

DRUGS CONTROL DEPARTMENT

GOVERNMENT OF KERALA

Standard Operating Procedure – Physical Existence certificate for Ayurveda drugs

Name of Department	Drugs Control Department
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1. Standard Operating Procedure for Applicant

Application for	Physical Existence certificate for Ayurveda drugs
Mandatory supporting documents required	<ol style="list-style-type: none">1. An application with court fee stamp of Rs.5 should be submitted to the Deputy Drugs Controller through the Regional Ayurvedic Drugs Inspector2. Copy of 25 D, 26D, GMP and approved medicine list3. Payment of Rs.1100/- for each patent medicine
Process description	<ol style="list-style-type: none">1. Submit the complete set of application at the concerned DI office.2. Prepare the premises and related records for inspection.3. Keep in touch with department through official mail or official website.
Procedure for Fees payment	Payment can be done through e-treasury. Select – drugs control department – select the district as Thiruvananthapuram and then the office of Deputy Drugs Controller (Ayurveda). All payment should be remitted to office the Deputy drugs controller Thiruvananthapuram.

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List of Reference Documents	Drugs & Cosmetics Act,1940 & Rules,1945
Checking of Application Status	Online provision currently available " Click here "
Key Contact Person from department	Deputy Drugs Controller- Ayurveda

2. Standard Operating Procedure for Approver

Application for	Grant of Physical Existence certificate for Ayurveda drugs.
Mandatory supporting documents required	Mentioned as SOP for Applicant.
List of Reference Documents	Drugs & Cosmetics Act, 1940 & Rules, 1945
Departmental Work Flow	<ol style="list-style-type: none">1. Receiving of the entire application through the concerned DI office forwarded to Office of Deputy Drugs Controller Thiruvananthapuram.2. Verification of the documents by the concerned Regional/Senior Drugs Inspector Ayurveda.3. Conduct the inspection by the Drugs Inspector (Ayurveda)4. Issue of Physical Existence Certificate by the State licensing authority (Deputy Drugs Controller Ayurveda)

3. Verification/Inspection Procedure:

Verification – Verification of application form and supporting documents

Inspection – Inspection of the premises by the concerned Drugs Inspector