GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Government of India

Online National Drugs Licensing System (ONDLS)

USER MANUAL

Centre for Development of Advanced Computing

(A Scientific Society of the Ministry of Electronics and Information Technology, Govt. of India)

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Blood Bank

Diagram 1: DFD Blood Bank Fresh/Old Application Submission

1. Applicant Dashboard

- After login, an applicant dashboard shows the following options as shown in Figure 1.
- Applicant can apply for:
    - Fresh Application
    - Old Application

- **Fresh Application**: Applicants apply for a new application. For fresh application submission, users can click on application processing from the dashboard, as shown in Figure 1.

- **Old Application**: Applicants apply for renewal of old licence. For old application, user can proceed with old licence management tile from dashboard as shown in Figure 1.
    - For Fresh Application, users should add, hire, and approve four technical members. Technical members users can include are a Blood Centre Technician, Technical Supervisor, a Medical Officer, and a Registered Nurse.
    - For Old Application also, users should add technical member.

Figure 1: Applicant Dashboard

2. Technical Member

- If users want to add a technical member, then click on tile Technical Member to proceed as shown in Figure 2. Once the user clicks, the page will be redirected to Technical Member Page as shown in Figure 3.

2.1 Add Technical Member

- Now click on Add Technical Member tile, enter the Member Registration number in the text box given on page Technical Person Profile and click on button Fetch Profile as shown in Figure 4.

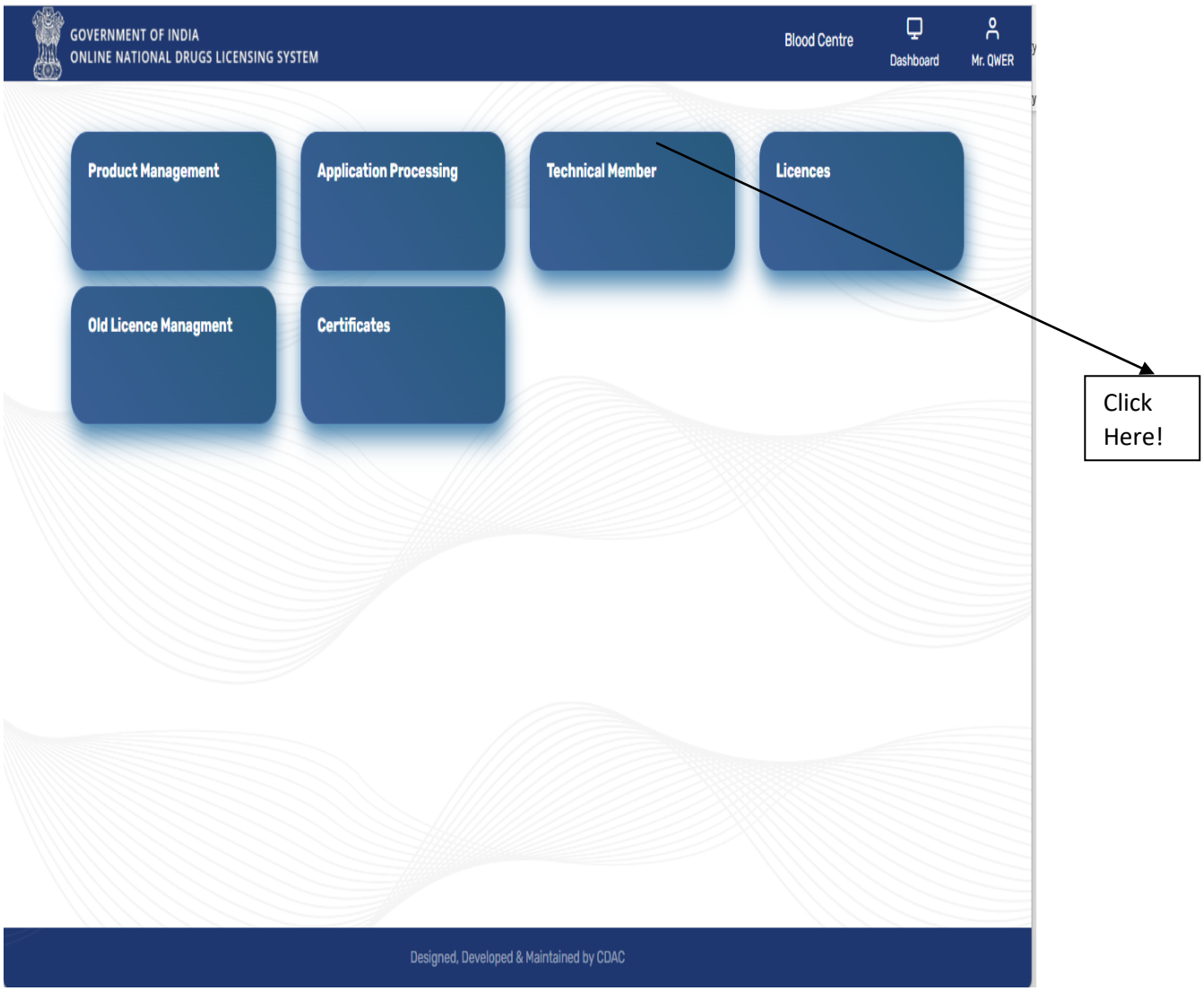


Figure 2: Technical Member

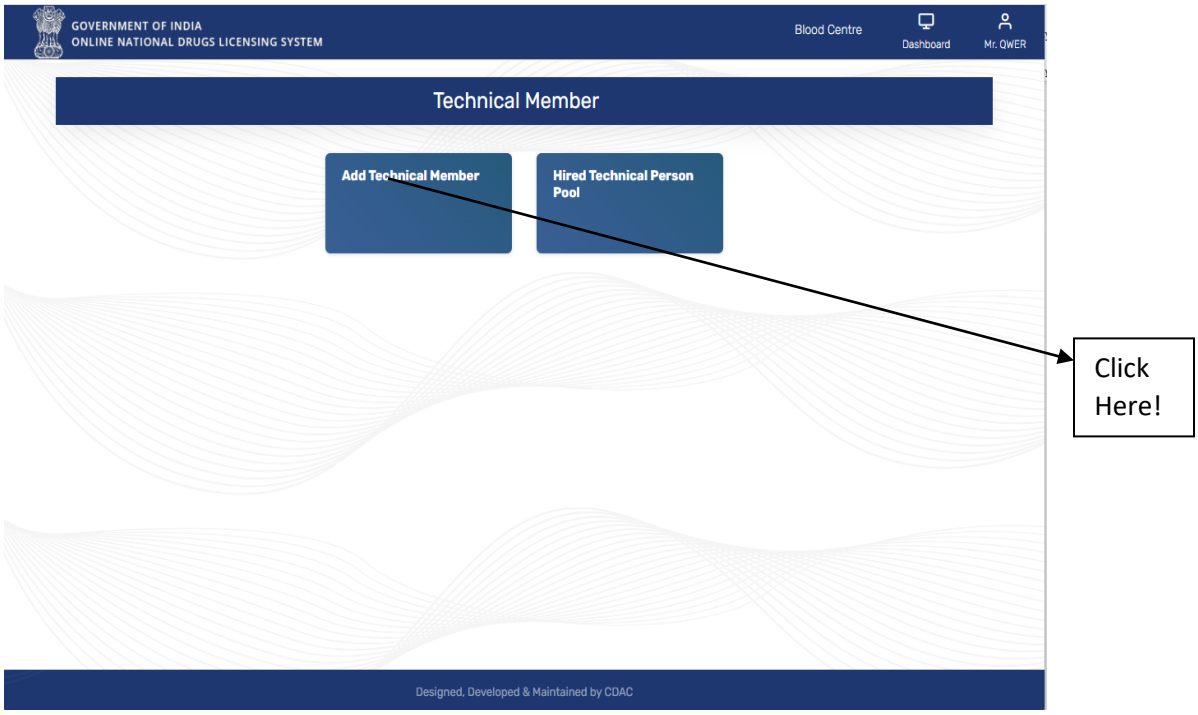


Figure 3: Technical Member Page

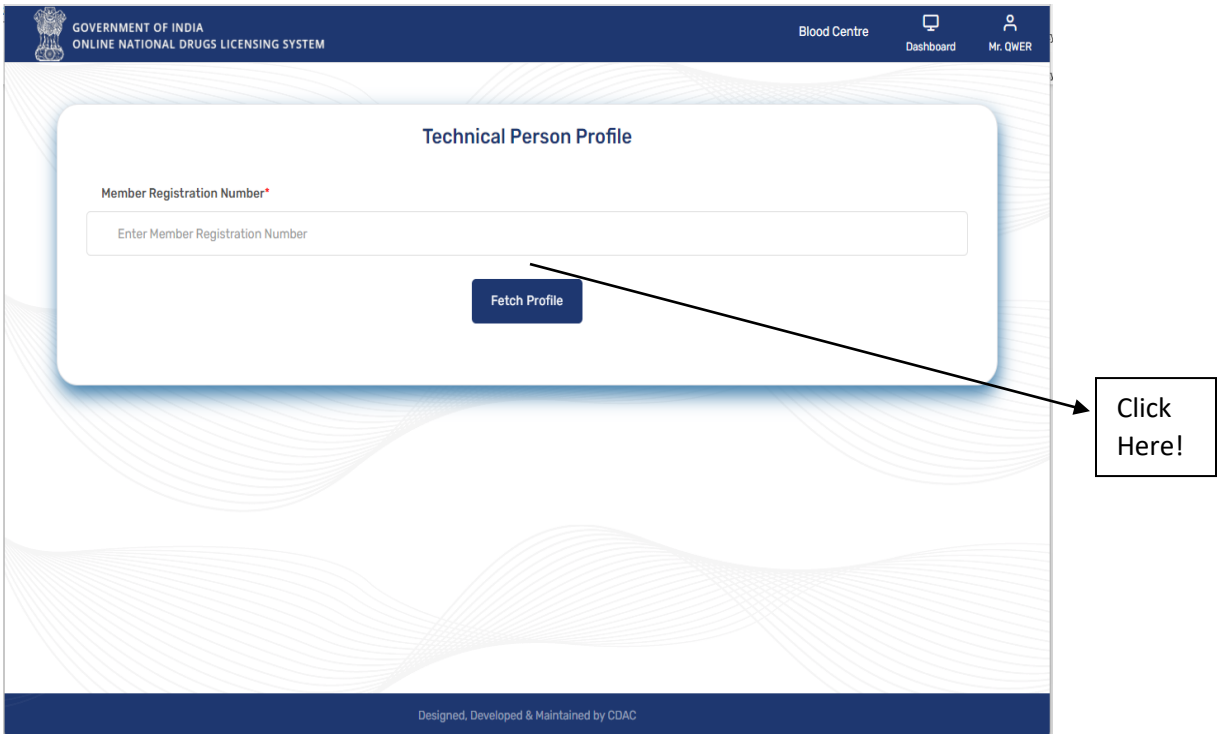


Figure 4: Technical Person Profile

- After fetching the profile of different technical members according to their qualification, user will assign role or designation, select joining date and upload offer letter and click on Confirm Hiring button on Technical Person Profile Page as shown in Figure 5.

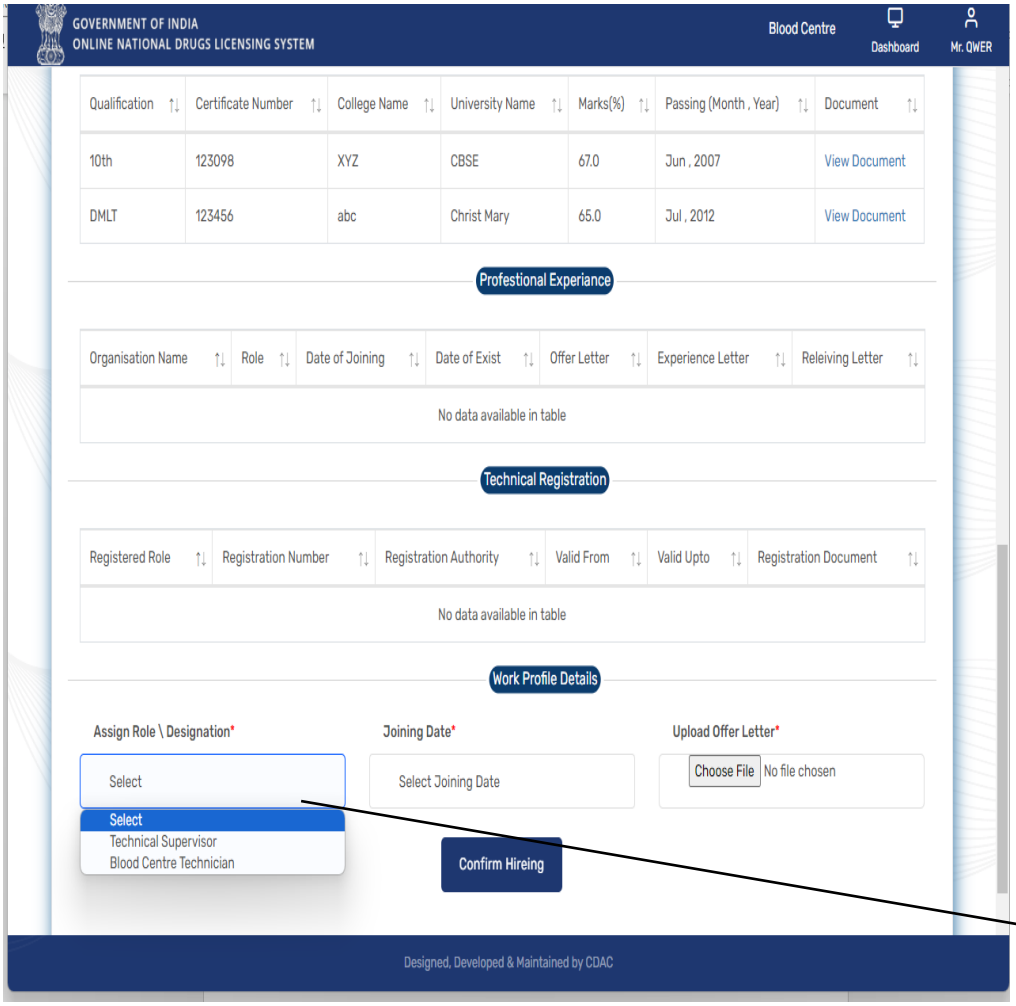


Figure 5: Assign Role

- After clicking on Confirm Hiring, the user will get the pop-up message as shown in Figure 6. Click on the Proceed button and confirm joining.

Message: *A link on registered email id and profile notification in the Profile section of the Technical Person will be sent, please acknowledge the Technical Person to accept the offer on or before three days otherwise the link and profile notification will get expired.*

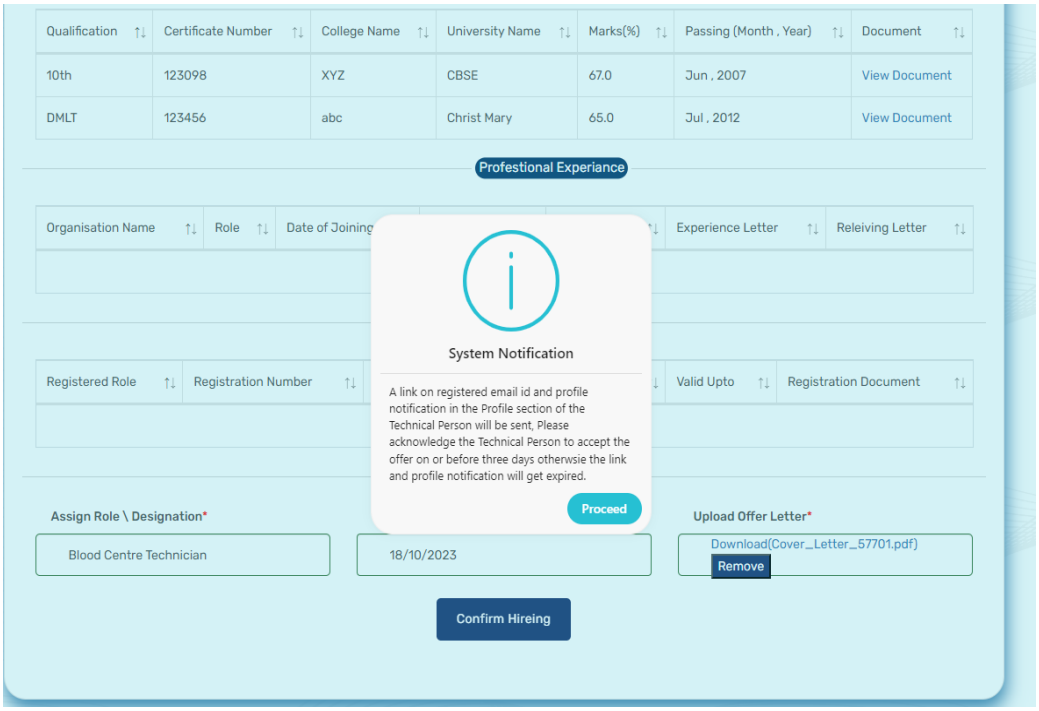
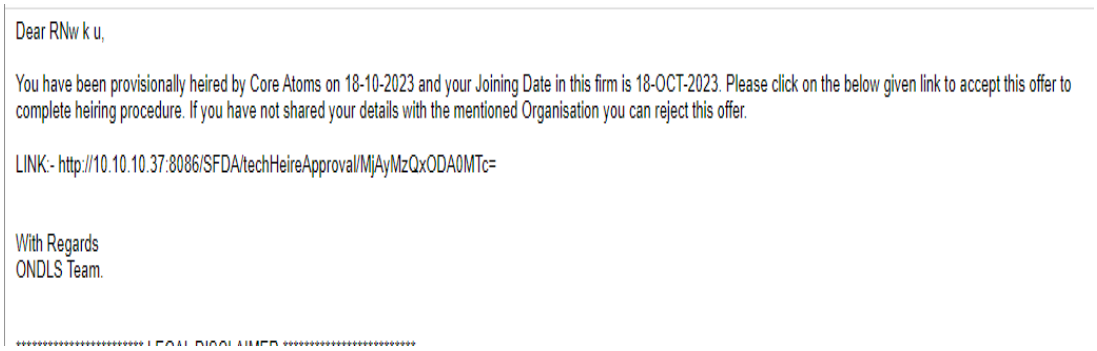


Figure 6: System Notification

- Technical persons received the link in their registered mail id for accepting the offer within 3 days. User will click on the link and open and accept the offer after clicking on Approve button and receive the message hiring process gets completed. If user does not want to accept click on Reject Button as shown in Figure 7, 8 and 9.


Dear RNw k u,

You have been provisionally heired by Core Atoms on 18-10-2023 and your Joining Date in this firm is 18-OCT-2023. Please click on the below given link to accept this offer to complete heiring procedure. If you have not shared your details with the mentioned Organisation you can reject this offer.

LINK:- http://10.10.10.37:8086/SFDA/techHeireApproval/MjAyMzQxODA0MTc=

With Regards
ONDLS Team.

********** LEGAL DISCLAIMER **********

Figure 7: Email

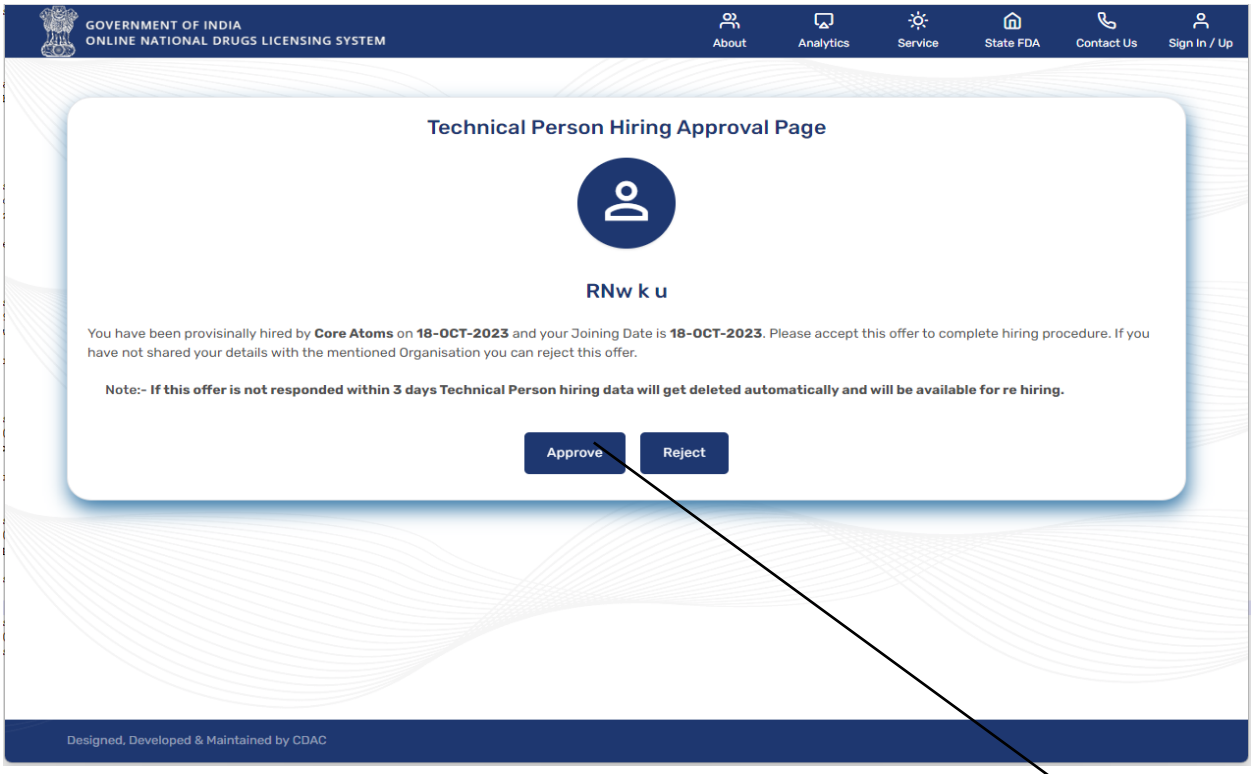


Figure 8: Technical Person Hiring Approval Page

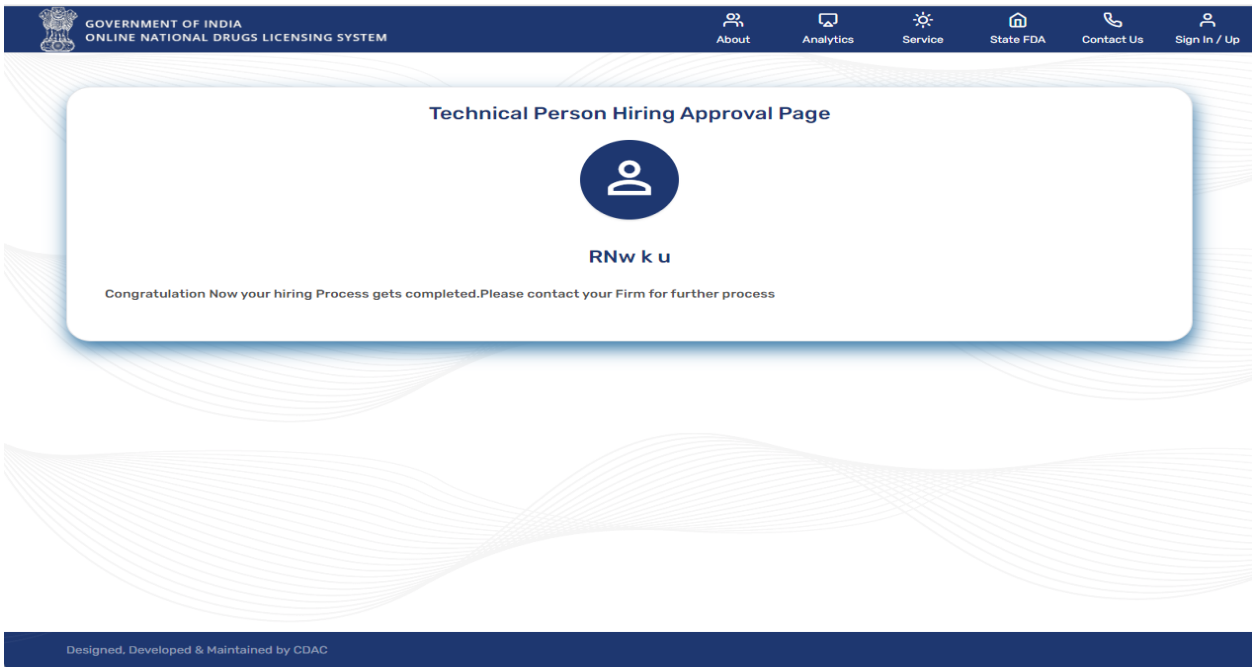


Figure 9: Completed Hiring Process

2.2 Hired Technical Person Pool

- After the completion of hiring process, user will go back to the Technical Member page from Technical Member tile from dashboard and click on Hired Technical Person Pool to check the status of all hired technical members. If all technical members accepted the offer it will show in the pool in green colour. Eye icon shows the full complete profile of technical member. The human icon in red is for relieving technical personas shown in Figure 10 and 11.

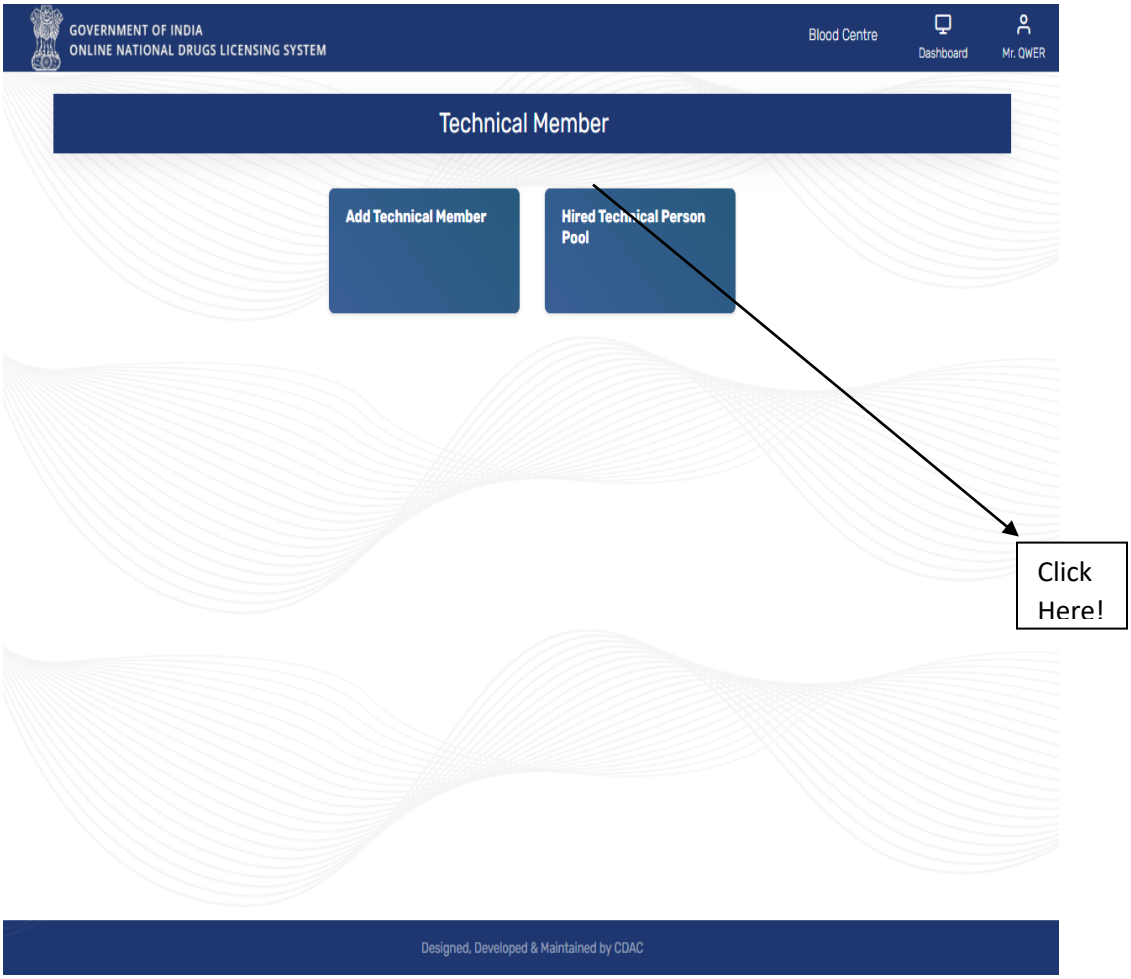


Figure 10: Technical Member

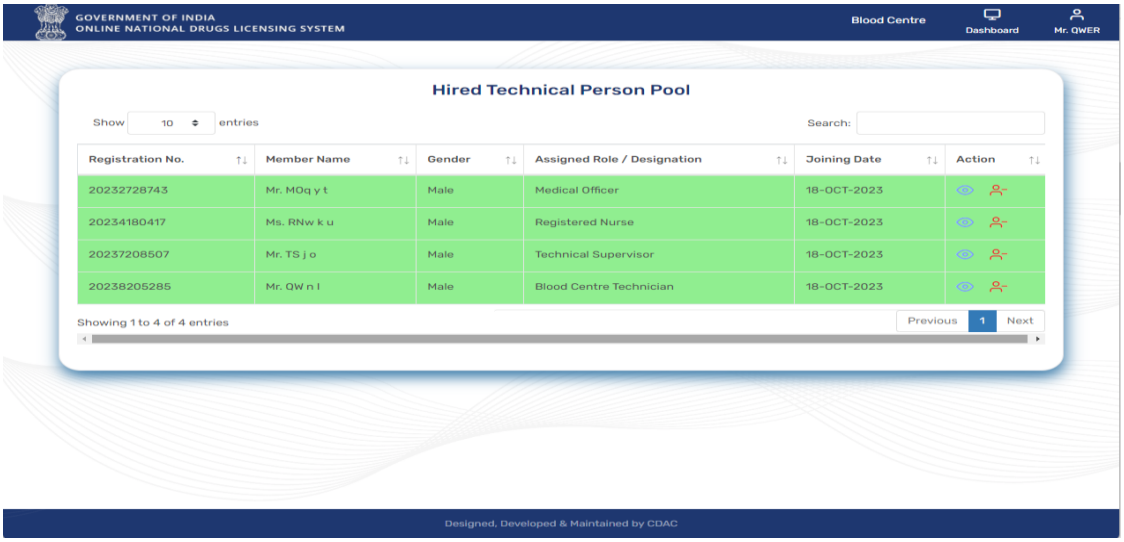


Figure 11: Hired Technical Person Pool

3. Product Management

- For Product drafting, user clicks on Project Management Tile from dashboard to proceed as shown in Figure 12.

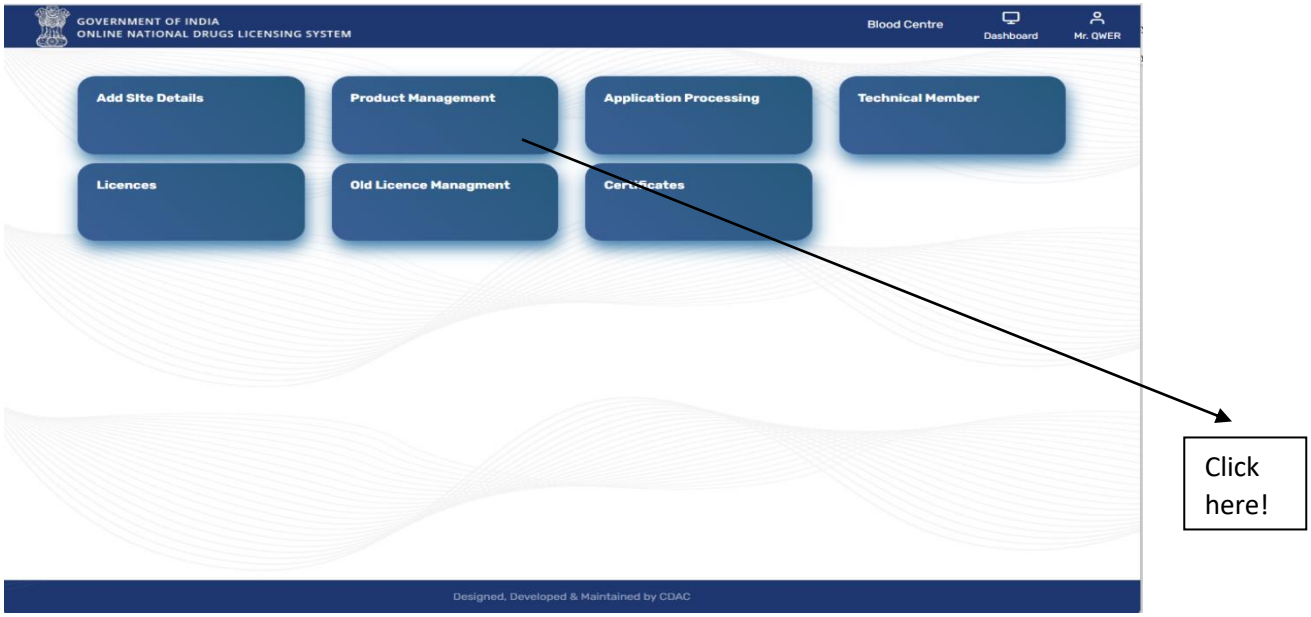


Figure 12: Product Management

3.1 Blood Bank Product

- If the user wants to proceed to the Blood bank, click on the Blood Bank Product tile as shown in Figure 13. The user will be redirected to page Blood & Blood Component where select the Blood Component from the given options for which product draft apply as shown in Figure 13 and 14.

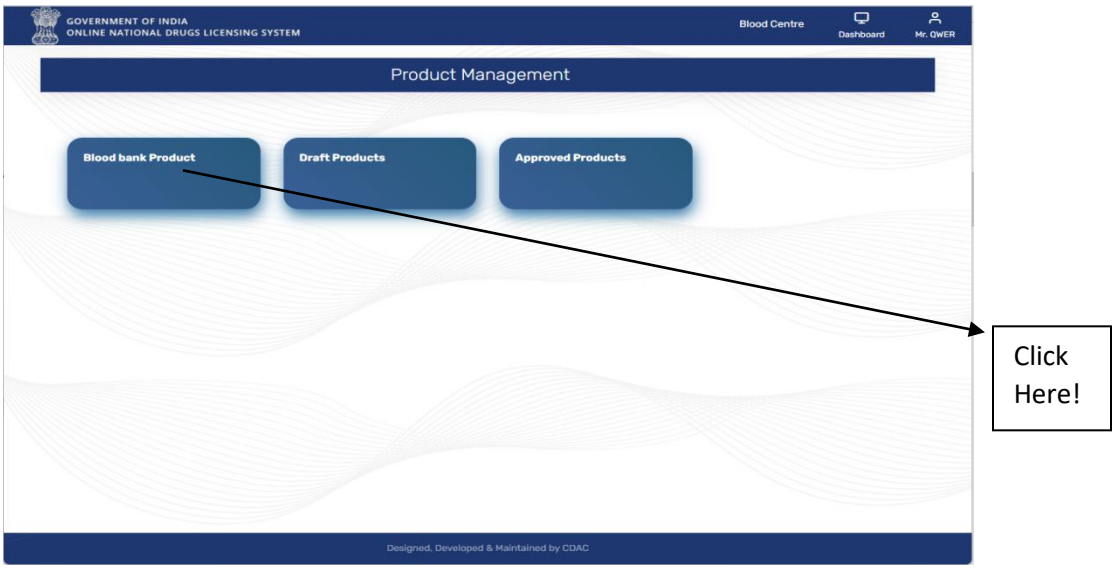


Figure 13: Blood Bank Product

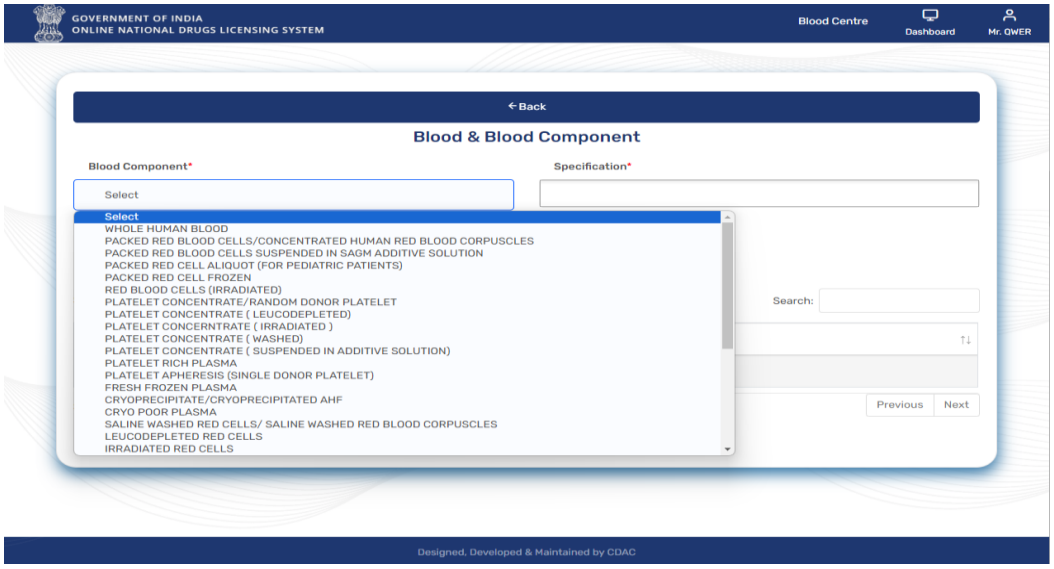


Figure 14: Blood & Blood Component

- After selecting blood component and specifications click on save button as shown in Figure 15.

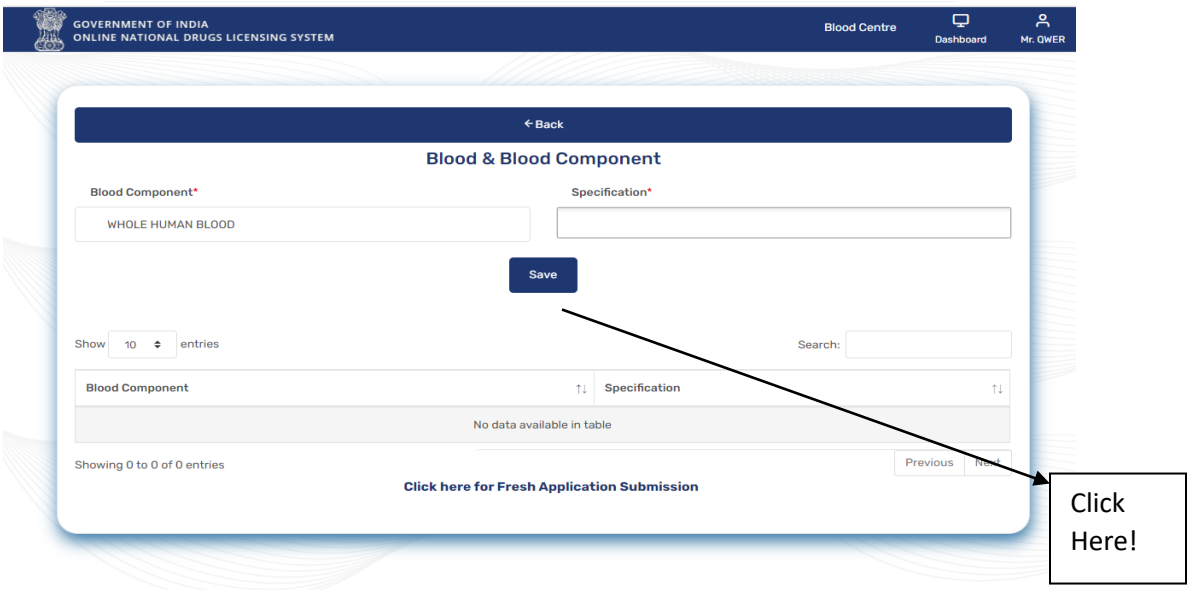


Figure 15: Blood & Blood Component Details

- Once the user clicks on the save button, the product details will be saved, and the status shows drafted as shown in Figure 16. User can view, edit, and delete the product from Action column.

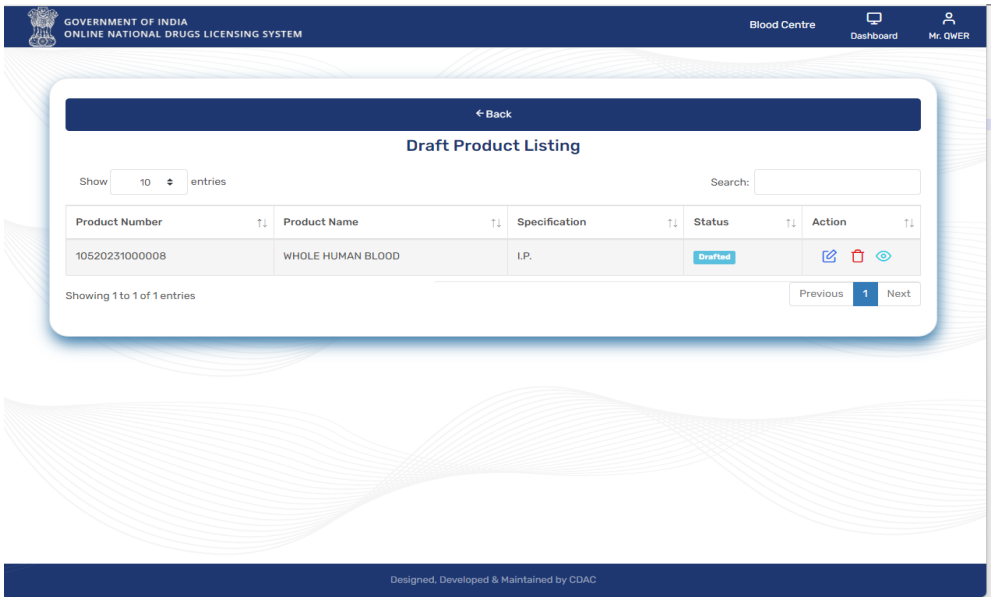


Figure 16: Draft Product Listing

3.2 Draft Products

- If user wants to see the drafted product, then click on the Draft Products Tile from Product Management Page as shown in Figure 17.
- User can see the product details on Draft Product Listing page as shown in Figure 18.

Figure 17: Draft Products

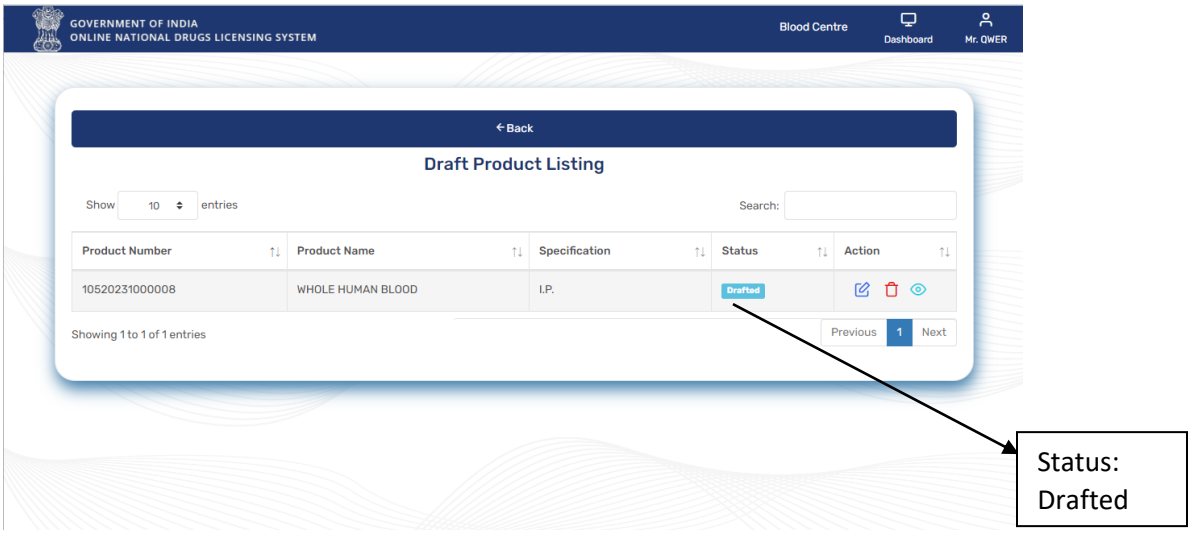


Figure 18: Draft Product Listing

3.3 Approved Products

- All approved products will be show on Approved Product tile in Approved Product Listing as shown in Figure 19. If product will not get yet approved, then it shows Drafted else approved as shown in Figure 20.

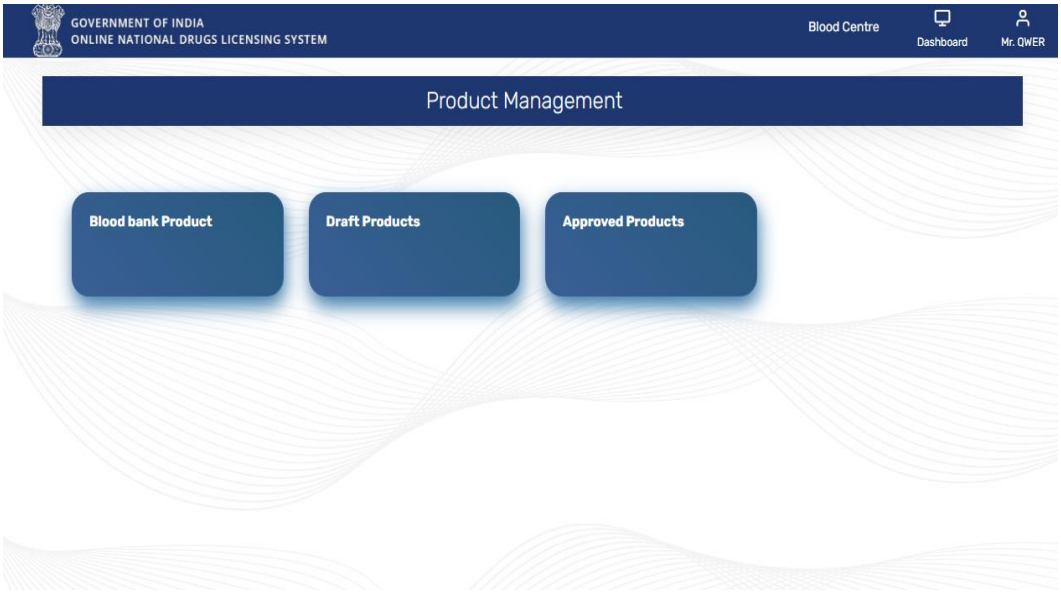


Figure 19: Approved Products

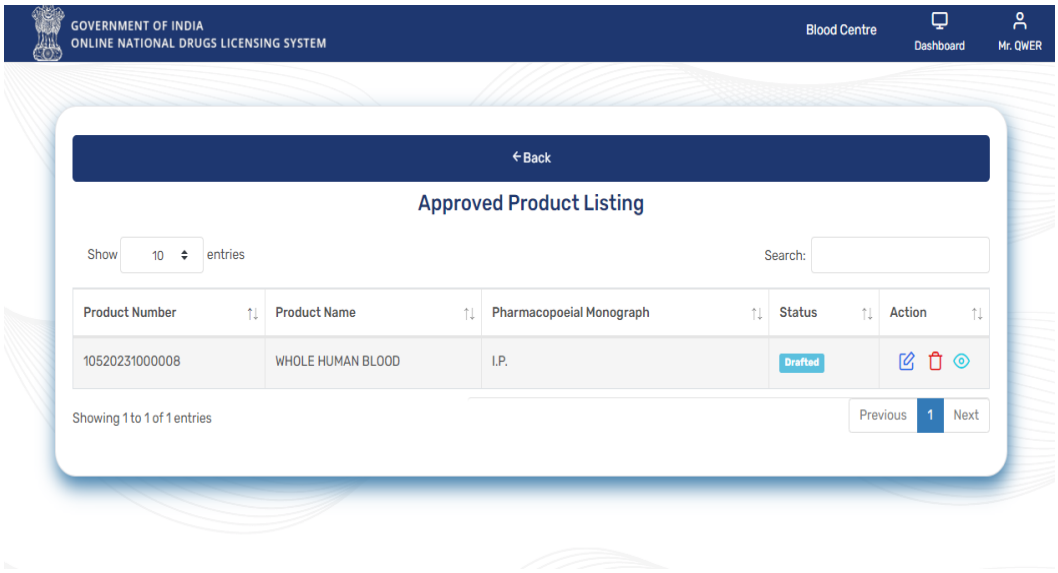


Figure 20: Approved Product Listing

4. Add Site Details

- If user wants to add site details, then click on Add Site Details tab from dashboard and fill all mandatory details in the form and click on save button as shown in Figure 21 and 22.

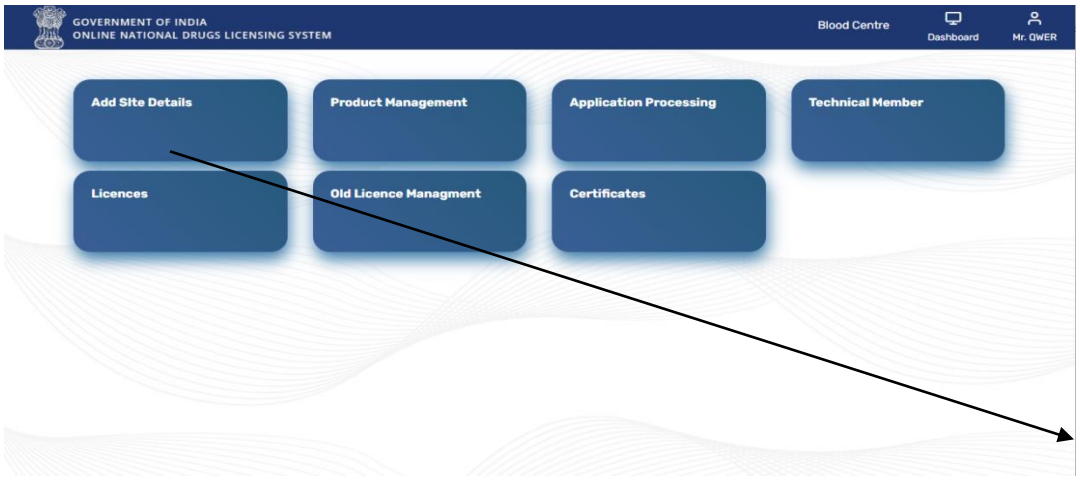


Figure 21: Add Site Details

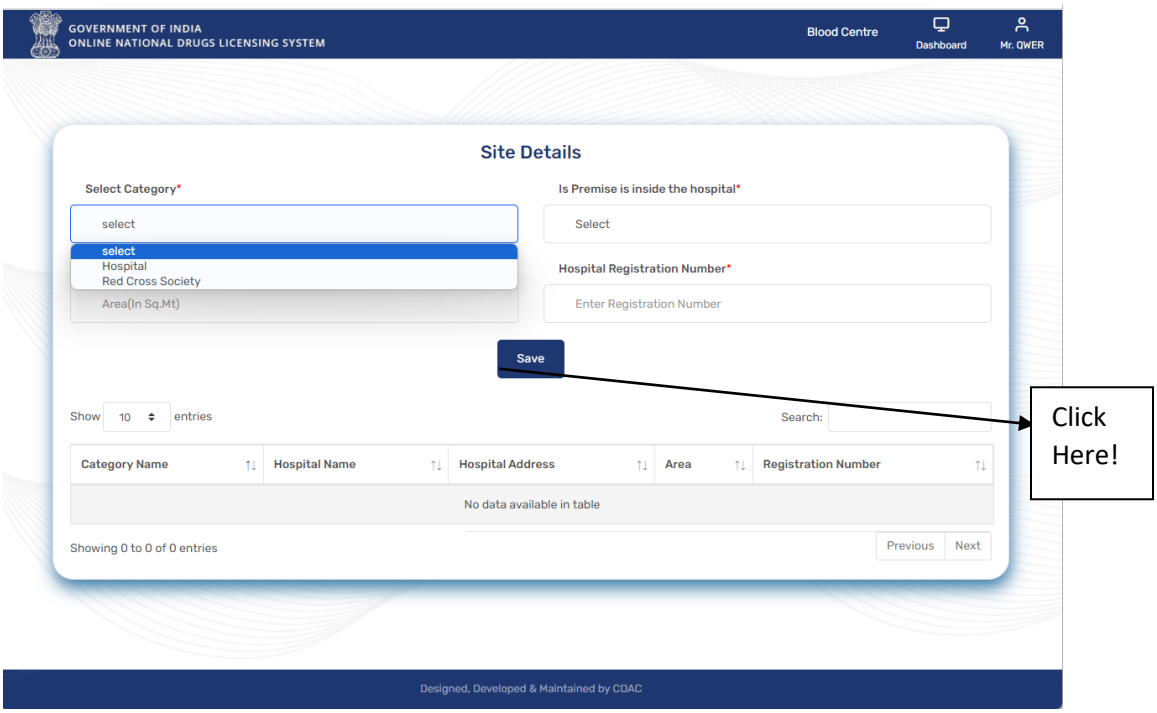


Figure 22: Site Details

- The site details will be saved, and user can delete the details from Action delete link as shown in Figure 23.

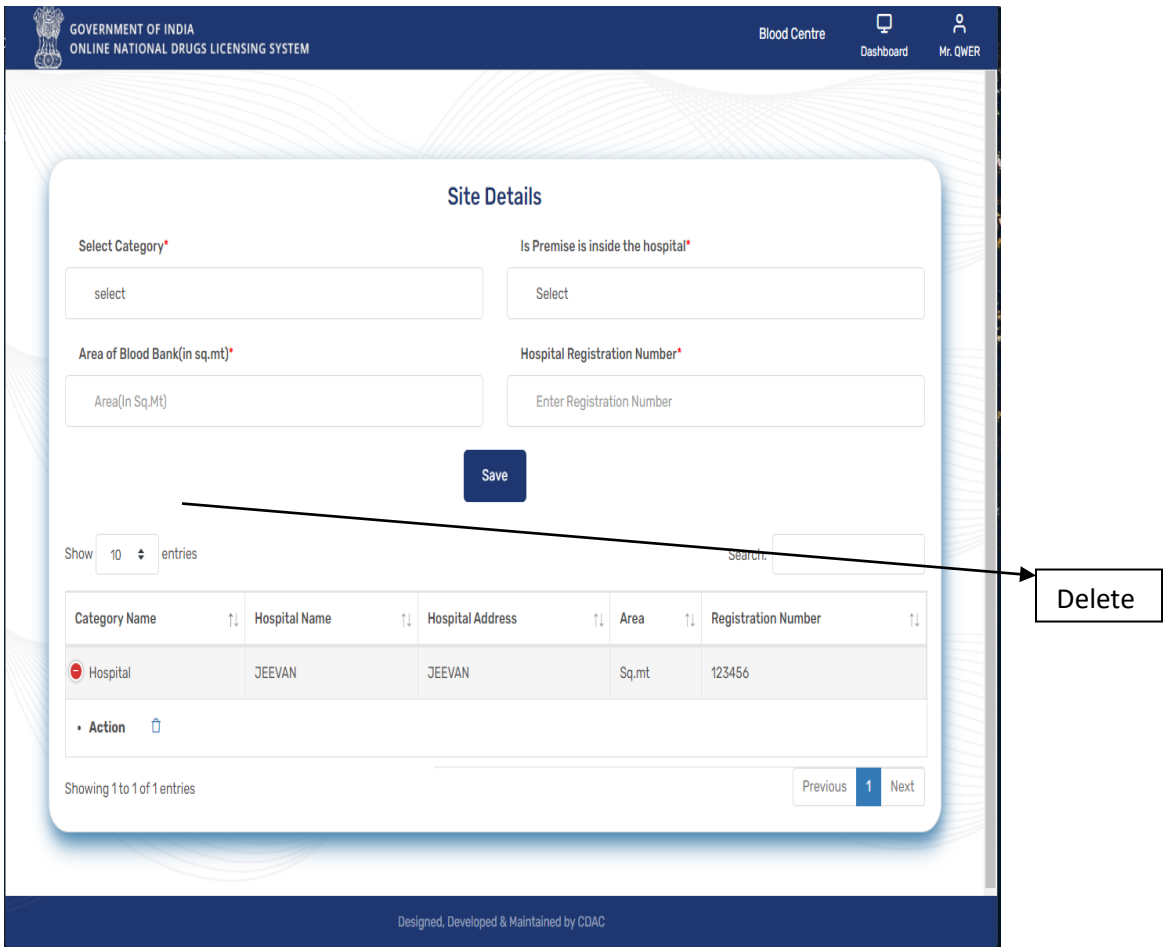


Figure 23: Saved Site Details

5. Application Processing

5.1 Fresh Application Submission

- For a fresh application, the user can click on the Application Processing tile from the dashboard, and they will be redirected to the Application Page. Now click on the Fresh Application Submission tile to proceed as shown in Figure 24 and 25.

Figure 24: Application Processing

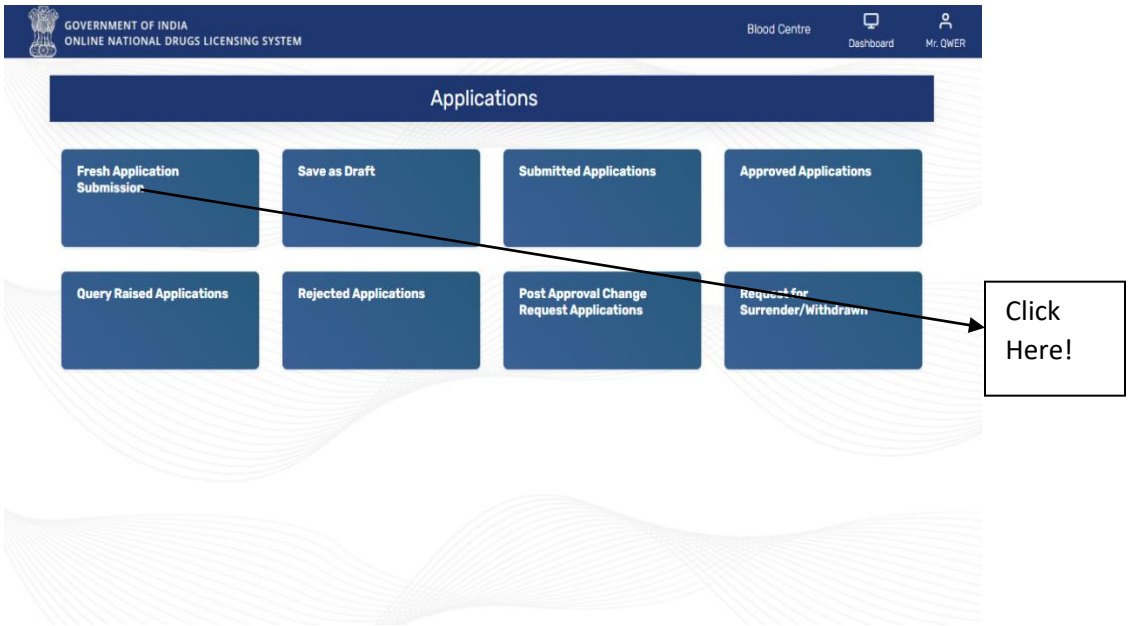


Figure 25: Fresh Application Submission

- User can also proceed for Fresh Application Submission from Blood Bank Product tile ,click on the link : Click here for Fresh Application Submission as shown in Figure 26 .

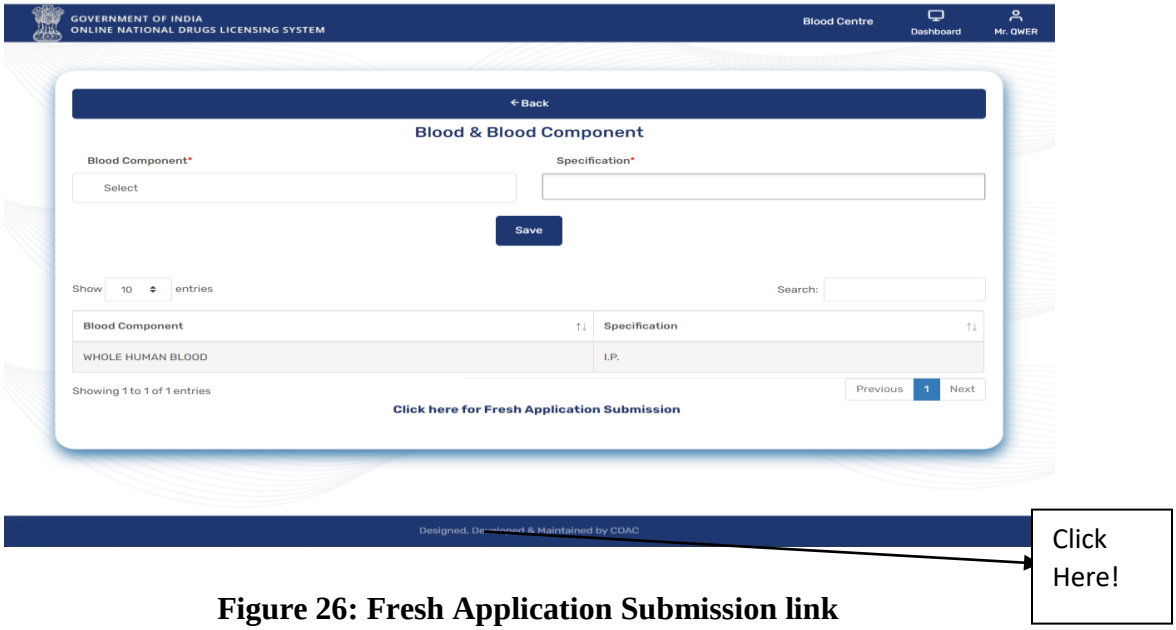


Figure 26: Fresh Application Submission link

- After clicking on link user will be redirected to Application Draft Initial page from where choose Application type and Form Name and select the check box and click on submit button as shown in Figure 27.

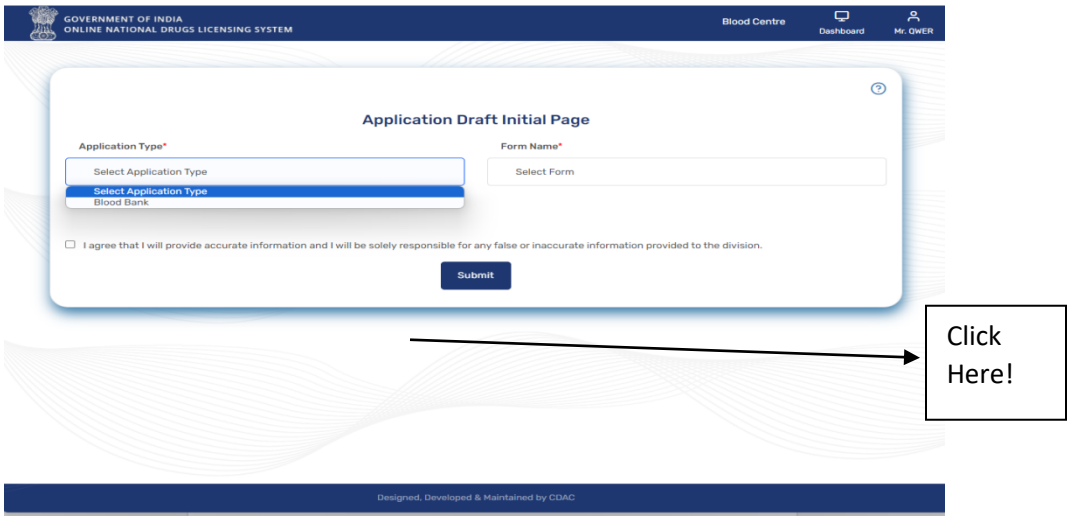


Figure 27: Application Draft Initial Page

- After submission, applicant firm details will be shown on the Firm Detail Confirmation page. Now the user can choose the authorized person and tentative inspection date schedule and click on the Save Details button, as shown in Figure 28.
- After clicking on the Save Details button, a pop-up message will appear of Firm Details Pre- Confirmation, click on yes correct to proceed.

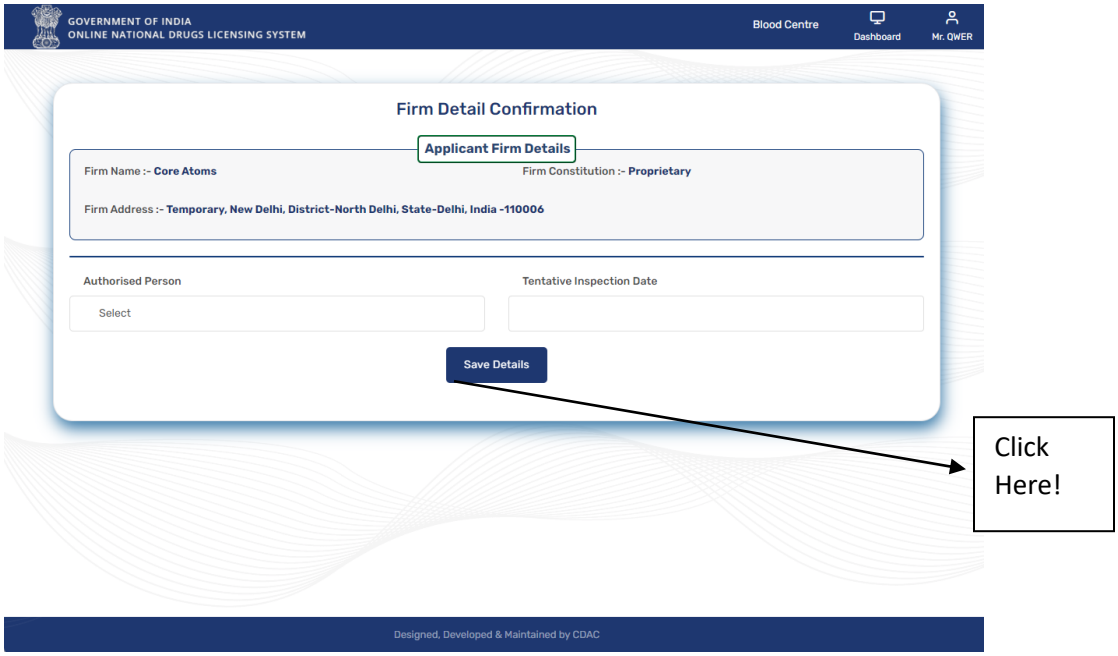


Figure 28: Firm Detail Confirmation

5.1.1 Application Product Mapping

- After firm Detail confirmation, user will be redirected to Application Product Mapping page where select all the products which he/she applied for from checkbox and click on save button as shown in Figure 29.
- A pop-up message will appear for Application Form for Product Mapping, click on Yes button to proceed or else on Re-think button if don't want to proceed.

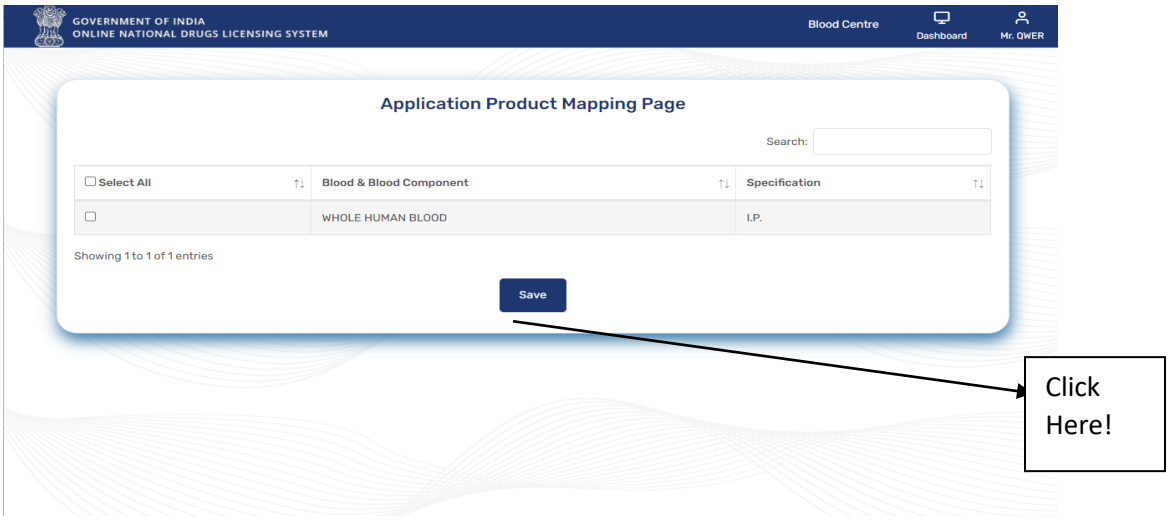


Figure 29: Application Product Mapping Page

5.1.2 Application Technical Member Mapping

- After product mapping with the application, the user can now map all the technical members that were hired.
- Select all technical members after clicking on checkboxes and clicking on the next button, as shown in Figure 30.

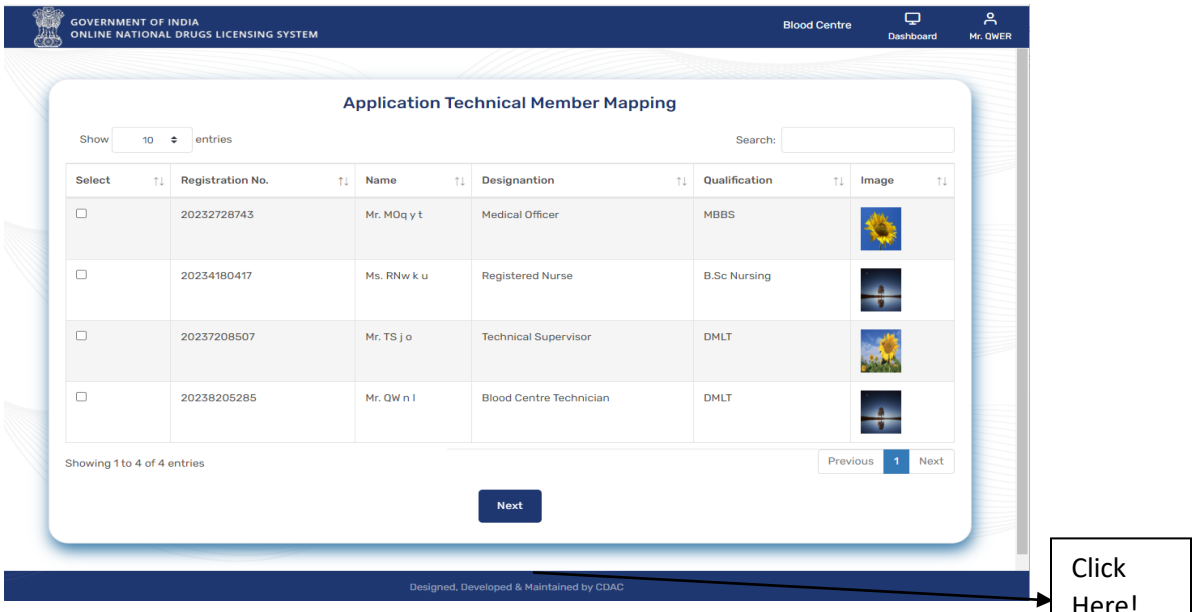


Figure 30: Application Technical Member Mapping

- After clicking on next button user will see all corporate & site details, Application& Licence details, Authorized Person Details, Technical person Details and Licence Product Detail in Application Preview Page as shown in Figure 31.
- User can see the Not Approved Status of Licence Product. Click on Review & Proceed button for further processing as shown in Figure 32.
- If user wants to edit the details in application, then click on Edit Application button.

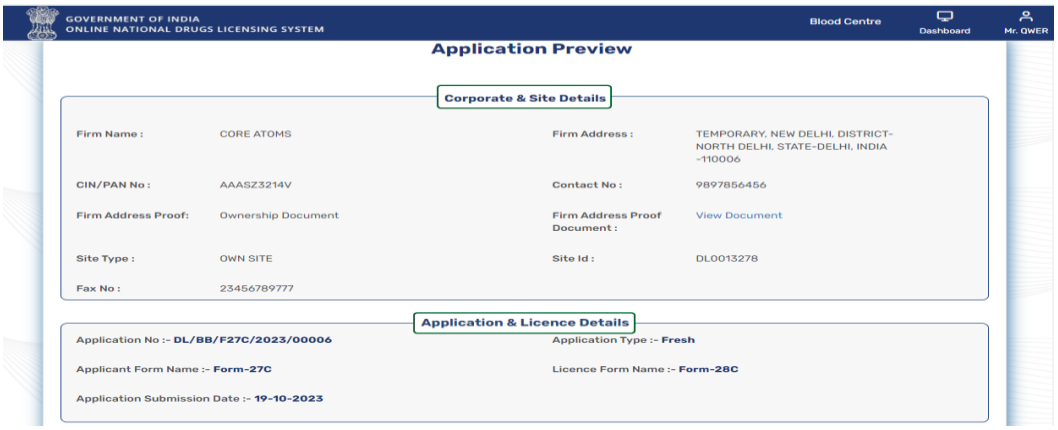


Figure 31: Application Preview

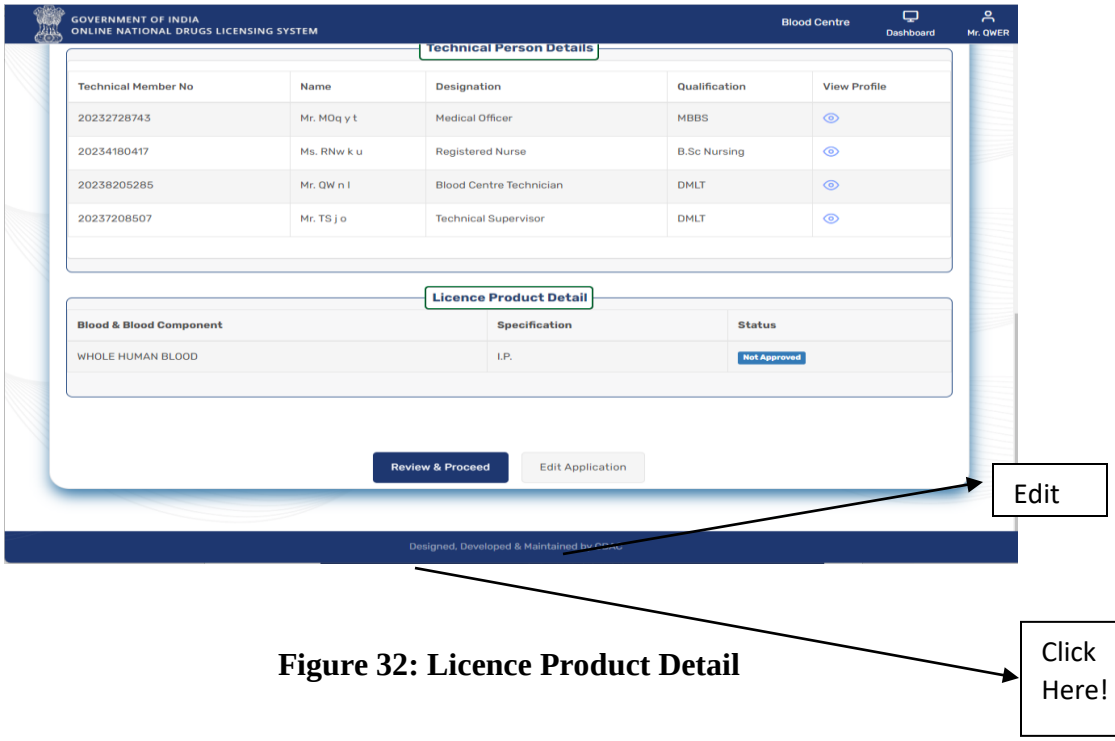


Figure 32: Licence Product Detail

5.1.3 Checklist Document Validation and Upload

- Here user can upload all required documents for product application submission and click on Proceed button as shown in Figure 33.

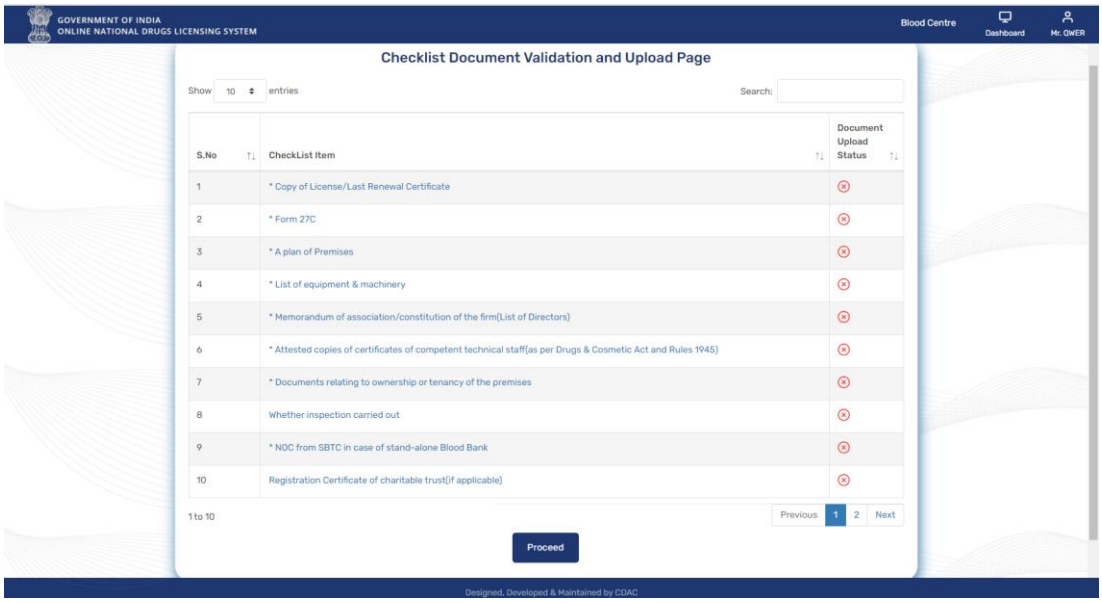


Figure 33: Checklist Document Validation and Upload Page

- When users click on the link to upload the documents, the upload checklist page will open. Here, upload the documents and click on the submit button.
- A green colour check tick mark shows in Document Upload status on page Checklist Document Validation and Upload Page for successful uploading.

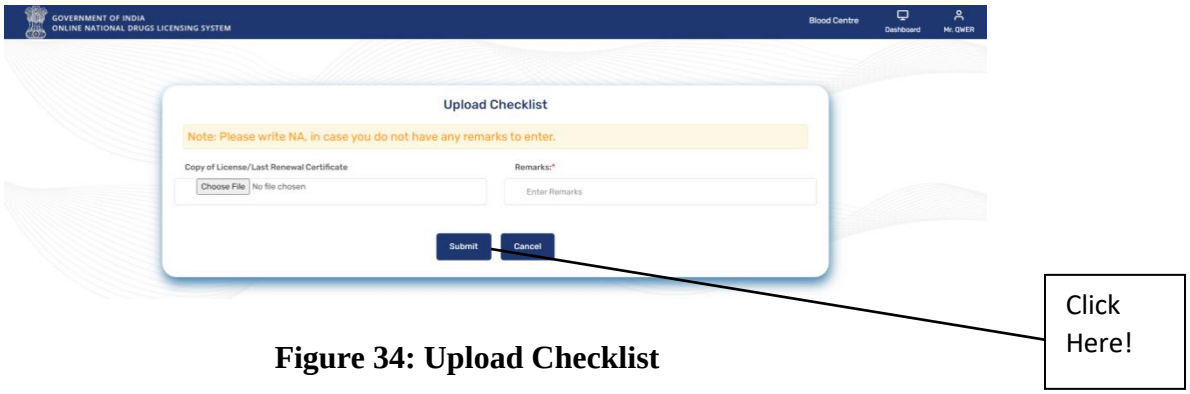


Figure 34: Upload Checklist

5.1.4 Payment Details

- After uploading all checklist documents and click on Proceed button, users will be redirected to Payment Details page where they must mention all challan details and click on Save & Proceed button as shown in Figure 35.
- After clicking on save & proceed button user will be redirected to Application Preview Page.

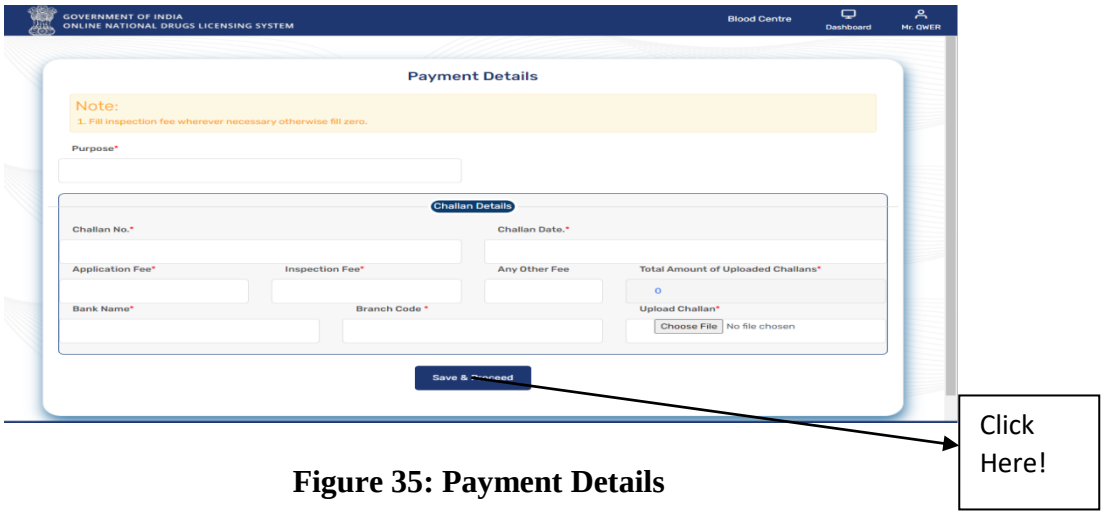


Figure 35: Payment Details

- On the application preview page, the user will check all the details of the application and click on Form-27C from the Legal Form Download Section, download it, and click on the Review & Proceed button as shown in Figure 36.

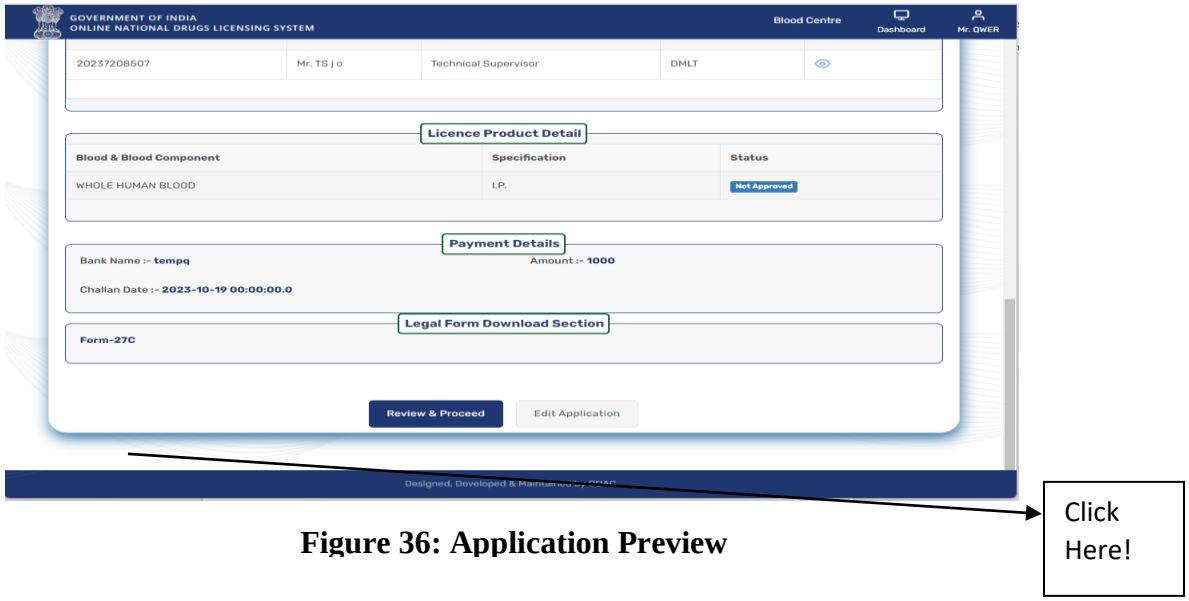


Figure 36: Application Preview

5.1.5 Final Form

- After downloading the form, click on Review & Proceed button user will be redirected to upload final form page where they can upload the same form they were downloaded after signing, adding name and designation and final click on submit button as shown in Figure 37.
- A pop-up message will appear on page for Final Application Submission: Please check that you are uploading the correct singed Legal Form, click on Yes correct button to proceed.

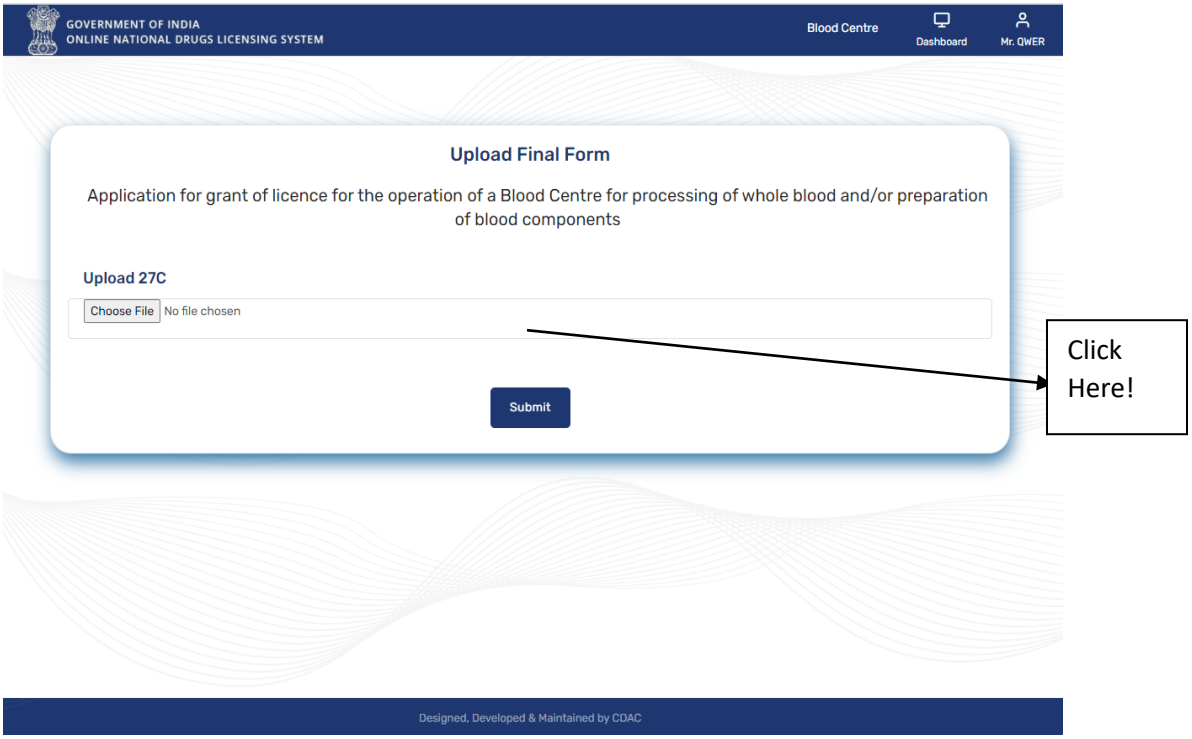


Figure 37: Upload Final Form

5.1.6 Submitted Application

- After uploading the final form and clicking the submit button, the user's application will be submitted, and a message will be shown on the page with the file number as shown in Figure 38.
- The user can save the file number for future correspondence.

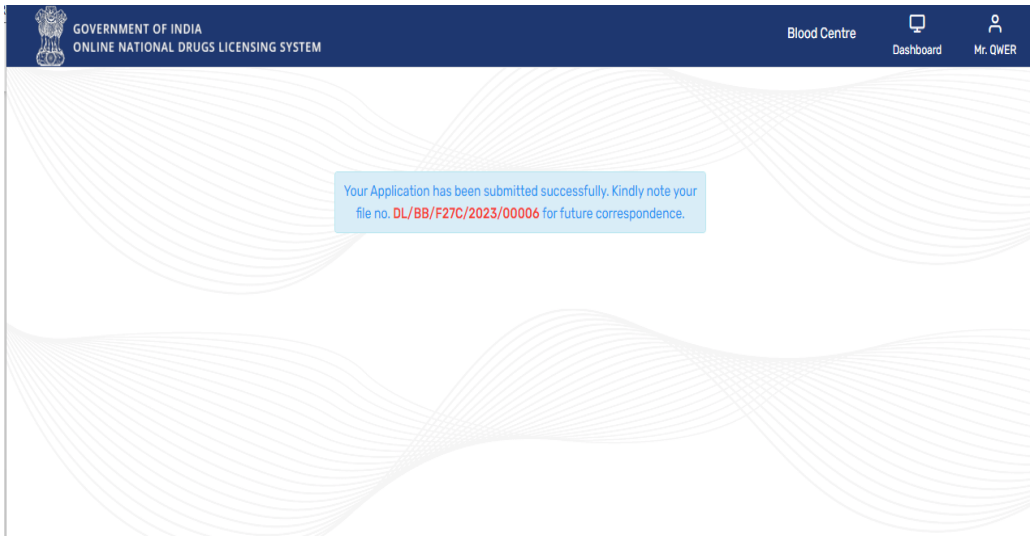


Figure 38: Submitted Application

5.2 Save as Draft

- User The user can see the draft application, yet it has not been submitted at the user end on the Save as Draft page. The user can click on the Save as Draft tile from the applications page.
- The user can modify the form after clicking on the option View Modify Form and delete the form after clicking on the delete link as shown in Figure 39.
- If the user can proceed with the application where he or she left earlier, then they can click on the view modified form and proceed to fill out and complete the application submission.

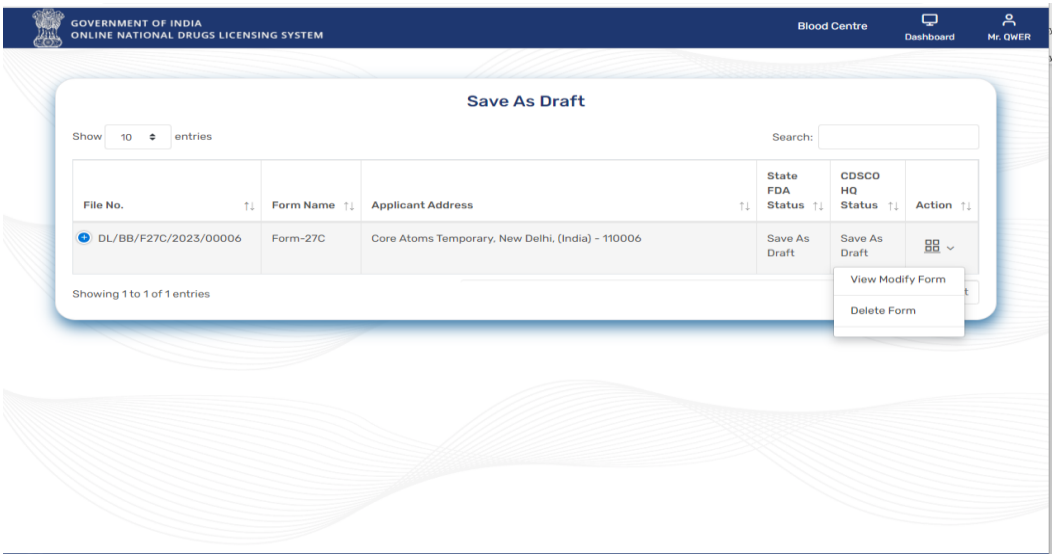


Figure 39: Save as Draft

5.3 Submitted Applications

- If user wants to check the application they have submitted, and then click on Submitted Applications tile from Applications Page, click on it as shown in Figure 40.
- User can see the submitted status in front of the application as shown in Figure 41.

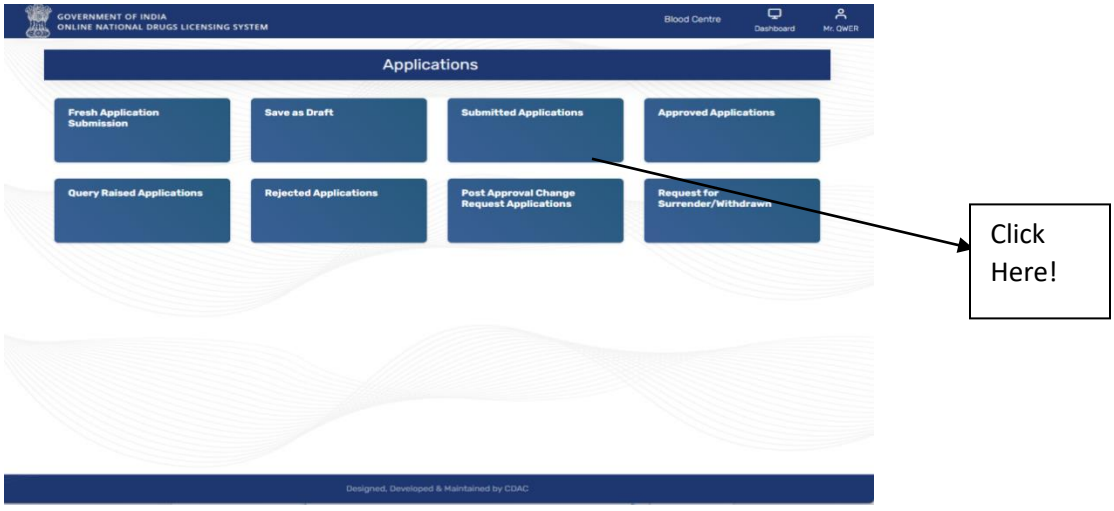


Figure 40: Submitted Applications

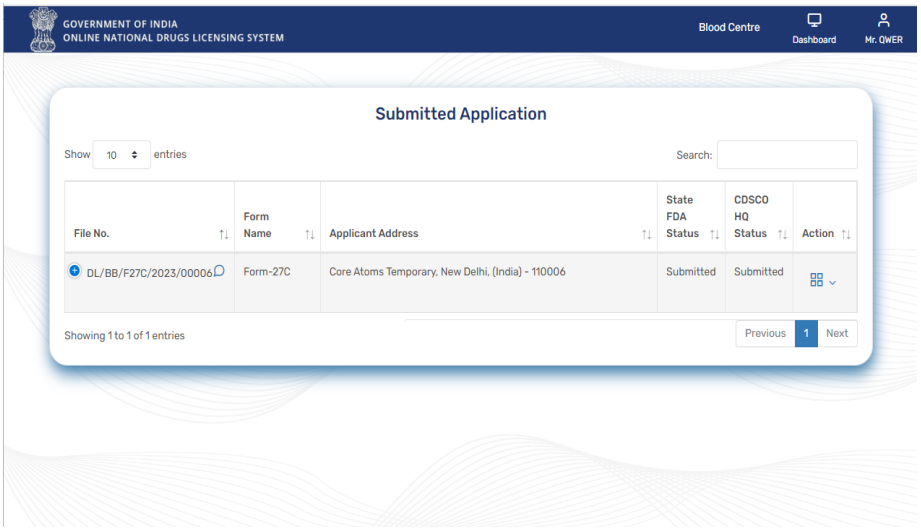


Figure 41: Submitted Applications status.

- Users can click on blue plus link on file no given then they can see the details of application.
- Users also can see different options once clicked on Action link as shown in Figure 42.

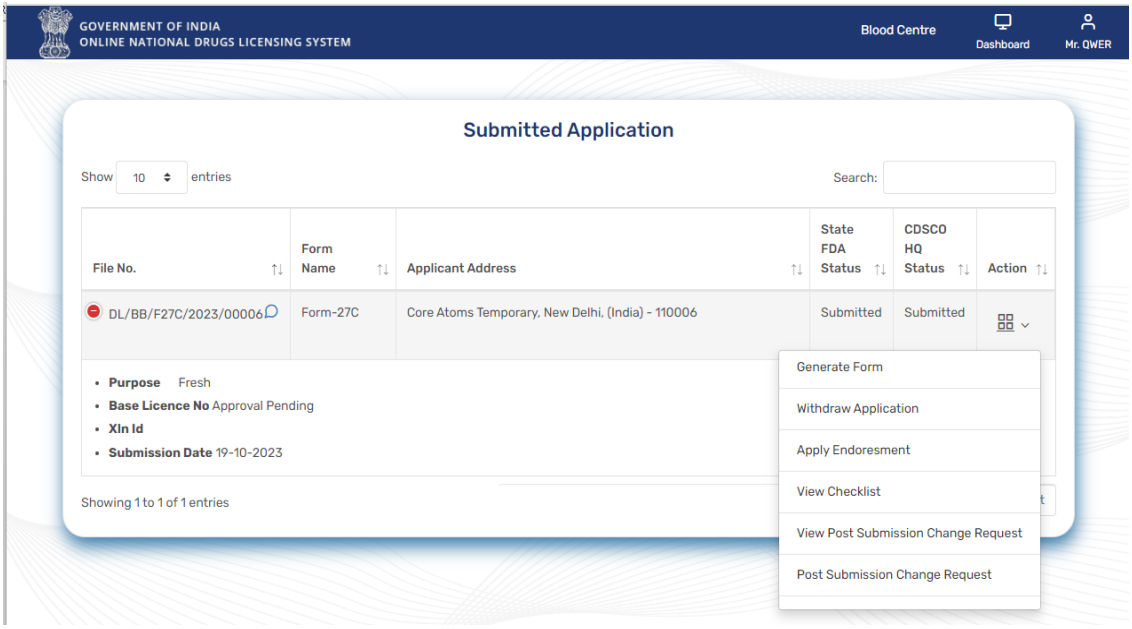


Figure 42: Action Link

5.4: Approved Application

- If the user wants to check whether the application got approved, then they can check in the Approved Applications. Click on Approved Applications as shown in Figure 43.
- Once application will get approved by officers, it will show in the approved application pages shown in Figure 44.

Figure 43: Approved Application

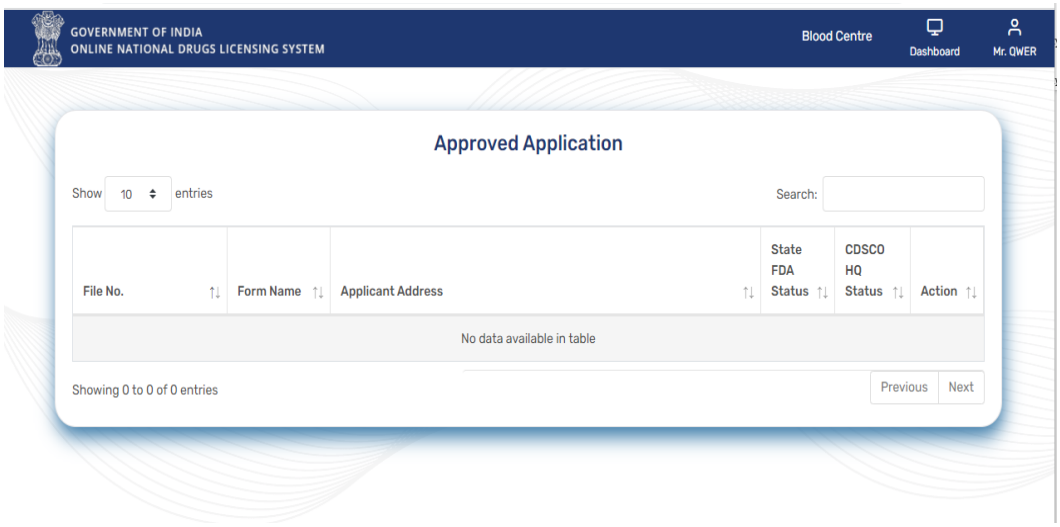


Figure 44: Approved Application list

5.5 Query Raised Applications

- User will check all query raised applications on this page. Click on Query Raised applications tile as shown in Figure 43 on Applications Page.
- All query raised applications will be shown on the Query Raised Application Page as shown in Figure 45.

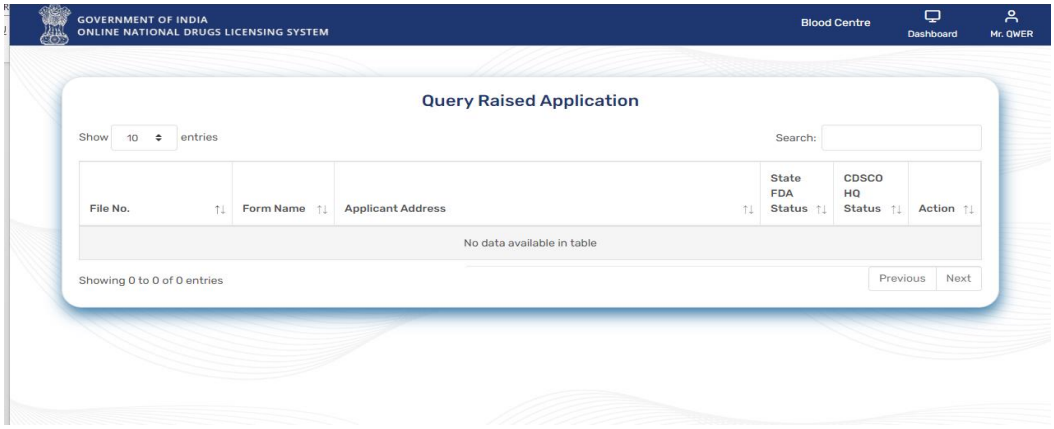


Figure 45: Query Raised Application

5.6 Rejected Applications

- All rejected applications come under the Rejected Application Page, as shown in Figure 46. The user can check the application which got rejected on this page.

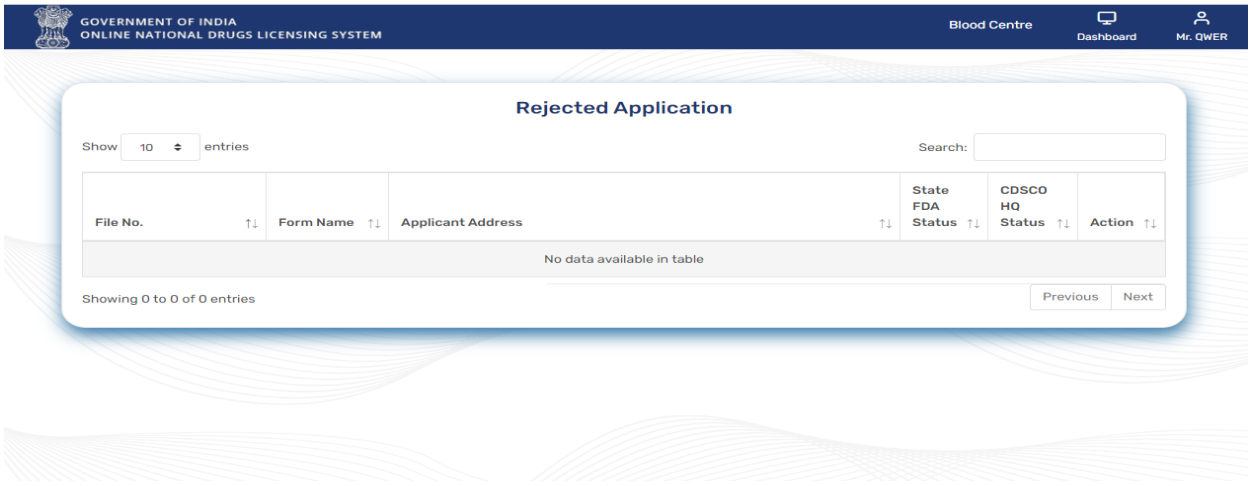


Figure 46: Rejected Application

5.7 Post Approval Change Request Application

- If user wants to proceed for post approval changes, then click on the tile as shown in Figure 47.

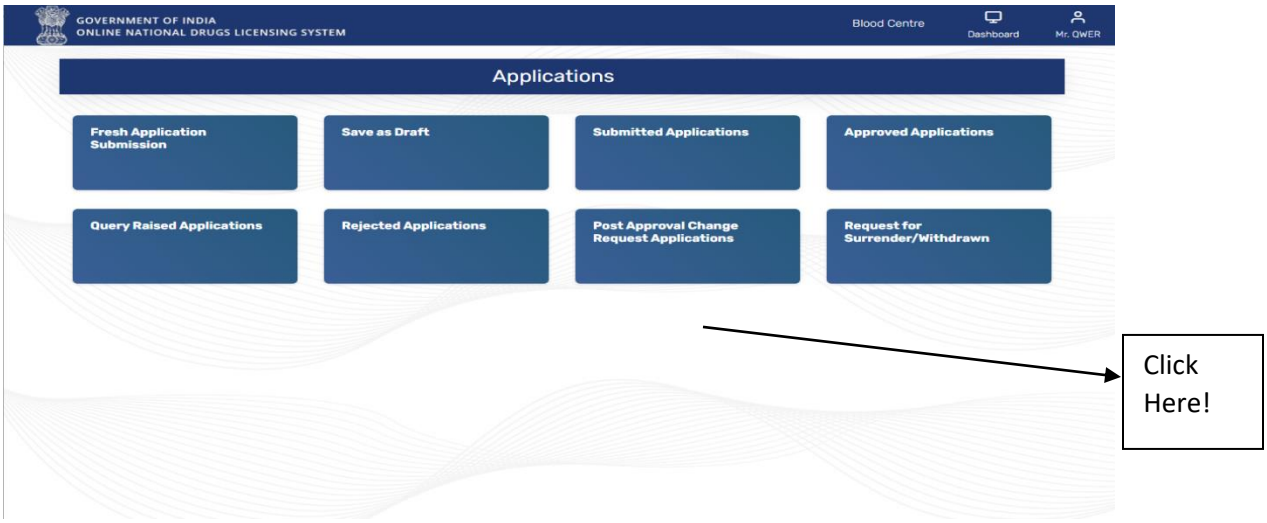


Figure 47: Post Approval Change Request Application

5.8 Request for Surrender/Withdrawn

- If user want to withdraw the application, then click on tile request for surrender/withdrawn as shown above in Figure 47.
- User will see all withdraw applications on this page as shown in Figure 48.

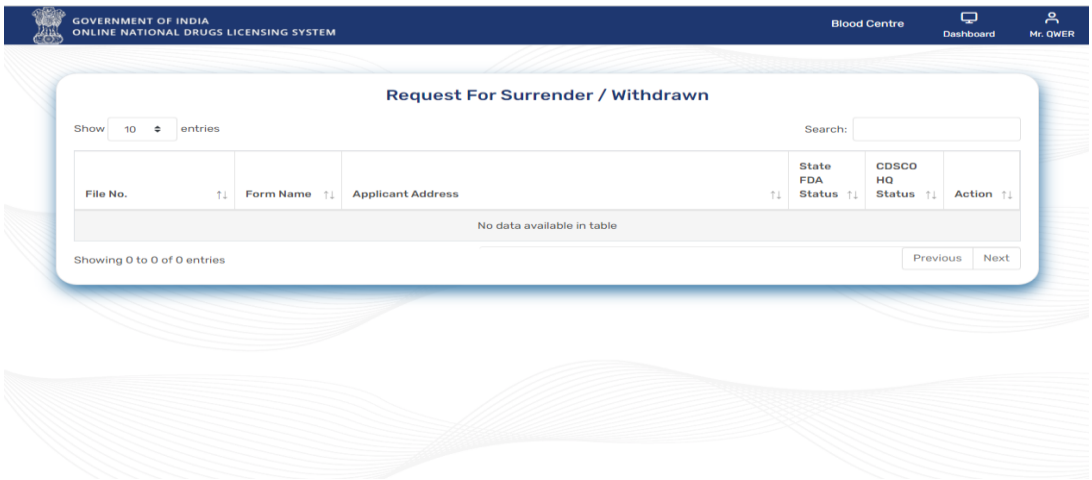


Figure 48: Request for Surrender/Withdrawn

6. Old Licence Management

- If the user wants to renew an old license, then he or she will proceed with old license management. Click on the old license management tile from the dashboard to proceed, as shown in Figure 49.

Figure 49: Old Licence Management

6.1 Old Licence Product Draft Management

- Here user can draft the product for which renewal of licence is required.
- Click on the tile to proceed as shown in Figure 50.
- User can click on the blood bank product tile from licence product management page to proceed as shown in Figure 51.

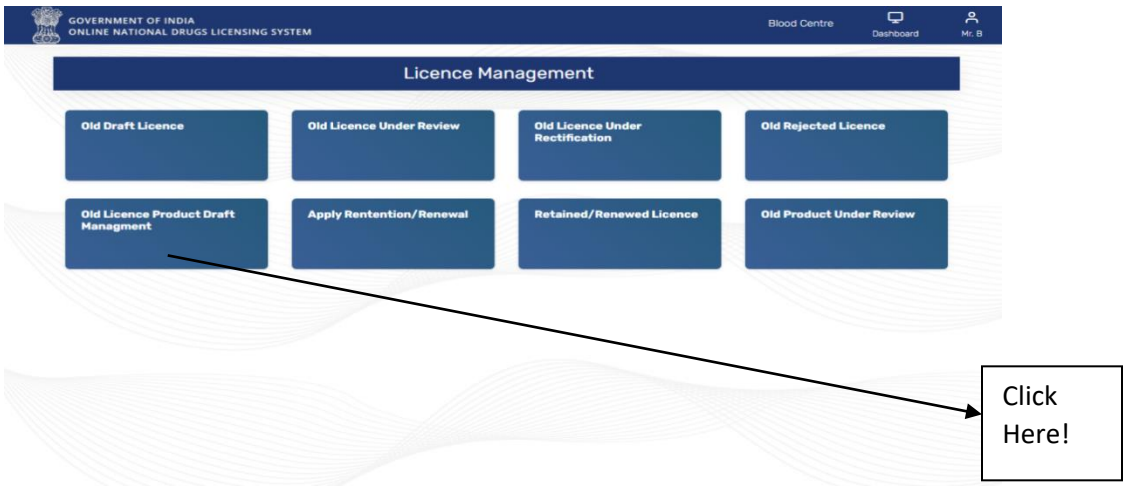


Figure 50: Old Licence Product Draft Management

Figure 51: Licence Product Management

- Select blood components and Specifications on Blood Components Details Page and click on the Save Button as shown in Figure 52.
- User will be redirected to Licence Product Listing Page where product details are listed, and status shows drafted. User can also check the status from Product listing tile from Licence Product Management tile as shown in above Figure 51.
- User can apply for old draft licence submission from the given link below on Blood Components Details page as shown in Figure 52. Or can apply from the Old Draft Licence tile as shown in Figure 53.

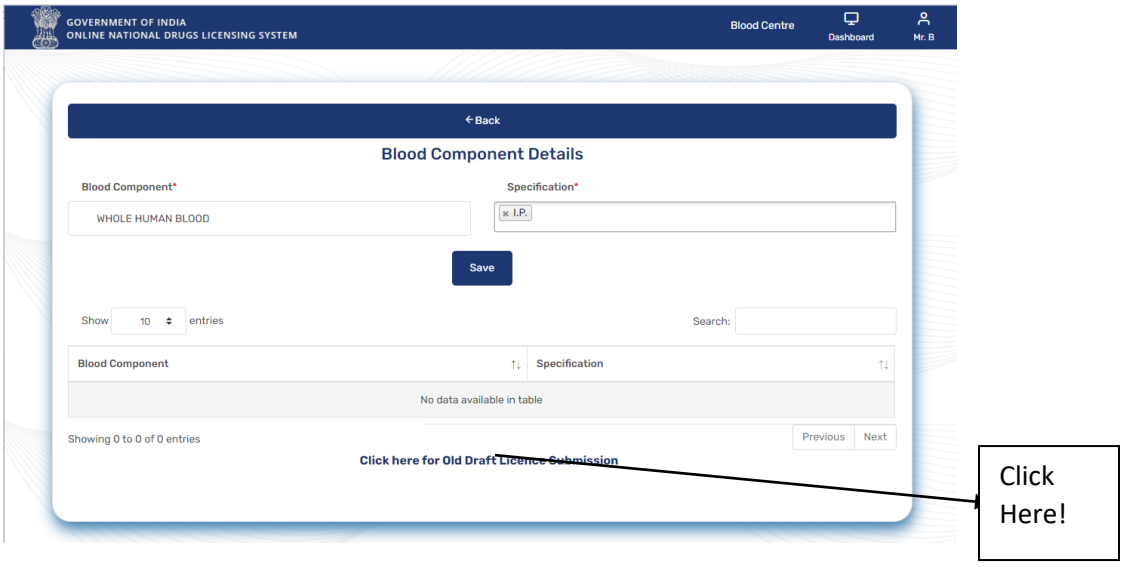


Figure 52: Blood Component Details

6.2 Old Draft Licence

- If user want to renew the old licence, then click on the old draft licence tile from licence management page as shown in Figure 53.
- Fill all mandatory details in the form of Licence Basic Detail Page and click on Record & Proceed as shown in Figure 54.
- If user will apply for renewal after the expiry validity date, then he/she should pay the late fee.
- If user will apply for renewal/retention before the expiry of current validity date, then he /she should fill the previous licence retention detail as shown in Figure 55 and 56.

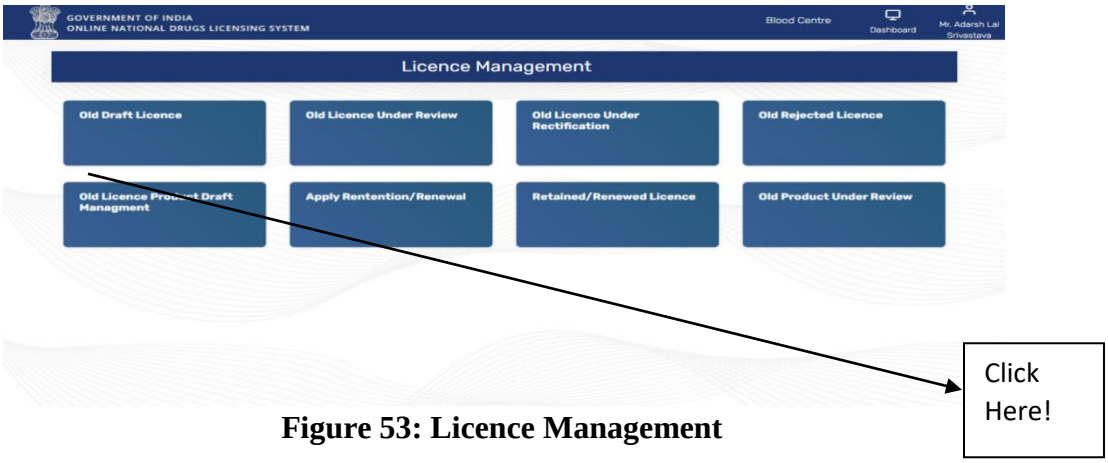


Figure 53: Licence Management

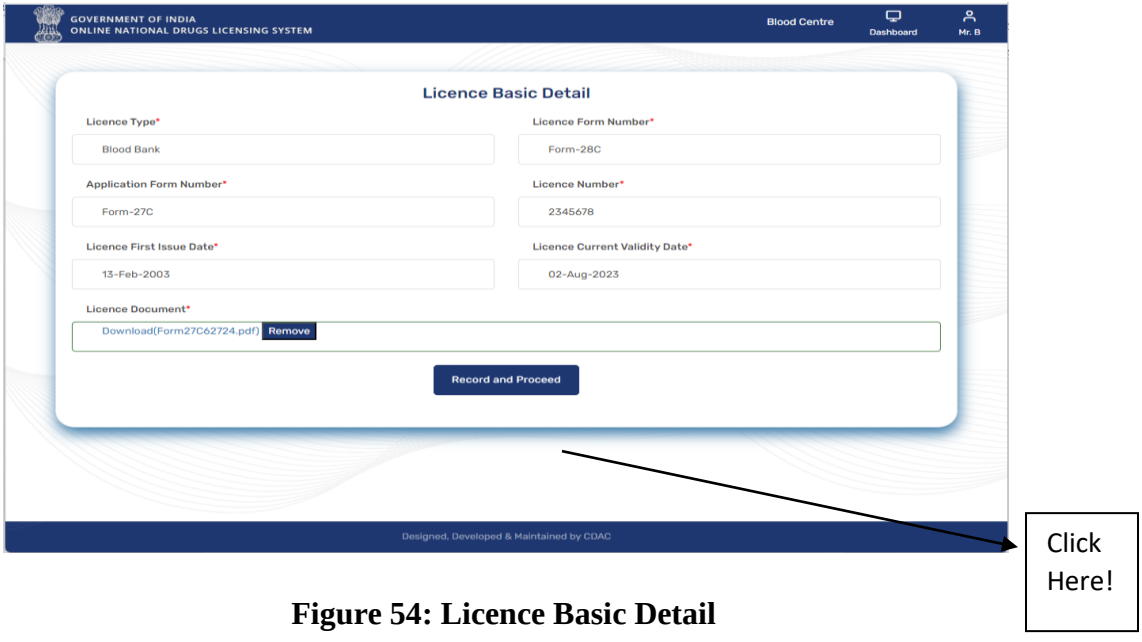


Figure 54: Licence Basic Detail

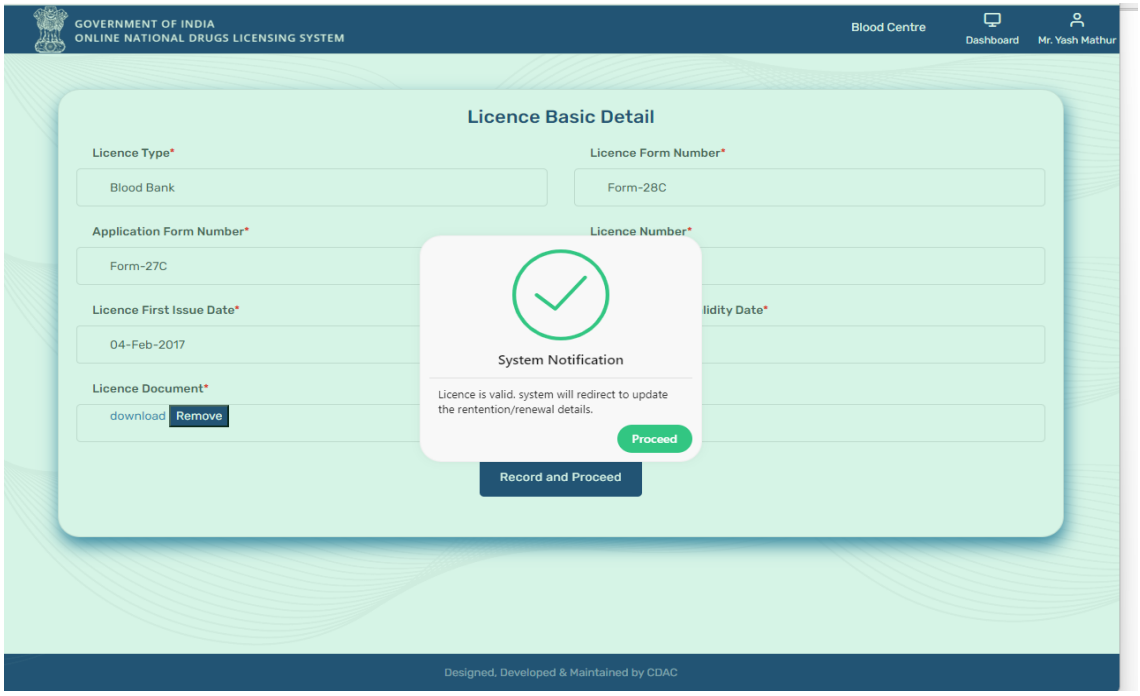


Figure 55: Retention/Renewal Details notification

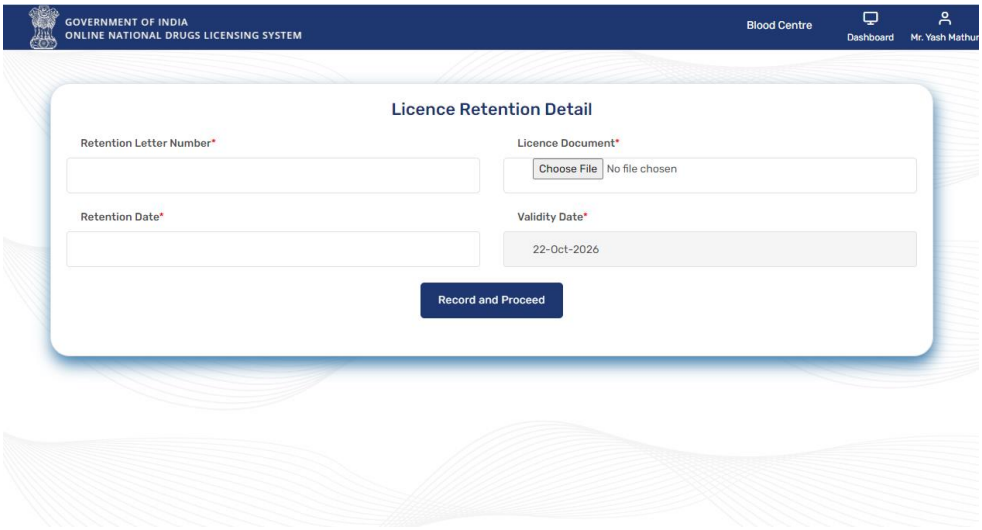


Figure 56: Licence Retention Detail

- After clicking on Record and Proceed, user will be redirected to Licence Member Details Page where user can select all four technical members and click on Record and Proceed as shown in Figure 57.

➢ After selecting all technical members, user will redirect to Licence Product Mapping page.

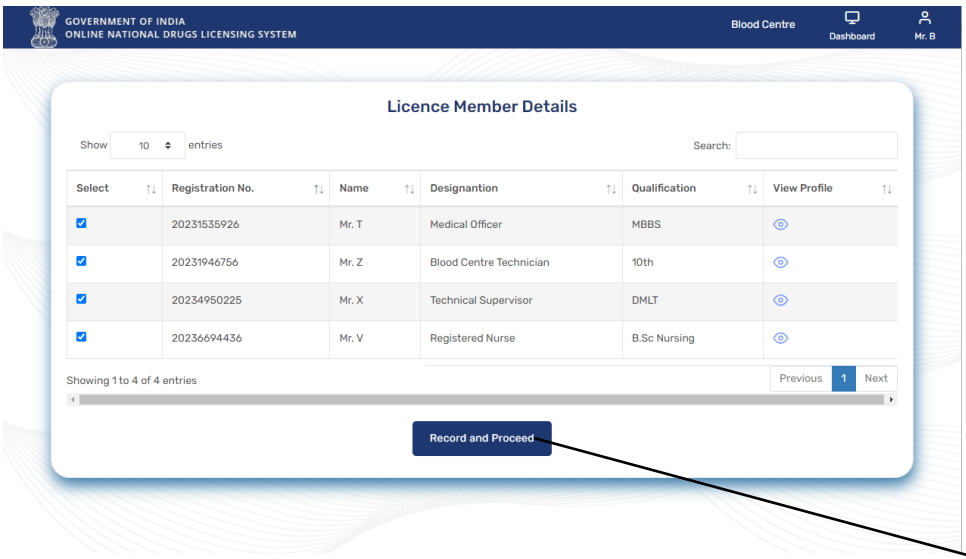


Figure 57: Licence Member Details

➢ User can map the product with application on this page. Select the product and click on save button as shown in Figure 58.

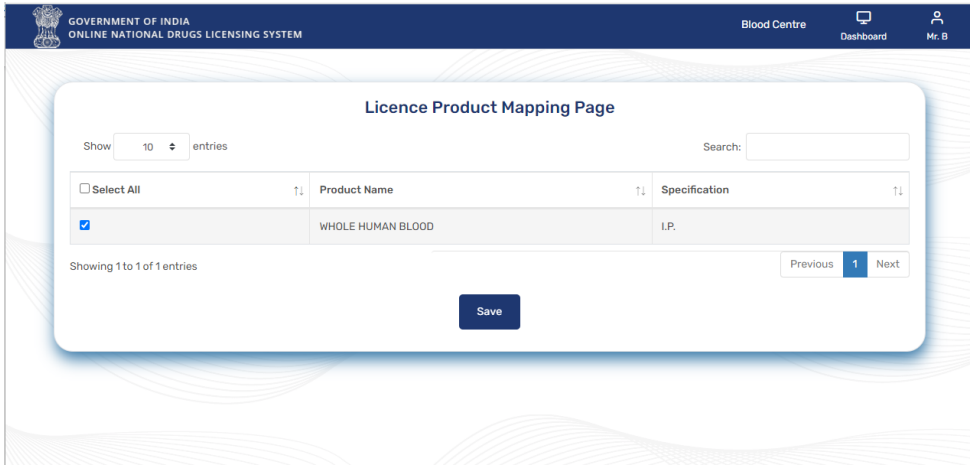


Figure 58: Licence Product Mapping Page

- User will be redirected to Draft Licence Preview page where user can see all details and status, click on Submit for review button as shown in Figure 59.

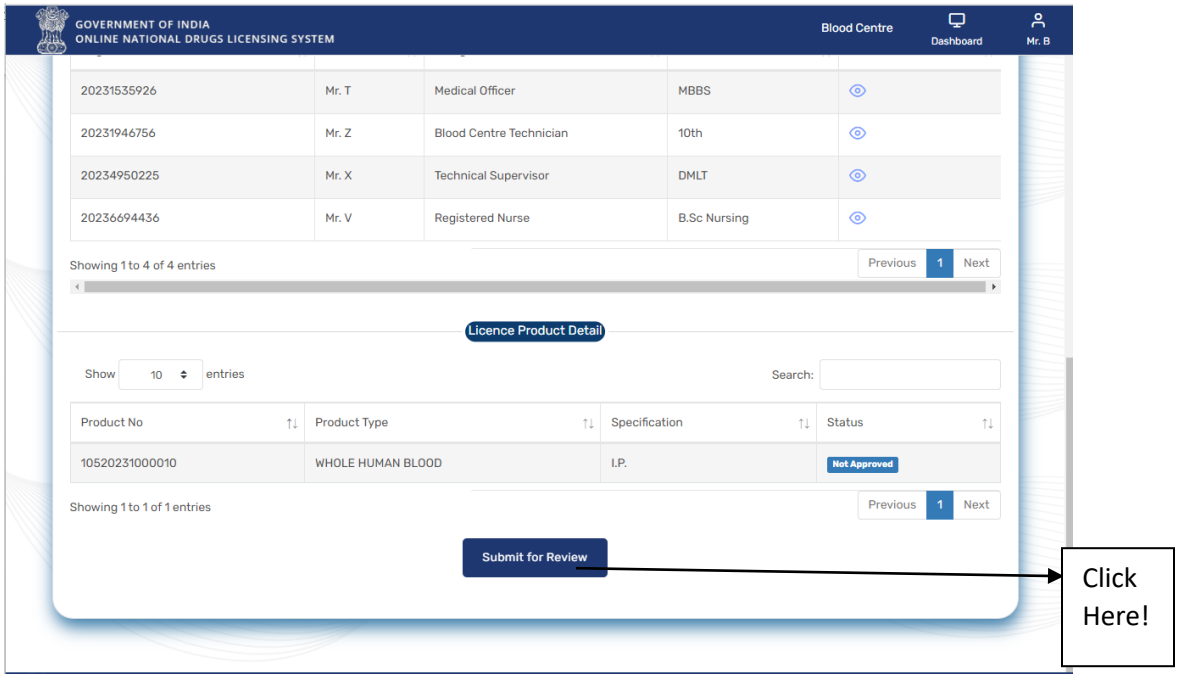


Figure 59: Draft Licence Preview Page

- After clicking on submit for review button user can view the status of application on Licence Submitted Review page as shown in Figure 60.
- User can also see the application under review from old licence under review tile on licence management page from dashboard as shown in Figure 53.

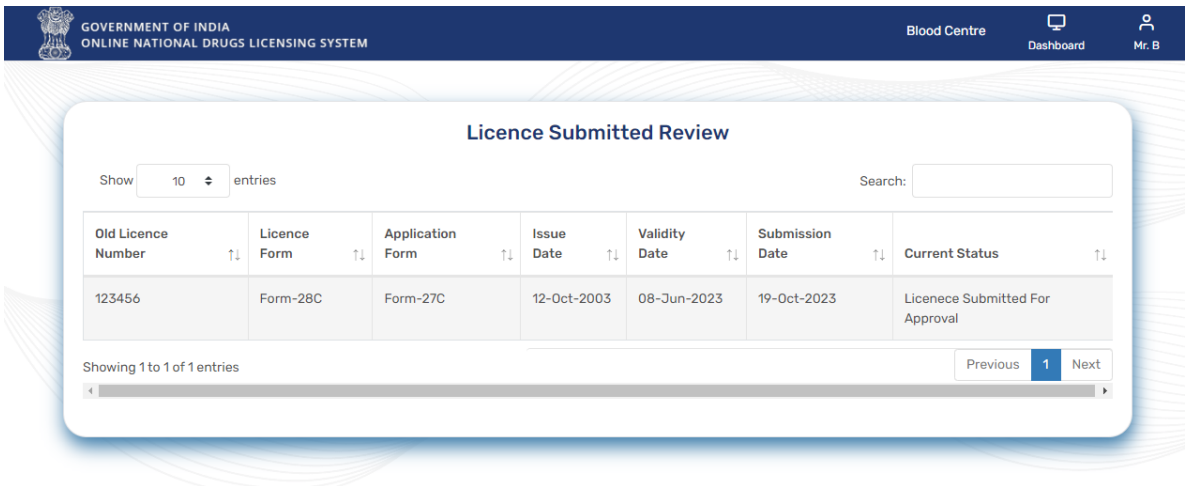


Figure 60: Licence Submitted Review

6.3 Apply Retention/Renewal

- User can apply the renewal application from this tile, or they can apply from licence tile from dashboard as shown in Figure 61.

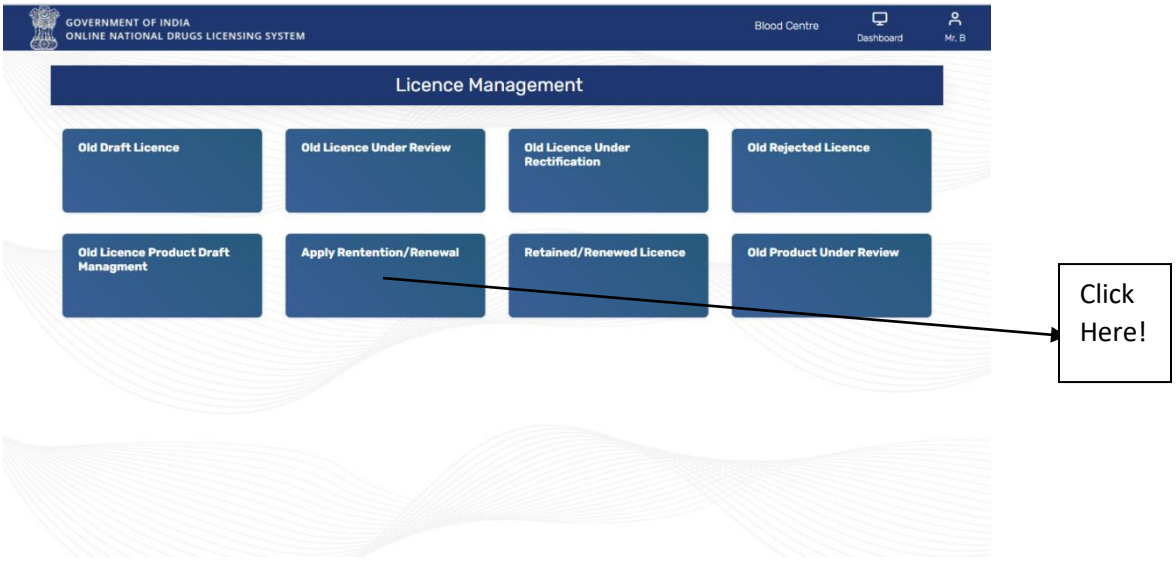


Figure 61: Apply Retention/Renewal

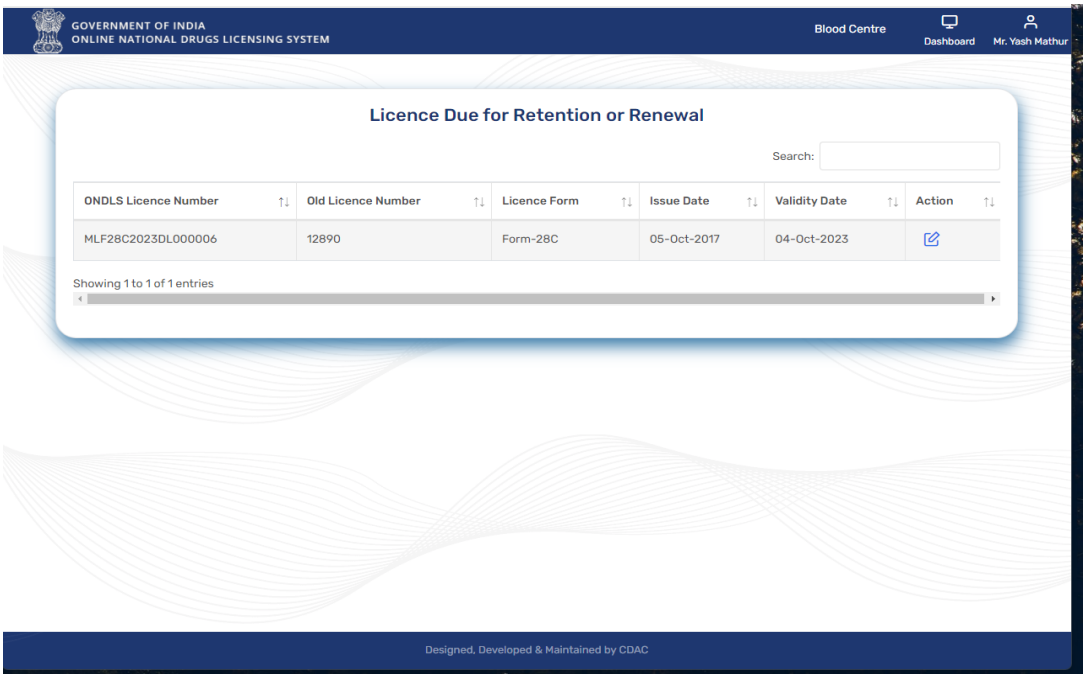


Figure 62: Licence Due for Retention or Renewal

- After this user can proceed for retention application submission, click on Application Processing tile from dashboard then click on Save as Draft tile. User will be able to see the file in the save as draft page as shown in Figure 63.
- Select view/modify option from Action tab to proceed. After that click on Review &Proceed button from Application Preview Page. User will land on the Checklist Document Validation and upload page.
- Upload all documents and click on Proceed button to fill payment details on Payment Details page as shown in Figure 64.

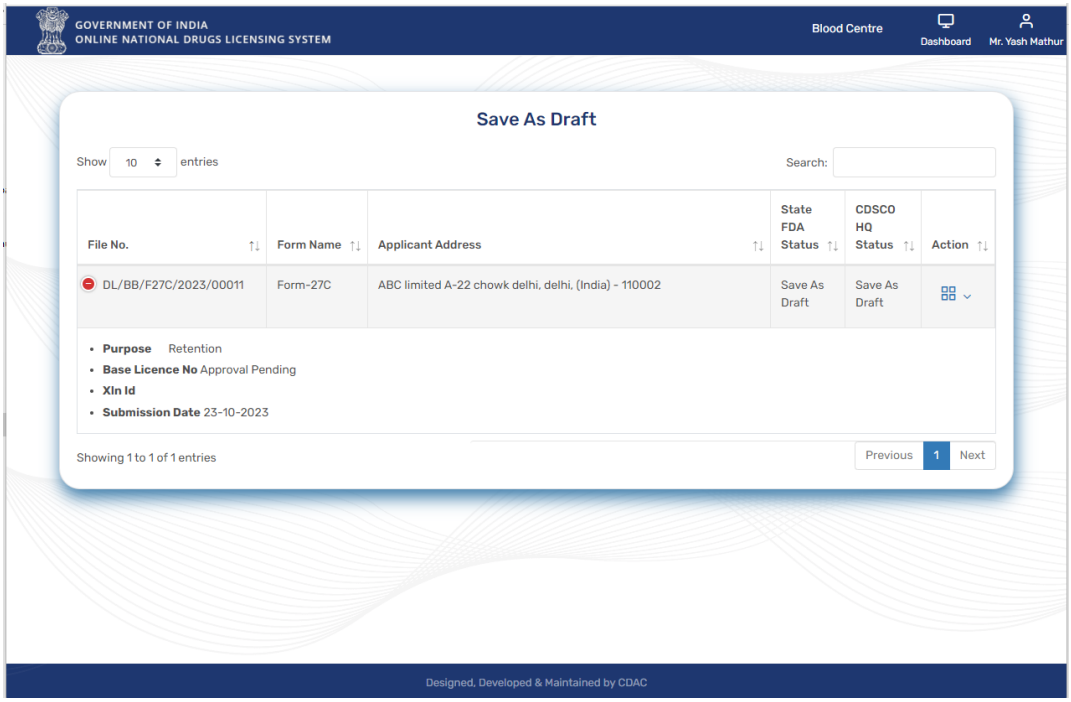


Figure 63: Save as Draft

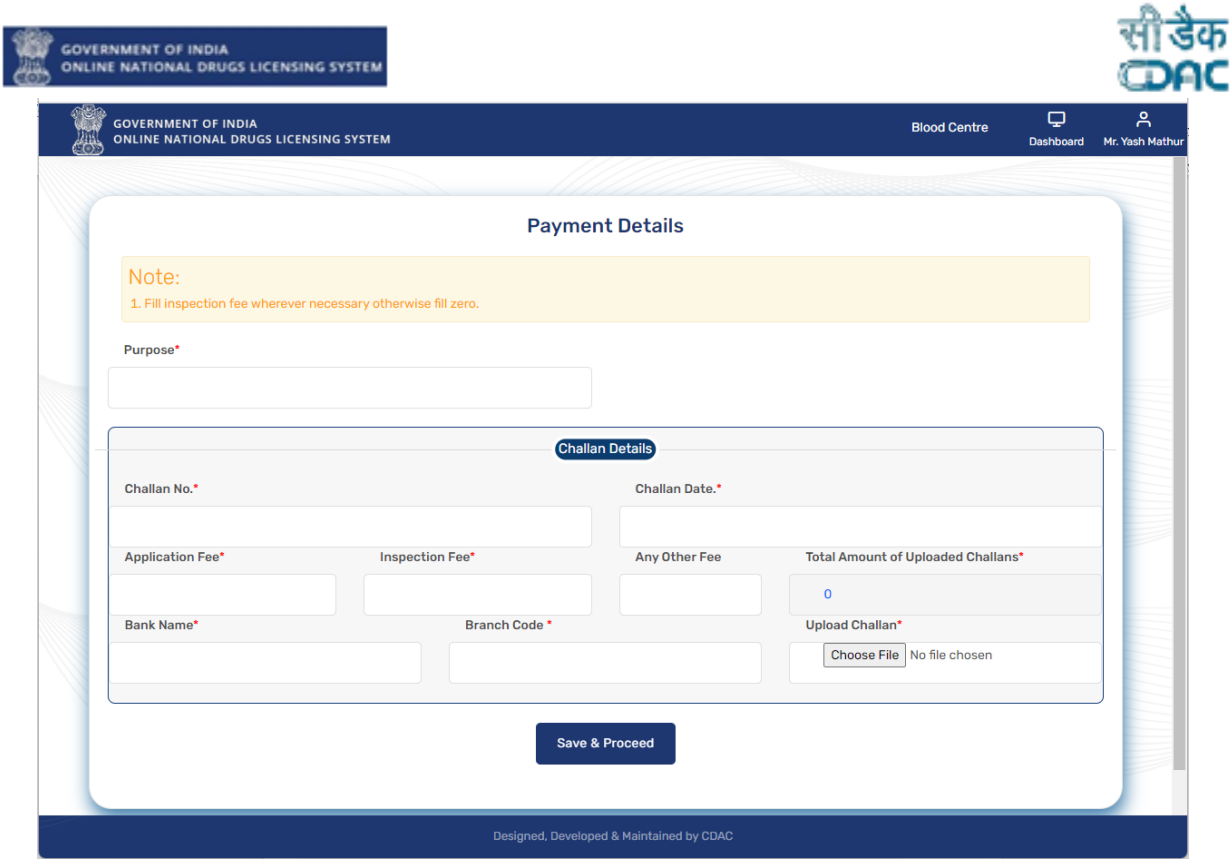


Figure 64: Payment Details

- After filling the payment details, click on Save & proceed button. Verify the details on Application Preview page and click on Review & Proceed button.
- After submission user will get the File No for future correspondence as shown in Figure 65.

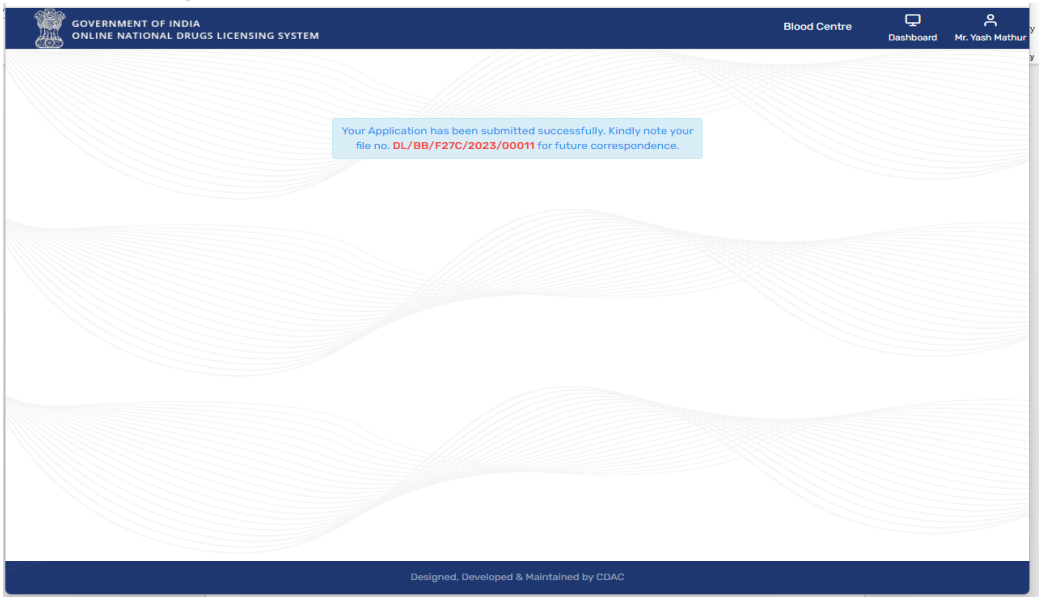


Figure 65: Submitted Application

- User can check the application status in Submitted Application tile from dashboard as shown in Figure 66.

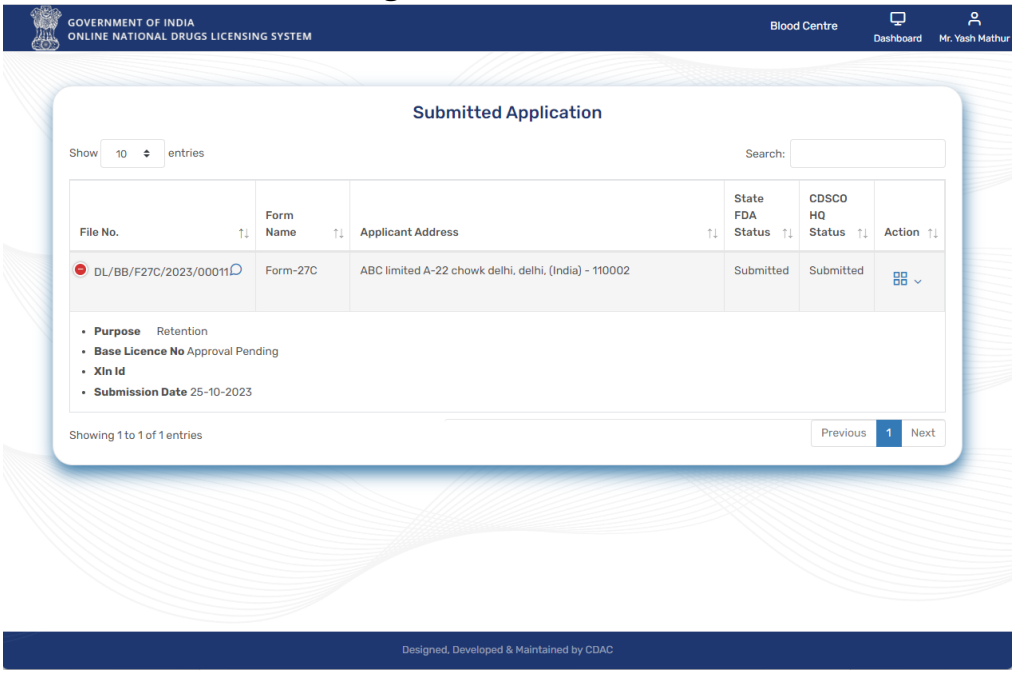


Figure 66: Submitted Application Page.

6.4 Old Licence Under Rectification

- If user wants to check for any correction in application, click on this tile to proceed as shown in Figure 67.
- Applications that require some corrections fall under this section.

- The reviewing officer (RO) sends the application back to the applicant for correction.
- The user can see the application that needs to be corrected and submit it again for approval.
- All applications that need rectification are listed on the Licence Due for Retention or Renewal page, as shown in Figure 68. The user can click on the Action link to proceed.

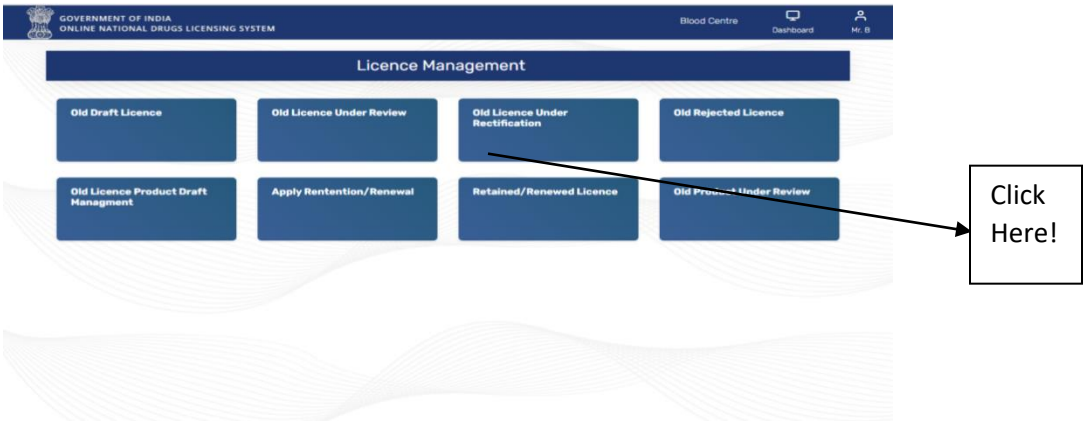


Figure 67: Old Licence under Rectification

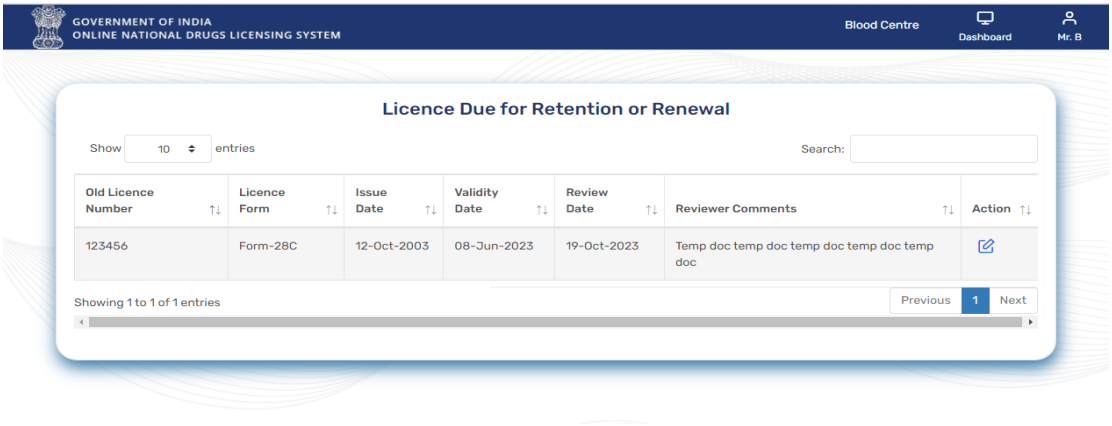


Figure 68: Licence Due for retention or Renewal page

6.5 Old Rejected Licence

- If user wants to check the rejected application, click on Old Rejected Licence tile from the licence Management page to proceed as shown in Figure 61.
- Rejected licence applications will be show on Rejected Licence Page as shown in Figure 69.

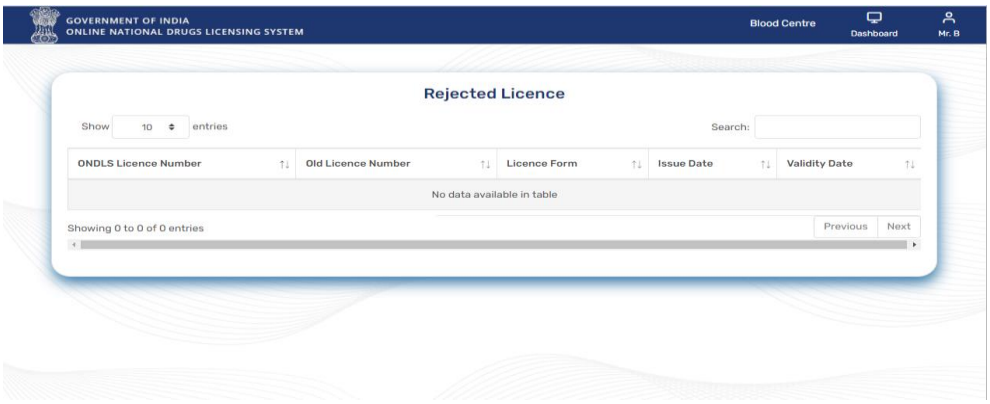


Figure 69. Rejected Licence

6.6 Old Product Under Review

- User can add more products from this page for renewal of licences as shown in Figure 70.

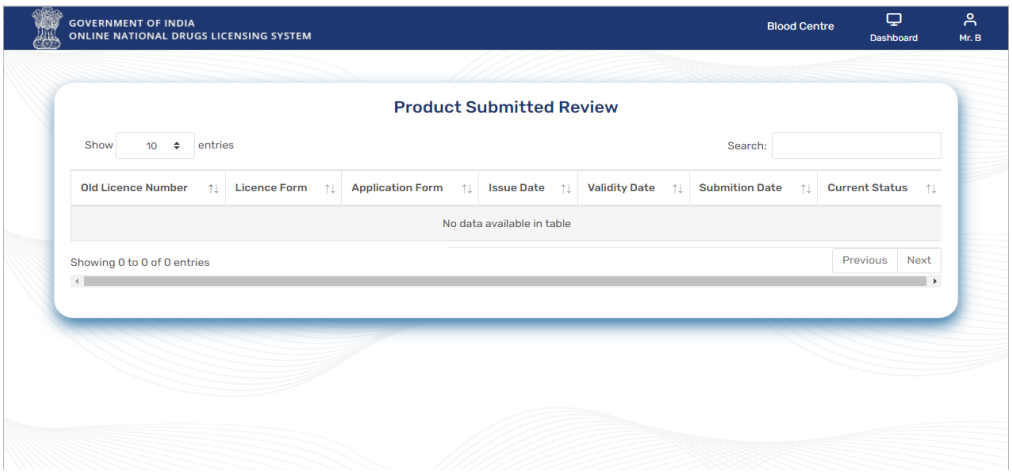
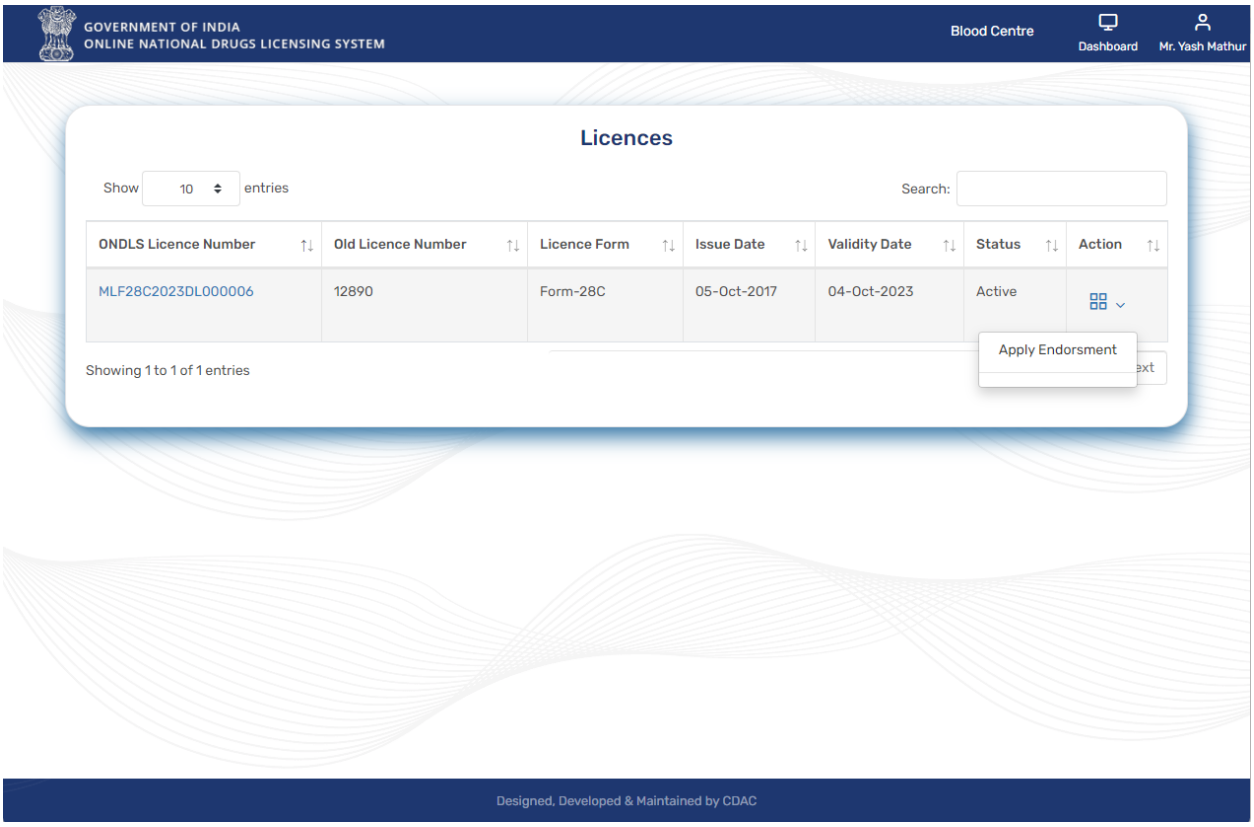


Figure 70: Product Submitted Review

7. Licences

- From this page user can check the status of licences.
- User can apply for retentional and renewal of licences from this tile too as shown in Figure 71.

- User can click on Action link and choose option Apply Endorsement as shown in Figure 71.



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