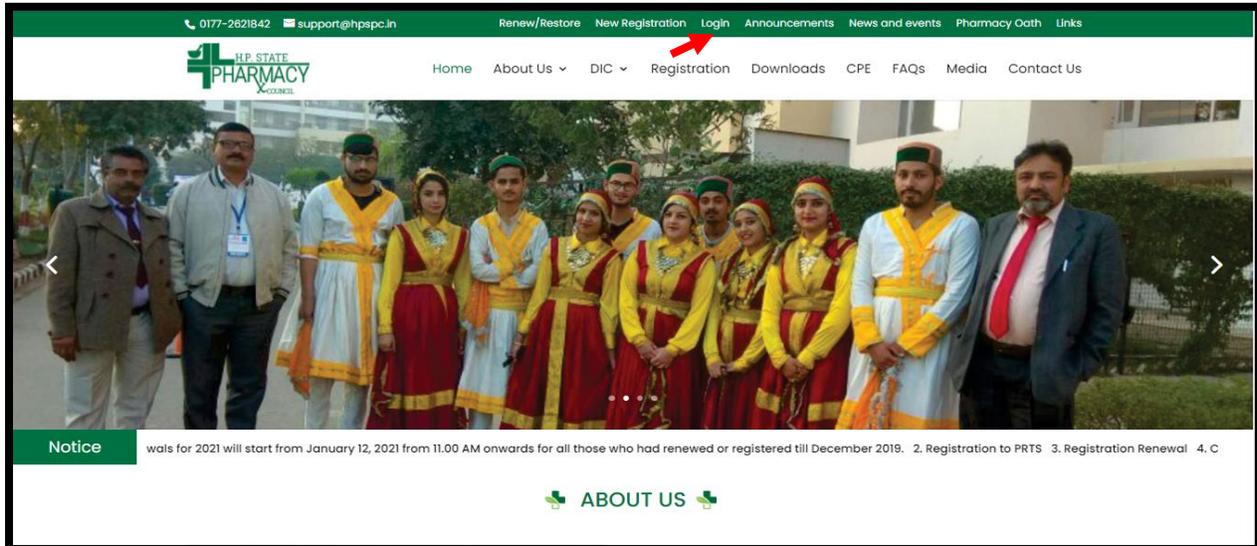


# User Manual For Additional Qualification

**Step 1:** Go to the URL <https://hpspc.org>. Click on the “Login” button.



**Step 2:** A Login screen will open. Fill out your login details, click on the “Login” button.

**Himachal Pradesh State Pharmacy Council**  
**Pharmacist Registration & Renewal System**

Welcome to HPSPC Pharmacist Registration & Renewal System

Email ID

Password

Captcha Code   M8<sup>B</sup>PGI

[New Registration ?  
Click Here to Create Login](#)      [Forget Password ?  
Click Here to Get Password](#)

Contact our support team on +91 7888850475 for technical support.

**Step 3:** After login, the Applicant's **Profile** will display on the screen.

The screenshot shows the user's profile page. On the left is a navigation menu with options: Practitioner, My Profile, Application Status, Payment History, and Apply Online. The main content area displays the user's name, Mr. Sumit Kumar Ghada, and an 'Edit Profile' button. Below the name are fields for contact information and a registration detail table.

Registration No	Registration Date	Last Renewed Date	Fee Paid Upto
12345	18/06/2018	03/01/2019	

**Step 4:** Now click on the “**Apply Online**” tab to get the list of applications that are available for applying. The applicant will click on “**Apply Now**” option of the **Application Form for Additional Qualification Application (Form D)** from the listed applications.

The screenshot shows the 'Apply Online' page with a list of application forms. A red arrow points to the 'Apply Now' button for the 'Application Form For Additional Qualification Application (Form D)'.

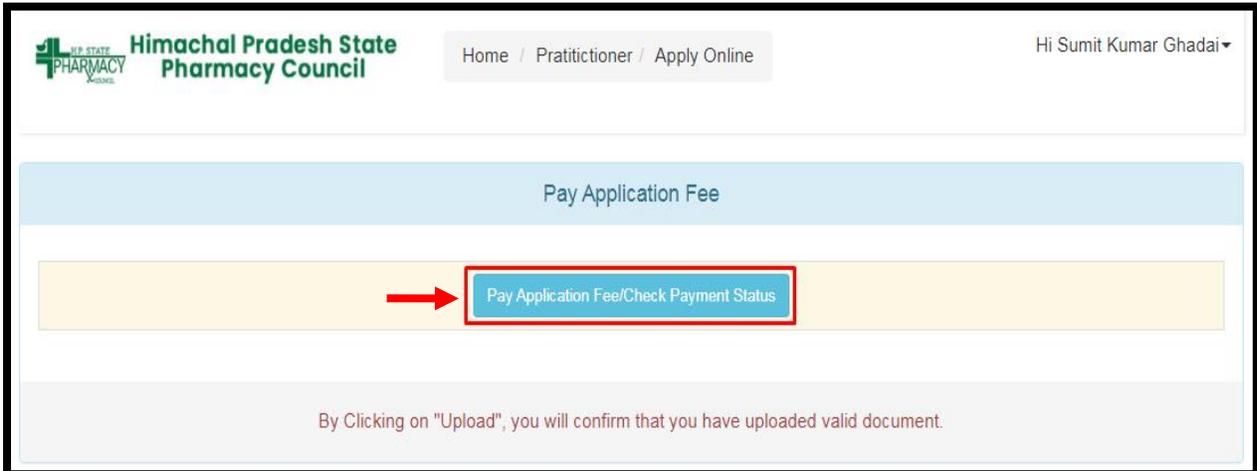
Apply Online	
1	Application Form For Renewal Application <span>Apply Now</span>
2	Application Form For Restoration Application <span>Apply Now</span>
3	Application Form For New Registration Application <span>Apply Now</span>
4	Application Form For Additional Qualification Application (Form D) <span>Apply Now</span>
5	Application Form For Good Standing Application <span>Apply Now</span>
6	Application Form For Migration Application <span>Apply Now</span>
7	Application Form For Cancellation Application <span>Apply Now</span>

**Step 5:** A form will appear on the screen. Enter your **Additional Qualification** details and save the information by clicking on the “**Save**” button.

The screenshot shows the 'Application For Additional Qualification Application (Form D)' form. It contains input fields for 'Recognised Qualification', 'College Name', 'University Name', and 'Year of Passing'. A red arrow points to the 'Save' button.

By Clicking on "Save", you will confirm that you have filled valid information.

**Step 6:** Now click on “Pay Application Fee/Check Payment Status” button to pay or check the last payment status for the same application.



Home / Praticitioner / Apply Online Hi Sumit Kumar Ghadai ▾

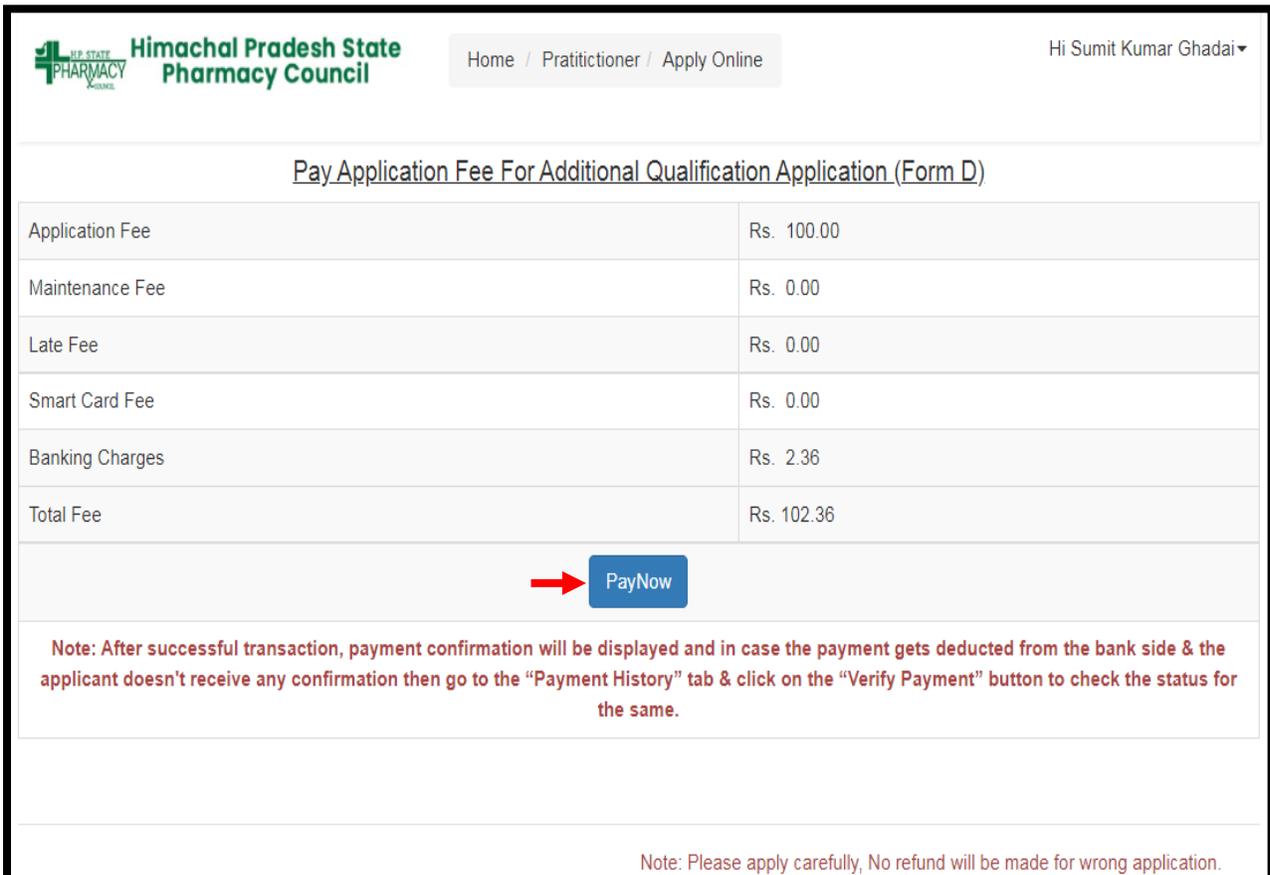
Pay Application Fee

Pay Application Fee/Check Payment Status

By Clicking on "Upload", you will confirm that you have uploaded valid document.

**Step 7:** Thereafter, Payable amount will display on the screen. Click on the “Pay Now” option to continue with the Payment.

**Note:** Please apply carefully. No refund will be made for the wrong application.



Home / Praticitioner / Apply Online Hi Sumit Kumar Ghadai ▾

Pay Application Fee For Additional Qualification Application (Form D)

Application Fee	Rs. 100.00
Maintenance Fee	Rs. 0.00
Late Fee	Rs. 0.00
Smart Card Fee	Rs. 0.00
Banking Charges	Rs. 2.36
Total Fee	Rs. 102.36

PayNow

Note: After successful transaction, payment confirmation will be displayed and in case the payment gets deducted from the bank side & the applicant doesn't receive any confirmation then go to the “Payment History” tab & click on the “Verify Payment” button to check the status for the same.

Note: Please apply carefully, No refund will be made for wrong application.

**Step 8:** The **Payment Portal** screen will open where the applicant will enter his/her *Registered Mobile Number & Email*. Then, click on the "**Proceed**" option.

HP State Pharmacy C...  
Payment For New Registration ...

English

Country  
+91 Phone

Email

This payment is secured by Razorpay.

PROCEED

Secured by Razorpay

**Step 9:** The applicant will be redirected to the Payment Gateway. Pay the application fee by using **Wallet-PhonePe, Cards, UPI/QR, Netbanking & Pay later**.

HP State Pharmacy C...  
Payment For New Registration ...

English

PREFERRED PAYMENT METHODS

Wallet - PhonePe

CARDS, UPI & MORE

Card  
Visa, MasterCard, RuPay & More

UPI / QR  
Google Pay, PhonePe & more

HP State Pharmacy C...  
Payment For New Registration ...

English

CARDS, UPI & MORE

Card  
Visa, MasterCard, RuPay & More

UPI / QR  
Google Pay, PhonePe & more

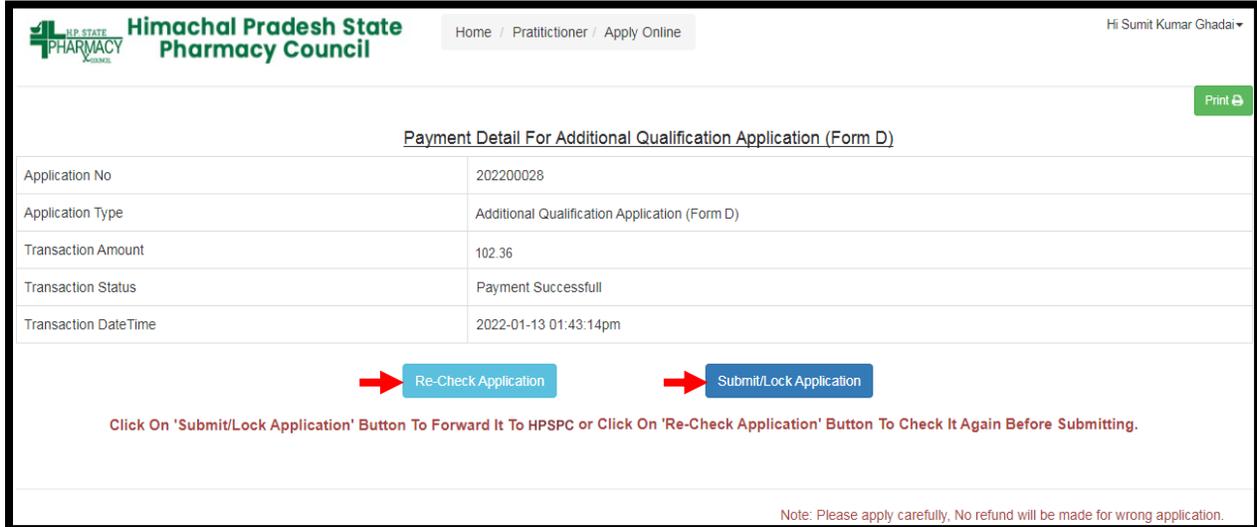
Netbanking  
All Indian banks

Wallet  
PhonePe & More

Pay Later  
ePayLater & More

**Step 10:** After Submitting the Fees, the **Payment Details of that Application** will appear on the screen.

Click on the **“Re-Check Application”** button in case of any doubt. Simply take a printout of payment detail & then, click on **“Submit/Lock Application”** option to take final printout of your application as mentioned in **Step 12**.



Home / Praticitioner / Apply Online

Hi Sumit Kumar Ghadai

Print

Payment Detail For Additional Qualification Application (Form D)

Application No	202200028
Application Type	Additional Qualification Application (Form D)
Transaction Amount	102.36
Transaction Status	Payment Successfull
Transaction DateTime	2022-01-13 01:43:14pm

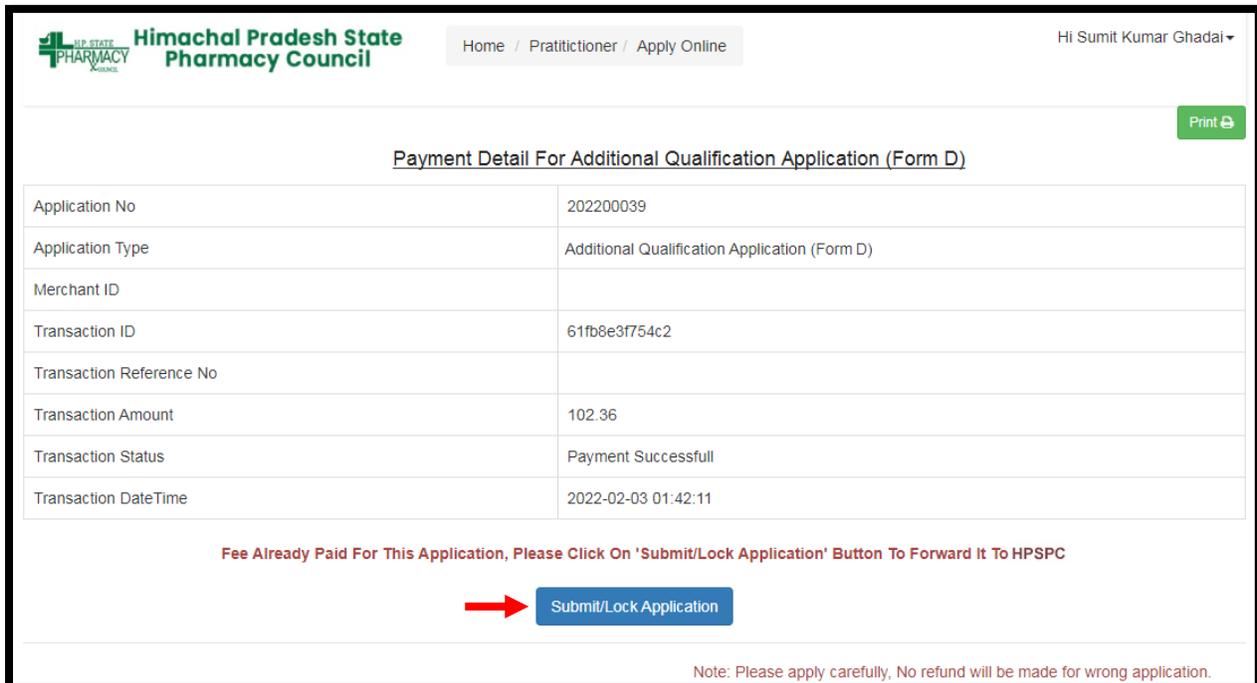
→ Re-Check Application      → Submit/Lock Application

Click On 'Submit/Lock Application' Button To Forward It To HPSPC or Click On 'Re-Check Application' Button To Check It Again Before Submitting.

Note: Please apply carefully, No refund will be made for wrong application.

**Step 11:** If the applicant has clicked on the **“Re-Check Application”** option. It will repeat the same **Process** as mentioned in **Step No. 5, 6** where the applicant can make the required changes by editing the incorrect information.

After re-checking the application, the applicant can take a printout of payment detail & click on **“Submit and Lock the Application”** option to take final printout of your application.



Home / Praticitioner / Apply Online

Hi Sumit Kumar Ghadai

Print

Payment Detail For Additional Qualification Application (Form D)

Application No	202200039
Application Type	Additional Qualification Application (Form D)
Merchant ID	
Transaction ID	61fb8e3f754c2
Transaction Reference No	
Transaction Amount	102.36
Transaction Status	Payment Successfull
Transaction DateTime	2022-02-03 01:42:11

Fee Already Paid For This Application, Please Click On 'Submit/Lock Application' Button To Forward It To HPSPC

→ Submit/Lock Application

Note: Please apply carefully, No refund will be made for wrong application.

**Note:** In case the payment gets deducted from the bank side & the applicant doesn't receives confirmation then go to the **“Payment History”** tab & click on the **“Verify Payment”** button to check the status for the same.

The screenshot shows the 'Payment History' page. The header includes the Himachal Pradesh State Pharmacy Council logo and the user name 'Hi Sumit Kumar Ghadai'. The breadcrumb trail is 'Home / Praticitioner / Payment History'. The page title is 'Payment History'. There is a search bar and a 'Show 30 entries' dropdown. The table has the following columns: Sr, Transaction Request ID, Transaction Request Date, Transaction Date, Transaction Amount, Transaction Status, Application Type, and Application No. Two entries are listed, both with a 'Verify Payment' button highlighted by a red arrow.

Sr	Transaction Request ID	Transaction Request Date	Transaction Date	Transaction Amount	Transaction Status	Application Type	Application No
1	61d5698754ad7	2022-01-10 10:33:49			Not Completed	Additional Qualification Application (Form D)	202200011
2	61d5698cc48d1	2022-01-10 13:07:01			Not Completed	Additional Qualification Application (Form D)	202200011

Showing 1 to 2 of 2 entries

Previous 1 Next

**Step 12:** Now click on the **“Application Status”** Tab to view the status of the application i.e Approved/Objected/Rejected. Click on **“Print Report”** to view your complete application.

The screenshot shows the 'Application Status' page. The header includes the Himachal Pradesh State Pharmacy Council logo and the user name 'Hi Sumit Kumar Ghadai'. The breadcrumb trail is 'Home / Praticitioner / Application Status'. The page title is 'Application Status'. There is a search bar and a 'Show 30 entries' dropdown. The table has the following columns: Sr, Application No, Application Date, Application Type, Application Status, and Action. One entry is listed with a 'Print Report' button highlighted by a red arrow.

Sr	Application No	Application Date	Application Type	Application Status	Action
1	202200028	13/01/2022	Additional Qualification Application (Form D)	Approved	Print Report

Showing 1 to 1 of 1 entries

Previous 1 Next

**Step 13:** By clicking on the "Print " button, the applicant can take a printout of their application. Click on the "Go Back" button to access the application status page.

**Note:** At the time of the collection of the certificate & smart card the candidate must bring original documents along with the receipts of payment for physical verification.

Himachal Pradesh State Pharmacy Council  
Swasthya Bhawan Chotta Shimla to Kusumpti Road Opp. ICICI Bank Kasumpti SDA Commercial Complex  
Shimla, Himachal Pradesh 171002  
www.hpspc.org Email: dic@hpspc.in

Application For Additional Qualification Application (Form D)  
Application No :202200278 Date :29/01/2022

### Additional Qualification Application Form

Form "D"

To  
The Registrar,  
H.P. State Pharmacy Council,  
Shimla.

Sir,  
I beg to apply for the registration of the additional qualification of B PHARMACY Which i have obtained from Hi-Tech Medical College & Hospital, Rourkela in 2022-02 the Diploma or Certificate of the qualification are enclosed herewith. These may be returned as soon as done with.  
I am already registered under the Pharmacy Act, 1948 and my registration No is 012345 The prescribed fee of Rs is sent herewith.

Your's faithfully  
(Signature of the applicant)

Payment Detail		For Office Use Only
Transaction ID	61f4e10577e5d	
Transaction Amount	102.36	
Transaction Status	Payment Successful	
Transaction DateTime	2022-01-29 12:09:18	

[Go Back](#) [Print](#)

**Note:** At the time of the collection of the certificate & smart card, the candidate must bring original documents along with the receipts of payment for physical verification.

The applicant can also check his/her application status by scanning the **QR Code** which is available at the top right corner of the form.

**Step 14:** The applicant can resume the application anytime and re-edit the application until final submission is not done by clicking on the "Application Status" tab from the menu bar and select the "Resume Application" button to continue the **Process** as mentioned in **Step 5**.

In **Step 6**, Payment is not required if already paid & take a final printout of your application after submitting your application by clicking on "Submit/Lock Application" button as mentioned in **Step 12**.

Himachal Pradesh State Pharmacy Council

Home / Practitioner / Application Status

Hi Sumit Kumar Ghadai

### Application Status

Show 30 entries

Sr	Application No	Application Date	Application Type	Application Status	Action
1	202200522	21/01/2022	Additional Qualification Application (Form D)	Initiated	<a href="#">Resume Application</a>

Showing 1 to 1 of 1 entries

Previous 1 Next