


<p>भारतीय भेषजी परिषद् (स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत सांविधिक निकाय) भारत सरकार आई-300, तीसरी मंजिल, टावर-1, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029 टेलीफोन नंबर 011-65218900-01 E-mail: registrar@pci.nic.in</p>	 <p>कामधे दू खलतानाम् प्राणिनामार्तिनाशनम्</p>	<p>PHARMACY COUNCIL OF INDIA (Statutory body under Ministry of Health & Family Welfare) Government of India I-300, 3rd floor, Tower-I, World Trade Centre, Nauroji Nagar, New Delhi-110029 Telephone No. 011-65218900-01 E-mail: registrar@pci.nic.in</p>
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Circular

Ref. No.: 14-3/2025-PCI

To,

All Institutions

Sub: Relieving/change of faculty from institutions after resignation — regarding.

Ref.: Item No. 74 of 443rd Executive Committee meeting held on 10.04.2026.

Sir/Madam,

It has come to the notice of the Pharmacy Council of India that issues are being faced by faculty members and institutions with regard to relieving/change of faculty after resignation and updating of faculty details on the PCI portal. It is informed as under:

1. The institutions shall be allowed to change/update faculty details including Head of Institutions **twice in the relevant academic year**, i.e. in the months of **September and March**, on the PCI portal.
2. All institutions must ensure that the respective faculty must be relieved accordingly from the AEBAS portal as well without fail to comply with this notification.
3. The facility for relieving/joining/change of faculty shall be available on the PCI portal only during the above-mentioned permitted periods.
4. All institutions shall ensure that the details of faculty uploaded on the PCI portal are correct, updated and supported by proper appointment/relieving records.
5. In case any faculty has resigned/left the institution, the institution shall take necessary action to relieve the said faculty on the PCI portal during the permitted period only.
6. No institution shall continue to retain/show the name of any faculty member on the PCI portal after his/her resignation or after leaving the

institution.

7. No institution shall upload or use the name/details of any faculty member without proper appointment/consent and supporting records.
8. Any incorrect uploading, non-relieving or unauthorized retention/use of faculty details on the PCI portal shall be viewed seriously and appropriate action may be initiated as per the provisions of the Pharmacy Act, 1948 and the Regulations framed there under.
9. The Principal/Head of the Institution shall be responsible for ensuring correctness of faculty data uploaded on the PCI portal.

This is for your kind considerations and strict compliance.

Yours faithfully

(ANIL MITTAL)
Registrar-cum-Secretary