

# e-Aushadhi



## User Manual For Additional TP

=====

## Table of Contents

|                                                     |   |
|-----------------------------------------------------|---|
| How to apply for Additional Technical Person ?..... | 2 |
| TP/Expert.....                                      | 4 |
| Upload Attachments.....                             | 5 |
| Register the Application.....                       | 6 |

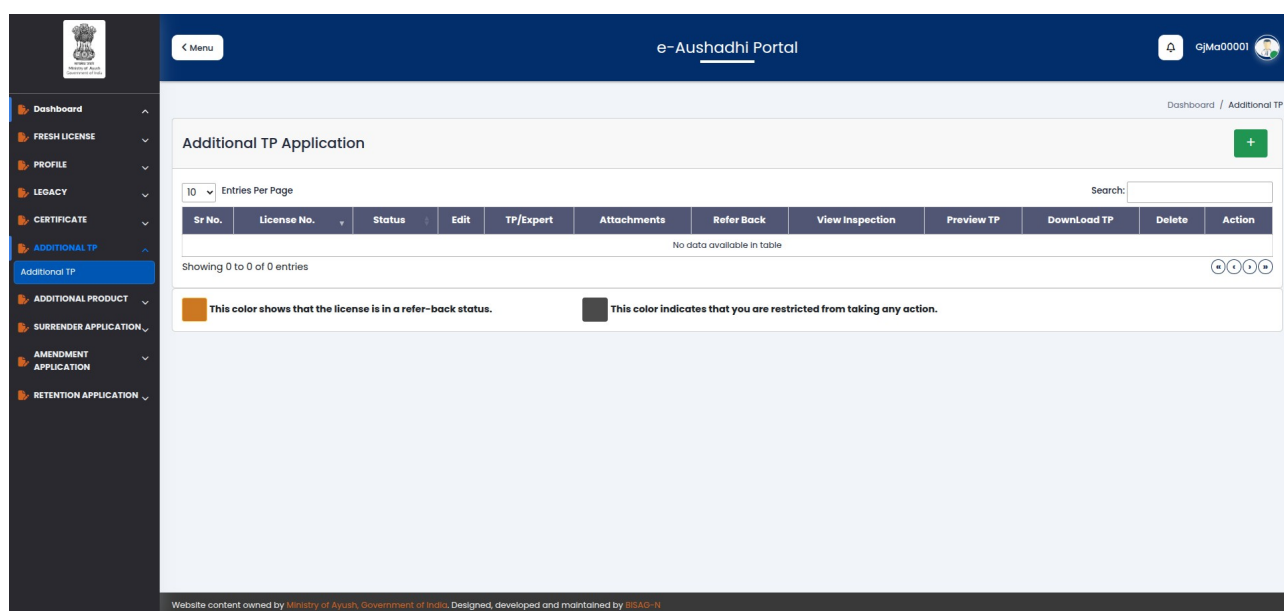
## ➤ How to apply for Additional Technical Person ?

### Adding Additional Technical Person After License Approval

Once your **Manufacturing License is approved**, you will gain access to additional post-approval features.

#### To Add a New Technical Person (TP/Expert):

- Navigate to the **left-hand side menu** on your dashboard.
- Click on "**Additional TP**".
- Initially, the **data table will be empty**.



- Click on the **(plus) icon** to open the **Add Technical Person** page.
- You will be **redirected to the Additional T/P Application Page**.
- **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.



Menu

E-AUSHADHI PORTAL



AsMa00058



Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Additional TP Application

Additional TP / TP

License No. \*

AS/c/005/2025

Remarks

Enter Remarks

Applicant Name \*

Ritesh

Applicant Designation \*

Representative

Submit

Reset

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On this page, you are required to fill in the following details:

- License Number
- Applicant Name
- Applicant Designation



Menu

e-Aushadhi Portal



GJMa00001



Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Additional TP Application

Dashboard / Additional TP

10

Entries Per Page

Search:

| Sr No. | License No.   | Status | Edit                                                                                | TP/Expert                                                                           | Attachments                                                                         | Refer Back                                                                          | View Inspection                                                                     | Preview TP                                                                          | DownLoad TP                                                                          | Delete                                                                                | Action                                                                                |
|--------|---------------|--------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1      | GJ/b/002/2025 | 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.

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1. 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.
2. When you resolved the query and then click on comply button to resubmit the application.
3. If You enter incorrect details you can also delete the application.

### ➤ **TP/Expert**

When you click on "**TP/Expert**", you will be **redirected to the TP/Expert Entry Page**.

**On this page:**

You are required to fill in all **mandatory fields**, which typically include:

- **Name of the Technical Person**
- **Qualification**
- **Experience**
- **Designation**
- **Contact Details**



Ministry of Ayush  
Government of India

< Menu

E-AUSHADHI PORTAL

AsMa00058

Additional TP / Technical Person Data / Add Technical Person Data

Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Add Technical Person

Part I

Personal Information

First Name \*  
Yogesh

Middle Name  
Enter Middle Name

Last Name \*  
Prajapti

PAN No. \*  
HJDKT4793F

Mobile Number \*  
9865430632

Email ID \*  
Yogesh@gmail.com

Qualification Degree \*  
B Pharma

Principal Subject \*  
Biology

Degree Certificate \*  
Choose file 202405281505307\_DF\_sample.pdf

Passing Year \*  
2023

Last Job  
Enter Last Job

Resignation File  
Choose file No file chosen

Resignation Date  
dd/mm/yyyy

Appointment Information

Position \*  
Proprietor

Appointment Date \*  
05/06/2025

Joining Date \*  
13/06/2025

MFG Section(D&C Rule 157(2)) \*  
Competent technical staff

QCL Section  
N/A

Address Information

Line 1 \*  
3, Mehta Colony

Line 2 \*  
S.G Highway

Line 3  
Enter Line 3

City \*  
Dalgaoon

State \*  
Assam

District \*  
Darrang

Taluka \*  
Pub Mangaldai

Was this person already approved as a T.P in above section by any Drug Department?  
Choose \*  
No

Add

Cancel

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## Finalizing TP/Expert Application

After entering all required **TP/Expert** details, the next step is to complete the application by uploading necessary documents and submitting the form.

## ➤ Upload Attachments

- Attach **mandatory supporting documents**



Menu

E-AUSHADHI PORTAL



AsMa00058



Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

Additional TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Attachment List

(1)

Draft Lable Annexure 2 As per D and C Rule 161 \*

Choose file

202405281505307\_DF\_sample.pdf

(2)

Extra Field

Choose file

No file chosen

+

Submit

Cancel

Additional TP

Add Attachment

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## ➤ Register the Application

- Once all mandatory fields and attachments are provided, click on the **"Register"** button to submit the **Additional TP/Expert Application**.

The screenshot displays the 'e-Aushadhi Portal' interface. The top navigation bar includes a menu icon, the portal name, and a user profile with the ID 'GjMa00001'. The left sidebar lists various application types: Dashboard, FRESH LICENSE, PROFILE, LEGACY, CERTIFICATE, ADDITIONAL TP (highlighted), ADDITIONAL PRODUCT, SURRENDER APPLICATION, AMENDMENT APPLICATION, and RETENTION APPLICATION. The main content area is titled 'Additional TP Application' and features a table with the following data:

| Sr No. | License No.   | Status             | Edit        | TP/Expert        | Attachments        | Refer Back        | View Inspection        | Preview TP        | Download TP        | Delete        | Action                   |
|--------|---------------|--------------------|-------------|------------------|--------------------|-------------------|------------------------|-------------------|--------------------|---------------|--------------------------|
| 1      | G3/b/002/2025 | Under Verification | [Edit Icon] | [TP/Expert Icon] | [Attachments Icon] | [Refer Back Icon] | [View Inspection Icon] | [Preview TP Icon] | [Download TP Icon] | [Delete Icon] | Applied for Registration |

Below the table, a message states: 'Showing 1 to 1 of 1 entry'. At the bottom, two colored boxes provide status information: an orange box indicating 'This color shows that the license is in a refer-back status.' and a grey box indicating 'This color indicates that you are restricted from taking any action.'

*Make sure to review all entered details before registering the application.*

*After registration, the application may undergo verification by the licensing authority.*

- 1 Once the verification is successfully completed, the **Additional TP application will be approved.**
- 2 The new Technical Person will be added to your license record and reflected in the portal dashboard.
- 3 After approval, you can download the document from the Additional TP table and the Download TP section.

Menu
e-Aushadhi Portal
GjMa00001
Dashboard / Additional TP

### Additional TP Application

10
Entries Per Page
Search:

| Sr No. | License No.   | Status             | Edit | TP/Expert | Attachments | Refer Back | View Inspection | Preview TP | Download TP | Delete | Action                   |
|--------|---------------|--------------------|------|-----------|-------------|------------|-----------------|------------|-------------|--------|--------------------------|
| 1      | G3/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.

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