

Delhi Pharmacy Council

Manual 1

Particulars of organization functions and duties

[Section 4(1) b (i)]

1. **Aims and Objectives of the Organization:** Delhi Pharmacy Council, a statutory body constituted in the year 1959, under the pharmacy Act 1948, by Delhi Administration and is vested with powers, duties, and functions of regulating the profession and practice of Pharmacy in Delhi.
2. **Mission/Vision:** Dispensing of correct medicines on prescription of Medical Practitioner by the Registered Pharmacist.
3. **Brief History and background for its establishment:** In the year 1949, Delhi Pharmacy Tribunal was notified by the Ministry of Health vide their file No. F-6-4/48/DC dated 28.02.1949. The Tribunal was notified by Delhi Administration on 22.06.1949 for the Registration of Pharmacists serving or working in Delhi. The Tribunal provided registration of pharmacist in Delhi from 01.07.1949 till 30.08.1959 when Delhi Pharmacy Council was constituted under section 19 of the Pharmacy Act 1948. . Delhi Pharmacy Rules were framed and notified by the Delhi Administration vide their letter No. F-32 (14) 54-MNPH dated 30.08.58. The council has been providing registration of pharmacist in Delhi since 31st August 1959.

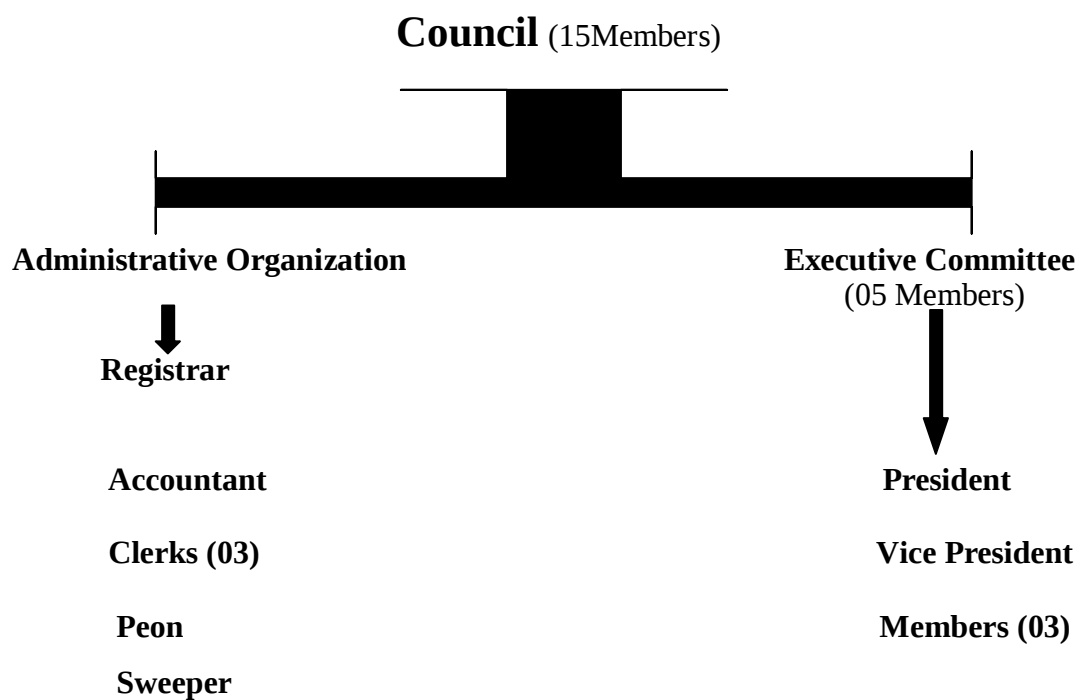
Govt. of Delhi revised the fees for registration of the pharmacists from time to time, first in the year 1958, second on 1st March 1977, third on 14.06.1979 and the last revision was made on 08.12.1999 vide Gazette notification No. NCTD No.284.

Delhi Pharmacy Council has been issuing Identity **Cards** to all the Pharmacists while granting or renewing their certificates of registration since 01.01.2000. As on 01 .12.2005, a total number of 17, 000 pharmacists have been registered in Delhi by Delhi Pharmacy Council.

4. **Organization Chart:** The council consists of 15 members. Of these, 06 of them are elected by registered pharmacists, 05 are nominated by the State Govt., one member is elected by Delhi Medical Council, and Chief medical officer that is Director Health Services, one member is nominated by the Drugs Control Department of Delhi State and one Govt. Analyst. The members select a President, a Vice-President, and Executive Committee among themselves.

DELHI PHARMACY COUNCIL

ORGANISATION CHART



5. Allocation of Business:

President & Vice President	: The President presides over the meeting of the Council and Executive Committee. In his absence, the vice President presides over the meeting
Registrar	: The Registrar is the Secretary cum administrative officer. He is the authority for grant& renewal of registration certificates, suspension and restoration of certificates of pharmacists. He summons holding of meetings of council/ executive committee.
Accountant	: He is part time accountant of the council.
Clerks	Process the applications; prepare the Registration Certificates, preparation & issue of identity cards, correspondences, maintenance of records of pharmacists and receipts & dispatch
Peon	: Delivers letters/Dak to various departments and performs other duties assigned by the council.
Sweeper	: To clean the office.

6. Duties to be performed to achieve the mission: As mentioned in Para No. 5

7. Details of services rendered: - Delhi Pharmacy Council issues certificates of pharmacists to the eligible candidates having requisite qualifications and renews them every five years from the date of issue.

8. Citizen interaction: The Council has provided inquiry counter and one of the clerk as duty officer is available during office hours for providing general information to the candidate desires of getting themselves registered as pharmacists. A booklet is also made available for providing general guidelines for obtaining registration certificate of pharmacist. A Complaint/Suggestion box is displayed in front of the office.

9. Postal address of the Council: - Room No. 198, Old Secretariat, Main Building, Delhi – 110054.

10. Map of office location: Location at the rear side of Vidhan Sabha Metro Station.

11. Working hours both for office and public: 09:30 am to 6:00 pm office hours & 10:00am to 5:00pm for public on all working days.

12. Public interaction if any: Registrar is available on every working Monday and Thursday between 3:00 pm to 5:00 pm to interact with the public and to issue Registration Certificates to the candidates.

13. Grievance redress mechanism: All complaints/suggestions received are attended by the Registrar who examine them thoroughly and disposes them to the satisfaction of the aggrieved person. He also put up other grievances beyond his control before executive committee of the council for discussion and policy decision.