

e-Aushadhi



User Manual For Amendment Application

=====

Table of Contents

Product.....	5
QC Register.....	5
Technical Person.....	6
Amendment Attachment.....	7
AIF(Additional Information Form).....	8
Undertaking For Amendment.....	8

➤ How to apply for Amendment in License?

From the left-hand side menu, click on "Amendment Application".

Initially, the data table will be empty.

The screenshot shows the 'Amendment Application' page on the e-Aushadhi Portal. The left sidebar contains a menu with options: Dashboard, FRESH LICENSE, PROFILE, LEGACY, CERTIFICATE, ADDITIONAL TP, ADDITIONAL PRODUCT, SURRENDER APPLICATION, AMENDMENT APPLICATION (highlighted), and RETENTION APPLICATION. The main content area shows a table with the following columns: Amendment Type, Firm Name, Constitution Name, Address, Status, Edit, Products, Qc Register, TP/Expert, Attachments, AIF, Undertaking, Payment, Refer Back, View Inspection, Preview, Download, Delete, and Action. The table is empty, with a message 'Showing 0 to 0 of 0 entries'. A message at the bottom states: 'This color shows that the license is in a refer-back status. This color indicates that you are restricted from taking any action.'

Click on the **(plus)** icon to open the **Add Amendment Application** page.

The screenshot shows the 'Add Amendment Application' page on the e-Aushadhi Portal. The left sidebar contains a menu with options: Dashboard, FRESH LICENSE, PROFILE, LEGACY, CERTIFICATE, ADDITIONAL TP, ADDITIONAL PRODUCT, SURRENDER APPLICATION, AMENDMENT APPLICATION (highlighted), and RETENTION APPLICATION. The main content area shows a form with the following fields: Amendment Type (dropdown menu), License No. (text input), Remarks (text area), Applicant Name (text input), Amendment Document (file upload button), and Applicant Designation (dropdown menu). The Submit and Reset buttons are at the bottom right.

➤ Amendment Type Selection

Within the **Add Amendment** form, you will find a dropdown labeled "**Amendment Type**", which includes the following options:

- **Constitution**
- **Firm Name**
- **Address**
- **Parent Firm (Only for Loan License)**

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

1. Enter the OTP sent to your own firm's registered email address.
2. After verifying the OTP, you can submit the application.

Please ensure that all required fields are completed before submitting the form.

➤ Amendment Data Table Display

The screenshot displays the e-Aushadhi Portal interface. The top navigation bar includes the portal name and a user profile. The left sidebar contains a menu with options like Dashboard, FRESH LICENSE, PROFILE, LEGACY, CERTIFICATE, ADDITIONAL TP, ADDITIONAL PRODUCT, SURRENDER APPLICATION, AMENDMENT APPLICATION, and RETENTION APPLICATION. The main content area is titled 'Amendment Application' and features a table with columns for Firm Name, Constitution Name, Address, Status, Edit, Products, Qc Register, TP/Expert, Attachments, AIF, Undertaking, Payment, Refer Back, View Inspection, Preview, Download, Delete, and Action. A single entry is shown with a status of 'Draft'. Below the table, there are two color-coded boxes: an orange box indicating 'refer-back status' and a grey box indicating 'restricted from taking any action'.

st	Firm Name	Constitution Name	Address	Status	Edit	Products	Qc Register	TP/Expert	Attachments	AIF	Undertaking	Payment	Refer Back	View Inspection	Preview	Download	Delete	Action
1	type	NA	CHC	NA	Draft													

Showing 1 to 1 of 1 entry

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

1. Upon submitting an amendment through the Add Amendment form, the data table will display updated values according to the selected Amendment Type.
2. After submitting an amendment application, all modules will be disabled until the application is approved. Once approved, all modules will be enabled again.
3. As long as the amendment application is in the Draft state, all modules will remain enabled.
4. 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.
5. When you resolved the query and then click on comply button to resubmit the application.
6. If You enter incorrect details you can also delete the application.
7. 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.

Note: "N/A" indicates in table grid that the field is **not applicable** for the selected amendment type.

➤ Product

Your Submitted Product From Fresh / Legacy is Shown here in Amendment Product

Menu

e-Aushadhi Portal

AsMa00091

Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Amendment Application / Add Product

Add Product

10

Entries Per Page

Search:

Sr No.	Name	Type	Category	Sub Type	Preview	Select All
1	fdgdfg	Sowa Rigpa Classical Medicine	Aschyotan	Used for new indication		☒

Showing 1 to 1 of 1 entry

Add

Cancel

Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N

➤ QC Register

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

Menu

e-Aushadhi Portal

AsMa00091

Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Amendment Application / Amendment Register

Amendment QC Register

Product Name *

Testing Protocol *

Study Start Date *

Study End Date *

Shelf Life of Product in Month

Batch No *

Report Date *

Test Report *

Quality Control *

Submit

Reset

Qc (Quality Control) Register

10

Entries Per Page

Search:

Sr No.	Product Name	Testing Protocol	Study Start Date	Batch No	Shelf Life of Product in Month	Study End Date	Report Date	Test Report	Quality Control	Lab Name	Action
No data available in table											

Showing 0 to 0 of 0 entries

Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N

➤ Technical Person

Here you have to select TP for amedment.



Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Menu

e-Aushadhi Portal

AsMa0009t

Amendment Application / Add Amendment TP

Add TP

10 Entries Per Page

Search:

Sr No.	Name	Email Id	Mobile no.	Section	Appointment Date	Joining Date	Preview	Select All
1	sdgfsdg sdgdsdgs	4dfgdg@dfgdg.in	8064565465	Competent technical staff	2025-06-30	2025-07-03		☐
2	ghhhhhhh ghghghh	dsfcds@dfghgh.in	9434345434	Expert in ASU	2025-07-01	2025-07-02		☐
3	fdstsdst dstdsdst	dfgrdgr@fdgrd.in	8798798797	Chemist	2025-07-01	2025-07-02		☐
4	ddddddddd dddddddddd	ghhggh@ghhggh.in	9089098098	Botanist	2025-07-01	2025-07-04		☐

Showing 1 to 4 of 4 entries

Add

Cancel

Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N

➤ Amendment Attachment



Ministry of Ayush
Government of India

< Menu

e-Aushadhi Portal

AsMa00091

Amendment Application / Amendment Attachment

Amendment Attachment List

(1)	Owners ID proof *	Choose file	No file chosen
(2)	Extra Field	Choose file	No file chosen

Submit Reset

Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N

➤ AIF(Additional Information Form)



Ministry of Ayush
Government of India

< Menu

e-Aushadhi Portal

AsMa00091

Amendment Application / Amendment Attachment

Additional Information Form

(1)	what was the business carried out by the applicants within the last three year ? *	
(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. *	
(7)	Name of the trade or professional association of which applicant is a member and the date of commencement of membership. *	No

Submit Reset

➤ Undertaking For Amendment

7

Menu

e-Aushadhi Portal

AsMo0091

Undertaking License

Amendment 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 full cognizance of the mobile number and email address linked to this e-aushadhi account and accept responsibility for their security and proper maintenance.

(6) I/We are fully cognizant of and shall adhere to all Good Manufacturing Practices (GMP) norms and standards applicable to our operations. I/We affirm that all documents related to GMP, 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 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 are fully aware of the provisions of the Drugs and Magic Remedies (Objectionable Advertisements) Act, 1954, and the rules framed thereunder. I/We solemnly undertake to comply with all regulations and provisions concerning advertisements and claims as set forth in the aforementioned Act and its rules. Furthermore, I/We affirm that I/we shall not publish any advertisement that is in violation of the said Act or any other applicable laws and rules.

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

Final Submission & Payment for Amendment

Once all required sections have been completed, you are ready to submit the amendment application.

Apply for Amendment

- Review all entered details for accuracy and completeness.
- Click the "**Register**" button to submit the application.

Payment Option

After applying for the amendment, the **Payment** option will be enabled.

The screenshot shows the 'Amendment Application' page on the e-Aushadhi Portal. The sidebar on the left contains navigation links: Dashboard, FRESH LICENSE, PROFILE, LEGACY, CERTIFICATE, ADDITIONAL TP, ADDITIONAL PRODUCT, SURRENDER APPLICATION, AMENDMENT APPLICATION (highlighted), and RETENTION APPLICATION. The main content area shows a table with one entry. The 'Payment' column has a red button labeled 'Pay - 2000'. 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.'

Click on the **Payment** button to proceed with the fee submission.

*Currently, only **Offline Payment** is accepted.*

The screenshot shows the 'Payment for Application No - 00019' page. It includes 'Application Information' with fields for Firm Name (Riya), Application No. (00019), Reg Date (30-06-2025), Mobile No. (8694574793), Email ID (pojo@gmail.com), and Payment Date (30-06-2025). The 'Total Amount' is 5200. Below this is the 'Charge Back Policy' section with 'Terms & Conditions' listed in red. A 'Payment Status Description' section provides instructions for success, failure, pending, abort, and in-process states. At the bottom, a table shows payment transactions with columns: Sr No., Transaction Id, Transaction Date and Time, Payment amount, Payment Gateway Date, Payment Status, and Reconciliation. The table contains one entry with Transaction Id TRK256, Payment amount 5200, and Payment Status Success.

A valid **challan** must be generated and uploaded as proof of payment.

Only after successful payment will your application move forward to the next stage of processing.

- Once your application will Approved you can download the approved document from Download License submenu.
1. If your license type is **Fresh/Legacy**, the download option will be available in the submenu.