

e-Aushadhi



User Manual For Manufacturing Legacy License (ASU)

=====

Table of Contents

Legacy License Application.....	2
Quality Control Management.....	4
Technical Person Management.....	6
Product Management.....	12
License Download.....	16



Legacy 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 Legacy license application:

All Existing Licensee Can Apply For the Legacy License

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

Dashboard / Legacy

Legacy License (Manufacture) Application - Ayurveda, Unani, Siddha, Sowa Rigpa

Sr No.	Old License No.	Type	Form No.	Issue Date	Valid From Date	Valid Upto Date	Status	Edit	Q.C (Quality Control) Section	TP/Expert	Products	Qc Register	Constitution	Refer Back	Delete	Action
No data available in table																

 This color shows that the application is in a refer-back status.
 This color indicates that you are restricted from taking any action.

Note : For License Submission TP/Expert and QC Section Is Mandatory.

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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.
5. 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.

The screenshot displays the E-Aushadhi Portal interface. The top navigation bar includes a menu icon, the portal name 'E-AUSHADHI PORTAL', and a user profile icon labeled 'AsMa00053'. The left sidebar contains a list of menu items: Dashboard, FRESH LICENSE, PROFILE, LEGACY (highlighted), Download License, Dependant Application, CERTIFICATE, ADDITIONAL TP, ADDITIONAL PRODUCT, SURRENDER APPLICATION, AMENDMENT APPLICATION, and RETENTION APPLICATION. The main content area is titled 'License Legacy Information' and contains a form with the following fields:

- License Form No. ***: 25D
- Type of License**: Own
- Remarks**: Enter Remarks
- Approved Old License No ***: 24D
- Issue date ***: 05/06/2025
- Valid From date ***: 12/06/2025
- Valid Upto date**: dd/mm/yyyy
- License Document ***: Choose file 20240528150_F_sample.pdf
- Address Of Premises**:
 - Address Line 1**: 4,Ratna
 - Address Line 2**: Apartment
 - Address Line 3**: Enter Line 3
 - City**: BHATTAPARAGARAL
- District**: Kamrup
- Taluka**: BHATTAPARAGARAL
- Pincode**: 781017

At the bottom right of the form 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'.

- If your **license type** is **Loan**, follow these steps to submit your application:
 - Select your Own Firm Name and the relevant License.
 - Enter the OTP sent to your own firm's registered email address.
 - 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 **Legacy License** section on the left-hand menu.
- You can view the status, application number, and other submitted details in the table.
- If You enter incorrect details you can also delete the application.

Legacy License (Manufacture) Application – Ayurveda, Unani, Siddha, Sowa Rigpa

Sr No.	Old License No.	Type	Form No.	Issue Date	Valid From Date	Valid Upto Date	Status	Edit	Q.C. (Quality Control) Section	TP/Expert	Products	Qc Register	Constitution	Refer Back	Delete	Action
1	DDDDDD	Own	25D	2021-02-15	2021-07-08	2025-10-22	Draft									Submit

This color shows that the application is in a refer-back status. This color indicates that you are restricted from taking any action.

Note: For License Submission TP/Expert and QC Section is Mandatory.

Here, you can:

- **Edit** your previously entered information.
- Fill in additional sections such as:
 - **TP/Expert**
 - **QC Section**
 - **Other Mandatory Fields as required by the licensing authority**
 - **Note:** Product details and the QC Register are optional and not mandatory during the license application process. They may be submitted after the successful registration of the manufacturing unit.

Ensure all information is complete and accurate before final submission to avoid delays in processing. Incomplete applications may be reverted by the authority for correction.

➤ Quality Control Management

• Q.C. (Quality Control) Section :-

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



Menu

E-AUSHADHI PORTAL


 AsMa00053

Dashboard

 FRESH LICENSE

 PROFILE

 LEGACY

 Legacy

 Download License

 Dependant Application

 CERTIFICATE

 ADDITIONAL TP

 ADDITIONAL PRODUCT

 SURRENDER APPLICATION

 AMENDMENT APPLICATION

 RETENTION APPLICATION

Q.C (Quality Control) Section

Legacy / Q.C (Quality Control) Section

Quality Control In

 Quality Control Out

☒

☐

Save

Reset

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Menu

e-Aushadhi Portal


 AsMa00014

Dashboard

 FRESH LICENSE

 PROFILE

 LEGACY

 Legacy

 Download License

 Dependant Application

 CERTIFICATE

 ADDITIONAL TP

 ADDITIONAL PRODUCT

 SURRENDER APPLICATION

 AMENDMENT APPLICATION

 RETENTION APPLICATION

Q.C (Quality Control) Section

Legacy / Q.C (Quality Control) Section

Quality Control In

 Quality Control Out

 Approved Laboratory Under License Form 48 *

☐

☒

KESHVAM LAB PHARMA

 Consent Letter *

Laboratory Address

 vsvvsvsvsvsvsAhmedabadGujarat382418

Remarks

 QC Section

Choose file

file.pdf

Save

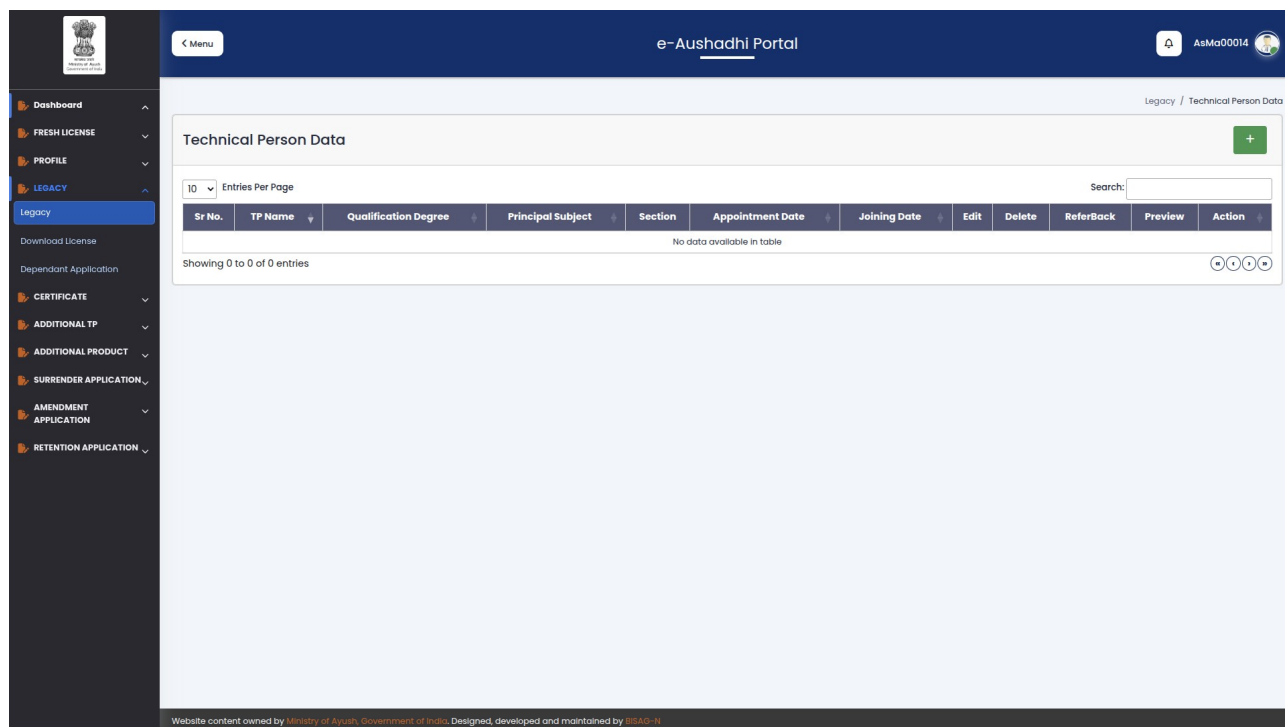
Reset

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5

➤ Technical Person Management

Adding Technical Person (TP) Details



The screenshot shows the e-Aushadhi Portal interface. The top navigation bar includes the Ministry of Ayush logo, a menu button, the portal name 'e-Aushadhi Portal', and a user profile 'AsMa00014'. The left sidebar contains a navigation menu with options like Dashboard, FRESH LICENSE, PROFILE, LEGACY, and various application types. The main content area is titled 'Technical Person Data' and features a table with columns: Sr No., TP Name, Qualification Degree, Principal Subject, Section, Appointment Date, Joining Date, Edit, Delete, ReferBack, Preview, and Action. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A green '+' icon is visible in the top right corner of the table area, indicating the option to add a new technical person.

- 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 **TP (Technical Person) / Expert** section:

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

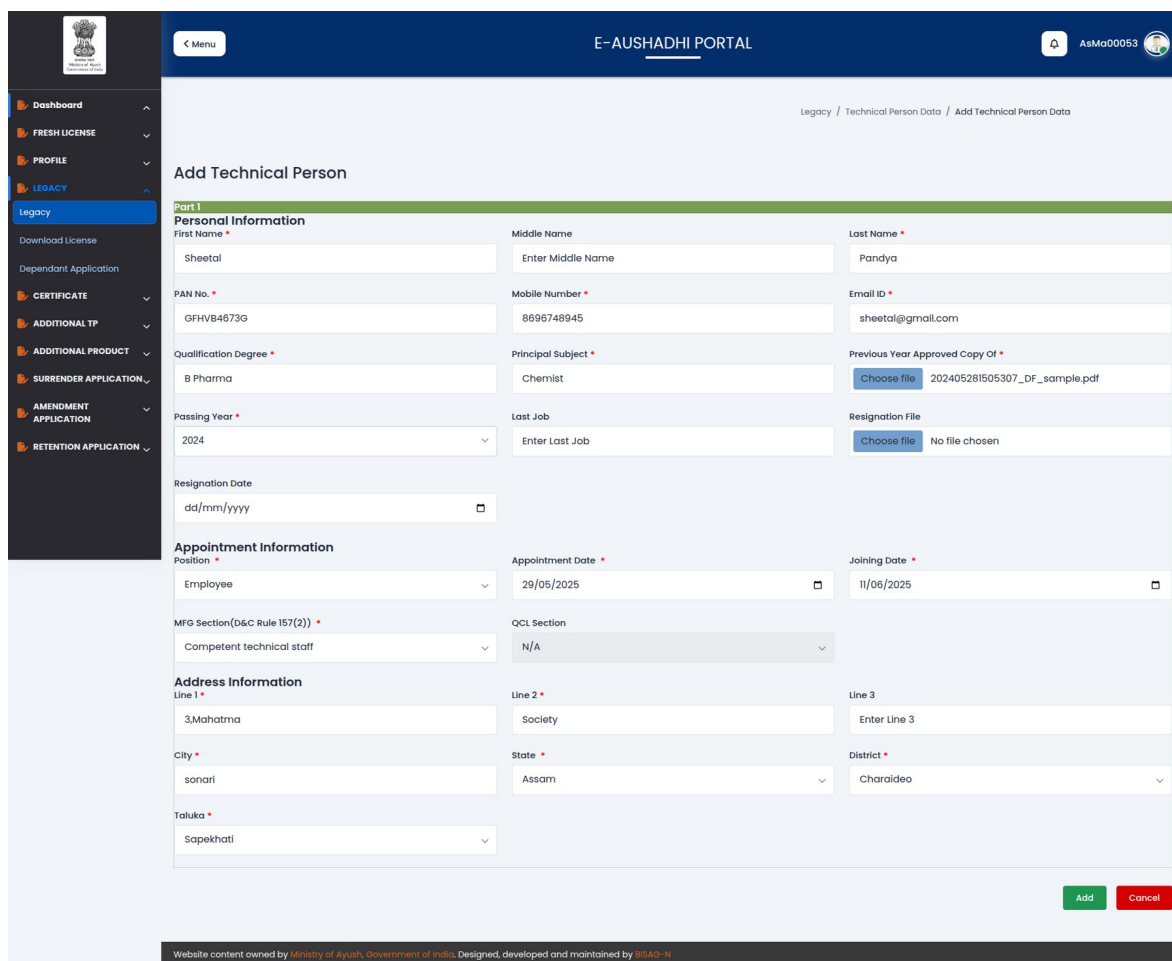
if you fill **QC Section In** Then 4 TP is Mandatory

- 1 MFG - Component Technical Staff
- 3 QCL - Chemist, Botanist, Expert in ASU

In the **Appointment Information** section:

1. **First**, under the **MFG (Manufacturing)** section:

- You must select **Competent Technical Staff** from the dropdown.
- Fill in all required appointment details and click **Save**.



E-AUSHADHI PORTAL

Legacy / Technical Person Data / Add Technical Person Data

Add Technical Person

Part 1

Personal Information

First Name * Middle Name Last Name *

PAN No. * Mobile Number * Email ID *

Qualification Degree * Principal Subject * Previous Year Approved Copy Of * 20240528I505307_DF_sample.pdf

Passing Year * Last Job Resignation File No file chosen

Resignation Date

Appointment Information

Position * Appointment Date * Joining Date *

MFG Section(D&C Rule 157(2)) * QCL Section

Address Information

Line 1 * Line 2 * Line 3

City * State * District *

Taluka *

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to add additional technical person:

- Click **Add New TP**.
- At this stage, the **MFG section will be marked as N/A**.
- Under the **QCL (Quality Control Lab)** section, select the relevant **expertise** from the dropdown:

- Expert in ASU



Menu

E-AUSHADHI PORTAL

AsMa00053

Dashboard

FRESH LICENSE

PROFILE

LEGACY

Legacy

Download License

Dependant Application

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Legacy / Technical Person Data / Add Technical Person Data

Add Technical Person

Part 1

Personal Information

First Name *

Middle Name

Last Name *

Nitya

Enter Middle Name

Sharma

PAN No. *

Mobile Number *

Email ID *

JFBJR5473H

9765383743

nitya@gmail.com

Qualification Degree *

Principal Subject *

Previous Year Approved Copy Of *

B pharma

Botanist

Choose file

202405281505307_DF_sample.pdf

Passing Year *

Last Job

Resignation File

2024

Enter Last Job

Choose file

No file chosen

Resignation Date

dd/mm/yyyy

Appointment Information

Position *

Appointment Date *

Joining Date *

Employee

30/05/2025

04/06/2025

MFG Section (D&C Rule 157(2))

QCL Section *

N/A

Expert in ASU

Address Information

Line 1 *

Line 2 *

Line 3

A-34,Nilkanth

Apartment

Enter Line 3

City *

State *

District *

algapur

Assam

Hallakandi

Taluka *

Hallakandi

Add

Cancel

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8

• Chemist



Dashboard

FRESH LICENSE

PROFILE

LEGACY

Legacy

Download License

Dependant Application

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

< Menu

E-AUSHADHI PORTAL


AsMa00053


Legacy / Technical Person Data / Add Technical Person Data

Add Technical Person

Part 1

Personal Information

First Name *

Middle Name

Last Name *

First Name *

Enter Middle Name

Rathore

PAN No. *

Mobile Number *

Email ID *

GHKTR5784G

8658584576

naina@gmail.com

Qualification Degree *

Principal Subject *

Previous Year Approved Copy Of *

B Pharma

Chemistry

Choose file

202405281505307_DF_sample.pdf

Passing Year *

Last Job

Resignation File

2025

Enter Last Job

Choose file

No file chosen

Resignation Date

dd/mm/yyyy

Appointment Information

Position *

Appointment Date *

Joining Date *

Partner

05/06/2025

11/06/2025

MFG Section (D&C Rule 157(2))

QCL Section *

N/A

Chemist

Address Information

Line 1 *

Line 2 *

Line 3

4,Shashtri nagar

bungalows

Enter Line 3

City *

State *

District *

athani

Assam

Dhubri

Taluka *

Dhubri

Add

Cancel

- Botanist



Menu

E-AUSHADHI PORTAL


AsMa00053


Dashboard

FRESH LICENSE

PROFILE

LEGACY

Legacy

Download License

Dependant Application

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Legacy / Technical Person Data / Add Technical Person Data

Add Technical Person

Part 1

Personal Information

First Name *

Middle Name

Last Name *

PAN No. *

Mobile Number *

Email ID *

Qualification Degree *

Principal Subject *

Previous Year Approved Copy Of *

Passing Year *

Last Job

Resignation File

Resignation Date

Appointment Information

Address Information

10

- if you fill **QC Section Out** Then 1 TP is Mandatory
1 MFG - Component Technical Staff



Dashboard

FRESH LICENSE

PROFILE

LEGACY

Legacy

Download License

Dependant Application

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

< Menu

E-AUSHADHI PORTAL



AsMa00053

Legacy / Technical Person Data / Add Technical Person Data

Add Technical Person

Part 1

Personal Information

First Name *

Middle Name

Last Name *

Sheetal

Enter Middle Name

Pandya

PAN No. *

Mobile Number *

Email ID *

GFRVB4673G

8696748945

sheetal@gmail.com

Qualification Degree *

Principal Subject *

Previous Year Approved Copy Of *

B Pharma

Chemist

Choose file 202405281505307_DF_sample.pdf

Passing Year *

Last Job

Resignation File

2024

Enter Last Job

Choose file No file chosen

Resignation Date

dd/mm/yyyy

Appointment Information

Position *

Appointment Date *

Joining Date *

Employee

29/05/2025

11/06/2025

MFG section(D&C Rule 157(2)) *

QCL Section

Competent technical staff

N/A

Address Information

Line 1 *

Line 2 *

Line 3

3,Mahatma

Society

Enter Line 3

City *

State *

District *

sonari

Assam

Charaideo

Taluka *

Sapekhati

Add

Cancel

Mandatory: Submit details in the provided data table format as required during registration.

Menu

E-AUSHADHI PORTAL

AsMa00053

Legacy / Technical Person Data

Technical Person Data

10 Entries Per Page

Search:

Sr No.	TP Name	Email	Mobile	Section	Appointment Date	Joining Date	Edit	Delete	ReferBack	Action
1	Sheetal Pandya	sheetal@gmail.com	8696748945	Competent technical staff	2025-05-29	2025-06-11				Submitted Successfully
2	Nitya Sharma	nitya@gmail.com	9765383743	Expert in ASU	2025-05-30	2025-06-04				Submitted Successfully
3	Nandini Chauhan	nandini@gmail.com	9759747585	Botanist	2025-05-29	2025-06-05				Submitted Successfully
4	Naina Rathore	naina@gmail.com	8658584576	Chemist	2025-06-05	2025-06-11				Submitted Successfully

Showing 1 to 4 of 4 entries

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➤ Product Management

Adding 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.

Ministry of Ayush
Government of India

Menu

e-Aushadhi Portal

AsMa00014

Dashboard

FRESH LICENSE

PROFILE

LEGACY

Legacy

Download License

Dependant Application

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Add Product

Legacy / Add Product

Product Name *

Type *

--Select--

Category/Dosage Form *

--Select--

Sub Type *

--Select--

Permission Purpose *

--Select--

Remarks

Enter Remarks

Composition Title *

e.g. Each Gram Contents

Each Gram Contents

Approved Product Copy *

Choose file No file chosen

Drug Categories Based On Their pharmacological Actions *

-- Select --

Diseases and Conditions *

Enter Disease

Contains (Bhang/Afine/Ganja/Charas/Other Narcotics Ingredients/ Schedule E-1 Ingredients/Shelf Generated Alcohol)? *

☐ Yes ☐ No

Shelf Life in Month *

(This data is used for official information, not for verification)

☐ Regular As Per Clause ☐ Apply for access of shelf life

Note: Drug Categories Based On Their Pharmacological Actions and Diseases and Conditions are used for Office use Only.

Submit Reset

Product Details

10 Entries Per Page

Search:

Sr No.	Product Name	Type	Category	Sub Type	Edit	Composition	Refer Back	Delete	Preview	Action
1	paracetamol	Ayurvedic Classical Medicine	Asava	Used for new indication						Submit

Showing 1 to 1 of 1 entry

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Completing Product Details

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

In this table Open Composition grid In Composition You have to fill all Mandatory Fields.

In this table, you are required to complete additional fields for each product.

Ministry of Ayush
Government of India

Menu

E-AUSHADHI PORTAL

AsMa00053

Dashboard

FRESH LICENSE

PROFILE

LEGACY

Legacy

Download License

Dependant Application

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Add Composition

Legacy / Product Data / Add Composition

Ingredient Type *

ACTIVE INGREDIENTS

Ingredient Name *

AS PER TEXT

Botanical Name *

AS PER TEXT

Form of Ingredients *

AS PER TEXT

Reference *

Arogya Kalpadruma

Part Used *

LEAF

Quantity *

2

Measuring Units *

GM

Submit Reset

Composition

10 Entries Per Page

Search:

Sr No.	Ingredient Name	Botanical Name	Ingredient Type	Ingredient Form	Reference	Part Used	Quantity	Measuring Units	Edit	Delete
No data available in table										

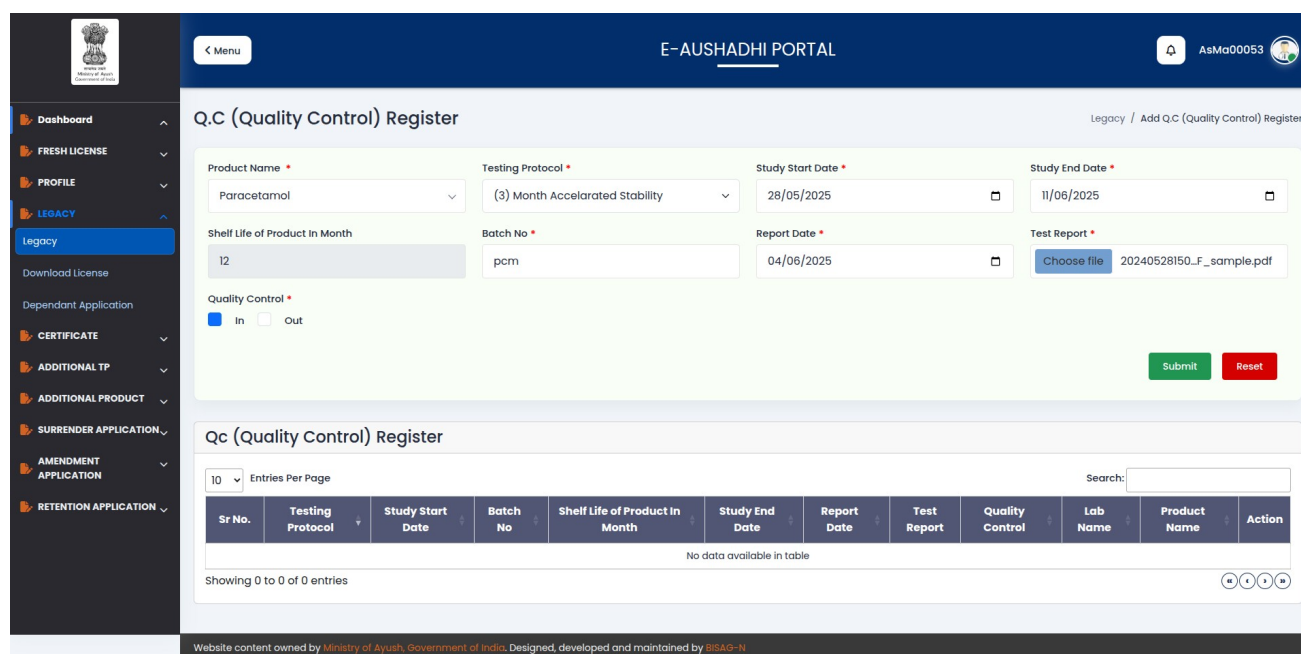
Showing 0 to 0 of 0 entries

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➤ Q.C. (Quality Control) Register Management

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

- if Product Type proprietary then QC Register Mandatory
- in Product Grid ,
 1. if you Select Product **Shelf Life in Month** - **Apply for access of shelf life** and **product type** - **Classical** then that Product Qc Register is Mandatory.
 2. **Shelf Life in Month** - **Regular As Per Clause** and **product type** - **Classical** then that Product Qc Register is Not Mandatory.



The screenshot shows the E-AUSHADHI PORTAL interface. The left sidebar contains a menu with options like Dashboard, FRESH LICENSE, PROFILE, LEGACY, and various application types. The main content area is titled 'Q.C (Quality Control) Register'. It contains a form with the following fields:

- Product Name: Paracetamol
- Testing Protocol: (3) Month Accelerated Stability
- Study Start Date: 28/05/2025
- Study End Date: 11/06/2025
- Shelf Life of Product in Month: 12
- Batch No: pcm
- Report Date: 04/06/2025
- Test Report: Choose file 20240528150_F_sample.pdf
- Quality Control: ☒ In ☐ Out

Buttons for 'Submit' and 'Reset' are at the bottom right of the form. Below the form is a table titled 'Qc (Quality Control) Register'. The table has columns: Sr No., Testing Protocol, Study Start Date, Batch No, Shelf Life of Product in Month, Study End Date, Report Date, Test Report, Quality Control, Lab Name, Product Name, and Action. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

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.



Menu

E-AUSHADHI PORTAL

AsMa00053

Dashboard

FRESH LICENSE

PROFILE

LEGACY

Legacy

Download License

Dependant Application

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Q.C (Quality Control) Register

Legacy / Add Q.C (Quality Control) Register

Product Name *

--Select--

Testing Protocol *

--Select--

Study Start Date *

dd/mm/yyyy

Study End Date *

dd/mm/yyyy

Shelf Life of Product In Month

Enter Shelf Life of Product In Month

Batch No *

Enter Batch No

Report Date *

dd/mm/yyyy

Test Report *

Choose file No file chosen

Quality Control *

☐ In ☐ Out

Submit

Reset

Qc (Quality Control) Register

10 Entries Per Page

Search:

Sr No.	Testing Protocol	Study Start Date	Batch No	Shelf Life of Product In Month	Study End Date	Report Date	Test Report	Quality Control	Lab Name	Product Name	Action
1	3 Month Accelerated Stability	2025-05-28	pcm	12	2025-06-11	2025-06-04		In	-	Paracetamol	

Showing 1 to 1 of 1 entry

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Menu

- Dashboard
- FRESH LICENSE
- PROFILE
- LEGACY
- Legacy
- Download License
- Dependant Application
- CERTIFICATE
- ADDITIONAL TP
- ADDITIONAL PRODUCT
- SURRENDER APPLICATION
- AMENDMENT APPLICATION
- RETENTION APPLICATION

e-Aushadhi Portal

Dashboard / Legacy

Legacy License (Manufacture) Application – Ayurveda, Unani, Siddha, Sowa Rigpa

Sr No.	Old License No.	Type	Form No.	Issue Date	Valid From Date	Valid Upto Date	Status	Edit	Q.C (Quality Control) Section	TP/Expert	Products	Qc Register	Constitution	Refer Back	Delete	Action
1	DDDDDD	Own	25D	2021-02-15	2021-07-08	2025-10-22	Pending									Submitted Successfully.

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

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

Note : For License Submission TP/Expert and QC Section Is Mandatory.

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➤ License Download

- Once your application will be 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.

Menu

- Dashboard
- FRESH LICENSE
- PROFILE
- LEGACY
- Legacy
- Download License
- Dependant Application
- CERTIFICATE
- ADDITIONAL TP
- ADDITIONAL PRODUCT
- SURRENDER APPLICATION
- AMENDMENT APPLICATION
- RETENTION APPLICATION

E-AUSHADHI PORTAL

Dashboard / License Download

License Download – Manufacture (Ayurveda, Unani, Siddha, Sowa Rigpa)

Sr No.	Application No.	License No.	Issue Date	Product	TP	License Download
1	00048	As/01/019/2025	2025-06-21			

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