



Ref. No. File No- IT-14/7/2025-IT
 14-56/2025-PCI (Procedure file)

Date: 19.1.2026

To,
All the Examining Authorities (Universities / Boards).

Sub: Registration and Submission of Application form on PCI portal for Examining Authority U/s 12(2) of the Pharmacy Act, 1948.

Sir/Madam,

With reference to the subject cited above, council would like to inform that all the Examining Authorities (Universities/Boards) needs to register and apply on the PCI Portal on the immediate basis on the following URL i.e. <https://digipharmed pci.gov.in/#/digipharmed> under “Examining Authority Registration” section.

The University/Board are hereby instructed to register on PCI Portal as Examining Body u/s 12(2) of the Pharmacy Act,1948 for approval by all the Examining Authorities (Universities / Boards). Examining Authorities (Universities / Boards) shall apply for renewal of approval after every 5 years.

However, the necessary details regarding examination schedules/calendar, list of institutions for which consent has been given by the institutions etc. needs to be updated regularly/yearly after the approval from Pharmacy Council of India.

The list of necessary statutory documents that are required to be added by the Institutions is attached as **Appendix 1**.

In addition, the fees schedule for this are as under:

- Registration fees for the Examining Authorities (Universities / Boards): Rs. 10,000 + GST (Ten Thousand Rupees +GST)
- Application Regulatory Fees: The applicable fees will be Rs. 1,00,000 + GST (One Lac Rupees + GST) for the tenure of five years.

The portal will be live from 21.1.2026 andAll the Examining Authorities (Universities / Boards) are requested to complete the same on or before 21.2.2026.

In case of any Technical issues, user is requested to raise the grievance on the following URL:<https://digipharmed pci.gov.in/#/login-issue> under the Examining Authority User Type (for registered user) or Others (for non-registered user).

Yours faithfully

(Anil Mittal)
Registrar-cum-Secretary

Appendix-1

Category of Institutions	Statutory Documents required
For Central Government University/State Government University/Other Authorities Authorised by Concerned Central/ State Government	<ul style="list-style-type: none"> a) If new University, a copy of Gazette Notification declaring it a university. b) Relevant portion of Act Gazette Notification empowering the University to start pharmacy programme, hold examination and confer diploma, degree. c) In case University's statutes does not empower the university to start pharmacy course, then University's resolution of Governors / Board of Management/ Syndicate / Governing Council / Authority of the University to start pharmacy programmes be submitted in the prescribed format is enclosed as Annexure-I. d) Certificate of the Registrar of the University to the effect that University is willing to conduct the pharmacy examination in the prescribed format. The prescribed format is enclosed as Annexure-II. e) Duly filled in prescribed format for approval of the University as Examining Authority u/s 12(2) of the Pharmacy Act, 1948 in a prescribed format. The prescribed format is enclosed as Annexure-III.
Private University	<ul style="list-style-type: none"> a) If new University, a copy of Gazette Notification declaring it a university. b) Relevant portion of Act Gazette Notification empowering the University to start pharmacy programme, hold examination and confer diploma, degree. c) In case University's statutes does not empower the university to start pharmacy course, then University's resolution of Governors / Board of Management/ Syndicate / Governing Council / Authority of the University to start pharmacy programmes be submitted in the prescribed format is enclosed as Annexure-I. d) Certificate of the Registrar of the University to the effect that University is willing to conduct the pharmacy examination in the prescribed format. The prescribed format is enclosed as Annexure-II. e) Duly filled in prescribed format for approval of the University as Examining Authority u/s 12(2) of the Pharmacy Act, 1948 in a prescribed format. The prescribed format is enclosed as Annexure-III.
Deemed to be University	<ul style="list-style-type: none"> a) The MHRD Notification declaring it as deemed to be University is issued. b) Relevant portion of Act / Gazette Notification empowering the University to start pharmacy programme, hold examination and confer diploma, degree. c) In case University's statutes does not empower the university to start pharmacy course, then University's resolution of Governors / Board of Management/ Syndicate / Governing Council / Authority of the University to start pharmacy programmes be submitted in the prescribed format is enclosed as Annexure-I. d) Certificate of the Registrar of the University to the effect that University is willing to conduct the pharmacy examination in the prescribed format. The prescribed format is enclosed as Annexure-II. e) Duly filled in prescribed format for approval of the University as Examining Authority u/s 12(2) of the Pharmacy Act, 1948 in a prescribed format. The prescribed format is enclosed as Annexure-III. f) In case of Off campus centre, running pharmacy courses, a notification approved by UGC be submitted.
Constitution of board/ State Pharmacy Councils	<ul style="list-style-type: none"> a) Composition of board members b) Resolution of board members signed by all committee members c) Government Notification regarding Authorization to take examination of Diploma course in Pharmacy. d) Any other relevant order issued by Government from time to time e) A notification Authorized by Concerned State Government Authorising State Pharmacy Council as an Examining Authority.

Annexure-I**On Letter head of the University**
(to be enclosed with SIF)**Resolution of Board of Governors / Board of Management / Syndicate / Governing Council / Authority of the University**

1. A meeting of Board of Governors / Board of Management / Syndicate / Governing Council / Authority of the University was held on _____.
2. It was decided to establish the following pharmacy courses in the institution -

Tick (✓) relevant course in pharmacy

D.Pharm ()

B.Pharm ()

* M.Pharm ()

** Pharm.D/Pharm.D(PB) ()

** B.Pharm (Practice) ()

* M.Pharm course cannot be started till B.Pharm course is approved u/s 12 of the Pharmacy Act, 1948 for the purpose of registration as a pharmacist. The B.Pharm institutions approved for conduct of B.Pharm course are not eligible to start M.Pharm course. However, the institutions established by the Central Government/State Govt. for the purpose of imparting postgraduate education shall be eligible for starting M.Pharm course directly.

** Pharm.D / Pharm.D (PB) / B.Pharm (Practice) course (s) cannot be started till B.Pharm course is approved u/s 12 of the Pharmacy Act, 1948 for the purpose of registration as a pharmacist. The B.Pharm institutions approved for conduct of B.Pharm course are not eligible to start Pharm.D / Pharm.D (PB) / B.Pharm (Practice) course (s).

3. A copy of the resolution of Board of Governors / Board of Management is enclosed as Annexure- A

Name of Registrar.....

Signature

Date.....

Annexure-II**On Letter head of the University**
(to be enclosed with SIF)

It is hereby certified that examinations for the following pharmacy courses will be held as per the statutory provisions of the Pharmacy Act, 1948 and the Regulations framed there under -

Tick (✓) relevant course in pharmacy

D.Pharm ()
 B.Pharm ()
 * M.Pharm ()
 ** Pharm.D/Pharm.D(PB) ()
 ** B.Pharm (Practice) ()

* M.Pharm course cannot be started till B.Pharm course is approved u/s 12 of the Pharmacy Act, 1948 for the purpose of registration as a pharmacist. The B.Pharm institutions approved for conduct of B.Pharm course are not eligible to start M.Pharm course. However, the institutions established by the Central Government/State Govt. for the purpose of imparting postgraduate education shall be eligible for starting M.Pharm course directly.

** Pharm.D / Pharm.D (PB) / B.Pharm (Practice) course (s) cannot be started till B.Pharm course is approved u/s 12 of the Pharmacy Act, 1948 for the purpose of registration as a pharmacist. The B.Pharm institutions approved for conduct of B.Pharm course are not eligible to start Pharm.D / Pharm.D (PB) / B.Pharm (Practice) course (s).

Name and Signature of Registrar / Secretary of Board of Examining Authority
(applicable for stand alone D.Pharm institution)

Name : _____

Signature : _____

Date : _____

Annexure-III**Format for approval of the Examining Authority
u/s 12(2) of the Pharmacy Act**(As approved by 73rd Central Council (Sept., 2004) under Item No.143)**Details of Examining Authority**

A) Name of the Examining Authority
with complete Postal Address

STD Code _____
Telephone _____
Fax No. _____
E-Mail _____

B) Name, Designation and Address of Vice
Chancellor/Registrar

STD Code _____
Telephone _____
Office _____
Residence _____
Fax No. _____
E-Mail _____

C) Whether the Examining Authority is

- Statutory Indian University
- Body constituted by the Central or
State Government

Yes/No
Central Govt./State Govt.

D) Name of the Pharmacy institutions affiliated to Examining Authority.

For D.Pharm course

(If the number is more, please enclose the details as Appendix-I)

For B.Pharm course

(If the number is more, please enclose the details as Appendix-II)

For M.Pharm course

(If the number is more, please enclose the details as Appendix-III)

For Pharm.D and Pharm.D (PB) course

(If the number is more, please enclose the details as Appendix-IV)

For B.Pharm (Practice) course

(If the number is more, please enclose the details as Appendix-V)

E) Details of Examining Committee of Examining Authority -

S.No.	Name of Chairman (Pharmacy qualified persons) and Expert Member (Pharmacy qualified persons) of Examining Committee	Details of Employment				Signature
		Name of Instt. where presently employed	Designation	Qualification	Experience	
	<u>Chairman:</u> <u>Expert Member :</u>					