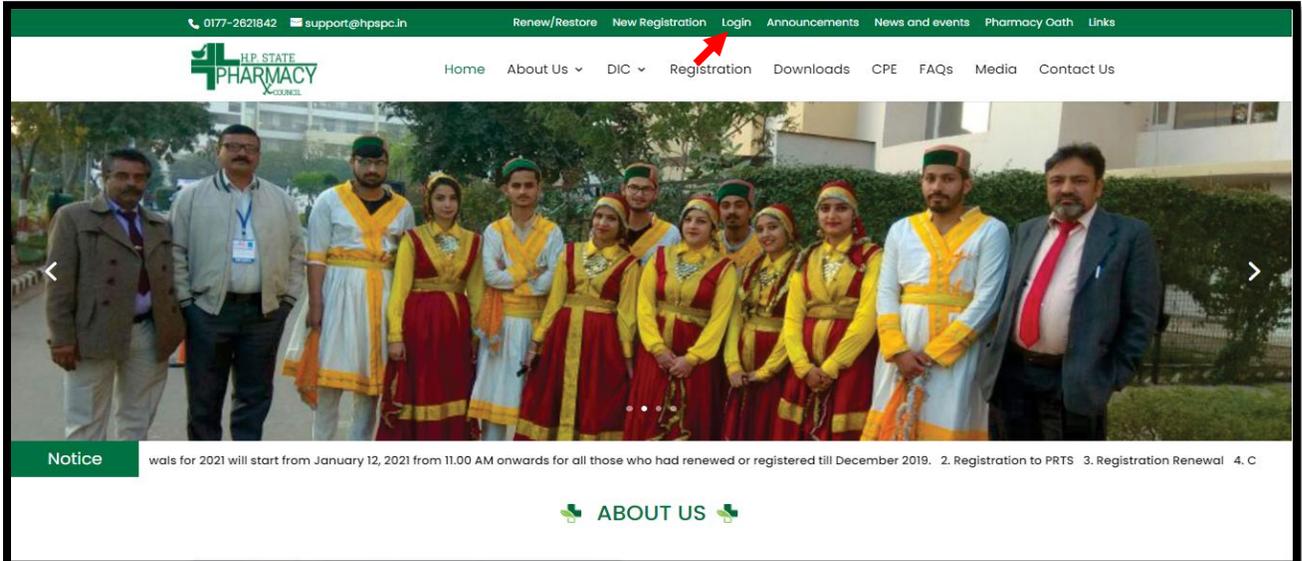


# User Manual For Cancellation of Application

**Step 1:** Go to the URL <https://hpspc.org>. Click on the “Login” button.



**Step 2:** A Login screen will open. Fill out your login details, click on the “Login” button.

The screenshot displays the login interface for the Pharmacist Registration & Renewal System. The header includes the council's logo and the title 'Himachal Pradesh State Pharmacy Council Pharmacist Registration & Renewal System'. Below the header, a green banner reads 'Welcome to HPSPC Pharmacist Registration & Renewal System'. The login form consists of three input fields: 'Email ID' with a placeholder 'Enter Email ID', 'Password' with a placeholder 'Enter Password', and 'Captcha Code' with a placeholder 'Enter Captch:' and a refresh button. Below the form are two links: 'Not able to Login? Click here to create your profile' and 'Forgot Password? Click Here to Get Password'. At the bottom, a green 'Login' button is highlighted with a red arrow. A footer banner provides contact information: 'Contact our support team on +91 7888850475 for technical support. Working hours 10am to 6pm (Monday - Friday)'.

**Step 3:** After login, the Applicant's **Profile** will display on the screen.

The screenshot shows the user profile page for Mr. Sumit Kumar Ghada. The page includes a navigation menu on the left with options like 'Pratitioner', 'My Profile', 'Application Status', 'Payment History', and 'Apply Online'. The main content area displays the user's name, a profile picture, and various personal details such as 'Father's Name', 'Mother's Name', 'Gender: Male', 'Aadhar No.', and 'Passport No.'. Below this, there is a 'Registration Detail' table with the following data:

Registration No	Registration Date	Last Renewed Date	Fee Paid Upto
12345	18/06/2018	03/01/2019	

**Step 4:** Now click on the “**Apply Online**” tab to get the list of applications that are available for applying. The applicant will click on “**Apply Now**” option of the **Application Form for Cancellation of Application** from the listed applications.

The screenshot shows the 'Apply Online' page with a list of application forms. The page title is 'Apply Online'. The list contains the following items:

Sl. No.	Application Form Description	Action
1	Application Form For Renewal Application	Apply Now
2	Application Form For Restoration Application	Apply Now
3	Application Form For New Registration Application	Apply Now
4	Application Form For Additional Qualification Application (Form D)	Apply Now
5	Application Form For Good Standing Application	Apply Now
6	Application Form For Migration Application	Apply Now
7	Application Form For Cancellation Application	Apply Now

A red arrow points to the 'Apply Now' button for the 'Application Form For Cancellation Application'.

**Step 5:** A form will appear. Fill in the required details & click on the “**Save**” option.

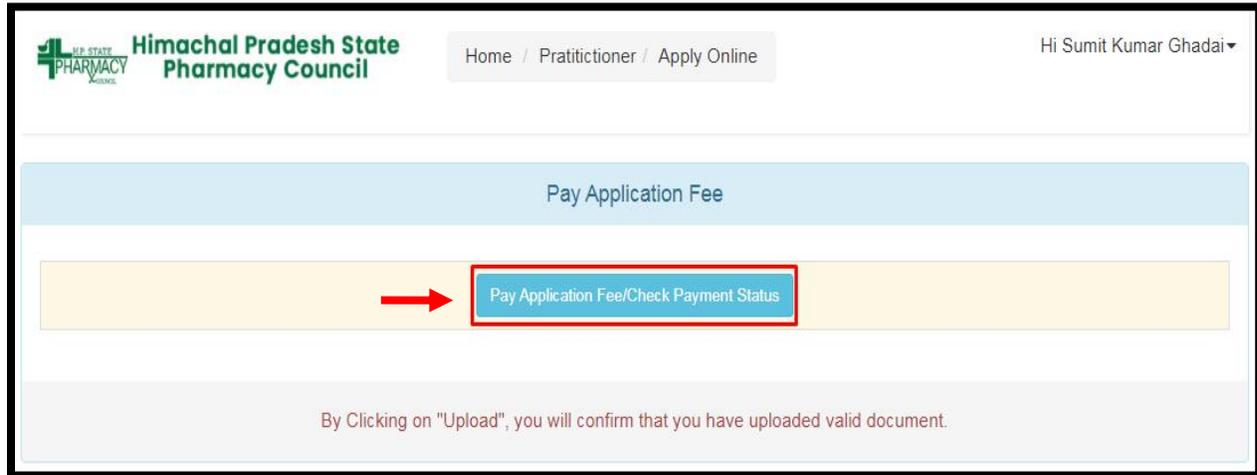
The screenshot shows the 'Application For Cancellation Application' form. The form includes the following fields:

- Relocating State Council \* (Dropdown menu)
- Address of Council \* (Text input)
- City of Council \* (Text input)
- Reason Relocation\* (Text area)

At the bottom right, there are two buttons: 'Save' and 'Reset'. A red arrow points to the 'Save' button.

By Clicking on "Save", you will confirm that you have filled valid information.

**Step 6:** Click on “Pay Application Fee/Check Payment Status” button to pay or check the last payment status for the same application.



Home / Practitioner / Apply Online

Hi Sumit Kumar Ghadai ▾

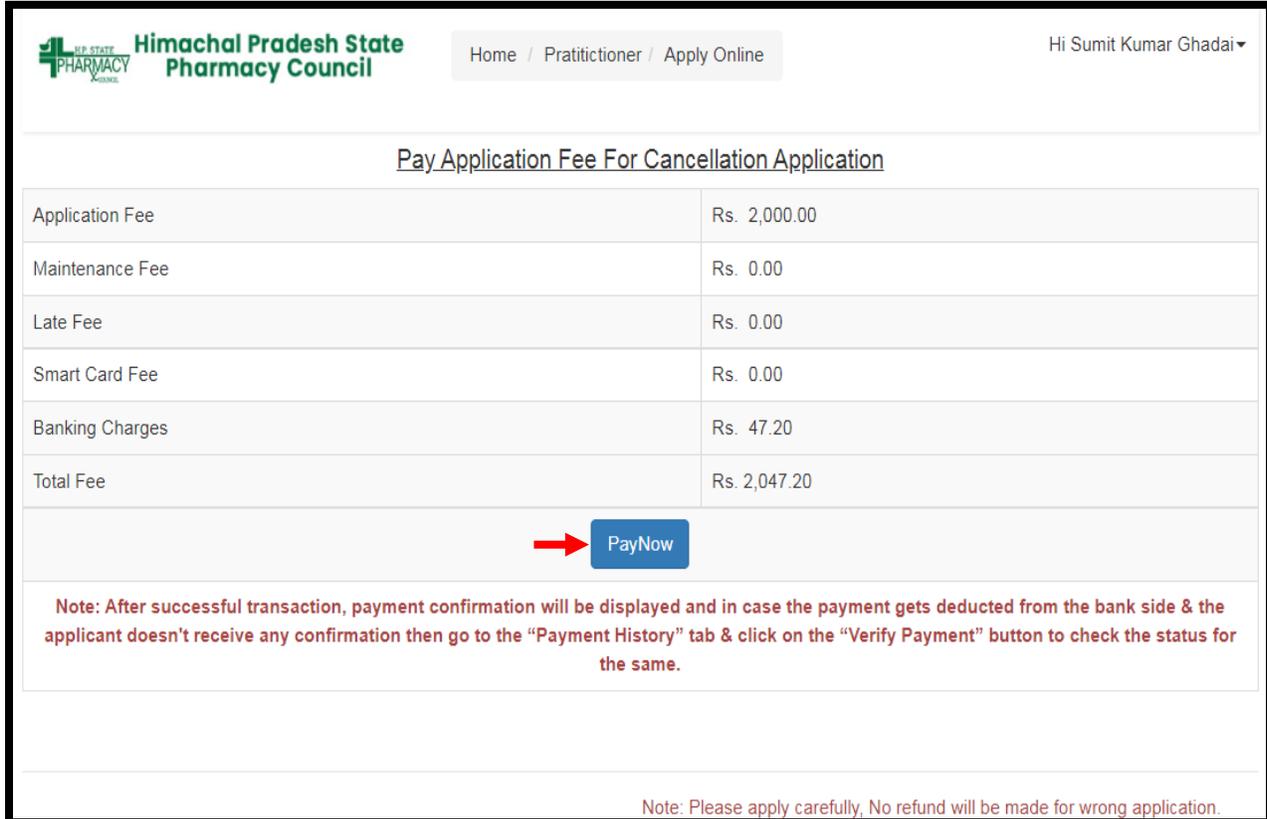
Pay Application Fee

Pay Application Fee/Check Payment Status

By Clicking on "Upload", you will confirm that you have uploaded valid document.

**Step 7:** Thereafter, Payable amount will display on the screen. Click on the “Pay Now” option to continue with the Payment.

**Note: Please apply carefully. No refund will be made for the wrong application.**



Home / Practitioner / Apply Online

Hi Sumit Kumar Ghadai ▾

Pay Application Fee For Cancellation Application

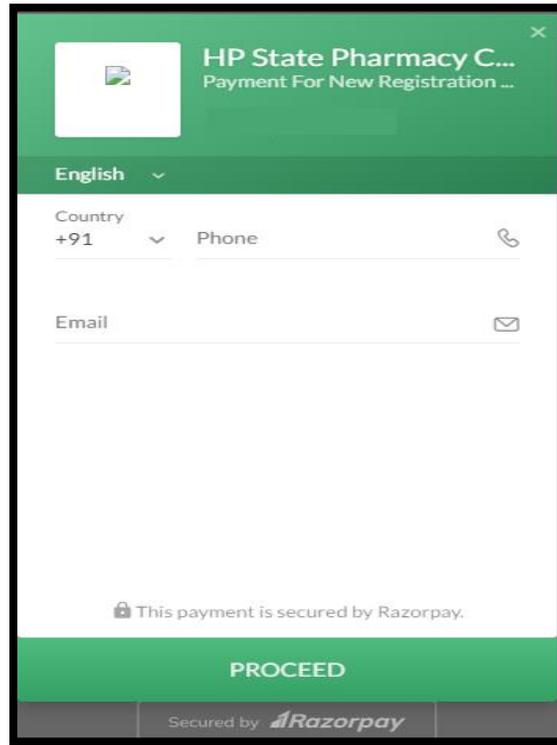
Application Fee	Rs. 2,000.00
Maintenance Fee	Rs. 0.00
Late Fee	Rs. 0.00
Smart Card Fee	Rs. 0.00
Banking Charges	Rs. 47.20
Total Fee	Rs. 2,047.20

PayNow

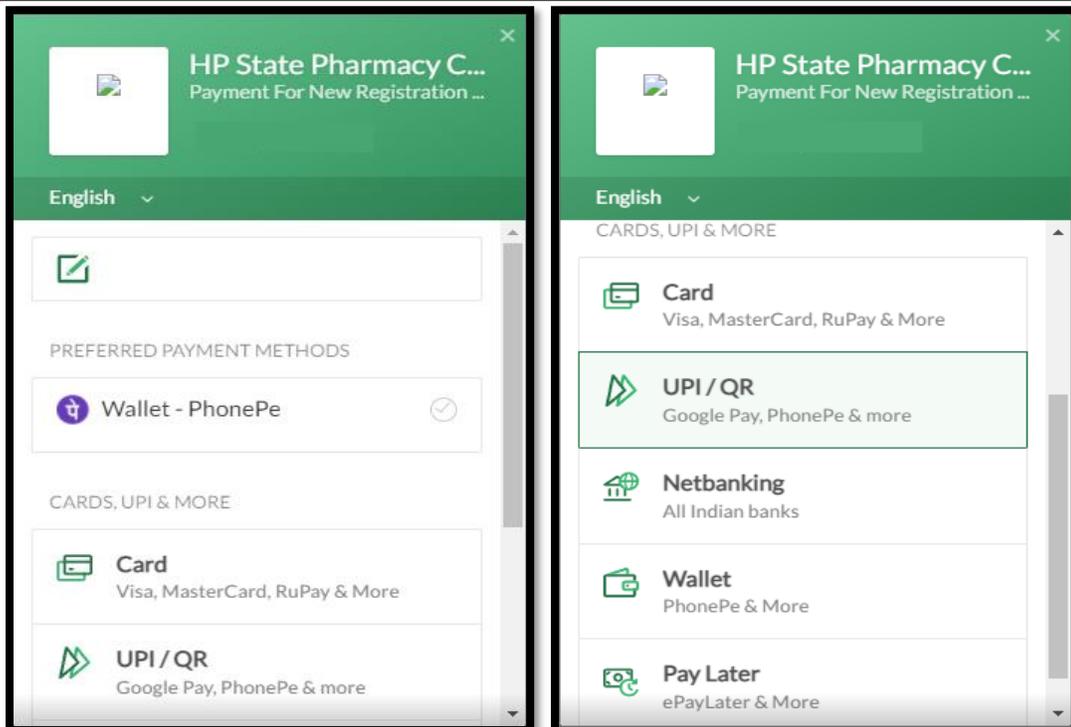
Note: After successful transaction, payment confirmation will be displayed and in case the payment gets deducted from the bank side & the applicant doesn't receive any confirmation then go to the “Payment History” tab & click on the “Verify Payment” button to check the status for the same.

Note: Please apply carefully, No refund will be made for wrong application.

**Step 8:** The **Payment Portal** screen will open where the applicant will enter his/her *Registered Mobile Number & Email*. Then, click on the **"Proceed"** option.

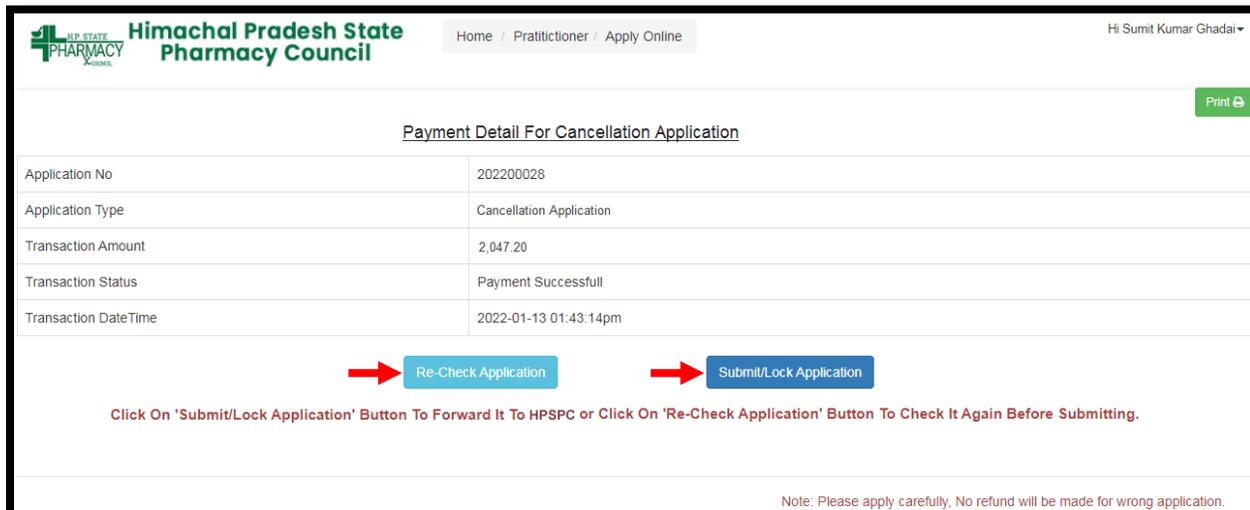


**Step 9:** The applicant will be redirected to the Payment Gateway. Pay the application fee by using **Wallet-PhonePe, Cards, UPI/QR, Netbanking & Pay later.**



**Step 10:** After Submitting the Fees, the **Payment Details of that Application** will appear on the screen.

Click on the **“Re-Check Application”** button in case of any doubt. Simply take a printout of payment detail & then, click on **“Submit/Lock Application”** option to take final printout of your application as mentioned in **Step 12**.



Home / Pratlitioner / Apply Online Hi Sumit Kumar Ghadaj

Himachal Pradesh State Pharmacy Council

Payment Detail For Cancellation Application

Application No	202200028
Application Type	Cancellation Application
Transaction Amount	2,047.20
Transaction Status	Payment Successfull
Transaction DateTime	2022-01-13 01:43:14pm

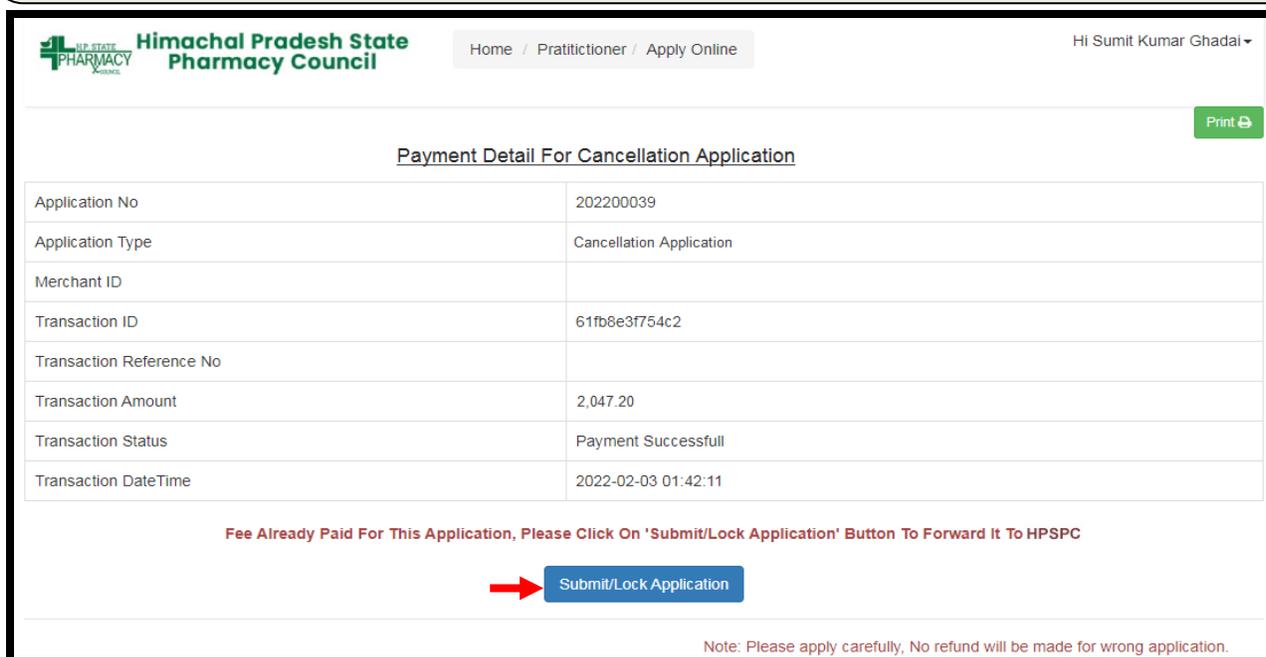
[Re-Check Application](#) [Submit/Lock Application](#)

Click On 'Submit/Lock Application' Button To Forward It To HPSPC or Click On 'Re-Check Application' Button To Check It Again Before Submitting.

Note: Please apply carefully, No refund will be made for wrong application.

**Step 11:** If the applicant has clicked on the **“Re-Check Application”** option. It will repeat the same **Process** as mentioned in **Step No. 5, 6** where the applicant can make the required changes by editing the incorrect information.

After re-checking the application, the applicant can take a printout of payment detail & click on **“Submit and Lock the Application”** option to take final printout of your application.



Home / Pratlitioner / Apply Online Hi Sumit Kumar Ghadaj

Himachal Pradesh State Pharmacy Council

Payment Detail For Cancellation Application

Application No	202200039
Application Type	Cancellation Application
Merchant ID	
Transaction ID	61fb8e3f754c2
Transaction Reference No	
Transaction Amount	2,047.20
Transaction Status	Payment Successfull
Transaction DateTime	2022-02-03 01:42:11

Fee Already Paid For This Application, Please Click On 'Submit/Lock Application' Button To Forward It To HPSPC

[Submit/Lock Application](#)

Note: Please apply carefully, No refund will be made for wrong application.

**Note:** In case the payment gets deducted from the bank side & the applicant doesn't receives confirmation then go to the **“Payment History”** tab & click on the **“Verify Payment”** button to check the status for the same.

The screenshot shows the 'Payment History' page. The left sidebar has 'Payment History' selected. The main content area displays a table with two entries. Red arrows point to the 'Verify Payment' buttons for each entry.

Sr	Transaction Request ID	Transaction Request Date	Transaction Date	Transaction Amount	Transaction Status	Application Type	Application No
1	61d5698754ad7	2022-01-05 15:18:55		409.44	Not Completed	Renewal Application	202200004
2	61d5698cc48d1	2022-01-05 15:19:00		409.44	Not Completed	Renewal Application	202200004

**Step 12:** Now click on the **“Application Status”** tab to view the status of the application i.e Approved/Objected/Rejected. Click on **“Print Report”** to view your complete application.

The screenshot shows the 'Application Status' page. The left sidebar has 'Application Status' selected. The main content area displays a table with one entry. A red arrow points to the 'Print Report' button.

Sr	Application No	Application Date	Application Type	Application Status	Action
1	202200028	13/01/2022	Cancellation Application	Approved	Print Report

**Step 13:** By clicking on the "Print " button, the applicant can take a printout of their application. Click on the "Go Back" button to access the application status page.

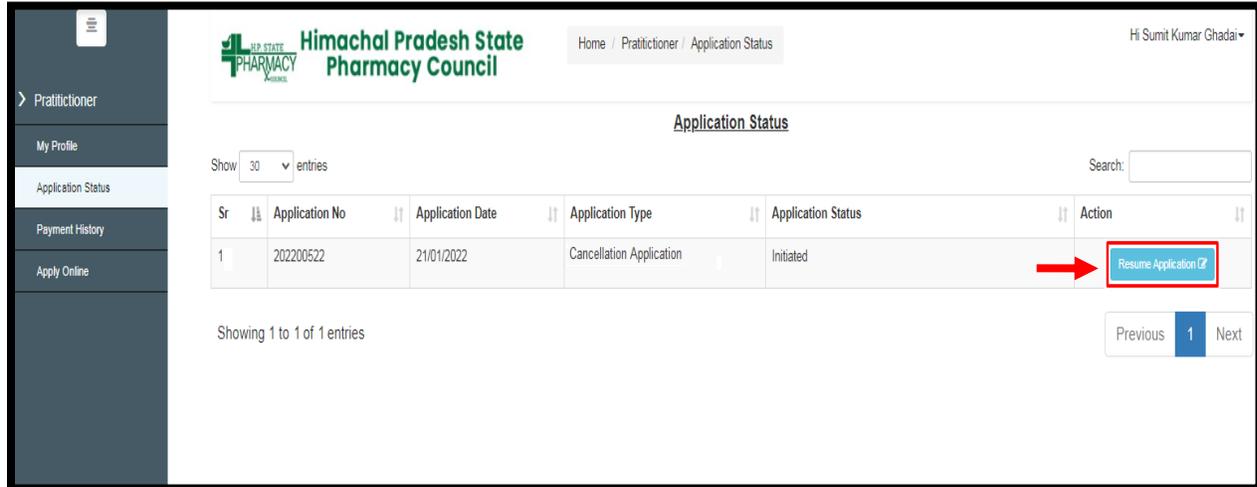
**Note:** At the time of the collection of the certificate & smart card the candidate must bring original documents along with the receipts of payment for physical verification.

Himachal Pradesh State Pharmacy Council		Swasthya Bhawan Chotta Shimla to Kusumpti Road Opp. ICICI Bank Kasumpti SDA Commercial Complex Shimla, Himachal Pradesh 171009		www.hpspc.org Email: dic@hpspc.in	
<b>Application For Cancellation Application</b> Application No : [REDACTED] Date :05/02/2022					
To					
The Registrar, Punjab State Pharmacy Council Medical Education Bhawan, Sector 69 SAS Nagar Mohali.					
Sub: Confirmation & No Objection of Transfer of Registration					
Sir,					
Reference to your letter No. dated on the subject cited above, in this regard it is inform you that aforesaid candidate is registered with Himachal Pradesh Council as per the following details:					
Registration No:	[REDACTED]	Registration Date	2022-01-20		
Candidate name:	[REDACTED]				
Father Name	[REDACTED]				
Qualification	D.Pharm				
Residential Address	[REDACTED]	City:	State:	District:	Country: INDIA
Date of Birth	2000-03-02				
As per this record we hereby confirm registration of the candidate. This council has no objection if his/her name is registered with your Council A Countersigned photocopy of the registration duly withdrawn from our register is enclosed herewith. The name of the said Pharmacist withdrawn from the register of H.P Pharmacy Council in lieu of registration with your State Council					
Dr.Kamlesh Naik Registrar, H.P State Pharmacy Council, Directorate of Health & Family Welfare Shimla,(H.P)					
Payment Detail				For Office Use Only	
Transaction ID	61fe4e31d6d19				
Transaction Amount	2,047.20				
Transaction Status	Payment Successful				
Transaction DateTime	2022-02-05 03:45:33				
<a href="#">Go Back</a> <a href="#">Print</a>					
<b>Note:</b> At the time of the collection of the certificate & smart card, the candidate must bring original documents along with the receipts of payment for physical verification.					

The applicant can also check his/her application status by scanning the **QR Code** which is available at the top right corner of the form.

**Step 14:** The applicant can resume the application anytime and re-edit the application until final submission is not done by clicking on the "Application Status" tab from the menu bar and select the **"Resume Application"** button to continue the **Process** as mentioned in **Step 5**.

In **Step 6**, Payment is not required if already paid & take a final printout of your application after submitting your application by clicking on **"Submit/Lock Application"** button as mentioned in **Step 12**.



The screenshot displays the user interface for the Himachal Pradesh State Pharmacy Council. The header includes the council's logo and name, the user's name (Hi Sumit Kumar Ghadai), and the current page path (Home / Practitioner / Application Status). The main content area is titled "Application Status" and features a search bar and a "Show 30 entries" dropdown. Below this is a table with the following data:

Sr	Application No	Application Date	Application Type	Application Status	Action
1	202200522	21/01/2022	Cancellation Application	Initiated	<a href="#">Resume Application</a>

At the bottom of the table, it indicates "Showing 1 to 1 of 1 entries" and includes navigation buttons for "Previous", "1", and "Next". A red arrow points to the "Resume Application" button in the action column of the first row.