FOOD AND DRUGS ADMINISTRATION, PUDUCHERRY

GRANT OF DRUGS SELLING LICENSES


For the sale of Ayurvedic Drugs and Cosmetics no sale license is required.

The Requirements of Sales premises are as follows:

Minimum carpet area:-
- For Retail sale - 10 square meter
- For Wholesale - 10 square meter
- For Retail - Wholesale - 15 square meter

Storage facilities
Adequate storage facilities including cupboards with glass doors, racks refrigerator and UPS is required.

Procedure to obtain Drug Selling licence(Fresh)

Stage 1

Application for grant of Selling Licence
The applicant has to make application in the requisite form viz 19, 19A,19B, 19AA details of Forms and pay Necessary fees as given in fee chart

The fee can be paid through challan at State Bank of India (Main branch), Puducherry, Karaikal, Mahe and Yanam under Head of Account——

“0210-A MEDICAL AND PUBLIC HEALTH 04-PUBLIC HEALTH (104) FEES & FINES LICENSE FEES UNDER PREVENTION OF FOOD ADULTERATION ACT 1954, DRUGS AND COSMETICS ACT 1940 FRESH/RENEWAL FOR THE YEAR”

Documents to be attached along with the application form:
- Requisite Application Form.
- Receipt for the fees paid or challan, as the case may be or their attested copies.
- Layout plan of selling premises in 3 copies.
- Documents viz. rent receipt, purchase documents or its attested copies showing lawful possession of the premises.
- Documents relating to the constitution of the firm viz. Partnership-deed, memorandum and article of association etc.
- Full particulars of the competent technical staff /registered persons along with copies of their educational qualification, experience and registration certificates.
- Full name of the proprietor or the partners, as the case may be shall be provided in the application. In case of private or public limited concerns, full name of the Directors who sign the application and the authorised signatory, if any , shall be provided in the application.
- Documents for the purchase of Refrigerator/Deep freezer (For Vaccines / Sera).
**Stage 2**

**Inspection**
The application is scrutinized and premises inspected.

**Stage 3**

**Grant of Licence**
If all conditions as prescribed by the act are complied license is granted.

**Procedure to Renew Drug Selling licence**


**Stage 1**

**Application for renewal of Drug Selling Licence**
The applicant has to make application in the requisite form 19, 19A, 19B, 19AA and pay Necessary fees as given in fee chart.
The mode of payment of fees is same as fresh licence.

**Documents to be enclosed along with application of renewal of licence :-**

- Copy of cash receipt or challan for payment of fees.
- Xerox copy of Licence /Previous renewal certificate.
- Documents viz. rent receipt, purchase documents or its attested copies showing lawful possession of the premises.
- Full particulars of the competent technical staff /registered persons along with copies of their educational qualification, experience and registration certificates.

**Stage 2**

**Inspection**
The application is scrutinized and premises inspected.

**Stage 3**

**Grant of Licence**
If all conditions as prescribed by the act are complied license is granted.