PRE-ISSUE SCRUTINY CHECKLIST

For Grant/ Renewal of Licence in Form-I under the Odisha Poisons (Possession and Sale) Rules, 2014

Sl. No.	Particulars to be verified	Reference	Yes	No
1	Application submitted in prescribed Form-II	Rule 6	☐	☐
2	Application is for grant/ renewal, as applicable	Rule 6	☐	☐
3	Name and status of the applicant/Firm correctly stated	Form-II	☐	☐
4	Complete postal address furnished	Form-II	☐	☐
5	Complete particulars of the place of business/premises furnished	Form-II	☐	☐
6	Quantity proposed to be purchased/stored stated	Form-II	☐	☐
7	Quantity already held, if any, stated	Form-II	☐	☐
8	Previous licence number/date and copy furnished, where renewal is sought	Form-II	☐	☐
9	Required photographs enclosed and duly attested	Form-II	☐	☐
10	Prescribed Court Fee affixed	Rule 6	☐	☐
11	Name of proprietor(s)/responsible person nominated by the Firm verified	Rule 12(2)	☐	☐
12	Applicant/responsible person is competent to conduct the business	Rule 12(1)	☐	☐
13	Proposed licence relates only to substances covered by the Rules/Schedule	Rules 3 & 4	☐	☐
14	Particulars of premises correspond with the application	Rules 4 & 6	☐	☐

15	Required field verification/ inspection, if ordered, has been completed	As directed by Licensing Authority	☐	☐
16	No adverse fact requiring consideration by the Licensing Authority	Rule 8	☐	☐
17	Decision of Licensing Authority regarding grant/renewal recorded	Rule 8	☐	☐

After Preparation of Licence

1	Form-I prepared correctly	Form-I	☐	☐
2	Register No. correctly entered in Form-I	Form-I	☐	☐
3	Name of licensee/Firm correctly entered	Form-I	☐	☐
4	Locality/place of business correctly entered	Form-I	☐	☐
5	Authorised substances correctly entered in Form-I	Form-I	☐	☐
6	Photograph affixed and authenticated as prescribed	Form-I	☐	☐
7	Conditions on the reverse of Form-I incorporated/retained	Form-I	☐	☐
8	Licence validity shown for three years from the date of grant	Rule 7/ Form-I	☐	☐
9	Signature and official seal of the Licensing Authority affixed	Form-I	☐	☐