User Manual

For

MSPC Online Registration Renewal Process

MAHARASHTRA STATE PHARMACY COUNCIL

R-square, 4th Floor, Opp E.S.I.S. Hospital Compound,L.B.S. Marg, Mulund (W),Mumbai - 400 080.

To renew Pharmacist registration, registered pharmacist will login in system using login ID and Password sent on his/her Mobile and Email ID. Please see following image. Then he will type Captcha (shown below Password window) and Click on **Submit** Button.

As registered pharmacist will login in system, he needs to update his details as shown in following fields

1. Registered pharmacist **is allowed to update if any changes in address within Maharashtra state using click here to update address details tab**
(NOTE: Furnish address details with Taluka district and valid Pin code)

2. Registered pharmacist needs to upload scanned image of his/her recent font pose photograph and current signature as per the specifications given below.

- ➢ **Registered Pharmacist Photograph:**
    - ▪ Photograph must be a recent passport size front pose colour picture. (Sideways photos are not accepted)
    - ▪ The picture should be in colour, against a light-coloured, preferably with apron.
    - ▪ Registered Pharmacist are hereby advised to furnish photographs clicked while wearing white apron so as to give or project a professional image in accordance with Pharmacy Practice Regulations, 2015.
    - ▪ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
    - ▪ Dimensions 200 x 230 pixels (preferred)
    - ▪ Size of file should be between 20kb–50 kb
    - ▪ Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning
    - ▪ Scanned picture must be saved in jpeg format (.jpg / .jpeg)
- ➢ **Registered Pharmacist Signature:**
    - ▪ The Registered Pharmacist has to sign on white paper with Black Ink pen.
    - ▪ The signature must be signed only by the applicant and not by any other person.
    - ▪ Dimensions 140 x 60 pixels (preferred)
    - ▪ Size of file should be between 10kb – 20kb
    - ▪ Ensure that the size of the scanned image is not more than 20KB
    - ▪ Scanned signature must be saved in jpeg format (.jpg / .jpeg)
- ➢ **Procedure for Uploading The Photograph And Signature:**
   - ▪ There will be two separate links for uploading Photograph and Signature
    - ▪ Click on the respective link "Upload Photograph / Signature"
    - ▪ Browse & Select the location where the Scanned Photo / Signature file has been saved.
    - ▪ Select the file by clicking on it
    - ▪ Click the 'Upload' button
    - ▪ Your online renewal Application will not be processed unless you upload your photo and signature as specified.

    Note: registered pharmacist will be able to proceed for online renewal of registration only after uploading His/her photograph and signature as mentioned above. Once it is done, click on **Application** tab
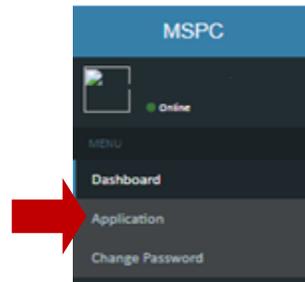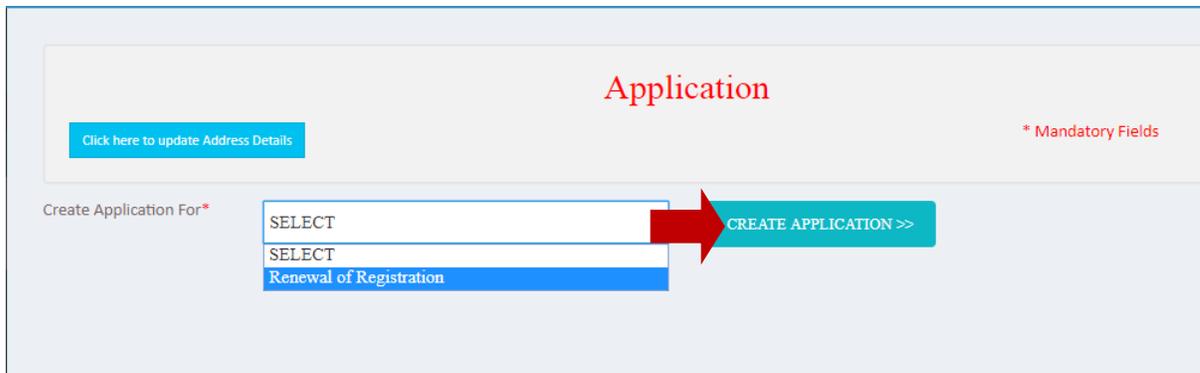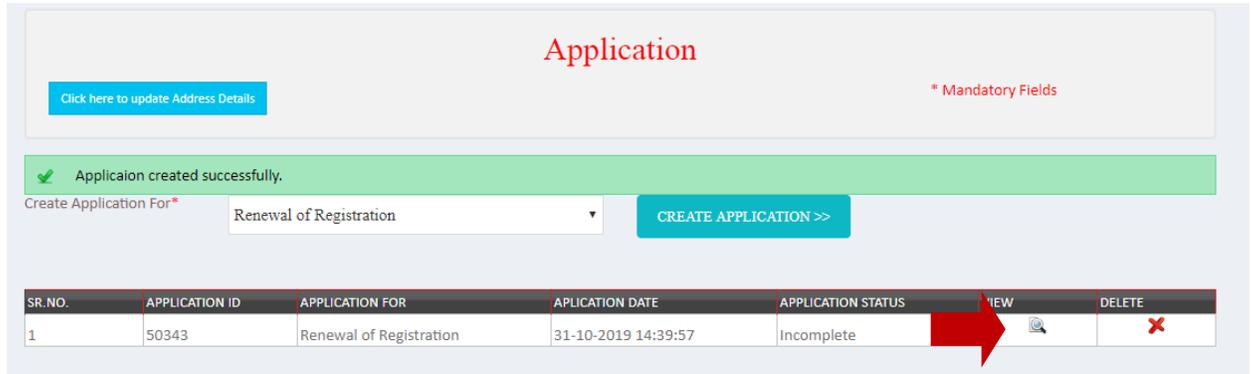
3. Then registered pharmacist will Select desired application procedure and click on **CREATE APPLICATION** tab

4. Click on **view icon** to complete application form

5. Upload your following document as per specifications given below
   A. Own Pharmacist Registration certificate
   B. Registered pharmacist will download Statement of Acceptance from link given, take print out, read and sign same. Then will can scan and upload same.
   C. Photo Identity Proof (Any One): PAN card, Aadhar card, Passport, Election Card
   D. Other Documents (Medical fitness certificate applicable only, If age of registered pharmacist is 65 years or more)

<u>Please note important points:</u>

- Upload scan copies of originals documents, otherwise application may be reverted for rectification which may delay your approval process
- Max file Size must not exceed above **200 kb**, File format must be in PDF.
- If incorrect documents are uploaded, Registered Pharmacist can delete and re-upload documents only before final submission of application
- If age of registered pharmacist is 65 years or more, then it is requested to scan and upload medical fitness certificate under other document section
  (Medical fitness certificate issued by Government Medical Officer /Civil Surgeon / Staff Surgeon of government hospital/ PHC /Private Registered Medical Practitioner with Master Degree on letter head with his Signature and official seal)

After document upload, registered pharmacist will click on **Proceed for Payment** button to go to next step on Payment Detail

6. As per application type, system will calculate fees. Click on 'PAY' button to pay your fees. Then registered pharmacist will click on Pay button and registered pharmacist will be redirected to payment gateway page on SBI Bank

As mentioned above following page will open for making online payment at SBI bank portal. Read all the instruction and click to **Proceed** for Payment tab.

Registered pharmacist will be redirected to next page for payment, see below image for reference.

Registered pharmacist will Fill all his details and Click on **Submit** button. As he clicks on Submit button, he will be redirected to Payment details. Enter your payment details as per bank instruction.

After successful payment, registered pharmacist may take printout of the online payment done at bank end by him and enter details of payment as shown below

Now registered pharmacist will enter following details:

- SBI reference DU number generated as mentioned above

- Amount of fees paid and payment date.

Registered pharmacist will then click on **ADD** button to proceed.

Then registered pharmacist is requested to read "Responsibility Statement" and click on same to agree.

Then registered pharmacist will click on **CONFIRM APPLICATION** tab

As registered pharmacist **CONFIRMS his/her application,** application status will be completed. Please refer below image.
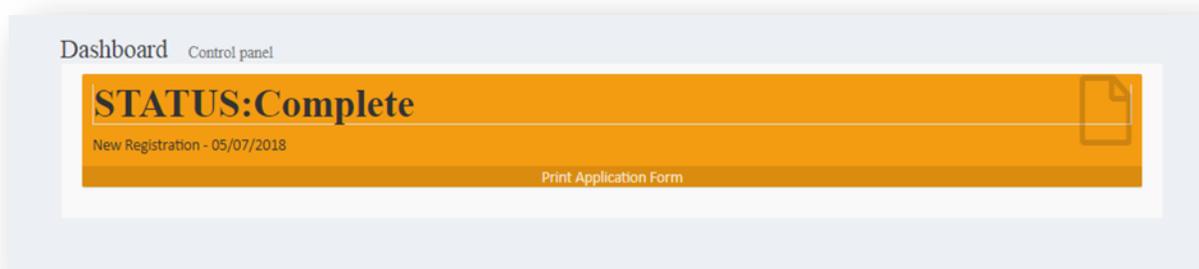
As shown in above image **STATUS** is **Complete**

[NOTE: Though this system will be adopted for ease of registered pharmacist in general, in case of certain cases Registrar MSPC can call the registered pharmacist in person along with requisite original documents at MSPC.]

Once online renewal applications are received in MSPC system, **STATUS** will be seen as

- **Payment Verification**
  It will take minimum 3-4 working days from the bank to confirm the receipt of online renewal payment done by registered pharmacist to MSPC. After same, the application will be scrutinized by MSPC staff.

- **Scrutiny**
  Then status of application will be seen as scrutiny.

- **Final Approval**
  After MSPC scrutiny, online renewal application will be approved by MSPC. Registration renewal will be updated in MSPC database and on MSPC website after which registered pharmacist may login using his credentials and can get confirmation of his registration renewal.