

Inspection Checklist for Inspecting Authority for the Issuance of Sales Drug Licenses (Retail /Wholesale)

- Application submitted by the stakeholder/applicant is received on the dashboard of Nodal Officer on ONDLS.
- Nodal Officer assigns the application to concerned **Reviewing Officer**.
- Reviewing Officer after scrutiny of uploaded documents plans for inspection of the proposed premises.
- **Concerned officer inspect the premises bases on the below mentioned checklist** and upload the Inspection Report on portal and forwards the application to Licensing Authority with specific recommendation.
- Based on recommendations, Licensing Authority dispose off the application. The approved application is downloaded , signed & uploaded along with Cover Letter.
- The applicant can download the final certificate from his /her user Id credentials.

List of Parameters based on which Reviewing Officer inspect the premises seeking for Sales Drug License

<ul style="list-style-type: none"> • Type of the Constitution 	<ul style="list-style-type: none"> • North, East, West, South Direction Details
<ul style="list-style-type: none"> • Description of the Premises 	<ul style="list-style-type: none"> • Whether it is an existing Firm
<ul style="list-style-type: none"> • Area of the Premises (Sq. Mts.) 	<ul style="list-style-type: none"> • Old License surrendered?
<ul style="list-style-type: none"> • Number of Rooms 	<ul style="list-style-type: none"> • Storage capacity & type appropriate?
<ul style="list-style-type: none"> • Type of Ceiling 	<ul style="list-style-type: none"> • Cold storage enough?
<ul style="list-style-type: none"> • False Ceiling provided 	<ul style="list-style-type: none"> • Whether refrigerator is provided in the licensed premises?
<ul style="list-style-type: none"> • Premises Possession Type 	<ul style="list-style-type: none"> • Whether Food articles are stored in the same refrigerator?

<ul style="list-style-type: none"> • Are food items also being stores? 	<ul style="list-style-type: none"> • Do the premises have electric connection?
<ul style="list-style-type: none"> • Power Backup? 	<ul style="list-style-type: none"> • Was the R.P or C.P present at time of inspection
<ul style="list-style-type: none"> • Is experience of competent person enough? 	

Department level processing of Application

