



# **Change of Technical Staff – Allopathic Drugs Sales License from Food Safety and Drug Administration Department**

Procedure, List of Supporting Documents and Fees

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## 2 Checklist of supporting documents

S. No.	Document
1.	Cover Letter addressed to the Director of Drugs Control, stating the intent of the application.
2.	Authorization letter for the signatory of the application form (Board Resolution / Authorisation Letter)
3.	Pharmacy Council Registration Certificate of the Pharmacists whose details are added (Kindly upload pharmacy council registration certificates of all Technical Staffs in a single zip file)
4.	Educational qualification certificate(s) of the Technical Staff (s) (Starting from Minimum Educational Qualification as specified in the Drugs and Cosmetics Rules, 1945) (Kindly upload pharmacy council registration certificates of all Technical Staffs in a single zip file)
5.	Experience Certificate of the Technical Staff (s) (Kindly upload pharmacy council registration certificates of all Technical Staffs in a single zip file)
6.	Any other relevant details or documents to establish the correctness of the details or documents or claims made with regard to the above items

## 3 Fees

S. No.	Details	Amount (in INR)
1	For each additional Technical Staff added	500
2	For Deletion of Technical Staff	No Fee

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