



PHARMACY COUNCIL OF INDIA

(Constituted under the Pharmacy Act, 1948)

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Okhla Phase I
NEW DELHI - 110 020

Ref.No.14-56/2021-PCI (Approval Process for 2022-2023 a.s.)

6455-56 - 6 JAN 2022

- a) Online applications 2022-2023 (DS)
- b) Online applications 2022-2023 (AS)

All the Pharmacy Institutions

- Sub: A. **Introduction of late fee in respect of institutions which have failed to apply on PCI portal during approval process 2022-2023.**
- B. **Forgotten the user ID and password.**
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Sir/Madam

The portal for existing institutions has been closed on 5.1.2022. Since some institutions failed to apply online, the matter was considered by 357th Executive Committee (3rd & 5th January, 2022) of the PCI which decided as under :

- A. **Introduction of late fee in respect of institutions which have failed to apply on PCI portal during approval process 2022-2023.**
- a) not to extend the last date beyond 5.1.2022 for existing institutions to submit SIF.
 - b) in case institutions have still failed to apply within the prescribed deadline of 5.1.2022, Council may give another opportunity by introducing late fee of Rs.1 lakh per institution to submit SIF.
 - c) for this a portal may be opened again giving 5 days time.
- B. **Forgotten the user ID and password.**
- a) institutions be asked to submit duly notarized affidavit on 100 rupees court paper-
 - giving reason for not having the user ID and password already issued by the PCI.
 - bear the responsibility that in the event of any dispute with regard to ownership of the institution etc. the management will be squarely responsible for the consequences and PCI will not be responsible for it. The said affidavit be signed by the Chairman of the management of the trust. **A copy of prescribed affidavit is enclosed as Annexure-1.**
 - b) the institution shall submit the affidavit through e.mail to PCI office including the hard copy.

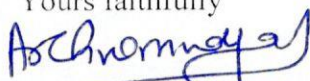
- c) the said institutions may apply under the "late fee category" by paying prescribed late fee.

C. In the light of above decisions, it may be noted that :

- a) opportunity is extended to existing institutions to apply online on PCI portal with late fees of Rs.1 Lakh per institution.
- b) institutions which have forgotten the user ID & password are required to submit the duly notarized affidavit on 100 rupees court paper in the enclosed prescribed format so as to reach the Council's office on or before 12.1.2022 by 6.00 pm positively. Please note that -
- i) affidavit submitted after 12.1.2022 (6.00 pm) will not be entertained by the PCI.
- ii) incomplete affidavit or affidavit which is not in prescribed format will be summarily rejected and filed.
- iii) failure to submit complete prescribed affidavit within due date will lead to non opening of the portal for such institutions and consequences thereof shall rest on the institution and the PCI in no way will be responsible for it.

In the light of above, please note that portal will be opened in due course of time for 5 days for above categories of institutions, dates for which will be announced shortly. Hence keep visiting the council's website

Yours faithfully



(ARCHNA MUDGAL)

Registrar-cum-Secretary

Item No.2.8 of 357 EC (3.1.2022 & 5.1.2022)

Format of affidavit

I _____ (Applicant Name), residing at _____ (Complete Address) do solemnly affirm and stated as under:

1. I am the Chairman of the management of the trust which is running the institute namely _____ at _____ (address of institute) and competent to swear in the present affidavit on behalf of the institute.
2. That I have lost the user ID / Password provided by the Pharmacy Council for applying on their portal and have no accesses to the same now.
3. That since I have no accesses to the user ID / Password, I have requested Pharmacy Council of India to provide me with the new user ID / Password for the purpose of applying on the portal and also deactivate my earlier user ID / Password provided to me.
4. That I do hereby covenant with the Pharmacy Council of India against all actions, suits, proceedings, and demands whatsoever for or on account of the said change in user ID / Password or any part thereof or otherwise in connection with the same, and from and against all costs, claims, actions, demands, risks, charges, expenses, damages and losses arising in any manner howsoever.
5. That I solemnly state that PCI will not be held responsible and neither will be made party to any proceedings before the court of law in connection to the change in user ID / Password or with regard to ownership of institution or any dispute thereof.
6. I solemnly state that the contents of this affidavit are true to the best of my knowledge and belief and that it conceals nothing and that no part of it is false.

VERIFICATION:-

I, _____, s/o _____, aged _____ years, Occupation _____ r/o _____ (complete address), Chairman of the trust running above mentioned pharmacy college do hereby verify and declare that the contents in the above mentioned paragraphs are true and correct and I have not suppressed any material facts.

Hence, verified on this day _____ of _____, 2021 at _____.

Signature of Chairman of Management of the Trust