

Online National Drugs Licensing System (ONDLS)

USER MANUAL for Corporate

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

**(A Scientific Society of Department of Information Technology, Ministry of
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Corporate Login in ONDLS: -

1. Homepage:

- Open the link for online Licensing “www.statedrugs.gov.in” after that click on “Sign in/up” as shown in figure 1.



Figure 1: Home Page

1.1 Login (Username and Password): -

- Login using username, password and Captcha then click on Validate and proceed as show in figure 2.

The screenshot shows the 'SIGN IN' login form. It includes fields for 'Enter User Name', 'Enter Password', and a Captcha field with the text 'XQDNM'. Below the fields are buttons for 'VALIDATE & PROCEED', 'OR', and 'REGISTER OR SIGNIN WITH MOBILE NUMBER'.

Figure 2: Sign in (Username and Password)

1.2 Login (OTP): -

- Enter registered mobile number and then Press “Get OTP” Button as shown in figure 3.

REGISTER OR SIGN IN
An OTP will be sent to your mobile number for verification

Enter your mobile number

GET OTP

By Sign In/Registration, I agree to the Terms of Service and Privacy Policy

OR

SIGNIN WITH USER NAME AND PASSWORD

Figure 3: Sign In (Mobile number)

- You will get OTP on your Mobile number. Enter your OTP Then Press “Validate Proceed” Button as shown in figure 4.

OTP VERIFICATION
An OTP will be sent to your mobile number for verification
XXX XXX 8888

One Time Password

An OTP has been sent to your registered Email Id and Mobile Number
OTP SENT 54

VALIDATE & PROCEED

By Sign In/Registration, I agree to the Terms of Service and Privacy Policy

OR

SIGNIN WITH USER NAME AND PASSWORD

Figure 4: OTP Verification through Registered Mobile number

2. Corporate Dashboard: -

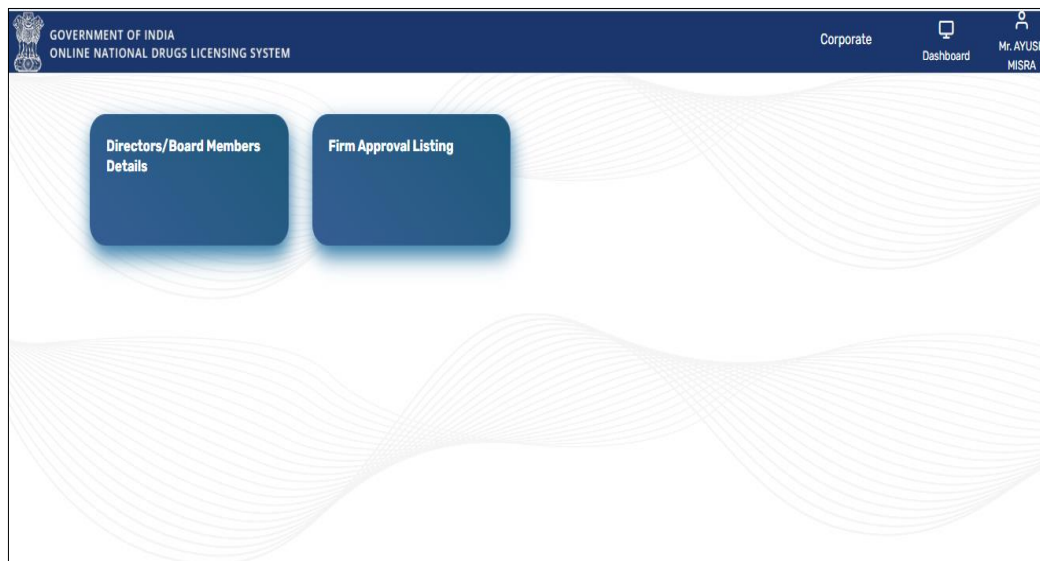


Figure 5: Corporate Dashboard

2.1 update profile Image (at first login): -

- After first login to the ONDLS portal, the user will be redirected to the Dashboard. A message will be displayed stating: **“Dear User, please update your profile image to continue.”** The user must update the profile image to proceed further.
- To update the profile image, click on the **Pencil icon** as shown in **Figure 6**.

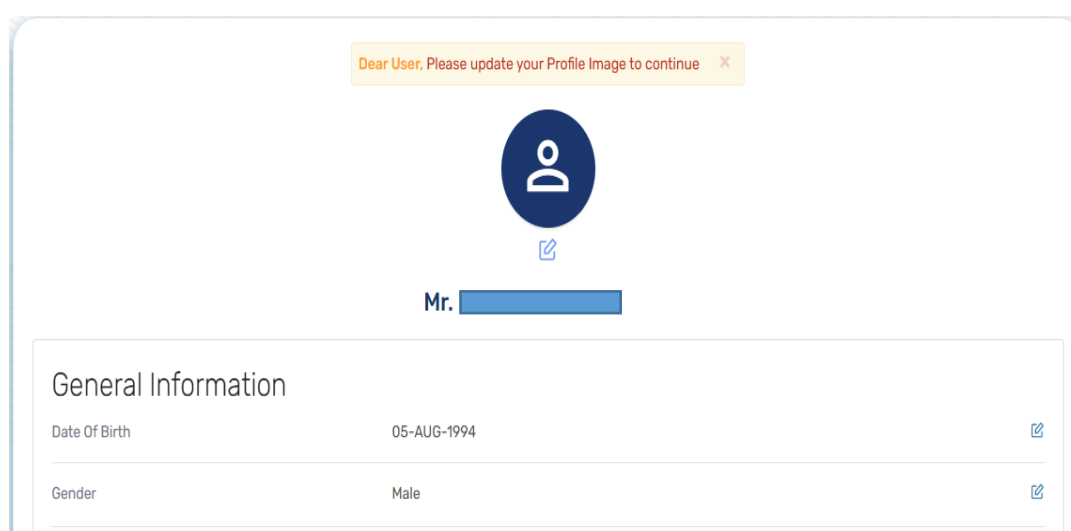


Figure 6: Profile Image

2.2 Directors/ Board members Details: -

- clicking on Add Director and Members tile ONDLS will be verify the PAN details of member from Income Tax Department as shown in figure 7.

The screenshot shows a web form for PAN verification. The form is divided into two main sections: 'Initial Details' and 'Firm Details'. The 'Initial Details' section is highlighted with a red border and contains the following fields: 'REGISTRATION PURPOSE: Firm', 'CONSTITUTION TYPE: Proprietary', 'CONSTITUTION ID: [text box]', and 'FIRM TYPE: Retailer/WholeSaler'. The 'Firm Details' section contains: 'Pan Number: [text box]', radio buttons for 'Individual' (selected) and 'Firm', 'Full Name*(Enter Name written on PAN Card)' [text box], 'Gender*' with radio buttons for 'Male' (selected), 'Female', and 'Transgender', and 'Date of Birth*(Enter Date of Birth as written on PAN Card)' [text box]. Below the form is a 'System Notification' box with a green checkmark icon, the text 'PAN details successfully verified', and an 'Ok' button.

Figure 7: PAN Verification

- All fields marked with asterisk (*) are mandatory. For documents only, pdf is permitted.
 - Name
 - Gender
 - Education Qualification
 - PAN Number
 - Designation
 - Mobile Number
 - Residential Address
 - Phone Number
 - Email Id
 - Date of Joining

- After Filling all the details, you need to click on Add Record and also You can generate the Pdf of the form.
- After clicking on add record the added members list will start appearing at the bottom of the page as shown in figure 8 (a), (b), (c) and (d)

The screenshot shows a form titled 'Add Member' with a green 'Verified' button at the top center. The form contains several input fields arranged in two columns:

- Designation***: A dropdown menu with 'Select' as the current value.
- Mobile Number***: A text input field with the placeholder 'Enter Mobile Number'.
- Educational Qualification***: A text input field with the placeholder 'Enter Highest Educational Qualification'.
- Residential Address***: A text input field with the placeholder 'Enter Residential Address'.
- Email Id***: A text input field with the placeholder 'Enter Email Id'.
- Date of Joining***: A text input field.

At the bottom of the form, there is a dark blue footer that reads 'Designed, Developed & Maintained by CDAC'.

Figure 8(a): Add Member

The screenshot shows the 'Add Member' form with the following data entered:

- Designation***: New Delhi
- Mobile Number***: 8956890567
- Email Id***: abc@yopmail.com
- Date of Joining***: 31/03/2025

Below the form, there are two buttons: 'Edit Details' and 'Download Declaration'. Underneath these are three upload sections:

- Upload Signed Declaration:***: A 'Browse...' button with the text 'No file selected.' below it.
- Upload PAN :***: A 'Browse...' button with the text 'No file selected.' below it.
- Upload Photo:***: A button with a document icon.

At the bottom center, a green button labeled 'Submit to StateFDA' is highlighted with a red rectangular border.

Figure 8(b): Add Member

Active Member Details

Show entries Search:

Select Default Member	Name	Designation	Date of joining	Action
<input type="radio"/>	Amit	Director	31-mar-2025	<input type="checkbox"/>

Showing 1 to 1 of 1 entries View Details

*** At least one member should be present (to remove a single member, another member need to be added) ***
*** Picture of Default Member will be printed on the Sale Licence ***

Figure 8(c): Active Member Details

Active Member Details

Show entries Search:

Select Default Member	Name	Designation	Date of joining	Action
<input checked="" type="radio"/>	Amit	Director	31-mar-2025	<input type="checkbox"/>

Showing 1 to 1 of 1 entries Previous Next

Set Default Member

Set the selected Member as Default Member? (Picture of Default Member will be printed on the Sale Licence...)

*** At least one member should be present (to remove a single member, another member need to be added) ***
*** Picture of Default Member will be printed on the Sale Licence ***

Figure 85(d): Set Default Member Picture

2.3 Firm Approval Listing: -

- On **Firm Approval Listing**, the details of all firm accounts associated or linked with the Corporate Account, along with their current status as shown in figure 9. Approval of the firm account is mandatory to activate and make the site account operational.

The figure consists of two screenshots of the 'Firm Approval' interface in the Government of India Online National Drugs Licensing System. Both screenshots show a table with one entry. The top screenshot shows a dropdown menu with 'approve firm' and 'reject firm' options. The bottom screenshot shows the same entry with a green checkmark in the status column and a pagination bar at the bottom.

Firm Details	User Details	Status	Action
Sky ,New Delhi ,New Delhi ,New Delhi ,Delhi ,India ,110001	Mr. Tarun N M, Email Id:- secacc@yopmail.com Mobile No:-	⌚	⌵

Showing 1 to 1 of 1 entries

approve firm
reject firm

Firm Details	User Details	Status	Action
Sky ,New Delhi ,New Delhi ,New Delhi ,Delhi ,India ,110001	Mr. Tarun N M, Email Id:- secacc@yopmail.com Mobile No:-	✔	⌵

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 9: Firm/Site Approval