

Online National Drugs Licensing System (ONDLS)

USER MANUAL for Drug Manufacturers

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

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Table of Contents

| | |
|-------------------------------------------------|-----------|
| Drug Manufacturers Login | 2 |
| 1. Homepage | 2 |
| 1.1 Login (Username and Password) | 2 |
| 1.2 Login (OTP) | 3 |
| 1.3 Update profile image (at first login) | 4 |
| 2. Drug Manufacturers Dashboard | 5 |
| 2.1 Product Management | 5 |
| 2.1.1 Allopathic Product | 6 |
| 2.1.2 Product Listing..... | 7 |
| 2.1.3 Vaccine Product | 8 |
| 2.1.4 Blood Product | 9 |
| 2.2 Application Processing | 9 |
| 2.2.1 Fresh Application | 9 |
| 2.2.1.1 Manufacturing Licence..... | 10 |
| 2.2.1.2 Test Licence..... | 15 |
| 2.2.2 Save as Draft | 21 |
| 2.2.3 Submitted Application..... | 21 |
| 2.2.4 Approved Application..... | 22 |
| 2.2.5 Query Raised Application | 22 |
| 2.2.6 Request for Surrender/ Withdrawn | 23 |
| 2.2.7 Rejected Application..... | 23 |
| 2.3 Technical Member | 24 |
| 2.3.1 Add Technical Member | 24 |
| 2.3.2 Technical Person Pool | 28 |
| 2.4 OLD License Management | 29 |
| 2.4.1 Old Licence Product Draft..... | 29 |
| 2.4.2 Old Draft Licence | 31 |
| 2.4.3 Apply Retention/Renewal | 34 |
| 2.4.4 Old Licence Under Rectification | 37 |
| 2.4.5 Old Rejected Licence..... | 38 |
| 2.4.6 Old Product under Review | 39 |
| 2.5 Licenses | 39 |

Drug Manufacturers Login

1. Homepage

- Open the link for online Licensing “www.statedrugs.gov.in” after that click on “Login/ Register” 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.

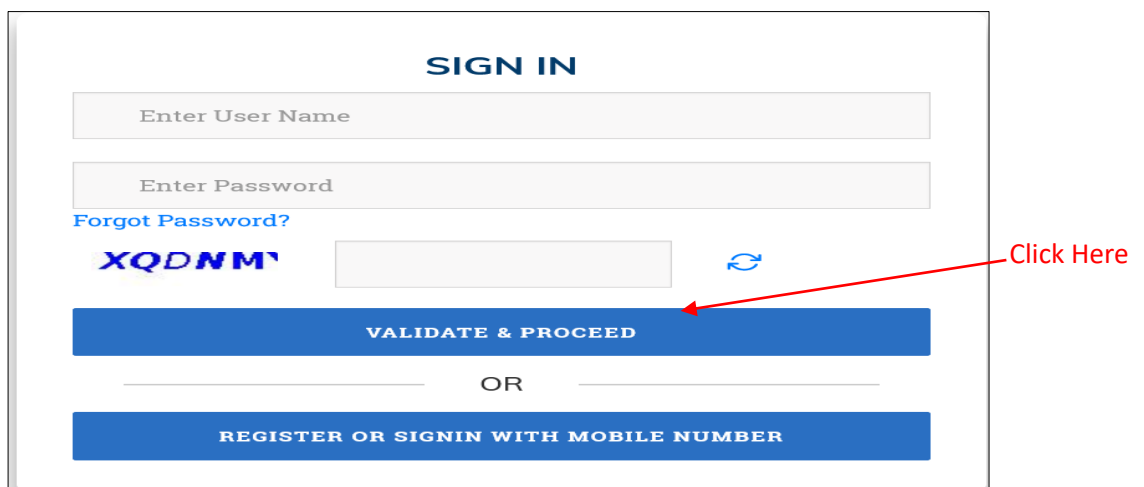


Figure 2: Sign in (Username and Password)

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

1.3 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 5**.

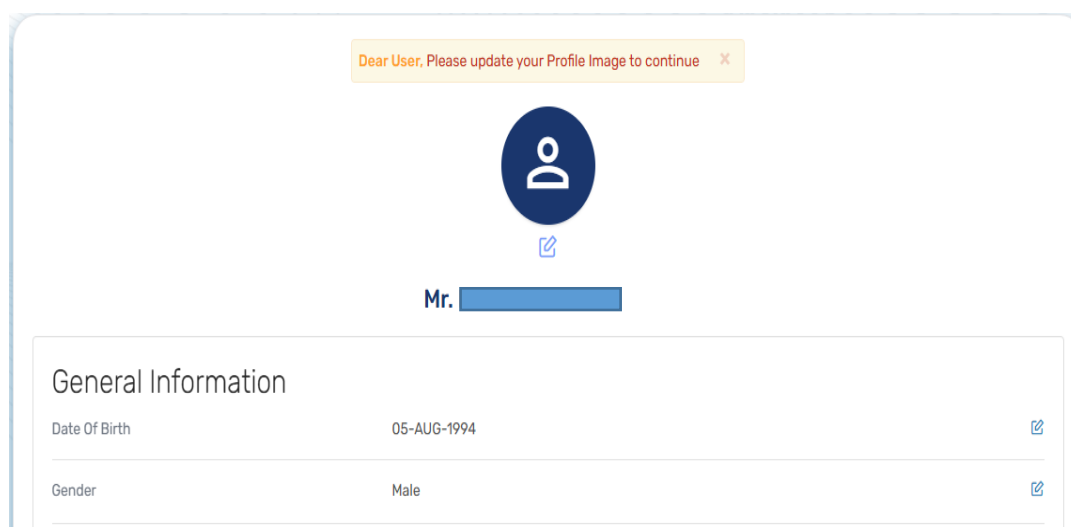


Figure 5: Profile image

2. Drug Manufacturers Dashboard

- Dashboard for Drug Manufacturers as shown in figure 6.



Figure 6: Manufacturer of Drugs Dashboard

2.1 Product Management

- From your Dashboard you may choose any suitable option and proceed.
- If you click on Product Management there you can click on product type as per your choice as shown in figure 7.



Figure 7: Product Management

2.1.1 Allopathic Product

- If you will click on Allopathic product as shown in figure 8, you will be directed to the page where you have to give all details about the products details as shown in figure 9 and 10.

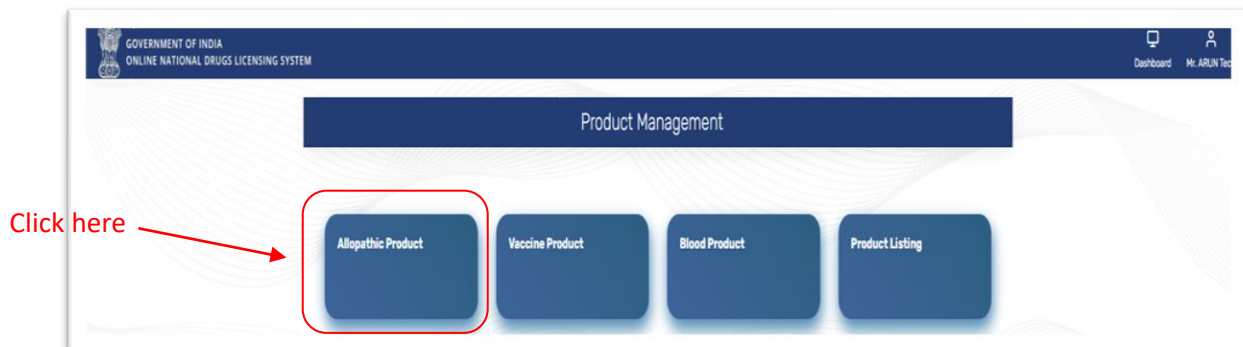


Figure 8: Allopathic Product Type

A screenshot of the 'Allopathic Product Draft Page' in the online national drugs licensing system. The page has a white background with a blue header. The main content area contains several sections for data entry: 'Drug Basic Details' with fields for 'Manufacturing Purpose*', 'Product Type*', 'Dosage Form*', 'Pharmacological classification of Drug*', 'Brand Name (Optional)', 'Enter Brand Name', 'Shelf Life*', 'Shelf Life Unit*', and 'Packaging Presentation*'; 'Product Description' with a text area; 'Upload Supporting Documents' with 'Analytical Document*' and 'Leaflet/Other Document' fields, each with a 'Choose File' button and 'No file chosen' text; and 'Ingredients Detail' with 'Ingredient Type*' and 'Ingredient Name*' fields.

Figure 9: Allopathic Product Details

- After filling up all the details like ingredients and its indication, you need to click on to add ingredients and add indication as shown in Figure 10.

Figure 10: Details of Allopathic Product

2.1.2 Product Listing

- Now from the Product Management page click on product listing and there you can see the product that you have added as shown in figure 11 and 12.



Figure 11: Product Listing

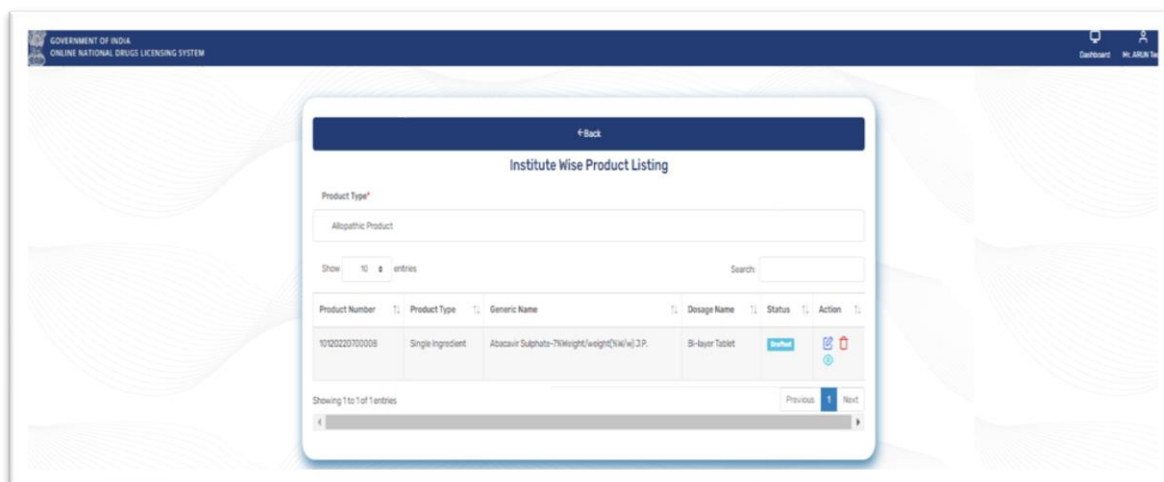


Figure 12: Institute wise Product Listing

2.1.3 Vaccine Product

- If you want to add a vaccine product then click on vaccine product from product management and fill the required form as shown in figure 13.

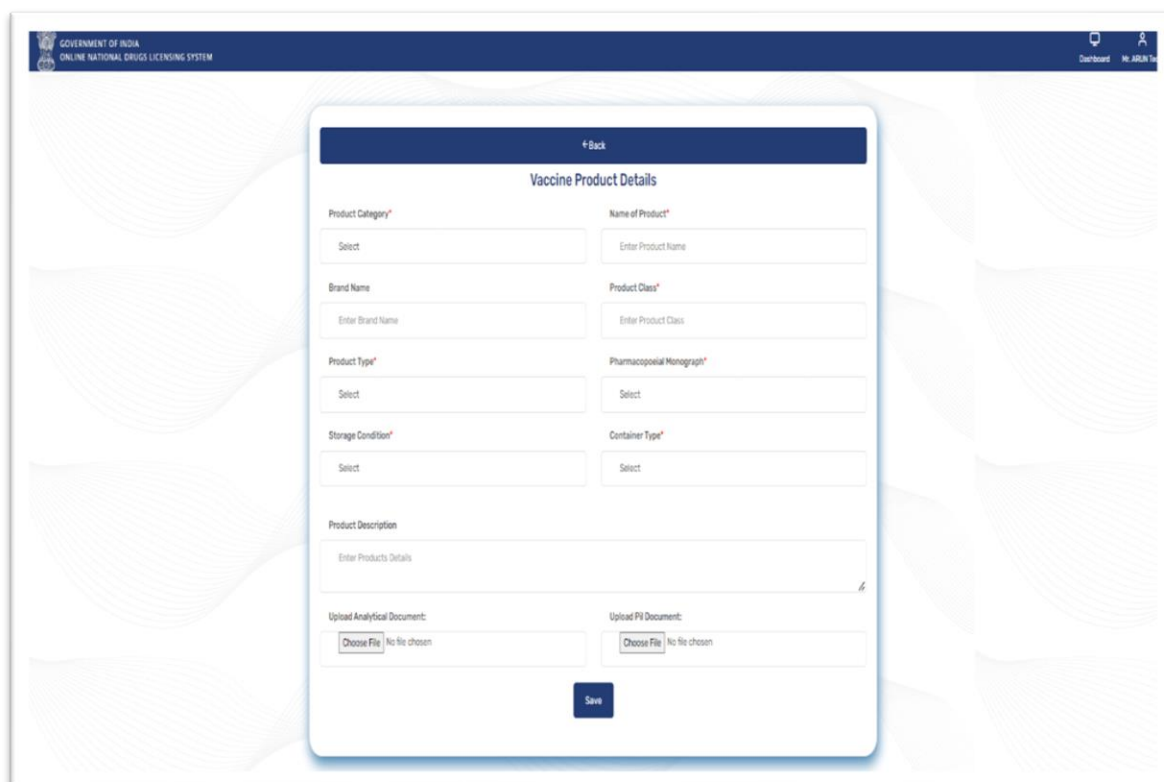


Figure 13: Vaccine Product

2.1.4 Blood Product

- And if you want to add blood product then click on blood product from product management as shown in figure 14.

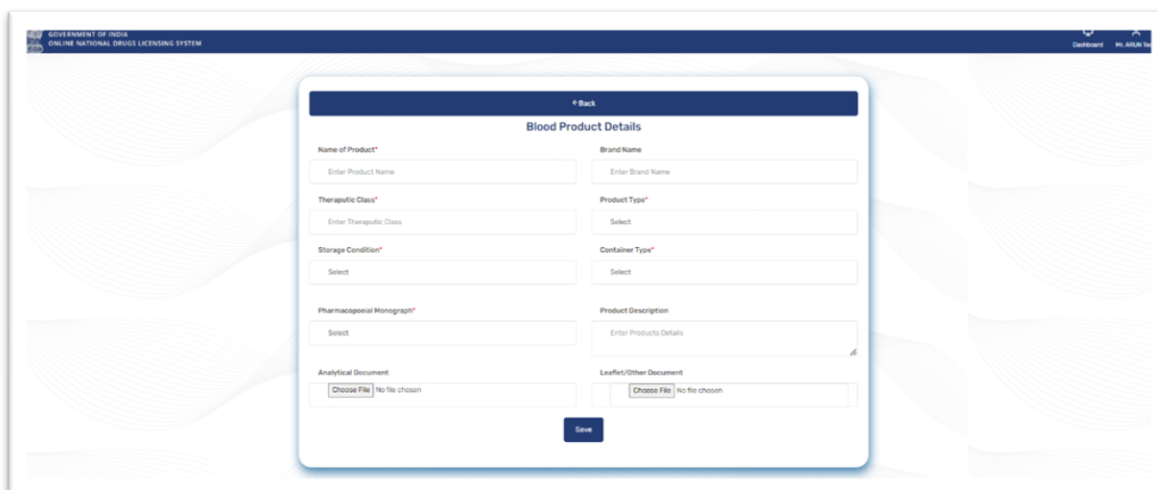


Figure 14: Blood product

2.2 Application Processing

2.2.1 Fresh Application

- After adding product, we can click on fresh Application submission as shown in figure 15.



Figure 15: Fresh Application Submission

2.2.1.1 Manufacturing Licence

- After clicking on fresh application, the page where you have to mention the application type and form name then click on submit as shown in figure 16.

Application Draft Initial Page

Application Type* Manufacturing License

Form Name* Form-24

I agree that I will provide accurate information and I will be solely responsible for any false or inaccurate information provided to the division.

Submit

Select the Application Type

Select the Form Name

Click Here

Figure 56: Application Initial Page

- After submitting the application initial page, you will get directed to the Firm Details Confirmation page as shown in figure 17.
- Now check all the details that you have mentioned are correct and then click on save details as shown in figure 17.

Firm Detail Confirmation

Applicant Firm Details

Firm Name :- Cdac Noida Firm Constitution :- Co-operative

Firm Address :- B 30, Tonk, District-Central Delhi, State-Delhi, India -110069

Authorized Person

Mr. ARUN Tech

Save Details

Click Here

Figure 67: Firm Details Confirmation

- After clicking on save details you will get directed to the application product

mapping page as shown in figure 18.

- Now click on the product which you have added and then click on save as shown in figure 18.

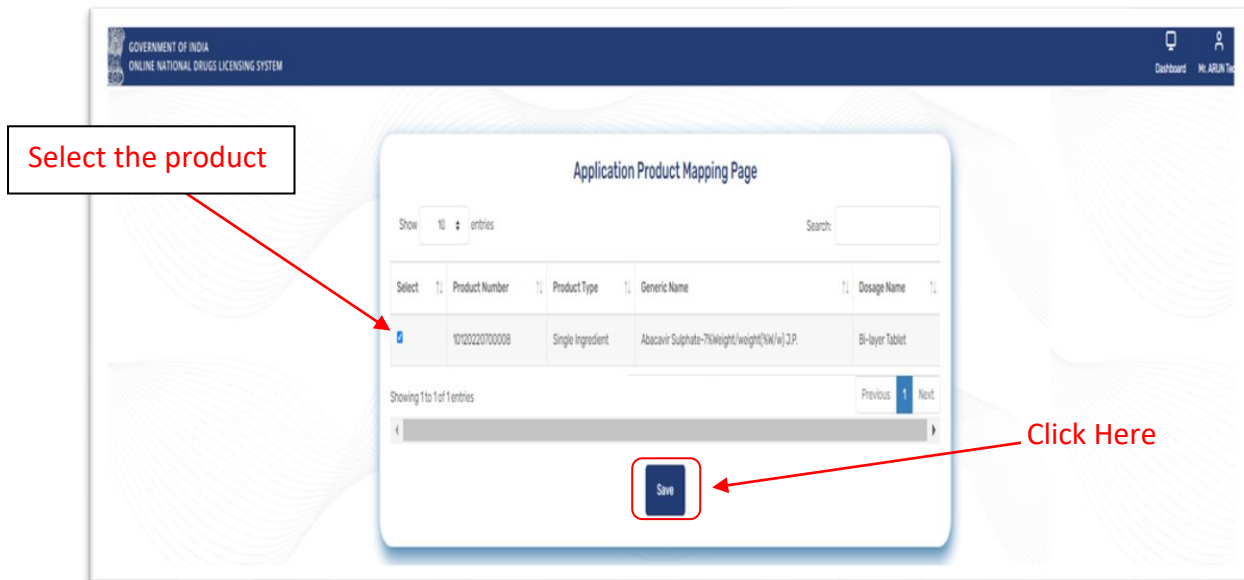


Figure 78: Product Mapping

- Now after selecting the product, you have to select the technical person and then click on next as shown in figure 19.

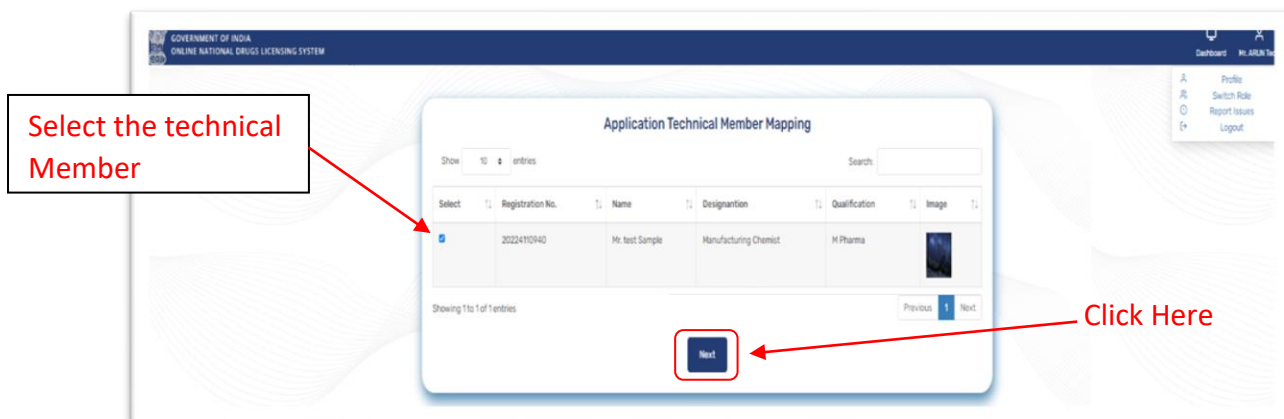


Figure 89: Technical Member Mapping

- After selecting the technical member, you will get to preview your application form, in this you can either edit the application form or you can proceed as shown in figure 20.

Click here to Review and Proceed

Click here to Edit Application

Figure 9: Application Preview

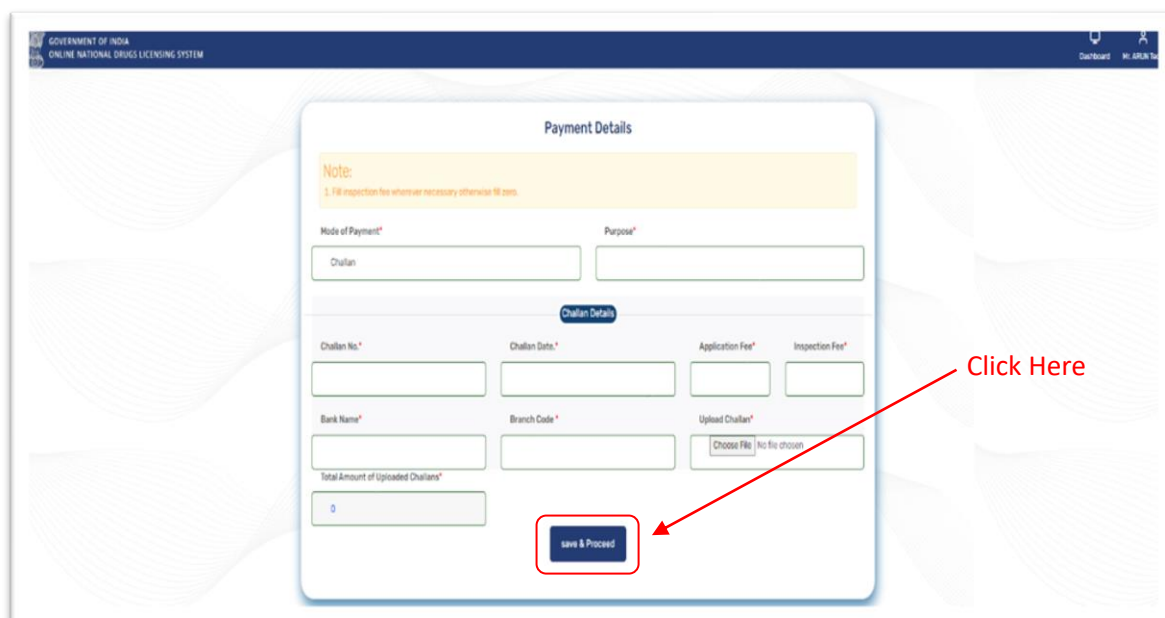
- Now after application preview you have to Verify and upload all the required documents then click on Proceed as shown in figure 21.

Upload your documents

Click Here

Figure 210: Checklist document validation and upload page

- Now you have to make payment, first fill the required details then click on save and proceed as shown in figure 22.



Payment Details

Note:
1. Fill inspection fee whenever necessary otherwise fill zero.

Mode of Payment* Purpose*

Challan Details

Challan No.* Challan Date* Application Fee* Inspection Fee*

Bank Name* Branch Code* Upload Challan*

Total Amount of Uploaded Challans*

Figure 22: Payment (Challan) Details

- After payment details you will get to review your form again, after checking all the details click on proceed as shown in figure 23 and 24.



Application Preview

Corporate Details

Name -> Cdac Noida Constitution -> Co-Operative
CIN/PAN No. -> ACC8D4648K Address -> cdac noida, b 30, noida, District-East Delhi, State-Delhi, India -110095, Contact Number-899574567

Site Details

Name -> Cdac Noida Constitution -> Co-Operative
CIN/PAN No. -> ACC8D4648K Address -> B 30, Tonk, District-Central Delhi, State-Delhi, India -110049

Application & Licence Details

Application No -> DL/ML/P24/2022/00003 Application Type -> Fresh
Applicant Form Name -> Form-24 Licence Form Name -> Form-25

Authorised Person Details

| Name | Designation |
|---------------|-------------|
| Mr. ARUN Tech | HEAD |

Technical Person Details

| Technical Member No | Name | Designation | Qualification | View Profile |
|---------------------|------|-------------|---------------|--------------|
| | | | | |

Figure 23: Preview Application

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Name: Mr. ARUN TOSH, Designation: HEAD

Technical Person Details

| Technical Member No | Name | Designation | Qualification | View Profile |
|---------------------|-----------------|-----------------------|---------------|------------------------------|
| 2022410940 | Mr. test Sample | Manufacturing Chemist | M.Pharma | View Profile |

Licence Product Detail

| Product No | Product Name | Brand Name | Product Type | Dosage Name | Status |
|-----------------|--------------------------------------------|------------|-------------------|-----------------|------------------------------|
| 101002020100008 | Atbacavit Subphate-75mg/weight(50/50) 3.P. | test | Single Ingredient | Bi-layer Tablet | Not Approved |

Payment Details

Bank Name - icici, Amount - 1120

Challan Date - 2022-07-05 00:00:00.0

Legal Form Download Section

Form-24

[Review & Proceed](#)

Click Here

Figure 24: Review Application

- Now after reviewing your page, you have to upload the application form and the click on submit as shown in figure 25

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Upload Final Form

Application for the grant of a licence to manufacture for sale or for distribution of drugs other than those specified in Schedules C.C (I) and X

Application in Form 24

[Choose File](#) | test First Servets and ZSP (PDFDrive).pdf

[Submit](#)

Upload your Form

Click Here

Figure 25: Upload Application Form

- After uploading the form your application form will get submitted and File number will get generated as shown in figure 26.

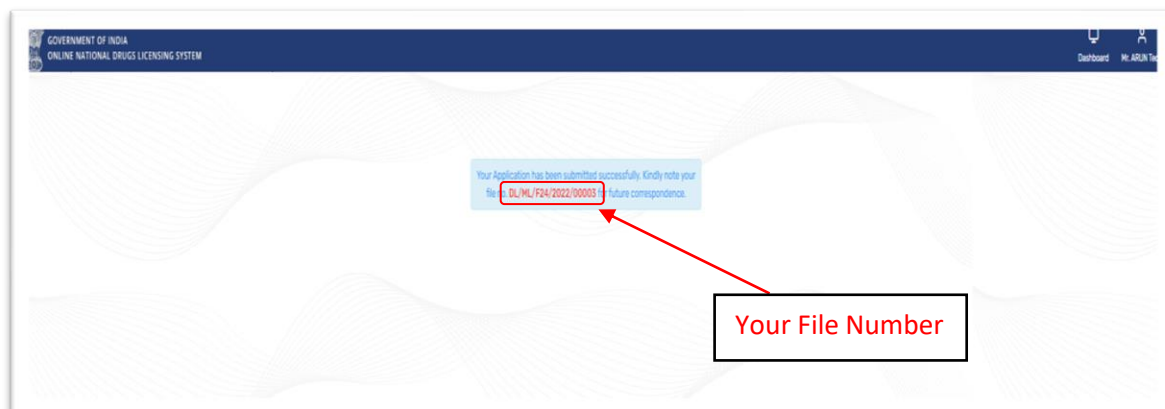


Figure 116: Application/ File Number

2.2.1.2 Test Licence

- If you want to apply for test Licence then go to fresh application as shown in figure 27.

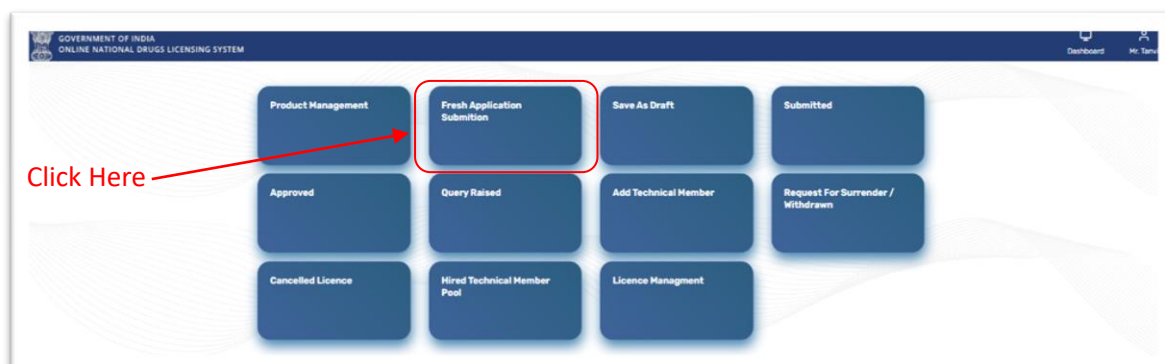


Figure 127: Fresh Application

- Select the required details from application initial page as shown in figure 28.

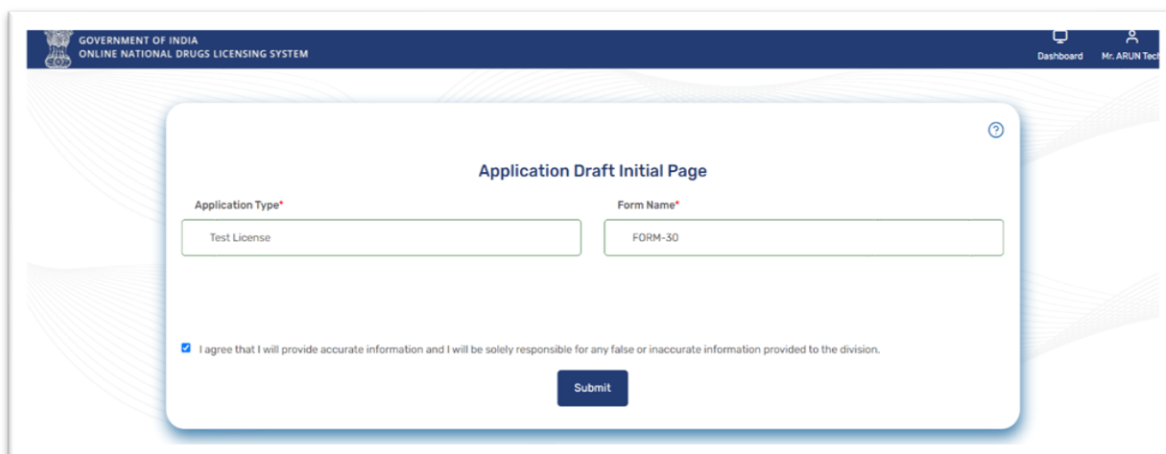


Figure 13: Initial Page

- Now you have to give the firm details confirmation by selecting the authorized person as shown in figure 29.

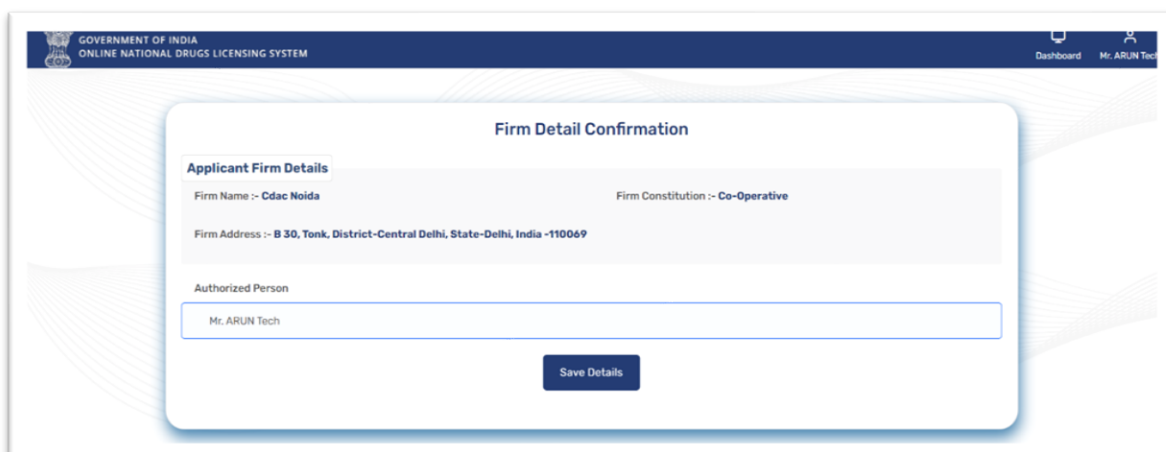


Figure 14: Firm Details Confirmation

- Now you have to select the product for which you are applying for the license as shown in figure 30.

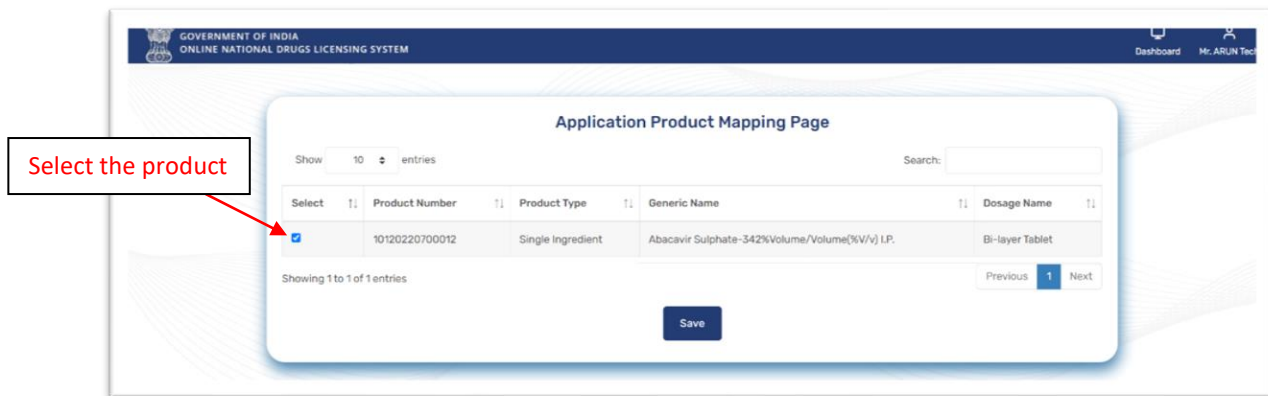


Figure 30: Product Mapping

- Now you have to select the technical person as shown in figure 31.

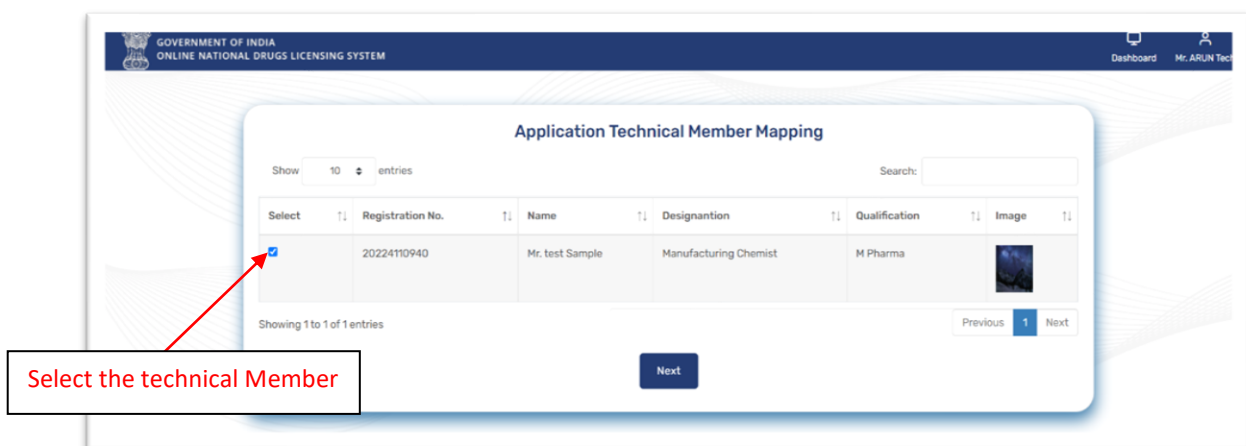


Figure 31: Technical Member Mapping

- After selecting the technical member, you will get to preview your application form, in this you can either edit the application form or you can proceed as shown in figure 32.

Figure 315: Preview Application

- Now upload the documents which are required and the click on proceed as shown in figure 33.

Figure 33: Upload Document

- Give all the payment details as asked then click on save and proceed as shown in figure 34.

Payment Details

Note:
1. Fill inspection fee wherever necessary otherwise fill zero.

Mode of Payment*
Challan

Purpose*
test

Challan Details

Challan No.*
123321

Challan Date.*
06/07/2022

Application Fee*
1000

Inspection Fee*
120

Bank Name*
icici

Branch Code*
rttyt

Upload Challan*
Choose File Head First Ser...DFDrive).pdf

Total Amount of Uploaded Challans*
1120

save & Proceed

Click Here

Figure 34: Payment Details

- After payment details you will get to review your form again, after checking all the details click on proceed as shown in figure 35.

Application Preview

Corporate / Site Details

Director Details

Application & License Details

Authorized Person Details

License Product Detail

Payment Details

Review & Proceed

Click Here

Figure 35: Application Preview

- Now after reviewing your page, you have to upload the final form and the click on submit as shown in figure 36.

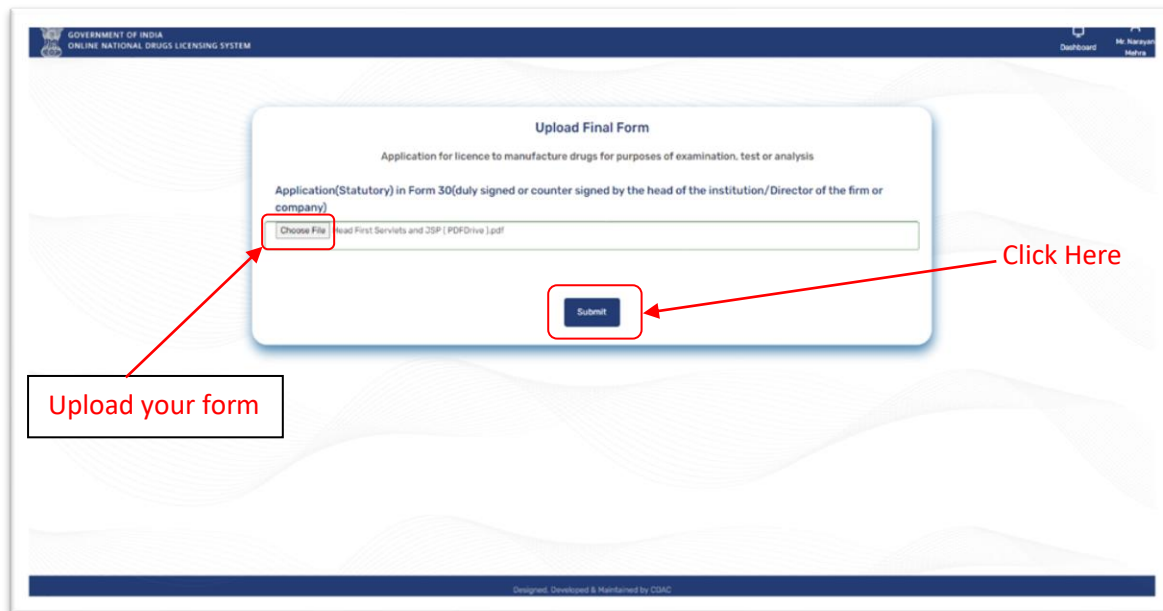


Figure 16: Upload Application Form

- After uploading the form your application form will get submitted and application number will get generated as shown in figure 37.

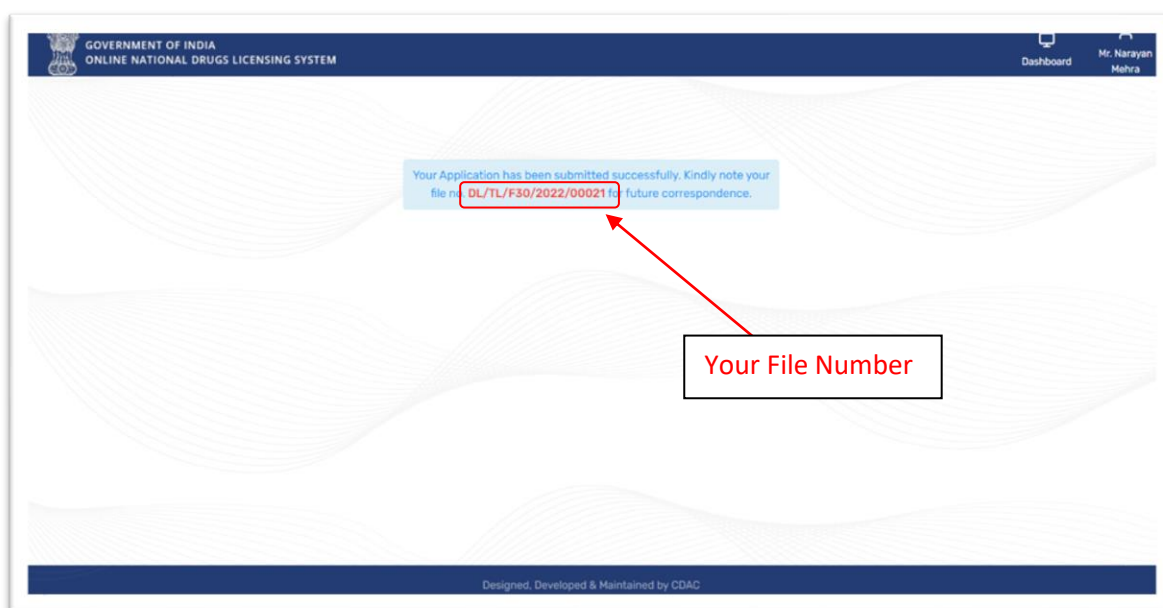


Figure 17: Application/ File Number

2.2.2 Save as Draft

- 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 38.
- 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.

| File No. | Form Name | Applicant Address | State FDA Status | CDSCO HQ Status | Action |
|------------------------|-----------|-------------------|------------------|-----------------|-----------|
| DL/MLV/F27D/2024/00015 | Form-27D | [REDACTED] | Save As Draft | Save As Draft | Grid Icon |

Figure 188: Save as Draft

2.2.3 Submitted Application

- If you want to view whether your application is submitted or not, then click on submitted from the dashboard page then you can view your application as shown in figure 39.

| File No. | Form Name | Applicant Address | State FDA Status | CDSCO HQ Status | Action |
|------------------------|-----------|-------------------|------------------|-----------------|-----------|
| DL/MLV/F27D/2024/00013 | Form-27D | [REDACTED] | Submitted | Submitted | Grid Icon |

- Generate Form
- Withdraw Application
- Apply Endoresment
- Post Submission Change Request
- View Post Submission Change Request
- View Checklist

Figure 19: Submitted Application

2.2.4 Approved Application

- Now if you want to see whether your application form is approved or not, then click on approved from the dashboard then you can view your application status as shown in figure 40.

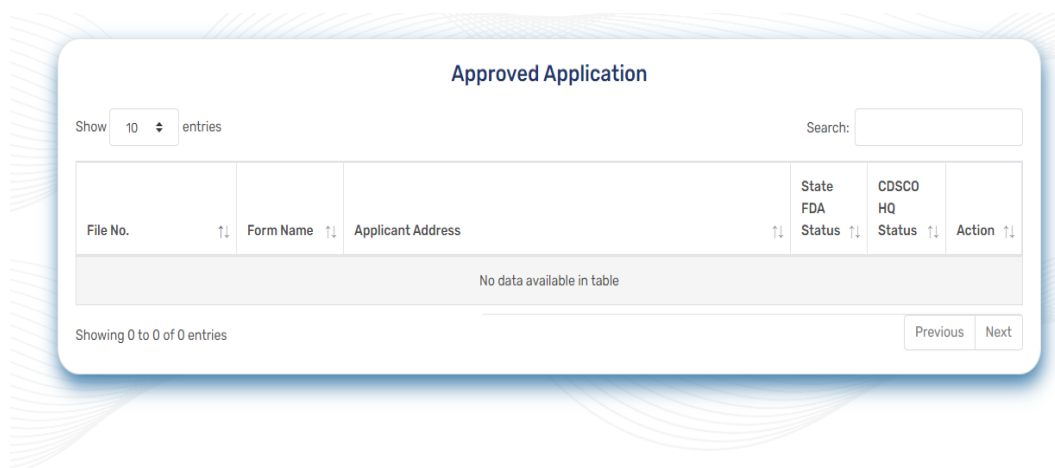


Figure 200: Approved Application

2.2.5 Query Raised Application

- If any query is raised on your application you can click on query raised from the dashboard and can see whether there is any query or not as shown in figure 41.

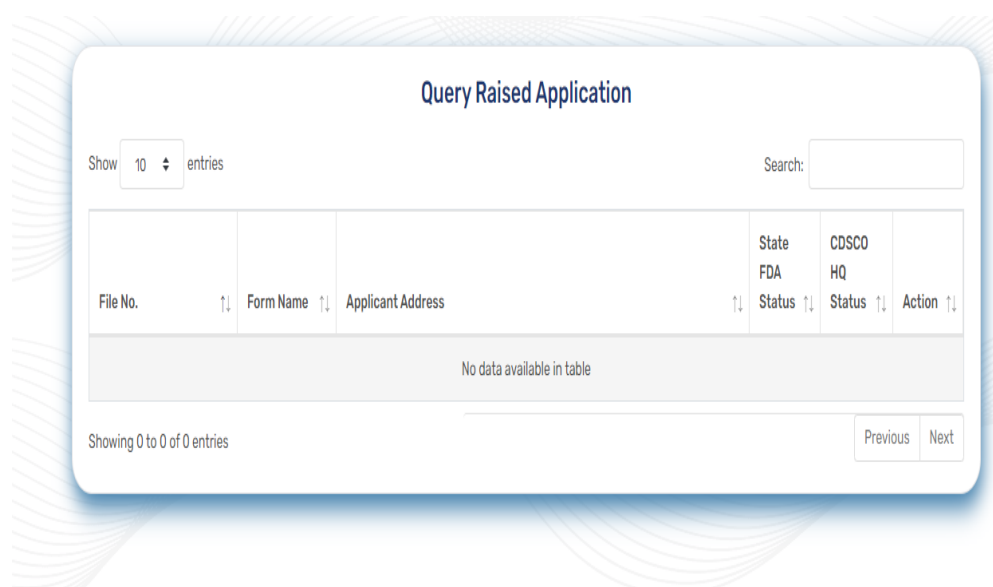


Figure 41: Query Raised

2.2.6 Request for Surrender/ Withdrawn

- If you want to withdraw your application then you can click on request for surrender/ withdrawn from the dashboard as shown in figure 42.

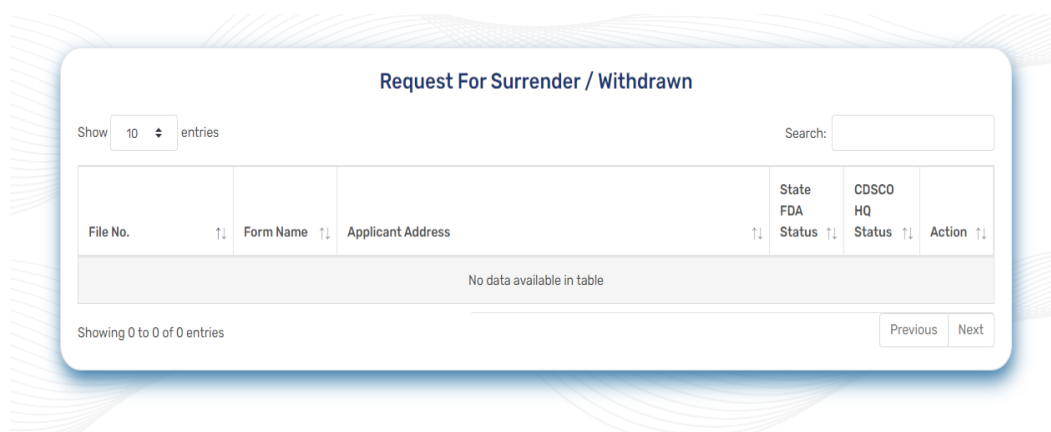


Figure 42: Request for Surrender/ Withdrawn

2.2.7 Rejected Application

- If you want to see your rejected application then click on rejected application from the dashboard as shown in figure 43.

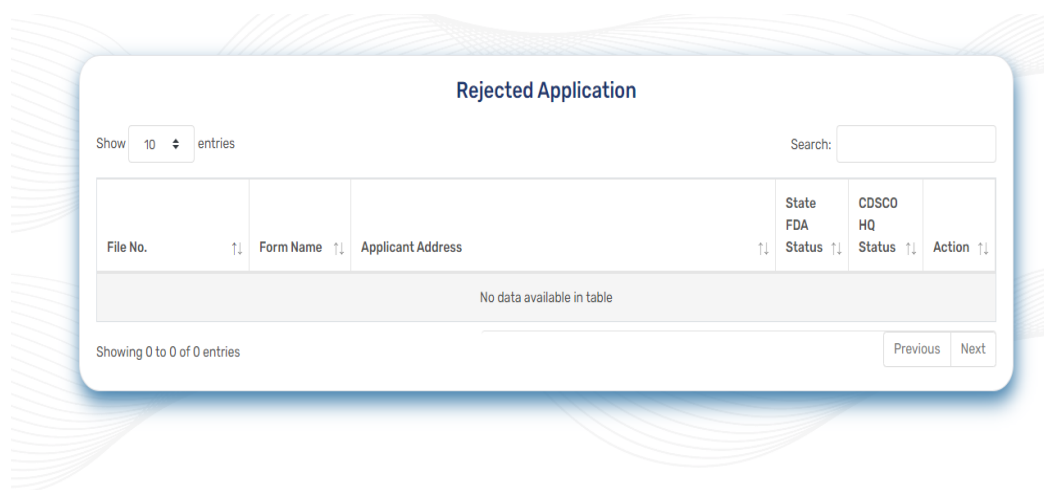


Figure 421: Rejected Application

2.3 Technical Member

2.3.1 Add Technical Member

- 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 44.

Technical Member

Add Technical Member Hired Technical Person Pool

Click Here

← Back

Technical Person Profile

Member Registration Number*

Enter Member Registration Number

Fetch Profile

Note* :- Before hiring please check qualification ⓘ

Technical Person Hire Request Sent

Show 10 entries Search:

| Registration No. | Member Name | Mobile Number | Email-id | Assigned Role / Designation | Status | Hiring Request Date | Action |
|----------------------------|-------------|---------------|----------|-----------------------------|--------|---------------------|--------|
| No data available in table | | | | | | | |

Showing 0 to 0 of 0 entries Previous Next

Figure 44: Add Technical Member

- 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 45.

| Qualification | Certificate Number | College Name | University Name | Marks(%) | Passing (Month , Year) | Document |
|---------------|--------------------|--------------|-----------------|----------|------------------------|-------------------------------|
| 10th | 457454 | CPS | CBSE | 74.0 | Apr. 2010 | View Document |
| 12th | 4544141 | CPS | CBSE | 87.0 | Apr. 2012 | View Document |
| B Pharma | 54541 | SPS | STATE | 79.0 | Apr. 2016 | View Document |

Professional Experience

| Organisation Name | Role | Date of Joining | Date of Exist | Offer Letter | Experience Letter | Releiving Letter |
|----------------------------|------|-----------------|---------------|--------------|-------------------|------------------|
| No data available in table | | | | | | |

Technical Registration

| Registered Role | Registration Number | Registration Authority | Valid From | Valid Upto | Registration Document |
|--------------------|---------------------|----------------------------------------|-------------|-------------|-------------------------------|
| Analytical Chemist | 56767654 | State Drug Licencing Athurority(Delhi) | 30-SEP-2024 | 30-OCT-2024 | View Document |

Work Profile Details

| | | |
|----------------------------------------------------|-----------------------------------------|--------------------------------------------------------------|
| Assign Role \ Designation* | Joining Date* | Upload Offer Letter* |
| <input type="text" value="Manufacturing Chemist"/> | <input type="text" value="30/09/2024"/> | Download(Challan.pdf) Remove |

Confirm Hiring

Note* :-
Before hiring please check qualification

Click Here

Figure 45: Technical Person Profile

- 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.

| Qualification | Certificate Number | College Name | University Name | Marks(%) | Passing (Month , Year) | Document |
|---------------|--------------------|--------------|-----------------|----------|------------------------|-------------------------------|
| 10th | 457454 | CPS | CBSE | 74.0 | Apr. 2010 | View Document |
| 12th | 4544141 | CPS | CBSE | 87.0 | Apr. 2012 | View Document |
| B Pharma | 54541 | SPS | STATE | 79.0 | Apr. 2016 | View Document |

System Notification

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.

[Proceed](#)

| Registered Role | Registration Number | Registration Date | Valid Upto | Registration Document |
|--------------------|---------------------|-------------------|-------------|-------------------------------|
| Analytical Chemist | 56767654 | 30/09/2024 | 30-OCT-2024 | View Document |

Note* :-
Before hiring please check qualification

Figure 46: 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 47, 48 and 49.

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.

Figure 47: Email



Figure 48: Technical Person Hiring Approval Page



Figure 49: Completed Hiring Process

2.3.2 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 50 and 51.

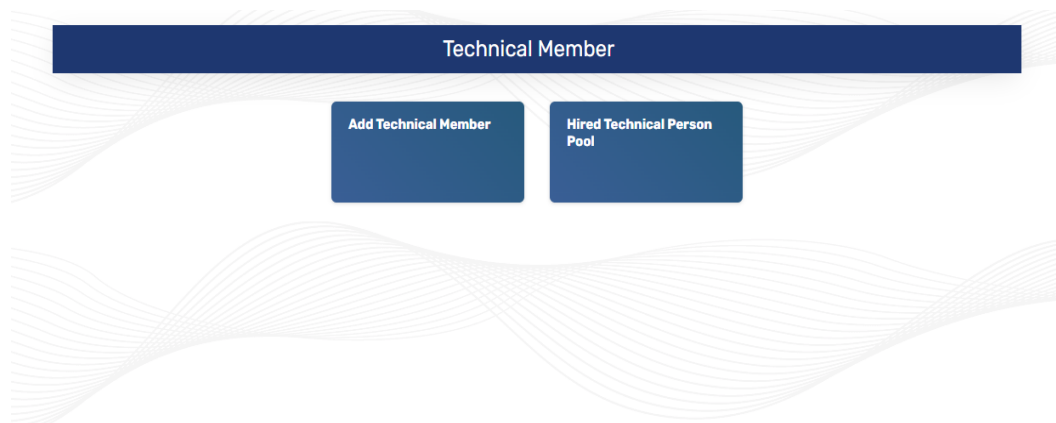


Figure 50: Technical Member

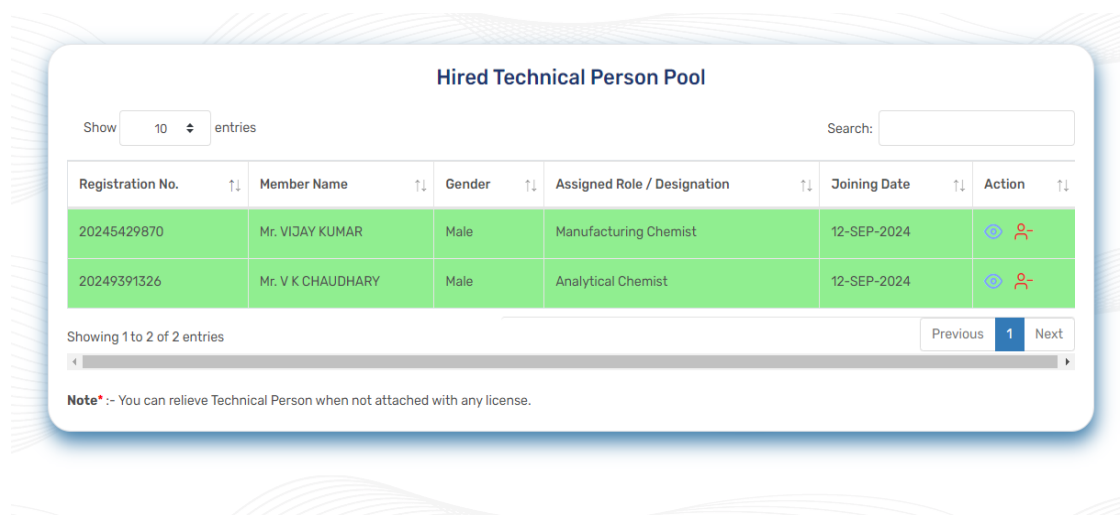


Figure 51: Hired Technical Person Pool

2.4 OLD License 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 52.



Figure 52: Old Licence Management

2.4.1 Old Licence Product Draft

- Here user can draft the product for which renewal of licence is required.
- Click on the tile to proceed as shown in Figure 53.
- User can click on the Vaccine bank product tile from licence product management page to proceed as shown in Figure 54.

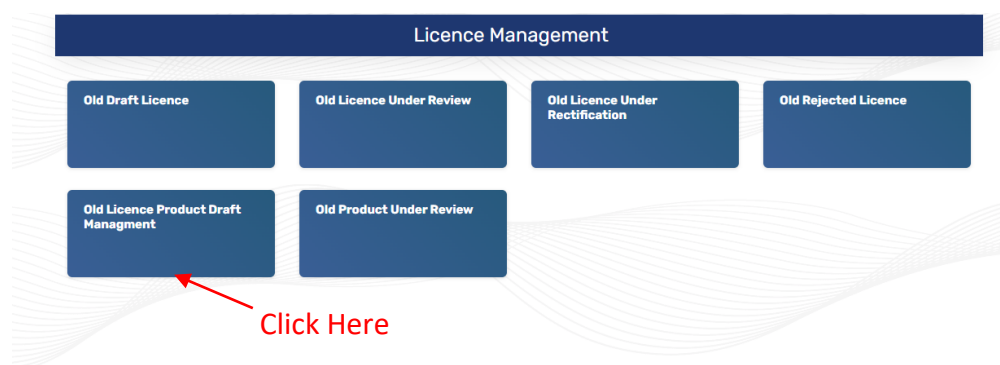


Figure 53: Old Licence Product Draft Management

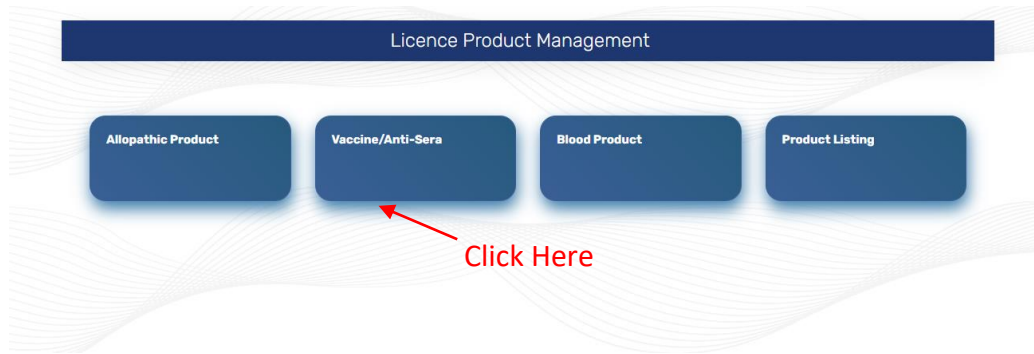


Figure 54: Licence Product Management

- Select Vaccine Related Details Page and click on the Save Button as shown in Figure 55.
- 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 55.
- User can apply for old draft licence submission from the given link below on Vaccine Components Details page as shown in Figure 55. Or can apply from the Old Draft Licence tile as shown in Figure 56.

The screenshot shows the "Vaccine Product Draft Page" with two main sections: "Vaccine Basic Detail" and "Indication Details".

Vaccine Basic Detail:

- Product Name*:
- Product Category*: Storage Form*:
- Manufacturing Purpose*: Product Type*:
- Pharmaceutical/Manufacturer*: Brand Name (optional):
- Shelf Life*: Shelf Life Unit*:
- Each unit storage form container*: Storage Condition*:

Indication Details:

Indication for which proposed to be used (Optional):

Show entries Search:

| Indication Name | T1 | Action | T1 |
|----------------------------|----|--------|----|
| No data available in table | | | |

Showing 0 to 0 of 0 entries

Figure 55: Vaccine Details

2.4.2 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 56.
- Fill all mandatory details in the form of Licence Basic Detail Page and click on Record & Proceed as shown in Figure 57.
- 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 58 and 59.

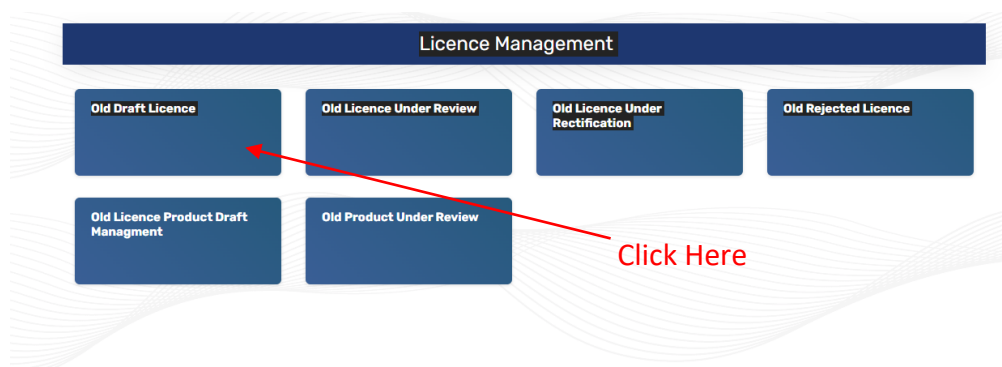


Figure 56: Licence Management

The image shows a form titled "Licence Basic Detail". It has the following fields:

- Licence Type*: (Drug) Manufacturing License
- Licence Form Number*: Form-28D
- Application Form Number*: [Empty]
- Licence Number*: 4564564564646
- Licence First Issue Date*: 30-Sep-2024
- Licence Current Validity Date*: 31-Mar-2025
- Licence Document*: Choose File | No file chosen

A "Record and Proceed" button is located at the bottom right of the form. A red arrow points from the "Record and Proceed" button to the "Click Here" text.

Figure 57: Licence Basic Detail

The screenshot displays the 'Licence Basic Detail' form. The form fields are: Licence Type* (Blood Bank), Licence Form Number* (Form-28C), Application Form Number* (Form-27C), Licence Number* (empty), Licence First Issue Date* (04-Feb-2017), and Validity Date* (empty). Under Licence Document*, there are 'download' and 'Remove' buttons. A central system notification box with a green checkmark icon contains the text: 'System Notification', 'Licence is valid. system will redirect to update the retention/renewal details.', and a 'Proceed' button. At the bottom of the form is a 'Record and Proceed' button.

Figure 58: Retention/Renewal Details notification

The screenshot displays the 'Licence Retention Detail' form. The form fields are: Retention Letter Number* (empty), Licence Document* (Choose File | No file chosen), Retention Date* (empty), and Validity Date* (22-Oct-2026). At the bottom of the form is a 'Record and Proceed' button. A red arrow points from the text 'Click Here' to the 'Record and Proceed' button.

Figure 59: 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 60.
-
- After selecting all technical members, user will redirect to Licence Product Mapping page.

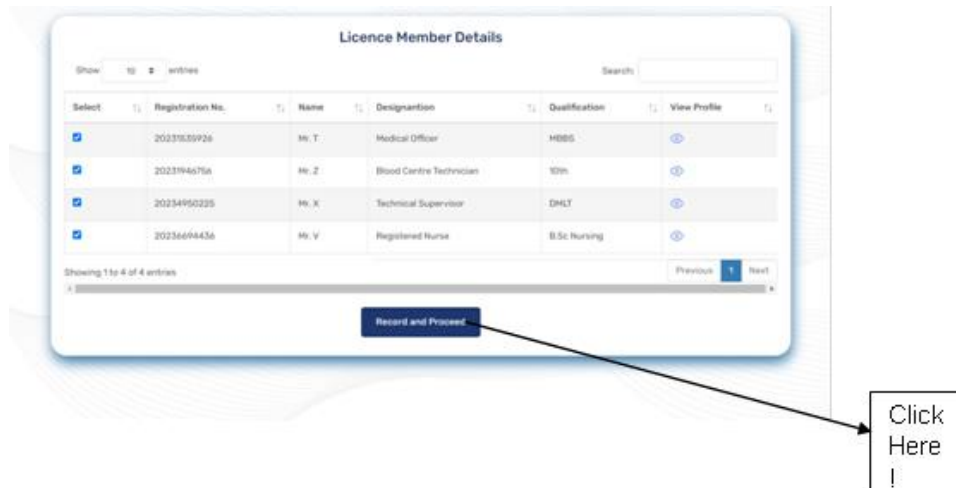


Figure 60: Licence Member Details

- User can map the product with application on this page. Select the product and click on save button as shown in Figure 61.

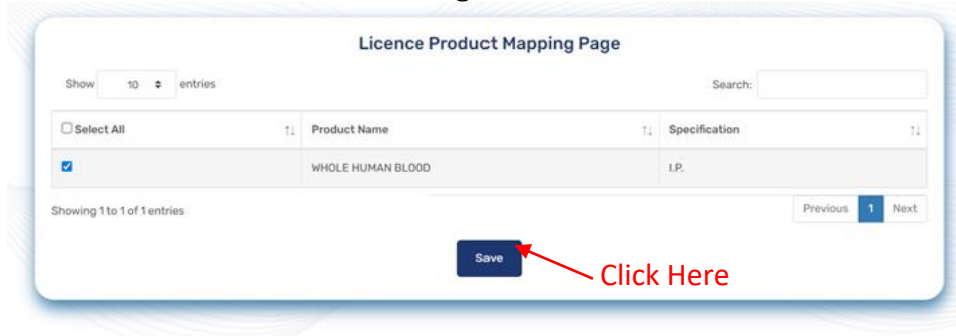


Figure 61: Licence Product Mapping Page

- 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 62.

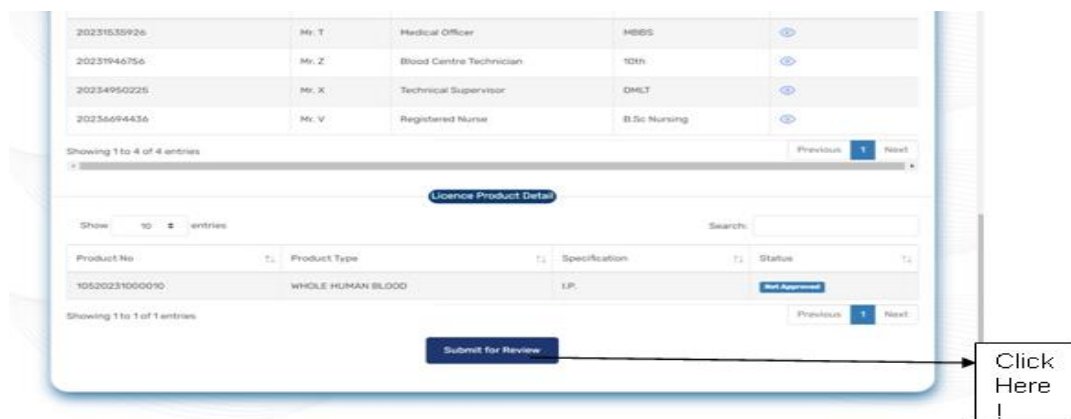


Figure 62: Draft Licence Preview Page

- After clicking on submit for review button user can view the status of application on Licence Submitted Review page as shown in Figure 63.
- User can also see the application under review from old licence under review tile on licence management page from dashboard as shown in Figure 56.

| Old Licence Number | Licence Form | Application Form | Issue Date | Validity Date | Submission Date | Current Status |
|--------------------|--------------|------------------|-------------|---------------|-----------------|--------------------------------|
| 123456 | Form-28C | Form-27C | 12-Oct-2003 | 08-Jun-2023 | 19-Oct-2023 | Licence Submitted For Approval |

Figure 63: Licence Submitted Review

2.4.3 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 64.

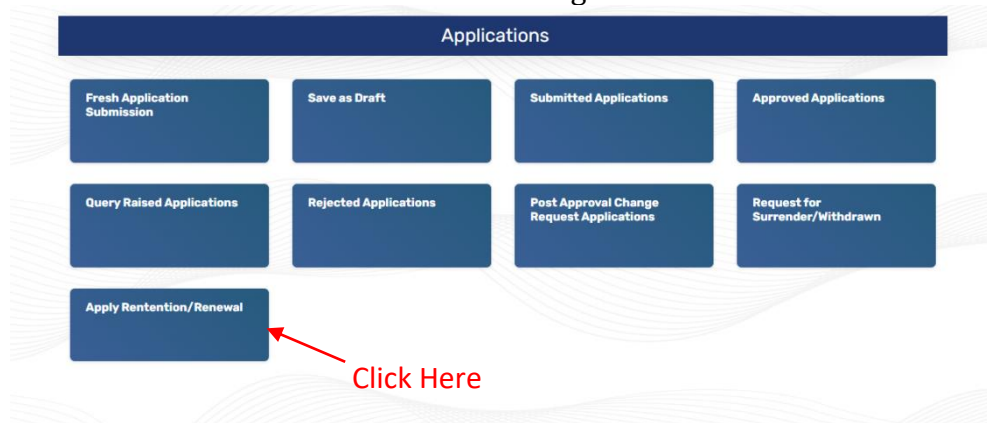


Figure 64: Apply Retention/Renewal

Licence Due for Retention or Renewal

Search:

| ONDLS Licence Number | Old Licence Number | Licence Form | Issue Date | Validity Date | Action |
|----------------------------|--------------------|--------------|------------|---------------|--------|
| No data available in table | | | | | |

Showing 0 to 0 of 0 entries

Figure 65: 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 66.
- 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 67.

Save As Draft

Show 10 entries Search:

| File No. | Form Name | Applicant Address | State FDA Status | CDSCO HQ Status | Action |
|-----------------------|-----------|-------------------------------------------------------|------------------|-----------------|--------|
| DL/BB/F27C/2023/00011 | Form-27C | ABC limited A-22 chowk delhi, delhi, (India) - 110002 | Save As Draft | Save As Draft | |

- Purpose Retention
- Base Licence No Approval Pending
- XIn Id
- Submission Date 23-10-2023

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 66: Save as Draft

Payment Details

Note:
1. Fill inspection fee wherever necessary otherwise fill zero.

Purpose*

Challan Details

| | | | |
|------------------|-----------------|-----------------|------------------------------------|
| Challan No.* | Challan Date.* | | |
| Application Fee* | Inspection Fee* | Any Other Fee | Total Amount of Uploaded Challans* |
| Bank Name* | Branch Code * | Upload Challan* | |
| | | Choose File | No file chosen |

Save & Proceed

Figure 67: 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 68.

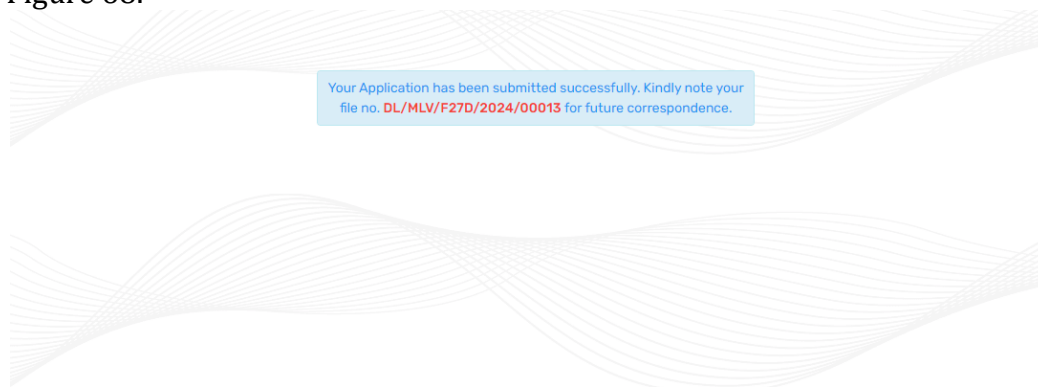


Figure 68: Submitted Application

- User can check the application status in Submitted Application tile from dashboard as shown in Figure 69.

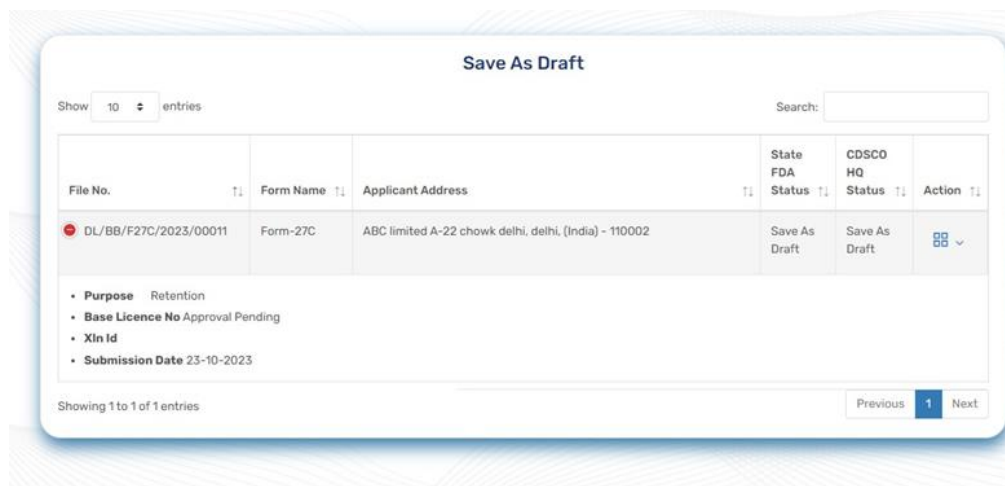


Figure 69: Submitted Application Page.

2.4.4 Old Licence Under Rectification

- If user wants to check for any correction in application, click on this tile to proceed as shown in Figure 70.
- 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.

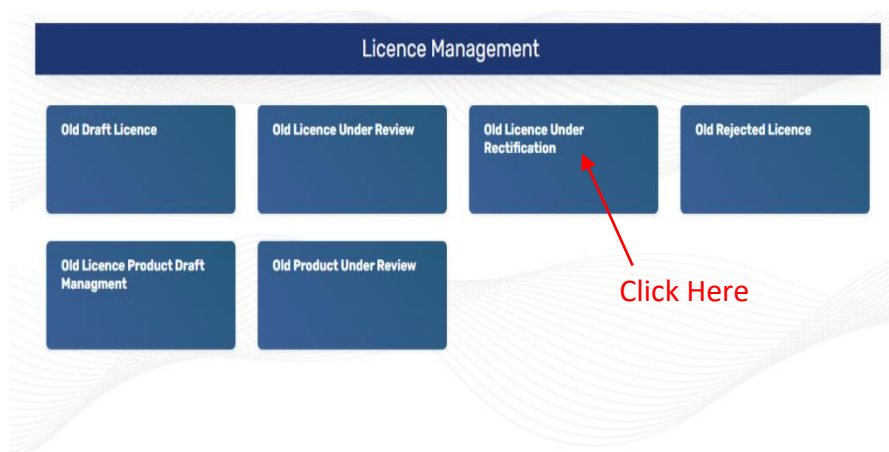


Figure 70: Old Licence under Rectification

| Old Licence Number | Licence Form | Issue Date | Validity Date | Review Date | Reviewer Comments | Action |
|--------------------|--------------|-------------|---------------|-------------|----------------------------------------------|--------|
| 123456 | Form-28C | 12-Oct-2003 | 08-Jun-2023 | 19-Oct-2023 | Temp doc temp doc temp doc temp doc temp doc | |

Figure 71: Licence Due for retention or Renewal page

2.4.5 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 64.
- Rejected licence applications will be show on Rejected Licence Page as shown in Figure 72.

| ONDLS Licence Number | Old Licence Number | Licence Form | Issue Date | Validity Date |
|----------------------------|--------------------|--------------|------------|---------------|
| No data available in table | | | | |

Figure 72. Rejected Licence

2.4.6 Old Product under Review

- User can add more products from this page for renewal of licences as shown in Figure 73.

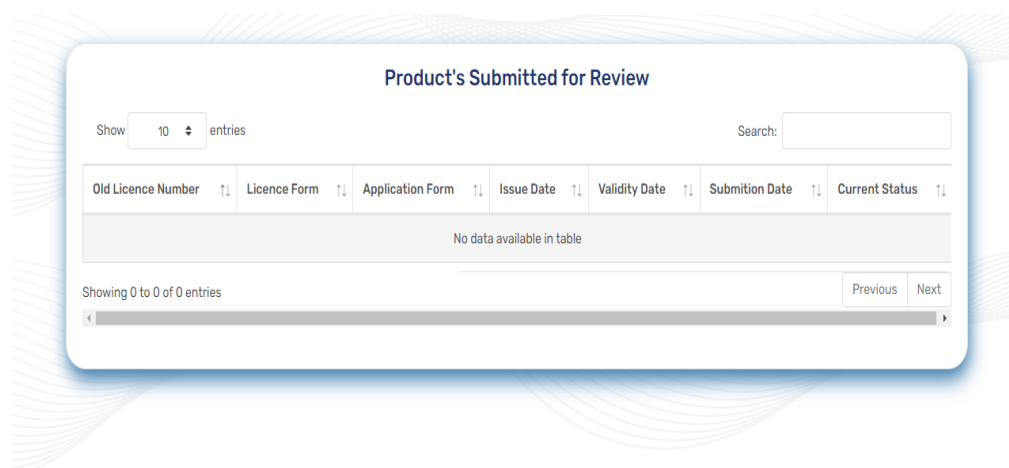


Figure 73: Product Submitted Review

2.5 Licences

- From this page user can check the status of licences.
- User can apply for retention and renewal of licences from this tile too as shown in Figure 74.
- User can click on Action link and choose option Apply Endorsement as shown in Figure 74.

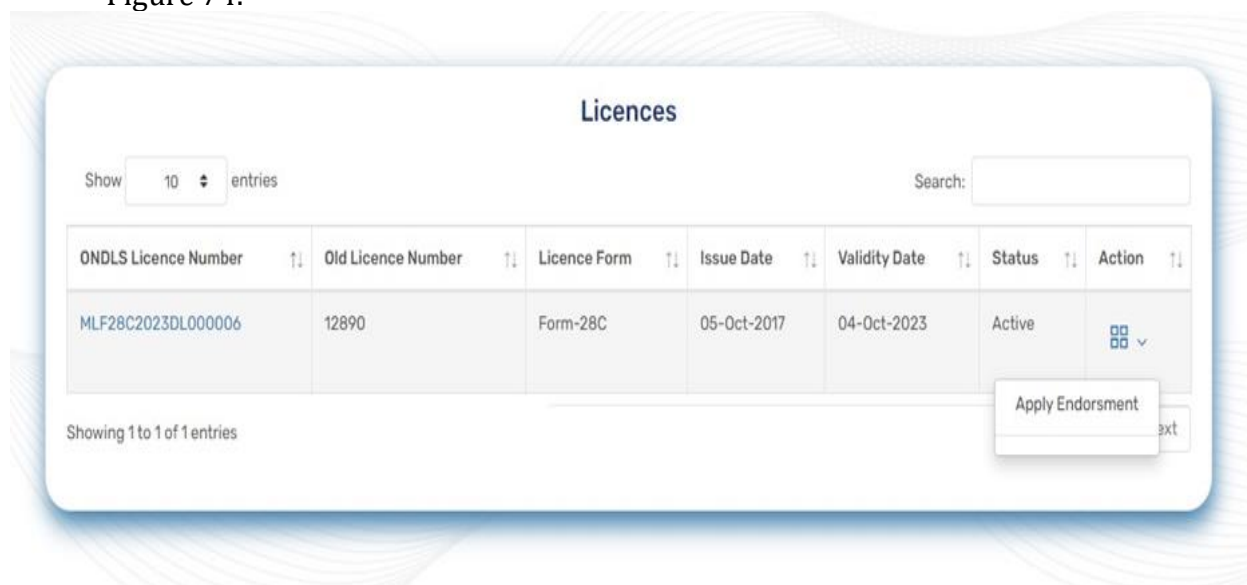


Figure 74: Licences