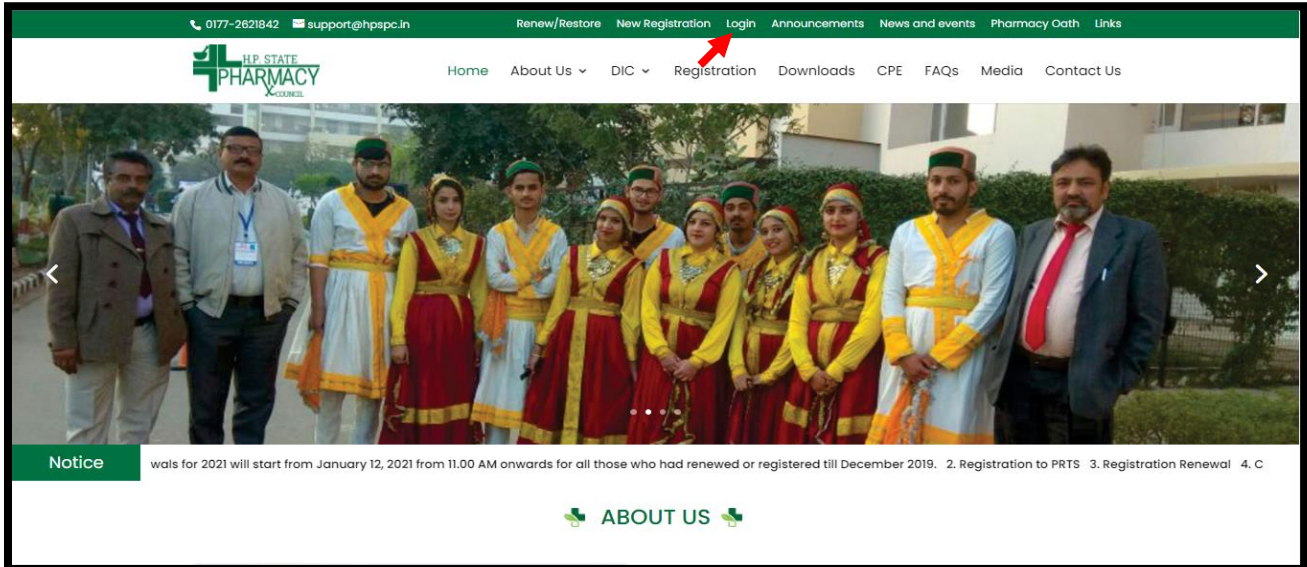


# User Manual For Good Standing Certificate

**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.

The image shows the login page of the HPSPC Pharmacist Registration & Renewal System. The page has a green header with the HPSPC logo and the text 'Himachal Pradesh State Pharmacy Council' and 'Pharmacist Registration & Renewal System'. Below the header, there is a welcome message: 'Welcome to HPSPC Pharmacist Registration & Renewal System'. The login form consists of three input fields: 'Email ID' with a placeholder 'Enter Email ID', 'Password' with a placeholder 'Enter Password', and 'Captcha Code' with a placeholder 'Enter Captch:'. To the right of the captcha field is a captcha image showing the characters 'H3KTTI' and a green 'Refresh' button. Below the input fields, there are two links: 'Not able to Login? Click here to create your profile' and 'Forgot Password ? Click Here to Get Password'. At the bottom of the form is a large green 'Login' button with a red arrow pointing to it. Below the login button is a light blue footer area with the text: 'Contact our support team on +91 7888850475 for technical support. Working hours 10am to 6pm (Monday - Friday)'.

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

The screenshot shows the user profile page for Mr. Sumit Kumar Ghada. The page includes a navigation menu on the left with options: Pratifitioner, My Profile, Application Status, Payment History, and Apply Online. The profile details section shows the user's name, a placeholder for a profile picture, and fields for Father's Name, Mother's Name, Gender (Male), Aadhar No., and Passport No. Below this is 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 Good Standing Application** from the listed applications.

The screenshot shows the 'Apply Online' page with a list of application forms. The 'Apply Online' tab is selected in the navigation menu. The breadcrumb trail is 'Home / Pratifitioner / Apply Online'. The list contains seven application forms, each with an 'Apply Now' button. The 'Apply Now' button for the 'Application Form For Good Standing Application' is highlighted with a red box and a red arrow pointing to it.

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

**Step 5:** A form will appear. Fill in the required details & click on the **“Save”** option.

The screenshot shows the 'Application For Migration Application' form on the Himachal Pradesh State Pharmacy Council website. The form includes fields for Nationality, Place of Birth, NOC Issued On, and a section for Qualification Details with sub-sections for Matriculation, 10+2 Examination, Diploma In Pharmacy, Degree In Pharmacy, and Name of the Collage. It also has fields for Reason of Registration/Migration, Provide Previsus Registration Details, and Purpose of Registration in HPSPC. A red arrow points to the 'Save' button at the bottom right.

**Application For Migration Application**

Nationality: Enter Nationality | Place of Birth: Enter Place of Birth | NOC Issued On: dd-mm-yyyy

**Qualification Deatils**

| Qualification Details | Passing Year | Examining Body   | Division |
|-----------------------|--------------|------------------|----------|
| Matriculation         | ....., ....  | Examination Body | Division |
| 10+2 Examination      | Passing Year | Examination Body | Division |
| Diploma In Pharmacy   | Passing Year | Examination Body | Division |

Name of the Collage: Collage Name | Place of practical training: Enter Place of Practical Training

Degree In Pharmacy: Passing Year | Examination Body | Period From & To

Name of the Collage: Collage Name

Reason of Registration/Migration: Enter Reason

Provide Previsus Registration Details: State: State of Council | Old Registration No.: Old Regn No | Old Registration Date: dd-mm-yyyy

Purpose of Registration in HPSPC: Purpose of Registration | Remarks: Enter Remarks if any

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

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

The screenshot shows the 'Pay Application Fee' page on the Himachal Pradesh State Pharmacy Council website. A red arrow points to the 'Pay Application Fee/Check Payment Status' button.

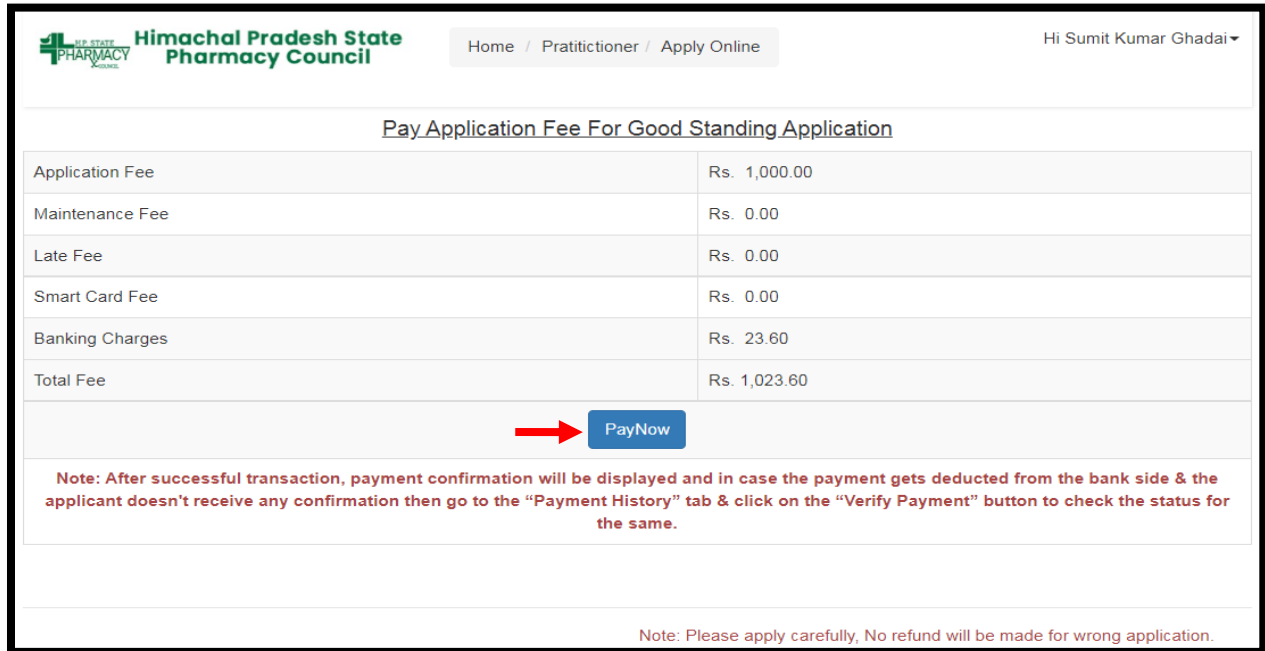
**Pay Application Fee**

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.




HP STATE PHARMACY COUNCIL  
Himachal Pradesh State Pharmacy Council

Home / Praticitioner / Apply Online

Hi Sumit Kumar Ghadai

Pay Application Fee For Good Standing Application

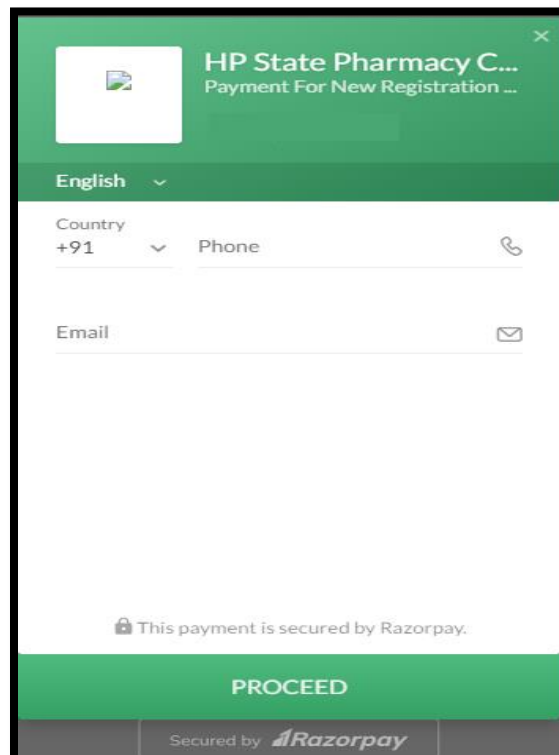
|                 |              |
|-----------------|--------------|
| Application Fee | Rs. 1,000.00 |
| Maintenance Fee | Rs. 0.00     |
| Late Fee        | Rs. 0.00     |
| Smart Card Fee  | Rs. 0.00     |
| Banking Charges | Rs. 23.60    |
| Total Fee       | Rs. 1,023.60 |

 [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

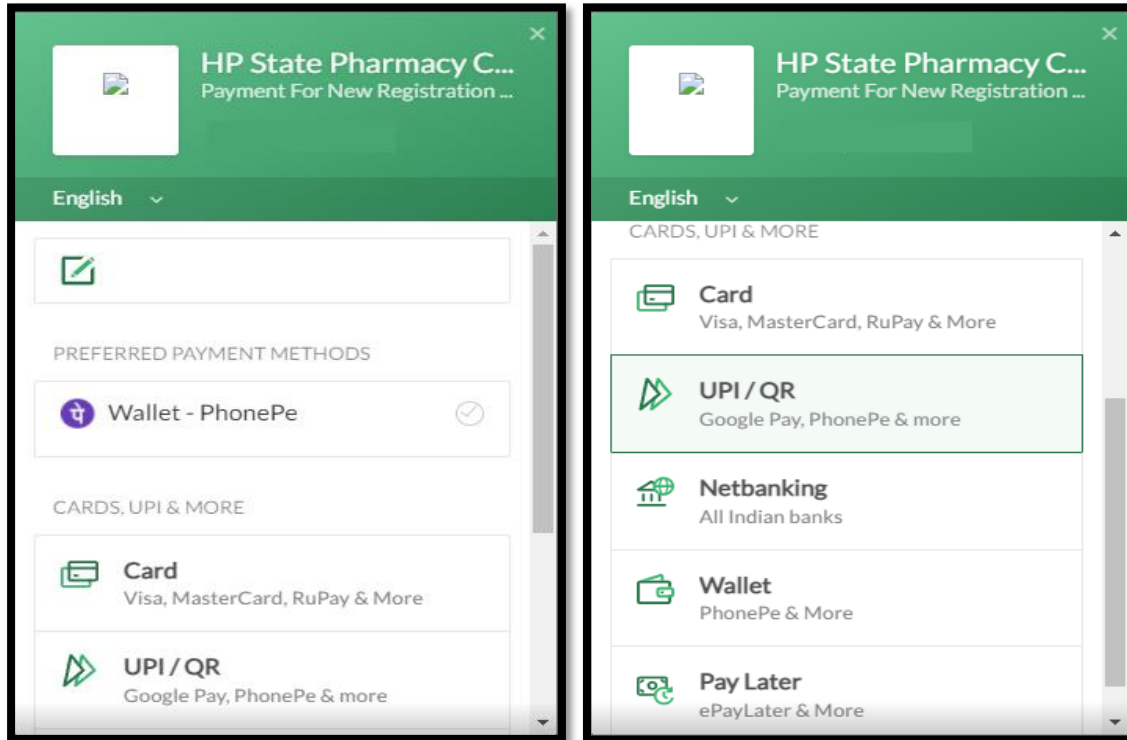
Email

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.**



**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.**

HP STATE PHARMACY COUNCIL Himachal Pradesh State Pharmacy Council

Home / Praticitioner / Apply Online

Hi Sumit Kumar Ghadai

Print

Payment Detail For Good Standing Application

|                      |                           |
|----------------------|---------------------------|
| Application No       | 202200028                 |
| Application Type     | Good Standing Application |
| Transaction Amount   | 1,023.60                  |
| 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 / Practitioner / Apply Online

Hi Sumit Kumar Ghadai

Print

**Payment Detail For Good Standing Application**

|                          |                           |
|--------------------------|---------------------------|
| Application No           | 202200039                 |
| Application Type         | Good Standing Application |
| Merchant ID              |                           |
| Transaction ID           | 61fb8e3f754c2             |
| Transaction Reference No |                           |
| Transaction Amount       | 1,023.60                  |
| 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.

Home / Practitioner / Payment History

Hi Sumit Kumar Ghadai

**Payment History**

Show 30 entries

Search:

| 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      | Good Standing Application | 202200011      |
| 2  | 61d5698cc48d1          | 2022-01-10 13:07:01      |                  |                    | Not Completed      | Good Standing Application | 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.

Application Status

Show 30 entries

| Sr | Application No | Application Date | Application Type | Application Status | Action                       |
|----|----------------|------------------|------------------|--------------------|------------------------------|
| 1  | 202200028      | 13/01/2022       |                  | Approved           | <a href="#">Print Report</a> |

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 171009  
www.hpssc.org Email: dic@hpssc.in

Application For Good Standing Application  
Application No : [redacted] Date: 05/02/2022

### Good Standing Application Form

|   |   |
|---|---|
| 1. Name of the Applicant                            | [redacted]  |
| 2. Address as given in the state Pbaracist Register | [redacted]  |
| 3. Present Address                                  | [redacted]  |
| 4. Qualification                                    | D.Pharm   |
| 5. Name of the College                              | Alluri Sitaram Raju Academy of Medical Science, Eluru |
| 6. Year Of Admission                                | 2022-02   |
| 7. Year Of Passing                                  | 2022-02   |
| 8. registration No. and Date                        | 012345 Date: 2022-01-20                               |
| 9. Date Of Validity                                 | 2022-02-02  |
| 10. Name of Organization                            | Sambalpur University                                  |
| 11. Designation                                     | Pharmacist  |
| 12. From Date                                       | 2022-02-05  |
| 13. To Date   | 2022-02-23  |

Date: \_\_\_\_\_ Signature Of Applicant \_\_\_\_\_

| Payment Detail       |                     | For Office Use Only |
|----------------------|---------------------|---------------------|
| Transaction ID       | 61fe4d0e13ade       |                     |
| Transaction Amount   | 1,023.60            |                     |
| Transaction Status   | Payment Successful  |                     |
| Transaction DateTime | 2022-02-05 03:41:20 |                     |

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

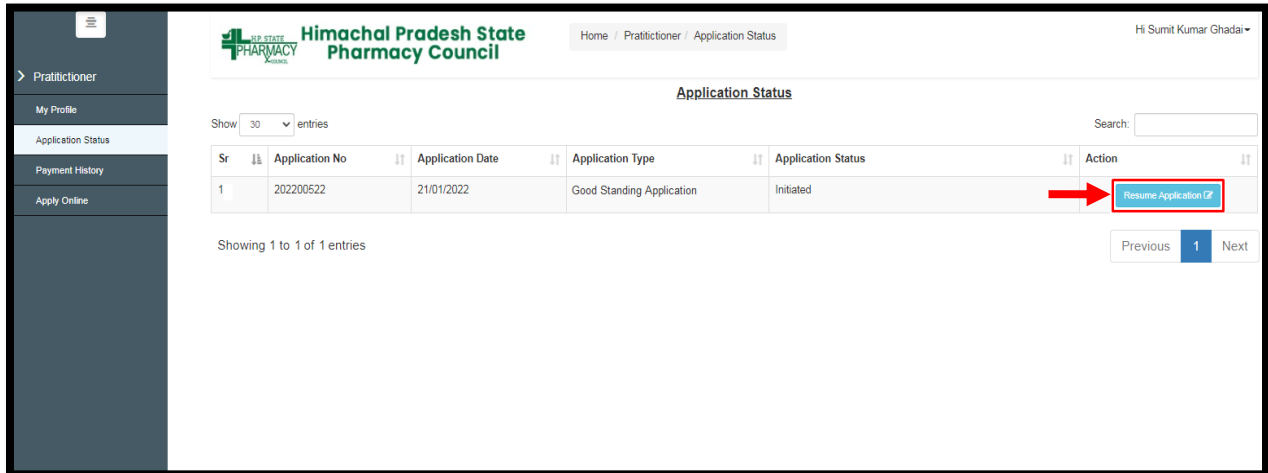
**Note:** At the time of the collection of the certificate & smart card, the candidate must bring original documents along with the receipts of payment for physical verification.

Activate Windows  
Go to Settings to activate Windows

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**.



The screenshot displays the 'Application Status' page for a practitioner. The page header includes the logo of the Himachal Pradesh State Pharmacy Council and the user's name, Hi Sumit Kumar Ghada. The left sidebar contains navigation options: Practitioner, My Profile, Application Status (selected), Payment History, and Apply Online. The main content area shows a table of applications with the following data:

| Sr | Application No | Application Date | Application Type          | Application Status | Action                             |
|----|----------------|------------------|---------------------------|--------------------|------------------------------------|
| 1  | 202200522      | 21/01/2022       | Good Standing Application | Initiated          | <a href="#">Resume Application</a> |

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation buttons for 'Previous', '1', and 'Next'. The 'Resume Application' button in the 'Action' column is highlighted with a red box and a red arrow.