

e-Aushadhi



User Manual For Retention Application

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➤ Retention Application

From the left-hand side menu, click on "**Retention/Renewal Application**". Initially, the data table will be empty.

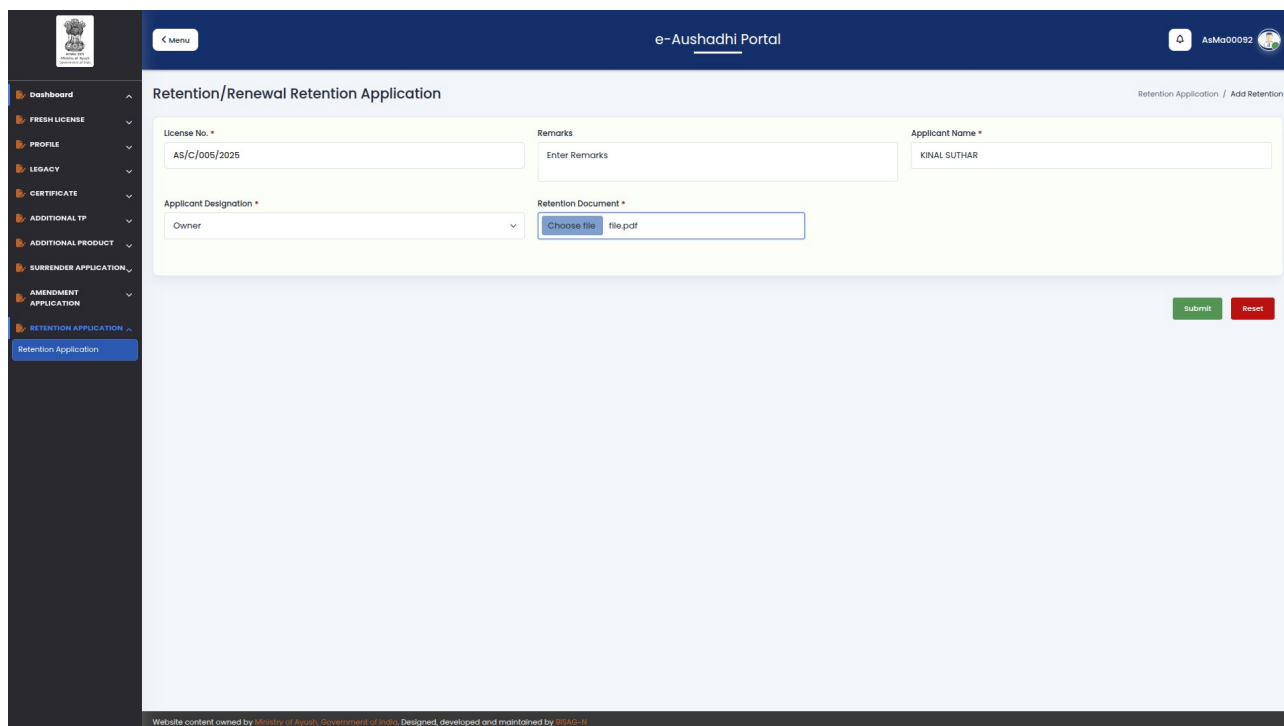
- Public Testing Laboratory retention will be done every 3 years.
- SALES retention will be done every 1 years.
- If the old license expiry date is before 03-10-2026, retention (renewal) is compulsory for ASU (Ayurveda, Siddha, Unani, Sowa Rigpa).
- If the old license expiry date is before 2025-10-27, retention (renewal) is compulsory for Homoeopathy.

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

The screenshot displays the 'Retention/Renewal Application' page on the e-Aushadhi Portal. 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 (which is highlighted). The main content area features a table with various columns for application management. The table is currently empty, with a message 'Showing 0 to 0 of 0 entries'. A green plus icon is located in the top right corner of the table area. Below the table, there are two colored boxes: 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.'

◆ 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 'Retention/Renewal Retention Application' form on the e-Aushadhi Portal. The form includes the following fields and options:

- License No. ***: AS/C/005/2025
- Remarks**: Enter Remarks
- Applicant Name ***: KINAL SUTHAR
- Applicant Designation ***: Owner
- Retention Document ***: Choose file file.pdf

At the bottom right of the form, there are two buttons: 'Submit' (green) and 'Reset' (red). 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 bottom of the page has a footer stating: 'Website content owned by Ministry of Ayush, Government of India. Designed, developed and maintained by BISAG-N'.

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

➔ Retention Data Table Display:-

- 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 You enter incorrect details you can also delete 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**.



< Menu

e-Aushadhi Portal


 GJMa00002
 

Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Retention Application

Dashboard / Retention Application

Retention/Renewal Application

10 Entries Per Page
 Search:

Sr No.	License No.	Application No.	Status	Edit	Products	Qc Register	TP/Expert	Attachments	AIF	Undertaking	Payment	Refer Back	View Inspection	View Preview	Download	Delete	Action
1	NA528	00001	Draft														Register

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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➤ Product

Your Approved Product From Freshlicense/Legacy is Shown here in Retention Product. You have to select and add product.

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Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Retention Application

Menu

e-Aushadhi Portal

AsMa00092

Retention Application / Add Retention

Add Retention/Renewal Product

10 Entries Per Page

Search:

Sr No.	Name	Type	Category	Sub Type	Preview	Select All
1	fdgfdtdfd	Homeopathic Combination Ingredient Medicine	Mother tinctures and mother solution	2X		☒

Showing 1 to 1 of 1 entry

Add

Cancel

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➤ QC Register

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



Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Retention Application

Menu

e-Aushadhi Portal

AsMa00092

Retention Application / Retention Add Q.C (Quality Control) Register

Retention/Renewal QC Register

Product Name *

Testing Protocol *

Study Start Date *

Study End Date *

fdgfdtdfd

(3) Month Accelerated Stability

20/08/2025

20/09/2025

Shelf Life of Product In Month

Batch No *

Report Date *

Test Report *

12

567857

24/08/2025

Choose file 04f424d1-27e8-464c-45-01520085b32c.pdf

Quality Control *

☒ In ☐ Out

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

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➤ Technical Person Management

Here you have to select TP for Retention.



< Menu

e-Aushadhi Portal



AsMa00092



Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Retention Application

Retention Application / Add Retention TP

Add Retention/Renewal TP

10

Entries Per Page

Search:

Sr No.	Name	qualificationDegree	Principal Subject	Section	Appointment Date	Joining Date	Preview	Select All
1	fghfgh fghfghfgh	fggggggggggh	fgggggggggggg	Competent technical staff	2025-08-02	2025-08-02		☐
2	dsfdfsdf sdfdfdf	sdfdsf	dsfdfsdfdsf	Chemist	2025-08-02	2025-08-02		☐
3	dsfdfsdf dsfdfsdf	dfgdfgdf	dfgdfgdfg	Botanist	2025-08-02	2025-08-02		☐

Showing 1 to 3 of 3 entries

Add

Cancel

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➤ Retention / Renewal Attachment



Menu

e-Aushadhi Portal

AsMa00092

Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Retention Application

Retention Application / Retention Attachment

Retention/Renewal Application Attachment List

(1) Owners ID proof

Choose file No file chosen

(2) Extra Field

Choose file No file chosen

+

Submit Reset

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➤ AIF(Additional Information Form)

Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Retention Application

Retention/Renewal Additional Information Form

(1) what was the business carried out by the applicants within the last three year ? *

TEST

(2) Is another business 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 business and working days with holiday the same should be intimated to the licensing authority. *

TEST

Update Cancel

➤ Undertaking For Retention

Menu

Dashboard

FRESH LICENSE

PROFILE

LEGACY

CERTIFICATE

ADDITIONAL TP

ADDITIONAL PRODUCT

SURRENDER APPLICATION

AMENDMENT APPLICATION

RETENTION APPLICATION

Retention Application

e-Aushadhi Portal

AsMa00092

Retention/Renewal Undertaking License

Retention 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 that compliance with the aforementioned Act and Rules is my/our sole responsibility.

(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 Register & Payment for Retention

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

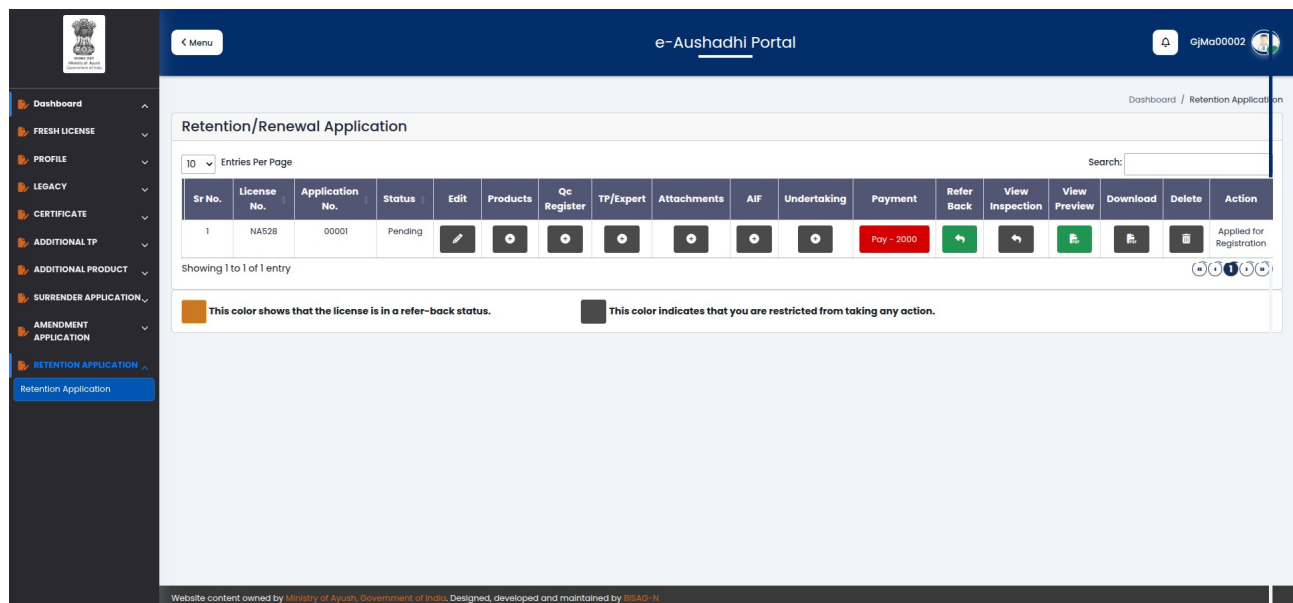
Apply for Retention

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

Payment Option

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

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



The screenshot displays the 'Retention/Renewal Application' page on the e-Aushadhi Portal. The page features a sidebar with navigation options: Dashboard, FRESH LICENSE, PROFILE, LEGACY, CERTIFICATE, ADDITIONAL TP, ADDITIONAL PRODUCT, SURRENDER APPLICATION, AMENDMENT APPLICATION, and RETENTION APPLICATION. The main content area shows a table with one entry in 'Pending' status. The 'Payment' button is highlighted in red. The table has columns for Sr No., License No., Application No., Status, Edit, Products, Qc Register, TP/Expert, Attachments, AIF, Undertaking, Payment, Refer Back, View Inspection, View Preview, Download, Delete, and Action. The 'Payment' button is labeled 'Pay - 2000'. Below the table, there is a legend indicating that the orange color shows the license is in a refer-back status and the grey color indicates that you are restricted from taking any action.

Sr No.	License No.	Application No.	Status	Edit	Products	Qc Register	TP/Expert	Attachments	AIF	Undertaking	Payment	Refer Back	View Inspection	View Preview	Download	Delete	Action
1	NA528	00001	Pending								Pay - 2000						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.

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

The screenshot displays the 'e-Aushadhi Portal' interface. On the left is a sidebar menu with options like Dashboard, FRESH LICENSE, PROFILE, LEGACY, CERTIFICATE, ADDITIONAL TP, ADDITIONAL PRODUCT, SURRENDER APPLICATION, AMENDMENT APPLICATION, and RETENTION APPLICATION (which is highlighted). The main content area is titled 'Payment for Application No - 00008'. It contains a form for 'Application Information' with fields for Firm Name (Zydus Lifesciences), Mobile No. (6763454354), Application No. (00008), Email ID (dtggld@tghn.in), Reg Date (19-08-2025), Total Amount (200), Payment Date (19-08-2025), and Payment Type (Offline). There is a 'Challan File' section with a 'Choose file' button and a file name '04f424d1-27e8-...01520085b32c.pdf'. Below this is a 'Charge Back Policy' section with 'Terms & Conditions' and a checkbox for agreement. At the bottom, there are buttons for 'Confirm' and 'Reset', and a 'Previous Transaction Details' section with a table showing transaction status (No data available in table).

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.