

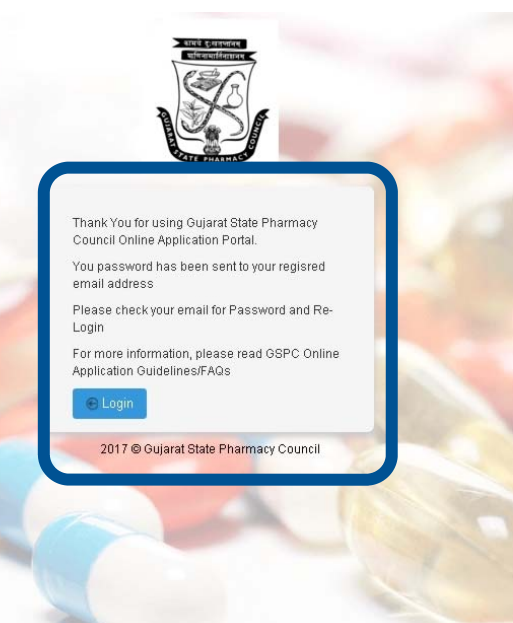
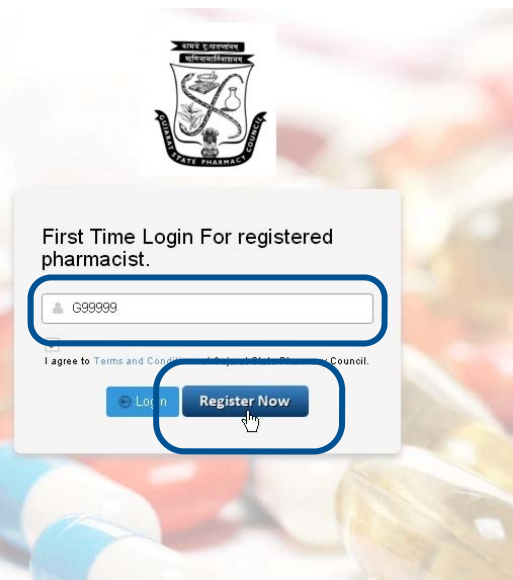
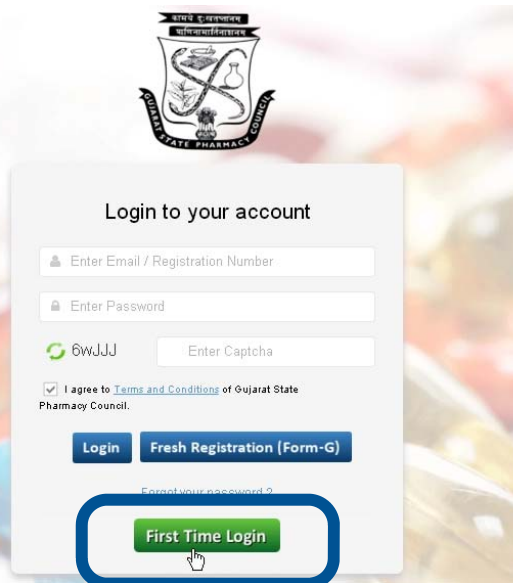


# Gujarat State Pharmacy Council

## Online Application Guidelines

*Last Updated 10th January 2017*

# First Time Login for Registered Pharmacist



## Stepwise instruction for First Time Login and Generating your User ID & Password

1. If you are registered pharmacist having valid G number, you can obtain your user ID and password using the link - First Time Login
2. On clicking the link, you will be asked to enter your G number (Registration Number). Please enter your registration number and click on 'Register Now'  
Do not enter any space or dash while entering your G number. It should be continuous.
3. You will receive an email on your registered email address with pharmacy council.
4. If you do not have registered email then you will have to contact Pharmacy Council for your user ID and password.

- ◆ Follow the instruction in email to Login using your user ID and password
- ◆ Please make sure to change first time password after first login.



# How to Apply ?

Stepwise instruction for any Application to be made through online portal

## Update Profile

1. Login using your newly generated user ID and Password
2. Update your profile information including mobile number, email address, employment details. Please note all further communications would be on your updated email and mobile number for online activity.
3. Change your first time login password by clicking from tab 'My Profile'
4. Once your profile is updated, you will be able to make application.

## Apply Online

 Dashboard

 Renew Registration

 Re-Entry

 Duplicate Certificate

 Duplicate Renewal Receipt

 Add New Qualification

 Good Standing Certificate

 Change in Name

 Application List

 Communications

 Contact Us

1. Click on application that you want to submit, for example for Renewal of application, click on 'Renew Registration'
2. An application form will open with details to be submitted as per council norms for that particular application
3. Keep all the scanned PDF documents ready as required for specific applications including A3 size self-address envelop with 40Rs postal stamp.
4. Fill up all the data, upload scan documents (size limited to 200 KB per document)
5. Select the payment mode - You can make payment by online transfer (includes debit card, credit card and net banking) and by Demand Draft payable at Ahmedabad in name of 'Gujarat State Pharmacy Council' drawn on State Bank of India, Ahmedabad or any Nationalized Bank
6. Click on 'Submit Application' to submit your application to pharmacy council for verification.
7. Once submitted, you will receive confirmation email on your registered email address
8. After verification of physical documents and payment, your application would be accepted by pharmacy council
9. On successful confirmation, you will receive an email regarding update of status of your application.
10. The processing time depends on type of application, receiving physical self-attested documents and payments.



## After Online Application

### Physical Submission of Documents Mandatory

It is compulsory to submit self-attested physical copy of all documents (by ordinary post or speed-post only) to pharmacy council within 15 days from date of online application.

#### General Requirements to be submitted by post for all applications:

- 1) Online application form print copy, with signature
- 2) All documents required and uploaded with self-attestation
- 3) Recent Passport size photograph
- 4) For online payments, online acknowledgement receipt print copy (as received in your email from PayuMoney) clearly indicating transaction ID, date and amount.
- 5) Crossed Demand Draft in favor of "Gujarat State Pharmacy Council" drawn on State Bank of India, Ahmedabad or any Nationalized Bank payable at Ahmedabad Payment acknowledgement receipt
- 6) Self-Address A3 size Envelope with Postal Stamp of Rs. 40  
(your receipts, communications from council would be sent to you in this envelope)

### Online Transaction Charges

Particulars	Amount (in Rs.)
All Net-banking Transactions Fee *	INR 8.00 flat – per transaction
All Credit Card Transactions Fee * ( Visa / Mastercard )	1.00% - per transaction
All Debit Card Transactions Fee * ( Visa / Mastercard / RuPay / Maestro)	0.75 % – per transaction for the amount of transaction Below INR 2000 1.00 % – per transaction for the amount of transaction Above INR 2000

\* Additional Service Tax applicable as per the prevailing norms.



## Important Terms and Conditions For Using Online Portal

These terms and conditions apply to the User who uses the Online Services provided for any payment made to Gujarat State Pharmacy Council (GSPC). Kindly read these terms and conditions carefully. By authorizing a payment to GSPC through the online payment service ("the service"), it would be treated as a deemed acceptance to these terms and conditions. GSPC reserves all the rights to amend these terms and conditions at any time without giving prior notice. It is the responsibility of the User to have read the terms and conditions before using the Service.

### A. Key Terms

The following is a summary of the key terms of this service:

1. Payment(s) through this Service may only be made with a Credit Card, Debit card or Net Banking.
2. Before using this Service, it is recommended that the user shall make necessary enquiry about the charges or fees payable against the Credit/Debit card used from Credit Card or the Debit Card service provider i.e. the respective Bank.
3. The credit card information supplied at the time of using the service is processed by the payment gateway of the service provider and is not supplied to Gujarat State Pharmacy Council. It is the sole responsibility of the User of the service to ensure that the information entered in the relevant fields are correct. It is recommended that you take and retain a copy of the transaction for record keeping purposes, which might assist in resolution of any disputes that may arise out of usage of the service
4. The Applicant agrees, understands and confirms that his/ her personal data including without limitation details relating to debit card/ credit card/net banking transmitted over the Internet may be susceptible to misuse, hacking, theft and/ or fraud and that Gujarat State Pharmacy Council or the Payment Service Provider(s) have no control over such matters.
5. The service is provided using a payment gateway service provider through a secure website. However, neither the payment gateway service provider nor the GSPC gives any assurance, that the information so provided online by a user is secured or may be read or intercepted by a third party. NID does not accept or assume any liability in the event of such unauthorized interception, hacking or other unauthorized access to information provided by a user of the service.
6. GSPC and/or the Payment Service Providers shall not be liable for any inaccuracy, error or delay in, or omission of (a) any data, information or message, or (b) the transmission or delivery of any such data, information or message; or (c) any loss or damage arising from or occasioned by any such inaccuracy, error, delay or omission, non-performance or interruption in any such data, information or message. Under no circumstances shall the GSPC and/or the Payment Service Providers, its employees, directors, and its third party agents involved in processing, delivering or managing the Services, be liable for any direct, indirect, incidental, special or consequential damages, or any damages whatsoever, including punitive or exemplary arising out of or in any way connected with the provision of or any inadequacy or deficiency in the provision of the Services or resulting from unauthorized access or alteration of transmissions of data or arising from suspension or termination of the Service.
7. The Applicant/User agrees that Gujarat State Pharmacy Council or any of its employees or its Vendor will not be held liable for any loss or damages arising from your use of, or reliance upon the information contained on the Website, or any failure to comply with these Terms and Conditions.

### B. Debit/Credit Card, Bank Account Details:

1. The Applicant agrees that the debit/credit card/internet banking details provided by him/ her for use of the afore-said Service(s) must be correct and accurate and that the Applicant shall not use information, that is not lawfully owned by him/ her or the use of which is not authorized by the lawful owner thereof. The Applicant further agrees and undertakes to Provide correct and valid debit/credit/internet banking details and takes full responsibility of payments made. Legal and criminal action can be taken if found violating the laws as per applicable laws of government.



## Important Terms and Conditions For Using Online Portal

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### **C. No warranty**

No warranty, representation or guarantee, express or implied, is given by Gujarat State Pharmacy Council in respect of the operation of the service. Disclaimer and Limitation of liability: Gujarat State Pharmacy Council does not accept liability for any damage, loss, cost (including legal costs), expenses, indirect losses or consequential damage of any kind which may be suffered or incurred by the User from the use of this service

### **D. Governing law**

These terms and conditions are governed by the laws of India and the competent courts at Ahmedabad shall have exclusive jurisdiction.

### **E. Dispute Resolution**

Any dispute arising in relation to the terms and conditions will be submitted to a sole arbitrator appointed by Gujarat State Pharmacy Council under the provisions of the Arbitration and Conciliation Act, 1996 and rules framed there under. The venue of Arbitration shall be at Ahmedabad.

### **F. Refund/Cancellation Policy:**

1. Fees once paid will not be refunded or transferred under any circumstances.
2. Submission of physical documents within 15 days is compulsory. Failure to receive your documents within 15 days from the date of online application, your online application would be cancelled and fees will not be refunded. You will have to make fresh application with payment of applicable fees.

### **G. Variations to the Terms and Conditions**

The Gujarat State Pharmacy Council reserves the right to vary these Terms and Conditions from time to time and the current version will be that published on this website. We reserve the right to decline the acceptance of an online payment if your account is in default for any reason. Gujarat State Pharmacy Council may also make additions/deletions/alteration to the services offered, at its sole discretion. We reserves the right to withdraw the service at any time at its discretion. We retain the right to change the terms and conditions for Online Fees Payments, without any prior notice