

OFFICE OF THE STATE DRUGS CONTROLLER  
DRUGS & FOOD CONTROL ORGANIZATION  
PATOLI MANGOTRIAN J&K (JAMMU)

R. Post / Email / WAP

Dy. Drugs Controller / Licensing Authority  
Drugs & Food Control Organization  
Jammu / Kashmir

No. DFO/D-936/6166-6215  
Dt: 14-03-2026

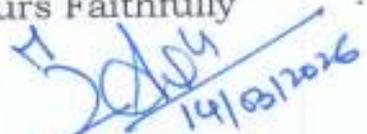
**Sub:- Guidance Manual for issuance of Wholesale Drug Licenses.**

Sir/ Madam ,

In order to adopt a rational & uniform approach for disposal of applications seeking Wholesale Licenses on Form 20 B & 21 B, a Guidance Manual has been prepared & is enclosed herewith for adoption / effective implementation of the same in letter & spirit.

Encl: - (Guidance Manual)

Yours Faithfully

  
(Rajesh Angurana)  
State Drugs Controller  
Drugs & Food Control Organization (J&K)

**Copy for information / distribution to:-**

1. All Assistant controller Drugs
2. All Drug Control Officers
3. Website

*DRUGS & FOOD CONTROL ORGANIZATION (J&K)*

**A POLICY , PROCEDURE & GUIDANCE  
MANUAL FOR DISPOSAL OF APPLICATIONS  
SEEKING  
DRUG SALE LICENSE(S) ON FORM 20B &21B**

**March' 2026**  
**(J&k)**



## **1. INTRODUCTION :**

The process of Fresh Wholesale Licensing in the Union Territory of J&K was put on hold since more than a year. This was done primarily to understand the exact scenario of Pharma trade existing across the UT. Besides, one more motive behind such initiative was to figure out an appropriate number of existing Wholesale Establishments & also to carry out an exercise for cancellation of Licenses of non-operational premises / default Licenses so as to prevent proxy use of non-operational Licenses by some unscrupulous elements for conducting illicit trade of intoxicating / Habit Forming Drugs. The said exercise has been accomplished by the field enforcement authorities in a robust & efficient manner.

In the meantime, several applicants are approaching / making representations before the competent authorities with the request to resume the process of grant of Wholesale Licenses. It is pertinent to mention that there is no provision in the D & C Act, 1940 to deny grant of Licenses to any person who holds requisite eligibility to acquire the same. Mushrooming of Wholesale Establishments can be detrimental to the regulatory mechanism & as such a balance is required viz-a-viz Retail Licenses. Our neighbouring States have already appreciated the same & introduced a policy commanding therein that the ratio between Retail & Wholesale Establishments shall be maintained at an optimum level. Wisdom & responsibility is required to apply a check on the ever increasing number of Wholesale Licenses in the UT.

Therefore, this Guidance manual has been prepared which shall broadly define the policy & procedures that shall govern issuance of Wholesale Licenses to aspiring applicants under the Drugs & Cosmetics Act, 1940 & Rules there under. More Regulatory Intervention is felt necessary so as to secure due diligence to the extent that Wholesale Licenses are being granted in favor of genuine & truly needy applicants.

## **2. Purpose :**

To lay down a procedure for establishment of a standard approach for consideration & processing of applications for Wholesale Licenses under the Drugs & Cosmetics Act, 1940 & Drugs Rules, 1945 there under.

### 3. Scope :

This document is applicable for processing / disposal of applications for Wholesale Licenses as mandated under Part VI of Drugs Rules , 1945.

### 4. Responsibility

2<sup>nd</sup> proviso of Rule 64 (2) of Drugs Rules , 1945 with respect to "competent person" for License in Form 20-B or Form 21-B or both provides as under :-

- a) is a Registered Pharmacist , or;
- b) has passed the matriculation examination or its equivalent examination from a recognized Board with the four years' experience in dealing with sale of drugs, or ;
- c) holds a degree of a recognized University with one year's experience in dealing with drugs ;

So far as category (a) applicants / proposed competent person(s) are concerned, the qualification shall be treated as conclusive & not subjected to any further scrutiny except for random verification of credentials , if required.

However, w.r.t category (b) & (c) applicants / proposed Competent Person(s), the same shall be subjected to scrutiny / technical evaluation by the Divisional Level Committee constituted as herein below for the said purpose (hereinafter called as "**Divisional Level Technical Committee for Wholesale Licensing**" – **DLTCWL**) before filling / submission of online application for Wholesale Licensing.

#### 4.1 Constitution of Divisional Level Committee(s) -

*S.No	Jammu Division	Kashmir Division	Role
01	Dy. Drugs Controller (J)	Dy. Drugs Controller (K)	Chairperson
02	Assistant Controller Drugs (HQ) Jammu	Assistant Controller Drugs (HQ) Kashmir	Member
03	Drugs Control Officer (HQ) Jammu	Drugs Control Officer (HQ) Kashmir	Member Secretary

*\*However , Chairperson / Licensing Authority may appoint any other person (not below the rank of DCO) to perform as Co-opted Member.*

- 4.2 i) The committee shall meet in the office of respective Dy. Drugs Controller for Technical Person Evaluation every fortnight on any specific day fixed by the committee preferably Saturday.

- ii) The Member Secretary shall be responsible to maintain all the records related to aspiring candidates & shall also maintain a Register for **“Technical Person Approval”** with Technical Person Approval Number starting with a series as **JK/CP/WSJ/0001** for Jammu & **JK/CP/WSK/0001 for Kashmir** in favor of proposed Competent Person who successfully qualifies Technical Committee Evaluation.
- iii) The Member Secretary shall also enter all the relevant details on the said register viz Name & Full Address of the competent Person , Experience Details , Name & Address of the employer firm providing experience , Technical Committee Recommendations , Experience Verification Status along with Technical Person Approval Number.
- iv) Disputes arising out of actions of DLTCWL shall be addressed to State Drugs Controller-cum-Licensing Authority.

## **5. Accountability :**

**5.1** DLTCWL shall be responsible for issuance of certification of **“Technical Person Approval”** in favor of proposed applicants / Competent Person on the prescribe format .

**5.2** Online Application received over the portal shall be allotted by the Nodal Officer (NO) to concerned RO within a period of 05 days from the date of receipt of application.

**5.3** RO shall cause an inspection of the premises & shall furnish his /her recommendations to the LA within a period of 21 days from the date of allotment of the application. In case , it is felt necessary by RO that query is required , same shall then be raised on priority irrespective of Scheduled Inspection.

**5.4** The Licensing Authority shall dispose off the application within a period of 05 days from the date of forwarding of the application by RO in case no query has been raised / approved.

**5.5** The quality of query raised at base level shall be examined by LA & shall be approved only if holding a valid merit.

## 6. Procedure :

6.1 The DLTCWL shall create a single designated email ID for receipt of application Forms on the prescribed format (along with experience certificate) from intending applicants for evaluation of proposed Competent Person holding eligibility as per category (b) / (c) as referred herein above ,

6.2 The DLTCWL shall also create a separate designated email ID for forwarding of application so received at email ID of Drugs Control Officer (concerned) for verification of the experience certificate.

6.3 The Drugs Control Officer concerned shall return the verification report addressed to Chairperson DLTCWL as per prescribed format on the same email ID.

6.4 The application which has been verified by the Drugs Control Officer to his / her entire satisfaction shall be subjected to Technical Evaluation for the proposed Competent Person.

6.5 The DLTCWL shall Issue certification of **“Technical Person Approval”** as per prescribed format in case the Competent Person successfully qualifies Technical Evaluation. The certification shall be forwarded to the concerned applicant at his / her given email ID through email as designated for receipt of application Forms.

6.6 The applicant / Competent Person (CP) holding **“Technical Person Approval”** is now eligible to register over ONDLS Portal & submit online application for issuance of Fresh Wholesale Licenses. The proposed Competent Person shall have to upload **“Technical Person Approval”** on his /her ONDLS portal Dashboard under the tile **“Technical Person Registration”**.

6.7 The online application shall be forwarded by “NO” to concerned “RO”.

6.8 The “RO” shall forward the application to “LA”

6.9 The “LA” shall accordingly dispose off the application read with recommendations of RO.

## 7. Specific Conditions :

7.1 Fresh Applications for grant of Licenses shall be considered strictly for the intended premises at District Headquarters & only at Major Tehsil (HQ's) where Pharma trade has been already established & having more than 100 Wholesale Licensees operating therein.

7.2 The applicant shall upload an affidavit to the extent that the Drugs shall be procured from original manufacturing firm or authorized C&F / Depo/ Super Stockiest / Authorized Stockiest of the Company(ies). The applicant shall further undertake, that no drug that is available in the authorized supply chain within the borders of Union Territory of J&K shall be procured for supply, sale, distribution from outside UT Borders.

7.3 The Fresh Licenses shall be considered for grant only after securing due diligence by the inspecting authority that the intending firm has installed CC TV cameras & established Computerized Billing System.

7.4 Wholesale Licensing Application for License on Form 20 G to Drugs Rules, 1945 (Sch. X Drugs) shall not be considered for grant unless the Inspector of Drugs (concerned) furnishes an undertaking in writing to the Licensing Authority that the applicant firm has Good Market Standing & no untoward attempt / incidence has been reported against the firm especially w.r.t drug molecules which are likely to get misused.

7.5 Applicants intending to obtain Licenses at more than one place / Godown Licenses / Licenses at more than one, a separate Competent Person shall be arranged for the said purpose to meet out Online Portal Requirement. The process for approval of such competent person shall remain same.

7.6 Shifting of premises shall not be accepted / considered to places other than as provided at 7.1

## 8. Annexures / Formats :

Annexure / Format	Title
Annexure I	Application Form for Competent Person Evaluation
Annexure II	Verification Report of Drugs Control Officer
Annexure III	Certification of Technical Person Approval
Annexure IV	Process Flow Chart

## 9. Abbreviations :

Acronym	Full Form
UT	Union Territory
DLTCWL	Divisional Level Technical Committee for Wholesale Licensing
NO	Nodal Officer – Licensing Authority
RO	Reviewing Officer – Drugs Control Officer
LA	Licensing Authority
CP	Competent Person

## Application Form for Competent Person Evaluation

(Divisional Level Technical Committee for Wholesale Licensing)

(To be submitted at email ID \_\_\_\_\_)

1. Name in Full _____	Photograph
2. Father's Name _____	
3. Age _____	
4. Sex _____	
5. Resident of _____	
6. Higher Qualification _____	
7. Year of Passing of Higher Qualification _____	
8. Board/ University _____	
9. Name of the Employer _____	
10. Title of the Employer Firm M/s _____	
11. Full Address of the Employer Firm _____	
_____	
12. Licence No.'s of the Employer Firm _____	
13. Date of Joining the Employer Firm _____	
14. Total Period of Experience in Years _____	
15. Tehsil & District where Licence to be obtained _____	
18. Status in the Licence to be obtained ( Tick whichever applicable )	
(a) Proprietor      (b) Partner      (c) Employee      (d) others	
19. Mobile No. _____	20. Email ID: _____
20. Aadhaar No. _____	21. PAN No _____

**Note:** Paste the recently taken Passport Size colour Photograph in the box shown above & three additional copies of same photograph shall be attached along with this Form.

Date:

Place:

Signature of Applicant

Encl: - (Experience Certificate &amp; Qualification Certificate)

.....  
For Office Use Only

To

Drugs Control Officer

\_\_\_\_\_  
\_\_\_\_\_  
Sir,

Application forwarded hereby for verification &amp; Report.

No.  
Dt:(Dy. Drugs Controller / Chairperson)  
(DLTCWL (Jammu / Kashmir)  
DFCO (Jammu / Srinagar)

102

**OFFICE OF THE DRUGS CONTROL OFFICER**

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The Chairperson / DDC  
DLTCWS (Jammu / Kashmir)

**Sub: - Verification of Experience Certificate – Report thereof.**

**Ref: -.....**

**No. Dt: -**  
**Sir / Madam,**

In reference to the application as received vide your office under reference communication , it is to report that experience certification of the proposed applicant / competent person is.....

true & genuine

**or**

false & misleading.

It is therefore recommended that proposed Competent Person hereby qualifies for Technical Evaluation

**or**

does not qualify for Technical Evaluation

Yours faithfully

Drugs Control Officer

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*Handwritten signature*

OFFICE OF THE DEPUTY DRUGS CONTROLLER  
DRUGS & FOOD CONTROL ORGANIZATION  
SDA COLONY BEMINA SRINAGAR / MUTHI JAMMU

Mr. /Ms \_\_\_\_\_  
S/o / D/o \_\_\_\_\_  
R/O \_\_\_\_\_

No.  
Dt:

**Subject:-** Approval of Competent Technical Staff – Regarding

**Ref:-** Technical Person Evaluation Conducted on \_\_\_\_\_

Please refer your application dated :- \_\_\_\_\_ regarding the captioned subject.

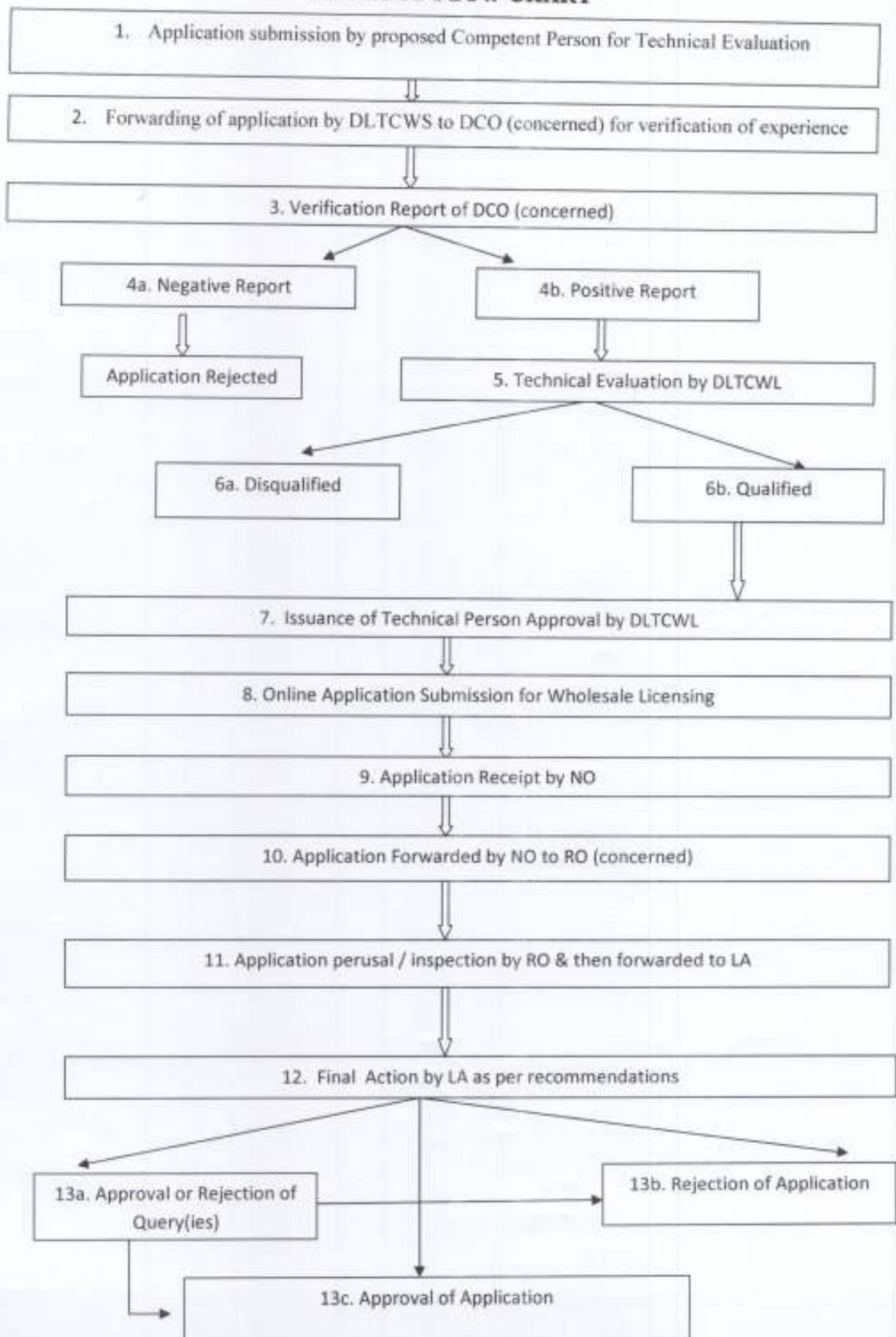
In this connection, your name has been approved as “Competent Person” for Wholesale Licensing on Form 20B / 21B bearing Approval Number as per below details :-

**Technical Person Registration No. JK/CP/WSK/0001**  
**Date of Approval .....**

(Chairperson /DDC)  
DLTCWS  
Jammu / Srinagar

HR

## PROCESS FLOW CHART



*Handwritten signature/initials*