

Online National Drugs Licensing System (ONDLS)

USER MANUAL for Retail & Wholesale

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

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Retail Sale & Wholesale 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.

SIGN IN

Enter User Name

Enter Password

[Forgot Password?](#)

XQDNM

VALIDATE & PROCEED

OR

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

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**.

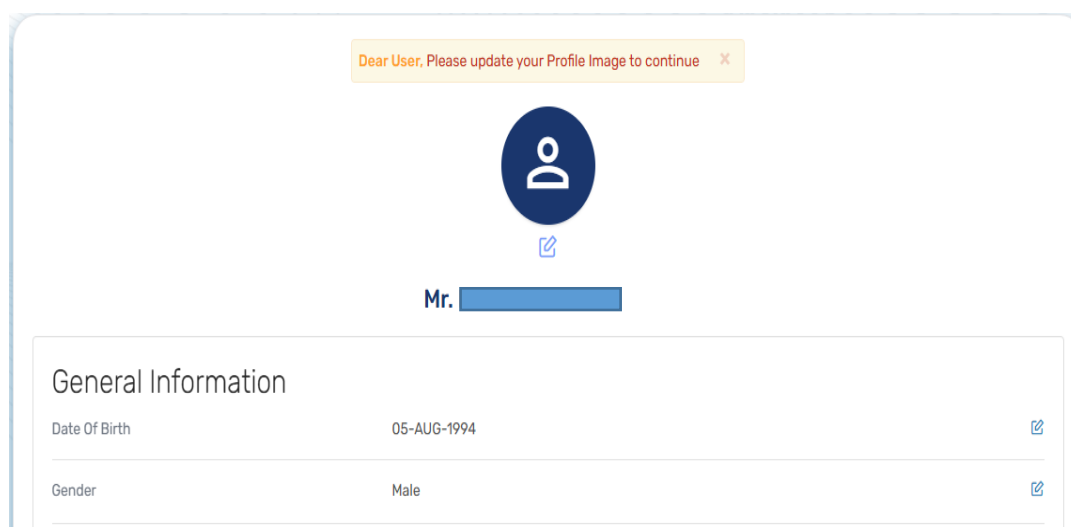


Figure 5: Profile image

2. Retail Sale & Wholesale Dashboard

- Dashboard for Retail Sale & Wholesale as shown in figure 6.



Figure 6: Retail Sale & Wholesale Dashboard

3. Site Facility Details

- From your Dashboard you can choose any suitable option and proceed.
- Fill Site Facility Details to apply for fresh application as shown in figure 7.



Figure 7: Sales Dashboard

- Fill the details which are required as shown in figure 8.

The screenshot shows the 'Site Facility Details' form. It has a header with the government logo and 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM'. The form is divided into several sections: 'Special Storage Accommodation' with checkboxes for 'Refrigerator(2°C to 8°C)' (checked) and 'Refrigerator(-20°C)'; 'Storage Type' with checkboxes for 'Aluminium Sections' (checked), 'Glass Sections', 'Pellets', 'Wooden Furniture', 'Drawers', 'Lock & Key', and 'Racks'; 'Premise Area' with a text input field containing '23.89'; 'Premise Ceiling Type' with a text input field containing 'Aluminium Patras'; and 'Premise Possession Type' with a text input field containing 'Owned'. At the bottom is an 'Update & Proceed' button. The footer says 'Designed, Developed & Maintained by CDAC'.

Figure 8: Site Facility Details

4. Application

4.1 Fresh Application

- After filling up the site details you can apply for fresh application.
- After clicking on fresh application, application submission page will appear as shown in figure 9.

The screenshot shows the 'Application Submission' page. It has a header with the government logo and 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM'. The main content is a yellow box with 'General Instruction:' and two numbered steps. Step 1 lists: 'Filling of Form', 'Uploading Essential Documents in checklist', 'Payment (if applicable) and', and 'Final Form Upload'. Step 2 lists: 'User is required to download pdf in Full Preview step. After downloading, perform the following steps:', 'Sign and Stamp the form', 'Scan the Signed and Stamped Form', and 'Upload this form in the Upload Form step'. Below the instructions is a checkbox (checked) and the text 'I agree that I will provide accurate information and I will be solely responsible for any false or inaccurate information provided to the division.' At the bottom is a 'Save & Proceed' button. A red callout box with the text 'Click here then save and proceed' points to the checkbox. The footer says 'Designed, Developed & Maintained by CDAC'.

Figure 9: Application Submission

- Now you have to select your licence details and technical member as shown in figure 10.

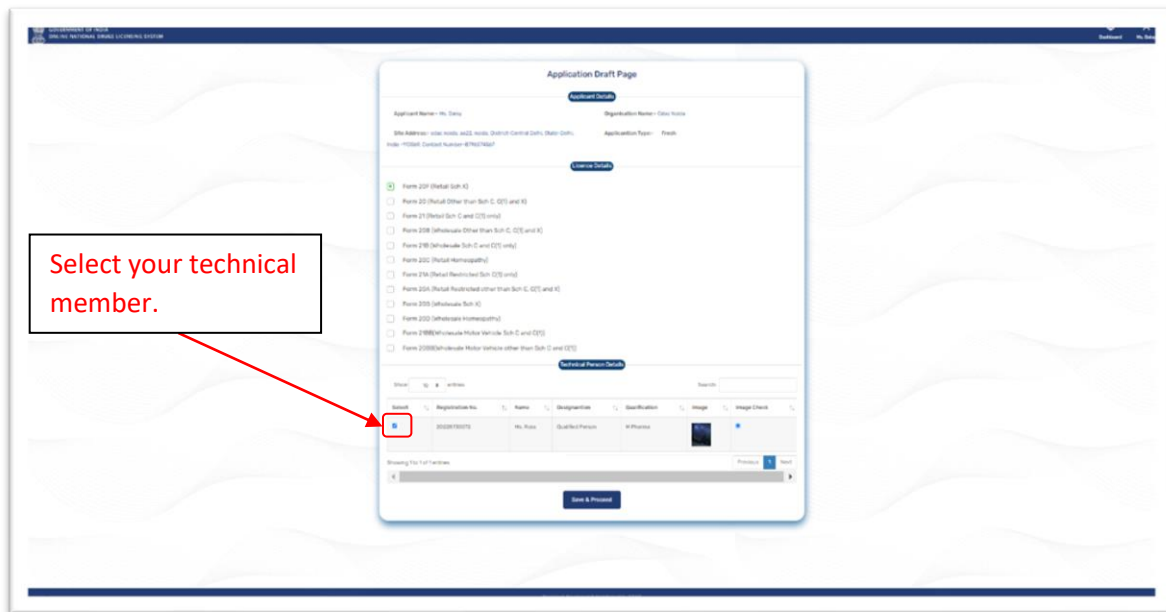


Figure 10: Application Draft Page

- Now you can edit your application or you can review and proceed as shown in figure 11.

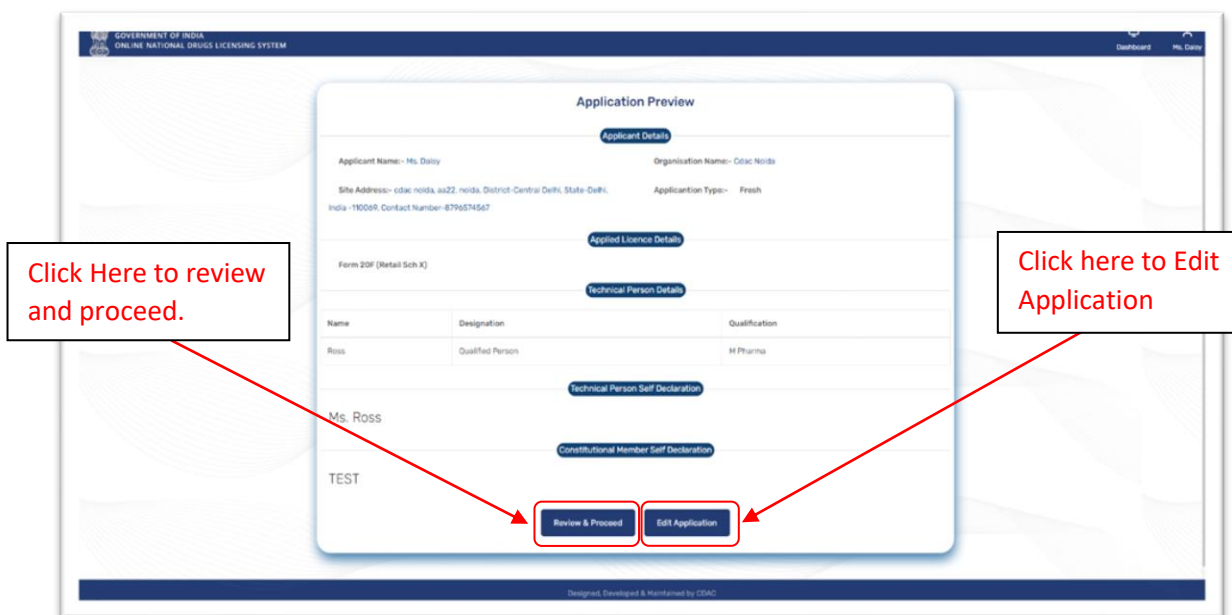


Figure 11: Application Preview

- Now you have to upload the required documents as shown in figure 12.

The screenshot shows a web interface titled "Checklist Document Validation and Upload Page". It features a table with 10 rows, each representing a document requirement. The first row is highlighted, and a red arrow points to the text "Firm constitution document". A callout box on the left contains the text "Click on text to upload the document." Below the table is a "Proceed" button.

S.No	CheckList Item	Document Upload Status
1	* Firm constitution document	✓
2	* Details of proprietor/partner/Director/Trustee etc.	✓
3	* ID proof (Aadhar/Passport/Driving License/Election ID)	✓
4	* Rent/Lease agreement	✓
5	* Premises ownership documents	✓
6	* NOC	✓
7	* Electricity bill of the premises	✓
8	* Plan layout	✓
9	Cold storage proof	✓
10	* Appointment letter of the Competent Person	✓

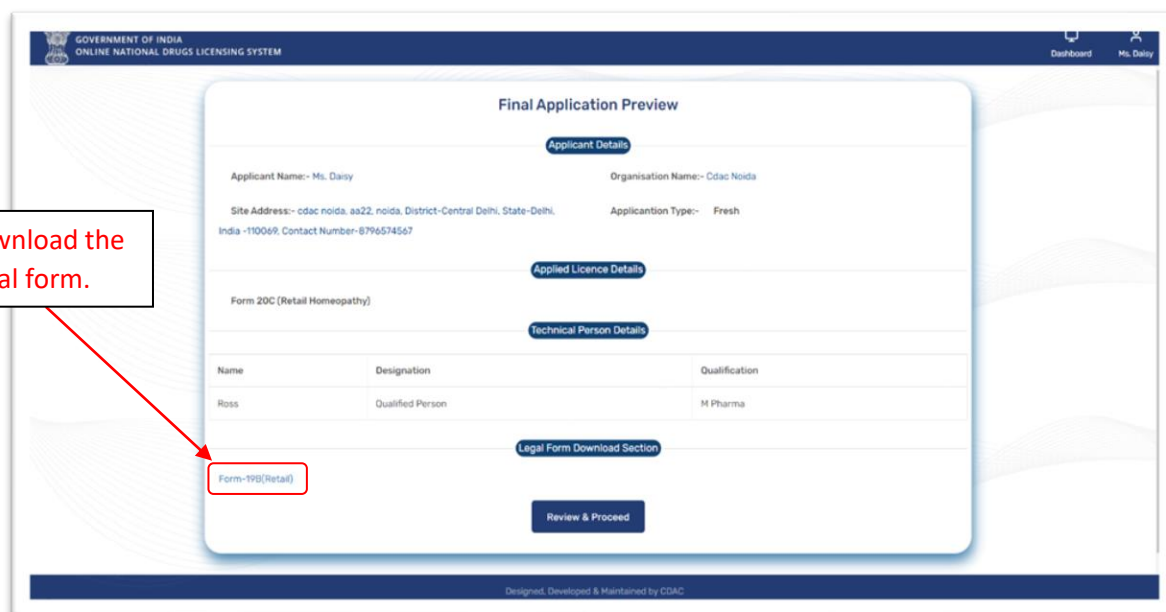
Figure 12: Checklist Document Validation and Upload Page

- Now you have to give the required payment details then click on proceed as shown in figure 13.

The screenshot shows a web interface titled "Payment Details". It includes a "Note" section, a "Mode of Payment" dropdown set to "Challan", and a "Purpose" dropdown set to "test". Below these are "Challan Details" fields: "Challan No." (123321), "Challan Date" (09/08/2022), "Application Fee" (1000), "Inspection Fee" (120), "Bank Name" (icici), and "Branch Code" (rttyt). There is also an "Upload Challan" section with a "Choose File" button and a file name "Head First Ser_DFDrive).pdf". A red arrow points to the "save & Proceed" button at the bottom.

Figure 13: Payment Details

- You will get to preview your application again also download the form as shown in figure 14.



Final Application Preview

Applicant Details

Applicant Name:- Ms. Daisy Organisation Name:- Cdac Noida
 Site Address:- cdac noida, aa22, noida, District-Central Delhi, State-Delhi, India -110069, Contact Number-8796574567 Application Type:- Fresh

Applied Licence Details

Form 20C (Retail Homeopathy)

Technical Person Details

Name	Designation	Qualification
Ross	Qualified Person	M Pharma

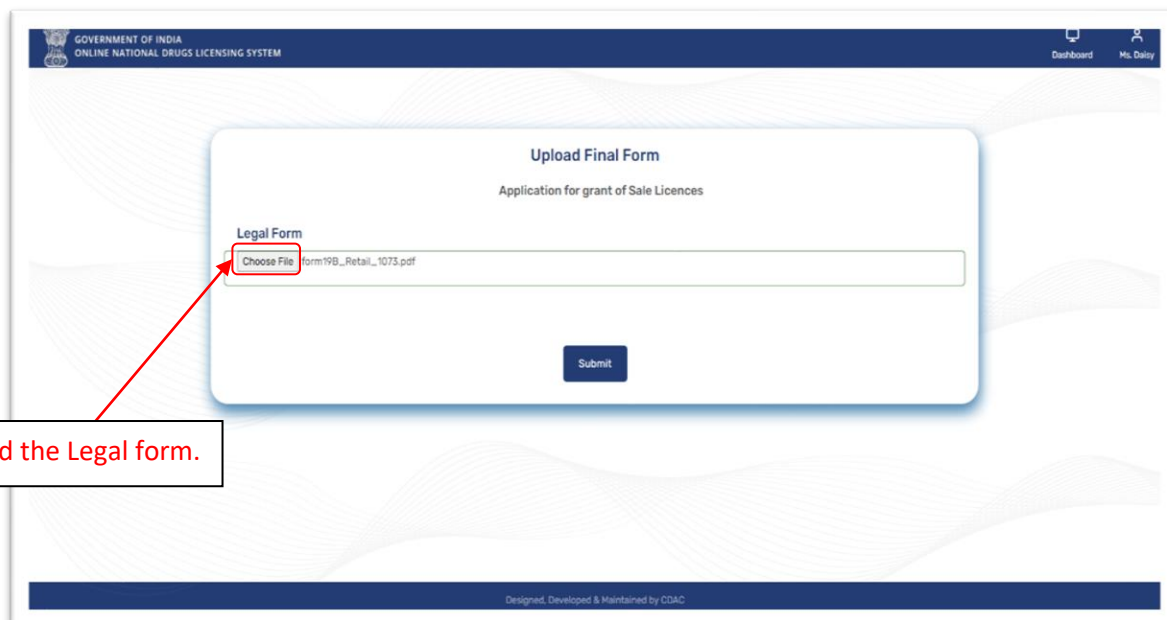
Legal Form Download Section

Form-19B(Retail)

Review & Proceed

Figure 14: Final Application Preview

- Now upload the form which you have downloaded from figure 8 as shown in figure 15.



Upload Final Form

Application for grant of Sale Licences

Legal Form

Choose File form19B_Retail_1073.pdf

Submit

Figure 15: Upload Legal Form

- After uploading the legal form your application will get submitted and your file no. will get generated as shown in figure 16.

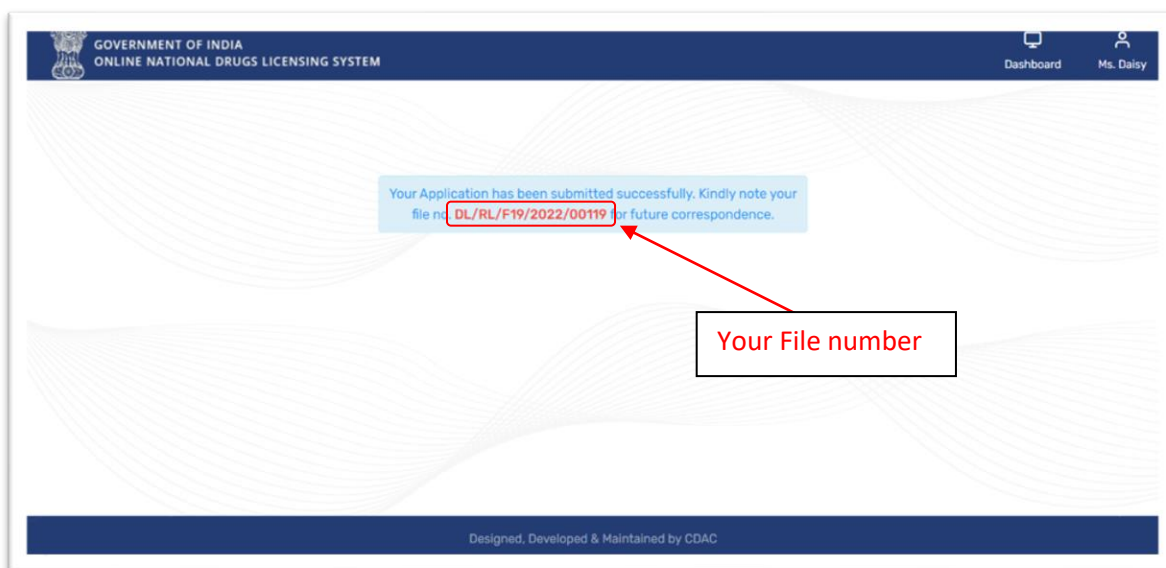


Figure 56: File Number

4.2 Save Draft

- Now if by chance you have left the application form in between you can go to save as draft from the dashboard page and complete the rest of the application form as shown in figure 17.

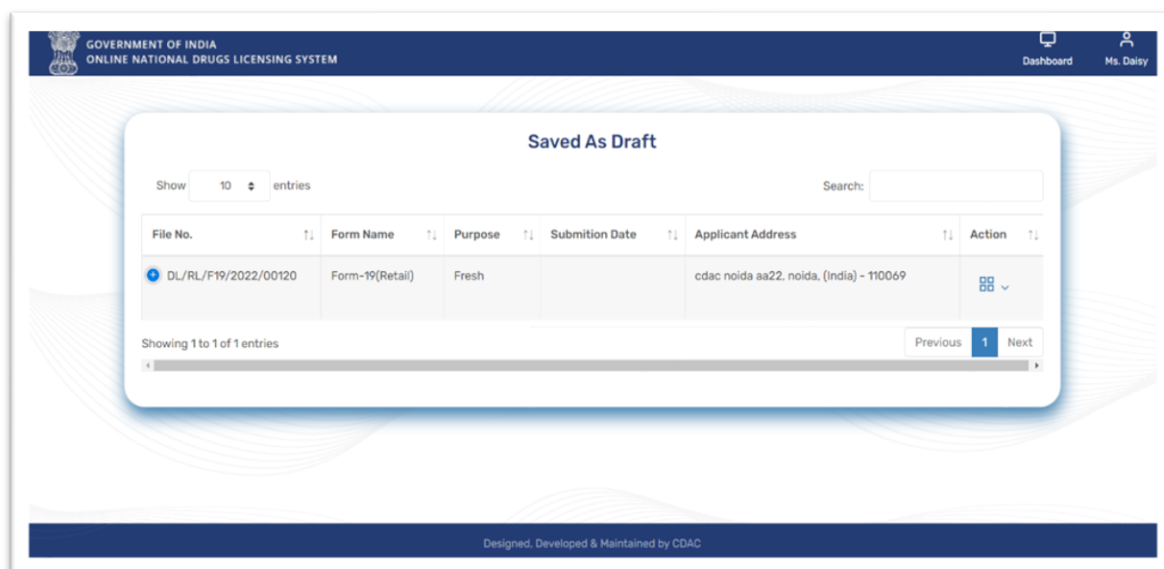


Figure 67: - Save As Draft

4.3 Submitted

- 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 18.

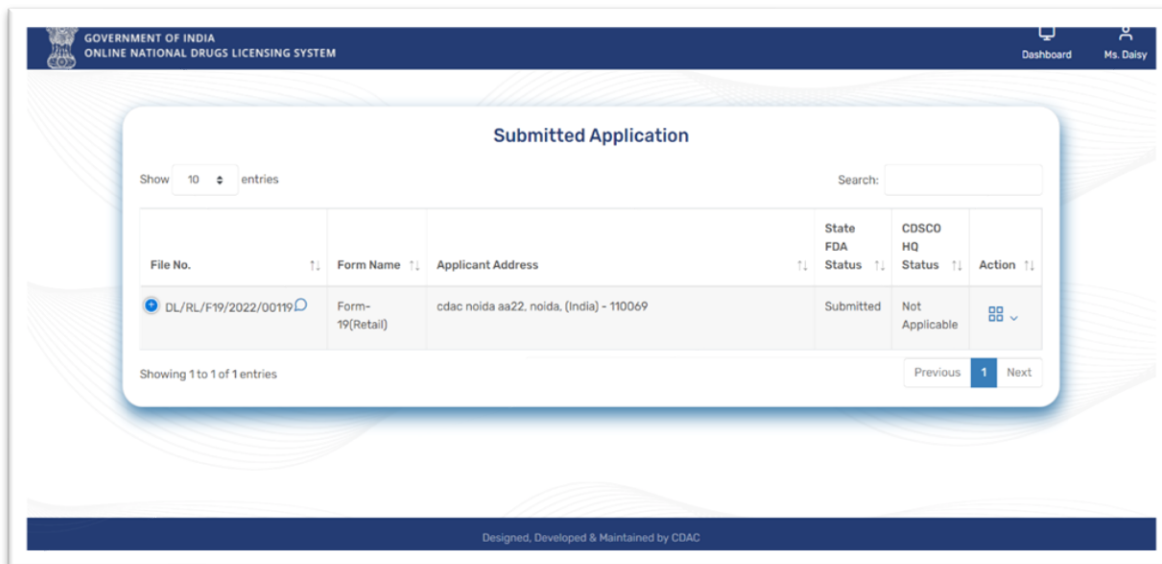


Figure 78: - Submitted Application

4.4 Approved

- 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 19.

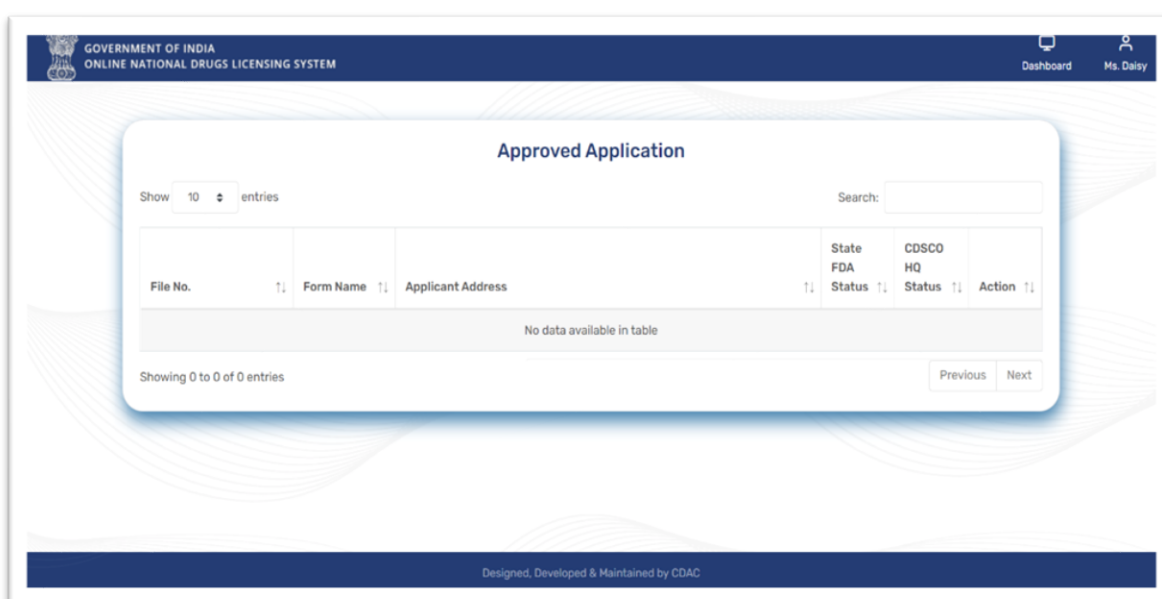


Figure 89: Approved Application

4.5 Query Raised

- 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 20.

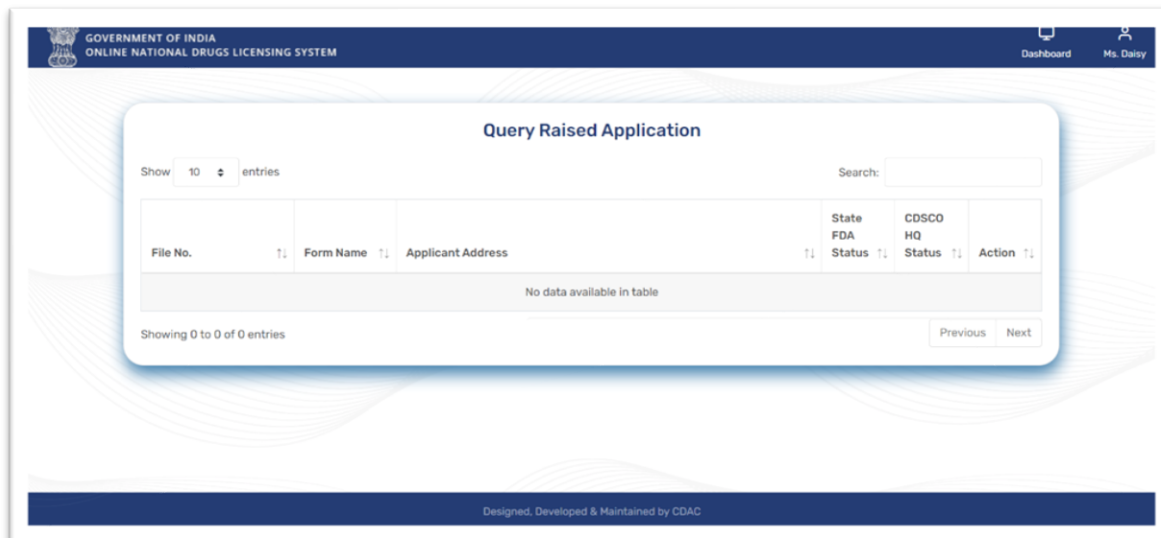


Figure 20: Query Raised Application

4.6 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 21.

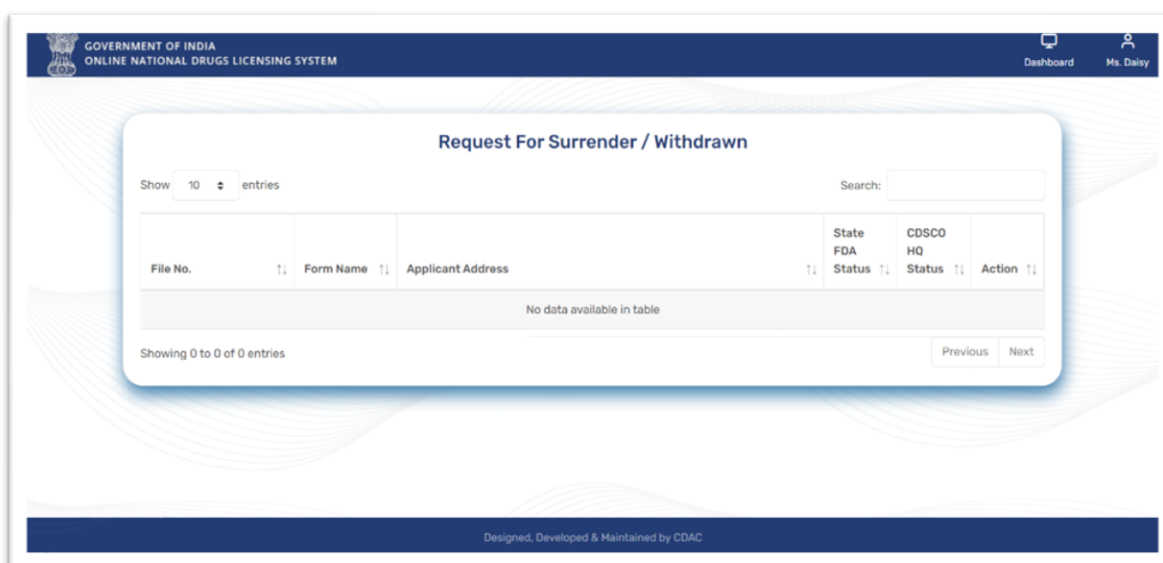


Figure 29: Request for Surrender/Withdrawn

4.7 Cancelled Application

- If you want to see your cancelled application then click on cancelled application from the dashboard as shown in figure 22.

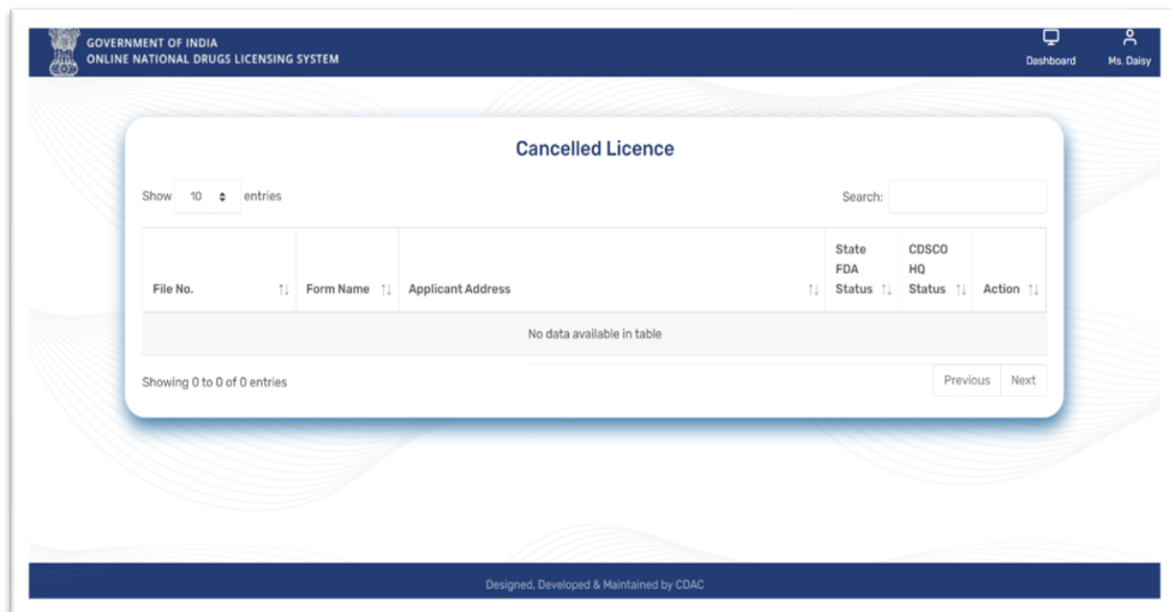


Figure 22: Cancelled Licence

5. Technical Member

5.1 Add Technical Member

- Now if you haven't added any technical member then you can click on add technical member from the dashboard.
- After entering the registration number click on fetch data as shown in figure 23 and after going through the technical persons profile add it.

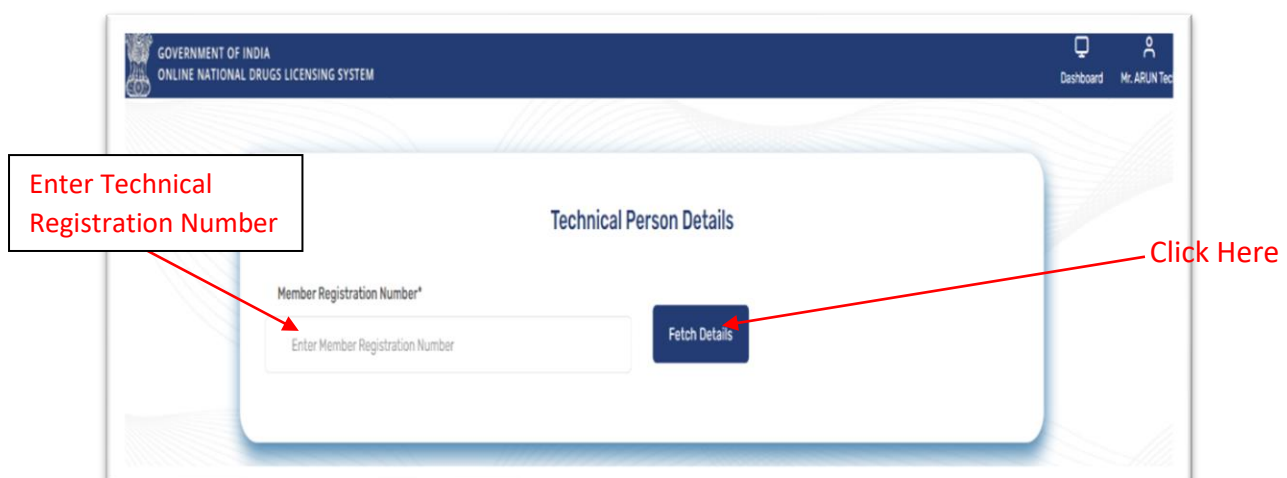


Figure 10: Technical Persons Details

5.2 Hired Technical Person Pool

- If you want to see the technical persons list the click on hired technical person pool from the dashboard as shown in figure 24.

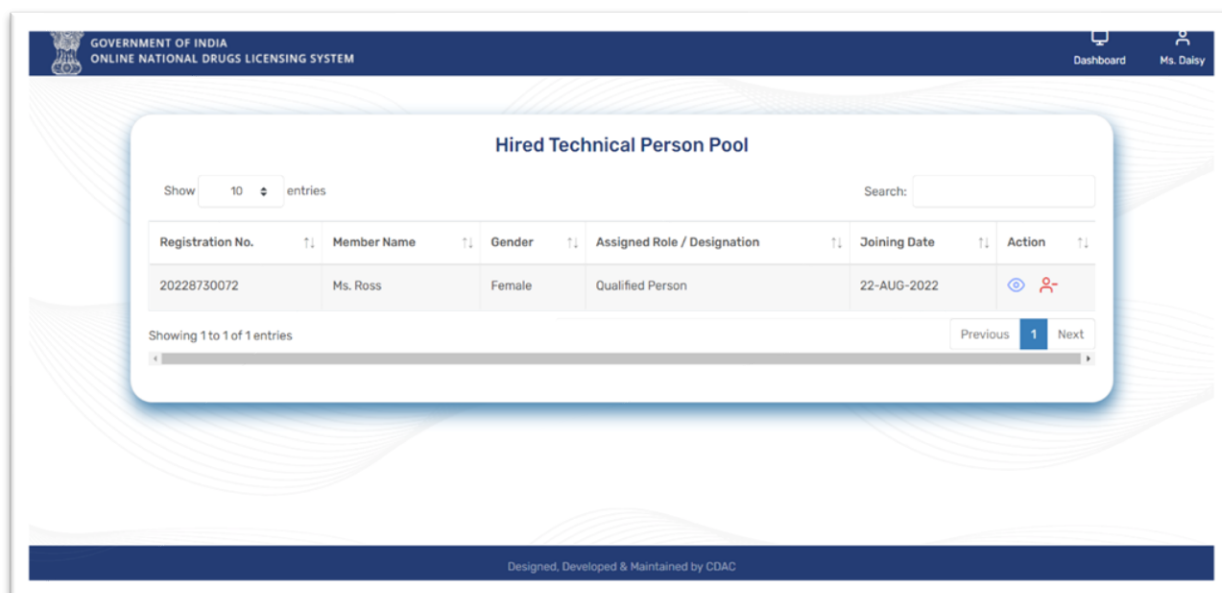


Figure 11: Hired Technical Person Pool

6. Licence

6.1 Licence Management

- Now if you want to Renew your licence then click on Licence management from the dashboard and you will get directed to the Licence management dashboard as shown in figure 25.

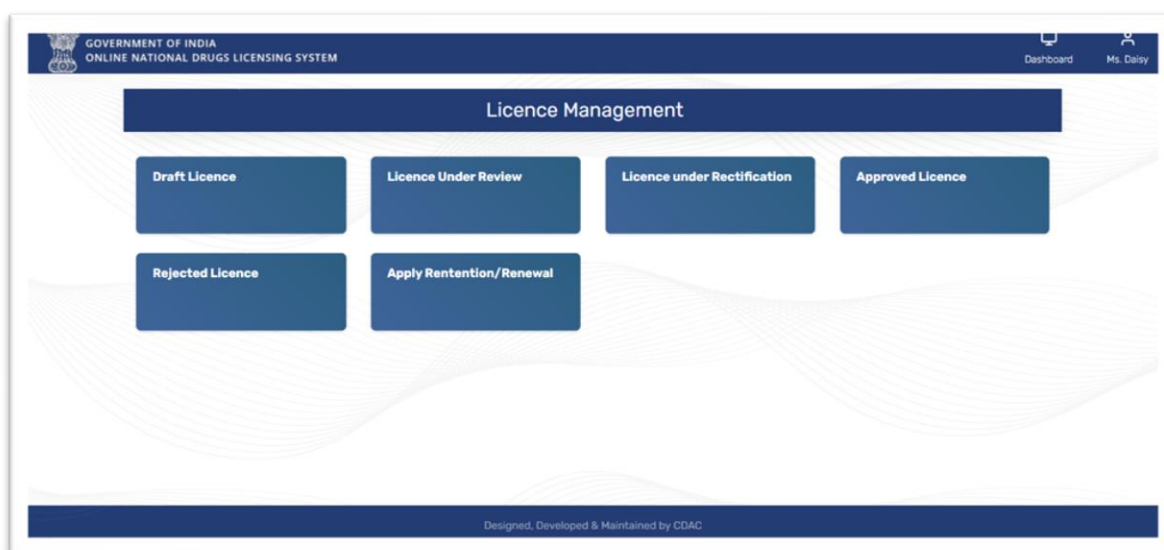


Figure 25: Licence Management

6.2 Post Approval Change Request

- If you want to change any information from your application then you can click on post approval change request as shown in figure 26.

The screenshot shows a web interface for 'Post Approval Application Submission'. At the top, there is a header with the Government of India logo and the text 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM'. On the right side of the header, there are links for 'Dashboard' and a user profile for 'Ms. Daisy'. The main content area is titled 'Post Approval Application Submission' and contains a section labeled 'Post Approval Case*'. Below this label is a dropdown menu with a 'Select' option highlighted. The dropdown list includes the following options: 'Select', 'Change in Name of Organisation', 'Change in Constitution', 'Change in Technical Person', 'Change in Specific Condition', 'Surrender of License', 'Addition or Reduction in Site Area', 'Change in Site Address', and 'Change in Director'. At the bottom of the page, there is a footer that reads 'Designed, Developed & Maintained by CDAC'.

Figure 126: Post Approval Application Submission