

Online National Drugs Licensing System (ONDLS)

USER MANUAL for Registration

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

**(A Scientific Society of Department of Information Technology, Ministry of
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Registration and 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 Steps: -



Diagram 1: Login Steps

- If you are already registered user then click on Validate and proceed with User Name and Password Button as show in figure 2.
- After that you have to fill the User name and password then click to validate and proceed button.
- Also, you can login with your registered mobile number, you have to click on Register or Sign IN with mobile number button.
- If you don't remember your password then you can click on forgot password.

SIGN IN

Enter User Name

Enter Password

[Forgot Password?](#)

XQDNM

VALIDATE & PROCEED

OR

REGISTER OR SIGNIN WITH MOBILE NUMBER

Figure 2: Sign in Page

1.2 Common Registration Steps: -

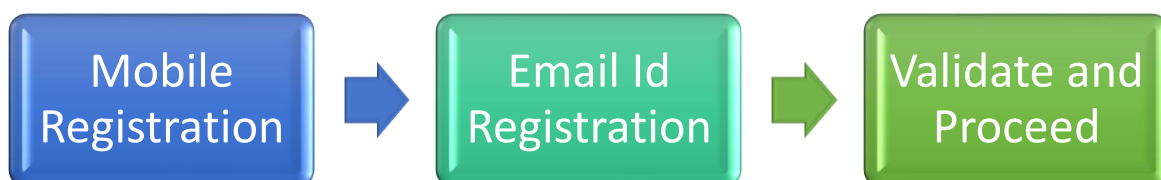


Diagram 2: Registration Steps

- If you are not a registered user then you have to enter your 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: Mobile no. Registration

- 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 for Mobile No.

- Also, to register you have to enter your Email Id and then Press “Get OTP” Button as shown in figure 5.

REGISTER
An OTP will be sent to your email id for verification

fdxgfc021@GMAIL.COM

GET OTP

OR

REGISTER OR SIGNIN

Click Here

Figure 5: Email Id Registration

- You will get your OTP in your email id. Enter your OTP then Press “Validate Proceed” Button as show in figure 6.

OTP VERIFICATION
An OTP has been sent to *****2*@gmail.com

865625

OTP SENT 1

VALIDATE & PROCEED

OR

REGISTER OR SIGNIN

Click Here

Figure 6: OTP Verification

2. Details of Account Type: -

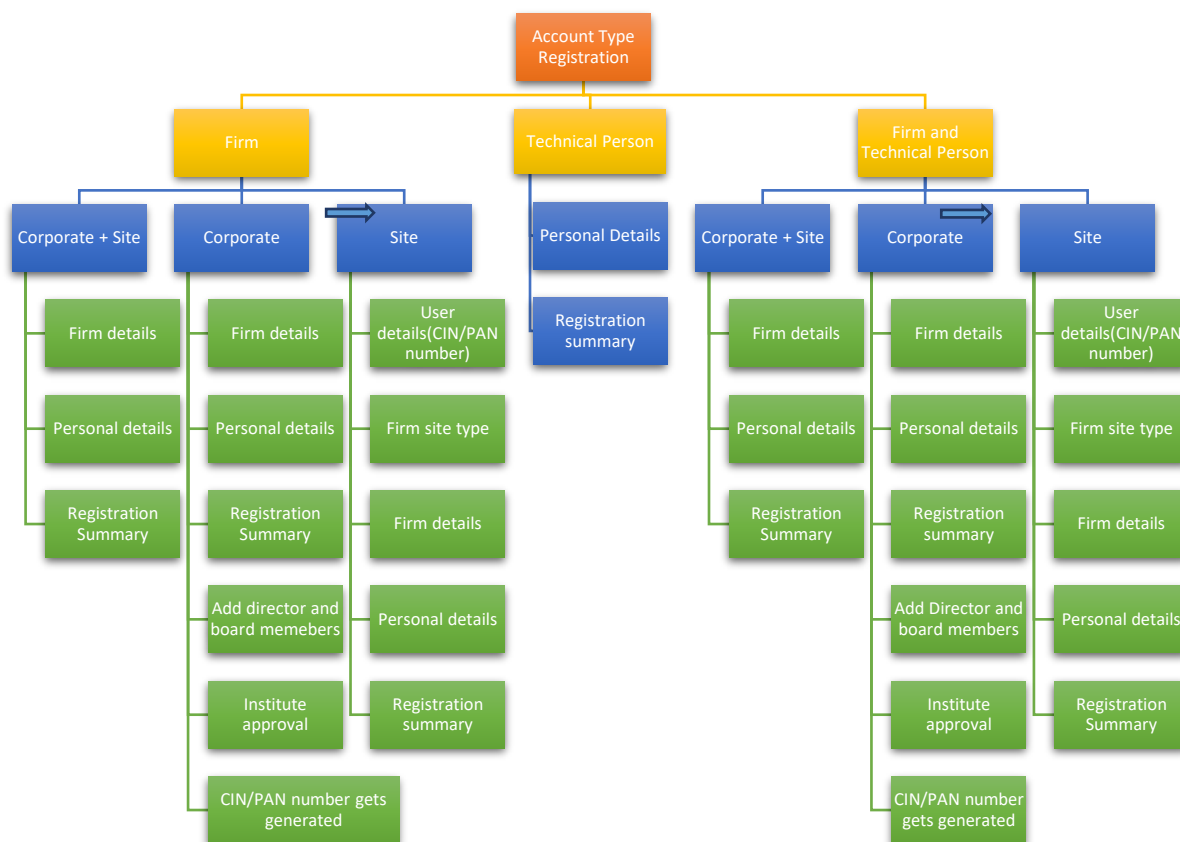


Diagram 3: Account type Registration

- A **Corporate Account** will be created *by default* if you choose any of the following Constitution Types: **Co-Operative, Government, Limited Liability Partnership, Partnership, One Person Company, Private Limited, Public Ltd., Trust and Society.**
- A **Site Account** will be created *by default* if you choose **Proprietary, Government Blood Centre and Hindu Undivided Family (HUF).** However, the **Switch Role** option to a Corporate Account and vice versa is available for both **Proprietary, Government Blood Centre and HUF** options.
- For a **Fresh Application or Renewal of Licence Application** filing must be done from a **Site Account** only.
- A **Corporate Account** and a **Site Account** will be created using unregistered mobile numbers and unregistered email ids. However, **Constitution ID** (PAN/TAN etc.) must be same for both the accounts while registration.

- Choose User Account according to your choice as show in figure 7.
 - Firm
 - Technical person

2.1 Registration as Firm: -

- If you choose the firm then you have to fill Firm Details like -
 - Constitution type
 - Enter Constitution ID Number
 - Firm type

2.1.1 Firm: -

- If you choose Constitution type is:
 - Partnership
 - Private Limited
 - ProprietaryThen have to select Firm type/Site Firm type
- After selecting Constitution type, Entering Constitution ID number and selecting Firm type you have to click on Save & Proceed button as shown in Figure 7.

Initial Details

Registration Purpose

Firm Technical Person

Constitution Type

Constitution Type*

Proprietary

Constitution ID

Constitution PAN Number*

Firm Type

Firm Type*

Select

Save & Proceed

Figure 7: User Account Details Form

2.1.1.1 Firm Detail: -

- After clicking on Save & Proceed button you have to fill firm details as shown in figure 8 for **PAN Verification from Income Tax Department (ITD), Govt. of India** and figure 9.
- All fields marked with asterisk (*) are mandatory. Only pdf documents are permitted.
 - Select Own/Loan Site
 - Site Name
 - Site Address
 - Country
 - State
 - District
 - City/Taluka/Mandal/Tehsil
 - Pin code
 - Contact Number (Please include STD Code - Phone Number)
 - Fax Number (Please include STD Code - Fax Number)
 - Organization Address Proof
 - Upload Document

Initial Details

REGISTRATION PURPOSE: **Firm** CONSTITUTION TYPE: **Proprietary**
CONSTITUTION ID: FIRM TYPE: **Retailer/Wholesaler**

Firm Details

Pan Number:

Individual Firm

Full Name*(Enter Name written on PAN Card) Gender*

 Male Female Transgender

Date of Birth*(Enter Date of Birth as written on PAN Card)

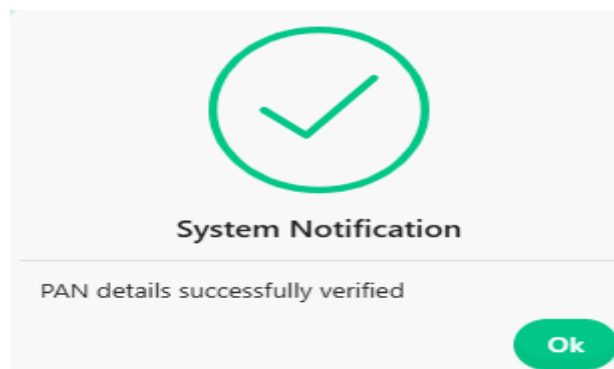


Figure 8: PAN Verification

- After successfully verification of PAN, you proceed for firm details and click on Save & Proceed button as shown in Figure 9.

Firm Details

Name*
Mirketa Inc

Organization Address*
SECTOR-63A

Country* India State* Uttar Pradesh District* Lucknow

City/Taluka/Mandal/Tehsi* Lucknow Pincode* 226012

Contact Number* (Please include STD Code - Phone Number) 9695344777
Multiple Contact Numbers can be added with comma separation

Fax Number (Please include STD Code - Fax Number) 9695344777
Multiple Fax Numbers can be added with comma separation

Organization Address Proof* CIN Upload Document*
[Download\(Choicemmed.pdf\)](#) [Remove](#)

Save & Proceed

Delete Registration

Figure 9: Firm Details Form

2.1.1.2 Personal Details: -

- After clicking on Save & Proceed button you have to fill Personal details as show in figure 10 and Figure 11.
- All fields marked with asterisk (*) are mandatory. Only pdf documents are permitted.
 - Salutation
 - First name
 - Middle name
 - Last name
 - Gender
 - Nationality
 - Date of birth
 - User id proof document type
 - Id proof document number
 - Upload id proof document
 - Upload undertaking document
 - Downloadable undertaking document
 - Designation
 - Occupation type

Initial Details

REGISTRATION PURPOSE: **Firm** | CONSTITUTION TYPE: **Proprietary**
CONSTITUTION ID: [REDACTED] | FIRM TYPE: **Manufacturer of Drugs**

Firm Details

NAME: [REDACTED] | ORGANIZATION ADDRESS: [REDACTED]
CONTACT NUMBER: [REDACTED] | FAX NUMBER: [REDACTED]
ORGANIZATION ADDRESS PROOF: [REDACTED] | DOCUMENT: **Download**

Personal Details

Salutation* | First Name* | Middle Name | Last Name
Select | User First Name | User Middle Name | User Last Name

Gender* | Nationality*
 Male Female Transgender | Indian

Date of Birth* | User Id Proof Document Type*
dd-mm-yyyy | Select

Figure 10: Personal Details Form

Id Proof Document Number* | Upload Id Proof Document*
DOCUMENT NUMBER | Choose File No file chosen

Upload Undertaking Document* | Downloadable Undertaking Document
Choose File No file chosen | [Download, Fill and Sign this Undertaking and Upload the same](#)

Designation* | Occupation Type*
User Designation | User Occupation

Note:- The above information provided by can not be changed after your submission. So kindly verify them before submitting.

Submit | Delete Registration

Figure 11: Personal Details Form

- After filling all these details, you have to click on Save & Proceed button.

2.1.1.3 Registration Summary: -

- After clicking on Save & Proceed button you will get your Registration Summary as shown in figure 12. After approval you can use this account.

Registration Summary

Dear Mr. [REDACTED],

1. You have successfully registered over ONDLS Portal. Login Credentials have been sent to your registered mail address

MOBILE: +91 [REDACTED] 76 EMAIL: Y/ [REDACTED] COM

Initial Details

REGISTRATION PURPOSE: Firm	CONSTITUTION TYPE: Proprietary
CONSTITUTION ID: [REDACTED]	FIRM TYPE: Manufacturer of Drugs

Firm Details

NAME: [REDACTED]	ORGANIZATION ADDRESS: delhi, India, Delhi, New Delhi, Pandav Nagar, 110001
CONTACT NUMBER: [REDACTED]	FAX NUMBER: [REDACTED]
ORGANIZATION ADDRESS PROOF: GSTN	DOCUMENT: Download

Personal Details

NAME: Mr. [REDACTED]	GENDER: M
NATIONALITY: Indian	DATE OF BIRTH: [REDACTED]
USER ID PROOF DOCUMENT TYPE: Aadhaar Card	ID PROOF DOCUMENT NUMBER: [REDACTED]
Upload Id Proof Document: Download	Upload Undertaking Document: Download
Designation: Delhi	Occupation Type: Engineer

Note:- In case of firm (Site) registration, your ONDLS account will be activated after approval of your corporate or/and site owner. For future reference kindly save the above information.

[Print](#)

[Go to Homepage](#)

Figure 12: Registration Summary Page

- After Clicking on Go to Home Page, it will be redirected to ONDLS Homepage. Two options are available for login/ Sign In on Homepage.
 - **Registered Mobile No (OTP)****Username (registered email id) and password (Sent to registered email at Completion of registration).**

2.1.1.4 Receipt of Login Credentials (Through registered email): -

- After receipt of Login credentials (user name and password) through registered mobile no. as show in figure 13.

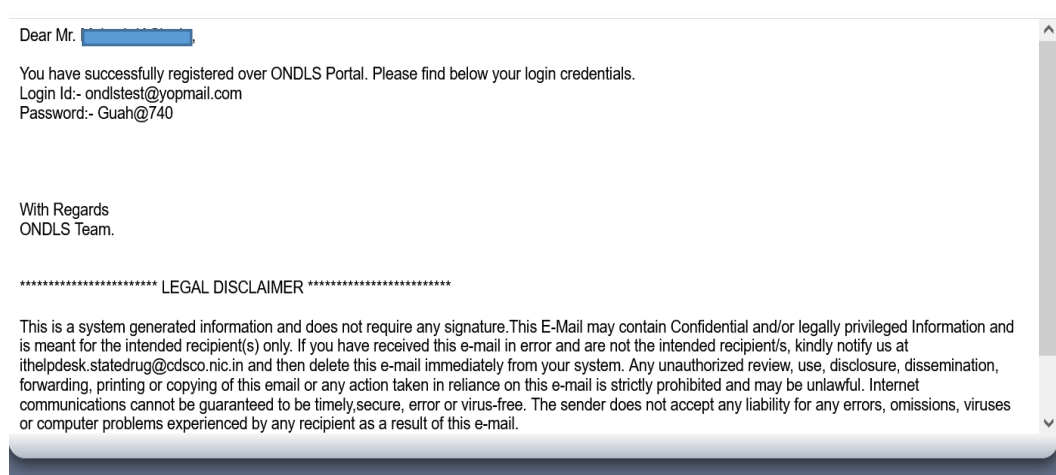


Figure 13: Receipt of email (login Credentials)