

भारतीय भेषजी परिषद्
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत सांविधिक निकाय)
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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

Circular

Ref. No. 10-1/2025-PCI (AWARD)

dt. 9.9.2026

To

All Registered Pharmacists

Sub: User Manual for Submission of Pharmacist Award Application on Digi-Pharmed Portal.

Ref: Our Circular No. Ref. No. 10-1/2025-PCI (AWARD) dt. 1.9.2026.

Sir/Madam,

This is with reference to the Pharmacist Award Application being facilitated through the Digi-Pharmed Portal of the Pharmacy Council of India (PCI).

To ensure that the application is filled and submitted correctly, all eligible pharmacists are requested to carefully read and follow the User Manual before filling the application to avoid errors, incomplete information or delays in processing of the application.

Particular attention may kindly be given to entering the correct professional, registration, qualification and reference details and uploading all required documents before submitting the application.

The detailed **User Manual for Pharmacist Award Application** is attached herewith for the kind information, guidance and necessary action of all concerned.

All applicants are advised to ensure that the application is complete and accurate before final submission.

Yours Faithfully

(ANIL MITTAL)
Registrar-Cum-Secretary

Digitally signed by
ANIL MITTAL
Date: 10-09-2026
15:13:52



Pharmacy Council of India

A STATUTORY BODY UNDER MINISTRY OF HEALTH & FAMILY WELFARE

USER MANUAL

Pharmacist Award Application





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1. Introduction

The **DigiPharmed Portal**, developed for the **Pharmacy Council of India (PCI)**, is a centralized digital platform designed to streamline and manage **pharmacist award applications, research activities, and pharmacist assignment processes** for pharmacy institutions. The portal enables efficient coordination between **PCI Admin, Pharmacists, and State Pharmacy Councils (SPCs)** through structured workflows for submitting and processing pharmacist award applications.

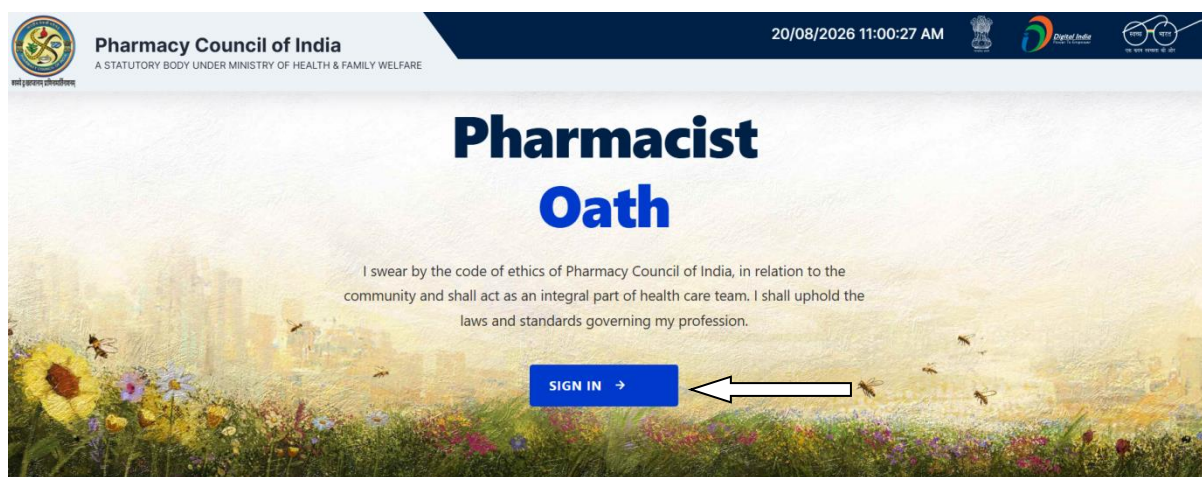
This user manual provides **step-by-step guidance** on accessing the portal, managing pharmacist award applications, assigning pharmacist awards, and performing role-based actions within the system. It is intended to help users understand the portal's functionalities and perform tasks accurately and efficiently.

The document is organized into sections based on user roles, including **PCI Admin, Pharmacist, and State Pharmacy Council (SPC)**, with clear instructions and supporting screenshots for ease of use.

2. Pharmacist Login

2.1 Accessing the Portal

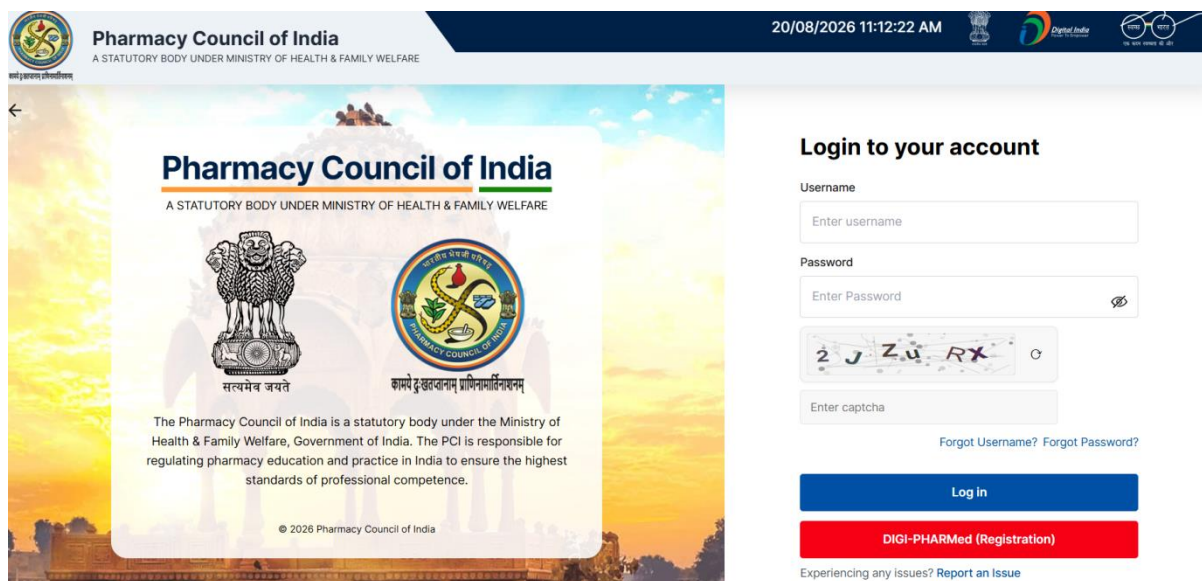
- To begin the process, access the official DigiPharmed portal by navigating to the following URL: <https://digipharmed.pci.gov.in/#/digipharmed>
- Once the homepage loads successfully, locate and click on the “**Sign In**” button displayed on the screen. This action will redirect the user to the login interface, where the required credentials can be entered to proceed further into the system.



2.2 Login to the Portal

- After clicking on the “**Sign In**” button, the system will display the login page. On this page, enter the registered credentials, including the **Username** and **Password**, in the respective fields.

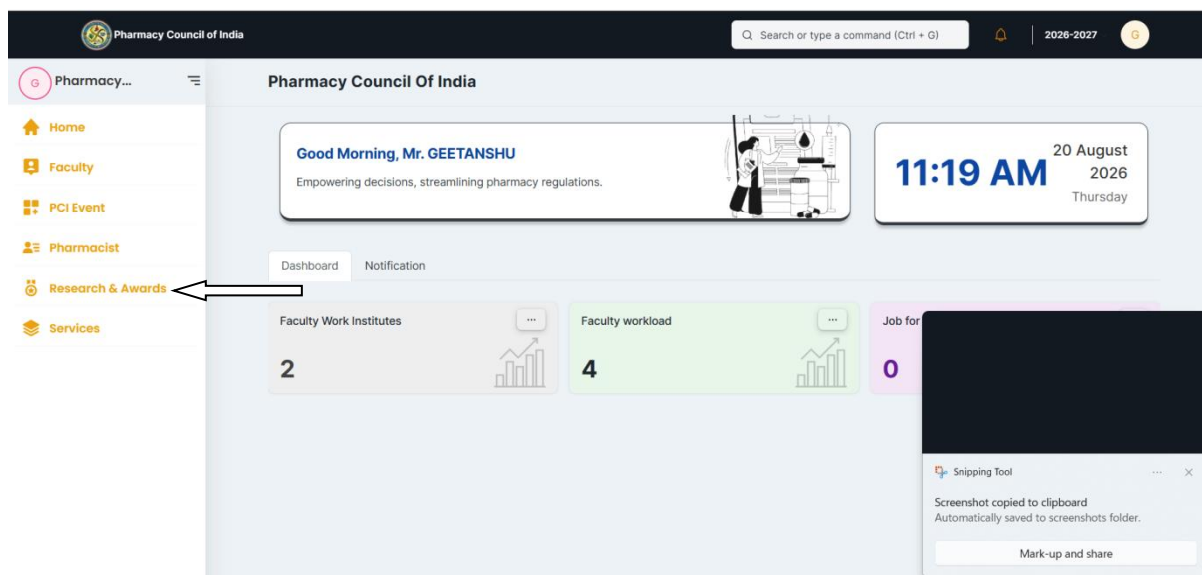
- Once the details have been entered correctly, click on the **“Log In”** button to access the PCI Pharmacist account. Upon successful authentication, the user will be redirected to the dashboard.



The screenshot shows the login page of the Pharmacy Council of India. On the left, there is a large banner with the PCI logo and text: "Pharmacy Council of India, A STATUTORY BODY UNDER MINISTRY OF HEALTH & FAMILY WELFARE. The Pharmacy Council of India is a statutory body under the Ministry of Health & Family Welfare, Government of India. The PCI is responsible for regulating pharmacy education and practice in India to ensure the highest standards of professional competence." On the right, there is a "Login to your account" section with fields for Username, Password, and a captcha. Below these fields are links for "Forgot Username?" and "Forgot Password?", a blue "Log In" button, and a red "DIGI-PHARMed (Registration)" button. At the bottom, there is a link: "Experiencing any issues? Report an Issue".

2.3 Navigating to Research and Awards

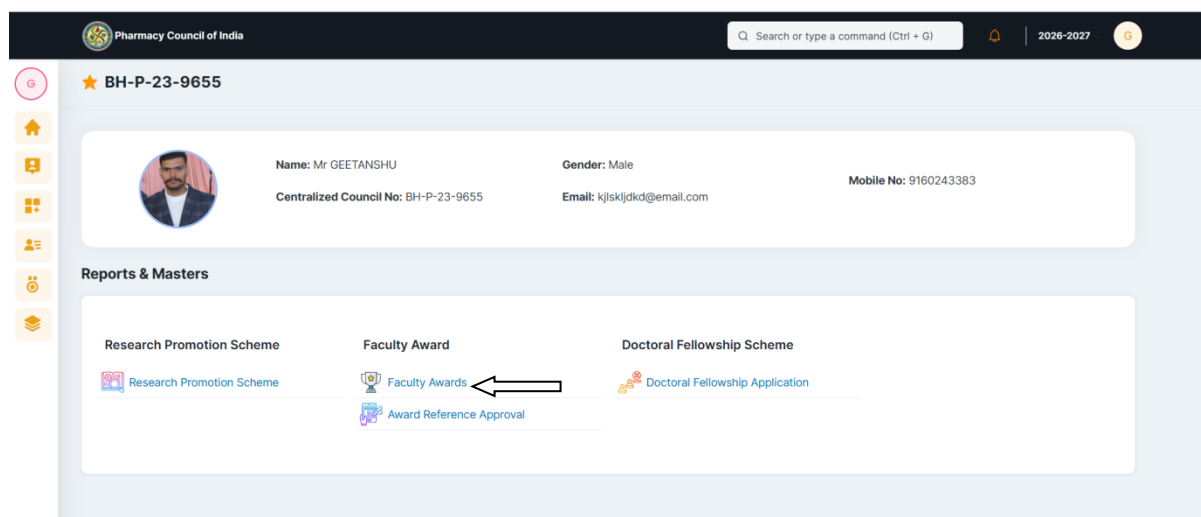
- After successfully logging into the system, the user will be directed to the dashboard. From the dashboard, locate the sidebar menu available on the screen.
- In the sidebar menu, identify and select the **“Research and Awards”** option. Clicking on this option will expand or redirect the user to the Research and Awards List section, where various configuration and management modules are available.



The screenshot shows the dashboard of the Pharmacy Council of India. On the left, there is a sidebar menu with options: Home, Faculty, PCI Event, Pharmacist, **Research & Awards** (highlighted with a red arrow), and Services. The main content area shows a greeting: "Good Morning, Mr. GEETANSHU" with the tagline "Empowering decisions, streamlining pharmacy regulations." Below this, there are three cards: "Faculty Work Institutes" with a value of 2, "Faculty workload" with a value of 4, and "Job for" with a value of 0. A "Snipping Tool" window is open in the bottom right corner, displaying the text: "Screenshot copied to clipboard. Automatically saved to screenshots folder. Mark-up and share".

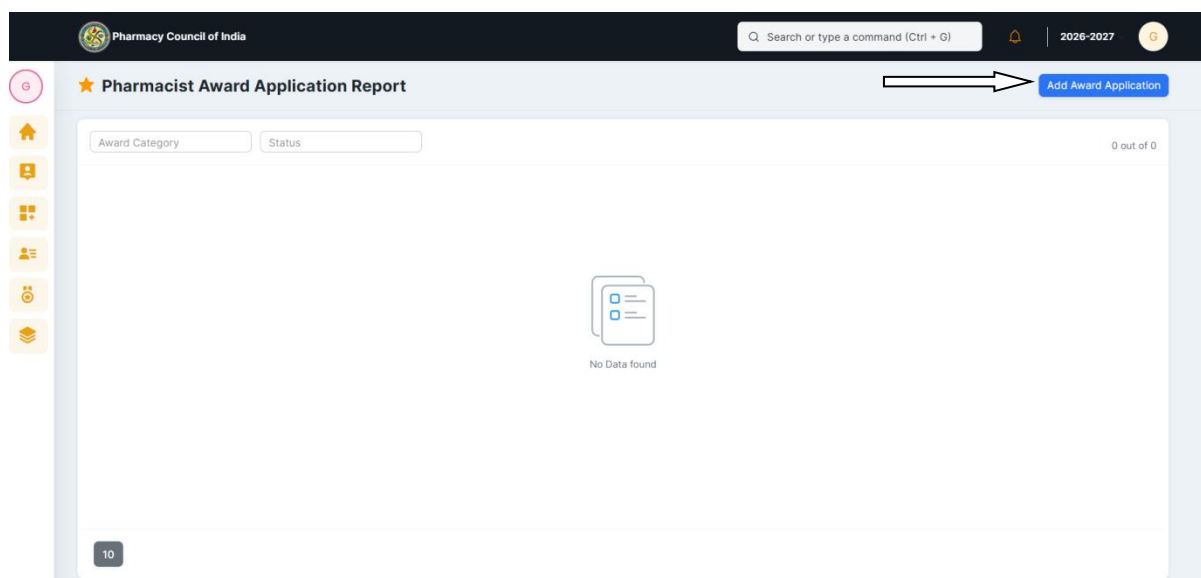
2.4 Accessing Faculty Awards Section

Within the “**Faculty Awards**” section, locate the “**faculty awards**” option available in the list of modules. Click on “**faculty awards**” to access the awards management section, where existing awards records can be viewed and managed.



2.5 Adding a Add Award Application

- To add a new award application, click on the “**Add Award Application**” button available in the Faculty Awards section. This action will initiate the process of creating a new awards entry in the system.

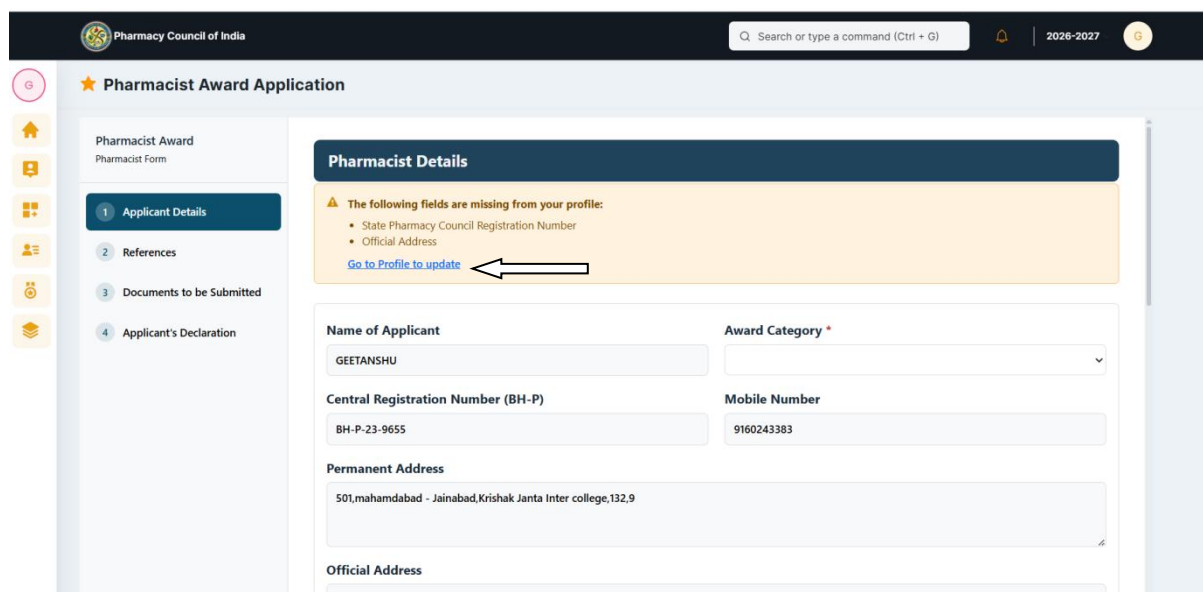


2.6 Filling and Submitting Pharmacist Award Application Details

After clicking on the “**Add Award Application**” button, the **Award Form** will be displayed on the screen.

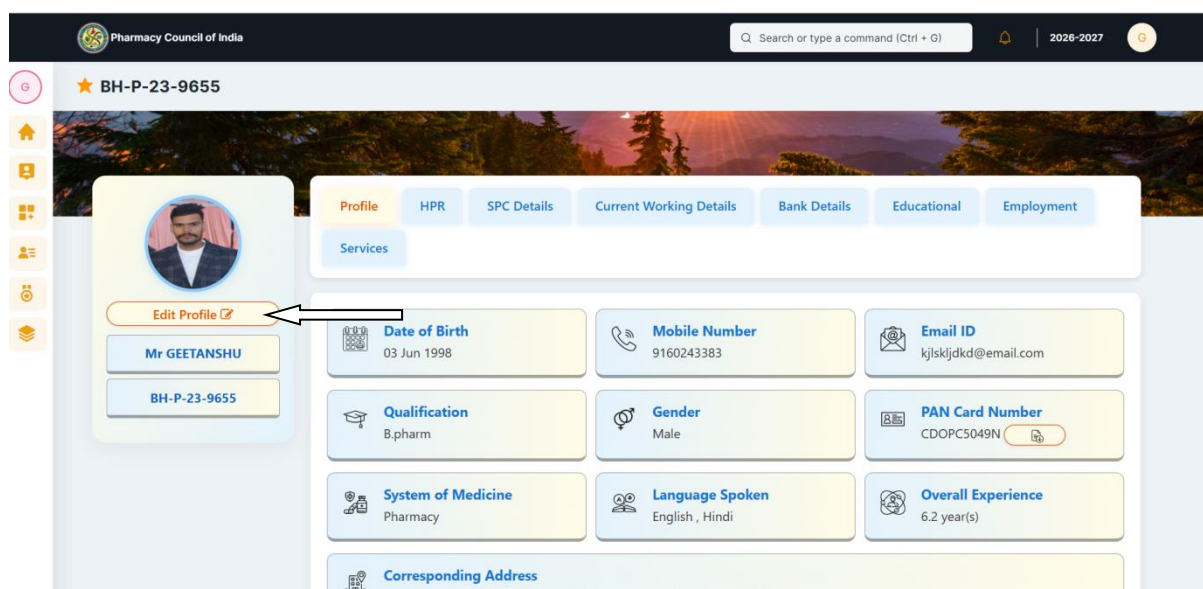
The user is required to fill in the necessary details in the respective fields provided. The Award form consists of the following components:

Click **“Go to Profile Update”** to fill in the required details and proceed to the next step.



2.7 Edit Profile

After that, click the **“Edit Profile”** button and update the required profile fields. An **OTP will be sent for verification**. Enter the OTP to complete the verification and proceed to the next step.



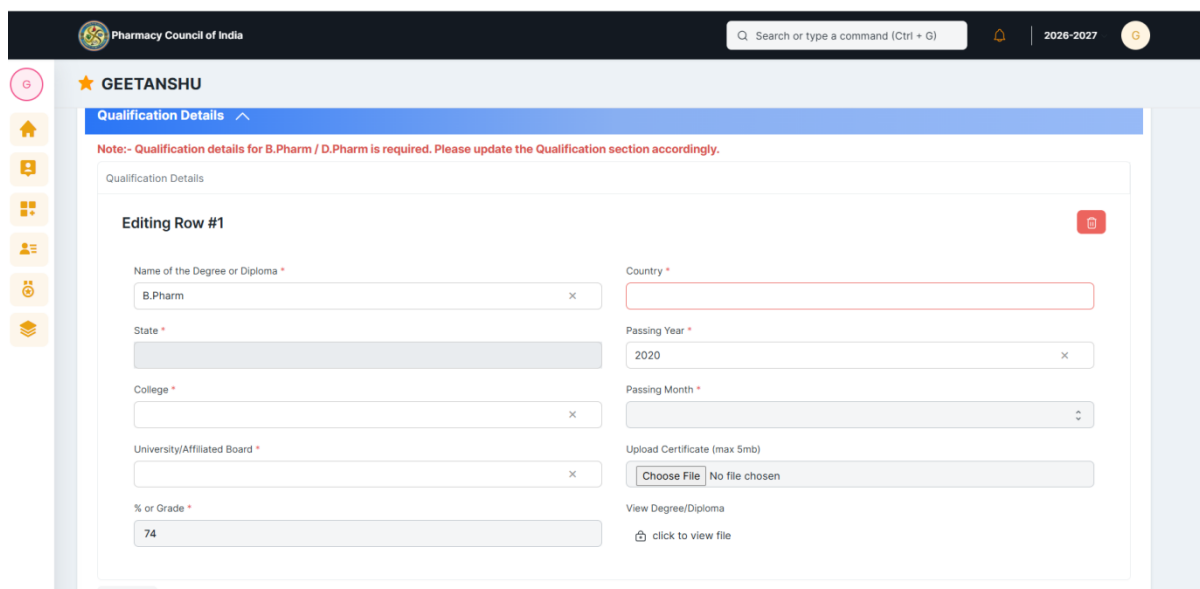
2.8 Registration Details and Qualification Details

Fill in the **Registration Details**, **Qualification Details** and **all other required information**. After completing the form, click the “**Submit**” button to proceed to the next step.



The screenshot shows the 'Registration Details' section of the Pharmacy Council of India registration form. The user is logged in as 'GEETANSHU'. The form includes the following fields:

- Application Status (State Pharmacy Council) ✓
- Contact Information ✓
- Personal Details ✓
- Address as per KYC ✓
- Communication Address ✓
- Language ✓
- System of Medicine ✓



The screenshot shows the 'Qualification Details' section of the Pharmacy Council of India registration form. The user is logged in as 'GEETANSHU'. The form includes the following fields:

- Qualification Details
- Note:- Qualification details for B.Pharm / D.Pharm is required. Please update the Qualification section accordingly.
- Editing Row #1
- Name of the Degree or Diploma * (B.Pharm)
- Country *
- State *
- Passing Year * (2020)
- College *
- Passing Month *
- University/Affiliated Board *
- Upload Certificate (max 5mb) (Choose File No file chosen)
- % or Grade * (74)
- View Degree/Diploma (click to view file)

Pharmacy Council of India

Search or type a command (Ctrl + G)

2026-2027

★ GEETANSHU

Registration Details

Register with Council *
Uttar Pradesh Pharmacy Council

Registration Number *

Date of First Registration *
27/12/2023

Is the registration permanent or renewal?

Registration valid till *
27/12/2024

Registration certificate attachment(Latest Certificate) (max 5mb) *
Choose File No file chosen

[View Attachment](#)

☐ Is your name on the registration certificate different from the name on your Aadhaar?

Qualification Details

Current Work Details

[Submit](#)

2.9 Application Details

Click “**Go to Professional Profile**” to update the required profile details and proceed to the next step.

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★ Pharmacist Award Application

27-12-2023 27-12-2024

Pharmacist Award
Pharmacist Form

1 Applicant Details

2 References

3 Documents to be Submitted

4 Applicant's Declaration

Educational Qualifications

#	Qualification	Institution	University	Year of Passing	Percentage / CGPA / Class
1	B.Pharm	janta college of pharmacy bijnor road Noorpur	A.K.T.U	2020	74

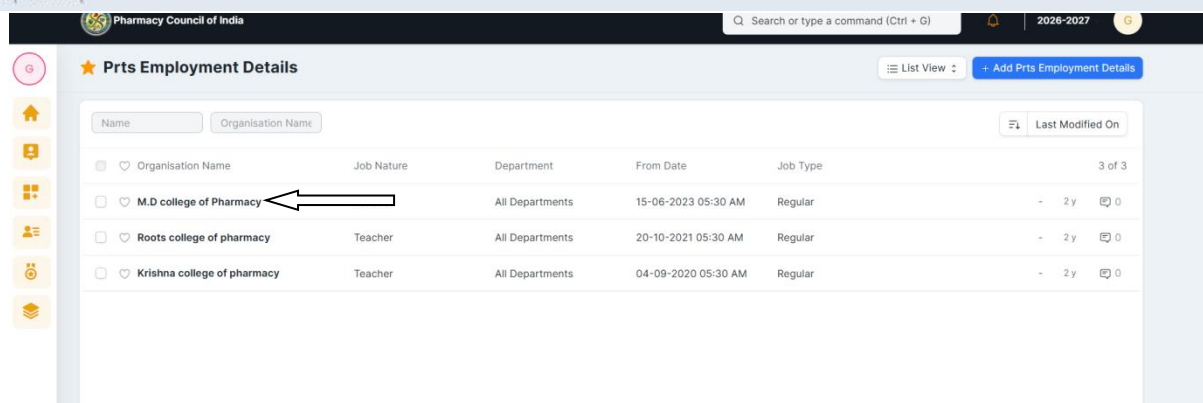
Professional Experience

⚠ Missing in Professional Experience:

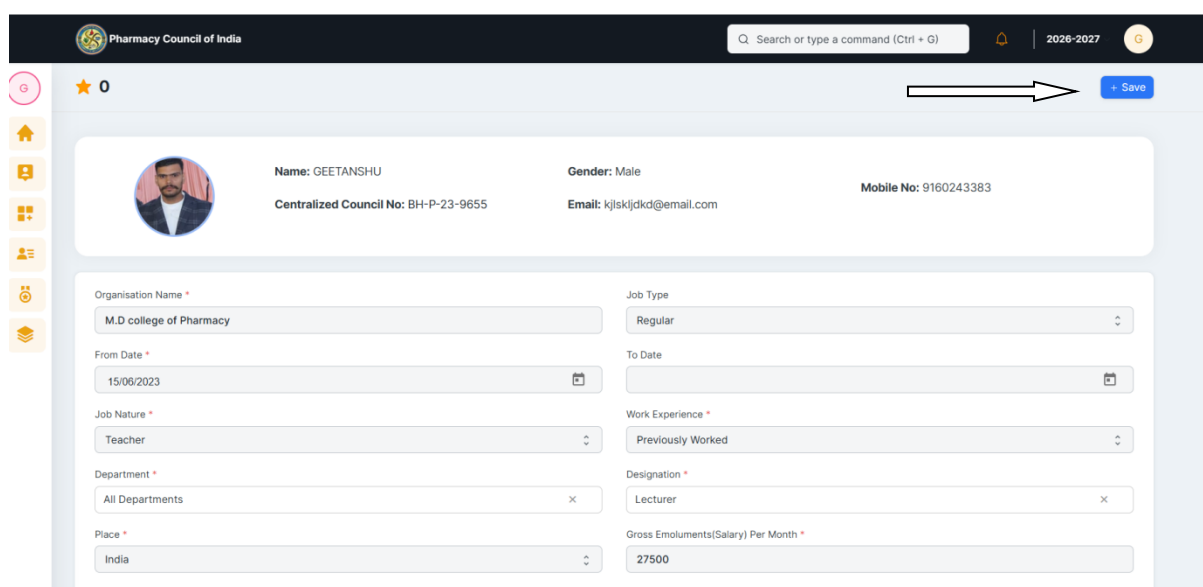
- Row 1: To Date
- Row 2: To Date
- Row 3: To Date

[Go to Professional Profile to update](#)

Click the **Organisation Name** to proceed to the next step.



Enter the **To Date**, then click the **Save** button to proceed to the next step.



Enter or update all the required information, such as:

Pharmacist Details

State Pharmacy Council Details

Educational Qualifications

Professional Experience

- State Pharmacy Council Registration Number
- Official Address
- Other mandatory profile details

Verify that all the entered information is correct.

Click **Save Draft** to save the profile details.

After that click **next** button for the next process

Return to the **Award Application** page and continue with the application process.

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★ Pharmacist Award Application

3 Documents to be Submitted

4 Applicant's Declaration

#	Qualification	Institution	University	Year of Passing	Percentage / CGPA / Class
1	B.Pharm	janta college of pharmacy bijnor road Noorpur	A.K.T.U	2020	74

Professional Experience

#	Designation	Organization	From	To	Experience
1	Lecturer	Krishna college of pharmacy	04/09/2020	20/08/2026	5 yrs. 11 mos
2	Lecturer	Roots college of pharmacy	20/10/2021	20/08/2026	4 yrs. 10 mos
3	Lecturer	M.D college of Pharmacy	15/06/2023	20/08/2026	3 yrs. 2 mos

Previous

Save Draft

Next

2.10 References

Complete all the **Application Details**. After that, the system will automatically proceed to the **Reference** section. Enter two **Central Registration No. (BH-P)** for reference purposes.

Pharmacy Council of India

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★ Pharmacist Award Application

Pharmacist Award Pharmacist Form

1 Applicant Details

2 References

3 Documents to be Submitted

4 Applicant's Declaration

References

Enter the Central Registration Number (BH-P). The remaining details will be fetched automatically.

Note:

- Provide the valid Central Registration Number (BH-P) of each reference.
- The reference details will be fetched automatically from the Pharmacist Registry.
- Only pharmacists with an active registration can be selected as references.
- Your application will proceed only after the required references have approved your request.
- Ensure that the selected references are informed to review and respond to your request promptly.

Sl. No.	Central Registration No (BH-P)	Name	Status	State Pharmacy Council	Contact Number	Email	Actions
1	BH-P-24_XXXX	-	-	-	-	-	Remove
2	BH-P-24_XXXX	-	-	-	-	-	Remove

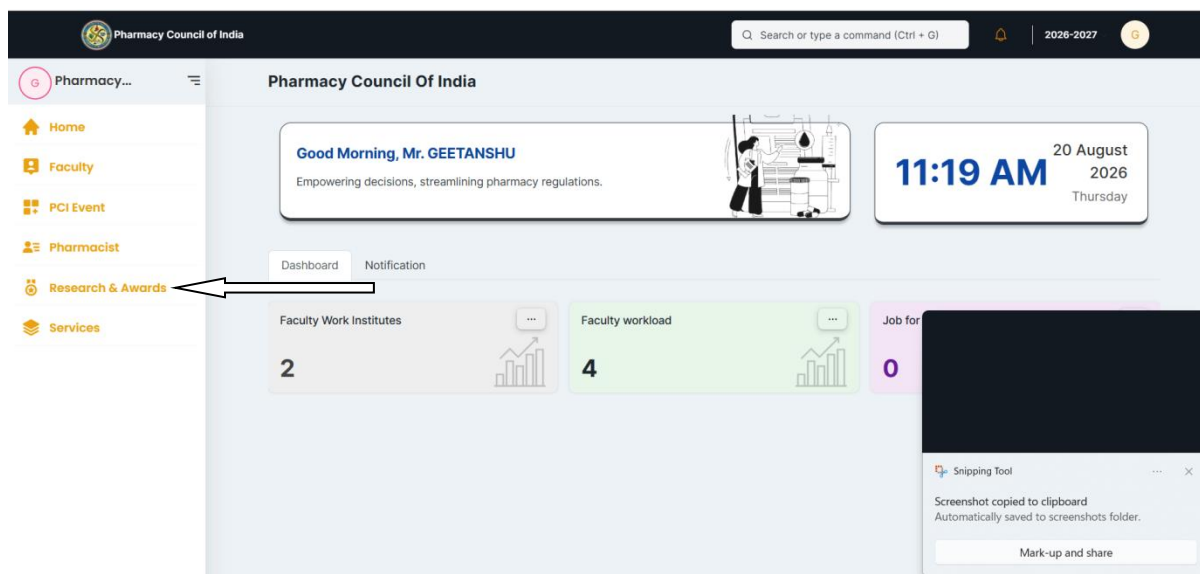
+ Add Reference

3. Pharmacist login for reference

3.1 Navigating to Research and Awards

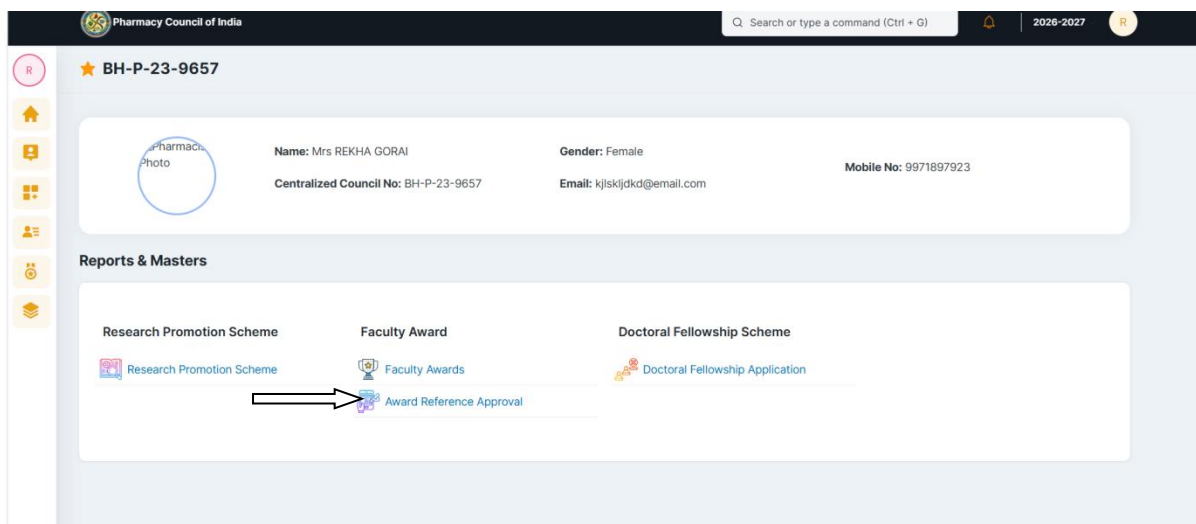
- After successfully logging into the system, the user will be directed to the dashboard. From the dashboard, locate the sidebar menu available on the screen.

- In the sidebar menu, identify and select the **“Research and Awards”** option. Clicking on this option will expand or redirect the user to the Research and Awards List section, where various configuration and management modules are available.



3.2 Award Reference Approval

After that, click **“Award Reference Approval”** under the **Faculty Award** section to proceed to the next step.



After that, click **“Approve”** under the **Action** column in **Pharmacist Award Reference Approval** to approve the reference.

Pharmacy Council of India

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2026-2027

R

R

★ Pharmacist Award Reference Approval

1 Records

#	BHP Number	Applicant Name	Category	State Council	Mobile	Email	Status	Action
1	• BH-P-23-9655	GEETANSHU	Regulatory Pharmacist	Uttar Pradesh Pharmacy Council	9160243383	kjskjdjd@email.com	• Pending	✓ Approve ✗ Reject

3.3 BH-P-NO. Status: **Approved**

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R

R

★ Pharmacist Award Reference Approval

1 Records

#	BHP Number	Applicant Name	Category	State Council	Mobile	Email	Status	Action
1	• BH-P-23-9655	GEETANSHU	Regulatory Pharmacist	Uttar Pradesh Pharmacy Council	9160243383	kjskjdjd@email.com	• Approved	Completed

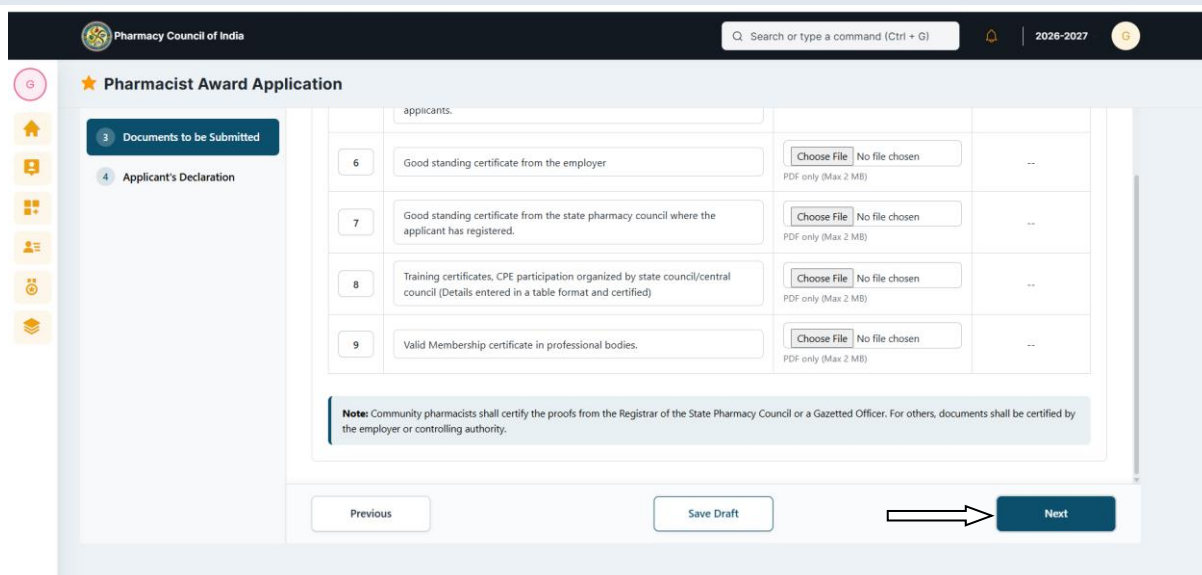
Note: Two Central Registration No. (BH-P) are mandatory. Both references must be approved before proceeding to the next steps.

4. Pharmacist Login

4.1 Documents to be submitted

Complete all the **reference Details**. After that, the system will automatically proceed to the **document to submitted** section. Enter PDF all the given section.

After that click next button for the next process



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★ Pharmacist Award Application

3 Documents to be Submitted

4 Applicant's Declaration

applicants:

6	Good standing certificate from the employer	Choose File No file chosen PDF only (Max 2 MB)	...
7	Good standing certificate from the state pharmacy council where the applicant has registered.	Choose File No file chosen PDF only (Max 2 MB)	...
8	Training certificates, CPE participation organized by state council/central council (Details entered in a table format and certified)	Choose File No file chosen PDF only (Max 2 MB)	...
9	Valid Membership certificate in professional bodies.	Choose File No file chosen PDF only (Max 2 MB)	...

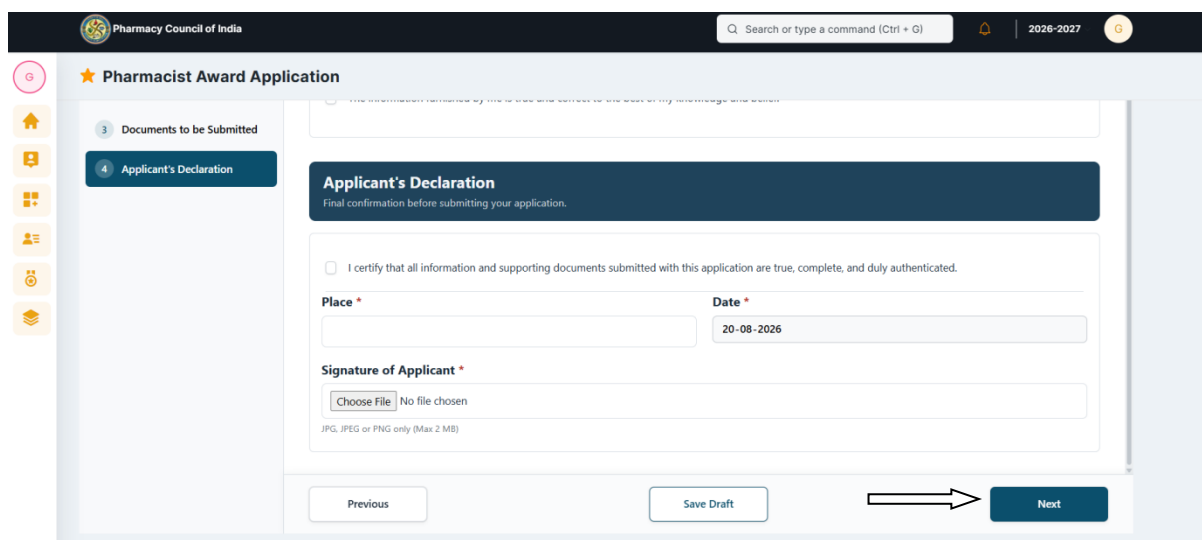
Note: Community pharmacists shall certify the proofs from the Registrar of the State Pharmacy Council or a Gazetted Officer. For others, documents shall be certified by the employer or controlling authority.

Previous Save Draft **Next**

4.2 Application Declaration

Complete all the **documents to be submitted details**. After that, the system will automatically proceed to the **application declaration** section. Enter all the **required fields** with the necessary details.

After that click next button for the next process



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★ Pharmacist Award Application

3 Documents to be Submitted

4 Applicant's Declaration

Applicant's Declaration
Final confirmation before submitting your application.

☐ I certify that all information and supporting documents submitted with this application are true, complete, and duly authenticated.

Place * **Date ***

20-08-2026

Signature of Applicant *

Choose File No file chosen
JPG, JPEG or PNG only (Max 2 MB)

Previous Save Draft **Next**



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4.3 Pharmacist award application report status Submitted

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2026-2027

G

G

★ Pharmacist Award Application Report

Award Category

Status

1 out of 1

#	Centralised Pharmacy No	Award Category	Faculty Name	Mobile Number	Status	Declaration Date	Action
1	BH-P-23-9655	Regulatory Pharmacist	GEETANSHU	9160243383	Submitted	20-08-2026	View Report

10

Thus, your application is submitted.