

### Checklist/Procedure/Fee Detail

Following list of documents require to upload **for Grant of licenses**

1	Name of Approval / NOC / License / Registration	Drug Sale License (Retail & Wholesale) /Drug Manufacturing License
2	Competent Authority	Licensing Authority
3	Stage	Pre-Operation
4	SLA/ Number of Days	30 Days
5	Documents Required	<ul style="list-style-type: none"><li>• Address/ID proof (Photo Identity proof of proprietor (For proprietorship firm) (Aadhar card, voter I.D., Driving License, Bank Pass book, ration card)</li><li>• High School certificate</li><li>• Certificate of Qualifying Education</li><li>• Aadhar Card</li><li>• Registration Certificate</li><li>• Registration renewal certificate</li><li>• Proof of building ownership</li><li>• Map of shop</li><li>• Photograph of Shop</li><li>• Partnership deed</li><li>• Certificate of Incorporation</li><li>• Rent Agreement</li><li>• Original Treasury challan after depositing the requisite fees</li></ul>
6	Form Submission	<a href="http://niveshmitra.up.nic.in/">http://niveshmitra.up.nic.in/</a>
7	Fee	Fixed
8	Mode of Payment	Online
9	Procedure for getting license	<p><b>Step- 1:</b> a) The applicant shall open the Online Single Window Portal using the address b) Register in Online portal using their personal Details and Contact Details. c) A password is generated and sent thru SMS/Email. Using the User id and Password to log into the online Web portal.</p> <p><b>Step – 2:</b> After logging into the web portal, the Applicant shall fill the common application form and create Unit.</p> <p><b>Step – 3:</b></p>

		<p>Select apply for permission, choose unit, select Department and the required service then click on proceed. The applicant will go ahead, complete and submit the application form for the selected service.</p> <p><b>Step – 4:</b> Applicant submit the application and pay the Fee from Pay Consolidated Fee then tracker will be start, now applicant can track the status from Dashboard.</p> <p><b>Step – 5:</b> Department scrutiny the application request and if there is any query then department will raise the query otherwise, they will start inspection</p> <p><b>Step – 6:</b> Applicant corrects queries raised by Department within 7 days</p> <p><b>Step – 7:</b> Based on scrutiny report and inspection report, department further uploaded the NoC which can be visible in applicant login</p> <p><b>Step – 8:</b> Applicant open Certificate/ NoC Issued tab and click link to download the NoC</p>
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### Fee Details

Application Form No.	Licence Form No.	Fees for grant or renewal of licence	Late fees for renewal
Form- 19	Form-20B & 21B (Renewal on Form-21C)	Rs. 1500+1500= Rs. 3000.00	Rs. 500+500= Rs. 1000.00 Per month upto six month
Form- 19	Form-20 & 21 (Renewal on Form-21C)	Rs. 1500+1500= Rs. 3000.00	Rs. 500+500= Rs. 1000.00 Per month upto six month
Form- 19 A	Form-20A & 21A (Renewal on Form-21C)	Rs. 500+500= Rs. 1000.00	Rs. 250+250= Rs 500..00 Per month upto six month
Form- 19 C	Form-20G (Renewal on Form-21C)	Rs. 500	Rs. 250.00 per month upto six month
Form- 19 C	Form-20F (Renewal on Form-21C)	Rs. 500	Rs. 250.00 per month upto six month