

## Process Flow

Department: Health and Family Welfare Department

Reform: Grant/Renewal of license

Service:

Task (T)	Task Name	Performing Designation	<b>Allowed</b> <b>Actions:</b> (only one at a time) <b>Document(s):</b> Enclosure/Annexure/Certificates <b>Forward to Task:</b> Conditional Business Rules
T0	Application submission	Applicant	<ul style="list-style-type: none"> <li>▪ Application submitted by an applicant with attached Enclosures and pays fees.</li> <li>▪ Applicant receives an acknowledgement number</li> <li>▪ Forwards to T1</li> </ul>
T 1	Initial Verification by Inspector of drugs	Inspector of drugs	<ul style="list-style-type: none"> <li>▪ Scrutinizes/reviews the application and enclosures</li> <li>▪ In case of clarifications: Forwards to T1A with remarks</li> <li>▪ Otherwise Forwards with remarks to T2</li> </ul>
T1A	Provide clarification and uploads missing enclosures	Applicant	<ul style="list-style-type: none"> <li>▪ Forwards to T1</li> </ul>
T2	Initial Verification by Drugs licensing cum controlling authority	Drugs licensing cum controlling authority of state	<ul style="list-style-type: none"> <li>▪ Scrutinizes/reviews the application and enclosures</li> <li>▪ <b>In case of clarifications:</b> Forwards to T2A with remarks</li> <li>▪ Otherwise Forwards with remarks to T3 for Inspection</li> </ul>
T2A	Provide clarification and uploads missing enclosures	Applicant	<ul style="list-style-type: none"> <li>▪ Forwards to T3- Inquiry order</li> </ul>
T3	Inspection by Inspector of drugs	Inspector of drugs	<ul style="list-style-type: none"> <li>▪ Site Inspection and Verification by Inspector and forwards to T4</li> <li>▪ Document: Uploading inspection report and recommendation</li> </ul>
T4	Approval by Drugs licensing cum controlling authority of state	Drugs licensing cum controlling authority of state	<ul style="list-style-type: none"> <li>▪ Approval: License is issued</li> <li>▪ Rejects: Application rejected with valid reason</li> </ul>