

Guidelines for SLA Submission (E-Pharma Empanelment)



Upon Successful Login, A New menu "DSD Request" will be available for Pharmacies Empanelled with RGHS for Counter Sale.

The screenshot shows the 'Consent Form for Doorstep Delivery for VINAYAK MEDICAL' in the RGHS portal. The URL is <https://rghs.rajasthan.gov.in/RGHS/epharmacyStoreSLADocument>. The form is pre-filled with the following details:

Pharmacy Details		Contact Details	
Name of Pharmacy	Pincode	Name Of Proprietor	Contact Number
VINAYAK MEDICAL	302012	PAWAN KUMAR AGARWAL	9829019088
Address		Mobile Number	Email Address
SHOP 34 ANAD VIHAR, A BAINAD ROAD DADI PHATAK, JHOTWARA		9829019088	VINAYAKMEDICAL2014@GMAIL.COM
DL Number	DL Retention Date	Serviceable Area Pincode	
JPR2014/27192/93/94/95	10/02/2024		
PBG Validity Date	Uploads		
10/02/2026	Upload SLA Document		
Geo Location		Upload Blue Print Document	
Latitude	Longitude	Choose file	
26.96474	75.75585	Choose file	

At the bottom, there are two checkboxes: I understand that no additional logistics cost will be payable by RGHS for DSD orders. and I have read and understood the terms and conditions in the SLA Document. Below these is an 'ACCEPT' button.

Upon clicking "DSD Request", the details of the Pharmacy will be auto populated on the screen. The details will include Name of Pharmacy, PIN Code, Address, DL number, DL Retention Date, PBG validity Date, Geo Location, Name of the Proprietor, Contact Number, Mobile Number and Email Address.

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Following details will be required to be uploaded by the pharmacy user:

1. Serviceable Area PIN Code (As per Excel Template available on portal, Only .xlsx file format upto 1MB is allowed for upload)
2. Signed and Sealed Copy of SLA (As per pdf / word Template available on portal, Only PDF file format upto 1MB is allowed for upload)
3. Blueprint Document (Only pdf file format upto 1MB is allowed for upload)

Other System Conditions for submission

1. The DL Retention Date should be not be older than current date, if so, the Pharmacy user will be required to update it on RGHS portal by providing documentary proof for updated date at RGHS office.
2. The PBG validity Date should be not be older than current date, if so, the Pharmacy user will be required to update it on RGHS portal by providing documentary proof for updated date at RGHS office.
3. Pharmacy Geo Location should be not be blank, if so, the pharmacy user will be required to provide geo location using RGHS connect mobile application. The step-by-step guide namely" Document To Capture Latitude and Longitude" is available on DSD Request page.
4. The Pharmacy User should mandatorily select the declaration checkboxes on DSD Request Page.

Once the Pharmacy User Submits the DSD Request form, the request will be sent to RGHS for final Approval. In the meantime, the Pharmacy user will be required to submit original copy of SLA Document (Duly Sealed and Signed from Pharmacy End) to RGHS.

Refer Annexure A for process flow for SLA Submission and Approval.

Process Flow for SLA (E-Pharma Empanelment)

