

## DRUGS CONTROL DEPARTMENT

### GOVERNMENT OF KERALA

#### Standard Operating Procedure – Validity Certificate

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

Application for	Validity Certificate
Mandatory supporting documents required	<ol style="list-style-type: none"><li>1. Covering letter with court fee stamp of Rs 5/-</li><li>2. Properly filled application</li><li>3. Receipt of the applied One time retention certificate or yearly retention certificate from the respective DI office.</li><li>4. Copy of Form 25-D, 25-E, GMP certificate</li><li>5. Rs 1200/- Chalan (0210-04-104-99) paid online or paid at government treasury</li></ol>
Process description	<ol style="list-style-type: none"><li>1. Submit the complete set of application at the concerned DI office before the licence expires.</li><li>2. Keep in touch with department through official mail or official website.</li></ol> <p>NB: Not applicable for change in the constitution &amp; Change in the building plan.</p>
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
Time line for completing the process Checking of Application Status	As early as possible
Checking of Application Status	Online provision currently available " <a href="#">Click here</a> "
Key Contact Person from department	Deputy Drugs Controller- Ayurveda

2. Standard Operating Procedure for Approver

Application for	Validity Certificate
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"><li>1. Receiving of the entire application through the concerned DI office forwarded to Office of Deputy Drugs Controller Thiruvananthapuram.</li><li>2. Verification of the documents by the concerned Regional/Senior Drugs Inspector Ayurveda.</li><li>4. Issue of Validity Certificate by the State licensing authority (Deputy Drugs Controller Ayurveda)</li></ol>

3. Verification/Inspection Procedure:

Verification – Verification of application form and supporting documents