Issuance of Certificate (without product)

not covered under Drugs and Cosmetics Act 1940 by Food Safety and Drug Administration Department

Procedure, List of Supporting Documents and Fees

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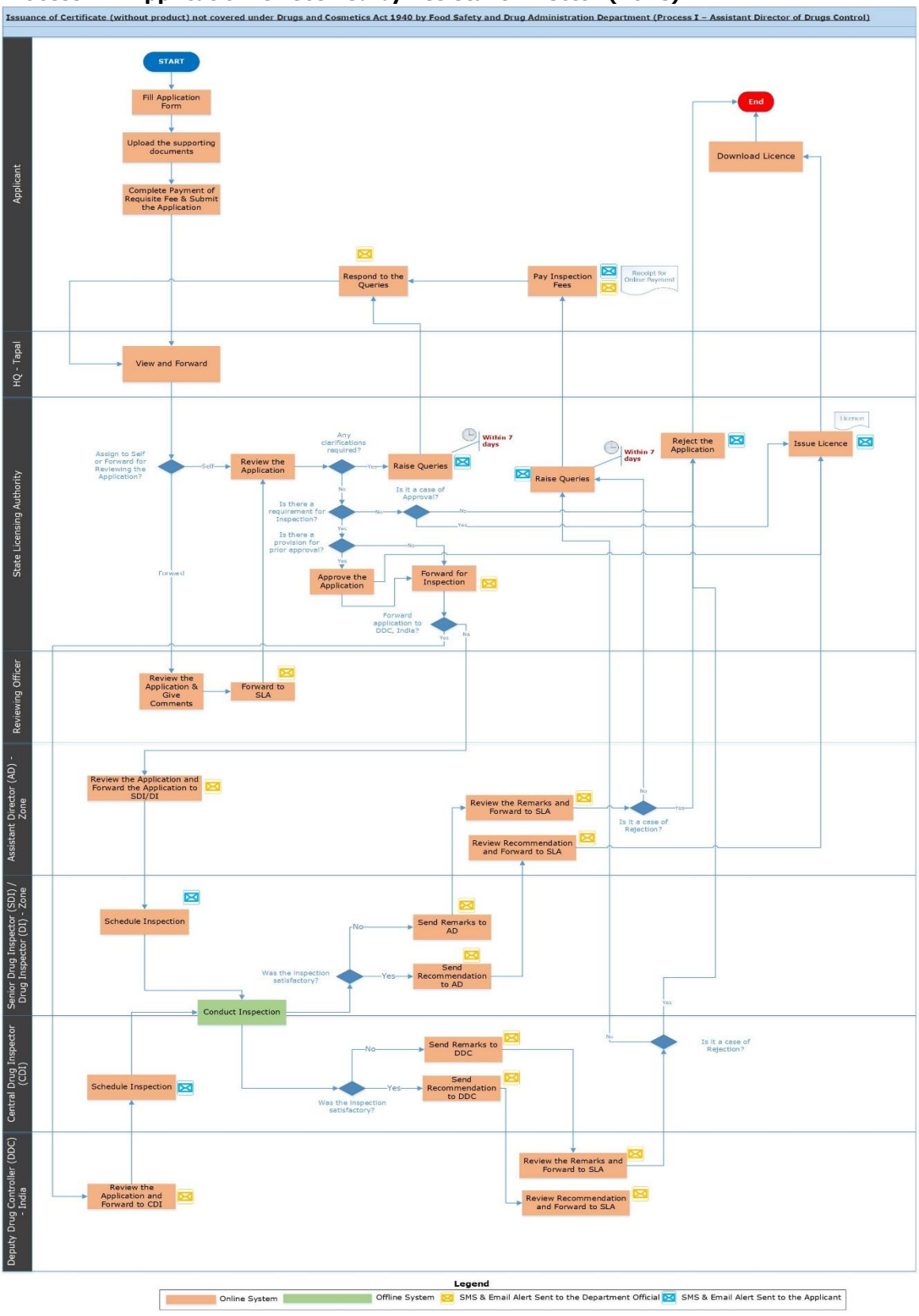
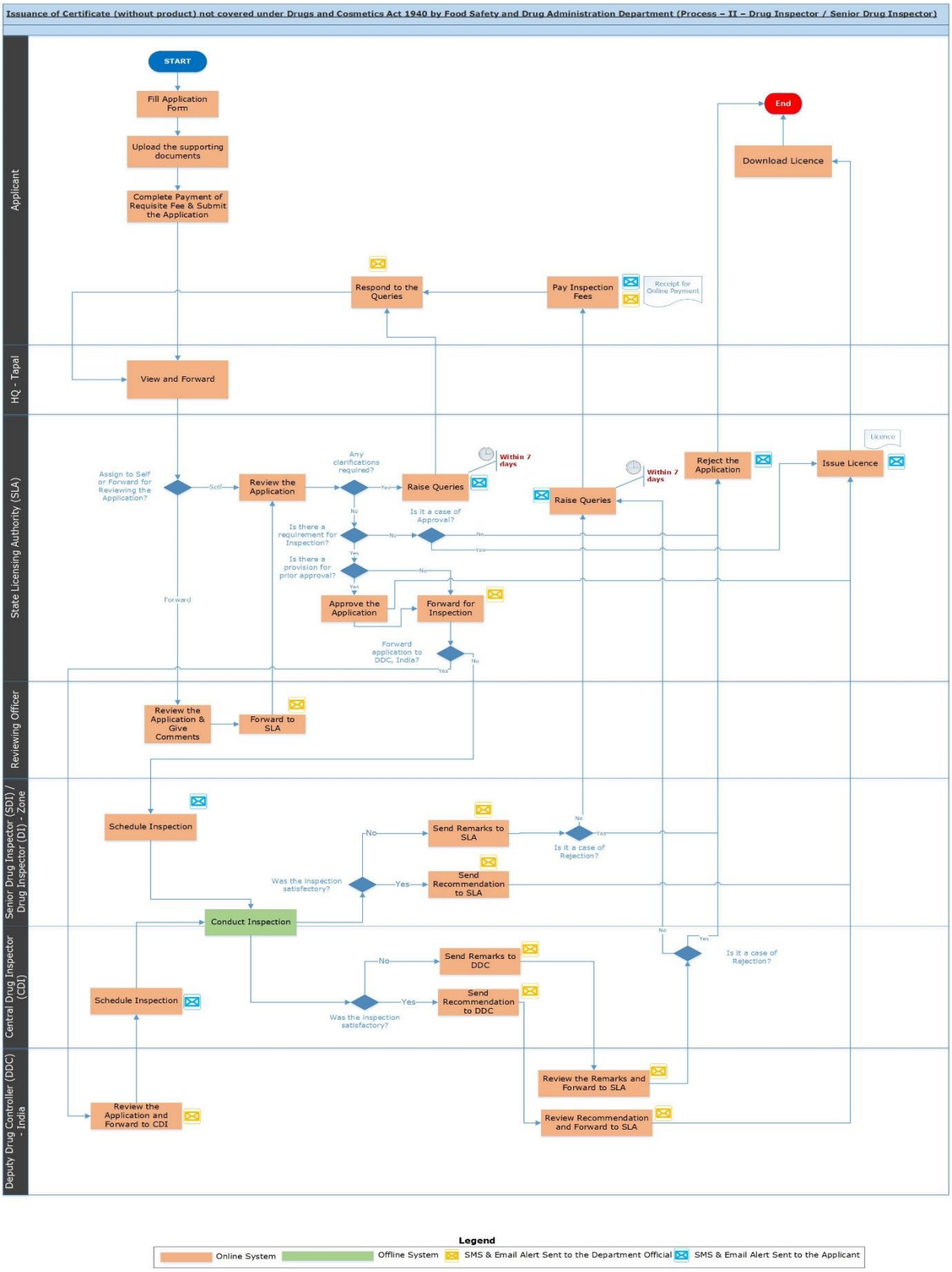
1 Procedure

Process I: - Application is received by Assistant Director (Zone)



Process II – Application is received by Senior Drug Inspector / Drug Inspector – Head Quarters



2 Checklist of supporting documents

S. No.	Document
1.	Covering letter addressed to the Director of Drugs Control stating the reason for applying for the concerned application
2.	Authorization letter for the signatory of the application form (Board Resolution / Authorisation Letter)
3.	Copy of Licenses/ Renewal Certificate / Retention Fee Receipt / Challans
4.	Scanned copy of WHO GMP Certificate/ Renewal Certificate
5.	Tender Document for which certificate is requested
6.	Previous Certificate (if any)
7.	Annual Turnover Certificate (Audited Profit & Loss Statement)
8.	Any other documents in support of the application

3 Fees

S. No.	Details	Amount *(in INR per certificate)*
1.	Good Manufacturing Practice Certificate	300
2.	Market Standing Certificate	300
3.	Non-Conviction Certificate	300
4.	Good Laboratory Practice Certificate	300
5.	Performance Certificate	300
6.	Quality & Capacity Certificate	300
7.	Validity Certificate	100
8.	Other Certificates	500

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