

The Health Master

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How to change Pharmacist at Medical Store

Change of Competent Person (Registered Pharmacist / Experience Person at Medical Store / Pharmacy or Whole sale unit

Abbreviations: RSDL: Retail Sale Drugs License WSDL: Whole Sale Drugs License	CP: Competent Person RP: Regd. Pharmacist EP: Experience Person
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All the medical stores / pharmacies (wholesaler or retailers) have to maintain the records of change of CP (RP / EP). Here is list of documents required for change of CP (RP / EP) to be submitted at the office of drug authorities:

CP: RP & EP in case of whole sale

CP: RP in case of whole sale

List of documents for change in CP (RP / EP)

Application for change in CP (RP / EP) Application must have following details:
Previous CP
Name of previous CP
Date of resignation
New CP
Name of new CP
Date of joining
Regn. No. (in case of RP)
Mob. No.
Aadhaar No.
Details of previous working of CP if any with proof of resignation
Gap between resigning of previous and joining of New CP

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Attach self certified photocopy of following documents:
Drug license
Resignation of previous CP
Joining letter of new CP.
Qualification certificates of new CP
Approval letter of CP
Up to date registration certificate of new CP
Residence proof of new CP
Resignation proof of new CP from the previous firm if any.

Attach following documents also:
Non conviction / self-declaration of Prop. / Partner etc. Having details of change of CP: Name & date of resignation of previous CP Name & date of joining of new CP
Non conviction / self-declaration of new CP Having details of his: Qualification Previous working with name of firm Date of resignation Joining date at the new firm.

Important: It is very important to join new CP forthwith after resigning of a previous CP and inform the drug authorities within one month.

To download the specimen of application for change of CP, [click here](#)

To download the specimen of self declaration of CP, [click here](#)

To download the specimen of resignation letter of CP, [click here](#)

Note: Documents requirement may vary from state to state