

## Simplified Proforma for Services under RTS Act. 322

## Part-1

1	Name of Service	Duplicate Registration Certificate-in case of Lost, Spoiled & in case of GSC already issued
2	Name of Department/ Service Provider (Pre-filled into the system)	Medical Education and Research- Punjab State Pharmacy Council

## Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

## Part-3

## Information/ Documents required specific to the service

## Information

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3		
4		
5		

## Documents Required

## Submitted Tick (√) / Yes

1	Application for DRC with one photograph pasted on it & two passport size photographs without attestation	
2	Photocopy of 10 <sup>th</sup> Certificate showing date of birth- (in case of lost ORC only)	
3	Photocopy of 10+2 Certificate- (in case of lost ORC only)	
4	Photocopy of DMC of 1 <sup>st</sup> to Final Year of D.Pharm/B.Pharm – (in case of lost ORC only)	
5	Attested photocopy of Original Registration Certificate	
6	Spoiled/ mutilated/ illegible Original Registration Certificate- (in case of Spoiled ORC only)	
7	F.I.R- (in case of lost ORC only)	
8	Three Copies of Correspondence Address in Capital letters on plain paper	
9	Self Declaration (as per specimen attached)- incase of lost ORC & GSC issued earlier	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

## Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/ Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorized official	

PUNJAB STATE PHARMACY COUNCIL

Timing for submission of application:- 10:00 AM to 1:00P.M & 2:00 PM to 3:00 PM

REQUIREMENTS FOR '**DUPLICATE REGISTRATION CERTIFICATE**' (DRC)

(i) **IN CASE OF LOST ORIGINAL REGISTRATION CERTIFICATE (ORC) &**

(ii) **IN CASE OF** submission of **Spoiled/ Mutilated/ Illegible** Original Registration Certificate (ORC)

(To be submitted in the office of the Registrar, Punjab State Pharmacy Council)

1. **Application in person.**

2. **Application** for Duplicate Certificate of Registration should be on simple paper with duly attested photograph on Mat paper with plain background affixed on it.

3. Two **passport size photographs on Mat paper with plain background**-without attestation. All the three photographs-(one on 'application' & others two)- should be similar

4. **Affidavit** (on stamp paper worth Rs.15/-) duly attested by **1<sup>st</sup> class Magistrate** alongwith **Self Declaration** on Judicial Paper. (Date of birth should also be mentioned). (Specimen available in the office)- (in case of lost ORC only)

5. **F.I.R** regarding loss of Original Registration Certificate (ORC)- (in case of lost ORC only)

6. Attested photocopy of **Matriculation Certificate** (showing date of birth)- (in case of lost ORC only)

7. Attested photocopy of **10+2 Certificate**- (in case of lost ORC only)

8. (i) **Detail Marks of 1<sup>st</sup> Year to Final Year of Diploma in pharmacy Original** (along with two attested photocopy sets) and

(ii) **Detail Marks of Final Year of Degree in pharmacy in Original** (alongwith two attested photocopy sets of detail marks from 1<sup>st</sup> year to Final year). **Note:-** The Institution and the passing out session should be approved by the Pharmacy Council of India & AICTE, DELHI- (in case of lost ORC only)

9. Attested photocopy of **Original Registration Certificate.**

10. **Spoiled/Mutilated/Illegible Original Registration Certificate (ORC)**- (in case of Spoiled ORC only)

11. One attested photocopy of **Adhaar Card .**

12. Three Copies of the **Correspondence Address** in Capital letters on simple paper.

13. The <b>required fee</b> in case of lost	
1 <sup>st</sup> time Rs. 3100/- (3000+100)	
2 <sup>nd</sup> time Rs 5100/- (5000+100)	
3 <sup>rd</sup> time Rs.7100/- (7000+100)	

The <b>required fee</b> in case of spoiled
Rs. 1600/- (1500+100)

**Note:- All the Photostat copies should be clear, visible, legible & attested.**

**Note:-** In case the application has to be submitted for Restoration, Renewal and for Issuance of DRC, Form 'L'(available in the office) should also be filled alongwith the above documents.

**INCOMPLETE CASE WILL NOT BE RECEIVED BY THE OFFICE.**

By order

REGISTRAR  
PUNJAB STATE PHARMACY COUNCIL