



# **User Manual**

## **For**

# **MSPC Online Other Processes Manual**

- **Registration Certificate - Renewal / New copy / Duplicate copy / Re-entry / Change of Name**
- **PPP-Renewal / New / Loss of PPP**
- **Additional Qualification, Letter of Good standing (for foreign countries)**



**MAHARASHTRA STATE PHARMACY COUNCIL**

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



## MSPC Online Other Processes Manual

Maharashtra State Pharmacy Council

For MSPC Online Other Processes 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.

**MAHARASHTRA STATE PHARMACY COUNCIL**  
( CONSTITUTED UNDER PHARMACY ACT 1948 OF GOVT OF INDIA )

REGISTRATION DASHBOARD

Applicants passing from Maharashtra State are requested to submit online application by following due procedure with the help of guidelines and manuals given below.

Applicants passing from Out of Maharashtra State or Who are Registered Pharmacist of other state and wants to seek transfer to Maharashtra state are requested to first verify their documents in person at MSPC office. Please refer to [www.mspcindia.org](http://www.mspcindia.org) and then submit application by online mode. After receipt of online application, documents and fees by online mode, as per routine procedure letter will be sent for confirmation of pharmacy education qualification to concerned college/board/university and/or council or appropriate authority and after positive response from them application will be further processed for registration. All concerned are requested to note changes w.e.f 21/02/2019

**New Registration Click here**  
Applicant Applying for New Registration, Click on New Registration link shown above.

**Other Processes Click Here**  
Registration Certificate - Renewal / New copy / Duplicate copy / Change of Name, PPP-Renewal / New / Loss of PPP, Additional Qualification, Letter of Good standing (for foreign countries)

■ For filling online registration form, click on given below "Manuals" link  
■ For technical details on filling form, click on given below "Guidelines" link

**Manuals**

- 1 Online Registration Flow: English | Marathi
- 2 Manual for Online Registration: English | Marathi
- 3 Manual For Request Login Id and Password For Renewal Registration: English
- 4 Manual For MSPC Online Registration Renewal: English

**Already Registered!!!**  
Applicant with Login ID and Password Login to proceed.

LOGIN ID  
PASSWORD  
Enter Captcha  
9290  
PROCEED

Having trouble with login? [Click Here](#)

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

MSPC

Profile User

**CHANGE PROFILE**

Registration No. PPP No.  
Name DOB  
Permanent Address  
Local Address  
Mobile Email  
Submit

Click here to update Address Details

**UPLOAD REGISTRATION COPY FRONT (COLOR)**  
Choose File No file chosen  
Upload

**UPLOAD PPP COPY FRONT (COLOR)**  
Choose File No file chosen  
Upload

**CHANGE PROFILE PICTURE IMAGE DIMENSION: 160X160**  
Choose File No file chosen  
Upload

**CHANGE PROFILE SIGN IMAGE DIMENSION: 160X40**  
Choose File No file chosen  
Upload

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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)**

Profile

User

CHANGE PROFILE

Registration Nos

000000

PPP No

N/00000

Name

XXXXXXXX XXXXXXXX XXXXXXXX

DOB

00/00/0000

Permanent Address

XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXXXXXXXXXX  
XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXXXXXXXXXX

Local Address

XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXXXXXXXXXX  
XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXXXXXXXXXX

Mobile

1234567891

E-Mail

xxxxxxxxxxxxxxxxxxxxxxx@xyz.com

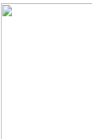
Submit

[Click here to update Address Details](#)

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

CHANGE PROFILE PICTURE

IMAGE DIMENSION: 160X160




Choose File

No file chosen

Upload

CHANGE PROFILE SIGN

IMAGE DIMENSION: 160X40



Choose File

No file chosen

Upload



### ➤ **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 BlackInk 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:**

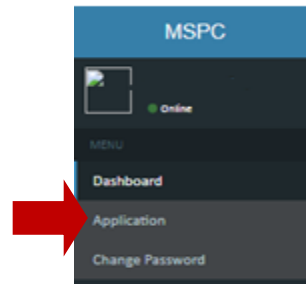
- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- Your online 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



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3. Then registered pharmacist will Select desired application procedure and click on **CREATE APPLICATION** tab

Application

Click here to update Address Details

\* Mandatory Fields

Create Application For\*

SELECT

SELECT

Renewal of Registration

PPP Application

PPP Renewal

PPP Lost

Additional Qualification

Change of Name

New Copy of Registration Certificate

Duplicate Copy of Registration Certificate

Letter for Good Standing

Subsequent Letter for Good Standing

Re-Entry

CREATE APPLICATION >>

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

Application

Click here to update Address Details

\* Mandatory Fields

Application created successfully.

Create Application For\*

PPP Renewal

CREATE APPLICATION >>

SR. NO.	APPLICATION ID	APPLICATION FOR	APPLICATION DATE	APPLICATION STATUS	VIEW	DELETE
1	50343	PPP Renewal	31-10-2019 14:39:57	Incomplete		



5. Upload your following document as per specifications given below

<b>Renewal of Registration Certificate</b> <ul style="list-style-type: none"><li>• Statement of Acceptance duly filled and signed by pharmacist</li><li>• Registration Certificate</li><li>• Identity Proof(Any One): PAN card, Aadhar card, Passport, Election Card</li><li>• Medical Certificate (Only if Pharmacist age is above 65 yrs.)</li></ul>	<b>New Copy of Registration Certificate</b> <ul style="list-style-type: none"><li>• Statement of Acceptance duly filled and signed by pharmacist</li><li>• Registration Certificate</li><li>• Identity Proof(Any One): PAN card, Aadhar card, Passport, Election Card</li><li>• Identity slip duly attested by gazetted officer / Principal of school or college</li><li>• Proof of date of birth</li><li>• Note : Send your original Registration Certificate by post to MSPC office with covering letter mentioning your Registration number and login ID</li></ul>
<b>Duplicate Copy of Registration Certificate</b> <ul style="list-style-type: none"><li>• Statement of Acceptance duly filled and signed by pharmacist</li><li>• Identity slip duly attested by gazetted officer / Principal of school or college</li><li>• Police Complaint Copy</li><li>• Affidavit Copy</li><li>• Proof of date of birth</li><li>• Identity Proof(Any One): PAN card, Aadhar card, Passport, Election Card</li></ul>	<b>Re-entry of Registration Certificate</b> <ul style="list-style-type: none"><li>• Statement of Acceptance duly filled and signed by pharmacist</li><li>• Registration Certificate</li><li>• Form No 13 duly filled and signed by pharmacist</li><li>• Identity Proof(Any One): PAN card, Aadhar card, Passport, Election Card</li><li>• Address Proof in state of Maharashtra with your name</li><li>• Identity slip duly attested by gazetted officer / Principal of school or college</li></ul>
<b>Change of Name on of Registration Certificate</b> <ul style="list-style-type: none"><li>• Statement of Acceptance duly filled and signed by pharmacist</li><li>• Registration Certificate</li><li>• For lady applicants Marriage Certificate issued Registrar of marriage or divorced decree / For Gents Applicants Gazatte copy</li><li>• Identity Proof(Any One with <b>new desired name</b> ): PAN card, Aadhar card, Passport, Election Card</li><li>• Note : Send your original Registration Certificate by post to MSPC office with covering letter mentioning your</li></ul>	<b>New PPP</b> <ul style="list-style-type: none"><li>• Statement of Acceptance duly filled and signed by pharmacist</li><li>• Registration Certificate</li><li>• Identity Proof(Any One): PAN card, Aadhar card, Passport, Election Card</li></ul>



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Registration number and login ID mentioning your Registration number and login ID		
<b>PPP Renewal</b> <ul style="list-style-type: none"> <li>Statement of Acceptance duly signed by pharmacist</li> <li>Registration Certificate</li> <li>PPP Card</li> </ul>		<b>PPP Lost</b> <ul style="list-style-type: none"> <li>Statement of Acceptance duly signed by pharmacist</li> <li>Registration Certificate</li> <li>Police Complaint Copy</li> <li>Affidavit Copy</li> <li>Identity Proof(Any One): PAN card, Aadhar card, Passport, Election Card</li> <li>Proof for date of birth</li> </ul>
<b>Letter for Good Standing for Foreign Country</b> <ul style="list-style-type: none"> <li>Statement of Acceptance duly filled and signed by pharmacist</li> <li>Good Standing Application Form duly filled and signed by pharmacist</li> <li>Registration Certificate (Front and Back)</li> <li>PPP Card (if issued)</li> <li>Pharmacy College Leaving Certificate or any proof of pharmacy college</li> </ul>		<b>Subsequent Letter of Goodstanding</b> <ul style="list-style-type: none"> <li>Original/photocopy of previous Letter of Good standing issued</li> <li>Statement of Acceptance duly filled and signed by pharmacist</li> <li>Two photocopies of Registration Certificate (front and back)</li> </ul>
<b>Additional Qualification</b>		
<b>For B.Pharm</b> <ul style="list-style-type: none"> <li>Statement of Acceptance duly signed by pharmacist</li> <li>B.Pharm Final Year Marksheet</li> <li>B.Pharm Provisional / Convocation certificate issued by university</li> <li>Pharmacy College Leaving Certificate or bona-fide certificate or any other proof of pharmacy college</li> </ul>	<b>For M.Pharm</b> <ul style="list-style-type: none"> <li>Statement of Acceptance duly signed by pharmacist</li> <li>M.Pharm Final Year Certificate</li> <li>M.Pharm Provisional / Convocation certificate issued by university</li> <li>Pharmacy College Leaving Certificate any other proof of pharmacy college</li> </ul>	<b>For Ph.D</b> <ul style="list-style-type: none"> <li>Statement of Acceptance duly signed by pharmacist</li> <li>Ph.D Convocation</li> </ul>



### Please note important points:

- 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)

**Application** \* Mandatory Fields

[Click here to update Address Details](#)

**Upload Application Related Documents**

[DOWNLOAD - Statement of Acceptance](#)  
Kindly 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.

Statement of Acceptance

**Uploaded Documents - Please Verify All Documents before Proceeding**

Incase, Incorrect documents are uploaded, candidate can delete and re-upload documents

SR.NO.	DOCUMENT	VIEW	DELETE
1	Identity Proof		
2	Registration Certificate		

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

**Application** \* Mandatory Fields

[Click here to update Address Details](#)

**Upload Application Related Documents**

Kindly 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.

No file chosen

✔ **Registration Certificate Uploaded !!!**

**Uploaded Documents - Please Verify All Documents before Proceeding**

Incase, Incorrect documents are uploaded, candidate can delete and re-upload documents

SR.NO.	DOCUMENT	VIEW	DELETE
1	Identity Proof		
2	Registration Certificate		





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

Application

Click here to update Address Details

\* Mandatory Fields

Enter Payment Details

Applicant who have already paid his/her fees can enter payment details and save the details, if not click on above "PAY" button to make payment.

Renewal For \*

10 years (Rs.500/-)

Select

20 years (Rs.1000/-)

10 years (Rs.500/-)

SBI Reference Number \* (Ex. DUXXXXXXX)

Fees Paid \*

Payment Date \* (Ex.dd/mm/yyyy)

DU

PAY

ADD

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.

SBI

State Bank Collect

Products & Services Know More

STATE BANK COLLECT

A MULTI-MODAL PAYMENT PORTAL

DISCLAIMER CLAUSE

Terms Used

> Corporate Customer: Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.

> User: The beneficiary making a payment to F/C/I for the services/goods availed.

> Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.

> Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.

> The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.

> In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

☒ I have read and accepted the terms and conditions stated above.  
(Click Check Box to proceed for payment.)

Proceed

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



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State Bank Collect / State Bank Mops

State Bank Collect / State Bank Collect

State Bank Collect

15-Jul-2018 [02:50 AM IST]

**MAHARASHTRA STATE PHARMACY COUNCIL**  
R SQUARE, 4TH FLOOR, OPP ESIS HOSPITAL, LBS MARG, MULUND WEST, MUMBAI-400080

Provide details of payment

Select Payment Category \* MISC Payment

Name \*

Fees \*

Remarks

Please confirm the details before making the final payment

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.

Remarks

Please confirm the details before making the final payment

Telephone 022-25684291, Email: mspcindia@gmail.com Website: www.mspcindia.org

Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

Name \*

Date Of Birth / Incorporation \*

Mobile Number \*

Enter the text as shown in the image \*

6E17C

Submit Reset Back

Mandatory fields are marked with an asterisk (\*)

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

SBI Reference Number \* (Ex. DUXXXXXXX)

Fees Paid \*

Payment Date \* (Ex.dd/mm/yyyy)

ADD

**Confirm Address** | Note: Application will be dispatched to following address.

Click here to update Address Details

Address: PURUSHOTTAM MAKANJI NIWAS M G ROAD, GHATKOPAR, MUMBAI, MUMBAI, MAHARASHTRA, 400077

Responsibility Statement

I undertake that the information submitted / Uploaded is true and correct.

I am aware that any errors, mistakes, faults, inaccuracy, miscalculation in submitting / uploading data will result into wrong, improper, incorrect output

I am aware that I will be solely responsible for any incorrect or wrong output generated due to above.

I AGREE WITH THE ABOVE RESPONSIBILITY STATEMENT

BACK CONFIRM APPLICATION



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 “Statement of acceptance” and click on same to agree.

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

SBI Reference Number • (Ex. DUXXXXXXX)  Fees Paid •  Payment Date • (Ex.dd/mm/yyyy)  **ADD**

**Confirm Address** | Note: Application will be dispatched to following address. [Click here to update Address Details](#)

**Address:** PURUSHOTTAM MAKANJI NIWAS M G ROAD , GHATKOPAR , , MUMBAI , MUMBAI , MAHARASHTRA, 400077

**:: Responsibility Statement**

- I undertake that the information submitted / Uploaded is true and correct.
- I am aware that any errors, mistakes, faults, inaccuracy, miscalculation in submitting / uploading data will result into wrong, improper, incorrect output
- I am aware that i will be solely responsible for any incorrect or wrong output generated due to above.

☐ I AGREE WITH THE ABOVE RESPONSIBILITY STATEMENT

**BACK** **CONFIRM APPLICATION**

As registered pharmacist **CONFIRMS his/her application**, application status will be completed. Please refer below image.

Dashboard Control panel

**STATUS: Complete**

New Registration - 05/07/2018

Print Application Form

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 your application is received in MSPC system,



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- It will take minimum 3-4 working days from the bank to confirm the receipt of online payment done by registered pharmacist to MSPC. After same, the application will be scrutinized by MSPC staff.
- Then status of application will be seen as scrutiny.
- After MSPC scrutiny, online application will be approved by MSPC. Your application status will be updated in MSPC database and on MSPC website after which registered pharmacist may login using his credentials and can get confirmation of application processed.