

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.

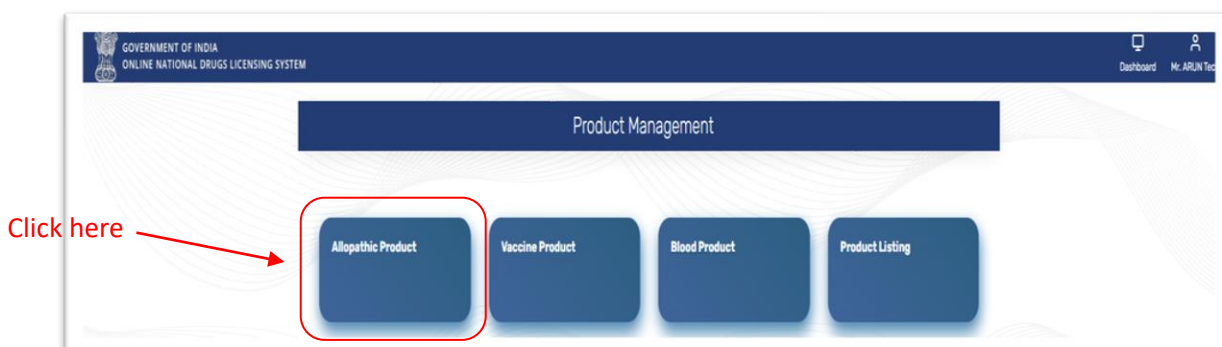


Figure 2: Product Type

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)

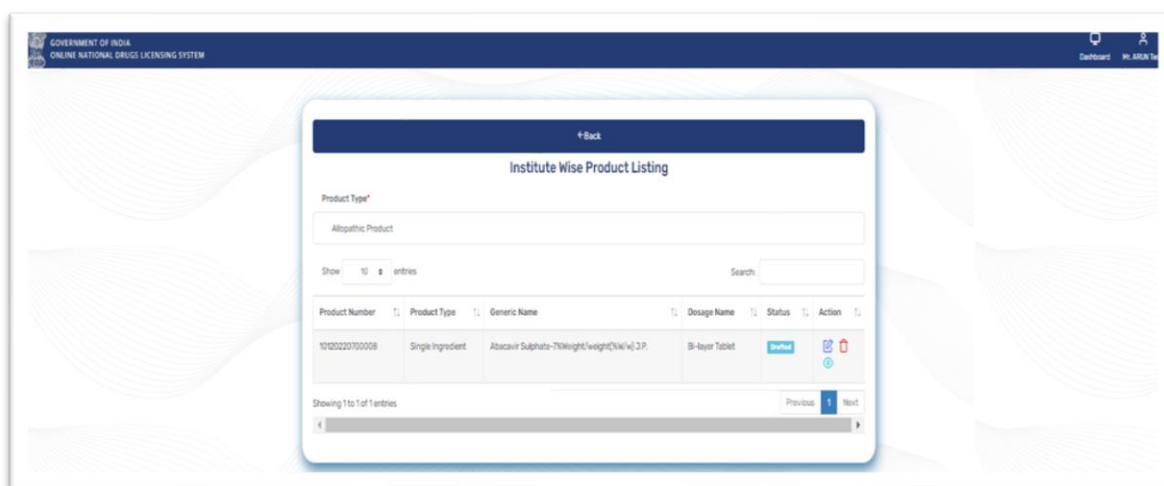


Figure 6: Product Listing

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.

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Dashboard My ARJUN ID

← Back

Vaccine Product Details

Product Category*
Select

Name of Product*
Enter Product Name

Brand Name
Enter Brand Name

Product Class*
Enter Product Class

Product Type*
Select

Pharmacopoeial Monograph*
Select

Storage Condition*
Select

Container Type*
Select

Product Description
Enter Products Details

Upload Analytical Document:
Choose File No file chosen

Upload PI Document:
Choose File No file chosen

Save

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.

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Dashboard My ARJUN ID

← Back

Blood Product Details

Name of Product*
Enter Product Name

Brand Name
Enter Brand Name

Therapeutic Class*
Enter Therapeutic Class

Product Type*
Select

Storage Condition*
Select

Container Type*
Select

Pharmacopoeial Monograph*
Select

Product Description
Enter Products Details

Analytical Document
Choose File No file chosen

Leaflet/Other Document
Choose File No file chosen

Save

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.

The screenshot shows the 'Application Draft Initial Page' for a Manufacturing License. It includes fields for 'Application Type*' (Manufacturing License) and 'Form Name*' (Form-24). A red box highlights the 'Submit' button, with a red arrow pointing to it and the text 'Click Here'. Two other red arrows point to the 'Application Type*' and 'Form Name*' fields with labels 'Select the Application Type' and 'Select the Form Name' respectively.

Application Draft Initial Page

Application Type* Form Name*

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

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.

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 Tach

Save Details

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.

Application Product Mapping Page

Show 10 entries Search:

Select	Product Number	Product Type	Generic Name	Dosage Name
<input checked="" type="checkbox"/>	1020220700008	Single Ingredient	Abacavir Sulphate-750mg/weight(500mg)/3.P	Bi-layer Tablet

Showing 1 to 1 of 1 entries Previous 1 Next

Save

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.

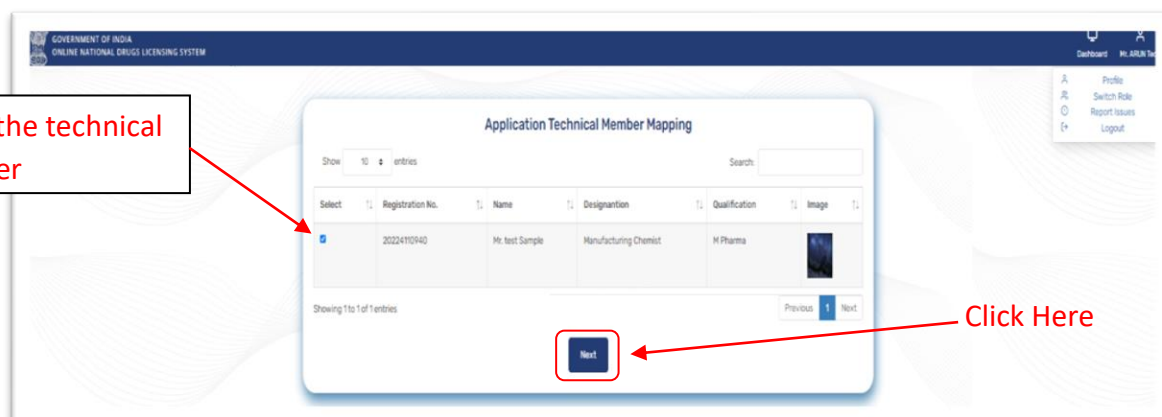


Figure 13: Technical Member Mapping

- 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.

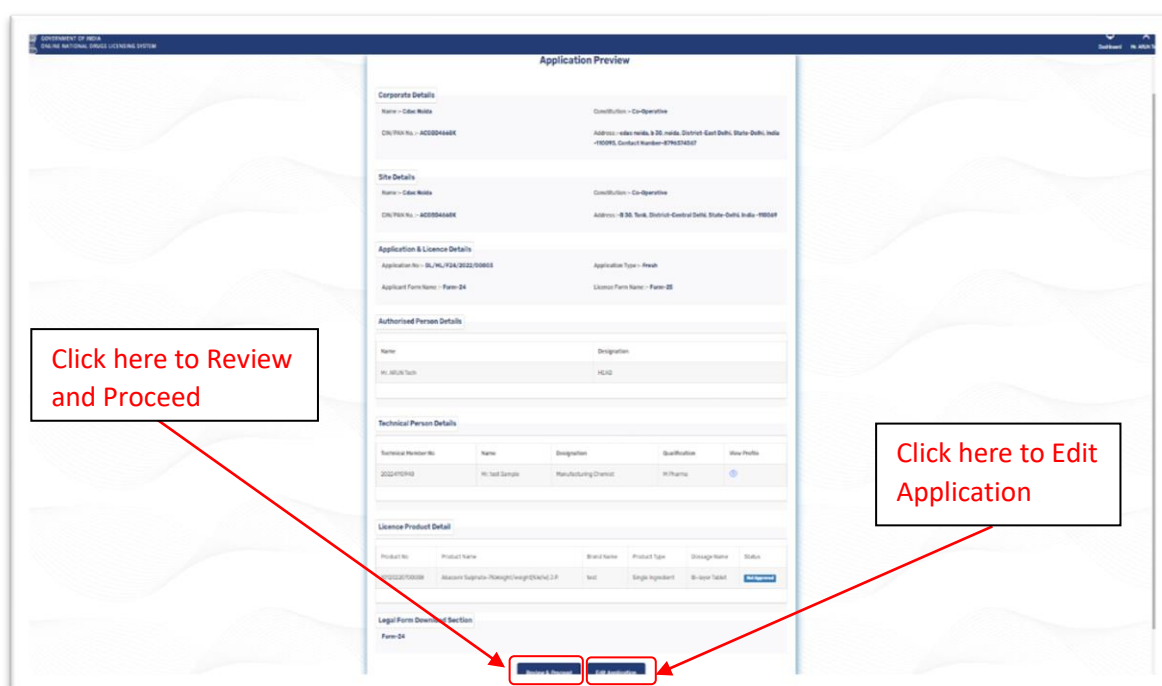


Figure 14: Application Preview

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

Checklist Document Validation and Upload Page

Show 10 entries

S.No	CheckList Item	Document Upload Status
1	* Covering Letter	
2	* Specific Power of Attorney in favour authorized signatory for submitting application on behalf of the company	
3	* Site Plan and layout of the building with the name, address, scale, measurements of the area as per schedule- T requirement (For Ayurvedic, Siddha, Unani) & as per Schedule -H Requirement (Allopathic Medicines) & as per Schedule -H-I requirement	
4	* Self attested copies of documents pertaining to the possession of premises such as, Register ownership /rent /lease/ allotment letter / Possession Letter, Tax Receipt, (Documents should be Registered with appropriate Authority)	
5	Consent to establish from State pollution control Board.	
6	* List of Directors, Partners, Trustees, along with ROC Copy Registered Partnership deed, Trust deed	
7	* List of Competent Technical Staff, with their qualification, Registration, Experience, previous FDA Approvals, Etc.	
8	Appointment/ Acceptance Letter of Competent Technical staff of manufacturing Section.	
9	Appointment/ Acceptance Letter of Competent Technical staff of Testing Section.	
10	* Section wise List of plant and Machinery	

Click Here

Proceed

Previous 1 2 3 Next

Upload your documents

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.

Payment Details

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

Mode of Payment* Purpose*

Challan

Challan Details

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

Bank Name* Branch Code* Upload Challan*

Choose File | No file chosen

Total Amount of Uploaded Challans*

0

save & Proceed

Click Here

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.

Application Preview

Corporate Details
Name: > Cdac Noida
Constitution: > Co-Operative
CIN/PAN No.: > AC0804668K
Address: > cdac noida, b 35, noida, District-East Delhi, State-Delhi, India -110095, Contact Number-8796574567

Site Details
Name: > Cdac Noida
Constitution: > Co-Operative
CIN/PAN No.: > AC0804668K
Address: > B 30, Tonk, District-Central Delhi, State-Delhi, India -110069

Application & Licence Details
Application No.: > DL/ML/F24/2022/00003
Application Type: > Fresh
Applicant Form Name: > Form-24
Licence Form Name: > Form-25

Authorised Person Details
Name: > Mr. ARUN Toth
Designation: > HEAD

Technical Person Details
Technical Member No. Name Designation Qualification View Profile

Figure 17: Preview Application

Authorised Person Details
Name: > Mr. ARUN Toth
Designation: > HEAD

Technical Person Details
Technical Member No. Name Designation Qualification View Profile
2022470940 Mr. test Sample Manufacturing Chemist M Pharma

Licence Product Detail
Product No. Product Name Brand Name Product Type Dosage Name Status
10/20220700008 Abacavit Sulphate-750mg/weight(750/10) 3.P. test Single Ingredient Bi-layer Tablet [Not Approved](#)

Payment Details
Bank Name: > idbi
Amount: > 1120
Challan Date: > 2022-07-05 00:00:00.0

Legal Form Download Section
Form-24

[Review & Proceed](#)

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.

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Dashboard Mr. ARUN T...

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.(1) and X

Application in Form 24

Choose File | Upload First Services and ZSP (PDFDrive).pdf

Submit

Upload your Form

Click Here

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.

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Dashboard Mr. ARUN T...

Your Application has been submitted successfully. Kindly note your file number: DL/ML/F24/2022/00003. Future correspondence.

Your File number

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.

The screenshot shows the 'Application Draft Initial Page'. It contains two input fields: 'Application Type*' with the value 'Test License' and 'Form Name*' with the value 'FORM-30'. Below these fields is a checkbox labeled 'I agree that I will provide accurate information and I will be solely responsible for any false or inaccurate information provided to the division.' and a 'Submit' button.

Figure 22: Initial Page

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

The screenshot shows the 'Firm Detail Confirmation' page. It displays the following details:

- 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

 A 'Save Details' button is located at the bottom of the form.

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.

Application Product Mapping Page

Show 10 entries Search:

Select	Product Number	Product Type	Generic Name	Dosage Name
<input checked="" type="checkbox"/>	10120220700012	Single Ingredient	Abacavir Sulphate-342%Volume/Volume(VV/v) I.P.	Bi-layer Tablet

Showing 1 to 1 of 1 entries

Previous 1 Next

Save

Figure 24: Product Mapping

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

Application Technical Member Mapping

Show 10 entries Search:

Select	Registration No.	Name	Designation	Qualification	Image
<input checked="" type="checkbox"/>	20224110940	Mr. test Sample	Manufacturing Chemist	M Pharma	

Showing 1 to 1 of 1 entries

Previous 1 Next

Next

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.

[Click here to Review and Proceed](#)

[Click here to edit your application](#)

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

Click on the text to
upload the document

[Click Here](#)

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

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*

Click Here

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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.

Application Preview

Corporate / Site Details

Name: Constitution:
 DIN/INN No.: Address:

Director Details

Name	Designation	Email ID
Pradyumn	Director	Tanuj@mednada.com
Sprangit	Director	mednada.com
Sprangit	Executive Director	mednada.com

Application & License Details

Application No.: Application Type:
 Application Form Number: License Form Number:

Authorized Person Details

Name	Designation
Dr. Anupam Mishra	Doctor

License Product Detail

Product No.	Product Name	Brand Name	Product Type	Storage Name	Status
15000000000	Aluminum Sulphate (Single Dose)	Alum Brand	Single Ingredient	Dr. Anupam Mishra	<input type="button" value="View Details"/>

Payment Details

Bank Name: Amount:
 Challan Date:

Legal Form Download Section

Form No.:

Click Here

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.

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Dashboard Mr. Narayan Mehra

Upload Final Form

Application for licence to manufacture drugs for purposes of examination, test or analysis

Application(Statutory) in Form 30(duly signed or counter signed by the head of the institution/Director of the firm or company)

Choose File | head First Servists and ZSP (PDFDrive).pdf

Submit

Click Here

Upload your form

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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.

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Dashboard Mr. Narayan Mehra

Your Application has been submitted successfully. Kindly note your file no. **DL/TL/F30/2022/00021** for future correspondence.

Your File number

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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.

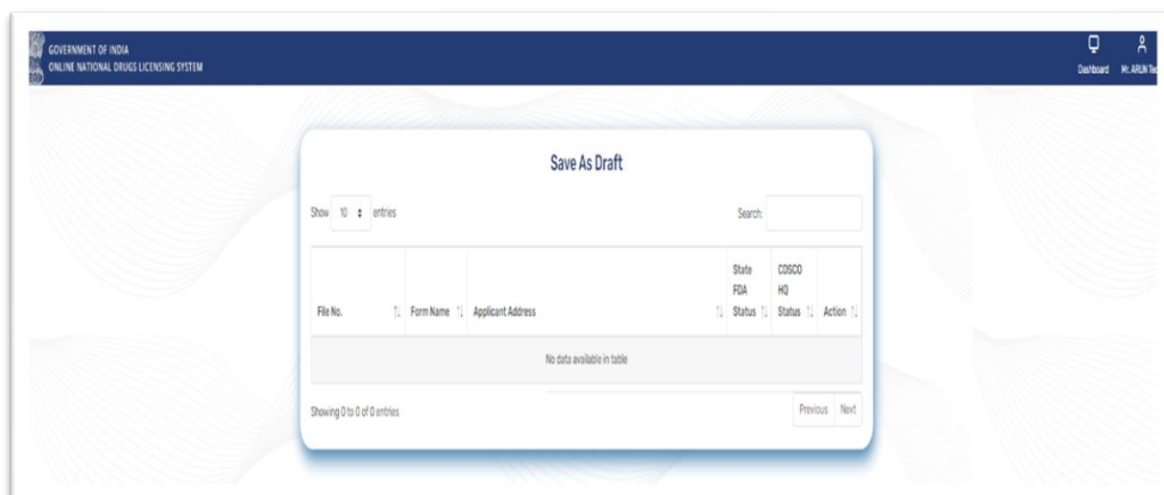


Figure 32: Save as Draft

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.

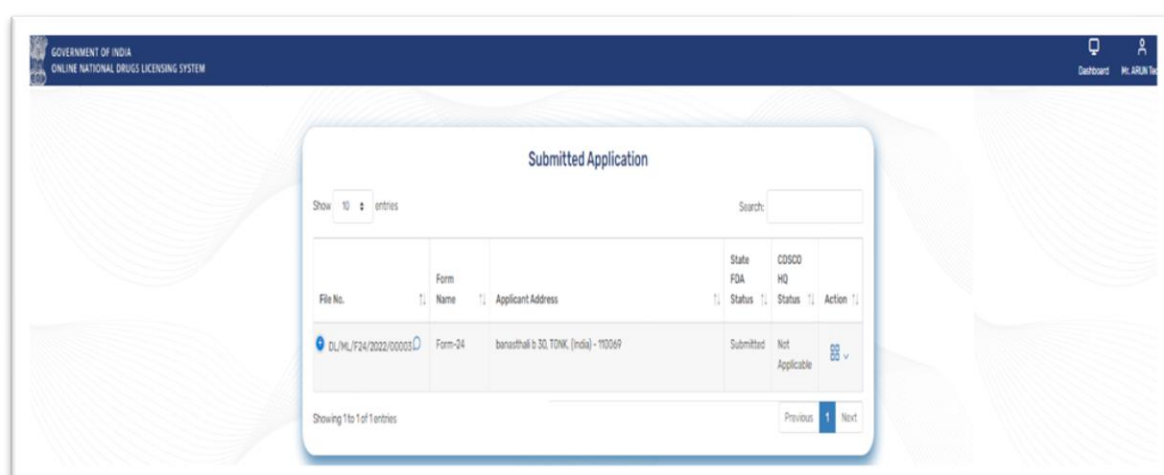


Figure 33: Submitted Application

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.

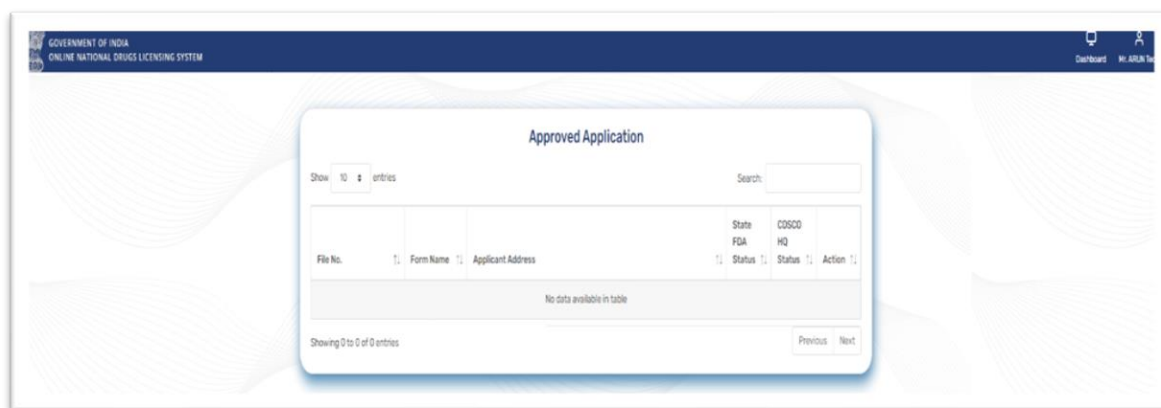


Figure 34: Approved Application

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.

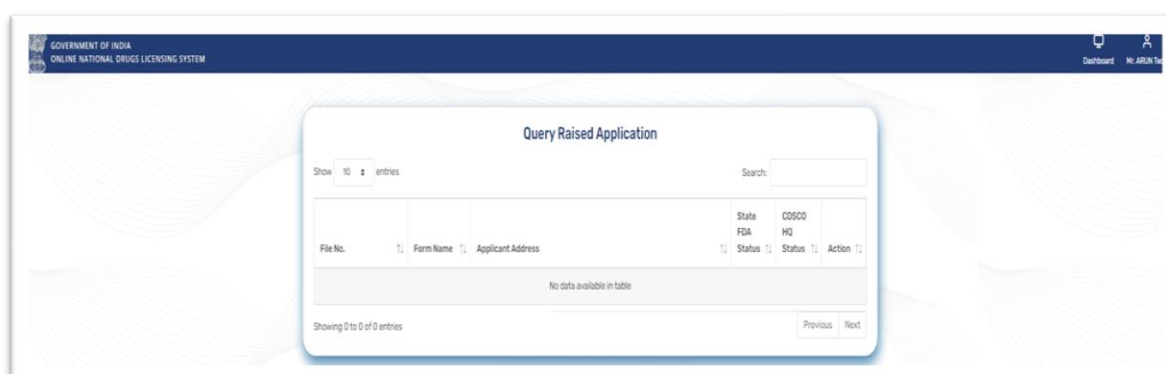


Figure 35: Query Raised

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.

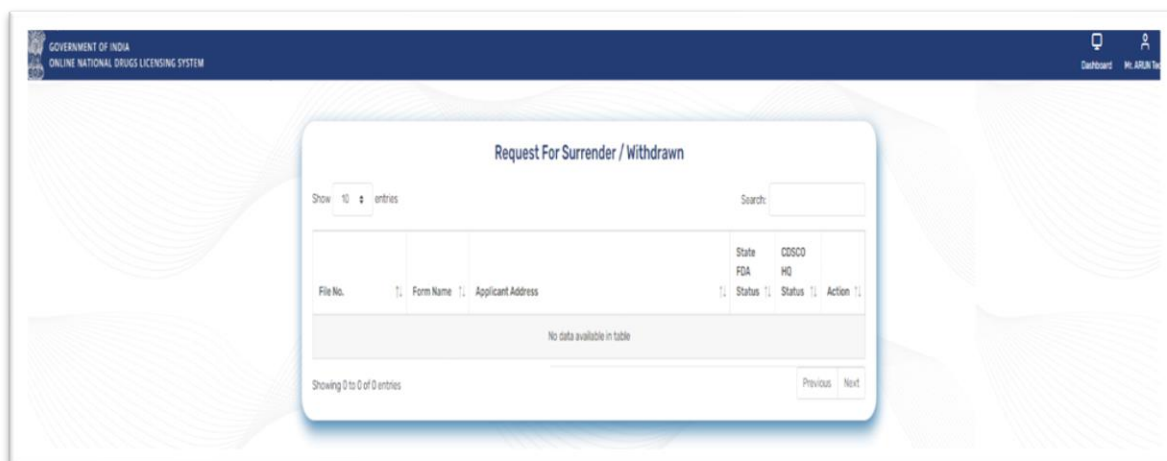


Figure 36: Request for Surrender / Withdrawn

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.

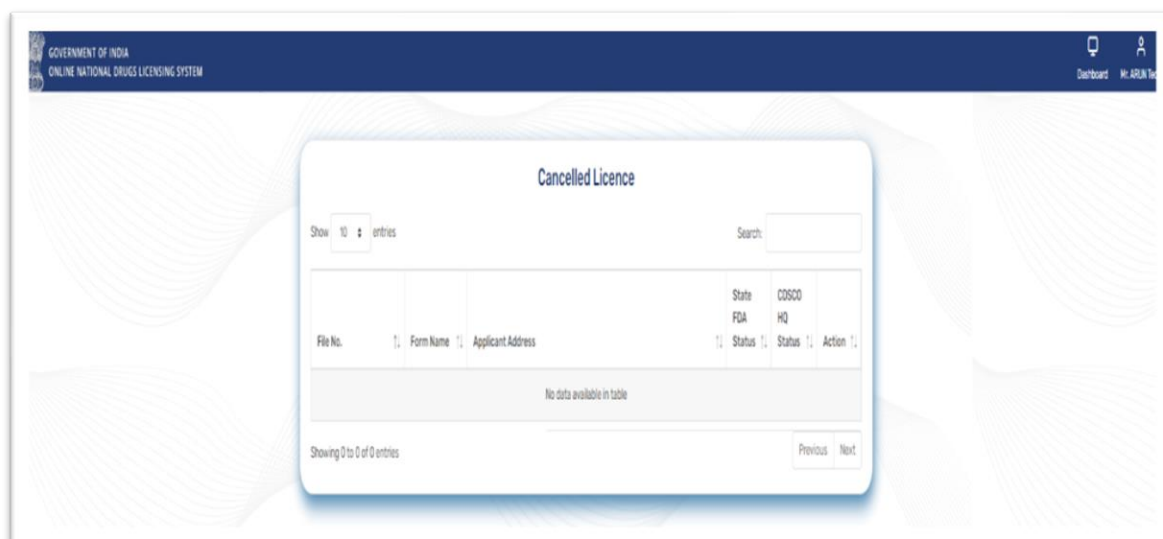


Figure 37: Cancelled Application

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.

Registration No.	Member Name	Gender	Assigned Role / Designation	Joining Date	Action
2022410940	Mr. test Sample	Male	Manufacturing Chemist	07-JUL-2022	

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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