GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Government of India

Online National Drugs Licensing System (ONDLS)

USER MANUAL

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1. Manufacturer: -

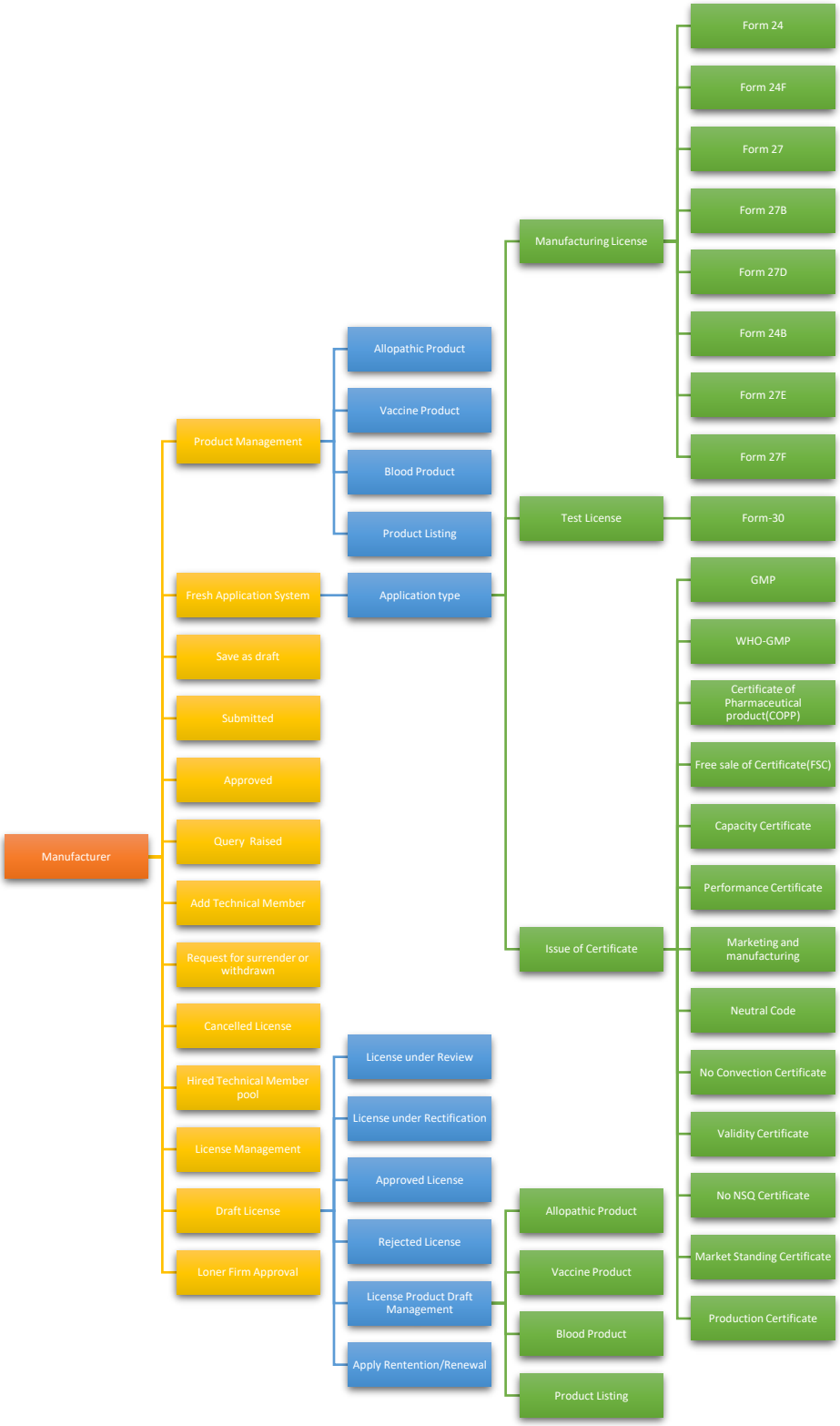

Diagram 1: - Site Dashboard

1.1 Product Management: -

- From your Dashboard you can 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 1.

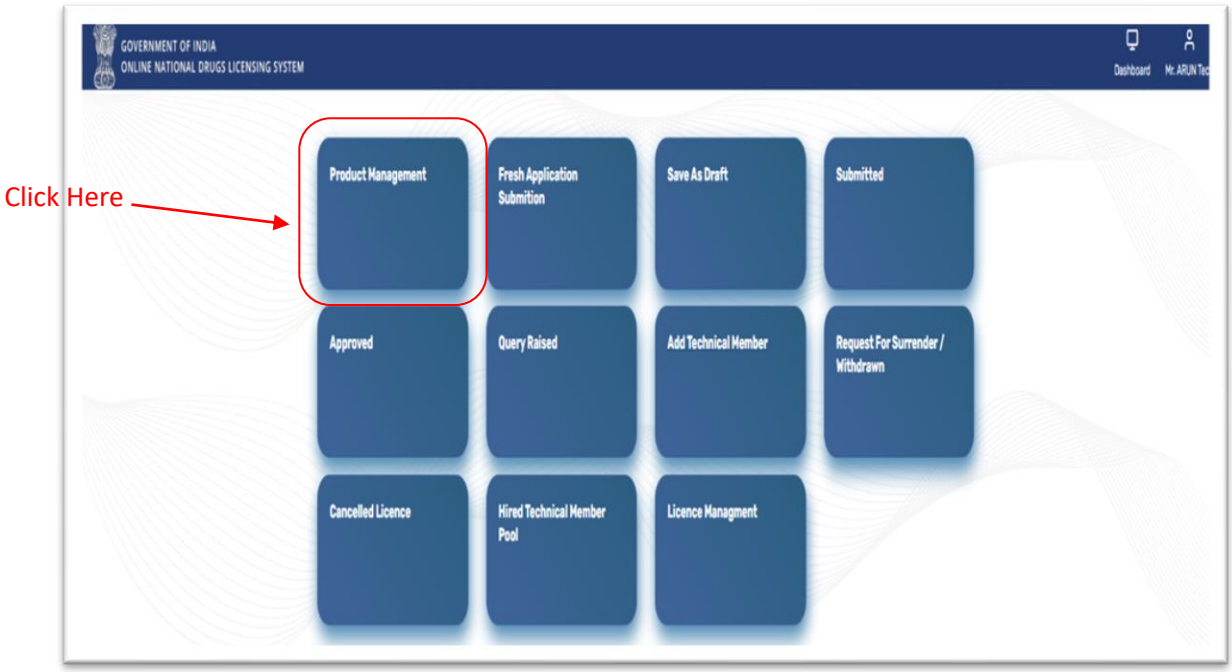

Figure 1: Site Dashboard

1.1.1 Allopathic Product: -

- If you will click on Allopathic product as shown in figure 2, you will be directed to the page where you have to give all details about the products details as shown in figure 3 and 4.

Figure 2: Product Type

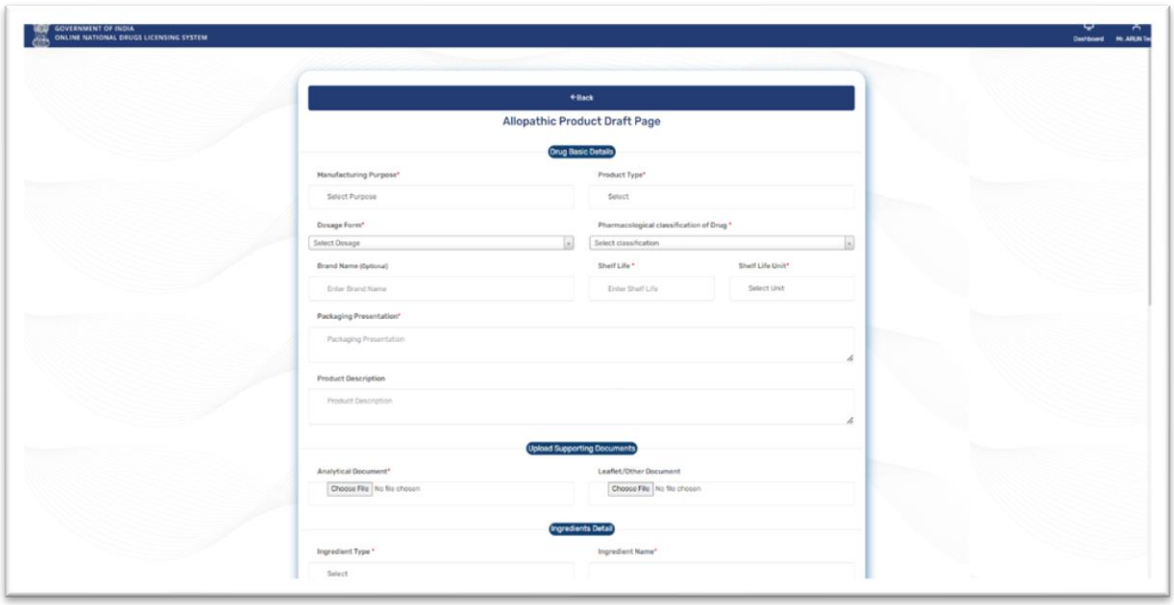

Figure 3: Allopathic Product Details

- 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 4.

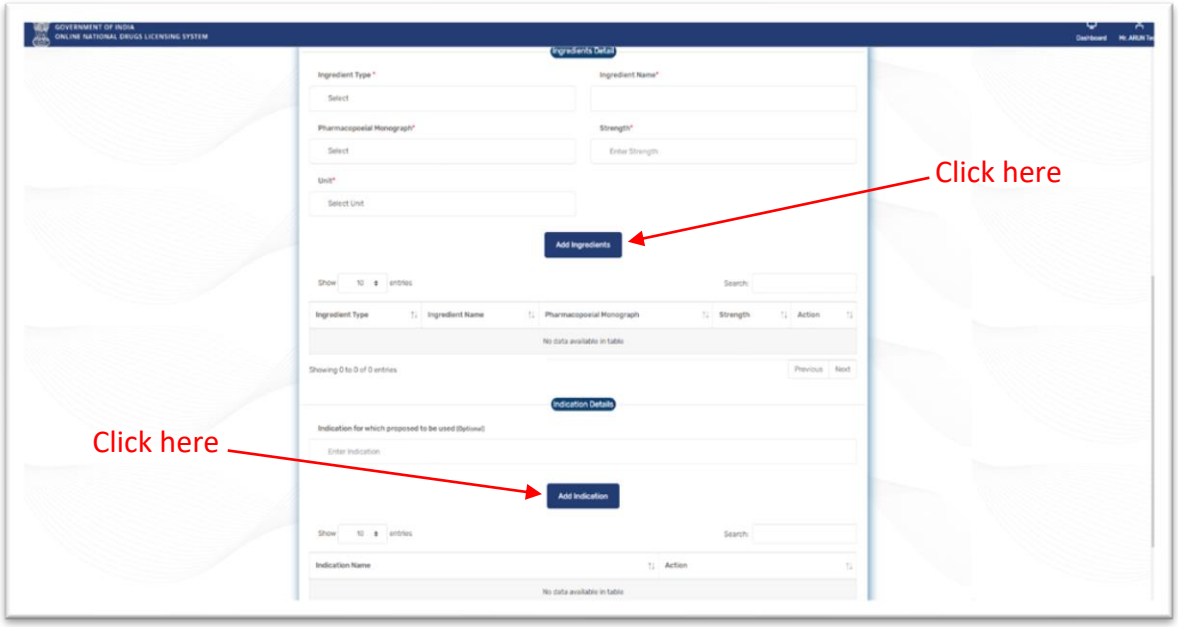

Figure 4: Product Details of Allopathic

1.1.2 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 5 and 6.

Figure 5: Product Management (Product Listing)

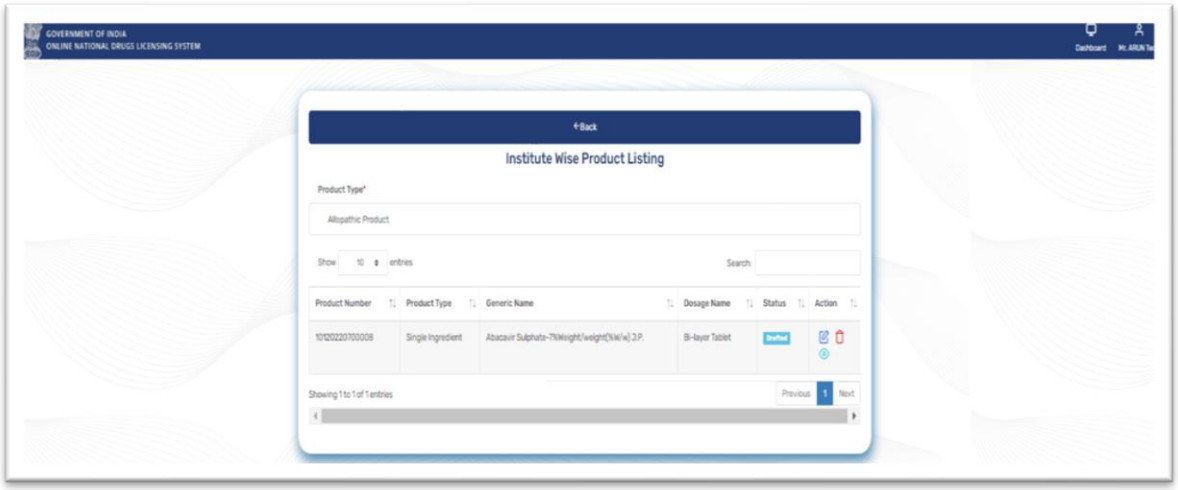

Figure 6: Product Listing

1.1.3 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 7.

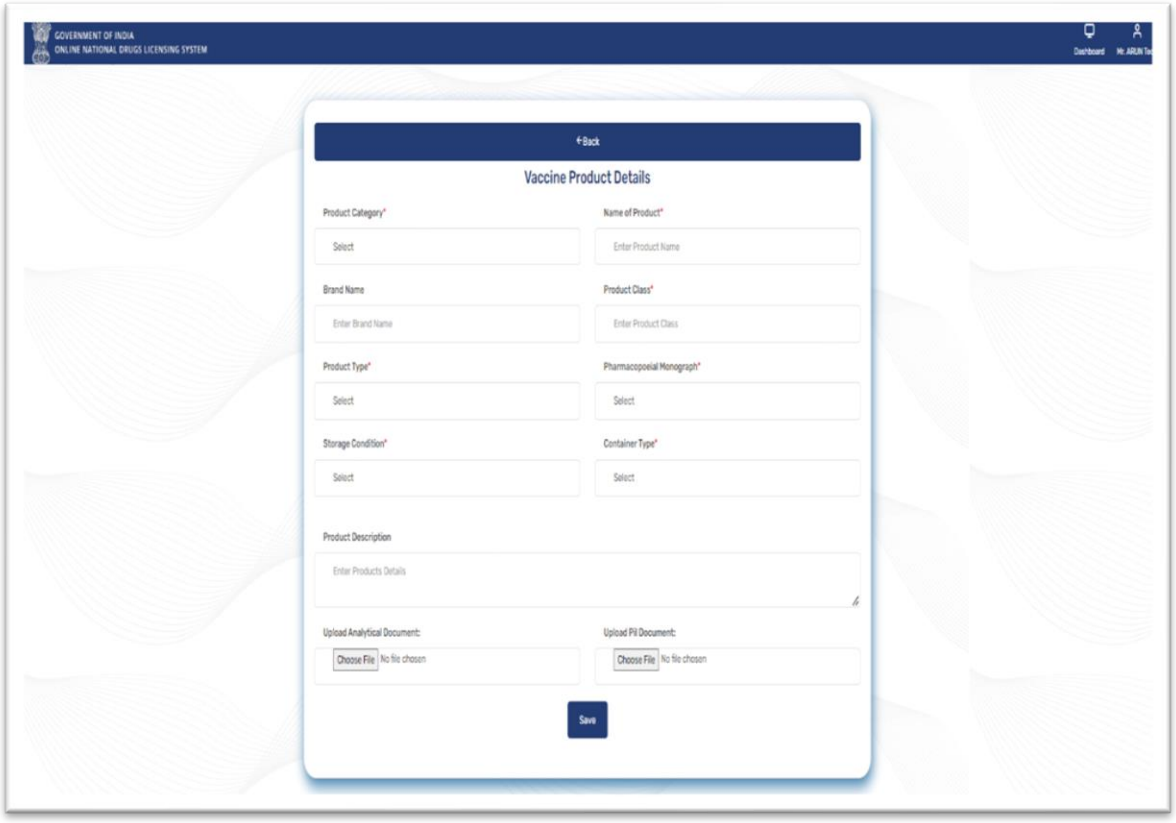

Figure 7: Vaccine Product

1.1.4 Blood Product: -

- And if you want to add blood product then click on blood product from product management as shown in figure 8.

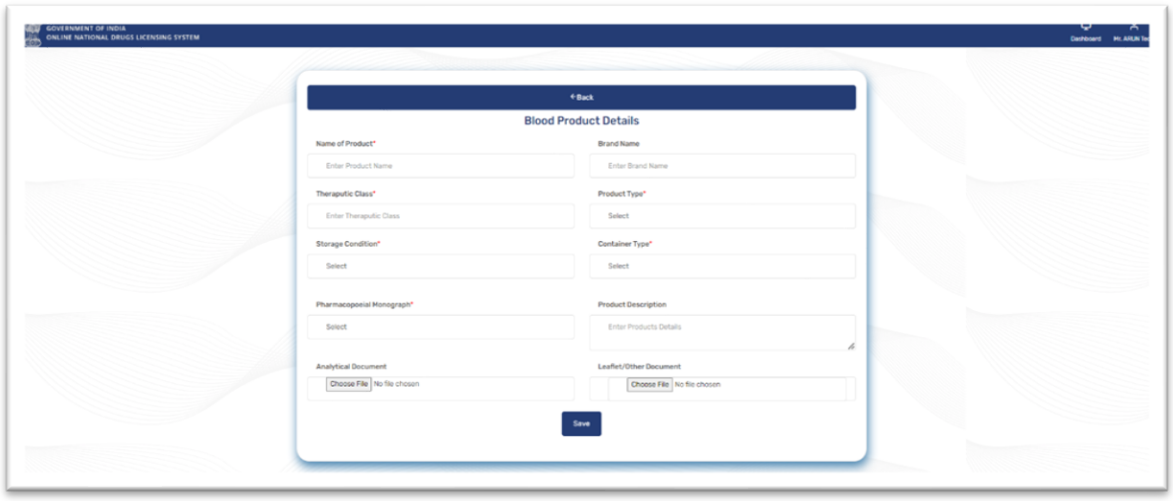

Figure 8: Blood product

1.2 Fresh Application: -

- After adding product, we can click on fresh Application submission as shown in figure 9.

Figure 9: Firm Dashboard (Fresh Application)

1.2.1 Manufacturing License: -

- 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 10.

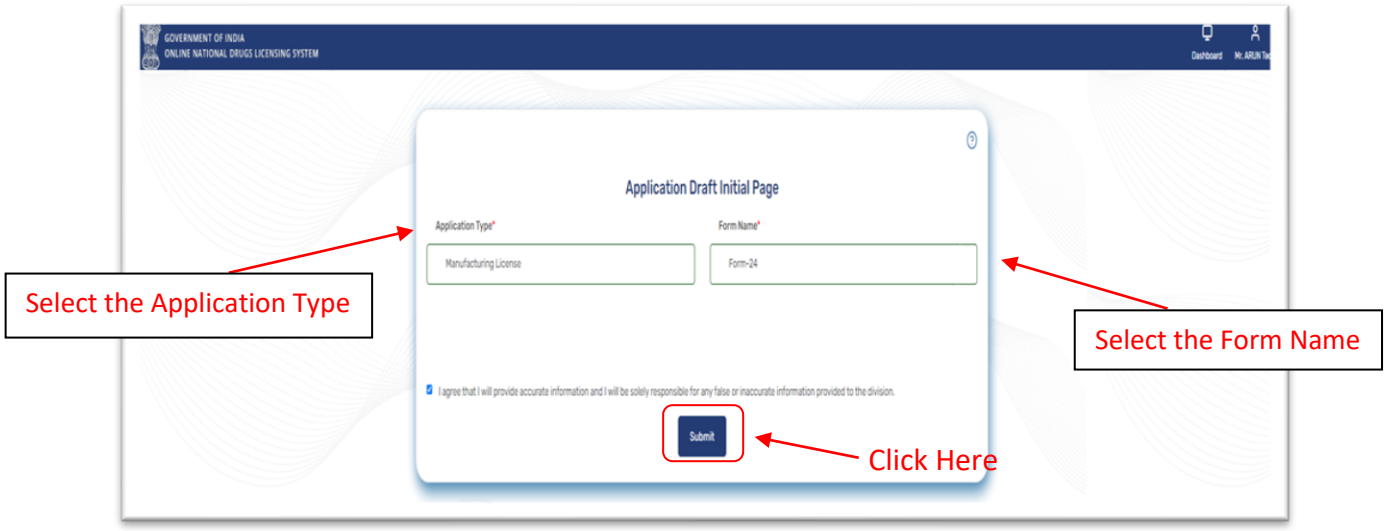

Figure 10: Application Initial Page

- After submitting the application initial page, you will get directed to the Firm Details Confirmation page as shown in figure 11.
- Now check all the details that you have mentioned are correct and then click on save details as shown in figure 11.

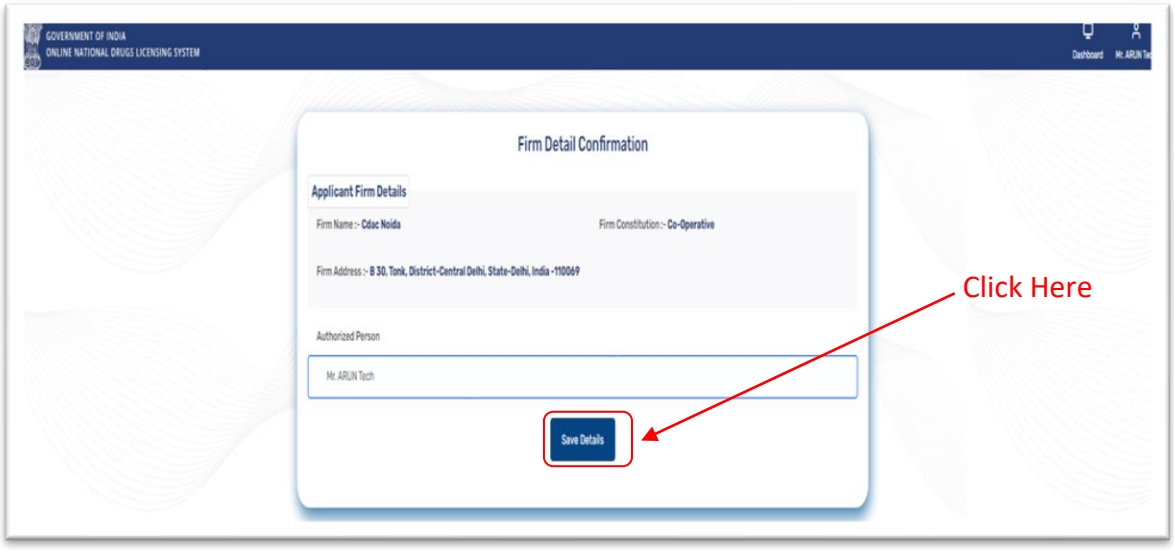

Figure 11: Firm Details Confirmation

- After clicking on save details you will get directed to the application product mapping page as shown in figure 12.
- Now click on the product which you have added and then click on save as shown in figure 12.

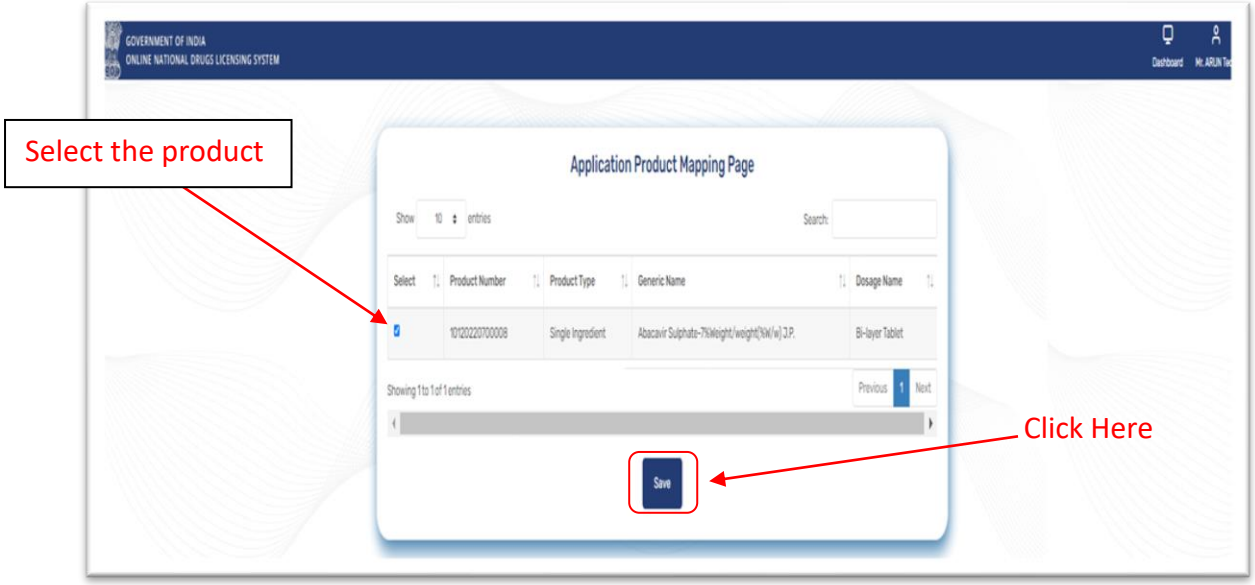

Figure 12: Product Mapping

- Now after selecting the product, you have to select the technical person and then click on next as shown in figure 13.

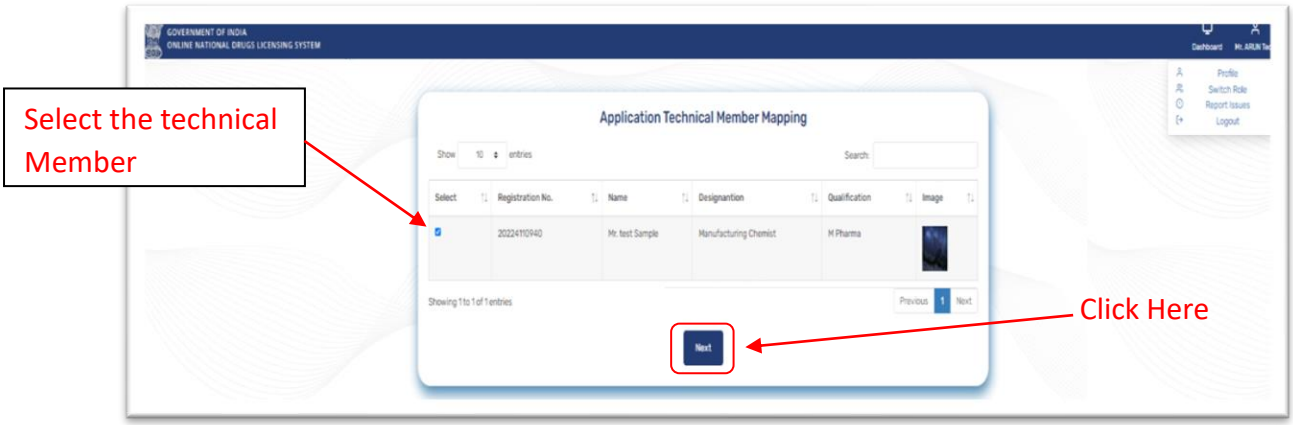

Figure 13: Technical Member Mapping

- 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 14.

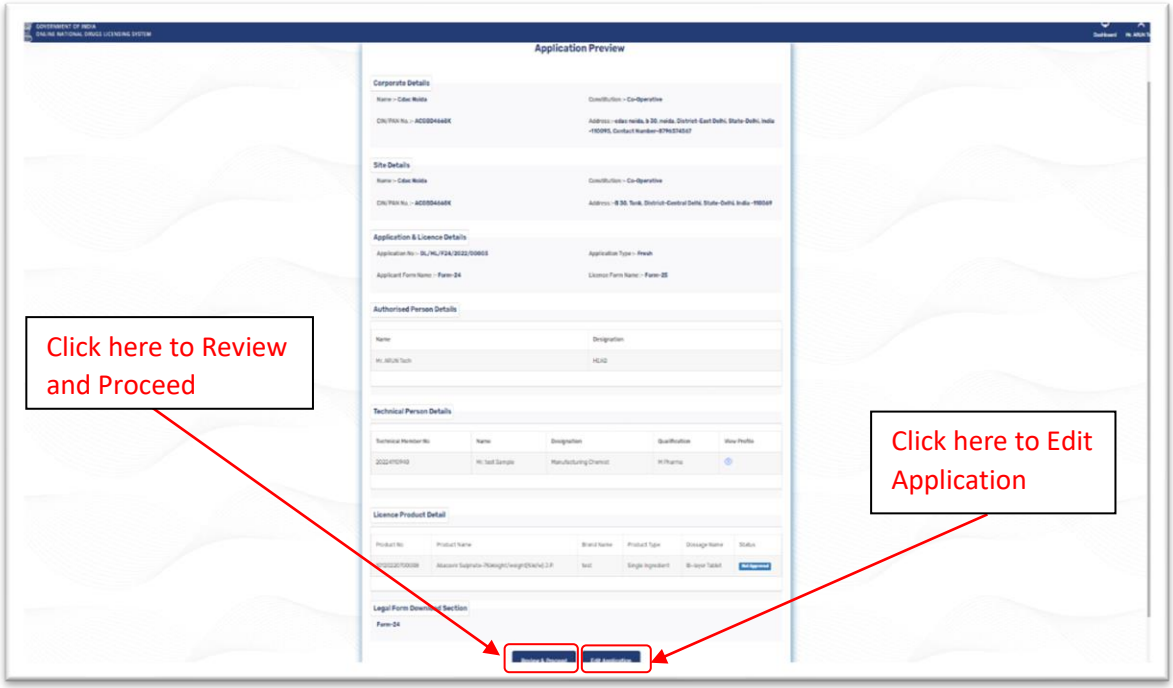

Figure 14: Application Preview

- Now after application preview you have to Verify and upload all the required documents then click on Proceed as shown in figure 15.

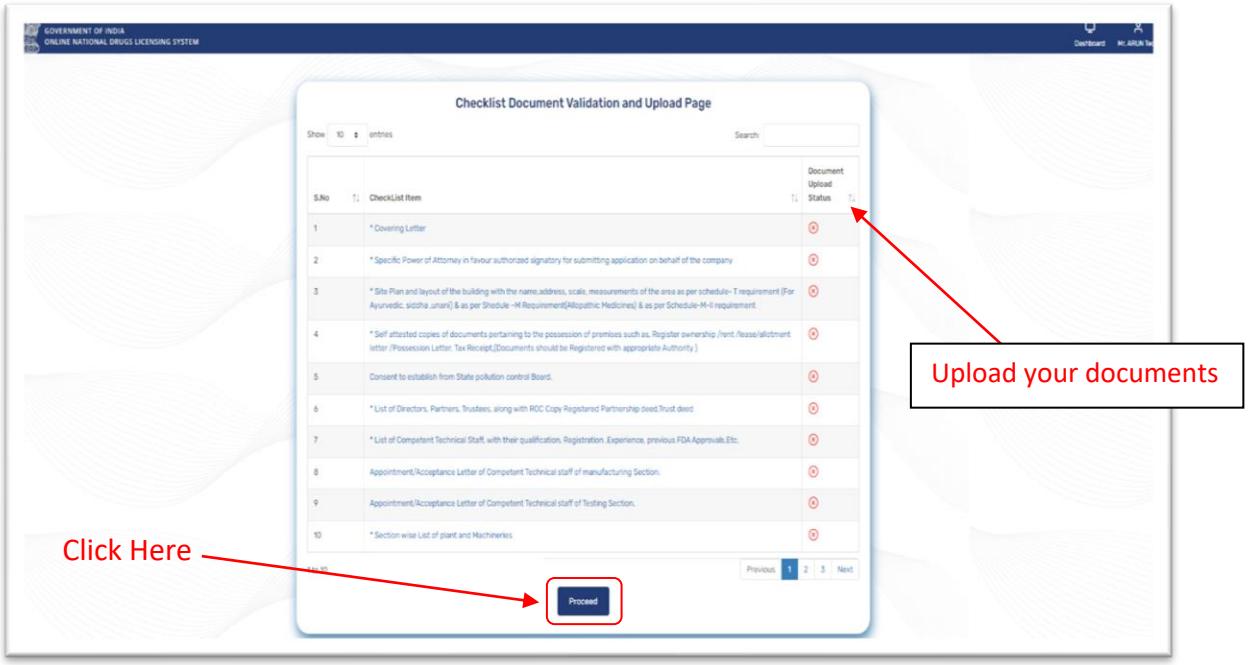

Figure 15: Document Validation and Upload Page

- Now you have to make payment, first fill the required details then click on save and proceed as shown in figure 16.

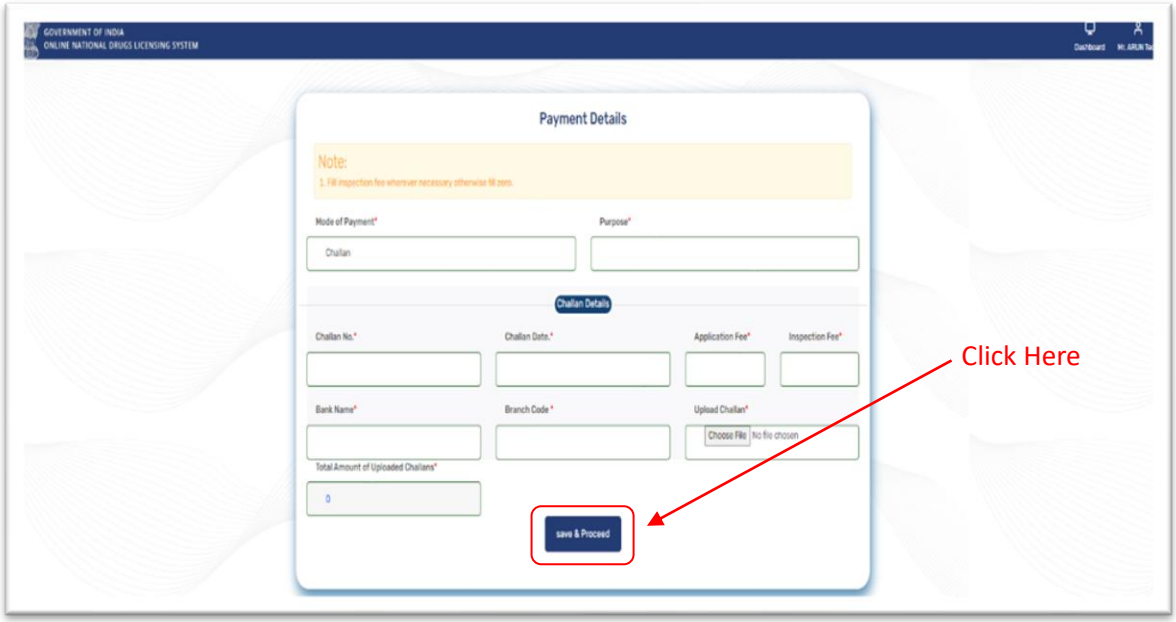

Figure 16: Payment Details

- After payment details you will get to review your form again, after checking all the details click on proceed as shown in figure 17 and 18.

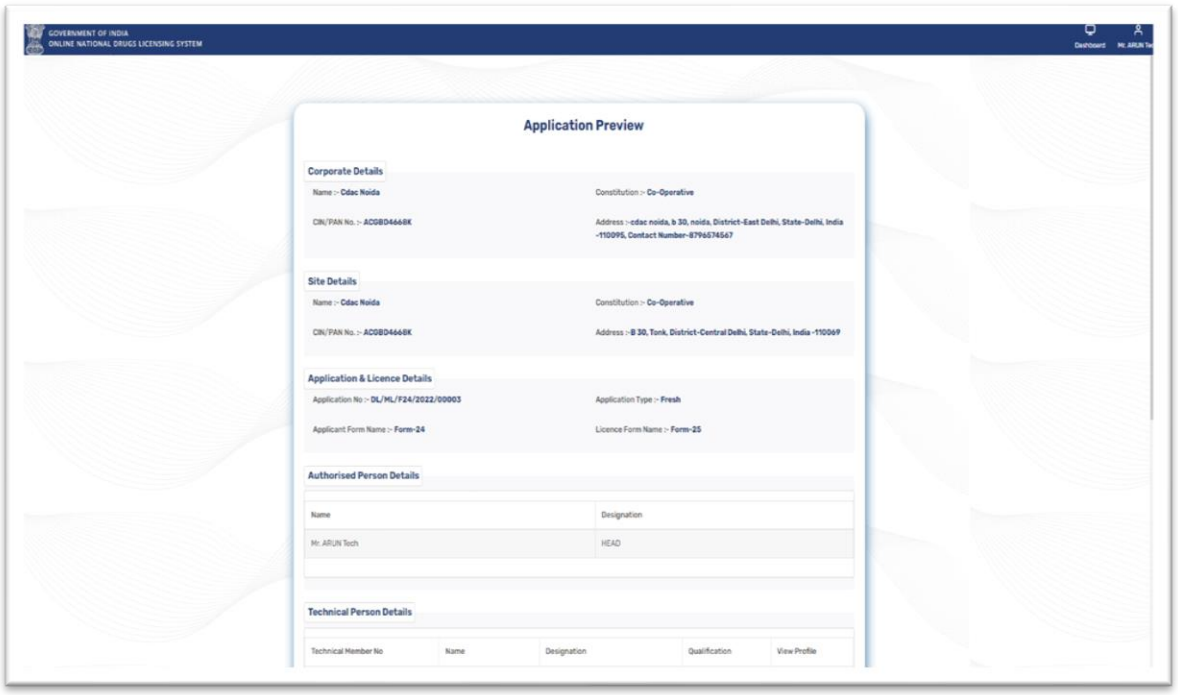

Figure 17: Preview Application

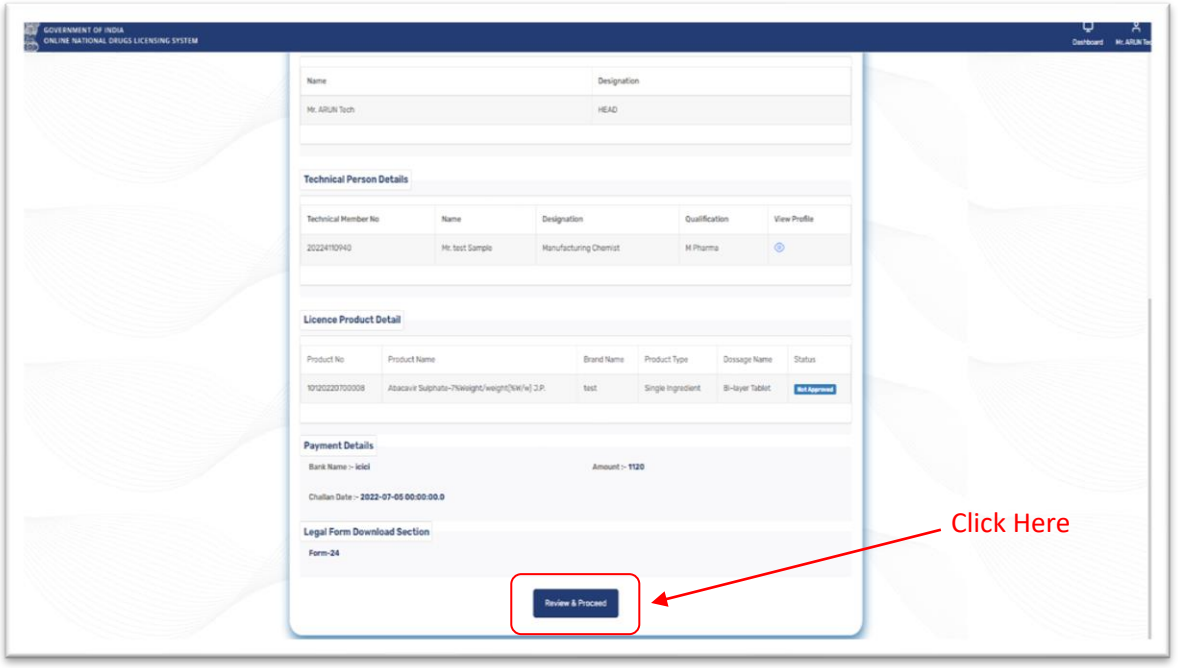

Figure 18: Review Application

- Now after reviewing your page, you have to upload the final form and the click on submit as shown in figure 19.

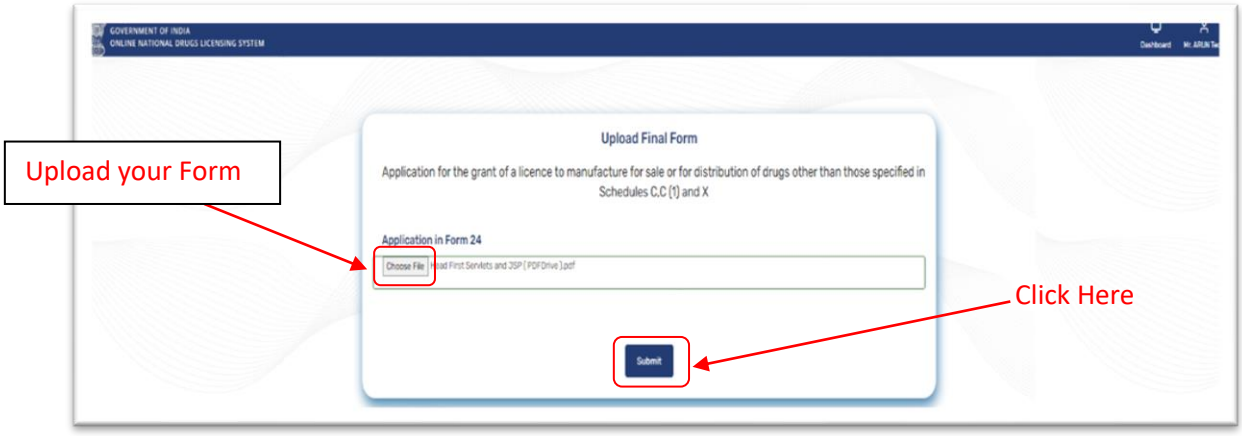

Figure 19: Upload Final Form

- After uploading the form your application form will get submitted and File number will get generated as shown in figure 20.

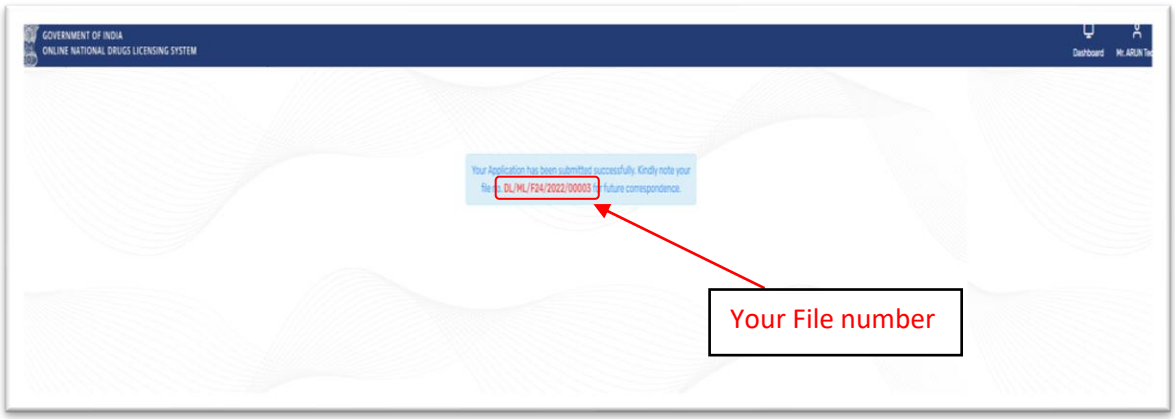

Figure 20: File Number

1.2.2 Test License: -

- If you want to apply for test License then go to fresh application as shown in figure 21.

Figure 21: Fresh Application

- Select the required details from application initial page as shown in figure 22.

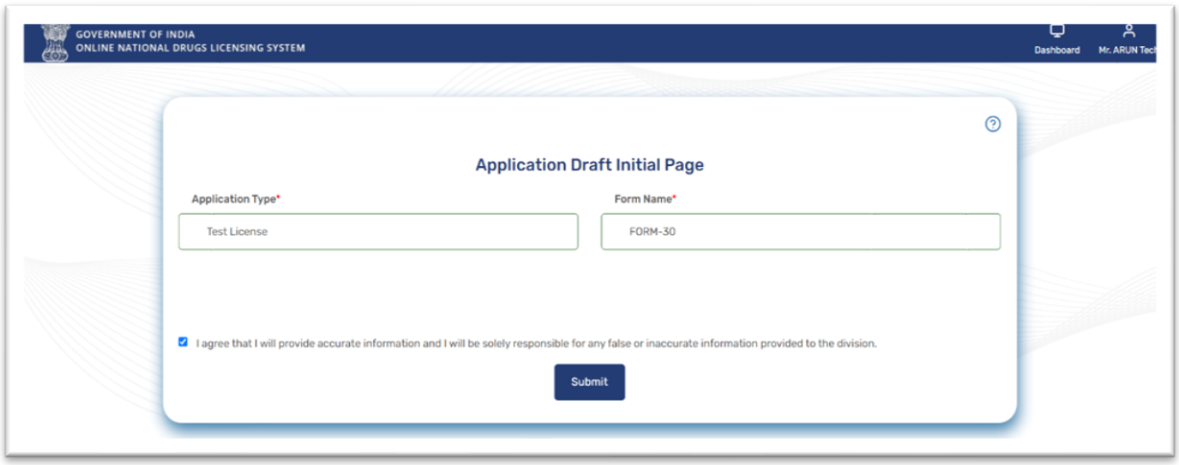

Figure 22: Initial Page

- Now you have to give the firm details confirmation by selecting the authorized person as shown in figure 23.

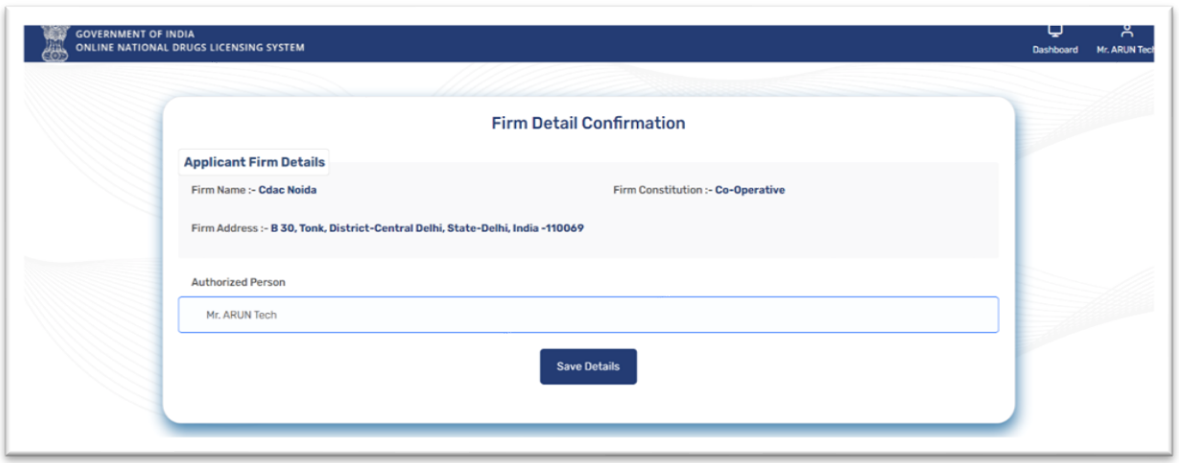

Figure 23: Firm Details Confirmation

- Now you have to select the product for which you are applying for the license as shown in figure 24.

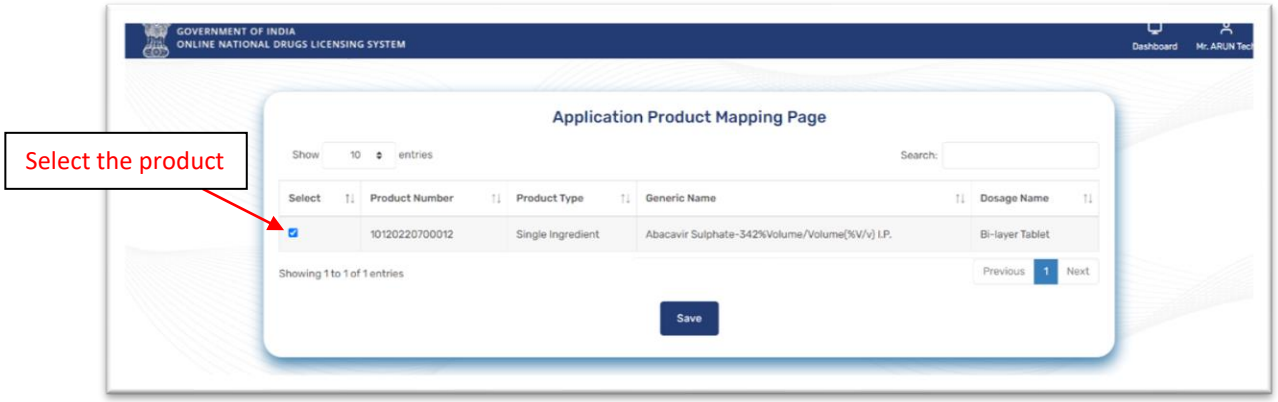

Figure 24: Product Mapping

- Now you have to select the technical person as shown in figure 25.

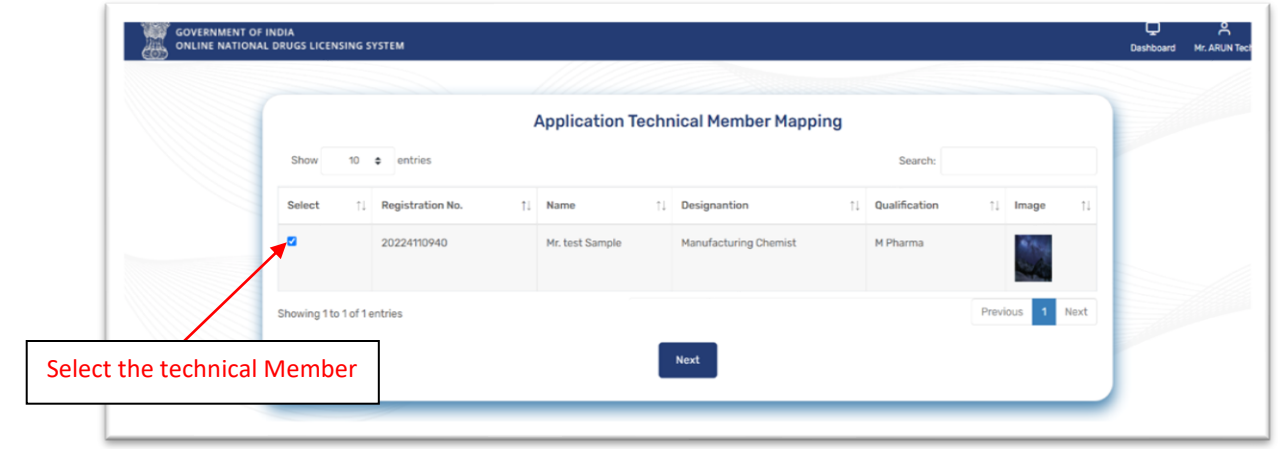

Figure 25: Technical Member Mapping

- 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 26.

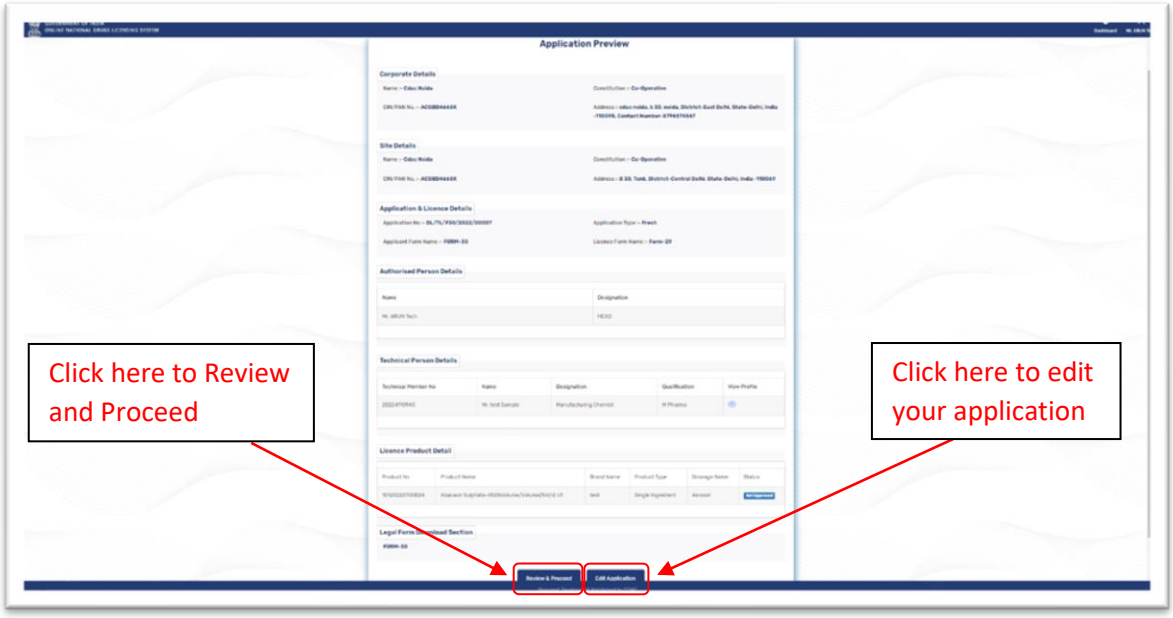

Figure 26: Preview Application

- Now upload the documents which are required and the click on proceed as shown in figure 27.

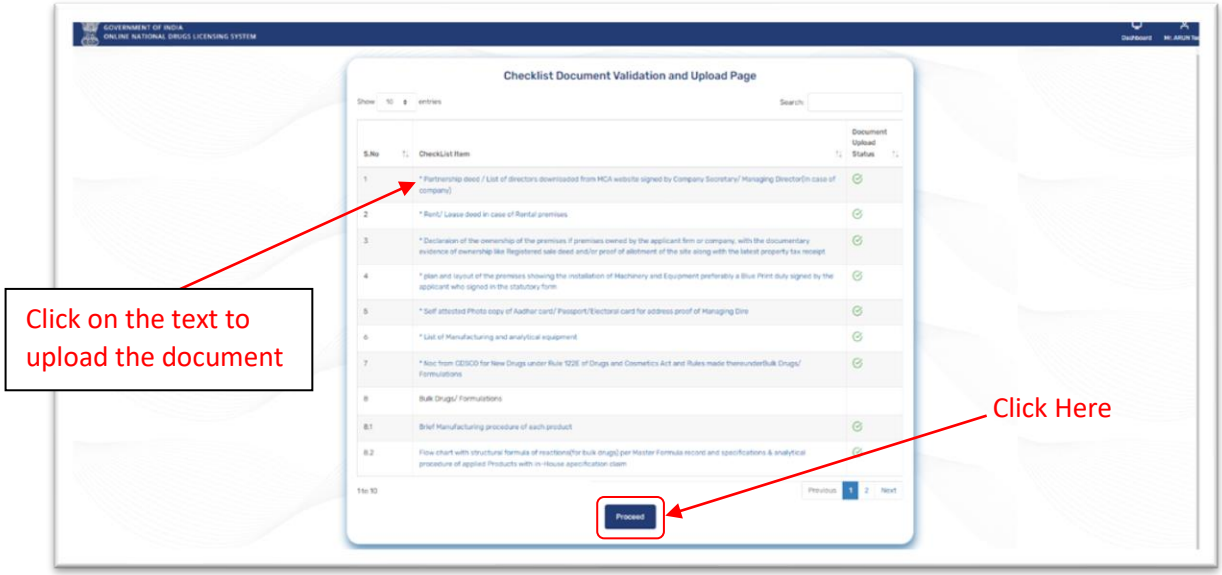

Figure 27: Upload Document

- Give all the payment details as asked then click on save and proceed as shown in figure 28.

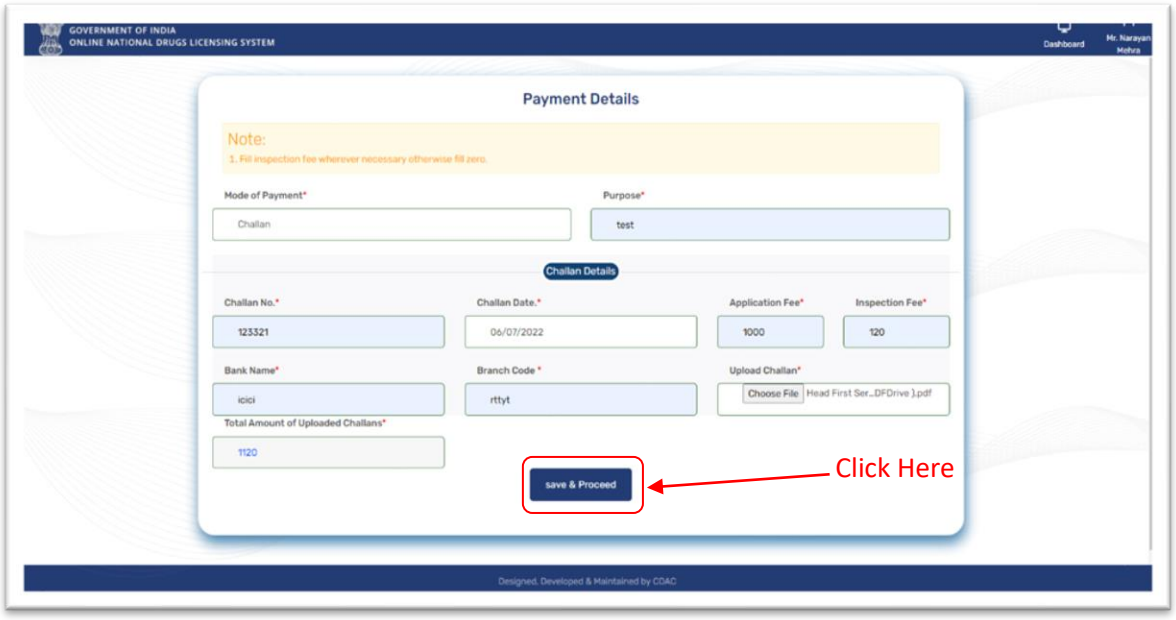

Figure 28: Payment Details

- After payment details you will get to review your form again, after checking all the details click on proceed as shown in figure 29.

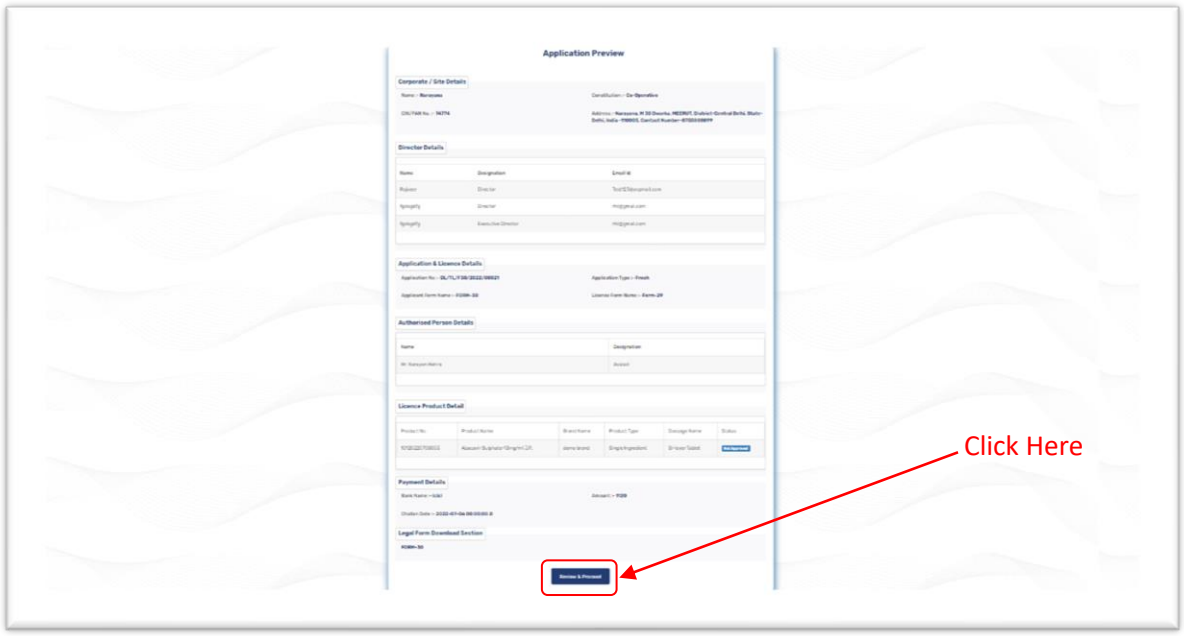

Figure 29: Application Preview

- Now after reviewing your page, you have to upload the final form and the click on submit as shown in figure 30.

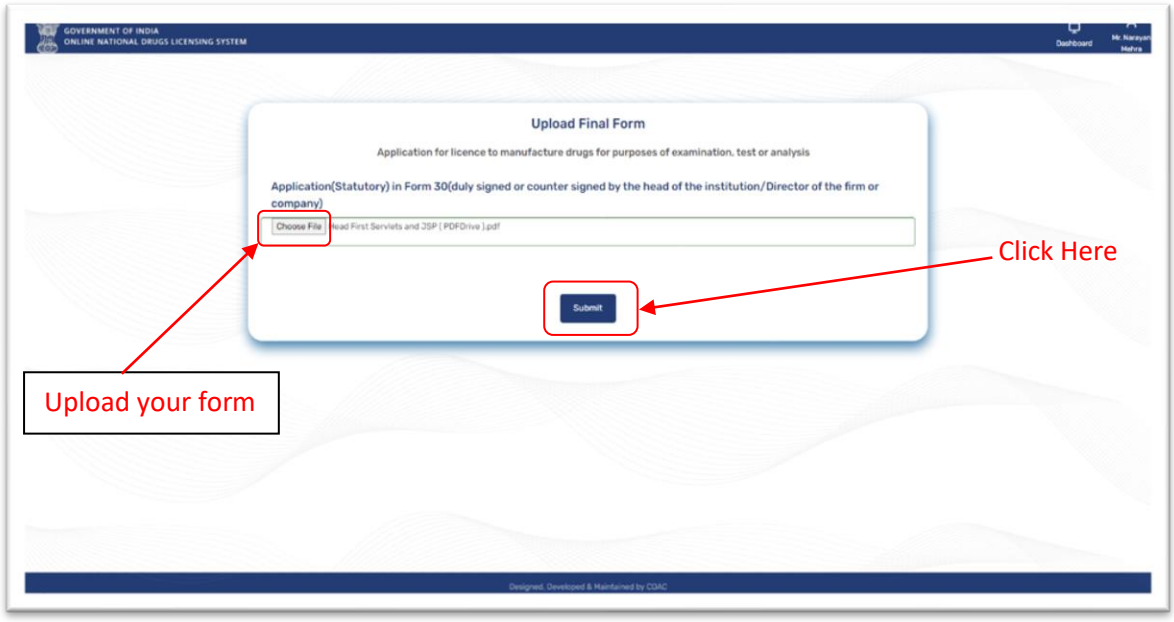

Figure 30: Upload Final Form

- After uploading the form your application form will get submitted and application number will get generated as shown in figure 31.

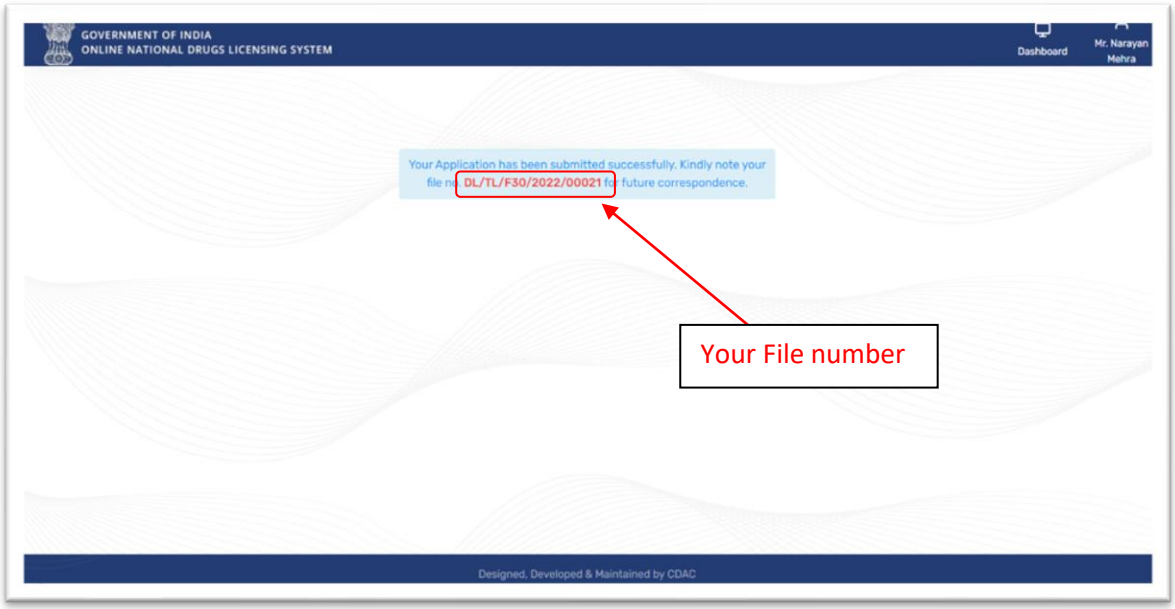

Figure 31: File Number

1.3 Save as 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 32.

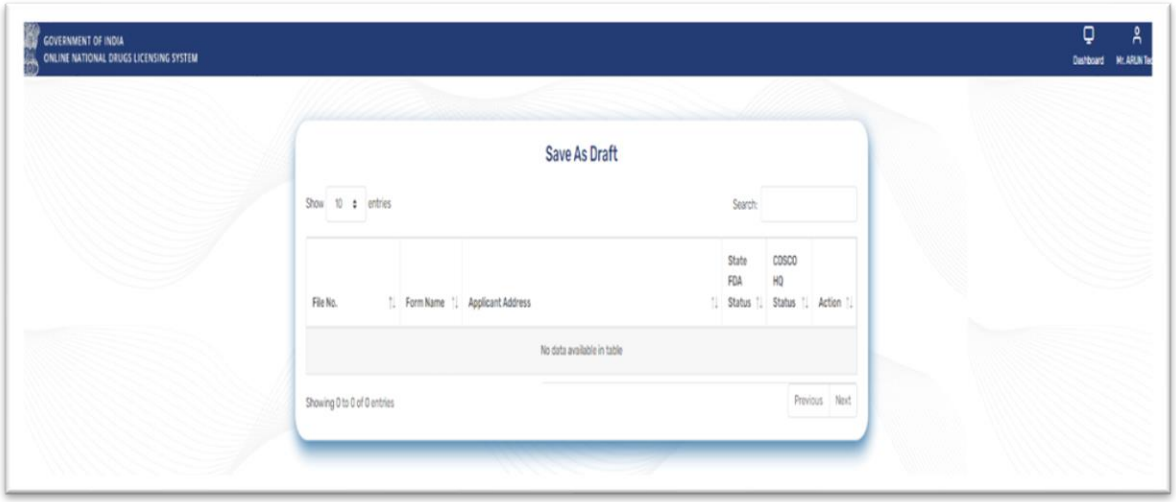

Figure 32: Save as Draft

1.4 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 33.

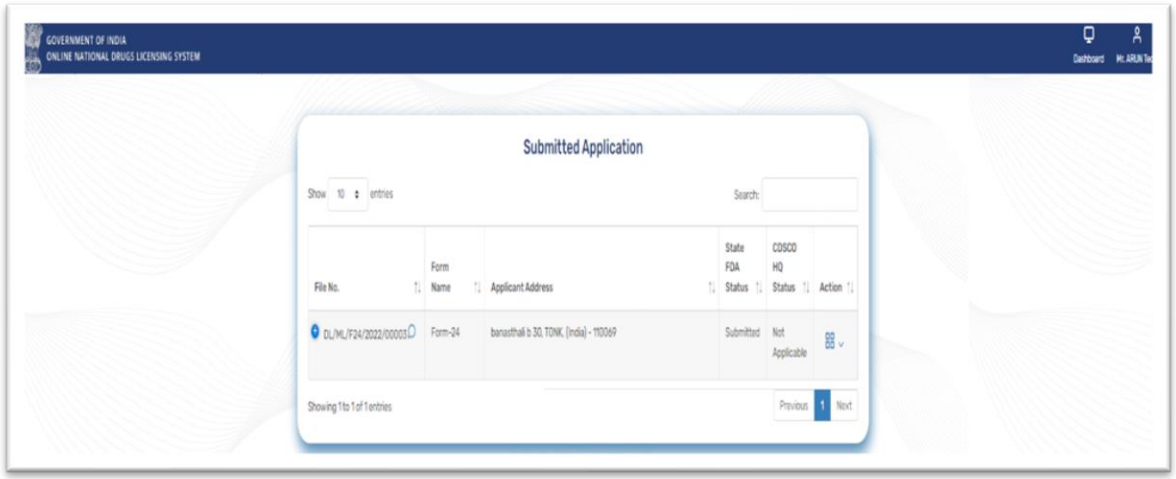

Figure 33: Submitted Application

1.5 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 34.

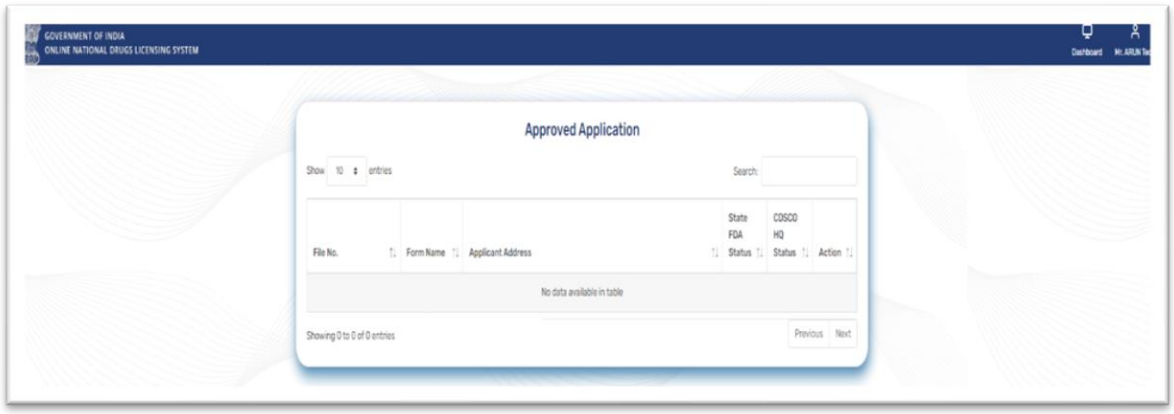

Figure 34: Approved Application

1.6 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 35.

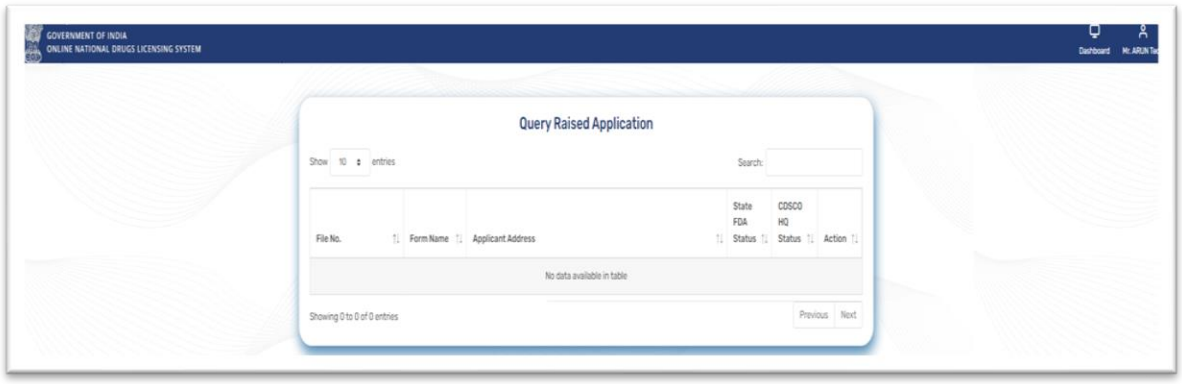

Figure 35: Query Raised

1.7 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 36.

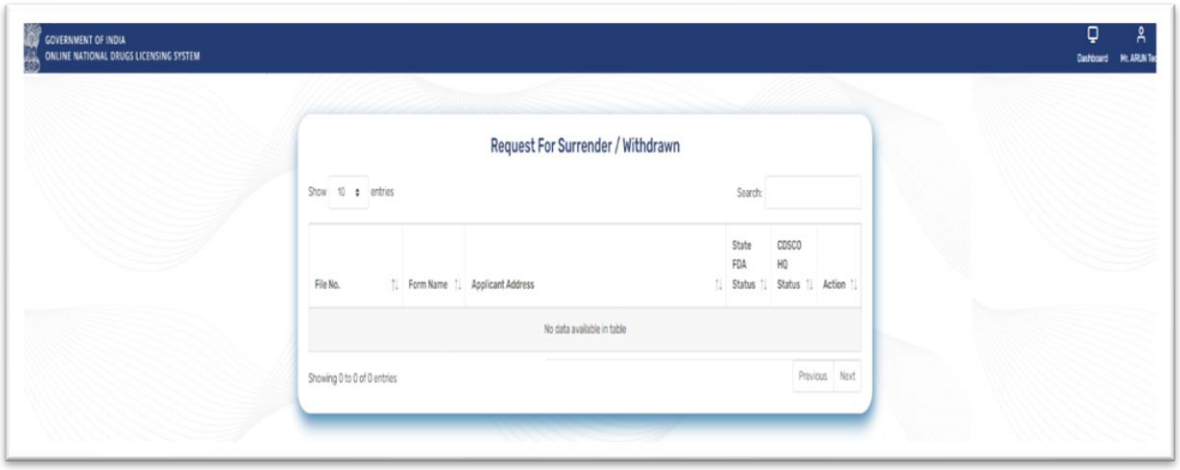

Figure 36: Request for Surrender / Withdrawn

1.8 Cancelled Application: -

- If you want to see your cancelled application then click on cancelled application from the dashboard as shown in figure 37.

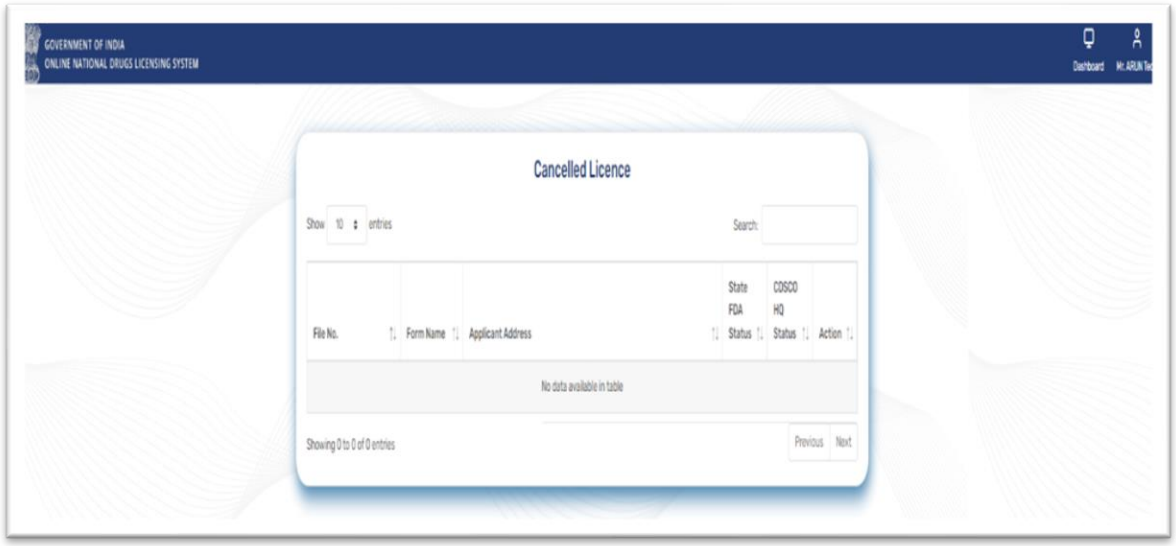

Figure 37: Cancelled Application

1.9 Add Technical Member: -

- Now if you haven't added any technical member then you can click on add technical member from the dashboard as shown in figure 1.

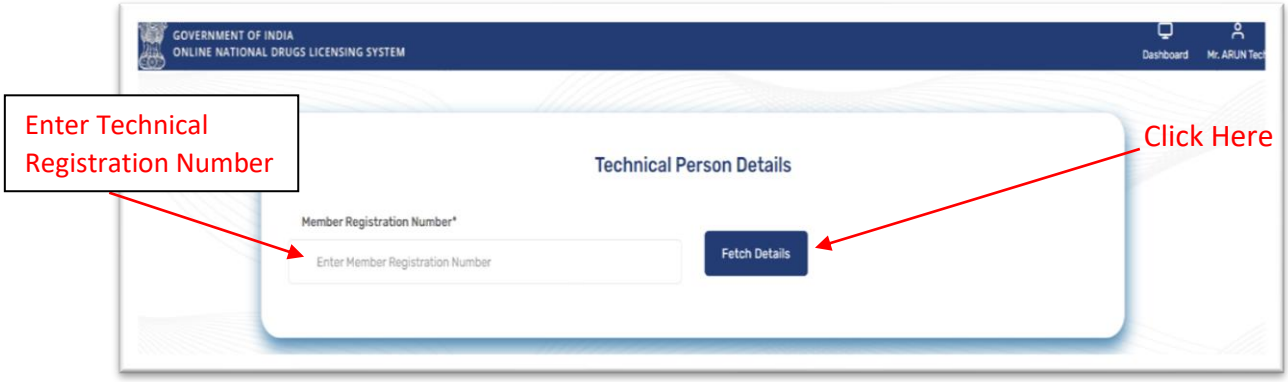

Figure 38: Add Technical Member

- After entering the registration number click on fetch data as shown in figure 38 and after going through the technical persons profile add it.

1.10 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 39.

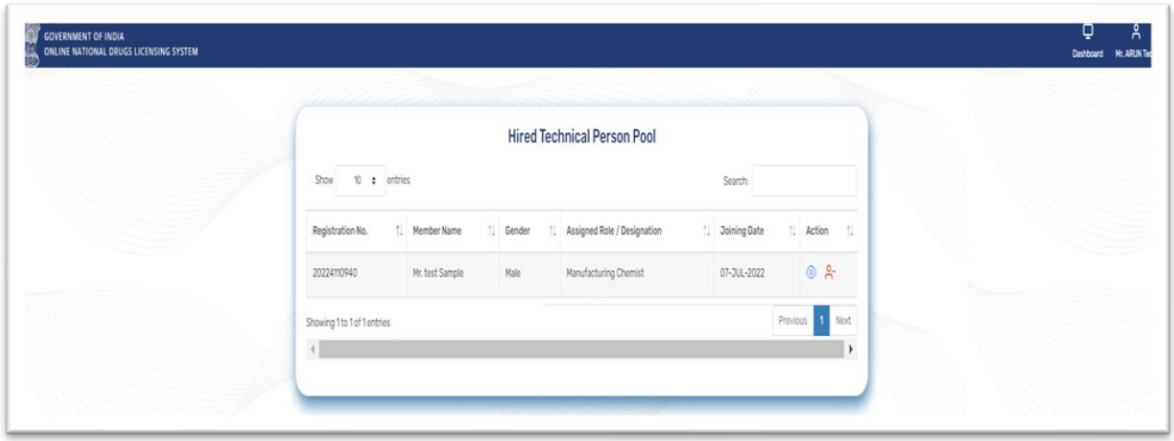

Figure 39: Hired Technical Pool

1.11 License Management: -

- Now if you want to Renew your license the click on License management from the dashboard and you will get directed to the License management dashboard as shown in figure 40.

Figure 40: License Management

- Same process as it is shown in 1.1Product Management.

1.12 Loner Firm Approval: -

- In this you can approve the firm(s) request.

❖ Annexure

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