

e-Aushadhi



User Manual For Certificate Application

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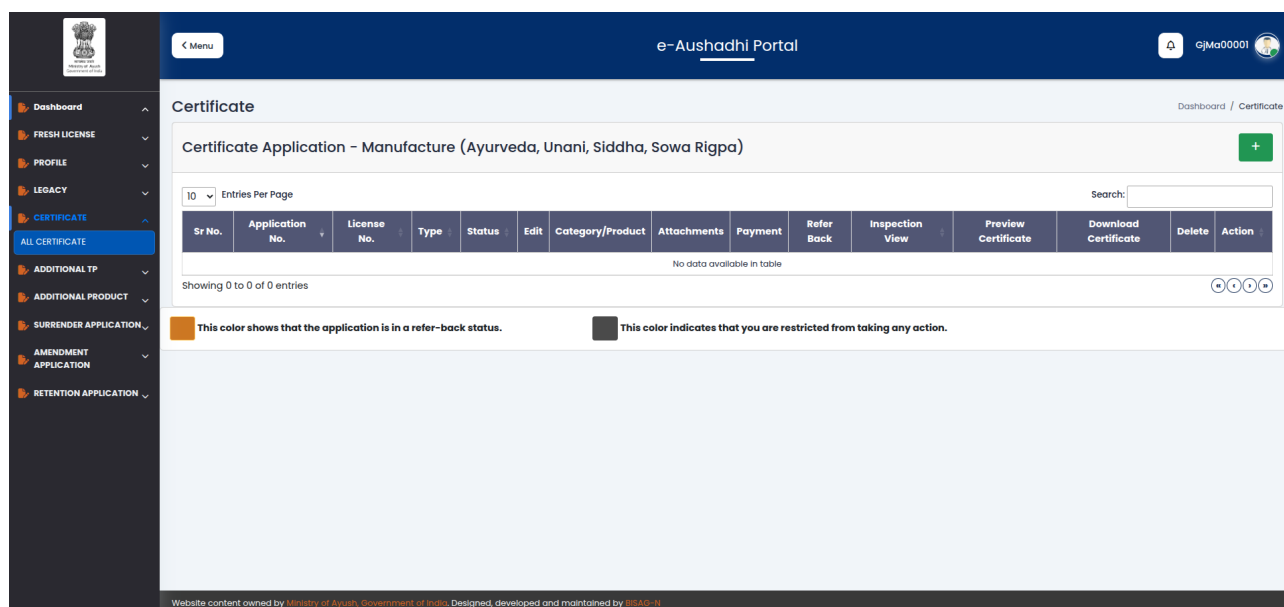
➤ How to apply for certificates?

Certificate Application

Once your Manufacturing License is approved, you will be eligible to apply for the Manufacturing Certificate.

Steps to Apply for Certificate:

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



- Click on the **(plus) icon** to open the **Add Certificate** page.
- **You will be redirected to the Add Certificate 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.
- On this page, you will need to:



[Menu](#)

E-AUSHADHI PORTAL


 AsMa00058

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

Add Certificate

[View Certificate](#) / [Add Certificate](#)

1. Firm/Company Information

Firm/Company Name	Riya	Constitution	Private Hospital	PAN No.	HFJDT4638F
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2. Firm/Company Address

Address Line 1	4, Anant Apartment	Address Line 2	Street 43	Address Line 3	
Village/Town/City	Jalukbari	Pin Code	781013	State	Assam
District	Kamrup				

3. Authorize Person

Name	Pooja	Mobile Number	8694574793	Email ID	pooja@gmail.com
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Application Information

License No. *	Certificate Type *	Remarks *
AS/C/005/2025	GMP RENEWAL	Approved
Applicant Name. *	Applicant Designation *	
Hiren	B Pharma	

[Submit](#)
[Reset](#)

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Enter relevant details such as:

Applicant Name

License No

Certificate Type

Applicant Designation

After submitting your Certificate application:

- The application details will appear under the **Certificate Application tab**.
- You can view the status, application number, and other submitted details in the table.
- 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 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.
- If You enter incorrect details you can also delete the application.

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 icon with the ID 'GJMa00001'. The left sidebar contains a list of menu items: Dashboard, FRESH LICENSE, PROFILE, LEGACY, CERTIFICATE (highlighted), ALL CERTIFICATE, ADDITIONAL TP, ADDITIONAL PRODUCT, SURRENDER APPLICATION, AMENDMENT APPLICATION, and RETENTION APPLICATION. The main content area is titled 'Certificate' and shows 'Certificate Application - Manufacture (Ayurveda, Unani, Siddha, Sowa Rigpa)'. Below this, there is a table with columns: Sr No., Application No., License No., Type, Status, Edit, Category/Product, Attachments, Payment, Refer Back, Inspection View, Preview Certificate, Download Certificate, Delete, and Action. A single entry is shown with Application No. 00001, License No. GJ/b/002/2025, Type NON CONVICTION, and Status Draft. The 'Edit' button is highlighted in blue. Below the table, there is a legend indicating that an orange box shows the application is in a refer-back status and a grey box indicates restricted actions. The footer states: 'Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N'.

Here, you can:

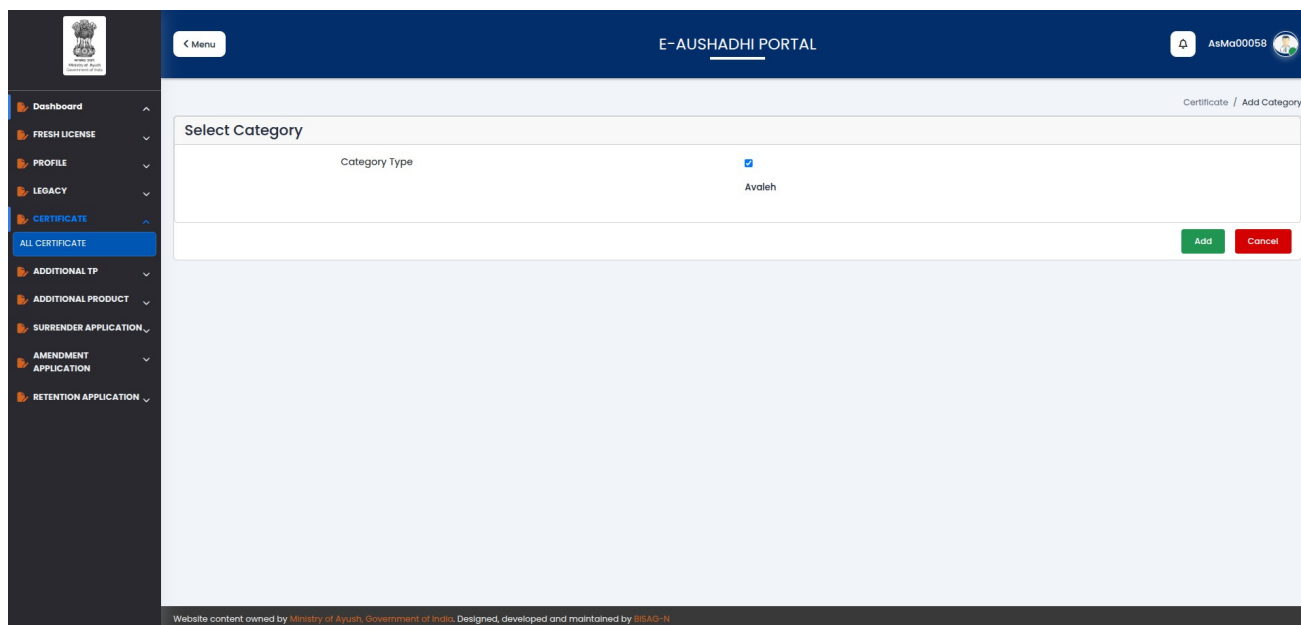
- **Edit** your previously entered information.
- Fill in additional sections such as:
 - **Category/Product Details**
 - **Attachments**

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

➤ Category/Product

Adding Category/Product Details for Certificate

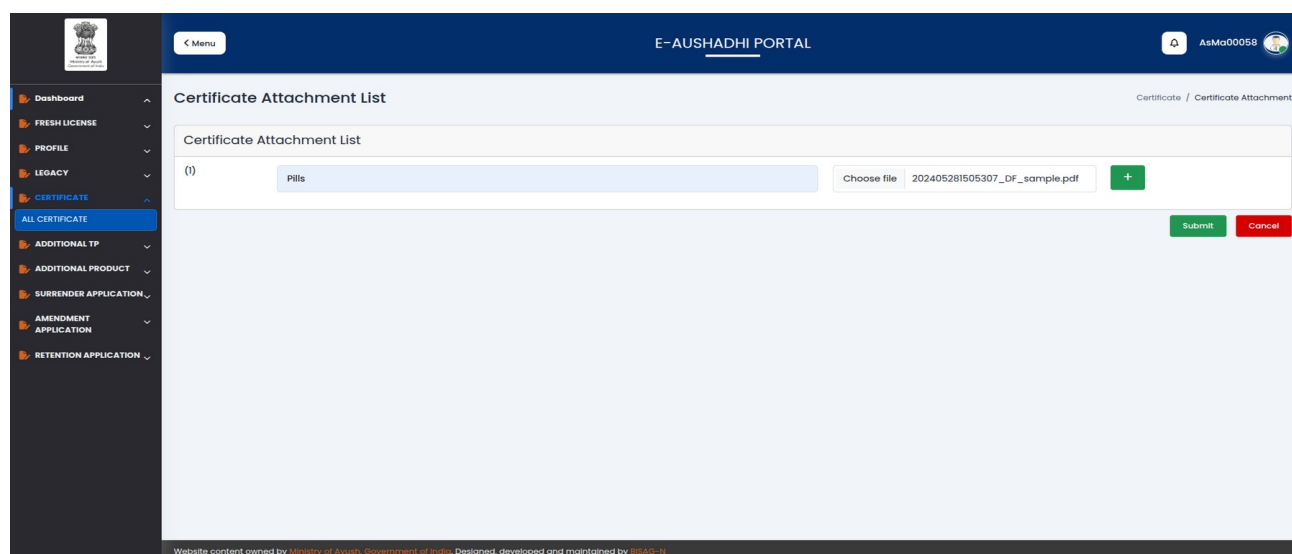
When you click on the **Add Category** button, a new tab or form will open where you can enter category-specific information.



The screenshot shows the 'E-AUSHADHI PORTAL' interface. On the left is a dark sidebar with a menu including 'Dashboard', 'FRESH LICENSE', 'PROFILE', 'LEGACY', 'CERTIFICATE', 'ALL CERTIFICATE', 'ADDITIONAL TP', 'ADDITIONAL PRODUCT', 'SURRENDER APPLICATION', 'AMENDMENT APPLICATION', and 'RETENTION APPLICATION'. The 'CERTIFICATE' section is expanded, and 'ALL CERTIFICATE' is selected. The main content area has a header 'E-AUSHADHI PORTAL' and a user profile 'AsMa00058'. Below the header is a 'Select Category' form. The form has a 'Category Type' dropdown menu with 'Avaleh' selected. At the bottom right of the form are 'Add' and 'Cancel' buttons. The footer of the page states: 'Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N'.

➤ Certificate Attachment

When you click on the **Add Attachment** button, a new tab or form will open where you can enter Add Attachment.



The screenshot shows the 'E-AUSHADHI PORTAL' interface. On the left is a dark sidebar with a menu including 'Dashboard', 'FRESH LICENSE', 'PROFILE', 'LEGACY', 'CERTIFICATE', 'ALL CERTIFICATE', 'ADDITIONAL TP', 'ADDITIONAL PRODUCT', 'SURRENDER APPLICATION', 'AMENDMENT APPLICATION', and 'RETENTION APPLICATION'. The 'CERTIFICATE' section is expanded, and 'ALL CERTIFICATE' is selected. The main content area has a header 'E-AUSHADHI PORTAL' and a user profile 'AsMa00058'. Below the header is a 'Certificate Attachment List' form. The form has a table with one row containing the text '(1)' and 'Pills'. To the right of the table is a 'Choose file' button and a file name '202405281505307_DF_sample.pdf'. At the bottom right of the form are 'Submit' and 'Cancel' buttons. The footer of the page states: 'Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N'.

➤ Final Register & Payment

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

Apply for Registration:

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

Payment

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

The screenshot shows the e-Aushadhi Portal interface. The top navigation bar includes the e-Aushadhi Portal logo and a user profile icon. The sidebar menu lists various options: Dashboard, FRESH LICENSE, PROFILE, LEGACY, CERTIFICATE, ALL CERTIFICATE, ADDITIONAL TP, ADDITIONAL PRODUCT, SURRENDER APPLICATION, AMENDMENT APPLICATION, and RETENTION APPLICATION. The main content area is titled 'Certificate' and 'Certificate Application - Manufacture (Ayurveda, Unani, Siddha, Sowa Rigpa)'. It features a table with columns: Sr No., Application No., License No., Type, Status, Edit, Category/Product, Attachments, Payment, Refer Back, Inspection View, Preview Certificate, Download Certificate, Delete, and Action. The first row shows an application with Application No. 00001, License No. 03/01/002/2025, Type GMP, Status Pending, and a Payment button highlighted in red. Below the table, there are two informational messages: 'This color shows that the application is in a refer-back status.' and 'This color indicates that you are restricted from taking any action.'

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

Ministry of Ayush, Government of India

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E-AUSHADHI PORTAL

AsMa00058

Certificate / Add Payment

Payment for Application No - 00055

Application Information

Firm Name	Riya	Application No.	00055	Mobile No.	8694574793
Email ID	posja@gmail.com	Total Amount	1000	Payment Date	25-06-2025
Certificate Type	GMP RENEWAL				

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

Sr No.	Transaction Id	Transaction Date and Time	Payment amount	Payment Gateway Date	Payment Status	Reconciliation
1	Trid48	2025-06-25 13:56:35.507	1000	2025-06-25	Success	true

Showing 1 to 1 of 1 entry

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

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 is approved, you can download the Certificate document from Certificate table.

Ministry of Ayush, Government of India

< Menu

e-Aushadhi Portal

GJMa00001

Dashboard / Certificate

Certificate

Certificate Application - Manufacture (Ayurveda, Unani, Siddha, Sowa Rigpa)

10 Entries Per Page

Search:

Sr No.	Application No.	License No.	Type	Status	Edit	Category/Product	Attachments	Payment	Refer Back	Inspection View	Preview Certificate	Download Certificate	Delete	Action
1	00001	03/0/002/2025	GMP	Under Verification				Paid - 5000						Applied for Registration

Showing 1 to 1 of 1 entry

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

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

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