



**DCA - 604 Retention for
Allopathic Drugs
Manufacture for sale**

Drugs Department

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E-DISTRICT TAMIL NADU USER MANUAL**(Government of Tamil Nadu)****1. Project Overview**

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.


The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front-end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.




2. General Information**Let's Start!!****2.1. Tools Required**

You will be provided with the following basic infrastructure:

- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 37)
- Uninterrupted Power Supply (UPS)

2.2. Starting your Computer**Steps**

1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS
5. Press the  (power button) on the computer
6. Allow the system to boot up

	<ol style="list-style-type: none">1. Switch 'ON' the UPS only after you have switched 'ON' the power socket2. Switch 'ON' the computer only after you have switched "ON" the UPS3. Switch 'OFF' the power socket in there is an electrical spark in the socket
	<ol style="list-style-type: none">4. Do not start the computer in case the UPS is not fully charged5. Do not start the computer in case any of the wires are in contact with water sources / moisture
	<ol style="list-style-type: none">6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3. Purpose

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to apply for Retention for Allopathic Drugs Manufacture for sale (DCA-604) service

4. Scope

The scope of this document is to cover the 'Retention for Allopathic Drugs Manufacture for sale (DCA-604)' service offered under Drugs Department.

5. Getting Started

Following points and guidelines may be referred while accessing the e-district application:

- User must have valid username and password
- Make relevant and correct entries only
- Recheck the entries before clicking on Submit button
- Mandatory fields cannot be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

6. Services Offered under Drugs Department

Following services are offered under the Drugs Department:

1. DCA-401: Licence to Grant of Licence for Additional Section for Applied Products (DCA-407)
2. DCA-402: Licence to Grant or Renewal Homeopathic Medicines
3. DCA-403: Licence to Grant Restricted Licence (allopathic drugs)
4. DCA-404: Licence to Grant Specified in Schedule x Drugs
5. DCA-405: Obtain Duplicate Licence
6. DCA-406: Grant/Renewal of Licence for Manufacture of Drugs for sale - Allopathic Drugs
7. DCA-407: Grant of Licence for Additional Section for applied products (Category)
8. DCA-408: Grant of Test License
9. DCA-409: Grant/Renewal of Loan Licence for Manufacture of Drugs for sale - Allopathic Drugs
10. DCA-410: Grant/ Renewal of Repacking Licence for Allopathic Drugs
11. DCA-411: Grant/Renewal of License for Manufacture of Drugs for sale - Homeopathic Medicines.
12. DCA-601: Retention for Allopathic Drugs licence Sales

13. DCA-602: Retention for Restricted licence (allopathic drugs)


14. DCA-603: Retention for Schedule X drugs

15. DCA-604: Retention for Allopathic Drugs Manufacture for sale

16. DCA-605: Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs

17. DCA-606: Retention of Repackaging License for Allopathic Drugs

To launch E district - **ONLINE**

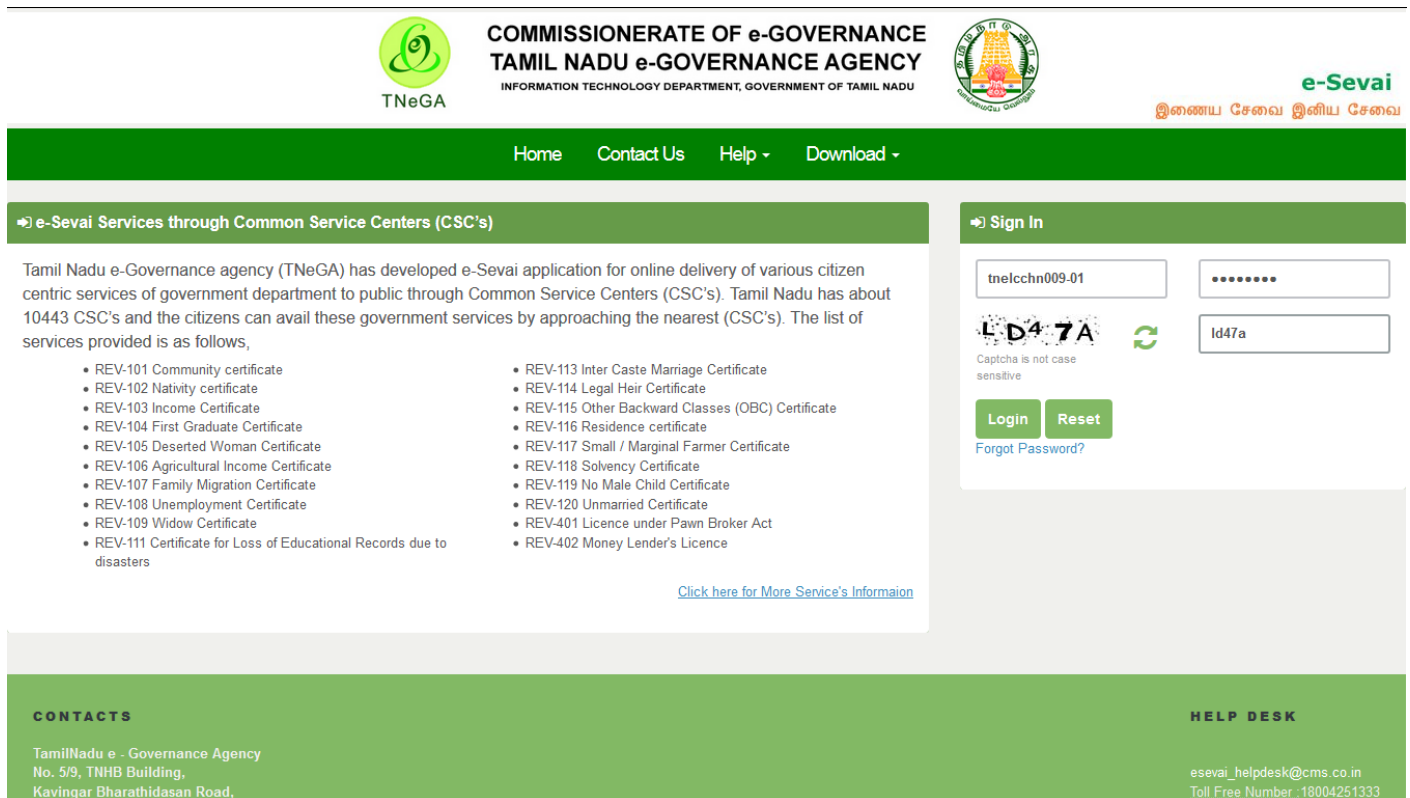
- a. Double click on the  to open the browser
 - i. The browser will be open with default page or blank page
 - ii. Enter the URL and press enter button on keyboard

User starts with the given steps after opening the internet explorer

STEP 1: Open the Tamil Nadu e-District website by typing the below given URL in address bar of browser

URL: <https://tnesevai.tn.gov.in/Default.aspx>

STEP 2: Below Screen will display.



The screenshot displays the homepage of the Tamil Nadu e-Governance Agency (TNeGA). At the top, there are logos for TNeGA, the Commissionerate of e-Governance, and the Tamil Nadu e-Governance Agency. The text reads: "COMMISSIONERATE OF e-GOVERNANCE TAMIL NADU e-GOVERNANCE AGENCY INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF TAMIL NADU". To the right, there is a logo for "e-Sevai" with the tagline "இணைய சேவை இனிய சேவை". Below the logos is a navigation bar with "Home", "Contact Us", "Help", and "Download". The main content area is divided into two sections. The left section, titled "e-Sevai Services through Common Service Centers (CSC's)", provides information about the agency's services and lists 20 types of certificates available for online delivery. The right section, titled "Sign In", contains a login form with fields for "tnelcchn009-01", a password field, a CAPTCHA image showing "LD47A", and a field for "Id47a". There are "Login" and "Reset" buttons, and a link for "Forgot Password?". At the bottom, there are sections for "CONTACTS" and "HELP DESK".

CONTACTS

TamilNadu e - Governance Agency
No. 5/9, TNHB Building,
Kavingar Bharathidasan Road,

HELP DESK

esevai_helpdesk@cms.co.in
Toll Free Number : 18004251333

7. Applying for 'Retention for Allopathic Drugs Manufacture for sale (DCA-604)' service

STEP1: Open the e-District Government of Tamil Nadu link.

STEP2: Operator Login Page display like this.

STEP 3: Enter the Correct login credentials.

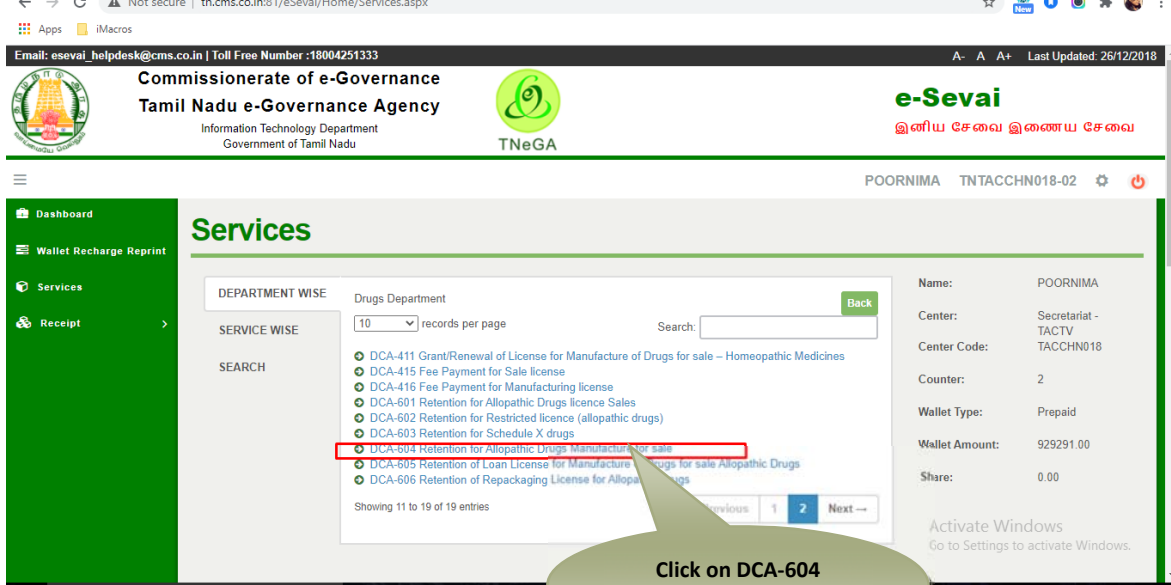
STEP 4: Click on Login.

7.1. Operator Login

STEP 5: Click on Services.

STEP 6: Click on Drugs Department

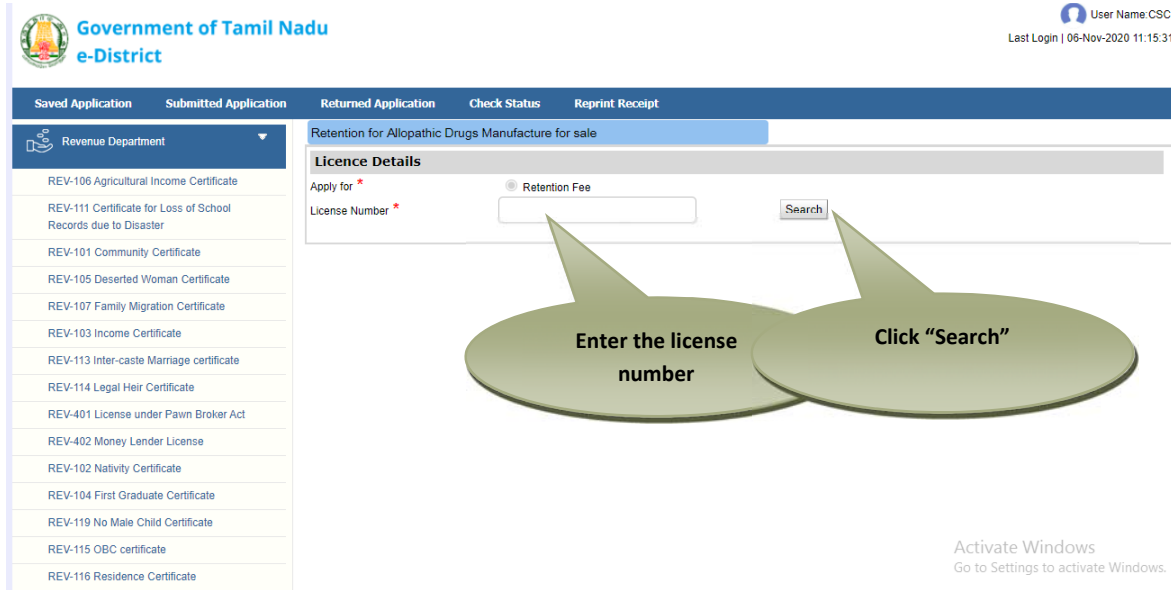
STEP 7: Click on "DCA-604" service



The screenshot shows the e-Sevai portal interface. The top navigation bar includes the CMS logo, the Commissionerate of e-Governance, and the Tamil Nadu e-Governance Agency. The main content area is titled "Services" and lists various services under the "Drugs Department". The service "DCA-604 Retention for Allopathic Drugs Manufacture for sale" is highlighted with a red box. A callout bubble points to this service with the text "Click on DCA-604 service".

STEP 8: Entering the License Number

After clicking the required service, page will redirect the retention service page where user have to enter license number and click "Get Details" tab as below



The screenshot shows the e-District portal interface. The top navigation bar includes the Government of Tamil Nadu logo and the e-District logo. The main content area is titled "Licence Details" and shows a form for "Retention for Allopathic Drugs Manufacture for sale". The form has a "License Number" field and a "Search" button. A callout bubble points to the "License Number" field with the text "Enter the license number". Another callout bubble points to the "Search" button with the text "Click 'Search'".

STEP 9: Submitting the application



After clicking the get details tab, all the details of the license number will be fetched. Once the user check the details, he have to submit the application.



Navigation: Saved Application | Submitted Application | Returned Application | Check Status | Reprint Receipt

Revenue Department

- REV-106 Agricultural Income Certificate
- REV-111 Certificate for Loss of School Records due to Disaster
- REV-101 Community Certificate
- REV-105 Deserted Woman Certificate
- REV-107 Family Migration Certificate
- REV-103 Income Certificate
- REV-113 Inter-caste Marriage certificate
- REV-114 Legal Heir Certificate
- REV-401 License under Pawn Broker Act
- REV-402 Money Lender License
- REV-102 Nativity Certificate
- REV-104 First Graduate Certificate
- REV-119 No Male Child Certificate

Retention for Allopathic Drugs Manufacture for sale

License Details

Apply for * Retention Fee

License Number *

Manufacturer Category * Other than those specified in [Schedule C, C (1) and X] (Form 24) *
 Schedule C and C (1) excluding those specified in part XB and Schedule X (Form 27) *
 Schedule X and not specified in Schedule C and C(1) (Form 24F) *
 Specified in Schedules C, C (1) and X (Form 27B) *

Firm Type * Proprietorship Partnership Private limited(Pvt. Ltd.) Public Ltd. LLP Trust Co-operative Others HUF

License Type

Sr. No.	Categories	Quantity	License No	Date of Approval	From Date	To Date	Fees	Additional Fees	Fine	Total Amount
1	Form 25	21	TN-01-25-00004	2000-10-04	2020-10-04	2025-10-03	6000.0	0.0	240.0	6240.0

Applicant Details

Appellation * Applicant Name *

List of Machineries and equipment to be attached * Yes No

Fees Structure

Sr. No.	Categories	Form 24(Quantity)	Form 27(Quantity)	Form 24F(Quantity)	Form 27B(Quantity)	Other
1	Bulk Drugs	1	0	0	0	
2	External Preparations	10	0	0	0	
3	Ophthalmic Preparation	10	0	0	0	

Form 24 Form 27 Form 24F Form 27B

Total No of Products which require additional Items fee(no of products exceeding 10 in each category) *

License + Inspection Fee *

Additional Items Fee *

Total Licence Fee *

Contact Details

Phone / Landline No. Primary Mobile No. *

Secondary Mobile No. Email Id *

Activate Windows
Go to Settings to activate Windows.

STEP 10: Making Payment

After clicking the submit button, page will be redirected to payment page, where user have to make payment and confirm the payment after checking the payment details. Service Charges will be shown and same will be deducted from operator wallet.

Submitted Application Returned Application Check Status Reprint Receipt

Confirm

Payment Type *

[Make Payment](#)



Saved Application Submitted Application Returned Application Check Status Reprint Receipt

Revenue Department

- REV-106 Agricultural Income Certificate
- REV-111 Certificate for Loss of School Records due to Disaster
- REV-101 Community Certificate
- REV-105 Deserted Woman Certificate
- REV-107 Family Migration Certificate
- REV-103 Income Certificate
- REV-113 Inter-caste Marriage certificate
- REV-114 Legal Heir Certificate
- REV-401 License under Pawn Broker Act
- REV-402 Money Lender License
- REV-102 Nativity Certificate
- REV-104 First Graduate Certificate
- REV-119 No Male Child Certificate
- REV-115 OBC certificate
- REV-116 Residence Certificate

Confirm

Application Number	TN-10120201106101
Applicant Name	Pandiya Raj
Date of Application	06-Nov-2020
Service Name	Retention for Allopathic Drugs Manufacture for sale
Government Fees	6240.00
Service Charge	500.00
Total	6740.00

[Confirm payment](#)

Activate Windows
Go to Settings to activate Windows.

STEP 11: Printing the receipt

Once payment gets successful, page will be directed to acknowledgement page where user can download the Acknowledgement receipt in PDF format as below.

Navigation: Saved Application | Submitted Application | Returned Application | Check Status | Reprint Receipt

Revenue Department

- REV-106 Agricultural Income Certificate
- REV-111 Certificate for Loss of School Records due to Disaster
- REV-101 Community Certificate
- REV-105 Deserted Woman Certificate
- REV-107 Family Migration Certificate
- REV-103 Income Certificate
- REV-113 Inter-caste Marriage certificate
- REV-114 Legal Heir Certificate
- REV-401 License under Pawn Broker Act
- REV-402 Money Lender License
- REV-102 Nativity Certificate
- REV-104 First Graduate Certificate
- REV-119 No Male Child Certificate
- REV-115 OBC certificate
- REV-116 Residence Certificate

Acknowledgement Receipt

Application Number	TN-10120201106101
Applicant Name	Pandiya Raj
Service Name	DCA-604 Retention for Allopathic Drugs Manufacture for sale
Government Fees	6240.00
Service Charge	500.00
Total	6740.00
Payment Mode	Cash
Transaction Status	Success

[Print receipt](#) [Finish](#)

Note: Please click on finish button after receipt downloaded.

Activate Windows
Go to Settings to activate Windows.

Acknowledgement Receipt Format:



தமிழ்நாடு அரசு / Government of Tamil Nadu
இ-சேவை மையம் / e-Sevai Centre

ஒப்புதல் / ACKNOWLEDGEMENT


படி எண் / Receipt No. : TN-10120201106101 விண்ணப்பர் / Applicant Name : Parthiya Raj துறைமுகம் / Department Name : மது அட்டுவாட்டு இயக்குகை / Drug Control Administration	பரிசீலனை எண்/Transaction No. : TNTACCHN01803083 பரிசீலனை தேதி / Transaction Date : 06/11/2020 விண்ணப்பித்த சேவை / Applied for Service : DCA-604 Retention for Allopathic Drugs Manufacture for sale	
Zone Office : Office of the Assistant Director of Drugs control Salem Zone No. 7, Thiruvalluvar Street, Subramanian Nagar Salem - 636 005.		
Name of the Firm : Parthian		
Address of the Firm : Anand Apartm D/12, right, 7, G Street, Anand Apartment.co, Salem Taluk, Salem District -643543		

License No. and Payment Details

Category	Licence No.	Approval Date	From Date	To Date	Actual Fees	Fine Amount	Total Amount
Form 25	TN-01-25-00004	2000-10-04	2020-10-04	2025-10-03	6000.0	240.0	6240.0
Grand Total					6000.00	240.00	6240.00


விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை ரூ / Amount Paid (Rs)
விண்ணப்பம் கட்டணம் / Application Fees	CASH	6240.00
இ-சேவை மையம் கட்டணம் / e-Sevai Centre Charges		500.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Six Thousand Seven Hundred and Forty Rupees Only		செலுத்தம் / Total : 6740.00

மையம் குறியீடு & குறிப்பிட்டு எண் / Centre Code & Type : TACCHN018 - TACTV



DCA-604 Retention for
Allopathic Drugs Manufacture for
sale

உமையின் குறிப்பிட்டுள்ள தகவல்களை உறுதிப்படுத்த உறுதிப்படுத்தலுக்கு உடனடி விண்ணப்பம் செய்யுங்கள். உமையின் விண்ணப்பம் சரிபார்க்கும் போது உமையின் விவரங்கள் சரியானவை என்பதை உறுதிப்படுத்த உறுதிப்படுத்தலுக்கு உடனடி விண்ணப்பம் செய்யுங்கள். Kindly check correctness of all the details furnished above. To Check the Application Status see the URL <http://14.192.18.150/stagging/VerifyCerti.shtml>. After your application is approved by the approving authority, you can obtain the digitally signed certificate.



தமிழ்நாடு அரசு / Government of Tamil Nadu
இ-சேவை மையம் / e-Sevai Centre

ஒப்புக்க / ACKNOWLEDGEMENT

ரசீது எண் / Receipt No.	: TN-9820201104103	பரிவர்த்தனை எண்/Transaction No.	:
விண்ணப்பதாரர் / Applicant Name	: Gurubal	பரிவர்த்தனை தேதி / Transaction Date	: 04/11/2020
துறையின் பெயர் / Department Name	: மருத்துவ கட்டுப்பாட்டு இயக்குகை / Drug Control Administration	விண்ணப்பித்த சேவை / Applied for Service	: DCA-401 Licence to Grant Allopathic Drugs Retention
Zone Office	Office of the Assistant Director of Drugs control Salem Zone No. 7, Thiruvalluvar Street, Subramanian Nagar Salem - 636 005.		
Name of the Firm	: Priynaka		
Address of the Firm	: 4, 12, Salem Taluk, Salem District -678997		

License No. and Payment Details

Category	Licence No.	Approval Date	From Date	To Date	Actual Fees	Fine Amount	Total Amount
Form 20	TN-01-20-00517	2015-08-15	2020-08-15	2025-08-14	1500.0	90.0	1590.0
Form 21	TN-01-21-00517	2015-08-15	2020-08-15	2025-08-14	1500.0	90.0	1590.0
Grand Total					3000.00	180.00	3180.00

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	CASH	3180.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		150.00

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Three Thousand Three Hundred and Thirty Rupees Only மொத்தம் / Total : 3330.00

மையம் பெயர் & குறியீட்டு எண் / Centre Code & Type : 01 - ELC

DCA-401 Licence to Grant
Allopathic Drugs Retention

மேலே குறிப்பிட்டுள்ள தகவல்கள் சரிபார்த்து கொள்ளவும். உங்கள் விண்ணப்ப தகவலை சரிபாற்றி கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் <http://14.192.18.150/stagging/VerifyCerti.shtml>. உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு கீழ்க்கண்ட கைபொப்பமிட்டல் சான்றிதழை பெற்றுக்கொள்ளவும் / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL <http://14.192.18.150/stagging/VerifyCerti.shtml>.



8. Disclaimer

User manual is prepared as per the existing application; however actual screen shots may vary for few cases