

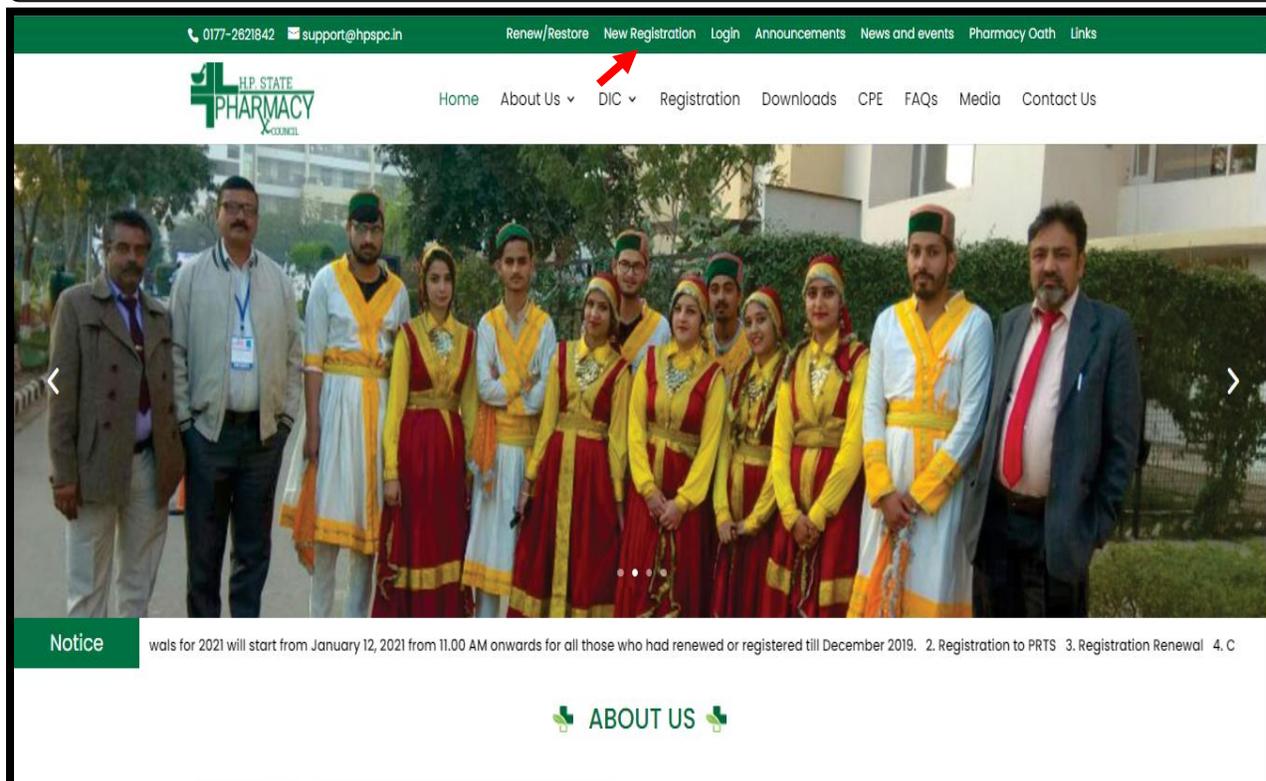
User Manual For New Registration

Keep the following documents ready before registration :

- Latest Photograph (Max. size 100KB in .jpeg or .png format)
- Latest Signature (Max. size 100KB in .jpeg or .png format)
- Affidavit (as prescribed)
- Matriculation certificate
- 10+2 Examination
- Certificate of Diploma/Degree
- Mark Sheet of each year/Semester
- Practical Training Certificate
- Bonafide Himachal Certificate
- Photographs (1 attested + 2 plain)
- Proof of Identity

Note: Maximum allowed size of the document is 2MB.

Step 1: Go to the URL <https://hpspc.org>. Here the applicant will click on “**New Registration**” option to create a new profile.



The screenshot displays the website interface for the H.P. State Pharmacy Council. At the top, there is a green navigation bar with contact information (0177-2621842, support@hpspc.in) and menu items: Renew/Restore, New Registration (highlighted with a red arrow), Login, Announcements, News and events, Pharmacy Oath, and Links. Below this is a white header with the council's logo and a secondary menu: Home, About Us, DIC, Registration, Downloads, CPE, FAQs, Media, and Contact Us. The main content area features a large photograph of a group of people in traditional attire. A green 'Notice' banner at the bottom left contains text about registration dates for 2021. At the bottom center, there is a green 'ABOUT US' button with a pharmacy cross icon.

Step 2: Enter your valid details for the online registration process & Click on the “**Register**” button.

The screenshot shows the registration form for the Himachal Pradesh State Pharmacy Council. The form is titled "Pharmacist Registration & Renewal System" and includes the following fields and options:

- Name:** Enter User Name
- Father's Name:** Enter Father Name
- Email ID:** Enter Email ID
- Mobile No:** Enter Mobile No
- Date of Birth:** dd-mm-yyyy
- Create Your Login Password:** Create Password (Min 6,Max 10 Char)
- Confirm Your Login Password:** Create Password (Min 6,Max 10 Char)
- Captcha Code:** Enter Captch: F 5ZR9 X Refresh

At the bottom of the form, there are two links: "Already Registered/Have Registration No ? Click Here to login" and "Forget Password ? Click Here to Get Password". A red arrow points to the "Register" button at the bottom center.

Step 3: After registration, an **OTP(One Time Password)** verification screen will be displayed to verify the registered mobile number, the applicant will receive an OTP on the registered mobile number. Enter the OTP & Click on the “**Verify OTP**” button to proceed.

The screenshot shows the OTP Verification screen for the Himachal Pradesh State Pharmacy Council. The screen is titled "OTP Verification" and includes the following elements:

- Enter OTP Received On Mobile No 955558XXXX:** Enter OTP
- Verify OTP:** A blue button with a red arrow pointing to it.
- ReSend OTP:** A green button with an envelope icon.
- Click Here To Go Back:** A link at the bottom of the screen.

Step 4: After verification of registered mobile number an **Update Profile** form will appear on the screen. Fill out the required details and upload your photograph & signature. Save the details by clicking on the **“Save”** button.

Note: Fields marked with * are mandatory.

Himachal Pradesh State Pharmacy Council

Home

Hi Nikki Singh

Practitioner

My Profile

Application Status

Payment History

Apply Online

Update Profile

Name * Gender *

Father's Name * Mother's name *

Date of Birth * Aadhaar No Passport No

Alternate Email Id * Alternate Mobile No. *

Recognised Qualification Year of Passing

Country of Passing State of Passing

University Name College Name *

Permanent Registration No Permanent Registration Date

Permanent Address * Correspondence Address* (Same as permanent address)

Workplace Address Upload Profile Picture No file chosen
 Upload Signature No file chosen
 Profile Picture & Signature
 

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

Step 5: After updating the profile. The Applicant's **Profile** will appear on the screen.

Himachal Pradesh State Pharmacy Council

Home

Hi Nikki Singh

Practitioner

My Profile

Application Status

Payment History

Apply Online

Miss. Nikki Singh

Father's Name :

Mother's Name :

Gender : Male

Aadhar No :

Passport No :

Registration Detail

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

Step 6: 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 New Registration Application** from the listed applications.

Home / Practitioner / Apply Online

Hi Nikki Singh

Practitioner

My Profile

Application Status

Payment History

Apply Online

Apply Online

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

Step 7: Fill in the required details in the New Registration Application & Click on the “Save” option.

Home / Practitioner / Apply Online

Hi Nikki Singh

Application For New Registration Application

Nationality Place of Birth

Qualification Deatils

Qualification Details	Passing Year	Examining Body	Division
Matriculation	<input type="text" value="Passing Year"/>	<input type="text" value="Examination Body"/>	<input type="text" value="Division"/>
10+2 Examination	<input type="text" value="Passing Year"/>	<input type="text" value="Examination Body"/>	<input type="text" value="Division"/>
Diploma In Pharmacy	<input type="text" value="Passing Year"/>	<input type="text" value="Examination Body"/>	<input type="text" value="Division"/>

Name of the Collage Place of practical training

Degree In Pharmacy

Name of the Collage

Reason of Registration/Migration

Provide Previsus Registration Details, if any

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

Step 8: The applicant has to upload the listed documents. In case any document is not applicable or not required then, you can simply upload the self-declaration for the same. Every time you select the button **“Upload”**, the **“Record Added Successfully”** pop-up will appear. Click **“OK”** & proceed

Upload Attested Copy Of The Following Documents (Max Allowed Size 2MB)
Please Upload Self Declaration Letter In Place Of Required Enclosure If It Is Not Applicable To You

1	Affidavit (as per prescribed)-original	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
2	Matriculation certificate-attested	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
3	10+2 Examination –attested	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
4	Certificate of diploma /Degree-attested	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
5	Mark Sheet of every year/semester-attested	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
6	Practical Training certificate –original	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
7	Bonafide Himachali Certificate -attested	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
8	Photographs (1attested +2 plain)	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
9	Proof of Identity attested	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

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

Step 9: Once the document has been uploaded. You can view the same by clicking on the eye icon & delete by clicking on the delete button. After uploading all listed enclosures **“Pay Application Fee/Check Payment Status”** button will be displayed. Click on **“Pay Application Fee/Check Payment Status”** to pay or check the last payment status for the same application.

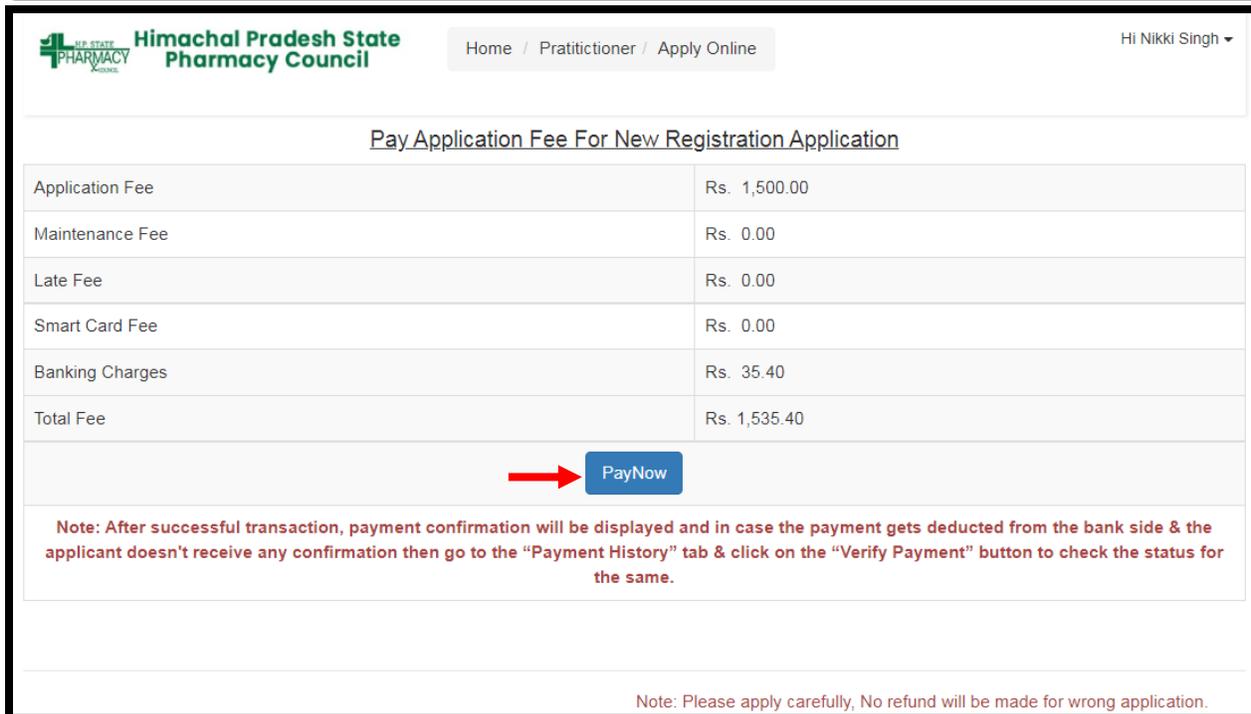
Pay Application Fee

File Uploaded Successfully

1	Affidavit (as per prescribed)-original		Uploaded ✓	<input type="button" value="Delete"/>
2	Matriculation certificate-attested		Uploaded ✓	<input type="button" value="Delete"/>
3	10+2 Examination –attested		Uploaded ✓	<input type="button" value="Delete"/>
4	Certificate of diploma /Degree-attested		Uploaded ✓	<input type="button" value="Delete"/>
5	Mark Sheet of every year/semester-attested		Uploaded ✓	<input type="button" value="Delete"/>
6	Practical Training certificate –original		Uploaded ✓	<input type="button" value="Delete"/>
7	Bonafide Himachali Certificate -attested		Uploaded ✓	<input type="button" value="Delete"/>
8	Photographs (1attested +2 plain)		Uploaded ✓	<input type="button" value="Delete"/>
9	Proof of Identity attested		Uploaded ✓	<input type="button" value="Delete"/>

Step 10: 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.



HP STATE PHARMACY COUNCIL Himachal Pradesh State Pharmacy Council

Home / Practitioner / Apply Online Hi Nikki Singh

Pay Application Fee For New Registration Application

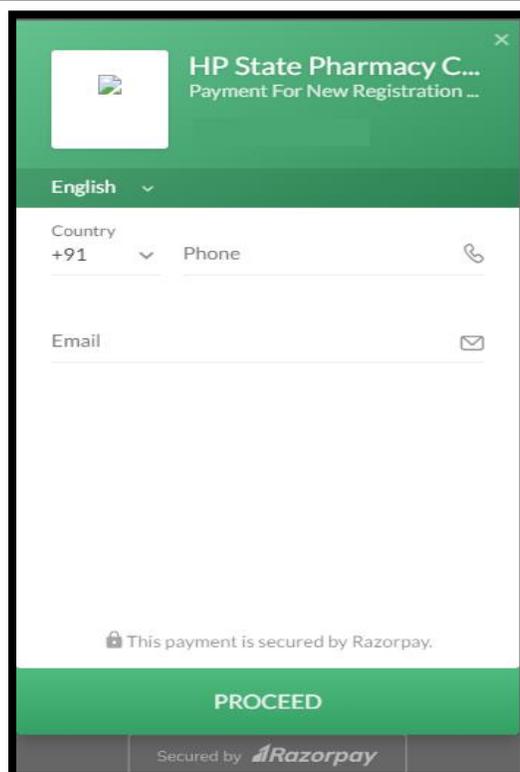
Application Fee	Rs. 1,500.00
Maintenance Fee	Rs. 0.00
Late Fee	Rs. 0.00
Smart Card Fee	Rs. 0.00
Banking Charges	Rs. 35.40
Total Fee	Rs. 1,535.40

 [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 11: The **Payment Portal** screen will open where the applicant will enter his/her *Registered Mobile Number & Email*. Then, click on the “**Proceed**” option.



HP State Pharmacy C...
Payment For New Registration ...

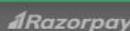
English

Country
+91 Phone

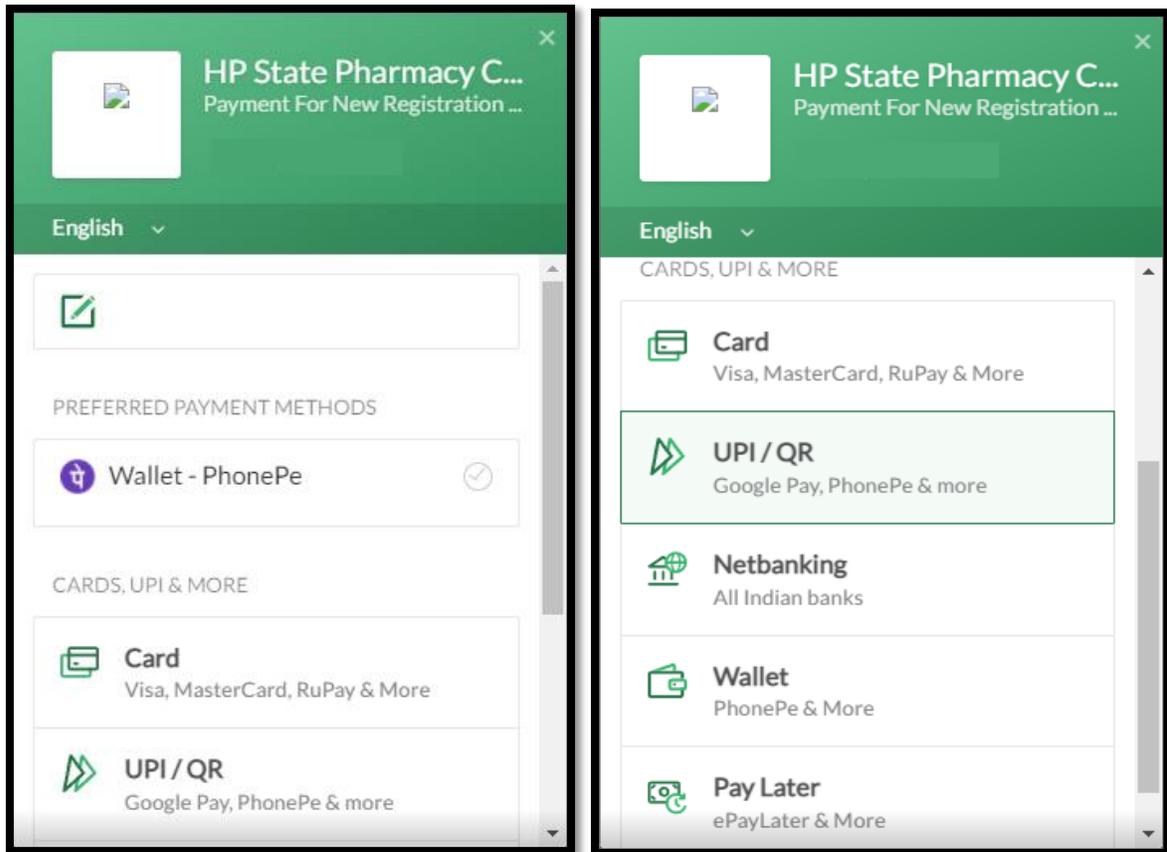
Email

This payment is secured by Razorpay.

PROCEED

Secured by 

Step 12: The applicant will be redirected to the Payment Gateway. Pay the application fee by using **Wallet-PhonePe, Cards, UPI/QR, Netbanking & Pay later.**



Step 13: 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 details & click on **“Submit/Lock Application”** option to take final printout of your application as mentioned in **Step 15.**

Himachal Pradesh State Pharmacy Council

Home / Practitioner / Apply Online

Hi Nikki Singh

Print

Payment Detail For New Registration Application Application

Application No	202200026
Application Type	New Registration Application Application
Transaction Amount	1,535.40
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 14: If the applicant has clicked on the “**Re-Check Application**” option. It will repeat the same **Process** as mentioned in **Step No. 7, 8, 9** 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 details & click on “**Submit and Lock the Application**” option to take final printout of your application.



Payment Detail For New Registration Application Application

Application No	202200035
Application Type	New Registration Application Application
Merchant ID	WL0000000019415
Transaction ID	61b248301a6b5
Transaction Reference No	54045428
Transaction Amount	1,535.40
Transaction Status	Transaction is Successful
Transaction DateTime	2021-12-10 10:17:21

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




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.



**Himachal Pradesh State
Pharmacy Council**

Home / Practitioner / Payment History

Hi Nikki Singh ▾

Payment History

Show entries Search:

Sr	Transaction Request ID	Transaction Request Date	Transaction Date	Transaction Amount	Transaction Status	Application Type	Application No
1	61d5698754ad7	2022-01-10 10:33:49		1,535.40	Not Completed	New Registration Application	202200011 
2	61d5698cc48d1	2022-01-10 13:07:01		1,535.40	Not Completed	New Registration Application	202200011 

Showing 1 to 2 of 2 entries Previous **1** Next

Step 15: 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.

Application Status

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

Step 16: 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 Chatta Shimla to Kusumpti Road Opp. ICICI Bank Kusumpti SDA Commercial Complex
 Shimla, Himachal Pradesh 171009
 www.hpssc.org Email: dia@hpssc.in

Application For New Registration Application
 Application No: [redacted] Date: 27/01/2022

To
 The Registrar,
 Himachal Pradesh Pharmacy Council,
 Shimla 171009, HP

Sir,
 I have prescribed qualifications as detailed below and I request that my name, may kindly be registered with HP Pharmacy Council, Shimla, Under relevant Section of the Pharmacy Act,

Yours Faithfully
 (Signature of Candidate)

Date: _____

Name of Candidate:				Age:	
Father's name:					
Date & Place of Birth:			Nationality:	India	
Permanent Residential Address	City:	State:	District:	Country:	
Professional Address, if any	Country: INDIA	City:	State:	District:	
Qualification Details	Passing Year	Examining Body		Division	
Matriculation					
10+2 Examination					
Diploma in Pharmacy					
Name of the College					
Place of Practical training					
Degree			PTU		
Name of the College SV SV SV					
In case, already registered	State:	Regn. No.:	Date:		
Reason of migration	[redacted]				

Instructions:
 1. To be filled by the Candidate himself/herself, neatly.
 2. Information must correspond with the certificate being submitted along.
 3. Fill the checklist (given overleaf) Email, I.D.:-

(Signature of Candidate)
 Contract Number

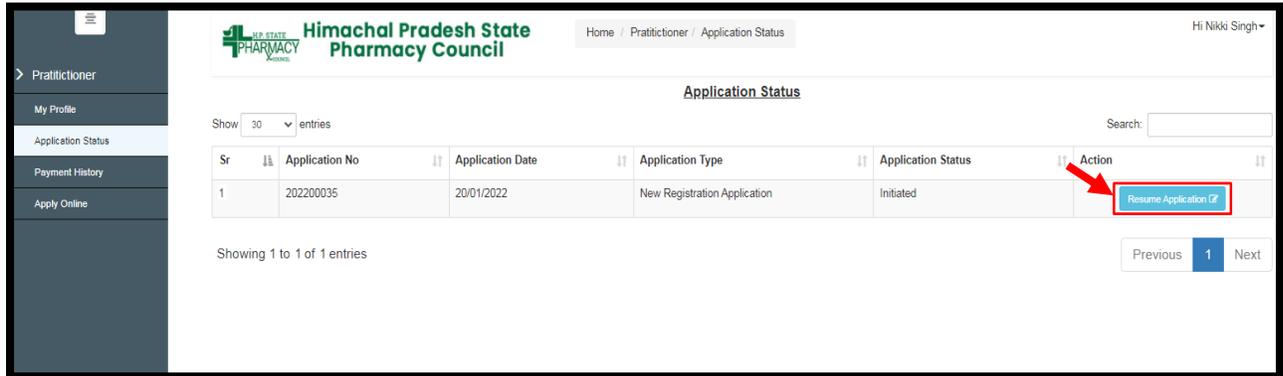
Payment Detail		For Office Use Only	
Transaction ID	61f2750bd9bd0		
Transaction Amount	1,535.40		
Transaction Status	Payment Successful		
Transaction DateTime	2022-01-27 04:04:46		

[Go Back](#)
[Print](#)

Note: At the time to collect the certificate and card you have to bring original copies of all your documents along with receipt of payment with you for physical verification.

Step 17: 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 7, 8**.

In **Step 9**, 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 15**.



The screenshot displays the 'Application Status' page for a practitioner. The page header includes the logo of the Himachal Pradesh State Pharmacy Council and the user's name, Hi Nikki Singh. The left sidebar contains navigation options: Praticitioner, My Profile, Application Status (selected), Payment History, and Apply Online. The main content area shows a table of applications with the following data:

Sr	Application No	Application Date	Application Type	Application Status	Action
1	202200035	20/01/2022	New Registration Application	Initiated	Resume Application

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation buttons for 'Previous', '1', and 'Next'.