



अण्डमान तथा निकोबार प्रशासन  
Andaman and Nicobar Administration  
स्वास्थ्य सेवा निदेशालय  
Directorate of Health Services

**Instructions to be followed by the Licensee to  
Sell Drugs under Retail Sale and Wholesale License**

1. The description 'chemists and druggists' shall be displayed.
2. The licensed sale premises should be completely separated from other non-drug selling counter.
3. The valid drug license should be displayed prominently within the premises.
4. The supply of any drug shall be effected only by or under the personal supervision of the qualified person mentioned in the license.
5. The option to maintain a prescription register or a cash or credit memo book in respect of drugs and medicines which are supplied from or in the original container shall be made in writing to the licensing authority within a week of receipt of this letter.
6. Substances specified in schedule 'H' shall not be sold by retail except on and in accordance with the prescription of Registered Medical Practitioners.
7. Register maintained or cash memo issued by the licensee for selling drugs on the basis of prescription of a Registered Medical Practitioner shall contain the following items:  
Serial number, date of supply, name and address of prescriber, name and address of patient, name of drugs and its quantity and for schedule C and C1 drugs name of manufacturer, batch number, date of expiry of potency and signature of the qualified person.
8. The supply by retail otherwise than on a prescription for other drugs shall be against a cash memo containing the following details: Serial number of supply, name of drug and quantity thereof.
9. Carbon copies of cash memo should be legible and maintained properly.
10. Drugs requiring cold storage facilities should be stored in a refrigerator within the premises.
11. The licensee should purchase drugs from licensed wholesalers under proper purchase memo (cash or credit) containing name and address of the wholesaler, his license number, name of the drug purchased, batch number, quantity, name of the manufacturer and date of purchase.
12. Purchase bill including cash or credit memo shall be serially numbered.
13. The licensee shall maintain an inspection book in the premises to enable the drug inspector to record his / her impression and defects noticed. The printed copy of inspection book may be obtained by the licensee from the office of the licensing authority on payment.
14. No drugs shall be sold or stocked by the licensee after the date of expiry recorded on its contained.
15. No drugs intended for distribution to the medical profession as free sample and no drug from CGHS supply or from Govt. MSD shall be sold or stocked by the licensee in his premises.
16. The medicines for treatment of animal kept in a retail shop premises shall be labeled with the words "Not for human use- for the treatment of animals" and shall be stored separately in a cupboard or in a part of the premises to which customers are not permitted to have access.

Port Blair

Dated:

Licensing Authority  
(Director of Health Services)