e-Aushadhi

User Manual For Manufacturing Fresh License (Homeopathy)

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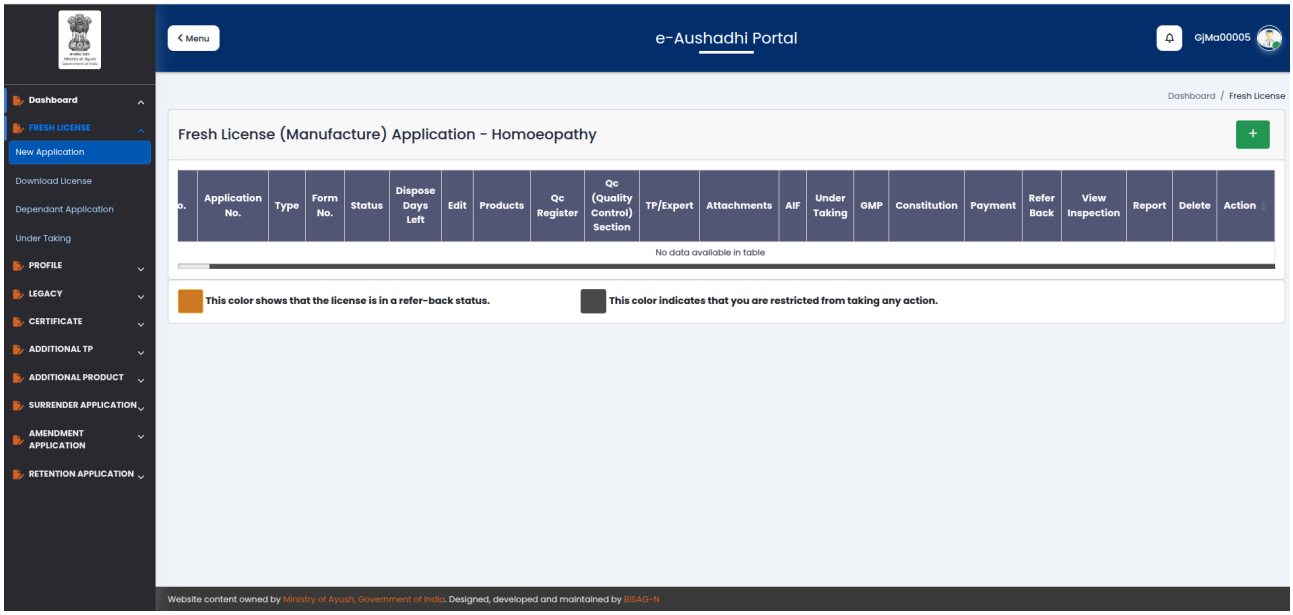
➢ Fresh License (Homoeopathy) Application

Submitting a New License Application

After logging in and receiving approval, the system will redirect you to the **User Dashboard**.

To begin a new license application:

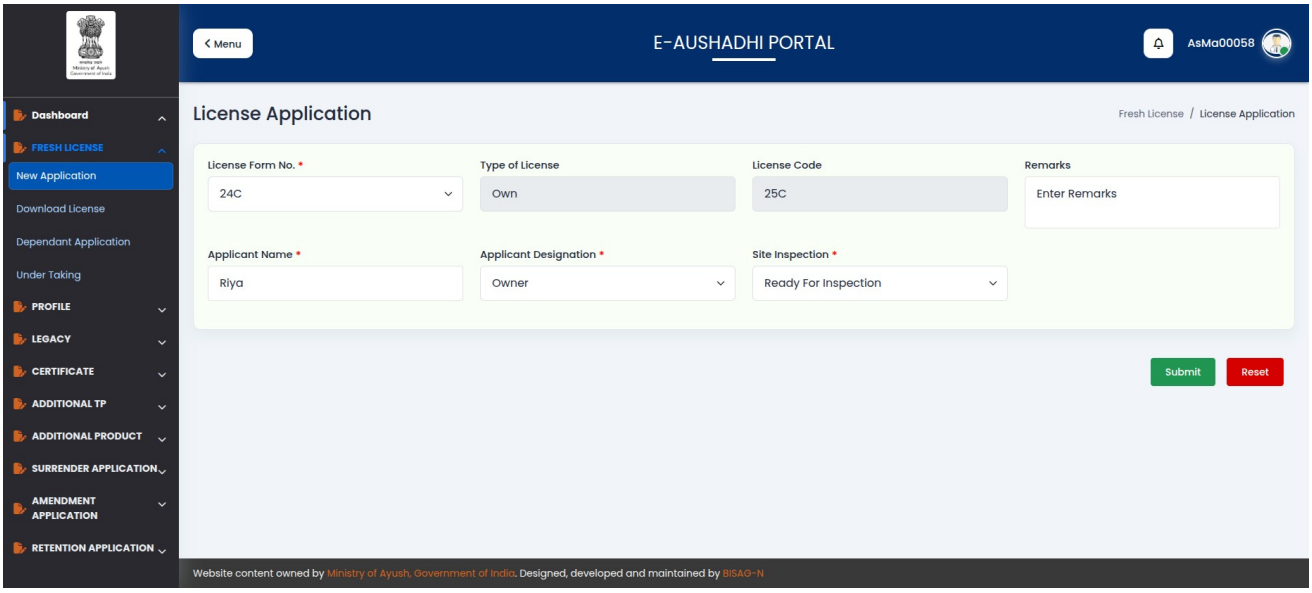
- ◆ From the **left-hand menu**, click on **Fresh License > New Application**.
- ◆ The **New Application** screen will appear.
  - Initially, the data table will be **empty**.



- ◆ Click on the **(plus) icon** to initiate a new application.
- ◆ You will be redirected to the **New Application Entry** page where you can begin entering the required details.

◆ If your license type is Loan, follow these steps to submit your application:

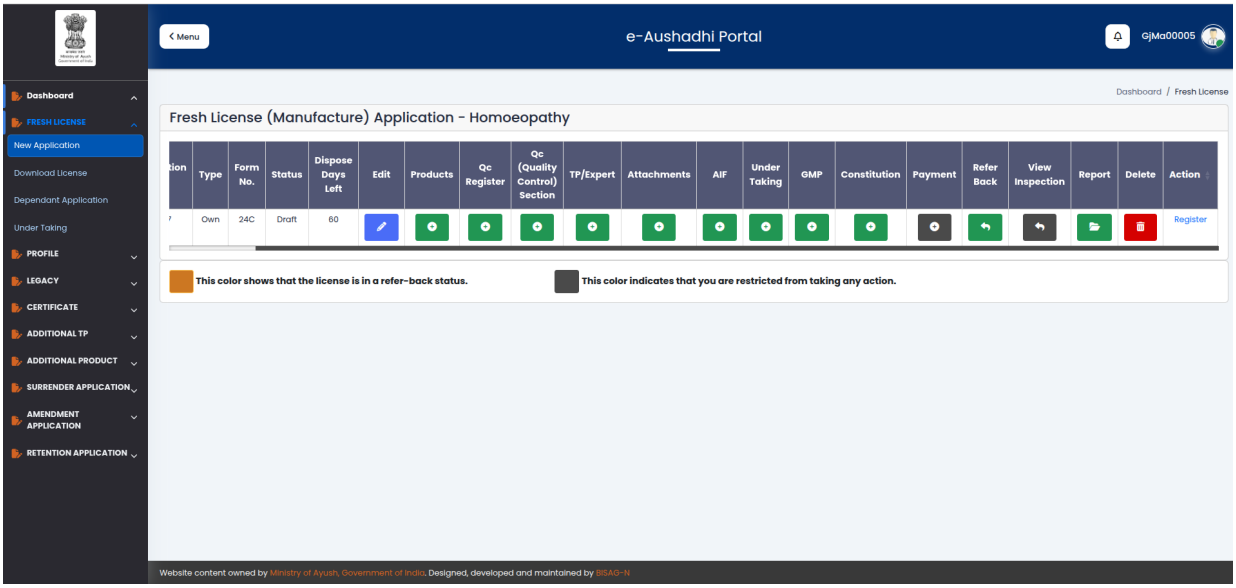
1. Select your **Own Firm Name** and the relevant **License**.
2. Enter the **OTP** sent to your own firm's registered email address.
3. After verifying the OTP, you can submit the application.



➢ Viewing Submitted Applications

After submitting your new license application:

- The application details will appear under the **New Application** tab within the **Fresh License** section on the left-hand menu.
- You can view the status, application number, and other submitted details in the table.
- If your application has any queries then Administration send back the application to you. You can see the reason by clicking on the Refer back button.
- When you resolved the query and then click on comply button to resubmit the application.
- If your application is rejected by the Administration, you must click on complybutton to resubmit the application within **60 days**. If you fail to do so, your application will be **disabled.**
- If You enter incorrect details you can also delete the application.



Here, you can:

- **Edit** your previously entered information.
- Fill in additional sections such as:
  - **Product Details**
  - **QC Register**
  - **Other Mandatory Fields as required by the licensing authority**

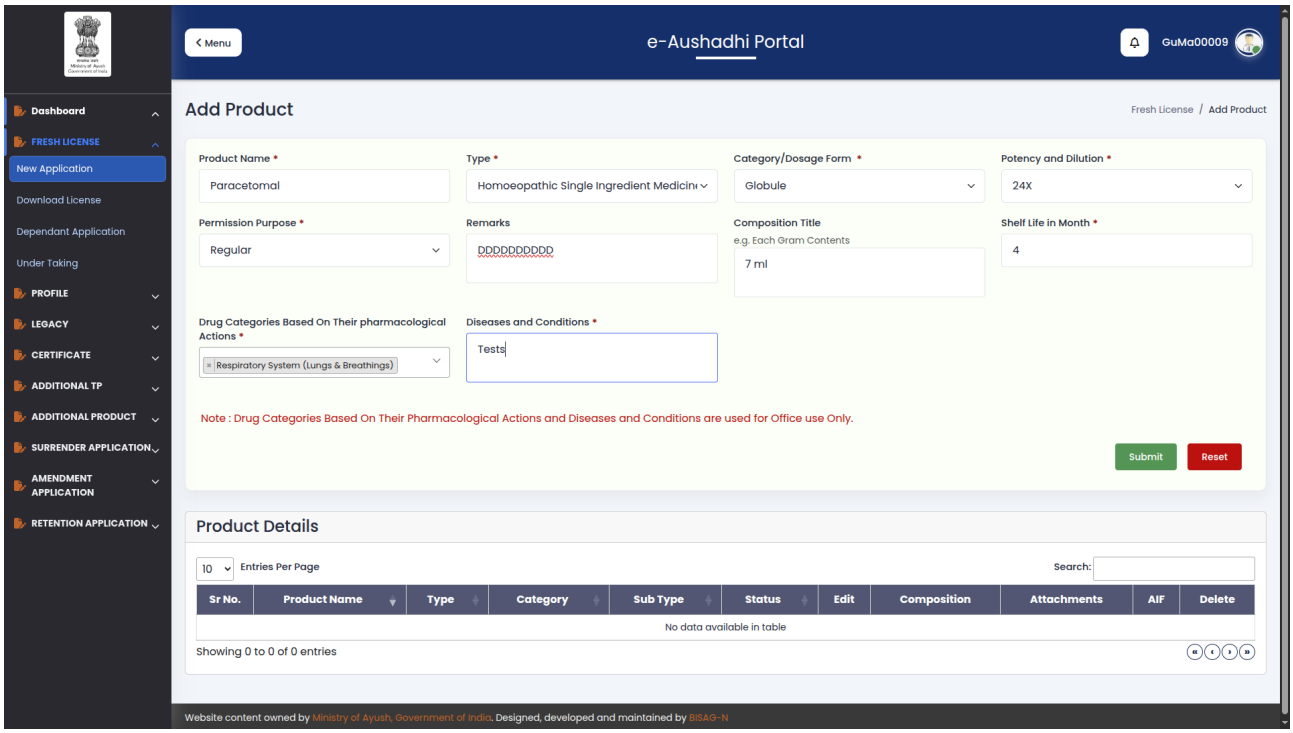
Ensure all information is complete and accurate before final submission to avoid delays in processing.

➢ Product Details

When you click on the **Add Product** button, a new tab or form will open where you can enter product-specific information.

You will be required to fill in the following fields:

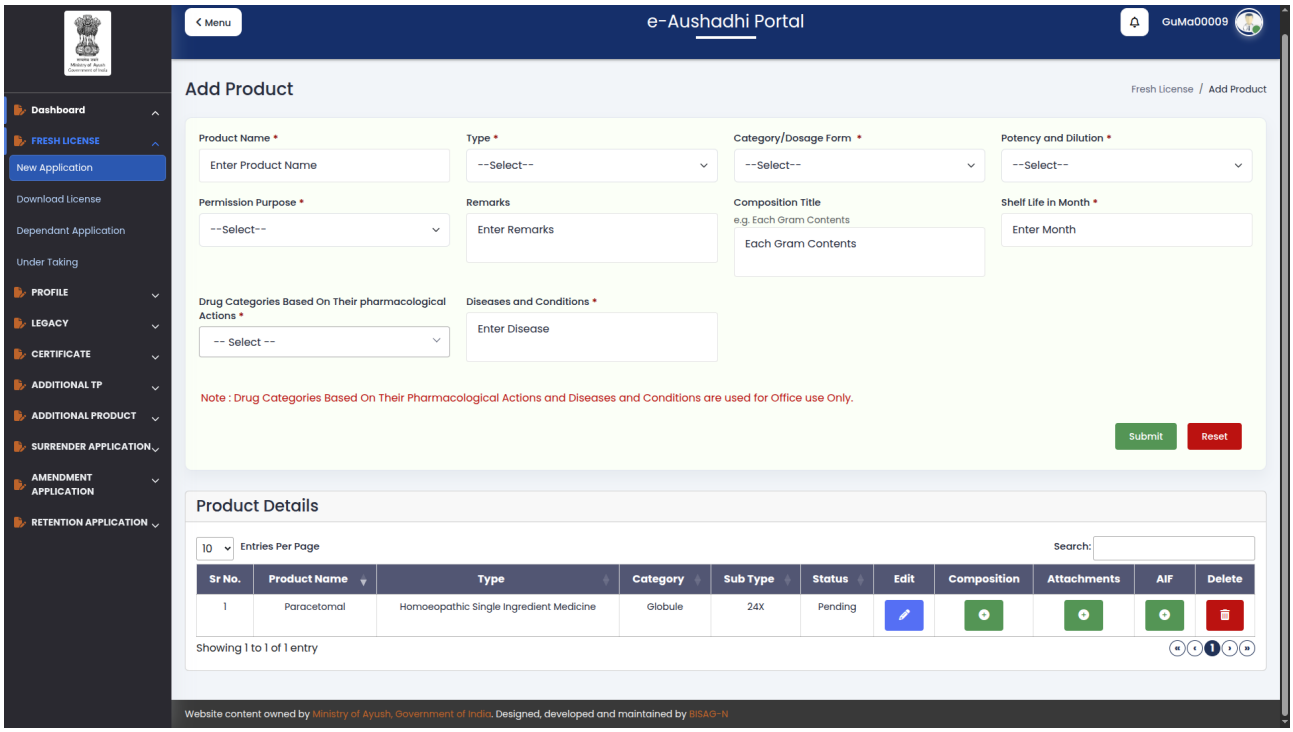
- **Product Name**
- **Product Type**
- **Category**
- Any other applicable product details as shown in the form



After filling in the product information:

- Click **Save** to add the product.
- The entered product will be displayed in the **Product Details** data table below the form.

You can add multiple products by repeating this process.

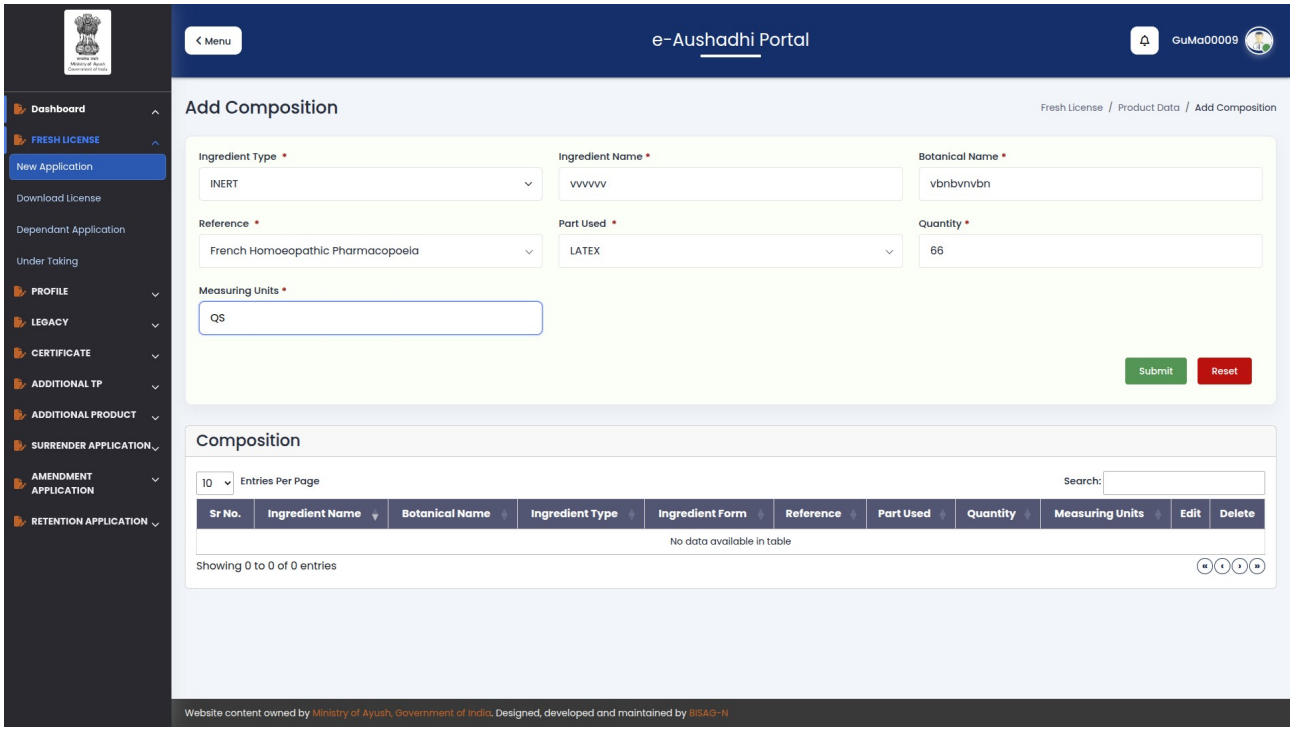


➢ Completing Product Details

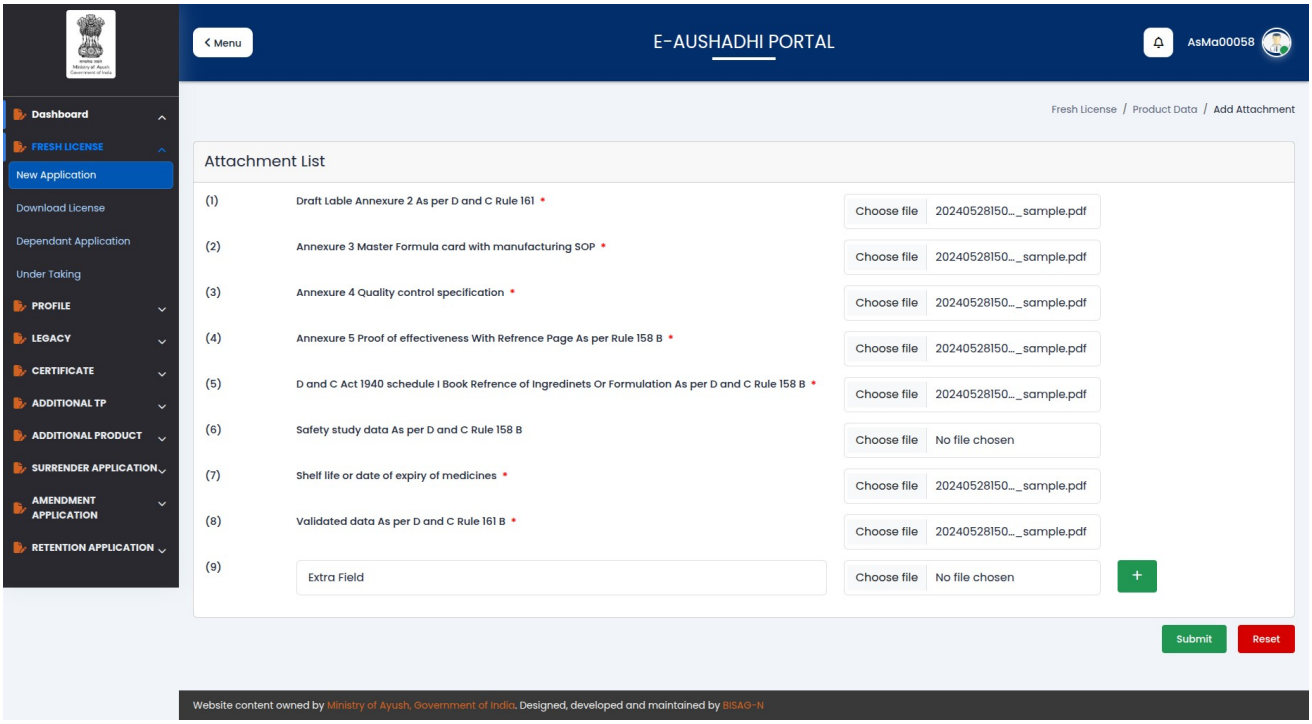
After **adding and saving** a product entry, it will appear in the **Product Details** data table.

In this table, you are required to complete additional fields for each product, such as:

1. **Product Composition**

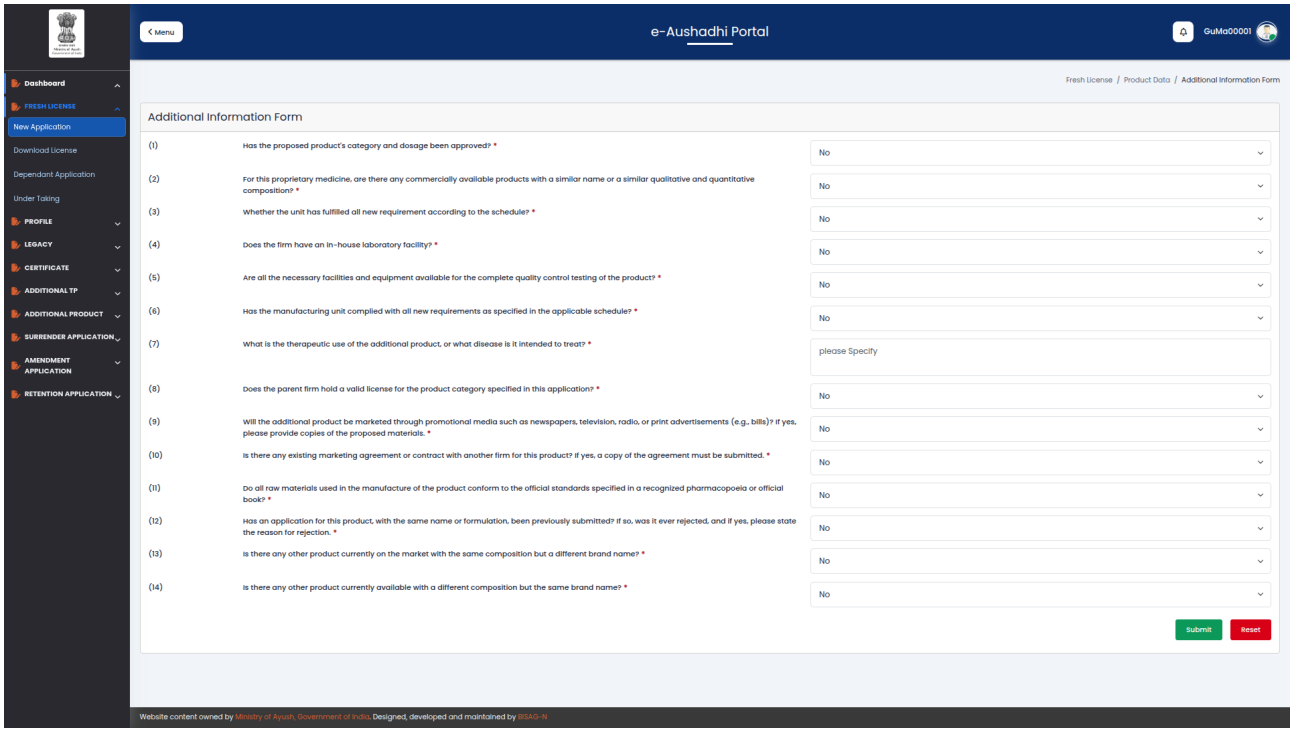


2. **Product Attachments**



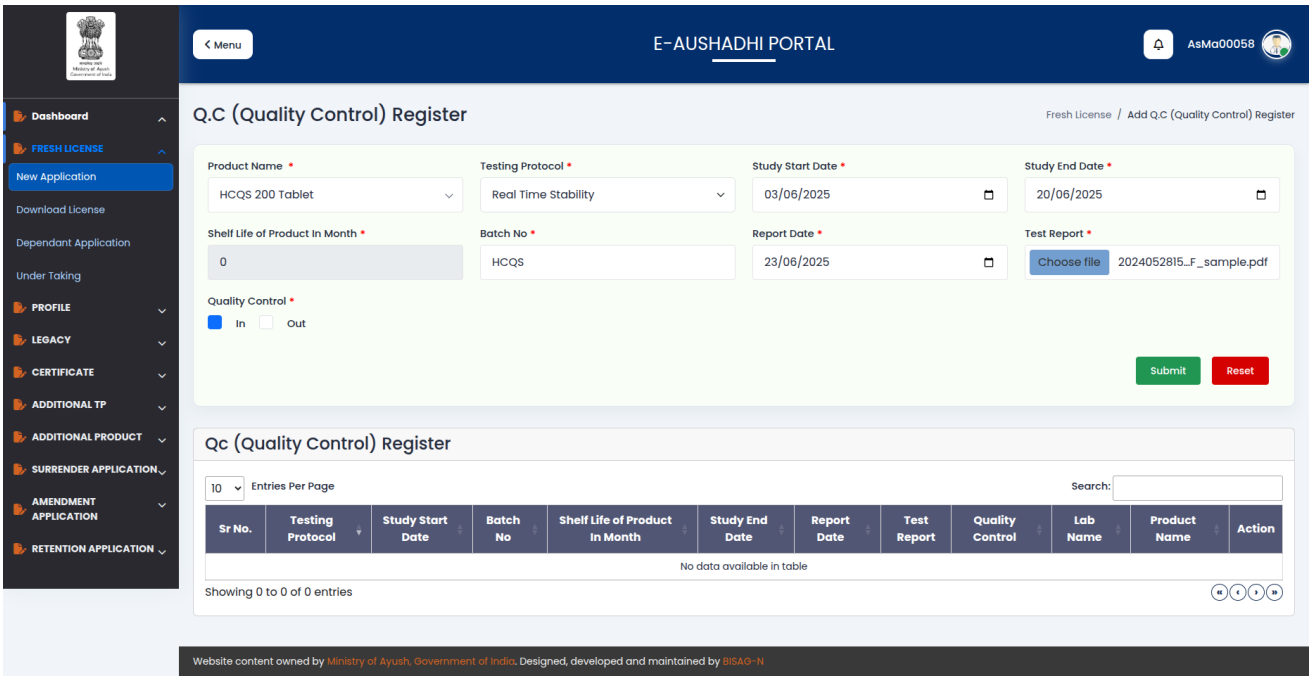
3. AIF (Additional Information Form)

Each product row in the data table must have these fields filled in before final submission.



Q.C. (Quality Control) Register

After completing the product details section, the next step is to fill out the **Quality Control (Q.C.) Register**.



This section captures critical testing and compliance-related information, including:

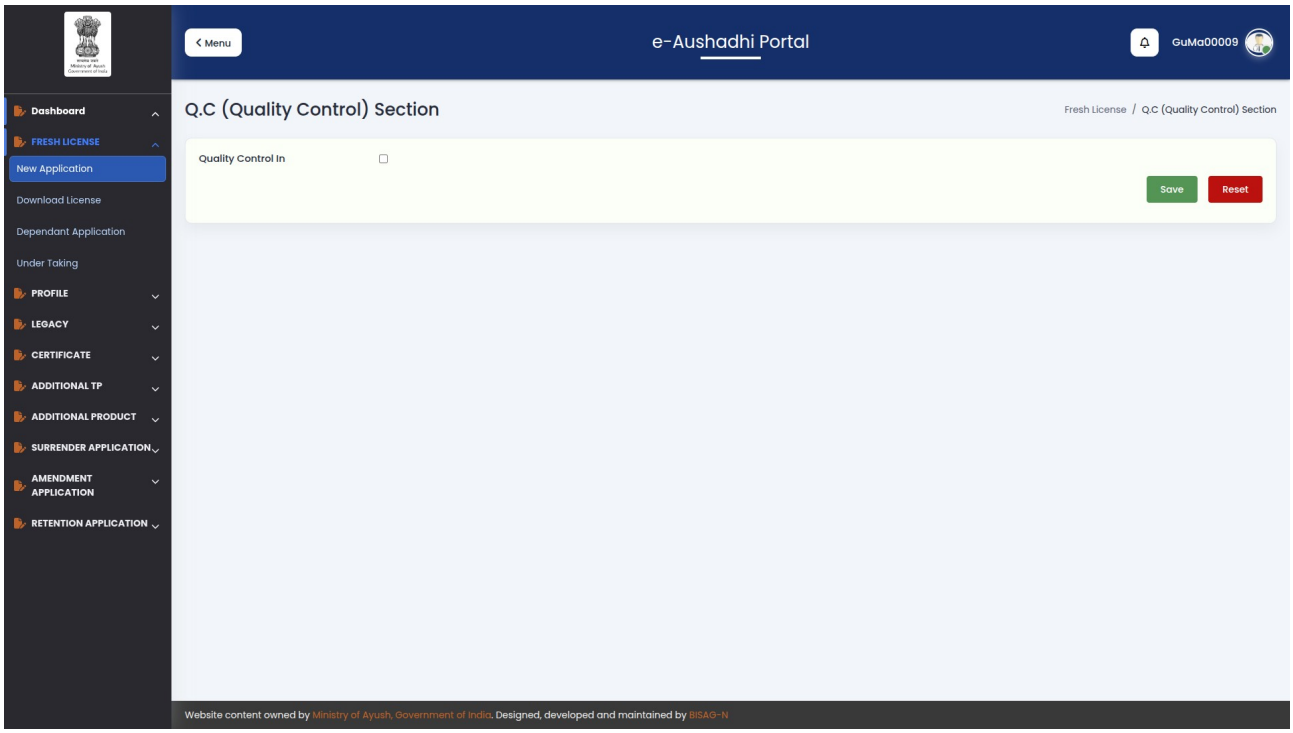
- **Product Name** -- Select the product for which quality control data is being entered.
- **Testing Protocol** -- Specify the method or standard used for testing.
- **Batch No.** -- Enter the batch number of the product tested.
- **Test Report** -- Upload or enter details of the corresponding test report.
- **Date of Testing**, **Result**, and other required fields (if applicable)

Ensure accuracy and completeness of all Q.C. records before proceeding.

➢ Q.C. (Quality Control) Section

After completing the Q.C (Quality Control) Register details section, the next step is to fill out the **Quality Control (Q.C.) Section**.

Here **QC (Quality Control) Section In** Is Mandatory.

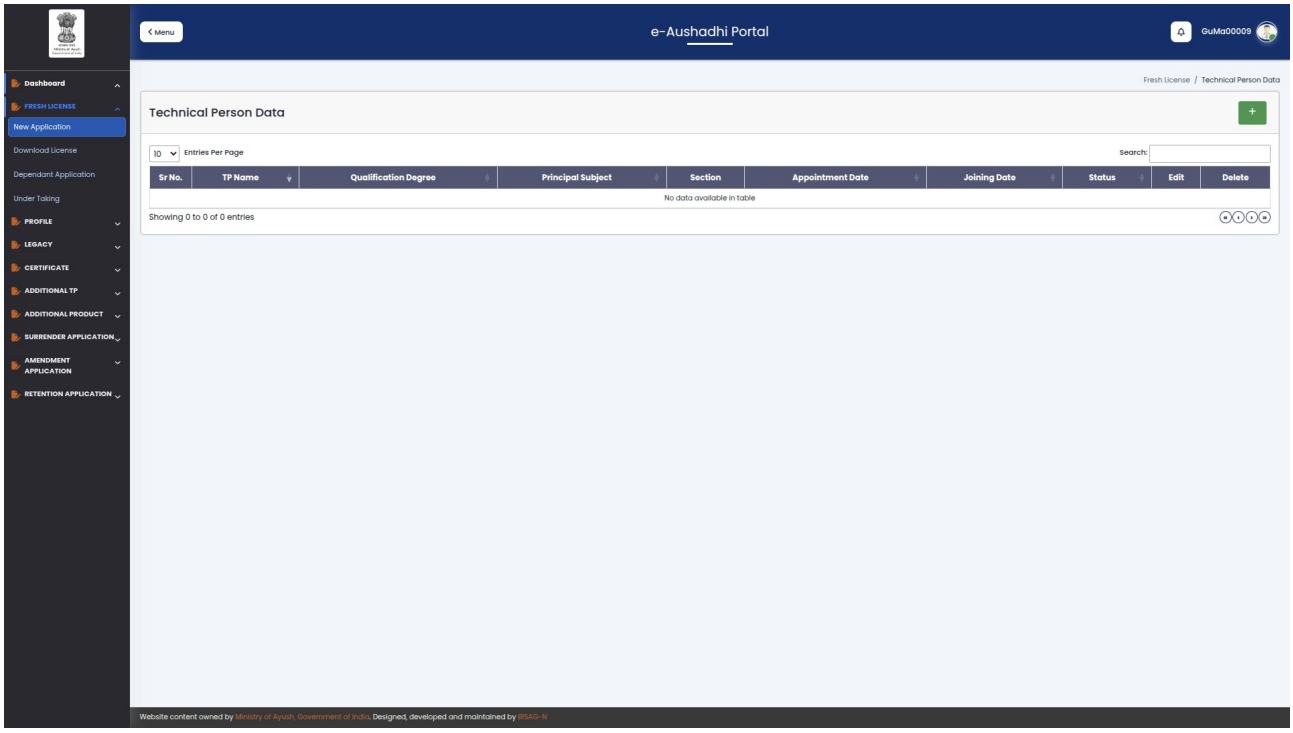


➢ Technical Person Management

Adding Technical Person (TP) Details

In the **TP (Technical Person) Expert** section:

- Initially, the **data table will be empty**.



- Click on the **(plus) icon** to open the **Add Technical Person** page.

Add Technical Person Page

On this page, fill in all **mandatory fields** related to the technical person, such as:

- Name
- Qualification
- Experience
- Contact Information
- Other required personal and professional details

Appointment Information Section

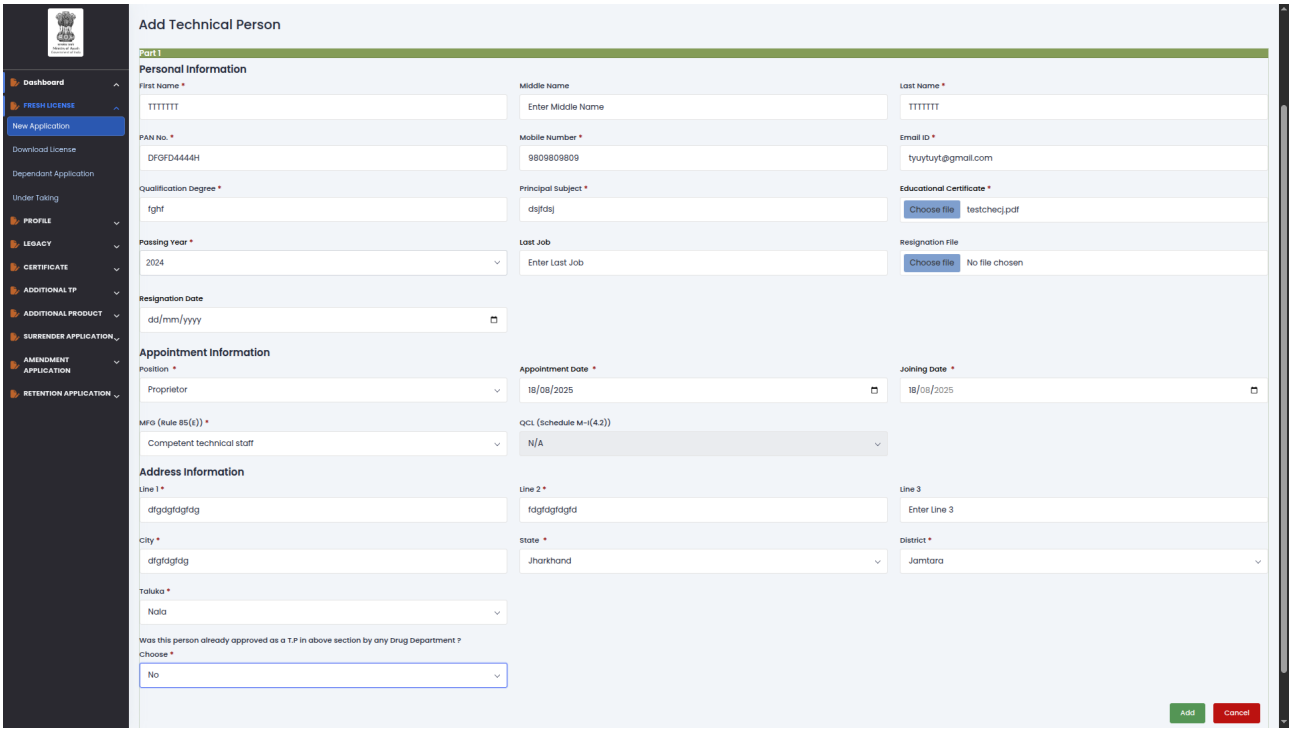
In the **Appointment Information** section:

TP (Technical Person) Depends on **QC (Quality Control) Section** .

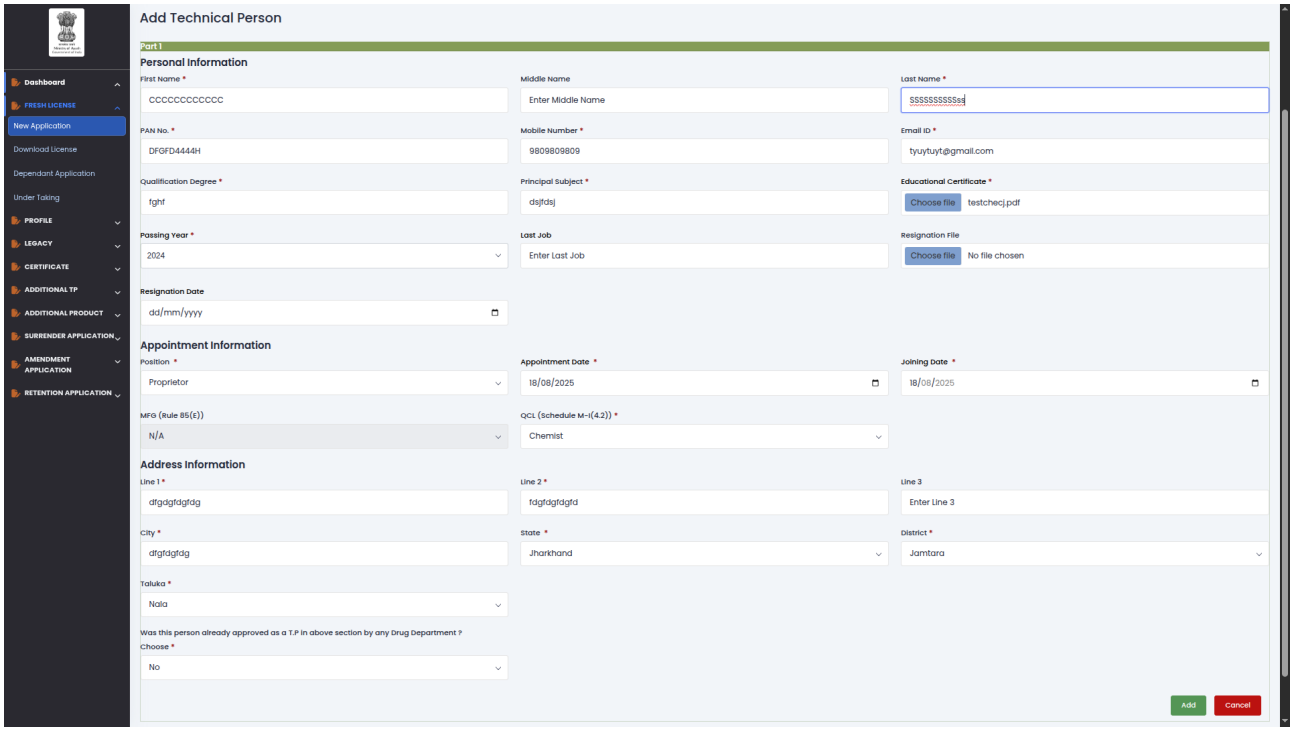
In Fresh License Homoeopathy Total 2 TP is Mandatory

- **1 MFG Section**
- **1 QCL Section**

- MFG Section



- QCL Section



➢ Application Attachment

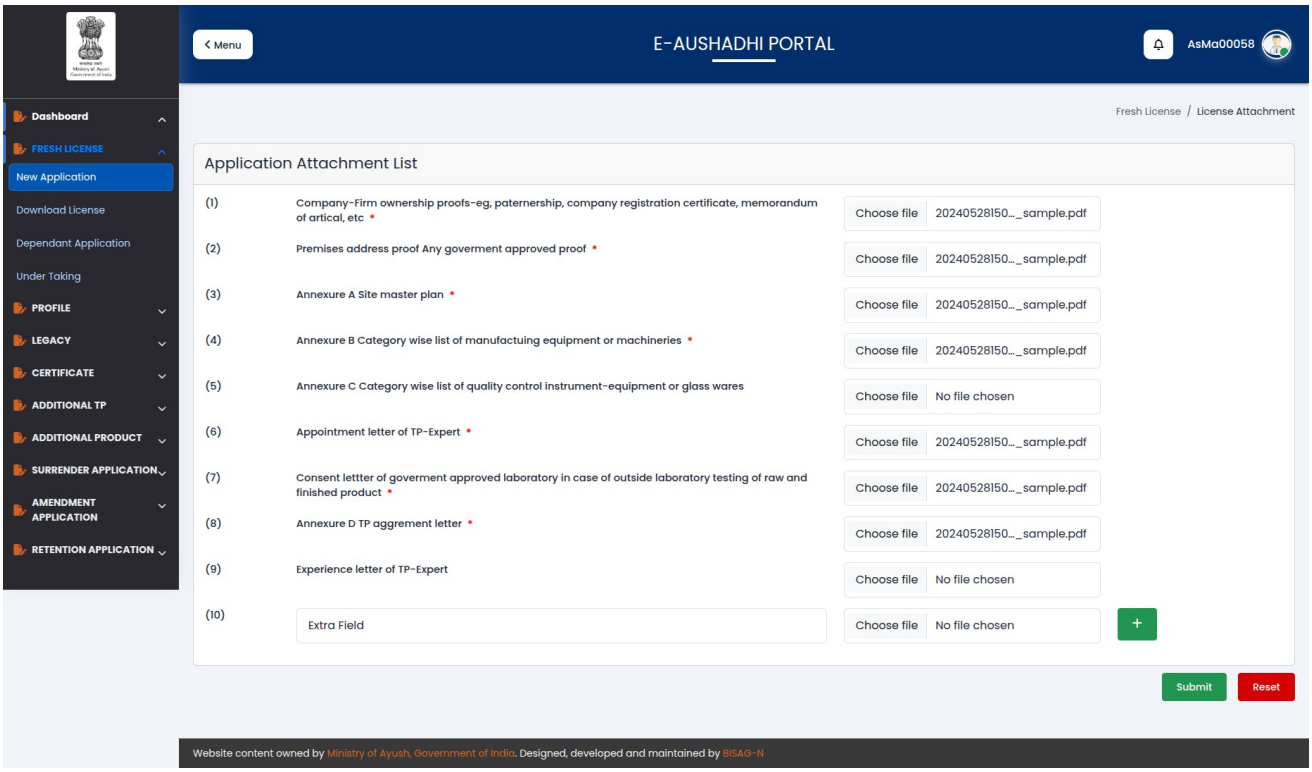
After entering all required details—including Product, Q.C. Register, and Technical Personnel—the next step is to upload documents in the **Application Attachment List** section.

In this section:

- You will see a list of **mandatory and optional documents** required for your application type.
- For each document listed, you must:
  - **Attach the file** in the required format (PDF, JPEG, etc.).
  - Ensure that the **file size** complies with portal guidelines.

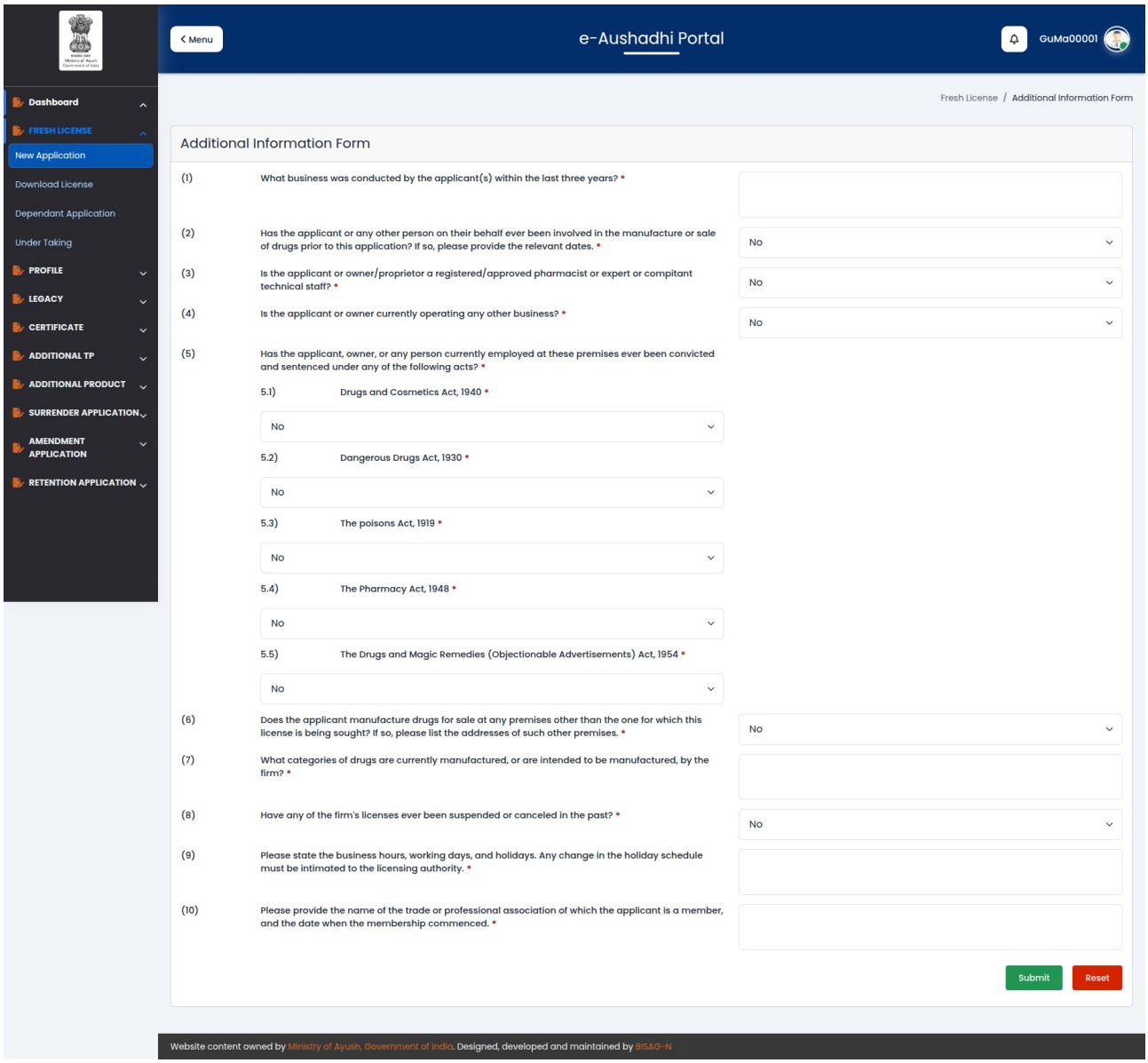
Mandatory documents must be uploaded to proceed with final submission.

Ensure each uploaded document is clear, legible, and matches the description provided.



➢ AIF (Additional Information Form)

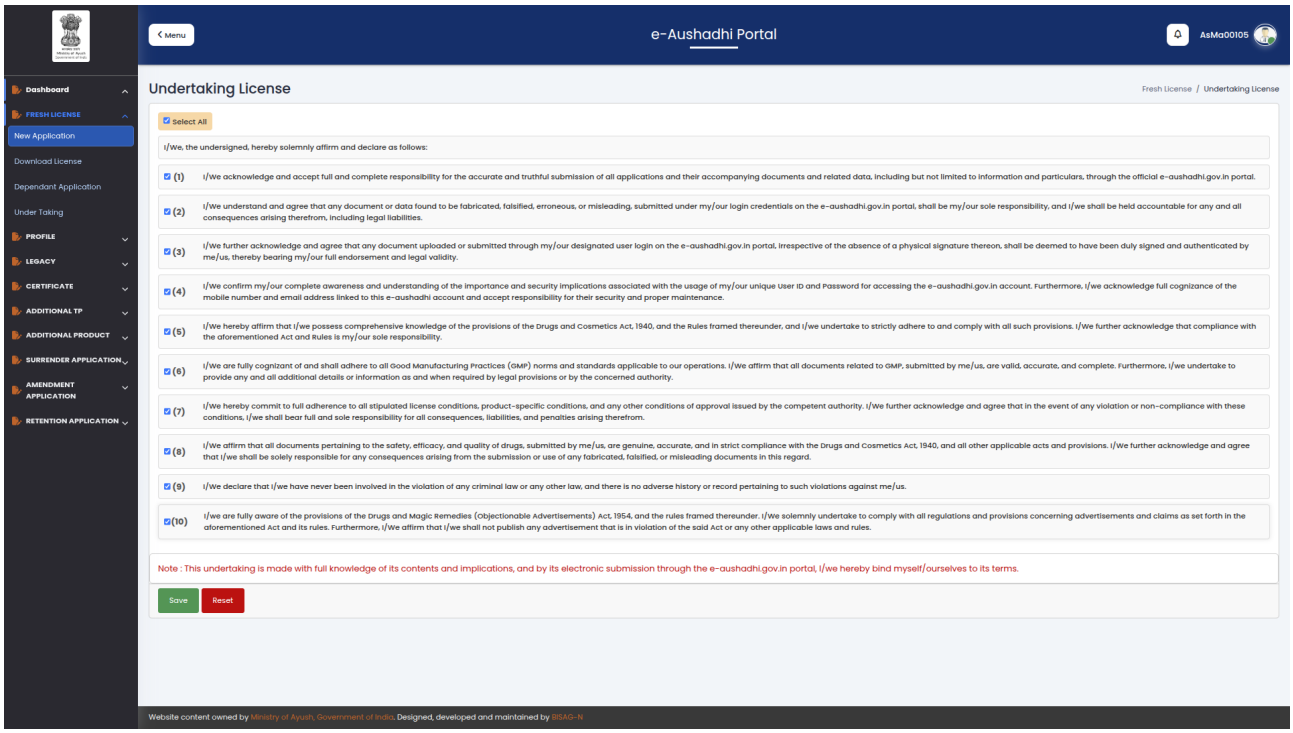
After completing the **Application Attachment List**, the next step is to fill out the **AIF -- Additional Information Form**.



➢ Undertaking for License

In this step:

- You must **read and review** the declaration/undertaking terms provided on the screen.
- Confirm your acceptance by **checking the acknowledgment box**.



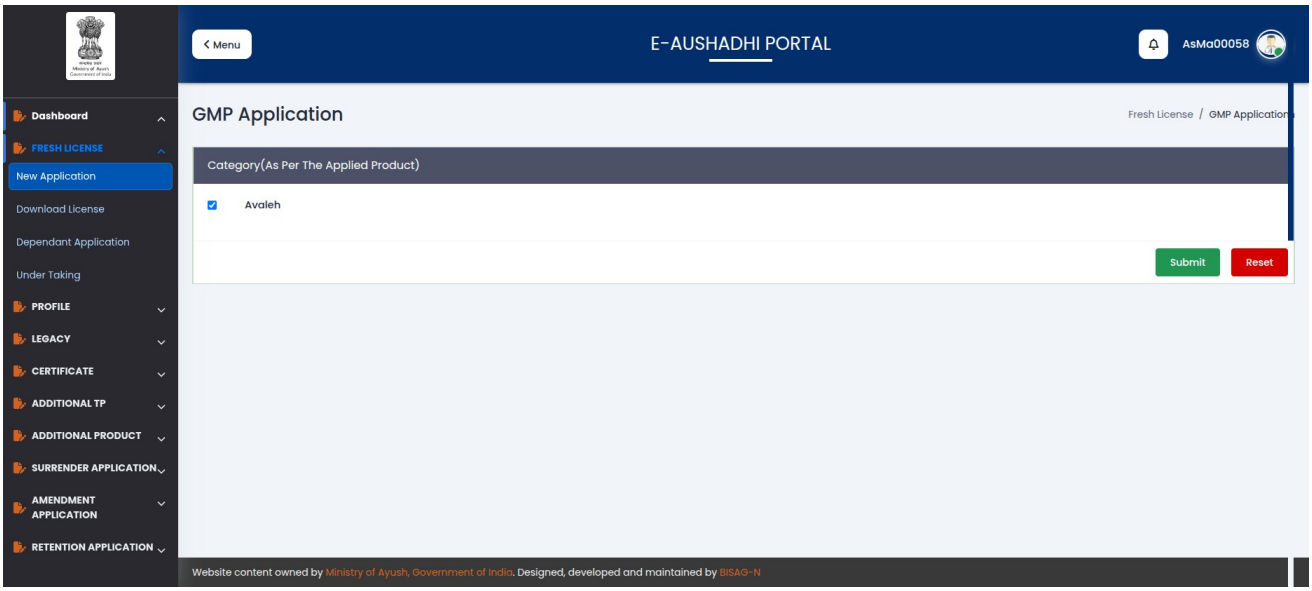
➢ GMP Application

After completing the **Undertaking for License**, the next required step is to confirm and complete the **GMP Application** section.

In this step:

- You must check or confirm the **GMP Application** checkbox to indicate your intention to apply for a **GMP certificate**.
- Fill in any additional required fields if prompted, such as:
    - GMP application type or category

Checking this option is mandatory for issuing or renewing a manufacturing license under ASU guidelines.

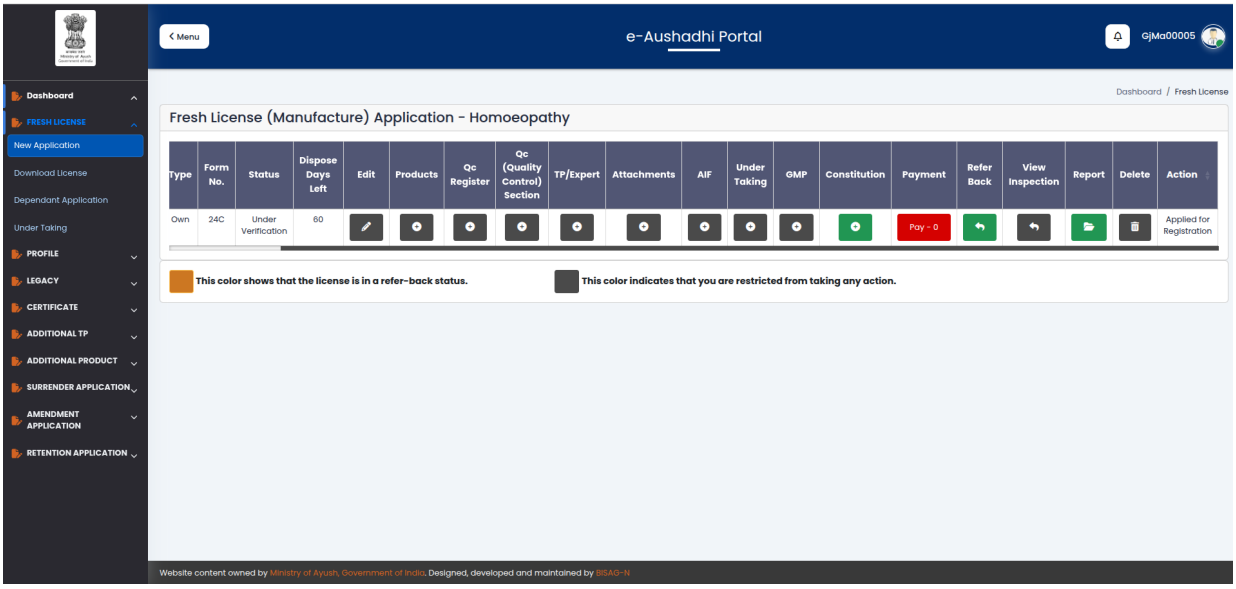


➢ Final Registration and Payment

Once **all required details** have been filled and verified — including product information, QC register, technical person, attachments, AIF, undertaking, and GMP application — you are ready to **register the application**.

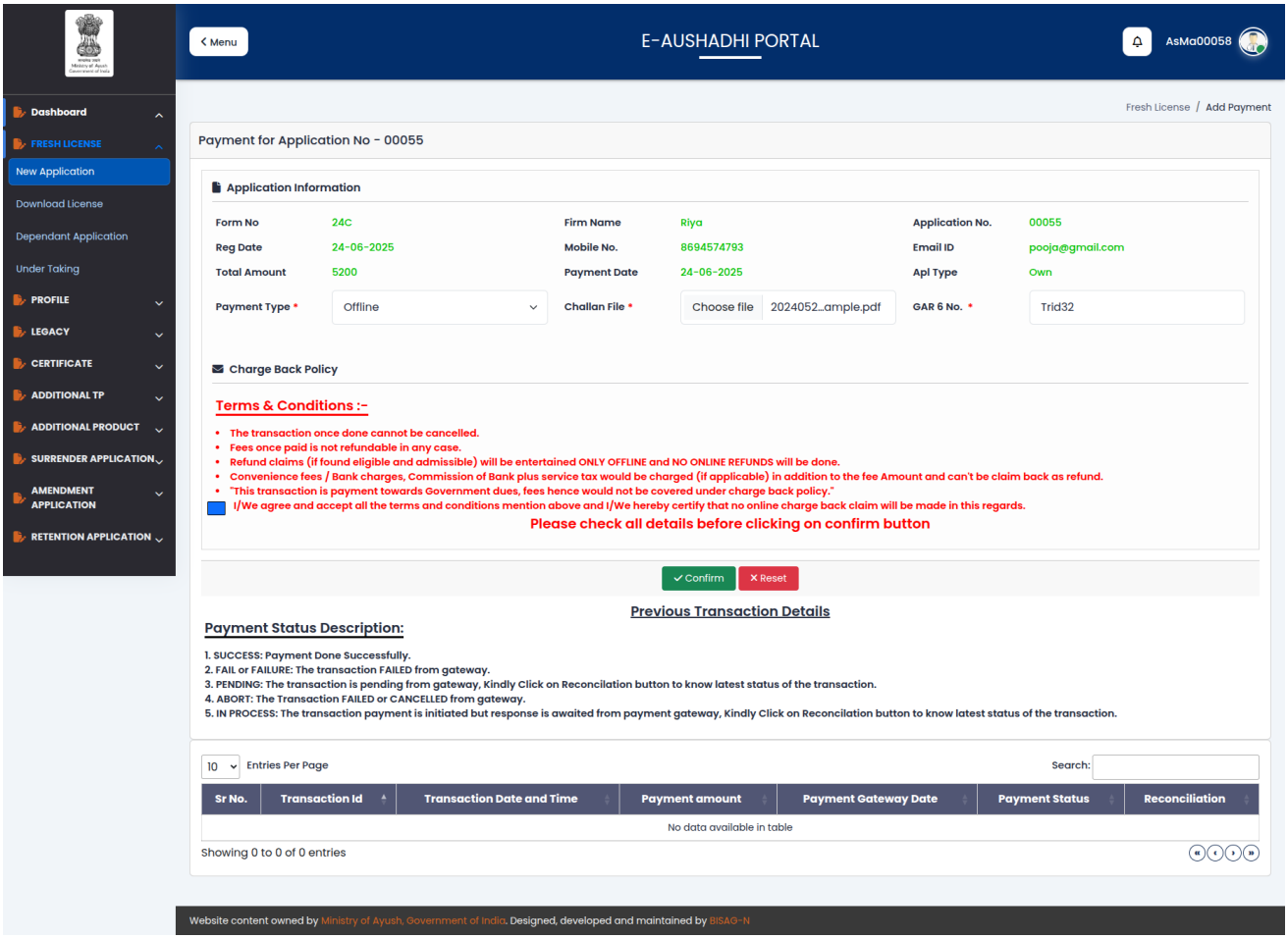
Registering the Application:

- Click on the **Register** button at the bottom of the form.
- Upon successful registration, the **Payment** option will become enabled.



Proceeding with Payment:

- Click on the **Payment** button to proceed.



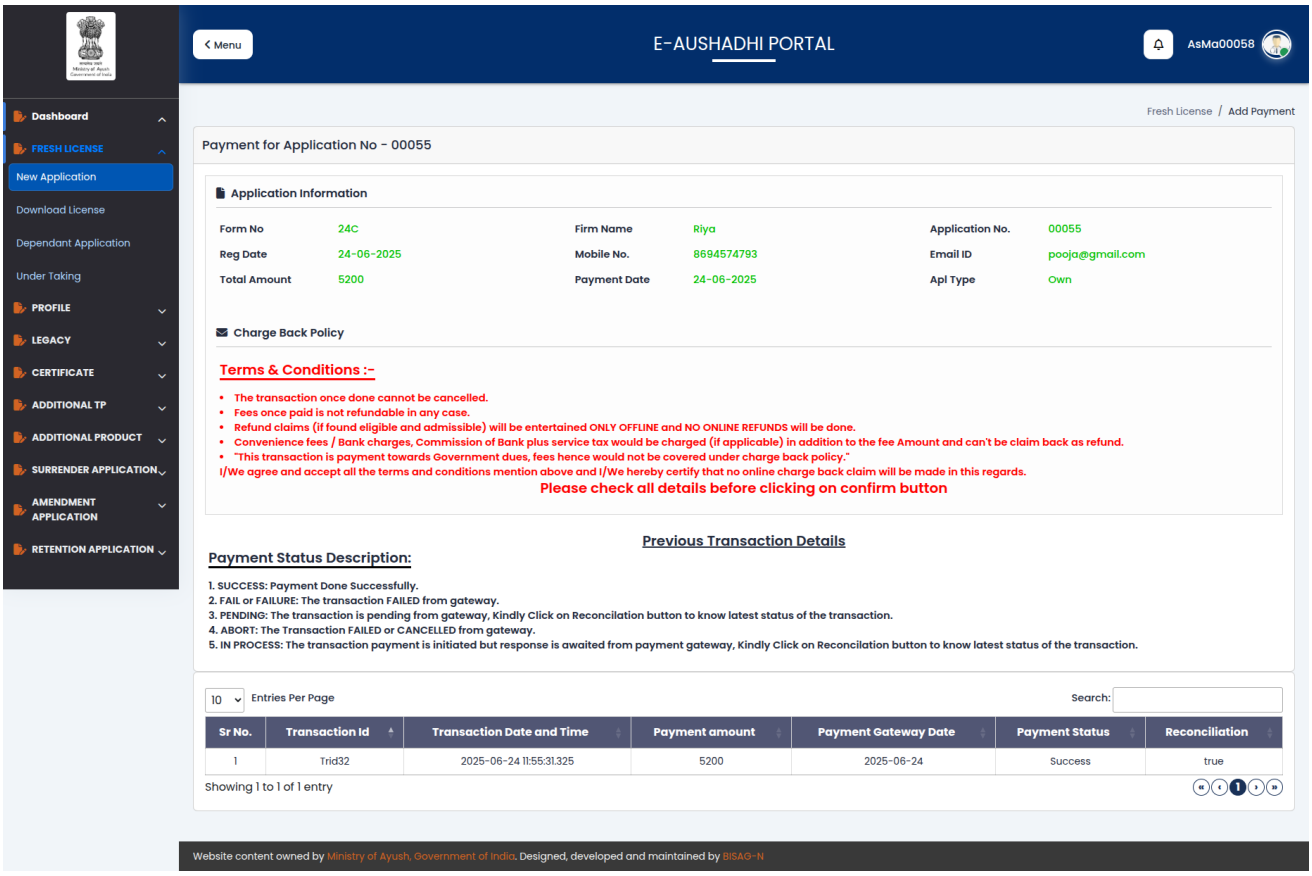
- You will be **redirected to the Payment Gateway page**, where:
  - **Currently, only Offline Payment is available.**
- You must generate a **Challan** and make the payment through the designated offline mode (e.g., treasury or bank deposit).

Upload Challan:

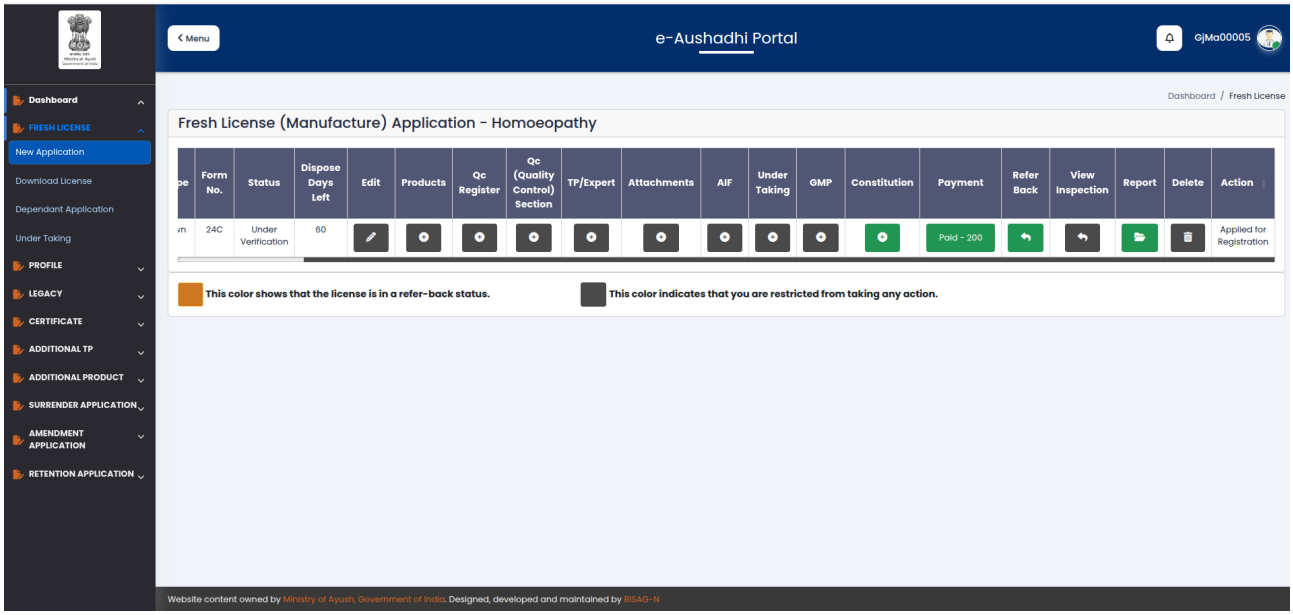
- Upload a scanned copy of the **Challan** as proof of payment.
- Uploading the challan is **mandatory** to complete the payment process.

Ensure that the uploaded challan is clear, legible, and in the prescribed format.

After successful upload, your application will move forward for official processing.



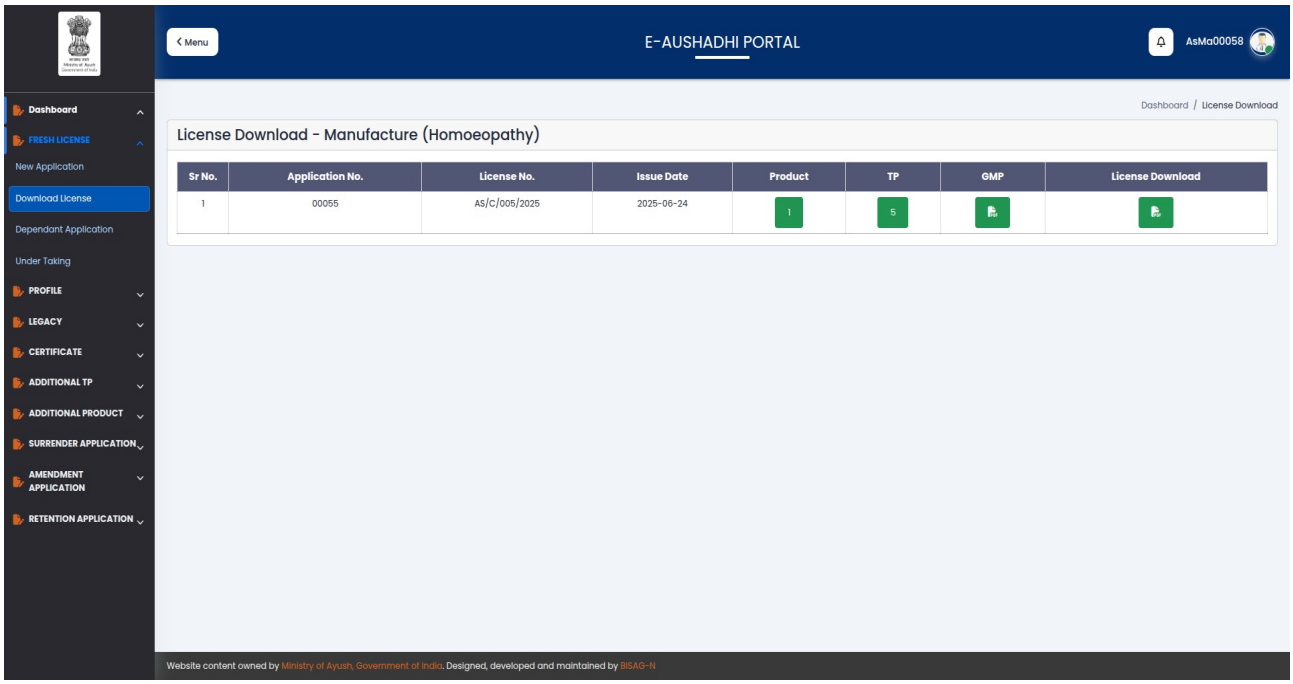
Ensure you do not close the browser or refresh the page during payment processing.



After successful payment, a receipt will be generated and your application will be submitted for further processing.

License Download:

- Once the application is approved:
    - You can **download your Manufacturing License** directly from the portal.
    - Navigate to the application dashboard.
    - Click on the **"Download License"** button available at the **top-right corner** of the application view page.



Make sure to keep a digital and printed copy of your license for future reference and compliance.