

# Delhi Pharmacy Council

## Manual 3 Procedure followed in decision making process [Section 4(1) b(iii)]

### Flow Process Chart for issue of Registration Certificate

| S.No. | Activity                                                                                                                                                                                                                                                         | Level of Action | Time Frame                                        |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------|
| 1.    | Scrutiny of application.                                                                                                                                                                                                                                         | Clerk           | 03 days                                           |
| (a)   | The application if found complete in all respects including attached documents and the applicant found passed his degree or diploma course from Delhi, is put up to the Registrar for approval                                                                   |                 |                                                   |
| (b)   | In case of the applicant passed his degree or diploma course from outside Delhi State or in case of transfer of registration from other States, the application is put up to the Registrar for approval for the necessary verification from the concerned state. |                 |                                                   |
| 2.    | Approval of the application                                                                                                                                                                                                                                      | Registrar       | One day                                           |
| 3.    | Preparation of Registration Certificate & I-Card                                                                                                                                                                                                                 | Clerk           | 15 minutes per Registration certificate & I- Card |
| 4.    | Signature & issue of Registration Certificate                                                                                                                                                                                                                    | Registrar       | Every Monday & Thursday                           |
| 5.    | Final Disposal in case of applicant passed his degree diploma from Delhi.                                                                                                                                                                                        |                 | 07 days                                           |