

e-Aushadhi



User Manual For Manufacturing Additional Product

=====

Table of Contents

How to apply for Additional Product Permission?.....	2
Product Details.....	4
Quality Control (QC) Register.....	8
Final Register & Payment.....	8

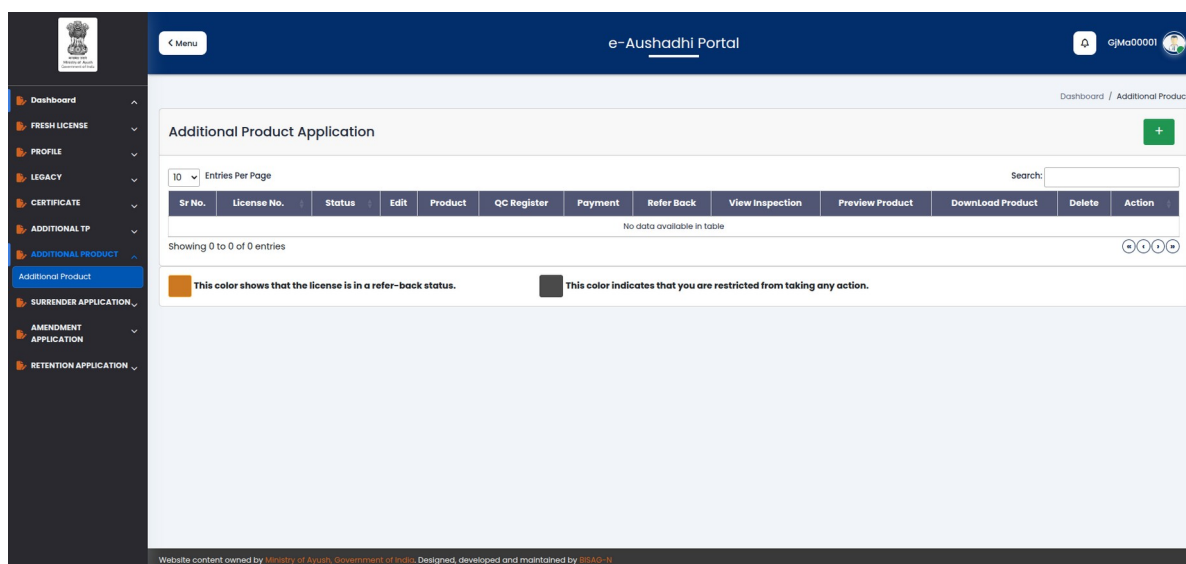
How to apply for Additional Product Permission?

Adding Additional Product After License Approval

Once your **Fresh / Legacy License is approved**, you can add new products to your license as needed.

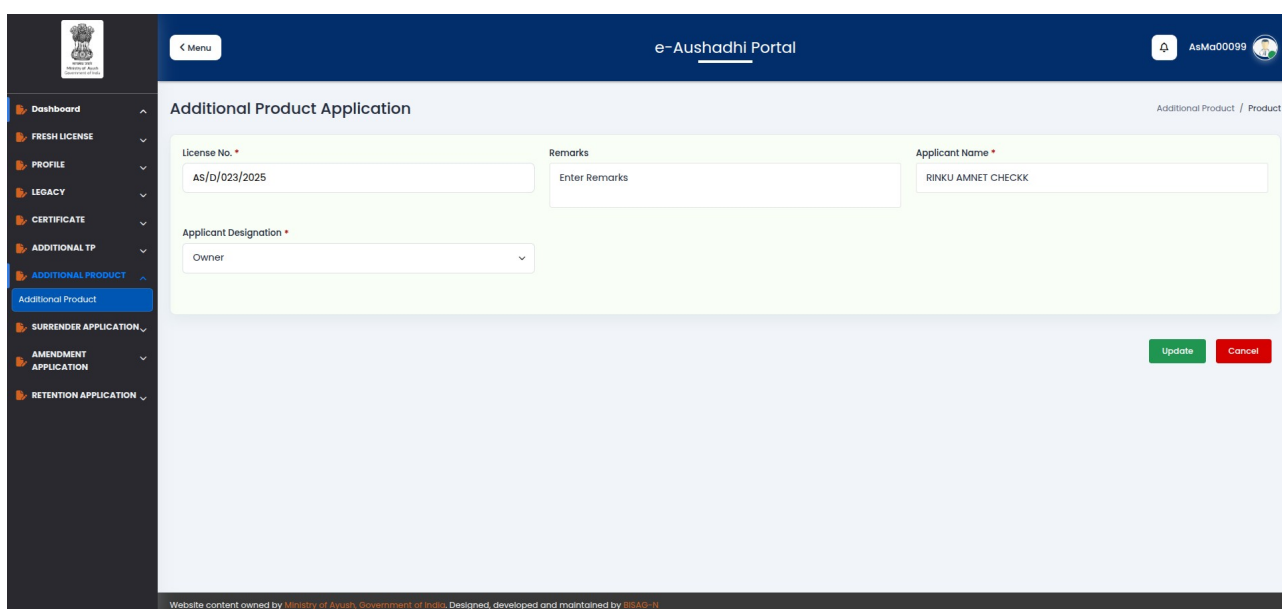
Steps to Add Additional Product:

- From the **left-hand side menu**, click on "**Additional Product**".
- Initially, the **data table will be empty**.



- Click on the **(plus) icon** to open the **Add Product** page.
- You will be **redirected to the Additional Product Application Page**.
- If your application is Own license then as per below image you can do further process.
- In Additional Product When Your Application License No.'s Application Type is Loan then It shows Email Authentication This mail is Goes to Own License user email Address.
- You have to Verify This email Address and then Submit

- 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 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.



The screenshot shows the 'Additional Product Application' form on the e-Aushadhi Portal. The form is titled 'Additional Product Application' and is part of the 'Additional Product / Product' section. It contains the following fields:

- License No. ***: A text input field containing 'AS/D/023/2025'.
- Remarks**: A text input field containing 'Enter Remarks'.
- Applicant Name ***: A text input field containing 'RINKU AMNET CHECKK'.
- Applicant Designation ***: A dropdown menu with 'Owner' selected.

At the bottom right of the form, there are two buttons: 'Update' (green) and 'Cancel' (red). The footer of the page states: 'Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N'.

On this page, you will need to:

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

The screenshot displays the 'Additional Product Application' interface. The sidebar on the left contains various navigation links. The main area features a table with columns: Sr No., License No., Status, Edit, Product, QC Register, Payment, Refer Back, View Inspection, Preview Product, Download Product, Delete, and Action. A single entry is visible with status 'Draft'. Below the table, two informational boxes are present: an orange box stating 'This color shows that the license is in a refer-back status.' and a grey box stating 'This color indicates that you are restricted from taking any action.'

- Enter relevant details such as:

- **Product**
- **QC Register**

➤ Product Details

When you click on "**Product**" from, you will be **redirected to the Add Additional Product page**.

On the Add Additional Product Page:

You are required to fill in all **mandatory fields**.

➤ In product Details Product Type has 3 option :-

- **Additional Product :-** Add new Product
- **Revised Product :-** In FreshLicense/Legacy, when you apply for a product, its details will appear in the Revised Product section. You can then select that product and make any necessary changes if required.
- **Similar Product:-** In FreshLicense/Legacy, when you apply for a product, its details will appear in the Similar Product section. You can then select that product and make any necessary changes if required



 Ministry of Ayush

< Menu

e-Aushadhi Portal

AsMa00091

Dashboard

 FRESH LICENSE

 PROFILE

 LEGACY

 CERTIFICATE

 ADDITIONAL TP

 ADDITIONAL PRODUCT

 ADDITIONAL PRODUCT

 SURRENDER APPLICATION

 AMENDMENT APPLICATION

 RETENTION APPLICATION

Add Additional Product

Additional Product / Add Additional Product

Type Of Product *

 Additional Product

Product Name *

 paracetamol

Type *

 Unani Classical Medicine

Category/Dosage Form *

 Fateela

Sub Type *

 Used for new indication

Permission Purpose *

 Regular

Remarks

 SDDDDDDDDDDDD

Composition Title *

 e.g. Each Gram Contents

 FDGFDGFDGFD

Drug Categories Based On Their pharmacological Actions

 Cardiovascular System (Heart & Blood Vessels)

Diseases and Conditions *

 DFGDFGDFG

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

☒ Yes ☐ No

Schedule E-1 Ingredients

 [Empty]

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

Add Additional Product Details

10 Entries Per Page

 Search:

Sr No.	Product Type	Product Name	Type	Category	Sub Type	Status	Edit	Composition	Attachments	AIF	Delete
No data available in table											

Showing 0 to 0 of 0 entries



 Ministry of Ayush

< Menu

e-Aushadhi Portal

AsMa00091

Dashboard

 FRESH LICENSE

 PROFILE

 LEGACY

 CERTIFICATE

 ADDITIONAL TP

 ADDITIONAL PRODUCT

 ADDITIONAL PRODUCT

 SURRENDER APPLICATION

 AMENDMENT APPLICATION

 RETENTION APPLICATION

Add Additional Product

Additional Product / Add Additional Product

Add Additional Product Details

10 Entries Per Page

 Search:

Sr No.	Product Type	Product Name	Type	Category	Sub Type	Status	Edit	Composition	Attachments	AIF	Delete
1	additionalproduct	paracetamol	Unani Classical Medicine	Fateela	Used for new indication	Pending					

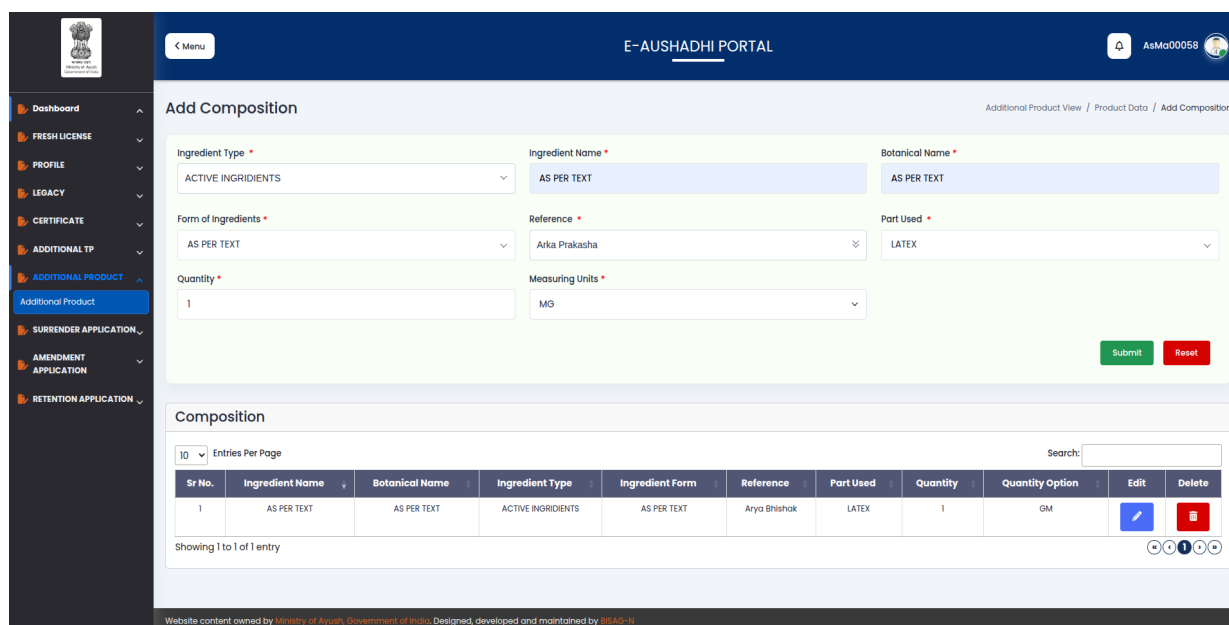
Showing 1 to 1 of 1 entry

Completing Product Details: Composition, Attachments & AIF

After entering and saving the **Product Details**, the product will appear in the **Product Data Table**. However, your application is not complete until you provide the following additional details:

Required Sections to Complete for Each Product:

➤ Composition



The screenshot shows the 'Add Composition' form in the E-Aushadhi Portal. The form is divided into two main sections: 'Add Composition' and 'Composition'.

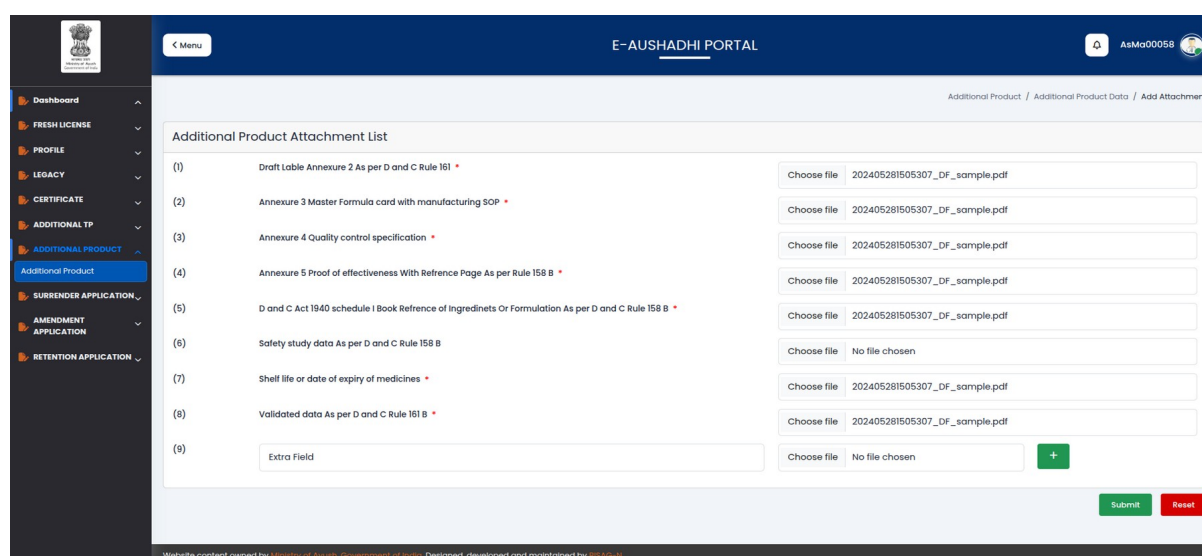
Add Composition Section:

- Ingredient Type:** Dropdown menu with 'ACTIVE INGREDIENTS' selected.
- Ingredient Name:** Text input field with 'AS PER TEXT' entered.
- Botanical Name:** Text input field with 'AS PER TEXT' entered.
- Form of Ingredients:** Dropdown menu with 'AS PER TEXT' selected.
- Reference:** Text input field with 'Arka Prakasha' entered.
- Part Used:** Dropdown menu with 'LATEX' selected.
- Quantity:** Text input field with '1' entered.
- Measuring Units:** Dropdown menu with 'MG' selected.
- Buttons:** 'Submit' (green) and 'Reset' (red) buttons.

Composition Section:

- Entries Per Page:** Dropdown menu with '10' selected.
- Search:** Text input field.
- Table:** A table with 10 columns: Sr No., Ingredient Name, Botanical Name, Ingredient Type, Ingredient Form, Reference, Part Used, Quantity, Quantity Option, Edit, and Delete. It contains one entry with Sr No. 1 and Ingredient Name 'AS PER TEXT'.
- Showing 1 to 1 of 1 entry**

➤ Additional Product Attachments



The screenshot shows the 'Additional Product Attachment List' form in the E-Aushadhi Portal. The form is divided into two main sections: 'Additional Product Attachment List' and 'Additional Product Attachment List'.

Additional Product Attachment List Section:

- Table:** A table with 2 columns: S.No. and Attachment. It contains 9 entries, each with a description of the attachment and a 'Choose file' button.
- Buttons:** 'Submit' (green) and 'Reset' (red) buttons.

Additional Product Attachment List Section:

- Table:** A table with 2 columns: S.No. and Attachment. It contains 9 entries, each with a description of the attachment and a 'Choose file' button.
- Buttons:** 'Submit' (green) and 'Reset' (red) buttons.

➤ Additional Product AIF

The screenshot shows the E-Aushadhi Portal interface. The top navigation bar includes the Ministry of Health and Family Welfare logo, a menu button, the portal name 'E-AUSHADHI PORTAL', and a user profile section with a bell icon and the name 'AsMa00058'. The left sidebar contains a list of menu items: Dashboard, FRESH LICENSE, PROFILE, LEGACY, CERTIFICATE, ADDITIONAL TP, ADDITIONAL PRODUCT (highlighted), SURRENDER APPLICATION, AMENDMENT APPLICATION, and RETENTION APPLICATION. The main content area displays the 'Additional Information Form' with 11 questions, each with a 'No' button and a dropdown arrow. The questions are:

- (1) Is the production for the of the applied Drug Approved ? *
- (2) Is everything is available for the complete testing of the applied Product ? *
- (3) Whether the unit has fulfilled all new requirements according to the schedule? *
- (4) Is the lab available in the firm ? *
- (5) Is the parent firm has license for the category applied for ? *
- (6) Is the additional product will be marketed by Newspaper, Television, Radio, And bills etc. ? If Yes copy of that *
- (7) Is there any contract between the other firm for marketing ? If yes copy that file. *
- (8) Is all raw materials used in the mfg of the product is official in the official book ? *
- (9) Is the Product is applied before with same name or with same formula ? Is any time rejected ? Is yes reason of that *
- (10) Is there any Product with same composition but different brand name ? *
- (11) Is there any product with different composition but same brand ? *

At the bottom right of the form are 'Submit' and 'Reset' buttons. A footer at the bottom of the page states: 'Website content owned by Ministry of Health, Government of India. Designed, developed and maintained by BISAG-N'.

Each section must be accurately completed for every listed product to ensure compliance and validation.

Only after filling these fields will the product section be considered complete for submission.

➤ Quality Control (QC) Register

After successfully filling and saving the **Product Details**, the next step is to complete the **QC Register** for that product.

Ministry of Health and Family Welfare

< Menu

E-AUSHADHI PORTAL

AsMa00058

Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Additional Product Q.C (Quality Control) Register

Additional Product / Additional Product Add Q.C (Quality Control) Register

Product Name *

Testing Protocol *

Study Start Date *

Study End Date *

HCQS 200 Tablet

(3) Month Accelerated Stability

17/06/2025

dd/mm/yyyy

Shelf Life of Product in Month

Batch No *

Report Date *

Test Report *

12

HCQS

dd/mm/yyyy

Choose file No file chosen

Quality Control *

In Out

Data Saved Successfully

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	Action
No data available in table										

Showing 0 to 0 of 0 entries

Final Register & Payment

Once all required sections have been completed --- including **Product Details**, **QC Register** --- you are ready to **submit the application for registration**.

Apply for Registration:

- Review all entered details for accuracy and completeness.
- Click the "**Apply for Registration**" button to finalize the application.

Payment Option:

Ministry of Health and Family Welfare

< Menu

e-Aushadhi Portal

GJMa00001

Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Additional Product Application

Dashboard / Additional Product

10 Entries Per Page

Search:

Sr No.	License No.	Status	Edit	Product	QC Register	Payment	Refer Back	View Inspection	Preview Product	DownLoad Product	Delete	Action
1	GJ/a/002/2025	Pending				Pay - 200						Applied for Registration

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.

- After applying for registration, the **Payment** option will be enabled.
- Click on the **Payment** button to proceed with the fee submission.

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

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



Menu

E-AUSHADHI PORTAL

AsMa00058

Dashboard
FRESH LICENSE
PROFILE
LEGACY
CERTIFICATE
ADDITIONAL TP
ADDITIONAL PRODUCT
SURRENDER APPLICATION
AMENDMENT APPLICATION
RETENTION APPLICATION

Additional Product / Add Payment

Payment for Application No - 00022

Application information

Form Name	Riya	Application No.	00022	Reg Date	24-06-2025
Mobile No.	8694574793	Email ID	pooja@gmail.com	Total Amount	200
Payment Date	24-06-2025				

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:

- 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.

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	Trn2757	2025-06-24 14:47:45.324	200	2025-06-24	Success	true

Showing 1 to 1 of 1 entry

◀

▶

⌂

⌕

⌕

Website content owned by Ministry of Health, Government of India. Designed, developed and maintained by AsMa-IT.

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

- 1 Once the Application will approved *the new Product will be added to your license record and reflected in the portal dashboard.*
- 2 After approval, you can download the document from the Additional Products table and the Download Product section.



< Menu

e-Aushadhi Portal


 GJMa00001

Dashboard
 FRESH LICENSE
 PROFILE
 LEGACY
 CERTIFICATE
 ADDITIONAL TP
 ADDITIONAL PRODUCT
 Surrender Application
 Amendment Application
 Retention Application

Dashboard / Additional Product
 Additional Product Application
 +
 10 Entries Per Page
 Search:

Sr No.	License No.	Status	Edit	Product	QC Register	Payment	Refer Back	View Inspection	Preview Product	Download Product	Delete	Action
1	GJ/D/002/2025	Under Verification										Applied for Registration

 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.

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