

## Check List for Renewal of License

### GENERAL REQUIREMENTS OF DOCUMENTATIONS

- i) An application Form in **Form 24-D** along with name of technical staff.
- ii) List of machinery, equipments and lab testing equipments in two copies.
- iii) Copy of rent deed of premises, if hired along with proof of ownership of building owner.
- iv) A treasury Challan amounting to Rs. 1200/- has been attached with depositing amount in following head :-  
“0210 – Medical & Public Health  
03 – Medical Training & Research  
101 – Ayurvedic Receipt.”
- v) List of approval of all patent / proprietary and classical medicines duly signed by the proprietor or authorized signatory.
- vi) List of drugs manufactured in last three years along with detail list of consumption of raw drugs along with quantity.
- vii) Submission of quality control references of all approved patent / proprietary Ayurvedic / Unani drugs.
- viii) The labels and flappers of approved formulations is to be attached.
- ix) Consumption report of Raw Drugs be sent in alphabetical order of last 3 years in performa attached herewith. This information be sent in a hard copy as well as in soft copy.

### WITH REGARD TO THE TECHNICAL PERSONS

- x) Affidavit from technical staff members with regard to working as full time employee in concerned manufacturing unit and statement with regard to non-conviction under Drugs and Cosmetics Act, 1940.
- xi) An attested photocopies of qualifications, experience and registrations of technical staff along with attested/self signed photograph.

### WITH REGARD TO THE PROPRIETOR AND PARTNER OF THE FIRMS

- xii) An affidavit from owner and partners with regard to the following submissions duly attested by 1<sup>st</sup> class Magistrate / Oath Commissioner / Public Notary
  - (a) That the premises is not utilized for any other purpose except manufacturing of drugs.
  - (b) That the premises is not being used for residential purpose.
  - (c) That the all raw drugs are being tested before their processing as per pharmacopieal standard mention in Ayurvedic Pharmacopoeia and the record is duly maintained.
  - (d) That all finished drugs are being tested as per the specifications submitted under rule 1.1(N) of Schedule ‘T’ and the medicines are of standard quality.
  - (e) That the record of all testing of raw material and finished drugs are duly maintained.
  - (f) That the firm shall follow the all norms prescribed in Schedule ‘T’ of Drugs and Cosmetics Rules, 1945.
  - (g) That the owner and partners have never been convicted under the Drugs and Cosmetics Act, 1940 and rules made thereunder, 1945.