

**Government of India
Ministry of Ayush
(Drug Policy Section)**

**NBCC Office Block-III(2nd Floor)
East Kidwai Nagar South Ex-I
New Delhi-110023**

To,

All State/UT Ayush Drug Licensing Authorities.

Subject: Instructions/Information for getting services on e-AUSHADHI Portal- reg.

Sir/Madam,

Ministry of Ayush has received representations from State Licensing Authority and Ayush Drug manufacturers regarding the confronting issues for submission/ approval of application on e-AUSHADHI Portal, especially on uploading existing product details and application for addition of new product. Further, it has also been requested to conduct training session for e-AUSHADHI stakeholders.

2. In this regard, I am directed to convey the following instruction/information in respect of e-AUSHADHI portal for information and further necessary action -

I. For application of additional items by existing users:

i. The existing licensee is required to fill details of at least one of approved drug/product in Form-25D under tab "Existing License".

ii. The application submitted by the drug manufacturers should be verified/approved of the data by respective State Licensing Authority (SLA) **within 02 days.**

iii. After the approval of the said Form-25D by SLA, the applicant will be eligible to apply for new additional item under "New Application" Tab. The user flow for the same is as follows-

A. Access to e-AUSHADHI portal (<https://www.e-aushadhi.gov.in>) --> Login with your e-mail-ID and Password --> Click on "Existing License" Tab on the left side --> Click on Form-25D --> Fill at least details of one product in the form --> Submit.

B. Once the Form-25D is approved by SLA, then follow the following steps:

Access to e-Aushadhi portal (<https://www.e-aushadhi.gov.in>) --> Login with your e-mail-ID and Password --> Click on "New Application" Tab on the left side --> Scroll down to "Other Certificate" --> Click on "Approval of Additional Item"--> Fill the details of product in the form --> Submit.

II. Further, all SLA and Ayush drug manufacturers are hereby informed that -

- Provisions related to issuance of Free Sale Certificate and Non Conviction Certificate are available on e-AUSHADHI portal under tab "Existing License".
- User manual and videos has been updated on the portal and the same may be referred by SLA or manufacturers for further information.
- Guidelines/ instructions for integration of past records on e-AUSHADHI portal will be shared shortly.

III. All SLAs are directed to specify the procedure for payment of requisite fees from the applicant and provide challan or receipt for the same. Applicant will upload such challan or receipt on e-AUSHADHI portal in respect of their application.

IV. All SLAs and Ayush drug manufacturers are requested to send their queries only on dedicated email-e-aushadhi@gov.in.

V. Ministry of Ayush is going to organize State-wise meetings to resolve the issues of State SLA or manufacturers. Details will be conveyed shortly.

3. This issues with the approval of Competent Authority.

(Dr. Debashis Panda)

Joint Adviser (Ay.), Ministry of Ayush

Copy to:

1. All Ayush Drugs Manufacturers/ Associations.