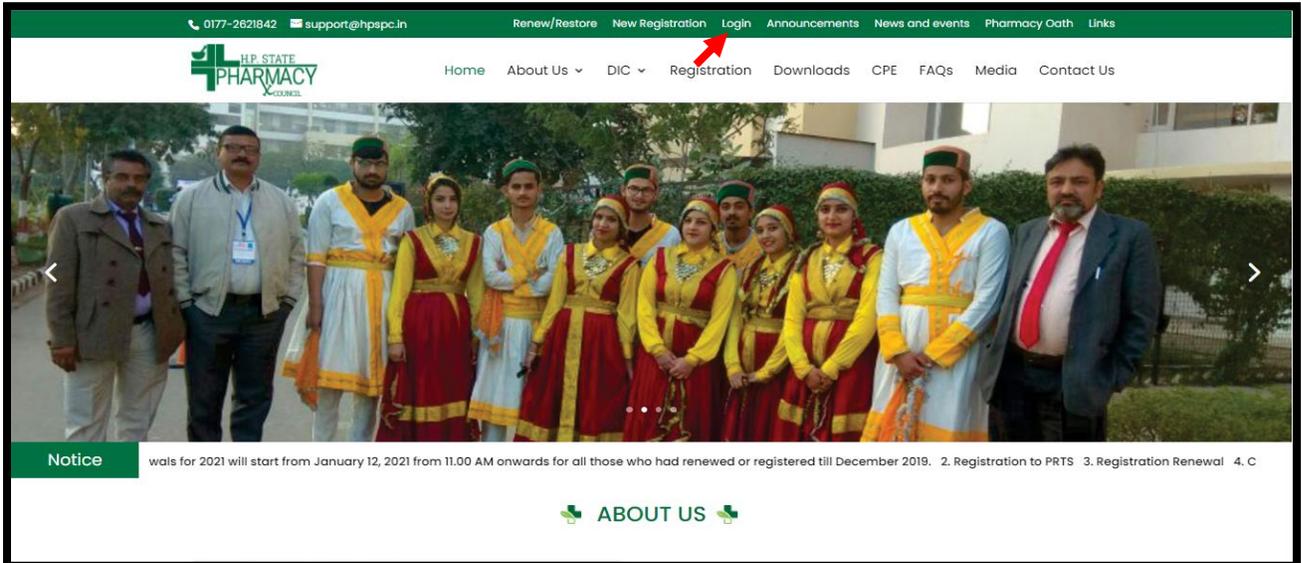


User Manual For Renewal Registration

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 shows the login page for the Pharmacist Registration & Renewal System. The header includes the HP State Pharmacy Council logo and the text 'Himachal Pradesh State Pharmacy Council Pharmacist Registration & Renewal System'. Below the header, it says '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, there are two links: 'Not able to Login? Click here to create your profile' and 'Forgot Password ? Click Here to Get Password'. At the bottom, there is a green 'Login' button with a red arrow pointing to it. A light blue footer contains the text: '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's profile page. The header includes the council's logo and name, a home link, and the user's name 'Hi Sumit Kumar Ghada'. A sidebar on the left contains navigation options: Practitioner, My Profile, Application Status, Payment History, and Apply Online. The main content area displays the user's name 'Mr. Sumit Kumar Ghada' and an 'Edit Profile' button. Below this is a registration detail table.

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 Renewal Application** from the listed applications.

The screenshot shows the 'Apply Online' page. The header includes the council's logo and name, a breadcrumb trail 'Home / Practitioner / Apply Online', and the user's name 'Hi Sumit Kumar Ghada'. The page title is 'Apply Online'. A table lists seven application forms, each with an 'Apply Now' button. The first button is highlighted with a red box and a red arrow.

Sr No	Application Form	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

Step 5: Here the applicant will have multiple options to select from the **Select Year** dropdown. Select the year (1/2/3/4/5 years) for which the applicant wish to apply for Renewal & click on “**Save**” to proceed.

Note: Fee will be applicable according to the selected year.

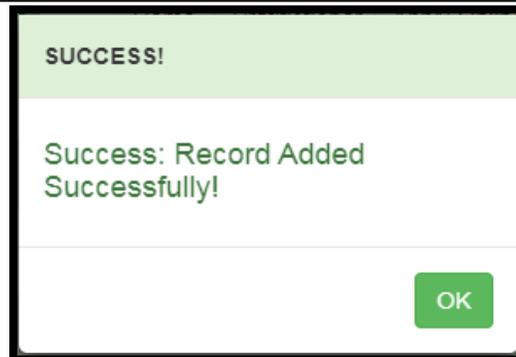
The screenshot shows the 'Application For Renewal Application' form. The header includes the council's logo and name, a breadcrumb trail 'Home / Practitioner / Apply Online', and the user's name 'Hi Sumit Kumar Ghada'. The form title is 'Application For Renewal Application'. The 'Renewal Required Till' field has a dropdown menu open, showing options: 'Select Year', '1 Year', '2 Year', '3 Year', '4 Year', and '5 Year'. A red arrow points to the 'Save' button, and another red arrow points to the 'Reset' button.

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

Step 6: Those who are older than 75 years are required to upload the **Medical Fitness Certificate**. Otherwise, simply click on the **“Pay Application Fee/Check Payment Status.”**

The screenshot shows the application portal for the Himachal Pradesh State Pharmacy Council. The user is logged in as 'Hi Sumit Kumar'. The page title is 'Home / Praticitioner / Apply Online'. The main heading is 'Himachal Pradesh State Pharmacy Council'. Below the heading, there is a light blue banner with the text: 'Upload Attested Copy Of The Following Doucments (Max Allowed Size 2MB) Please Upload Self Declaration Letter In Place Of Required Enclosure If It Is Not Applicable To You'. Below the banner, there is a table with one row: '1 Medical Fitness Certificate'. To the right of the table, there is a 'Choose File' button and an 'Upload' button. Red arrows point to the 'Choose File' button and the 'Upload' button. Below the table, there is a note: 'By Clicking on "Upload", you will confirm that you have uploaded valid document.'

Step 7: Select the **“Upload”** button, the **“Record Added Successfully”** pop-up will appear. Click **“OK”** & proceed.



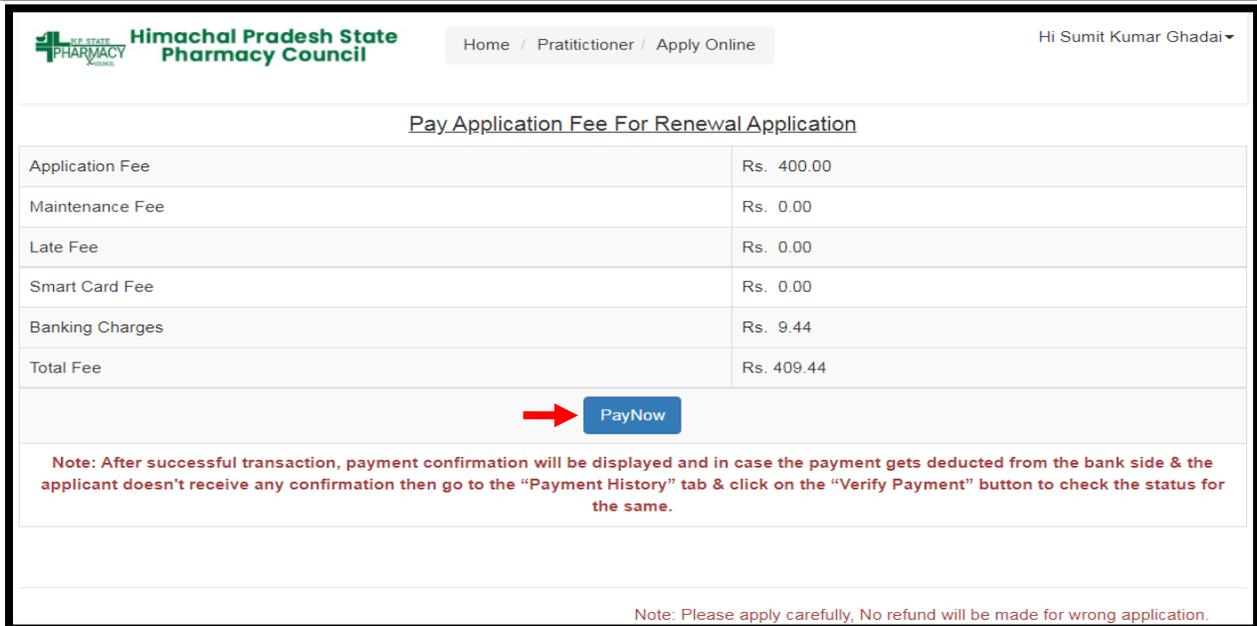
Step 8: Once the document has been uploaded. The applicant can view the same by clicking on the eye icon & delete by clicking on the delete button. After uploading **“Pay Application Fee/Check Payment Status”** button will be displayed.

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

The screenshot shows the application portal after the document has been uploaded. The page title is 'Home / Praticitioner / Apply Online'. The main heading is 'Himachal Pradesh State Pharmacy Council'. Below the heading, there is a light blue banner with the text: 'Pay Application Fee'. Below the banner, there is a red message: 'File Uploaded Successfully'. Below the message, there is a table with one row: '1 Medical Fitness Certificate'. To the right of the table, there is an eye icon, the text 'Uploaded ✓', and a 'Delete' button. Below the table, there is a yellow banner with a blue button: 'Pay Application Fee/Check Payment Status'. A red arrow points to the button. Below the banner, there is a note: 'By Clicking on "Upload", you will confirm that you have uploaded valid document.'

Step 9: 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 Sumit Kumar Ghadai

Pay Application Fee For Renewal Application

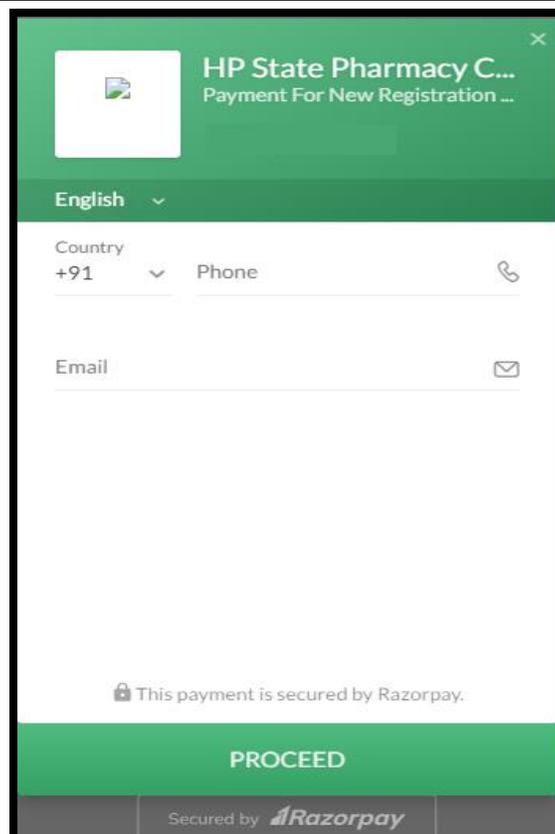
Application Fee	Rs. 400.00
Maintenance Fee	Rs. 0.00
Late Fee	Rs. 0.00
Smart Card Fee	Rs. 0.00
Banking Charges	Rs. 9.44
Total Fee	Rs. 409.44

 [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 10: 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

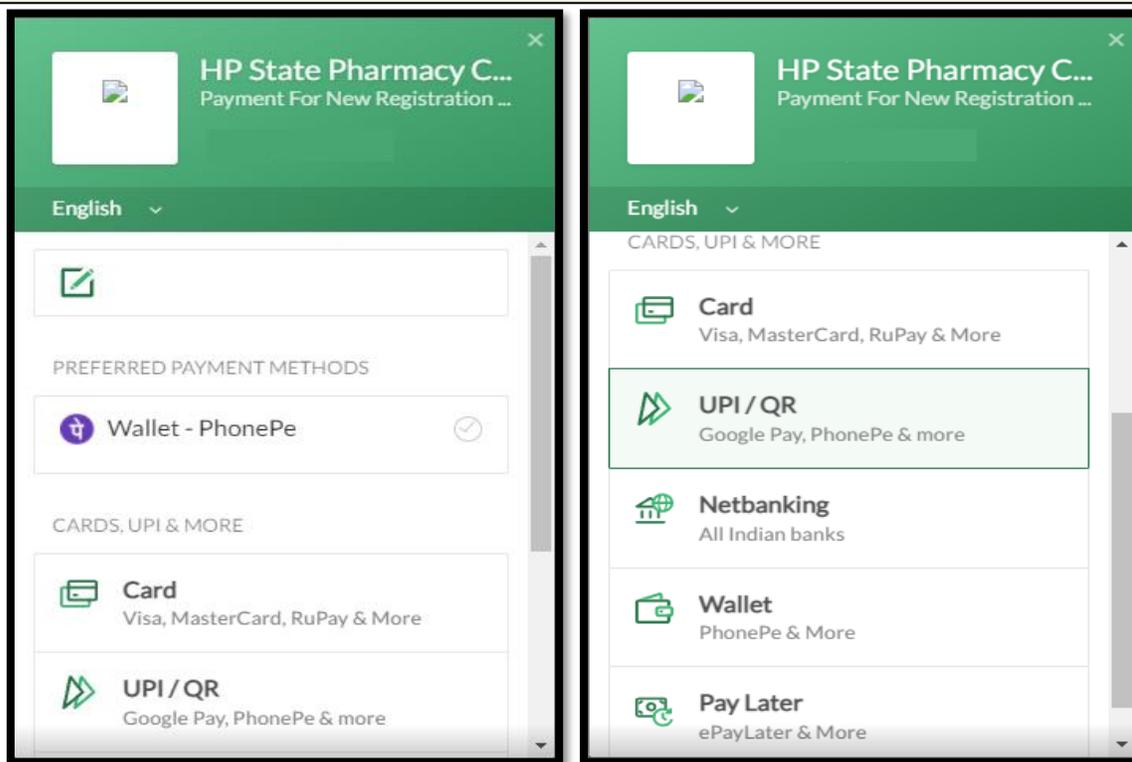
Email

This payment is secured by Razorpay.

PROCEED

Secured by Razorpay

Step 11: The applicant will be redirected to the Payment Gateway. Pay the application fee by using **Wallet-PhonePe, Cards, UPI/QR, Netbanking & Pay later.**



Step 12: 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 14.**

Himachal Pradesh State Pharmacy Council

Home / Praticitioner / Application Status

Hi Sumit Kumar Ghadai

Print

Payment Detail For Renewal Application Application

Application No	202200019
Application Type	Renewal Application Application
Transaction Amount	409.44
Transaction Status	Payment Successfull
Transaction DateTime	2022-01-12 11:20:52am

[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 13: If the applicant has clicked on the “**Re-Check Application**” option. It will repeat the same **Process** as mentioned in **Step No. 5, 6, 8** 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.

[Print](#)

Payment Detail For Renewal of Registration Application

Application No	202100119
Application Type	Renewal of Registration Application
Merchant ID	WL0000000019415
Transaction ID	61b248301a6b5
Transaction Reference No	54045428
Transaction Amount	409.44
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

 [Submit/Lock 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.

Home / Practitioner / Payment History Hi Sumit Kumar Ghadi

Payment History

Show entries Search:

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

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

Step 14: 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

Show 30 entries Search:

Sr	Application No	Application Date	Application Type	Application Status	Action
1	202200001	03/01/2022	Renewal Application	Submitted/Locked	Print Report

Showing 1 to 1 of 1 entries

Previous 1 Next

Step 15: 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.hpspc.org Email: dco@hpspc.in

Application For Renewal Application
 Application No: [redacted] Date: 25/01/2022

To,
 The Registrar,
 H.P. State Pharmacy Council,
 Shimla.

SUBJECT: Renewal of Registration Certificate;
 I, sumit Kumar Ghadai, Son/daughter/wife of Shri [redacted] age [redacted], Resident of the village/town [redacted] Tehsil [redacted] Distt. [redacted] of Himachal Pradesh do hereby solemnly affirm and declare as under:

- That I am permanent resident of Himachal Pradesh as given above and in the application.
- That my name is already registered with the Himachal Pradesh Council, Shimla, vide registration No.111111 Dated 2022-01-20 and I hold no other registration in under the Pharmacy Act, 1948 anywhere else, any time.
- That I am proprietor/partner/Director of M/s. [redacted] situated at [redacted] town/village [redacted] P.O. [redacted] Tehsil [redacted] of Himachal Pradesh from [redacted] (mention date), under the RETAIL AND/OR WHOLESALE drug license vide Nos. 20/20B: [redacted] and 21/21B [redacted] granted on [redacted] by the State Drug Licensing Authority and valid upto [redacted].

OR (in case of Pharmacist employed in the State Health & Family Welfare Deptt./Organization)
 That I am employed with the State Health & Family Welfare Deptt./Name of the other Department where employed since [redacted]

OR (in case of Pharmacist rendering services to the State chemist & Druggist Licensees)
 That I am full time paid employee as per the following details

Period From	To	Name of Firm	Address	Place

- That I have never been convicted under any provision of the Drugs and Cosmetic Act, 1940 and Rules, 1945 made there under.
- That I am fully aware of the Rules and Regulation covered under the Pharmacy Act, 1948 and I am adhering to the same.
- That my registration with the HP Pharmacy Council should be cancelled in the event of any activity found to be not in accordance with the Pharmacy Act, 1948 or any information submitted by me found to be false or incorrect.
- That the above said applicant further state on oath that the above are true to the best of my Knowledge and nothing relevant has been concealed there from and as such I verify the same.

Place: Chaidgarh
 E-Mail: sumitkumarjeetib@gmail.com Contact No: 9023489667

Applicant: [redacted]

Payment Detail		For Office Use Only
Transaction ID	61efaac9b99e3	
Transaction Amount	614.16	
Transaction Status	Payment Successful	
Transaction DateTime	2022-01-25 01:33:40	

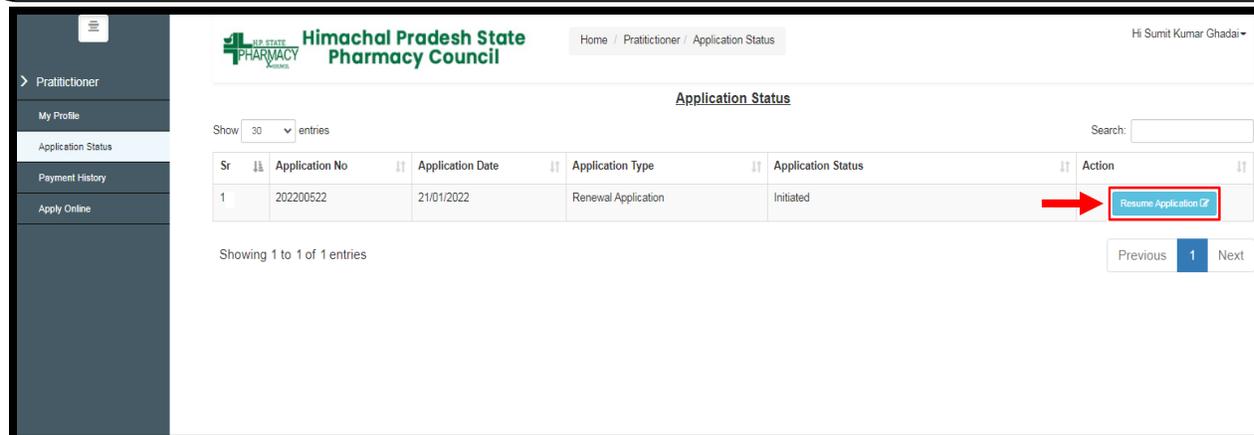
[Go Back](#)
[Print](#)

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.

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 16: 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, 6**.

In **Step 8**, 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 14**.



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 Sumit Kumar Ghada. The left sidebar contains navigation options: Practitioner, 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	202200522	21/01/2022	Renewal 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'. A red arrow points to the 'Resume Application' button in the Action column of the first row.