



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

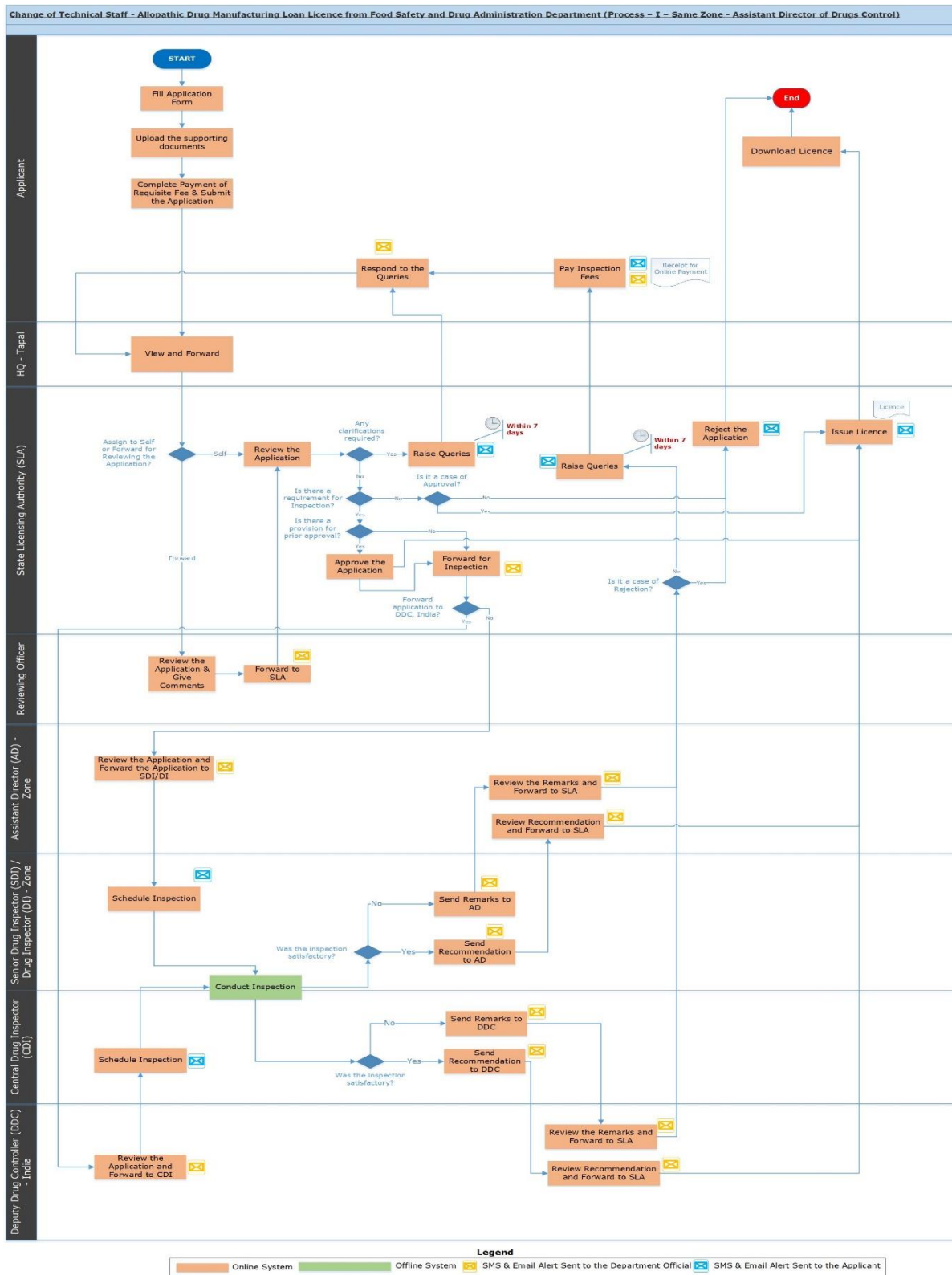
Procedure, List of Supporting Documents and Fees

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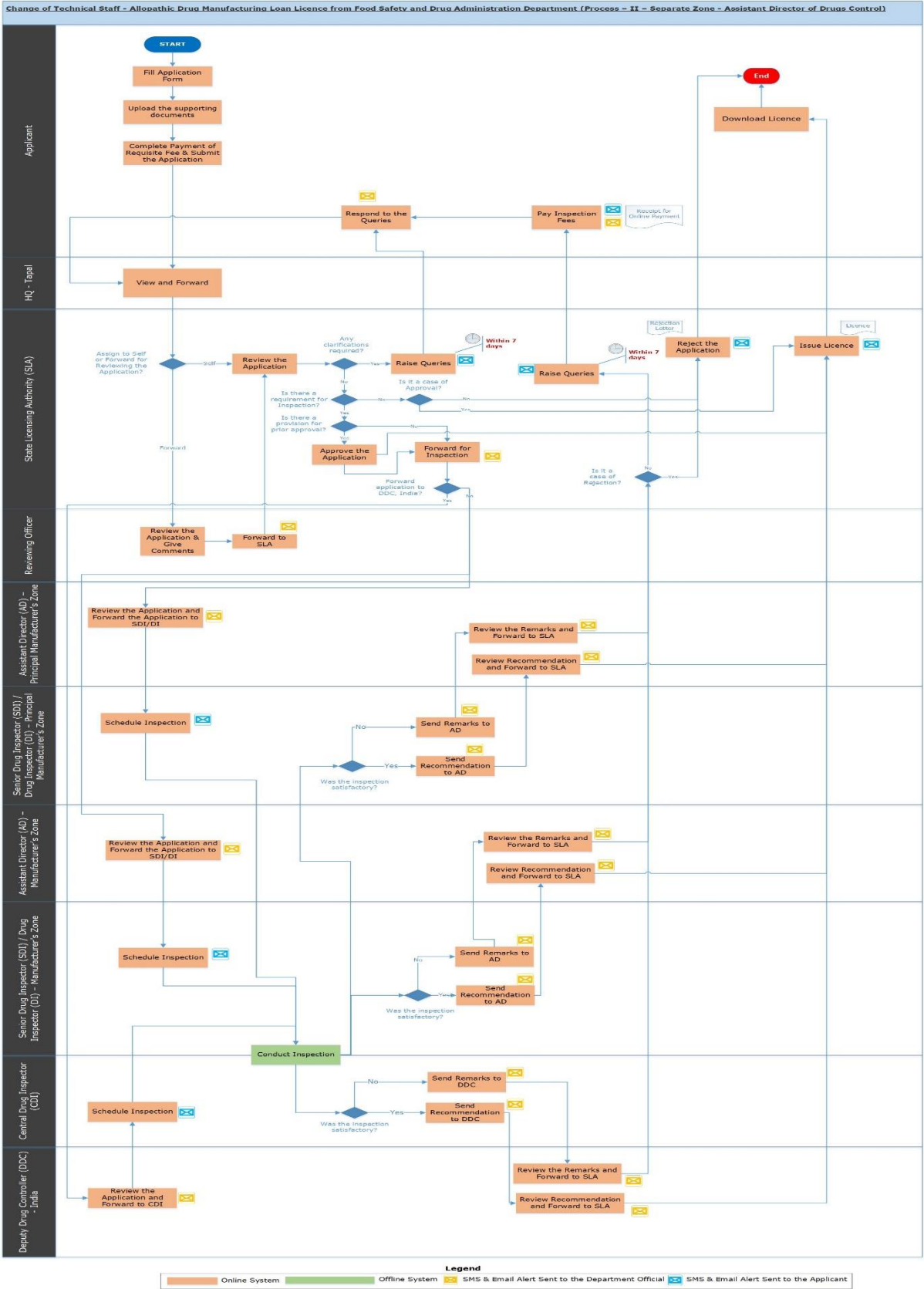
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# 1 Procedure

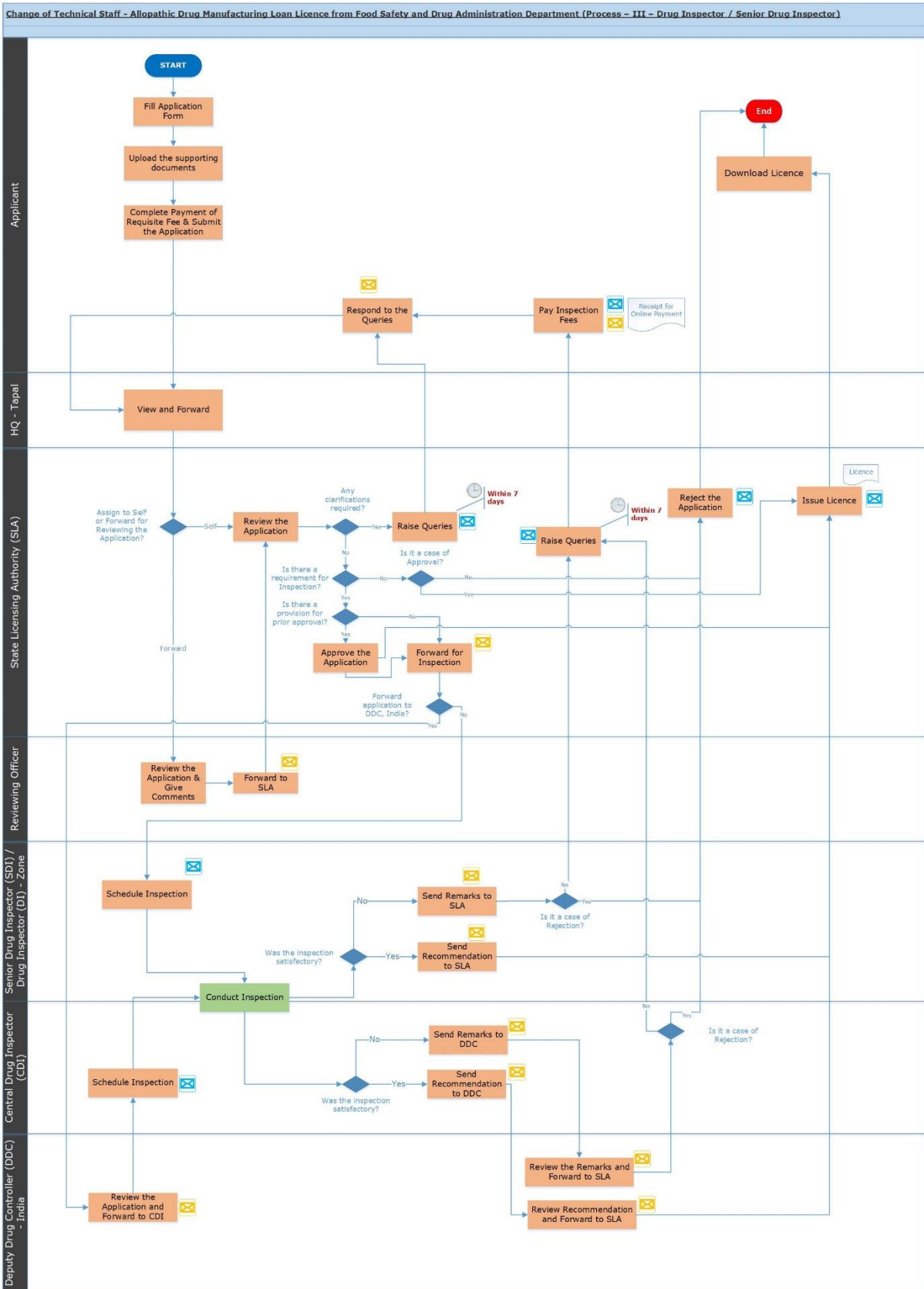
## Process I: Application is received by Same Zone – Assistant Director Drugs Control



## Process II – Application is received by Different Zones – Assistant Director Drugs Control



### Process III: Application is received by Senior Drug Inspector / Drug Inspector – Head Quarters



## 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.	Biodata (with photograph) of the Technical Staff(s)
4.	Educational qualification certificate(s) of the Technical Staff (s) (Starting from Minimum Educational Qualification as specified in the Drugs and Cosmetics Rules, 1945)
5.	Experience Certificate of the Technical Staff (s)
6.	Digitally Signed Self-Certification by each Technical Staff stating that He / She is a fulltime employee of the Firm under consideration
7.	Address / ID Proof of the Technical Staff (s) e.g. Passport, Driving License, Election Commission ID Card, Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website, Income Tax PAN Card
8.	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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