

e-Aushadhi



User Manual For Public Testing Laboratory For Fresh License

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➤ Fresh License Application for PTL

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:

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

The screenshot displays the e-Aushadhi Portal interface. On the left is a dark sidebar menu with various navigation options. The main content area is titled 'Fresh License (Public Testing Laboratory) Application - Testing Laboratory for ASU Drugs'. It contains a table with 17 columns: Sr No., Application No., Form No., Status, Dispose Days Left, Edit, Category, TP/Expert, Attachments, AIF, Under Taking, Constitution, Payment, Refer Back, View Inspection, Report, Delete, and Action. The table is currently empty, with a message 'No data available in table' centered below the header. A green plus icon is located in the top right corner of the table's container. Below the table, there is a legend: an orange square indicates 'This color shows that the license is in a refer-back status.' and a grey square indicates 'This color indicates that you are restricted from taking any action.'

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

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:
 - **Category**
 - **TP/Expert**
 - **Other Mandatory Fields as required by the licensing authority**

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

➤ **Category**

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

E-AUSHADHI PORTAL

Menu

AsPu00016

Add Category

Type * Category *

Submit Reset

Category Details

10 Entries Per Page Search:

Sr No.	Type	Category	Status	Edit	Attachments	AIF	Delete
No data available in table							

Showing 0 to 0 of 0 entries

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After filling in the category information:

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

E-AUSHADHI PORTAL

Menu

AsPu00016

Add Category

Type * Category *

Submit Reset

Category Details

10 Entries Per Page Search:

Sr No.	Type	Category	Status	Edit	Attachments	AIF	Delete
1	Ayurvedic,Siddha,Sowa Rigpa,Unani	Khar,Pills	Pending				

Showing 1 to 1 of 1 entry

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You can add multiple category by repeating this process.

➤ Product Attachments

E-AUSHADHI PORTAL

AsPu00016

Fresh License / Product Data / Add Attachment

Attachment List

(1)	List	Choose file	20240528150_F_sample.pdf	+
-----	------	-------------	--------------------------	---

Submit Reset

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➤ Product AIF (Additional Information Form)

E-AUSHADHI PORTAL

AsPu00016

Fresh License / Product Data / Additional Information Form

Additional Information Form

(1)	Is the production for the of the applied Drug Approved ? *	No
(2)	Is everything is available for the complete testing of the applied Product ? *	No
(3)	Whether the unit has fulfilled all new requirements according to the schedule? *	No
(4)	Is the lab available in the firm ? *	No
(5)	Additional Product is useful in which Disease ? *	Malaria
(6)	Is the parent firm has license for the category applied for ? *	No
(7)	Is the additional product will be marketed by Newspaper, Television, Radio, And bills etc. ? If Yes copy of that *	No
(8)	Is there any contract between the other firm for marketing ? If yes copy that file. *	No
(9)	Is all raw materials used in the mfg of the product is official in the official book ? *	No
(10)	Is the Product is applied before with same name or with same formula ? Is any time rejected ? Is yes reason of that *	No
(11)	Is there any Product with same composition but different brand name ? *	No
(12)	Is there any product with different composition but same brand ? *	No

Submit Reset

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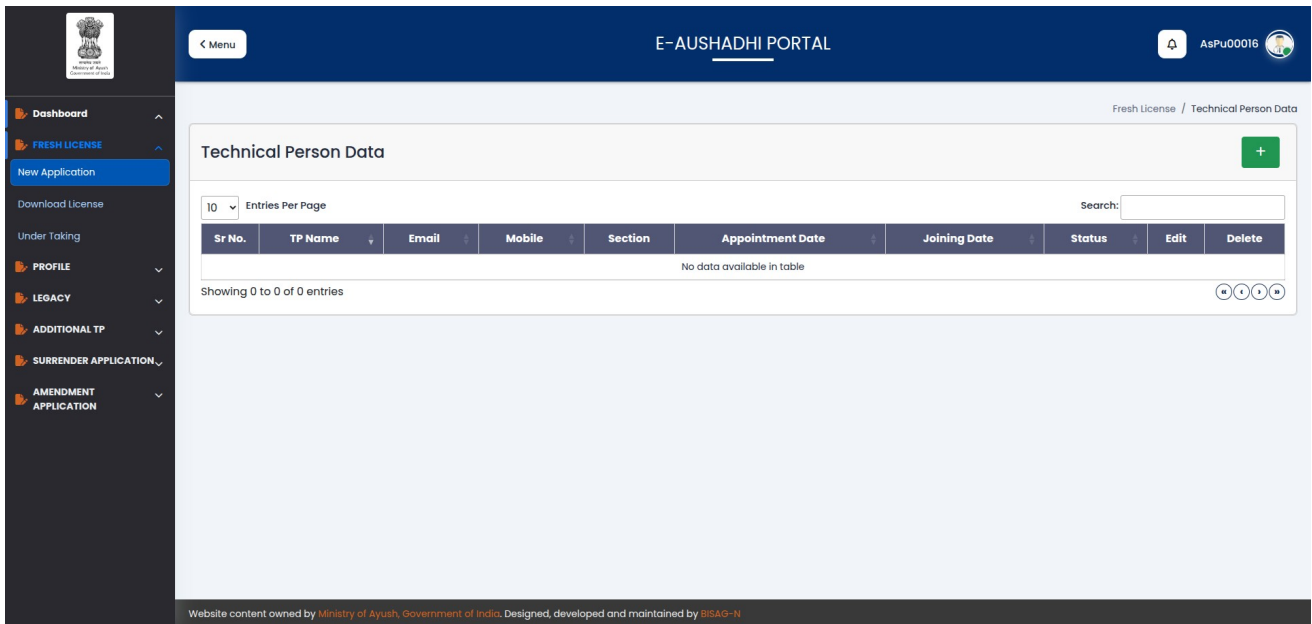
Each category row in the data table must have these fields filled in before final submission.

➤ Technical Person Management

Adding Technical Person (TP) Details

In the TP (Technical Person) Expert section:

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



The screenshot shows the E-Aushadhi Portal interface. On the left is a sidebar menu with options like Dashboard, FRESH LICENSE, New Application, Download License, Under Taking, PROFILE, LEGACY, ADDITIONAL TP, SURRENDER APPLICATION, and AMENDMENT APPLICATION. The main content area is titled 'Technical Person Data' and features a table with the following columns: Sr No., TP Name, Email, Mobile, Section, Appointment Date, Joining Date, Status, Edit, and Delete. The table is currently empty, with a message 'Showing 0 to 0 of 0 entries' at the bottom. A green plus icon is located in the top right corner of the table area. The top header of the portal includes the Ministry of Ayush logo, a menu button, the text 'E-AUSHADHI PORTAL', a notification bell, and a user profile icon labeled 'AsPu00016'.

- 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:

For Application Register 3 TP is Mandatory

Chemistry , Pharmacognosy and ASUS Expert Person Incharge

- Chemistry



- Dashboard
- FRESH LICENSE
- New Application
- Download License
- Under Taking
- PROFILE
- LEGACY
- ADDITIONAL TP
- SURRENDER APPLICATION
- AMENDMENT APPLICATION
- RETENTION APPLICATION

Add Technical Person

Part 1

Personal Information

First Name *	Middle Name	Last Name *
VVVVVV	Enter Middle Name	TTTTTTTT
PAN No. *	Mobile Number *	Email ID *
SDSS4444G	9780980980	gfhghghghghghd.in
Qualification Degree *	Principal Subject *	Educational Certificate *
gfhghghgh	hghghghghgh	Choose file testchedj.pdf
Passing Year *	Last Job	Resignation File
2023	Enter Last Job	Choose file No file chosen
Resignation Date		
dd/mm/yyyy		

Appointment Information

Position *	Appointment Date *	Joining Date *
Employee	18/08/2025	18/08/2025
QCL Section *	Incharge Person *	
Chemistry	☒ Yes ☐ No	

Address Information

Line 1 *	Line 2 *	Line 3
gfhghghgh	gfhghghgh	Enter Line 3
City *	State *	District *
gfhghghgh	Chhattisgarh	Durg
Taluka *		
Bori		
Was this person already approved as a T.P in above section by any Drug Department ?		
Choose *		
No		

[Add](#)
[Cancel](#)

- Pharmacognosy

- Dashboard
- FRESH LICENSE
- New Application
- Download License
- Under Taking
- PROFILE
- LEGACY
- ADDITIONAL TP
- SURRENDER APPLICATION
- AMENDMENT APPLICATION
- RETENTION APPLICATION

Add Technical Person

Part 1

Personal Information

First Name *	Middle Name	Last Name *
FFFFFF	Enter Middle Name	GGGGGGGGGG
PAN No. *	Mobile Number *	Email ID *
SDSS4444G	9780980980	ghghghg@fgdgd.in
Qualification Degree *	Principal subject *	Educational Certificate *
ghghghg	hgfhghghgh	Choose file testcheq.pdf
Passing Year *	Last Job	Resignation File
2023	Enter Last Job	Choose file No file chosen
Resignation Date		
dd/mm/yyyy		

Appointment Information

Position *	Appointment Date *	Joining Date *
Employee	18/08/2025	18/08/2025
QCL Section *	Incharge Person *	
Pharmacognosy	☐ Yes ☒ No	

Address Information

Line 1 *	Line 2 *	Line 3
ghghghg	ghghghghgh	Enter Line 3
City *	State *	District *
ghghghg	Chhattisgarh	Durg
Taluka *		
Bori		
Was this person already approved as a T.P in above section by any Drug Department ?		
Choose *		
No		

[Add](#)
[Cancel](#)

• ASUS Expert Incharge Person

- Dashboard
- FRESH LICENSE
- New Application
- Download License
- Under Taking
- PROFILE
- LEGACY
- ADDITIONAL TP
- SURRENDER APPLICATION
- AMENDMENT APPLICATION
- RETENTION APPLICATION

Add Technical Person

Part 1

Personal Information

First Name *	Middle Name	Last Name *
BBBBB	Enter Middle Name	SSSSSSSSSS
PAN No. *	Mobile Number *	Email ID *
SDSS4444G	9780980980	ghghghg@fgdgd.in
Qualification Degree *	Principal subject *	Educational Certificate *
ghghghg	hgfhghghgh	Choose file testcheq.pdf
Passing Year *	Last Job	Resignation File
2023	Enter Last Job	Choose file No file chosen
Resignation Date		
dd/mm/yyyy		

Appointment Information

Position *	Appointment Date *	Joining Date *
Employee	18/08/2025	18/08/2025
QCL Section *	Incharge Person *	
ASUS Expert Person Incharge	☐ Yes ☒ No	

Address Information

Line 1 *	Line 2 *	Line 3
ghghghg	ghghghghgh	Enter Line 3
City *	State *	District *
ghghghg	Chhattisgarh	Durg
Taluka *		
Bori		
Was this person already approved as a T.P in above section by any Drug Department ?		
Choose *		
Yes		
	Upload File *	
	Choose file testcheq.pdf	

[Add](#)
[Cancel](#)

➤ Application Attachments

After entering all required details—including Category and Technical Person—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**.



Menu

E-AUSHADHI PORTAL

AsMa00051

Dashboard

FRESH LICENSE

New Application

Download License

Dependant Application

Under Taking

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

Fresh License / Additional Information Form

Additional Information Form

(1) what was the bussiness carried out by the applicants within the last three year ? *

Test

(2) Is another bussiness is carried on by the applicant/owner at present ? *

No

(3) Was the applicant/owner or any person at present employed by him on these premises ever convicted and sentenced under ? *

3.1) Drugs and Cosmetics Act, 1940 *

No

3.2) Dangerous Drugs Act, 1930 *

No

3.3) Bombay Prohibition Act, 1919 *

No

3.4) Bombay Drugs(Control) Act, 1948 *

No

3.5) The poisons Act, 1919 *

No

3.6) The Pharmacy Act, 1948 *

No

3.7) Drug and Magic Remedies Act, 1954 *

No

(4) The applicant does/does not manufacturers for sale drugs at any premises except at the premises for which this applicant is applied/owner for or this address of other premises are : *

No

(5) Whether in the past, license/s of the firm was/were suspended or cancelled ? *

No

(6) Hours of bussiness and working days with holiday the same should be intimated to the licensing authority. *

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(7) Name of the trade or professional association of which applicant is a member and the date of commencement of membership. *

No

Submit

Reset

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➤ Undertaking for License

After completing the **AIF (Additional Information Form)**, the next step before submission is to acknowledge and accept the **Undertaking for License**.

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 Dashboard

 FRESH LICENSE

 New Application

 Download License

 Under Taking

 PROFILE

 LEGACY

 ADDITIONAL TP

 SURRENDER APPLICATION

 AMENDMENT APPLICATION

 RETENTION APPLICATION

e-Aushadhi Portal

 AsPu00033

Undertaking License

Fresh License / Undertaking License

Select All

I/We, the undersigned, hereby solemnly affirm and declare as follows:

(1) I/We acknowledge and accept full and complete responsibility for the accurate and truthful submission of all applications and their accompanying documents and related data, including but not limited to information and particulars, through the official e-aushadhi.gov.in portal.

(2) I/We understand and agree that any document or data found to be fabricated, falsified, erroneous, or misleading, submitted under my/our login credentials on the e-aushadhi.gov.in portal, shall be my/our sole responsibility, and I/we shall be held accountable for any and all consequences arising therefrom, including legal liabilities.

(3) I/We further acknowledge and agree that any document uploaded or submitted through my/our designated user login on the e-aushadhi.gov.in portal, irrespective of the absence of a physical signature thereon, shall be deemed to have been duly signed and authenticated by me/us, thereby bearing my/our full endorsement and legal validity.

(4) I/We confirm my/our complete awareness and understanding of the importance and security implications associated with the usage of my/our unique User ID and Password for accessing the e-aushadhi.gov.in account. Furthermore, I/we acknowledge full cognizance of the mobile number and email address linked to this e-aushadhi account and accept responsibility for their security and proper maintenance.

(5) I/We hereby affirm that I/we possess comprehensive knowledge of the provisions of the Drugs and Cosmetics Act, 1940, and the Rules framed thereunder, and I/we undertake to strictly adhere to and comply with all such provisions. I/We further acknowledge that compliance with the aforementioned Act and Rules is my/our sole responsibility.

(6) I/We are fully cognizant of and shall adhere to all Good Laboratory Practices (GLP) norms and standards applicable to our operations. I/We affirm that all documents related to GLP, submitted by me/us, are valid, accurate, and complete. Furthermore, I/we undertake to provide any and all additional details or information as and when required by legal provisions or by the concerned authority.

(7) I/We hereby commit to full adherence to all stipulated license/Approval conditions, product-specific conditions, and any other conditions of approval issued by the competent authority. I/We further acknowledge and agree that in the event of any violation or non-compliance with these conditions, I/we shall bear full and sole responsibility for all consequences, liabilities, and penalties arising therefrom.

(8) I/We affirm that all documents pertaining to the safety, efficacy, and quality of drugs, submitted by me/us, are genuine, accurate, and in strict compliance with the Drugs and Cosmetics Act, 1940, and all other applicable acts and provisions. I/We further acknowledge and agree that I/we shall be solely responsible for any consequences arising from the submission or use of any fabricated, falsified, or misleading documents in this regard.

(9) I/We declare that I/we have never been involved in the violation of any criminal law or any other law, and there is no adverse history or record pertaining to such violations against me/us.

(10) I/We shall regularly provide details concerning any product of Non-Standard Quality (NSQ) to the concerned authority. I/We further undertake to periodically submit updated details regarding the results and timings of all sample testing to the concerned authority.

Note : This undertaking is made with full knowledge of its contents and implications, and by its electronic submission through the e-aushadhi.gov.in portal, I/we hereby bind myself/ourselves to its terms.

Save Reset

In this step:

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

Final Registration and Payment

Once **all required details** have been filled and verified — including Category information, technical person, attachments, AIF, undertaking, — 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.

The screenshot displays the e-Aushadhi Portal interface. The top header shows the portal name and a user ID 'GJPU00001'. The sidebar menu on the left lists various application types. The main content area is titled 'Fresh License (Public Testing Laboratory) Application - Testing Laboratory for ASU Drugs'. It features a table with columns: Sr No., Application No., Form No., Status, Dispose Days Left, Edit, Category, TP/Expert, Attachments, AIF, Under Taking, Constitution, Payment, Refer Back, View Inspection, Report, Delete, and Action. A single application is listed with Application No. 00006, Form No. 47, Status Pending, and 60 days left. The 'Payment' column shows a red button labeled 'Pay - 5000'. Below the table, there are two informational boxes: one with an orange background stating 'This color shows that the license is in a refer-back status.' and another with a grey background stating 'This color indicates that you are restricted from taking any action.'

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).

Menu

- Dashboard
- FRESH LICENSE
- New Application
- Download License
- Under Taking
- PROFILE
- LEGACY
- ADDITIONAL TP
- SURRENDER APPLICATION
- AMENDMENT APPLICATION

E-AUSHADHI PORTAL

Fresh License / Add Payment

AsPu00016

Payment for Application No - 00045

Application Information

Form No	47	Firm Name	Hitesh	Application No.	00045
Reg Date	20-06-2025	Mobile No.	8765474347	Email ID	reena@gmail.com
Total Amount	6000	Payment Date	20-06-2025	Apl Type	Own
Payment Type *	Offline	Challan File *	Choose file	GAR 6 No. *	TransGAR345

Charge Back Policy

Terms & Conditions :-

- The transaction once done cannot be cancelled.
- Fees once paid is not refundable in any case.
- Refund claims (if found eligible and admissible) will be entertained ONLY OFFLINE and NO ONLINE REFUNDS will be done.
- Convenience fees / Bank charges, Commission of Bank plus service tax would be charged (if applicable) in addition to the fee Amount and can't be claim back as refund.
- * This transaction is payment towards Government dues, fees hence would not be covered under charge back policy.

☒ I/We agree and accept all the terms and conditions mention above and I/We hereby certify that no online charge back claim will be made in this regards.

Please check all details before clicking on confirm button

Previous Transaction Details

Payment Status Description:

- SUCCESS: Payment Done Successfully.
- FAIL or FAILURE: The transaction FAILED from gateway.
- PENDING: The transaction is pending from gateway. Kindly Click on Reconciliation button to know latest status of the transaction.
- ABORT: The Transaction FAILED or CANCELLED from gateway.
- IN PROCESS: The transaction payment is initiated but response is awaited from payment gateway. Kindly Click on Reconciliation button to know latest status of the transaction.

10 Entries Per Page

Search:

Sr No.	Transaction Id	Transaction Date and Time	Payment amount	Payment Gateway Date	Payment Status	Reconciliation
No data available in table						

Showing 0 to 0 of 0 entries

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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.

Menu

E-AUSHADHI PORTAL

AsPu00016

Dashboard

FRESH LICENSE

New Application

Download License

Under Taking

PROFILE

LEGACY

ADDITIONAL TP

SURRENDER APPLICATION

AMENDMENT APPLICATION

Payment for Application No - 00045

Application Information

Form No	47	Firm Name	Hitesh	Application No.	00045
Reg Date	20-06-2025	Mobile No.	8765474347	Email ID	reena@gmail.com
Total Amount	6000	Payment Date	20-06-2025	Apl Type	Own

Charge Back Policy

Terms & Conditions :-

- The transaction once done cannot be cancelled.
- Fees once paid is not refundable in any case.
- Refund claims (if found eligible and admissible) will be entertained ONLY OFFLINE and NO ONLINE REFUNDS will be done.
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I/We agree and accept all the terms and conditions mention above and I/We hereby certify that no online charge back claim will be made in this regards.

Please check all details before clicking on confirm button

Payment Status Description:

- SUCCESS: Payment Done Successfully.
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- PENDING: The transaction is pending from gateway. Kindly Click on Reconciliation button to know latest status of the transaction.
- ABORT: The Transaction FAILED or CANCELLED from gateway.
- IN PROCESS: The transaction payment is initiated but response is awaited from payment gateway. Kindly Click on Reconciliation button to know latest status of the transaction.

Previous Transaction Details

10 Entries Per Page

Search:

Sr No.	Transaction Id	Transaction Date and Time	Payment amount	Payment Gateway Date	Payment Status	Reconciliation
1	TransGAR345	2025-06-20 11:50:28.02	6000	2025-06-20	Success	true

Showing 1 to 1 of 1 entry

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

Menu

e-Aushadhi Portal

GJPu00001

Dashboard

FRESH LICENSE

New Application

Download License

Under Taking

PROFILE

LEGACY

ADDITIONAL TP

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Fresh License (Public Testing Laboratory) Application - Testing Laboratory for ASU Drugs

Sr No.	Application No.	Form No.	Status	Dispose Days Left	Edit	Category	TP/Expert	Attachments	AIF	Under Taking	Constitution	Payment	Refer Back	View Inspection	Report	Delete	Action
1	00006	47	Under Verification	60								Paid - 6000					Applied for Registration

This color shows that the license is in a refer-back status.

This color indicates that you are restricted from taking any action.

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

License Download:

◆ Once, your 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.

The screenshot shows the E-AUSHADHI PORTAL interface. The top navigation bar includes the portal name and a user profile icon. The left sidebar contains various menu items like Dashboard, FRESH LICENSE, New Application, Download License, Under Taking, PROFILE, LEGACY, ADDITIONAL TP, SURRENDER APPLICATION, and AMENDMENT APPLICATION. The main content area is titled 'License Download - Public Testing Laboratory (Testing Laboratory for ASU Drugs)'. It features a table with the following data:

Sr No.	Application No.	License No.	Issue Date	Category	TP	GMP	License Download
1	00045	AS/c/08/2025	2025-06-20	1	3		

At the bottom of the page, a footer note states: 'Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N'.

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