent person.
6. E - Challan receipt paid (**Head of Accounts- Demand No.53**)
for **Rs. 3000/-** , , (**additional fees Rs. 2000/- for homoeopathic licence and Rs. 500/- for schedule X licence if requested**)
For payment of fees visit <https://echallanpg.goa.gov.in/>
7. Blue print plan of the premises drawn to scale & Site plan of the premise.
8. Description of the premises, with area and height of the premises and other details.
9. Ownership documents (**House tax/ certified copy agreement for leave and licenses & ownership document of shop owner/sale deed**)
(if premise is rented 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.
10. Certified copy of Partnership Deed (**if in partnership firm**)
11. NOC from Panchayat / Municipality/.(attested)
12. Certified copy of Qualification certificates/ Registration Certificate issued by GSPC/ Experience certificates of Registered Pharmacist/Competent Person
13. Resignation/Relieving letter of the Registered Pharmacist/Competent Person from the previous employer.
14. Appointment letter & Acceptance letter issued to the Registered Pharmacist/Competent Person
15. Bio-data of the applicant mentioning the details of DOB, experience and details of occupation for previous five years.
16. Request for option letter **to maintain carbon copies of cash/credit memos in lieu of prescription Register book.** (in case of retail sale)
17. Certified copy of power of attorney of applicant **if applicable.**
18. Copy of Invoice of refrigerator & digital display thermometer

(if no invoice then letter to DFDA w.r.t make, capacity and working condition of refrigerator)

19. ID card copy of Proprietor/Partners/Directors/Registered Pharmacists/competent persons

(PAN CARD(mandatory for Applicant), ADHAR CARD (RP, CP)

Note: -

- Carpet area required for wholesale/retail premises minimum is 15 sq mts .
- Height required for wholesale/retail premises is minimum 2.5 meters up to the mezzanine floor.
- Forms at sr no 2-5 are available on FDA website address: www.dfda.goa.gov.in
- 'No Smoking Board as per the specification should be provided.
- Applicant should obtain Inspection Book from this Directorate by paying the fees of Rs. 200/-after grant of licence.