**DOCUMENTS REQUIRED FOR APPPROVAL OF PRODUCTION AND QUALITY CONTROL INCHARGE**

**All documents should be attested by gazette officer or Notary Public and should be signed by CEO / Director / authorized person and stamp of the firm.**

1. Prescribe fee of Rs. 75,00/- for proposed Production / Q.C In charge .
2. Covering letter for approval of proposed Production / Q.C In charge
3. Appointment letter.
4. Job acceptance letter by the appointee.
5. Copy of CNIC of appointee.
6. Copy of academic degrees, as under Drugs (Licensing, Registering and Advertising) Rules, 1976.
7. Registration certificate from Pharmacy Council (in case of Production In charge).
8. Experience Certificate as under Drugs (Licensing, Registering and Advertising) Rules, 1976.
9. Resignation / retirement of earlier Production In charge / QC In charge.
10. Resignation or termination letter of appointee from the previous firm / promotion letter / transfer letter from the same firm.
11. Undertaking as whole time employee on stamp paper.