

e-Aushadhi



User Manual For Sales Fresh License

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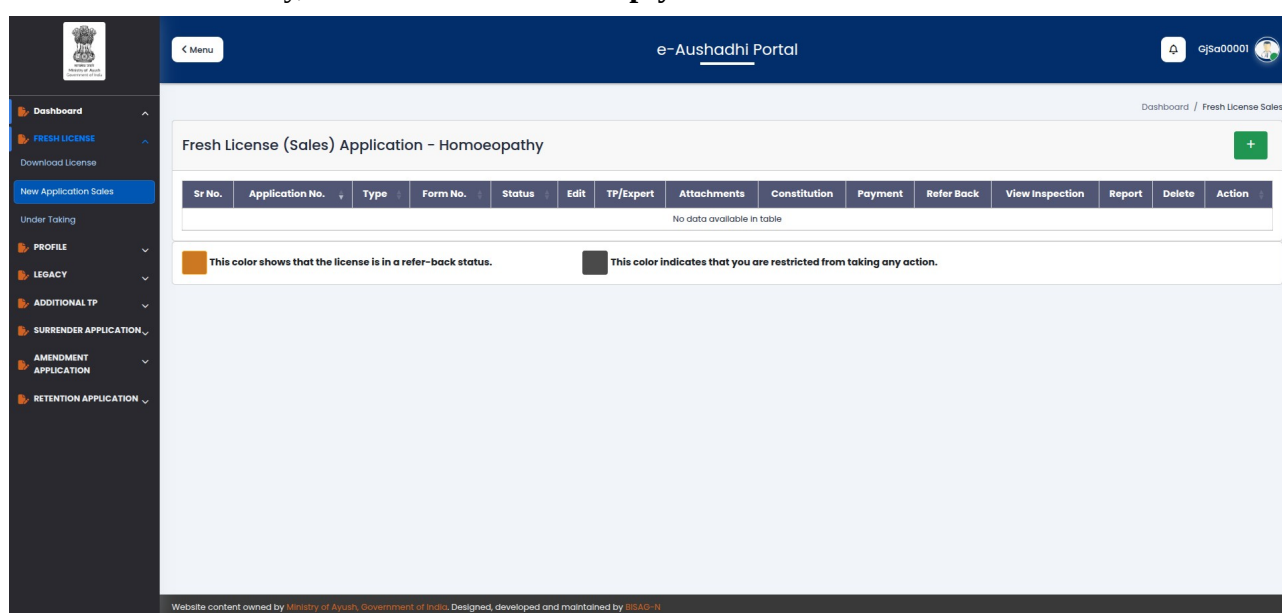
Sales Fresh License Application

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:

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**.

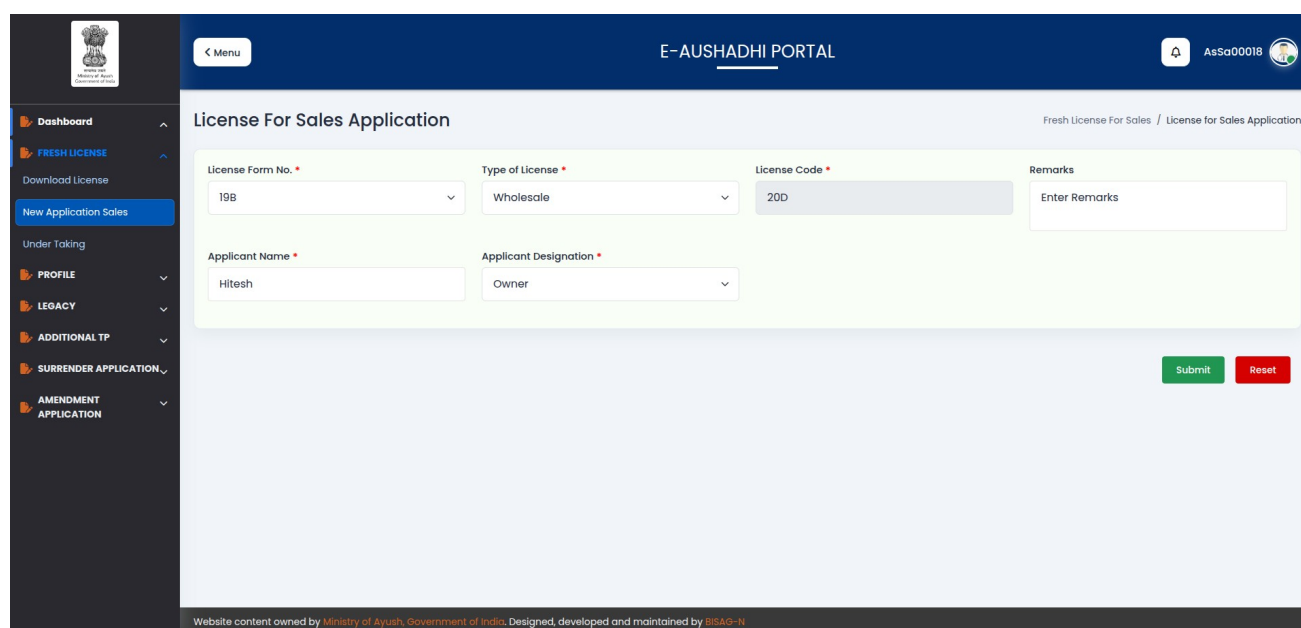


e-Aushadhi Portal
 Dashboard / Fresh License Sales
 Fresh License (Sales) Application - Homoeopathy
 +

Sr No.	Application No.	Type	Form No.	Status	Edit	TP/Expert	Attachments	Constitution	Payment	Refer Back	View Inspection	Report	Delete	Action
No data available in table														

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

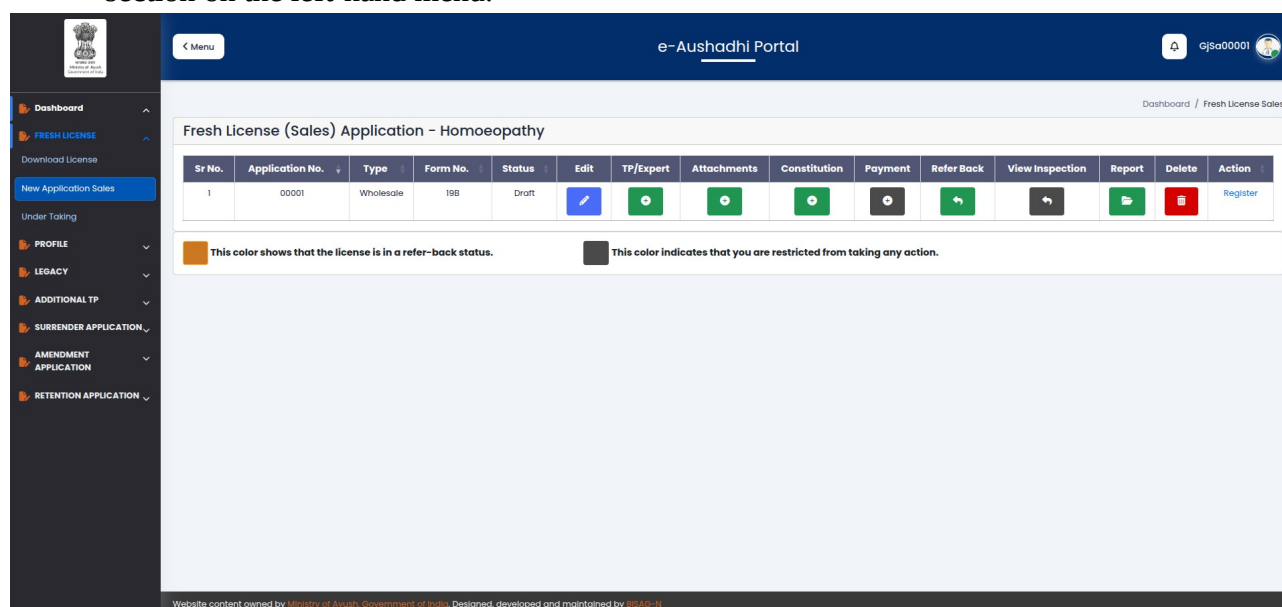


The screenshot shows the 'License For Sales Application' form in the E-Aushadhi Portal. The form includes fields for License Form No. (19B), Type of License (Wholesale), License Code (20D), and Remarks (Enter Remarks). It also has fields for Applicant Name (Hitesh) and Applicant Designation (Owner). There are 'Submit' and 'Reset' buttons at the bottom right. The left-hand menu shows 'New Application Sales' as the selected option under 'FRESH LICENSE'.

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.



The screenshot shows the 'Fresh License (Sales) Application - Homoeopathy' section. It displays a table with columns: Sr No., Application No., Type, Form No., Status, Edit, TP/Expert, Attachments, Constitution, Payment, Refer Back, View Inspection, Report, Delete, and Action. The table contains one row with the following data:

Sr No.	Application No.	Type	Form No.	Status	Edit	TP/Expert	Attachments	Constitution	Payment	Refer Back	View Inspection	Report	Delete	Action
1	00001	Wholesale	19B	Draft										Register

Below the table, there are two color-coded boxes: an orange box indicating 'This color shows that the license is in a refer-back status.' and a gray box indicating 'This color indicates that you are restricted from taking any action.'

- 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 You enter incorrect details you can also delete the application.

- If your application is rejected by the Administration, you must click on **comply** button to resubmit the application within **60 days**. If you fail to do so, your application will be **disabled**.
- You can view the status, application number, and other submitted details in the table.

Here, you can:

- **Edit** your previously entered information.
- Fill in additional sections such as:
 - **TP/Expert**
 - **Attachments**

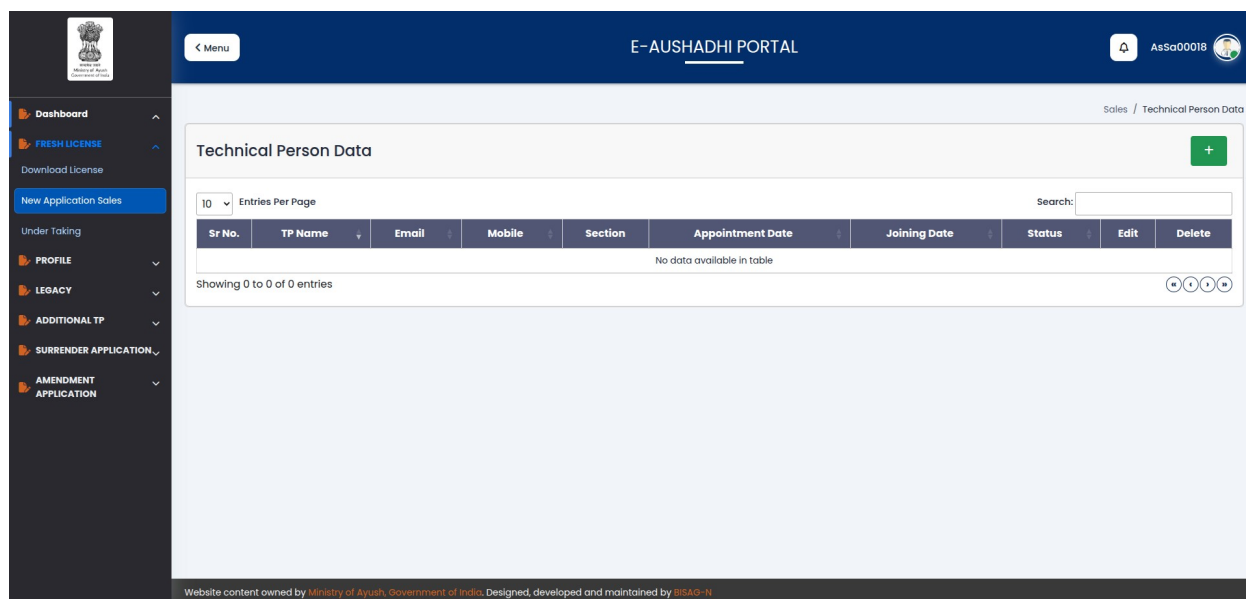
Ensure all information is complete and accurate before final submission to avoid delays in processing.

➤ 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 Sales, and others. The main content area is titled 'Technical Person Data' and features a table with columns: Sr No., TP Name, Email, Mobile, Section, Appointment Date, Joining Date, Status, Edit, and Delete. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A green plus icon is visible in the top right corner of the table area, used for adding new entries.

- 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

The screenshot shows the 'e-Aushadhi Portal' interface. The left sidebar contains navigation options: Dashboard, FRESH LICENSE, Download License, New Application Sates, Under Taking, PROFILE, LEGACY, ADDITIONAL TP, SURRENDER APPLICATION, AMENDMENT APPLICATION, and RETENTION APPLICATION. The main content area is titled 'Part 1: Personal Information' and contains the following fields:

- Personal Information:** First Name, Middle Name, Last Name, PAN No., Mobile Number, Email ID, Qualification Degree, Principal Subject, Educational Certificate, Passing Year, Last Job, Resignation Date.
- Appointment Information:** Position, Appointment Date, Joining Date.
- Address Information:** Line 1, Line 2, Line 3, City, State, District, Taluka.

The form is divided into sections: Personal Information, Appointment Information, and Address Information. The 'Add' and 'Cancel' buttons are visible at the bottom right.

➤ Application Attachment List

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.

The screenshot displays the 'e-Aushadhi Portal' interface. The top navigation bar includes the portal name and a user profile 'AsSa00037'. The left sidebar lists various application categories: Dashboard, FRESH LICENSE, Download License, New Application Sales, Under Taking, PROFILE, LEGACY, ADDITIONAL TP, SURRENDER APPLICATION, AMENDMENT APPLICATION, and RETENTION APPLICATION. The main content area, titled 'Application Attachment List', contains a table with 10 rows of required documents. Each row has a 'Choose file' button. The documents listed are: (1) License Copy Sales Attachment, (2) Owners ID proof, (3) Company-Firm ownership proofs, (4) Premises address proof, (5) Appointment letter of TP-Expert, (6) Consent letter of government approved laboratory, (7) Annexure D TP agreement letter, (8) Experience letter of TP-Expert, (9) Owner Agreement, and (10) Extra Field. At the bottom right of the table is a green '+' button. Below the table are 'Submit' and 'Reset' buttons. The footer states: 'Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N'.

Mandatory documents must be uploaded to proceed with final submission.

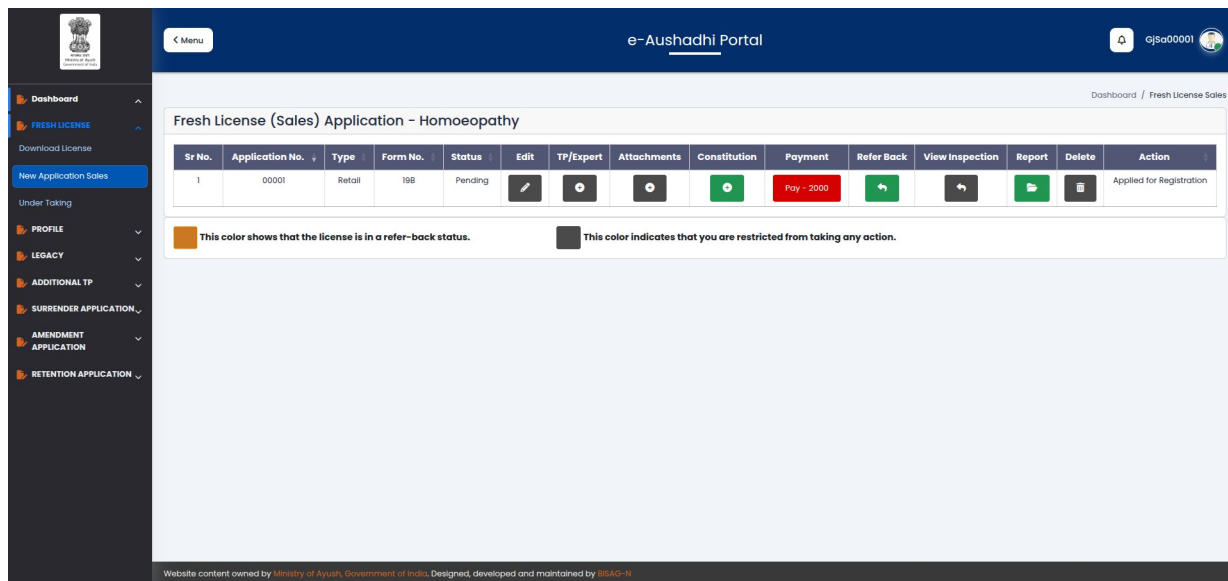
Ensure each uploaded document is clear, legible, and matches the description provided.

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.



e-Aushadhi Portal

Dashboard / Fresh License Sales

Fresh License (Sales) Application - Homoeopathy

Sr No.	Application No.	Type	Form No.	Status	Edit	TP/Expert	Attachments	Constitution	Payment	Refer Back	View Inspection	Report	Delete	Action
1	00001	Retail	198	Pending										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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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.**

Ministry of Ayush

< Menu

E-AUSHADHI PORTAL

AsSa00018

Sales / Add Payment

Payment for Application No - 00009

Application Information

Form No	198	Firm Name	Sahil	Application No.	00009
Reg Date	20-06-2025	Mobile No.	8696453485	Email ID	ruhirathore@gmail.com
Total Amount	2000	Payment Date	20-06-2025	Api Type	Wholesale
Payment Type *	Offline	Challan File *	Choose file	GAR 6 No. *	Tran345

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

Payment Status Description:

1. SUCCESS: Payment Done Successfully.

2. FAIL or FAILURE: The transaction FAILED from gateway.

3. PENDING: The transaction is pending from gateway. Kindly Click on Reconciliation button to know latest status of the transaction.

4. ABORT: The Transaction FAILED or CANCELLED from gateway.

5. 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
No data available in table						

Showing 0 to 0 of 0 entries

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- 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.

Menu

Dashboard

FRESH LICENSE

Download License

New Application Sales

Under Taking

PROFILE

LEGACY

ADDITIONAL TP

SURRENDER APPLICATION

AMENDMENT APPLICATION

E-AUSHADHI PORTAL

AsSa00018

Sales / Add Payment

Payment for Application No - 00009

Application Information

Form No	198	Firm Name	Sahil	Application No.	00009
Reg Date	20-06-2025	Mobile No.	8696453485	Email ID	ruhirathore@gmail.com
Total Amount	2000	Payment Date	20-06-2025	Apl Type	Wholesale

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."
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Payment Status Description:

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- 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	Tran345	2025-06-20 14:31:03.539	2000	2025-06-20	Success	true

Showing 1 to 1 of 1 entry

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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.

Menu

Dashboard

FRESH LICENSE

Download License

New Application Sales

Under Taking

PROFILE

LEGACY

ADDITIONAL TP

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

e-Aushadhi Portal

Gjsa00001

Dashboard / Fresh License Sales

Fresh License (Sales) Application - Homoeopathy

Sr No.	Application No.	Type	Form No.	Status	Edit	TP/Expert	Attachments	Constitution	Payment	Refer Back	View Inspection	Report	Delete	Action
1	00001	Retail	198	Under Verification					Paid - 2000					Applied for Registration

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

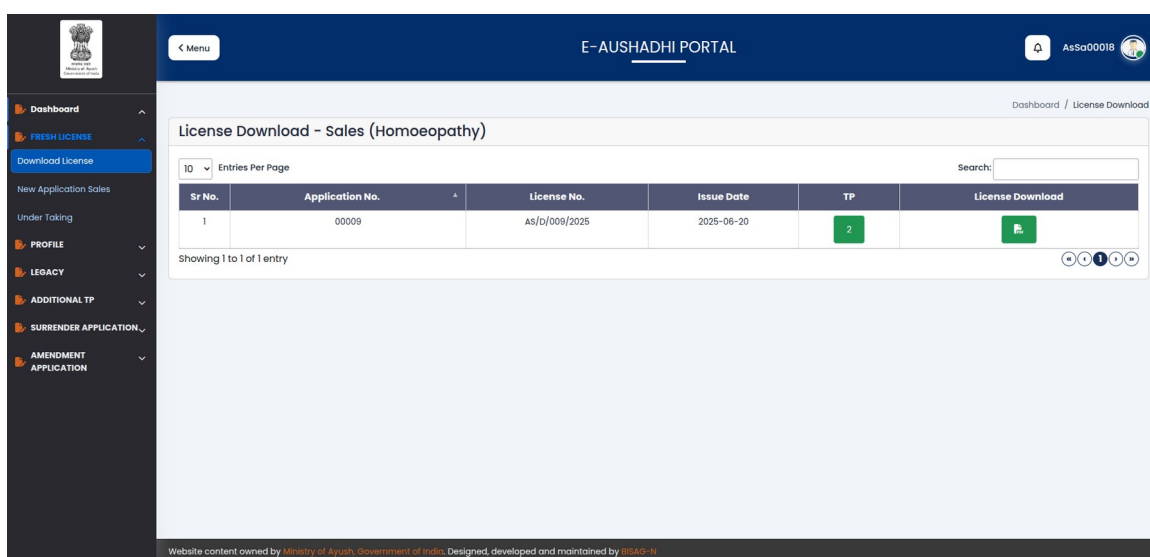
This color indicates that you are restricted from taking any action.

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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 a menu icon, the portal name, and a user profile. The left sidebar contains various application categories. The main content area is titled 'License Download - Sales (Homoeopathy)' and features a table with the following data:

Sr No.	Application No.	License No.	Issue Date	TP	License Download
1	00009	AS/a/009/2025	2025-06-20	2	

Below the table, it indicates 'Showing 1 to 1 of 1 entry'. The footer of the page 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.