

## **DRUG BRANCH**

The main function of the drug branch is to ensure the availability and sale of quality drugs in the District to eradicate Spurious and Substandard Drugs from the market and enforcement of Drug Act 1976/DRAP Act 2012.

### **ACTIVITIES OF THE DRUG INSPECTORS**

1. To inspect all establishments of drugs licensed for sale and all establishments licensed of manufactures of drugs within the area assigned to him and to keep record of such inspections.
2. To satisfy himself that the conditions of the licenses are being observed.
3. To take and send for test or analysis, samples of any drug from Drug Testing Laboratory.
4. To investigate any complaint in writing which may be made to him from the licensing authority?
5. To institute prosecution in respect of contraventions of the act and these rules in Drug Court.
6. To make such inquires and inspections as may be necessary to stop manufacture and sale of drug in contravention of the act and rules framed there under.
7. To inspect all premises licensed under the act and these rules before renewal of such licenses.

### **TYPE OF LICENSES TO SELL DRUGS**

As per Punjab Drug Rule 2007 following licenses are issued/granted and received by Licensing Authority.

1. Form 9 License of Pharmacy.
2. Form 10 License of Medical Store.
3. Form 11 License of Distribution/Whole sellers.

### **PROCEDURE FOR GRANT OF NEW DRUG SALE LICENSE**

Application for the grant or renewal of license referred to in clauses (i) to (iv) of rule 14 shall be made in Form 8-A, 8-B, 8-C to the licensing authority.

1. An application under sub rule (1) shall be accompanied by a fee in Head of account "CO-2871 Health & others receipts" on challan Form No. 32 in National Bank of Pakistan duly signed by the licensing authority before depositing to the National Bank of Pakistan.
2. Rs.5000/- for each New Drug Sale License of Distribution/Whole seller on Form 11 and Rs.3000/- for renewal of license on Form 11.
3. Rs.3000/- for each New Drug Sale License of Pharmacy on Form 9 and Rs.2000/- for renewal of license on Form 9.
4. Rs.2000/- for each New Drug Sale License of Medical Store on Form 10 and Rs.1000/- for renewal of license on Form 10.
5. A fee of Rs.50 % shall be paid for duplicate copy of License or change of Qualified Person referred to in clauses (i) to (iv) of rule 14 if the original is defaced, damaged or lost and such copy of the license shall bear the words "duplicate copy".
6. Note all the licenses issued under Punjab Drug Rules 1988 and earlier have been granted for extension in renew period up to 2017.

## **SALE AT MORE THAN ONE PLACE**

If drugs are sold, stored, exhibited for sale or distributed at more than one place, a separate license shall be required in respect of each place. (Provided that a Drug Sale License shall not be required for a godown used only for storage of drugs, and which meets the storage conditions and is enlisted along with its complete address on the Drug Sale License).

## **DURATION OF LICENSES**

(1) A license issued under these rules shall unless suspended or cancelled earlier, remain in force for two years from the date of issue and if an application for renewal of such license is not made within one month of its expiry the license shall stand cancelled.

Provided that if an application for renewal of a license is made before the expiry of the period of its validity or where it is not done so for, reasons beyond the control of the license and the application is made within one month of the expiry of the license, the license shall continue to be in force, until orders are passed on the application.

## **CONDITIONS OF LICENSES**

- 1) The licensing authority shall issue a license in Form 9 or Form 10 subject to the conditions stated in the license and to the following general conditions:
  - a. in the case of a pharmacy, the person shall display the word "Pharmacy" outside wall of the pharmacy in white writing on a green colored signboard having minimum length of 5 feet and width of 2.5 feet and in the case of a medical store, the person shall display the words "Medical Store" in white writing on a blue colored signboard with the same minimum dimensions as required for a pharmacy;
  - b. a person who is registered under section 24(1)(a) of the Pharmacy Act 1967 (XI of 1967) shall personally supervise the sale of drugs under license in Form 9 (pharmacy) and a person who is registered under section 24(1) of the said Act shall personally supervise sale of drugs under license in Form 10 (medical store);
  - c. the supply of a drug shall be recorded suitably and the records, the bills or the counterfoils shall be preserved for a period of at least three years from the date of the sale;
  - d. a drug specified in the Schedules B and D and a preparation containing such drug shall not be sold except on and in accordance with the prescription (original to be retained by the pharmacy or the medical store) of a registered medical practitioner; a prescription may be dispensed with in case of an emergency (recorded in writing in the register); and no such prescription shall be required for sale of the drug to a registered medical practitioner, a hospital dispensary or any other institution;
  - e. Subject to rule 1, a licensee of a medical store shall not sell or store a drug mentioned in the Schedule G; and

- f. The sale of a drug specified in the Schedules B and D shall be recorded at the time of supply in a register specially maintained for the purpose and the serial number of the entry in the register shall be entered in the prescription, and the following particulars shall be entered in the register:

1. S. No.
2. Date of Sale
3. Name of the prescriber
4. Name of the patient
5. Name of the drug
6. Name of the manufacturer
7. Quantity sold
8. Batch No
9. Signature of the qualified person
10. Quantity purchased and balance.

### **EXPLANATION**

If the drug specified in the Schedule D is sold on a prescription on which the drug has been sold on a previous occasion, it shall be sufficient if the entry in the register includes Sr. No., the date of sale; the quantity sold; and a sufficient reference to an entry in the register recording the sale of the drug on the previous occasion.

- 2) For the purpose of this rule, a prescription shall-
  - i. Be in writing and be signed by the person giving it with his usual signature and be dated by him;
  - ii. Specify the name and address of the person for whose treatment it is given; and
  - iii. Indicate the total quantity of the drug to be supplied and dose to be taken.
- 3) An invoice or a bill for the purchase of a drug shall be preserved for a period of at least three years.
- 4) A manufacturer, importer or the seller of a drug shall sell the drug only to a holder of a valid drug sale license or to a registered medical practitioner and shall issue an invoice and warranty at the time of sale of the drug.
- 5) In case of sale of a drug to a registered medical practitioner, the manufacturer, importer or seller of a drug shall send a copy of the invoice and warranty to the Inspector.
- 6) A registered medical practitioner or a doctor of veterinary medicine is exempted from the requirement of a drug sale license, if:
  - a) The drug is for his patients; and
  - b) The record of a drug specified in the Schedules B and D is maintained as prescribed under this rule.

Provided that no pharmacy or medical store shall be allowed except and in accordance with the provisions of these rules.

- 7) The invoice and warranty shall bear the full name and address of the purchaser and shall be signed by the warrantor clearly indicating his name and shall be dated.
- 8) The manufacturer, importer or seller of a drug shall maintain record of purchase or sale of a drug and shall preserve the record for a at least three years containing the following particulars:
  - a) The date of purchase or sale;
  - b) The name and address of the concern from which the drug is purchased or the concern to whom the drug is sold;
  - c) The name of the drug, its batch number, the date of its expiry and the quantity of the drug;
  - d) The name of the manufacturer.
- 9) Except as otherwise provided in these rules, a record required to be maintained under these rules shall be preserved for a period of not less than three years from the date of the last entry.
- 10) The licensee shall produce for inspection by an Inspector on demand a register or record maintained under these rules, and shall supply to the Inspector such information as the Inspector may require
- 11) A substance specified in the Schedule E and that fall under the list of poisons and the drug specified in the Schedule B shall be stored in:
  - a) In a part of the premises to which customers do not have access; or
  - b) In a locked almirah, cupboard or drawer, reserved solely for the storage of the substance or the drug.
- 12) A substance that falls under the list of poisons in the Schedule E shall be stored in a container, impervious to the poison, and sufficiently stout to prevent leakage arising from the ordinary risks of handling and transport.
- 13) A substance that fall in the list of poisons under the Schedule E when compounded and dispensed shall be labeled with the word "Poison".

### **CANCELLATION OR SUSPENSION OF LICENSES**

The licensing authority may, on the report of an Inspector or the Provincial and the District Board, after giving the licensee an opportunity to show cause and by an order in writing stating the reasons, cancel a license issued under these rules or suspend it for such period as it deems fit, if in its opinion the licensee has failed to comply with any of the conditions of the license or with any of the provisions of the Act or these rules.

## FORM 8(A)

Application for the License to sell, store and exhibit for sale and distribute drugs by way of Pharmacy

1. I/We \_\_\_\_\_ of  
M/S \_\_\_\_\_ hereby apply  
for License of Pharmacy;

2. The sale of drugs will be under the personal supervision of:  
(name, registration No., NIC No. and address with qualification)

a. \_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_

3. I/We am /are submitting herewith the following documents:

**A)** Testimonials of the person (s), registered under section 24(1)(a) of the Pharmacy Act 1967, who has agreed to personally supervise the sale of drugs for license in Form 11 (distributor) and the proprietor(s):

**(I)** Three attested copies of registration certificate issued by a pharmacy council.

**(II)** Four attested copies of National Identity Card & passport size photographs of the proprietor(s) and person(s) incharge who has agreed to personally supervise the sale of the drugs.

**(III)** Affidavit of the person who will supervise the sale of drugs and the proprietor, duly verified, to the effect those they:

**(a)** shall comply with the provision of the Drugs Act,1976 and rules framed there under;

**(b)** have not been convicted of any offence from any Court of law [see rule 19 (1)(e)];

**(c)** shall inform the Licensing Authority for any change in supervisory staff etc;

**(d)** are not working in any Government / semi Government / autonomous organization.

Dated \_\_\_\_\_

Signature.....

Signature.....

Name address and Permanent Home  
of the person (s) who will personally  
supervise the sale of drugs.

Name, address and Permanent Address  
Home Address of the proprietor (s)

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**FORM 8(B)**

Application for the License to sell, store and exhibit for sale and distribute drugs by way of Medical Store

1. I/We \_\_\_\_\_ of M/S \_\_\_\_\_ hereby apply for License of Medical Store;

2. The sale of drugs will be under the personal supervision of: (name, registration No., NIC No. and address with qualification)

a. \_\_\_\_\_

b. \_\_\_\_\_

3. I/We am /are submitting herewith the following documents:

**A)** Testimonials of the person (s), registered under section 24(1)(a) of the Pharmacy Act 1967, who has agreed to personally supervise the sale of drugs for license in Form 10 (Medical Store) and the proprietor(s):

**(I)** Three attested copies of registration certificate issued by a pharmacy council.

**(II)** Four attested copies of National Identity Card & passport size photographs of the proprietor(s) and person(s) incharge who has agreed to personally supervise the sale of the drugs.

**(III)** Affidavit of the person who will supervise the sale of drugs and the proprietor, duly verified, to the effect those they:

**(a)** shall comply with the provision of the Drugs Act,1976 and rules framed there under;

**(b)** have not been convicted of any offence from any Court of law [see rule 19 (1)(e)];

**(c)** shall inform the Licensing Authority for any change in supervisory staff etc;

**(d)** are not working in any Government / semi Government / autonomous organization.

Dated \_\_\_\_\_

Signature.....

Signature.....

Name address and Permanent Home of the person (s) who will personally supervise the sale of drugs.

Name, address and Permanent Address Home Address of the proprietor (s)

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**FORM 8(C)**

Application for the License to sell, store and exhibit for sale and distribute drugs by way of distribution

1. I/We \_\_\_\_\_ of M/S \_\_\_\_\_ hereby apply for License of Distributor;

2. The sale of drugs will be under the personal supervision of: (name, registration No., NIC No. and address with qualification)

a. \_\_\_\_\_

b. \_\_\_\_\_

3. I/We am /are submitting herewith the following documents:

**A)** Testimonials of the person (s), registered under section 24(1)(a) of the Pharmacy Act 1967, who has agreed to personally supervise the sale of drugs for license in Form 11 (distributor) and the proprietor(s):

**(I)** Three attested copies of registration certificate issued by a pharmacy council.

**(II)** four attested copies of National Identity Card & passport size photographs of the proprietor(s) and person(s) incharge who has agreed to personally supervise the sale of the drugs.

**(III)** Affidavit of the person who will supervise the sale of drugs and the proprietor, duly verified, to the effect those they:

**(a)** shall comply with the provision of the Drugs Act,1976 and rules framed there under;

**(b)** have not been convicted of any offence from any Court of law [see rule 19 (1)(e)];

**(c)** shall inform the Licensing Authority for any change in supervisory staff etc;

**(d)** are not working in any Government / semi Government / autonomous organization.

Dated \_\_\_\_\_

Signature.....

Signature.....

Name address and Permanent Home of the person (s) who will personally supervise the sale of drugs.

Name, address and Permanent Address Home Address of the proprietor (s)

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**CHALLAN NO.32A** PROVINCIAL

CENTRAL

Treasury sub Treasury  
National Bank of Pakistan  
State Bank of Pakistan

Challan of cash paid into the Reserve Bank

State Bank of Pakistan

By whom	To be filled in by Remitter		To be filled in by the Departmental office of the Treasury	
	Name or designation and address of the person on whose behalf money is paid	Full Particulars of the remittances & of authority (if any)	Amount	Head of the amount
The Executive District Officer (Health) Multan			Rs.	C.O.2871 Health & Others
		<b>Total.</b>	<b>Rs.</b>	<b>Dated</b> Correct Receive and grant Receipt Signature and full Designation of the officer ordering the money to be paid in

To be asked only in the case of Remittance to Bank through an officer of the Government.

Signature

Rupees (in word)

Date

Received Payment  
Treasurer

Date  
Accountant

Treasury Officer  
Agent/Manager

**CHALLAN NO.32A** PROVINCIAL

CENTRAL

Treasury sub Treasury  
National Bank of Pakistan  
Reserve Bank  
State Bank of Pakistan

Challan of cash paid into the Reserve Bank

State Bank of Pakistan

By whom	To be filled in by Remitter		Amount	To be filled in by the Departmental office of the Treasury	
	Name or designation and address of the person on whose behalf money is paid	Full Particulars of the remittances & of authority (if any)		Head of the amount	Order to the Bank
The Executive District Officer (Health) Multan			Rs.	C.O.2871 Health & Others	Dated Correct Receive and grant Receipt Signature and full Designation of the officer ordering the money to be paid in
		<b>Total.</b>	<b>Rs.</b>		

To be asked only in the case of Remittance to Bank through an officer of the Government.

Signature

Rupees (in word)

Date

Received Payment  
Treasurer

Date  
Accountant

Treasury Officer  
Agent/Manager