

CITIZEN CHARTER

DRUGS ADMINISTRATION & LICENCING AUTHORITY (HOMOEOPATHY)

SINo	Designation of the Officer	Address	Phone No.
1	Additional Director & Licencing Authority (Homoeo)	O/o the Commissioner, Dept. of AYUSH, Hyderabad	040-24758331
2	Drug Inspector	O/o the Commissioner, Dept. of AYUSH, Hyderabad	040-24758331

SINo	Service	Duration	Required Documents
1	Manufacturing Licence(Fresh)/GIMP Certificate	Three weeks from the date of inspection	1. Form 24-C
			2. Challan for Rs.350/- payable in SBH under appropriate head
			3. Rental agreement /Sale Deed of the Premises
			4. Sanction plan map of the premises
			5. Qualification/Experience Certificate of the FTS
			6. Appointment/Declaration letter of the FTS
			7. List of the Machinery
			8. List of the proposed medicines to be manufactured
			9. First aid certificate/Fire equipment training certificate
			10. Two photos of each proprietor, FTS
			11. 200 pages long book
			12. Self addressed envelope with Rs.180/- stamps
2	Sale Licence(Fresh)	Three weeks from the date of inspection	1. Form 19-B
			2. Challan for Rs.250/- payable in SBH under appropriate head
			3. Rental agreement /Sale Deed of the Premises
			4. Sanction plan map of the premises
			5. Qualification/Experience Certificate of the FTS
			6. Appointment/Declaration letter of the FTS
			7. Two photos of each proprietor, FTS
			8. pages long book
			9. Self addressed envelope with Rs.180/- stamps

3	Renewal of licence	Three weeks from the date of inspection	All above documents
4	Change of Premises	Three weeks from the date of submission	<ol style="list-style-type: none"> 1. Rental agreement of new premises 2. Plan of the new premises 3. Affidavit showing no dues/no legal disputes on old premises 4. Xerox copy of licence
5	Change of Ownership	Three weeks from the date of submission	<ol style="list-style-type: none"> 1. Xerox copy of licence 2. Affidavit showing no dues/no legal disputes on old premises 3. Application from new owner 4. Two photos of the owner
6	Change of FTS	Three weeks from the date of submission	<ol style="list-style-type: none"> 1. Xerox copy of licence 2. Qualification/Experience Certificate of new FTS 3. Appointment/Declaration letter of new FTS 4. A letter from the proprietor showing reasons to remove old FTS
7	Approval for Additional Products	Three weeks from the date of submission	<ol style="list-style-type: none"> 1. Application letter 2. Xerox copy of Licence 3. Rs.50/-for each products payable in SBH 4. Literature of the proposed products 5. Clinical Trails of the products 6. Samples of the products 7. Samples of the Labels

FORM 24 C

(See Rule 85 B)

**APPLICATION FOR GRANT OR RENEWAL OF A LICENSE TO MANUFACTURE
FOR SALE OR FOR DISTRIBUTION OF HOMOEOPATHIC MEDICINES OR
A LICENSE TO MANUFACTURE POTENTISED PREPARATIONS FROM
BACK POTENCIES BY LICENSES HOLDING LICENSE IN FROM 20 C**

I/M/s.....of.....

..... Holder of License No.

..... in Form 20 C hereby apply for grant / Renewal of License

manufacture the under mentioned Homoeopathic Mother Tincture / Potentised and other

preparations on the premises situated at

.....

.....

Name of the Homoeopathic preparations

Names, qualifications and experience to Technical Staff employed for manufacture and testing of Homoeopathic Medicines. :

A fee of Rupees

Has been credited to Government under Head of Account :

- “0210 -- Medical & Public Health,
- 03 -- Medical Education Training and Research,
- 200 -- Other System of Medicine,
- 81 -- User Charges OR
- 001 -- Other Receipt

D.D.O. Code : 25000906044

Dated :

Signature

Note :

Delete whichever portion is not applicable

The application should be accompanied.

DECLARATION

I, Proprietor / Managing Partner /
Managing Director hereby declare that “**Homoeopathic Medicines**” shall be printed
prominently on each label of Homoeopathic Medicine which will be manufactured by M/s.
.....

Certified that there is no resemblance of the product of M/s.
..... with other drugs of any system of medicine and there is no
drug in the market with the same name and also does not bear any resemblance to any other
brand name.

Certified that I will abide by the D & C Act 1940 and D & C Rules 1945 and I will not
violate the DMR & Objectionable Advertisement Act 1954 and I follow GMP guidelines.

Certified that, the information given in this application is true and correct to the best of
my knowledge and I have not furnished any false information with a view to obtain
Homoeopathic Drug manufacturing License.

FORM -19 – B

(See Rule – 57 – A)

**APPLICATION FOR LICENCE TO SALE STOCK / EXHIBITE OF OFFER FOR SALE OF
DISTRIBUTE HOMOEOPATHIC MEDICINE**

1. I/We
.....

..... hereby apply for a License to sell by wholesale and Retail
Homoeopathic Medicines on the premises situated at
.....
.....

2. The Sale and dispensing of Homoeopathic Medicines shall be made under the
personal supervision of the following competent person incharge.

Name :

Address:.....
.....
.....

3. A fee of rupees has been credited to
Government under the Head of Account :

- 0210 -- Medical & Public Health,
- 03 -- Medical Education Training and Research,
- MH 200 – Other System of Medicine,
- 77 -- User Charges
- 81 -- User Charges”

DATE:

Signature

“Delete whichever is not applicable”

“To be deleted if Homoeo Medicines will be sold by wholesale”.

**CHECK LIST OF APPLICATIONS FOR GRANT OF LICENCE IN
FORM 19-B**

1. Covering Letter.
2. Form 19-B
3. Challan for Rs. 250/- credited to

“0210 -- Medical & Public Health,

03 -- Medical Education Training and Research,

200 – Other System of Medicine,

77 -- User Charges

81 -- User Charges

001 -- Other Receipts”

D.D.O. Code : 25000906044

4. Plan of the premises.
5. Rental deed / Taxes receipt / any addressed proof of proposed shop.
6. Qualification and experience certificate of the technical persons (5) years (Experiences) issued by a licenced Homoeo Stores.
7. Copy of the Registration Certificate of Technical Persons if the person passed BHMS.
8. Appointment letter of the Technical persons from the Proprietor.
9. Passport size photos of Technical Persons and Proprietor of the shop (each two copies).
10. 200 [ages Note Book.
11. Self addressed envelop cover (big size) with service postage of Rs. 180/-.

