

Government of India

Online National Drugs Licensing System (ONDLS)

USER MANUAL

Centre for Development of Advanced Computing

(A Scientific Society of the Ministry of Electronics and Information Technology, Govt. of India)

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Registration and Login in ONDLS: -

1. Homepage:

- Open the link for online Licensing
“<https://www.statedrugs.gov.in/SFDA/Homepage>” after that click on “**Sign in/up**” as shown in figure 1.

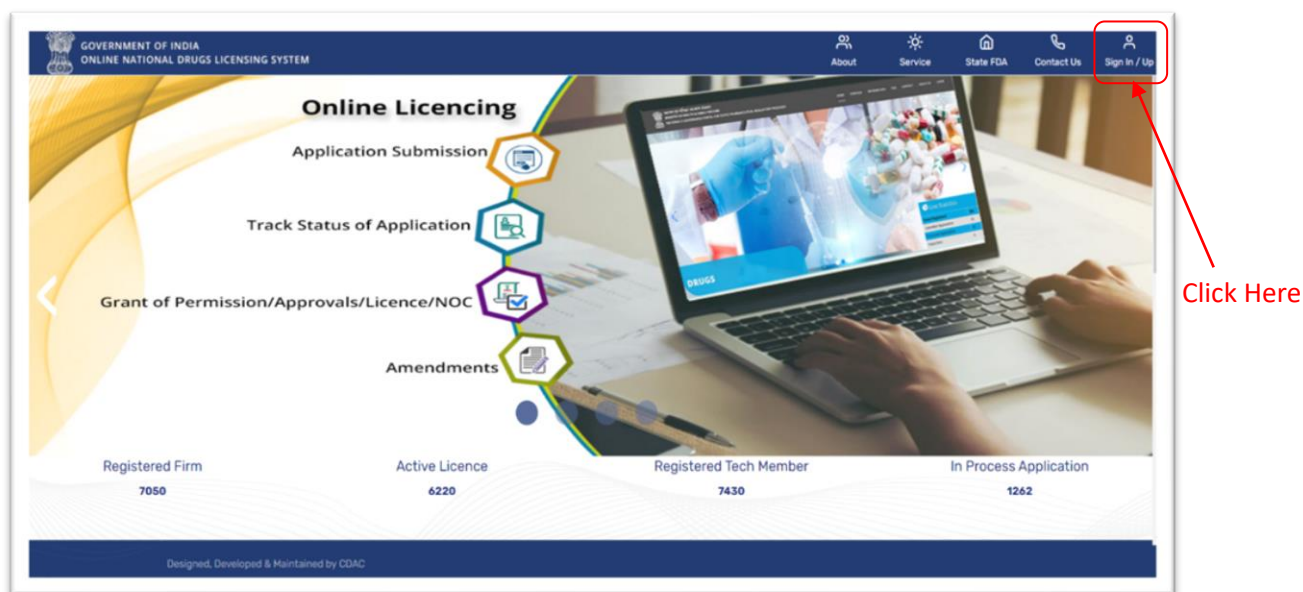


Figure 1: Home Page

1.1 Login Steps: -



Diagram 1: Login Steps

- If you are already registered user then click on Sign-in 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.

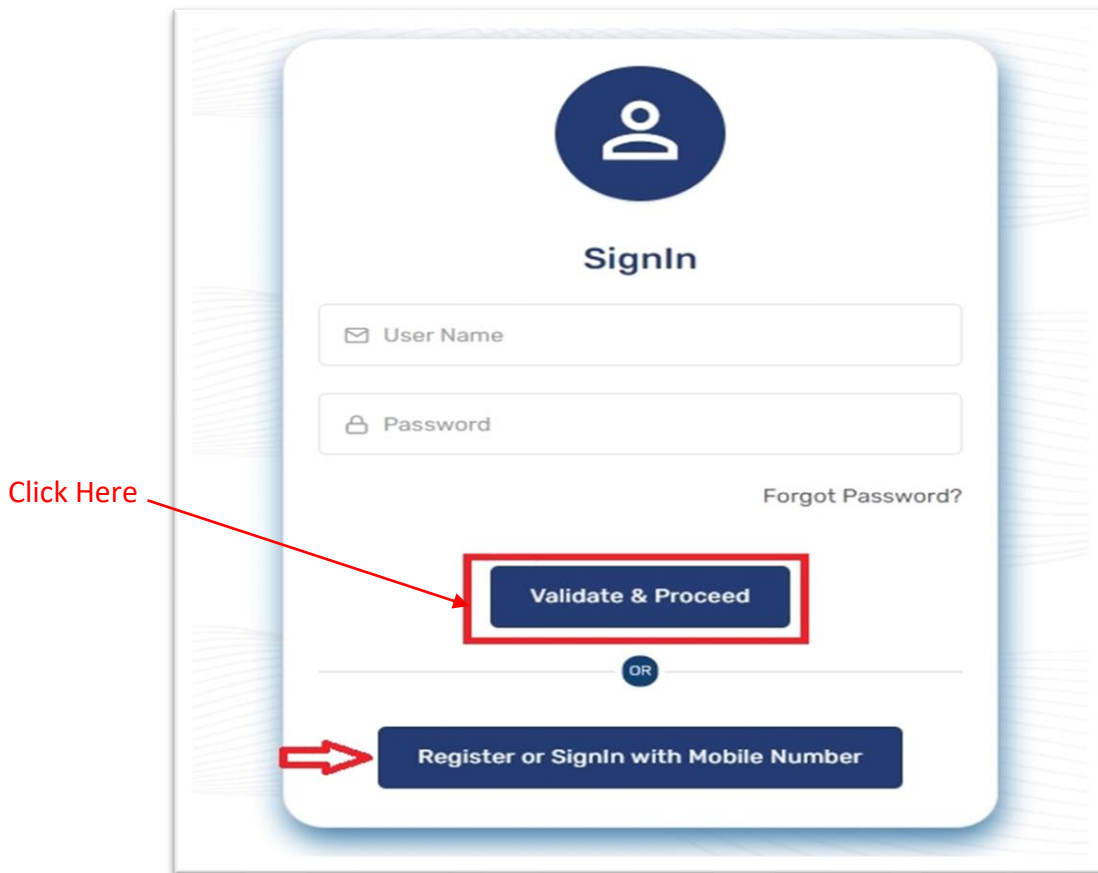


Figure 2: Sign in Page

1.2 Registration Steps: -

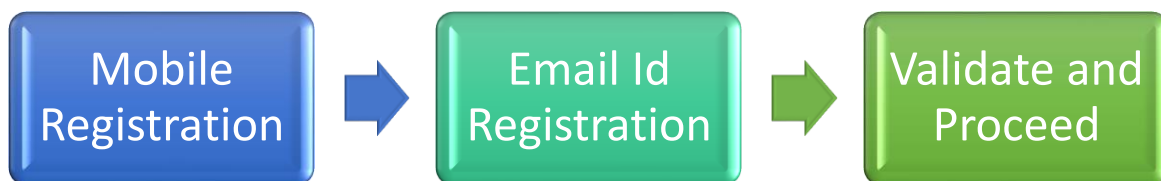
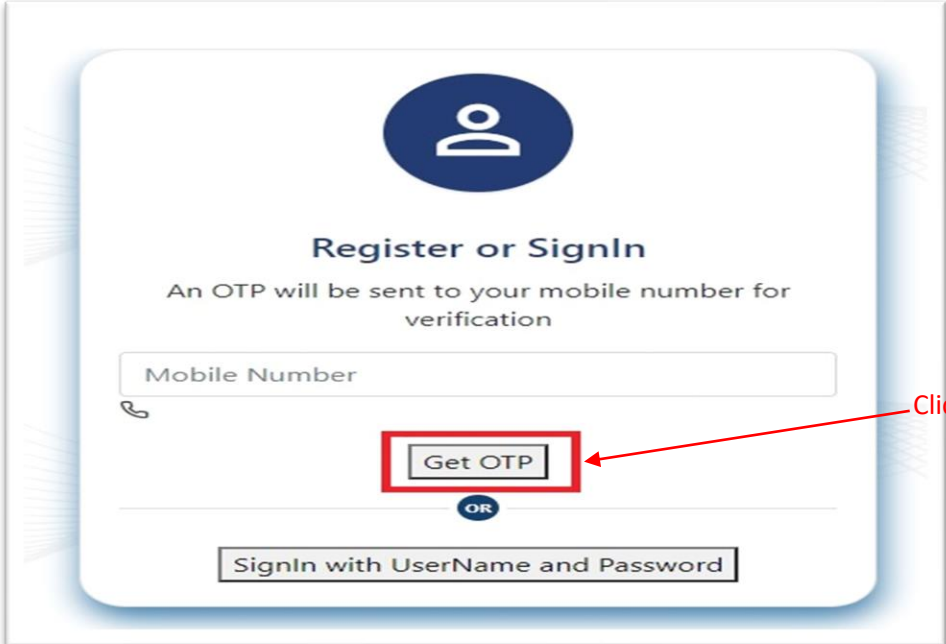


Diagram 2: Registration Steps

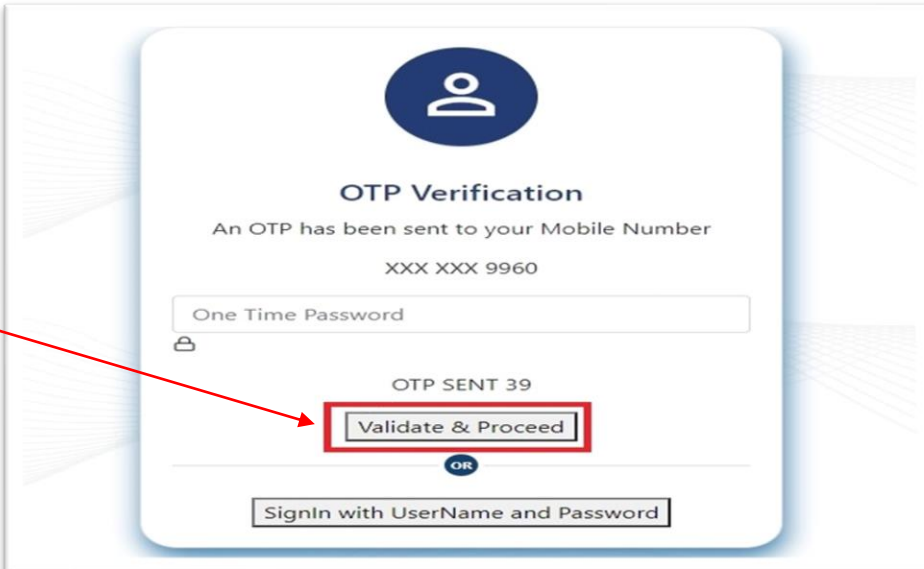
- If you are not a registered user then you have to enter your mobile number and then Press "Get OTP" Button as shown in figure 3.



The screenshot shows a registration interface for a mobile number. At the top, there is a blue circular icon with a white person silhouette. Below it, the text "Register or SignIn" is displayed. A message states, "An OTP will be sent to your mobile number for verification". There is a text input field labeled "Mobile Number" with a phone icon to its left. Below the input field, the "Get OTP" button is highlighted with a red rectangle. A red arrow points from the text "Click Here" to this button. Below the button is an "OR" separator, and at the bottom is a "SignIn with UserName and Password" button.

Figure 3: Mobile no. Registration

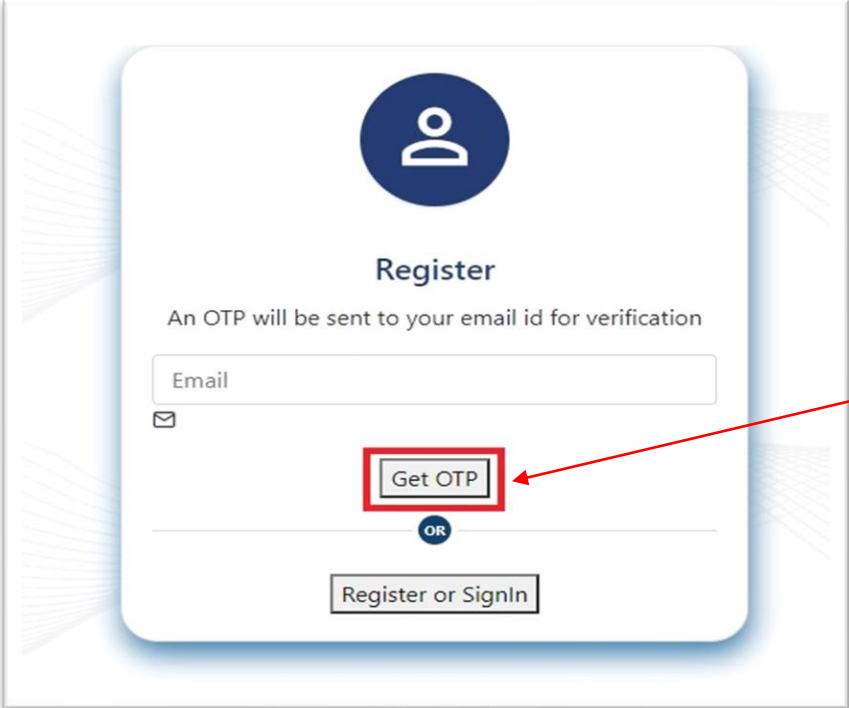
- You will get OTP on your Mobile number. Enter your OTP Then Press “Validate Proceed” Button as shown in figure 4.



The screenshot shows an OTP verification interface. At the top, there is a blue circular icon with a white person silhouette. Below it, the text "OTP Verification" is displayed. A message states, "An OTP has been sent to your Mobile Number". Below this, the text "XXX XXX 9960" is shown. There is a text input field labeled "One Time Password" with a lock icon to its left. Below the input field, the text "OTP SENT 39" is displayed. The "Validate & Proceed" button is highlighted with a red rectangle. A red arrow points from the text "Click Here" to this button. Below the button is an "OR" separator, and at the bottom is a "SignIn with UserName and Password" button.

Figure4: OTP Verification for Mobile No.

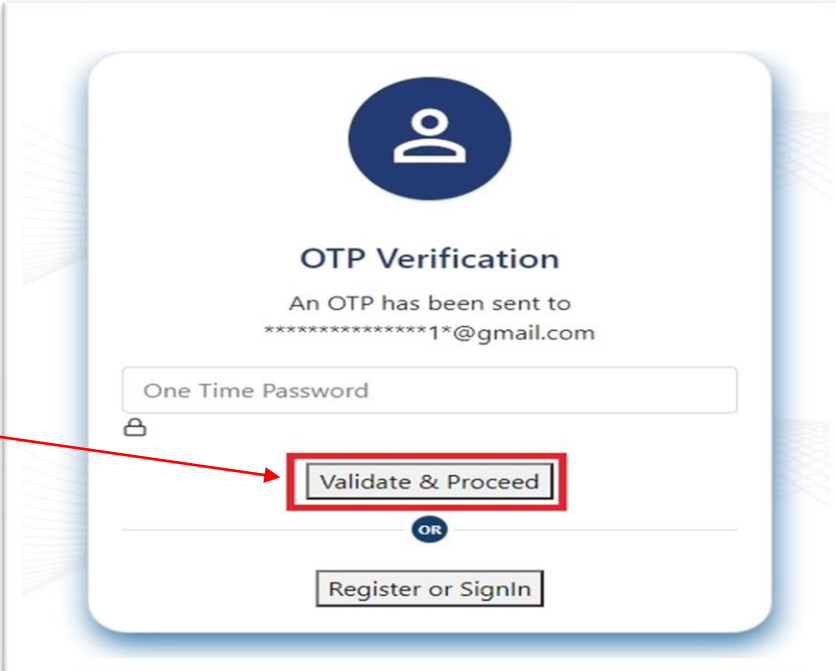
- Also to register you have to enter your Email Id and then Press “Get OTP” Button as shown in figure 5.



The registration form features a blue circular icon with a white person silhouette at the top. Below it, the heading "Register" is centered. A message states, "An OTP will be sent to your email id for verification". There is an input field for "Email" with a small envelope icon to its left. Below the email field is a red-bordered button labeled "Get OTP". A red arrow points from the text "Click Here" to this button. Below the "Get OTP" button is a blue circle with the word "OR" in white. At the bottom is a button labeled "Register or SignIn".

Figure5: 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.



The verification form features a blue circular icon with a white person silhouette at the top. Below it, the heading "OTP Verification" is centered. A message states, "An OTP has been sent to *****1*@gmail.com". There is an input field for "One Time Password" with a small lock icon to its left. Below the OTP field is a red-bordered button labeled "Validate & Proceed". A red arrow points from the text "Click Here" to this button. Below the "Validate & Proceed" button is a blue circle with the word "OR" in white. At the bottom is a button labeled "Register or SignIn".

Figure6: OTP Verification

2. Account Type Registration: -

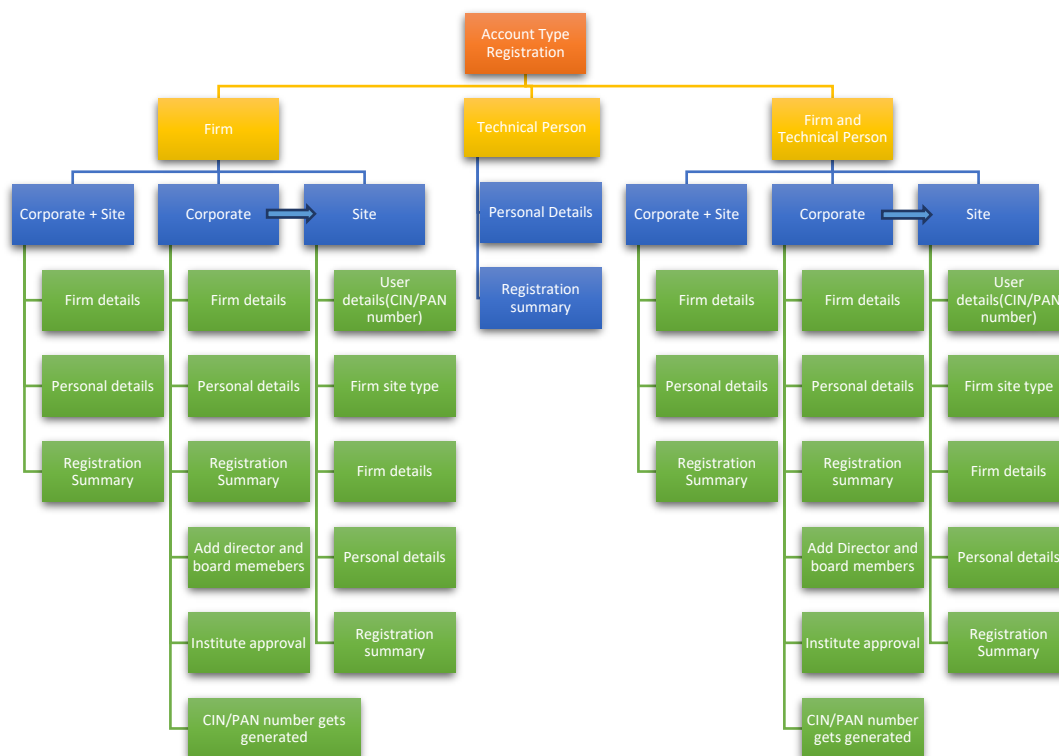


Diagram 3: Account type Registration

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

2.1 Registration as Firm: -

- If you choose the firm then you have to fill Firm Details like -
 - Whether the firm corporate/Registered address and site address is same
 - Account type
 - Site type

2.1.1 Same Address: -

- After selecting account and site type you have to click on Save & Proceed button as shown in Figure 7.

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 and figure 9.
- All fields marked with asterisk (*) are mandatory. Only pdf documents are permitted.
 - Name of Organization
 - Organization Constitution
 - Constitution Document Number (CIN/PAN/LLPIN)
 - Organization 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

Firm Details

Firm Site/Corporate Details

Name*

Organization Name

Organization Constitution*

Select

Constitution Document Number(CIN/PAN)*

Constitution Document Number(CIN/PAN)

Organization Address*

Organization Address

Country*

India

State*

Select

District*

Select

Figure 8: Firm Details Form

- After filling all the details, you have to click on Save & Proceed button as shown in Figure 9.

City/Taluka/Mandal/Tehsi*

City/Taluka/Mandal/Tehsi

Pincode*

Pincode

Contact Number (Please include STD Code - Phone Number)

STD Code - Phone Number

Multiple Contact Numbers can be added with comma separation

Fax Number (Please include STD Code - Fax Number)

STD Code - Fax Number

Multiple Fax Numbers can be added with comma separation

Organization Address Proof*

select

Upload Document*

Choose File No file chosen

Save & Proceed

Click Here

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

Personal Details

Salutation*	First Name*	Middle Name	Last Name
Mr.	User First Name	User Middle Name	User Last Name
Gender*	Nationality*		
<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Indian		
Date of Birth*	User Id Proof Document Type*		
dd-mm-yyyy	Select		
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*		

Figure 10: Personal Details Form

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 show in figure 12. After approval you can use this account.

Figure 12: Registration Summary Page

- After going back to Home Page, you have to Sign in with your username and password which is sent to your registered mail id.

2.1.1.4 Corporate/Site Dashboard: -

- After signing in you will be directed to the Dashboard which will display a message to update your director details.
- To update your director, you have to switch role by clicking on your profile icon as shown in figure 13.

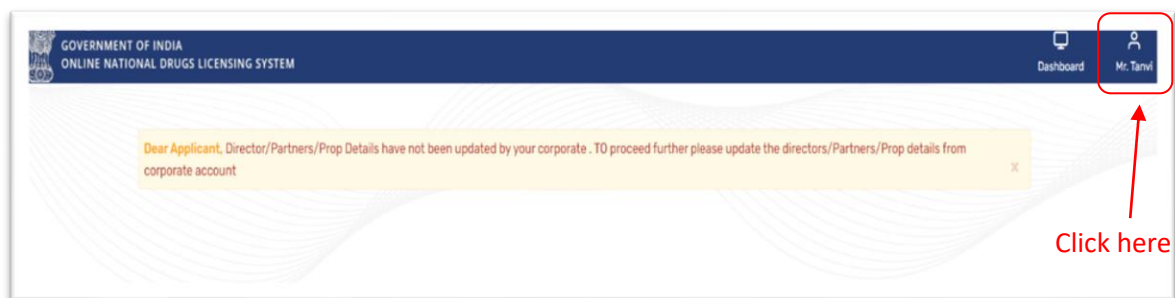


Figure 13: Corporate/Site Dashboard

- Then click on Switch Role as shown in figure 14.

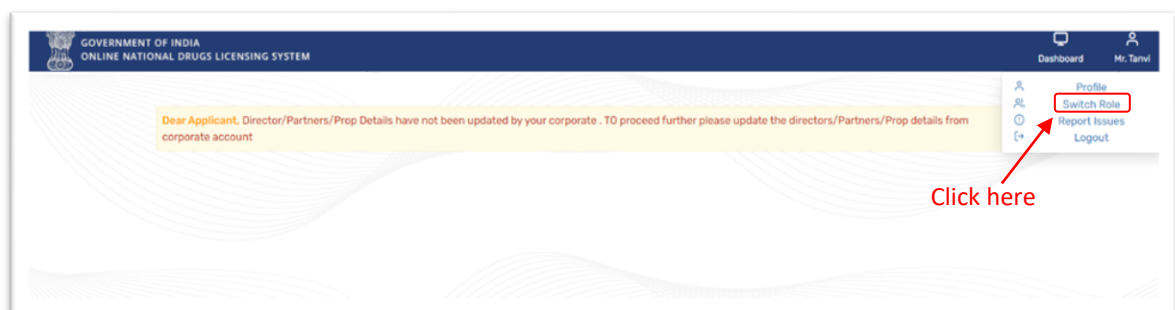


Figure 14: Switch Role

- Now the User switch role box will appear and then select the corporate roll then click on switch as shown in figure 15

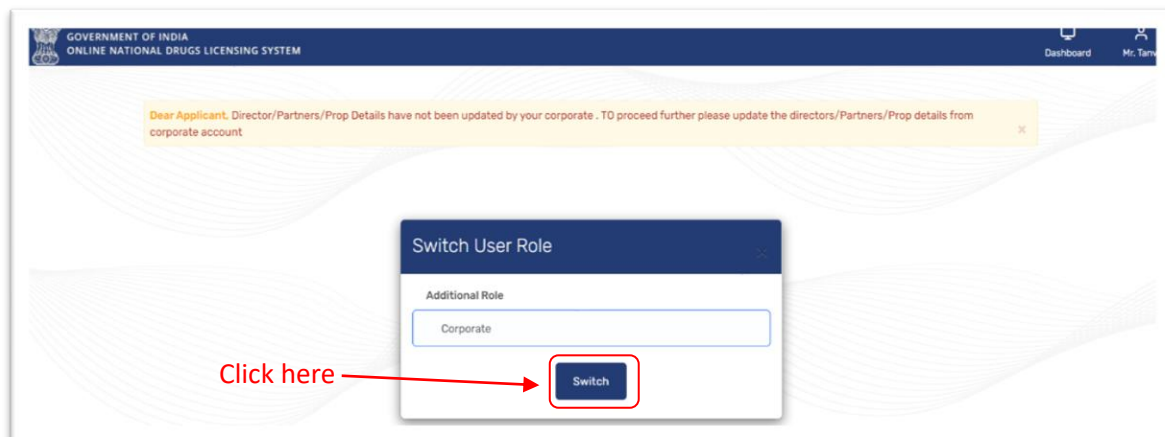


Figure 15: Switch user role box

- After clicking on switch, you will be directed to the Add Director and Members page and fill all the details needed as shown in figure 16
- All fields marked with asterisk (*) are mandatory. Only pdf documents are permitted.
 - Name
 - Gender
 - Education Qualification
 - PAN Number
 - Designation
 - Mobile Number
 - Residential Address
 - Phone Number
 - Email Id
 - Date of Joining
- After Filling all the details, you need to click on Add Record and also You can generate the Pdf of the form.
- After clicking on add record the added members list will start appearing at the bottom of the page as shown in figure 16.

Add Director and Board Members

Name*
Enter Director/Board Member Name

Gender*
☒ Male ☐ Female

Educational Qualification*
Enter Highest Educational Qualification

PAN Number*
Enter PAN Number

Designation
Select

Mobile Number*
Enter Mobile Number

Residential Address*
Enter Residential Address

Phone Number*
Enter Phone Number

Email Id*
Enter Email Id

Date of Joining*

Add Record **Generate Pdf**

Show 10 entries

Select	Name	Designation	Date of joining
<input type="radio"/>	TEST	Director	05-jul-2022

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 16: Add Director Page

- Now you can switch back to site by clicking on switch role from above icon as shown in figure 14 and figure 15.
- After switching your Dashboard will appear with options as shown in figure 17.



Figure 17: Site Dashboard

2.1.2 Different Address: -

2.1.2.1 Account Type as Corporate: -

- After selecting all the details click on save and proceed as shown in Figure 18.

Figure 18: User Account Details

2.1.2.1.1 Firm Detail: -

- After clicking on Save & Proceed button you have to fill firm details as shown in figure 19.
- All fields marked with asterisk (*) are mandatory. Only pdf documents are permitted.
 - Name of Organization
 - Organization Constitution
 - Constitution Document Number (CIN/PAN/LLPIN)
 - Organization 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

The screenshot shows the 'Firm Details' form with the following fields and labels:

- Name***: Organization Name
- Organization Constitution***: Select
- Constitution Document Number(DIN/PAN/LLPIN)***: Constitution Document Number(DIN/PAN/LLPIN)
- Organization Address***: Organization Address
- Country***: India
- State***: Select
- District***: Select
- City/Taluka/Mandal/Tehsil***: City/Taluka/Mandal/Tehsil
- Pincode***: Select
- Contact Number (Please include STD Code - Phone Number)**: STD Code - Phone Number
- Fax Number (Please include STD Code - Fax Number)**: STD Code - Fax Number
- Organization Address Proof***: select
- Upload Document***: Choose File No file chosen
- Save & Proceed**: A button at the bottom right of the form, highlighted with a red box and a red arrow pointing to it from the text 'Click here'.

Figure 19: Firm Details

2.1.2.1.2 Personal Details: -

- After clicking on Save & Proceed button you have to fill Personal details as show in figure 20
- 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

Click here

Figure 20: Personal Details

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

2.1.2.1.3 Registration Summary: -

After clicking on Save & Proceed button you will get your Registration Summary as show in figure 21. After approval you can use this account.

Click Here

Figure 21: Register Summary

- After going back to Home Page, you have to Sign in with your username and password which is sent to your registered mail id.

2.1.2.1.4 Add Director and Board Members Details: -

- After signing in you will be directed to the Add Director and Board Members details
- All fields marked with asterisk (*) are mandatory. Only pdf documents are permitted.
 - Name
 - Gender
 - Education Qualification
 - PAN Number
 - Designation
 - Mobile Number
 - Residential Address
 - Phone Number
 - Email Id
 - Date of Joining
- After Filling all the details, you need to click on Add Record and also You can generate the Pdf of the form.
- After clicking on add record the added members list will start appearing at the bottom of the page as shown in figure 22.

Add Director and Board Members

Name*

Gender* ☒ Male ☐ Female

Educational Qualification*

PAN Number*

Designation

Mobile Number*

Residential Address*

Phone Number*

Email Id*

Date of Joining*

Show 10 entries

Select	Name	Designation	Date of joining
<input type="radio"/>	TEST	Director	05-jul-2022

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 22: Add Director and Board Members

- After adding the Director and Board Members details, Corporate Dashboard will appear as shown in figure 23.
- Now Corporate can go to Firm approval listing as shown in figure 23 and can approve the firm(s) if there is any firm(s) request is pending as shown in figure 24.



Figure 23: Institute Approval Page

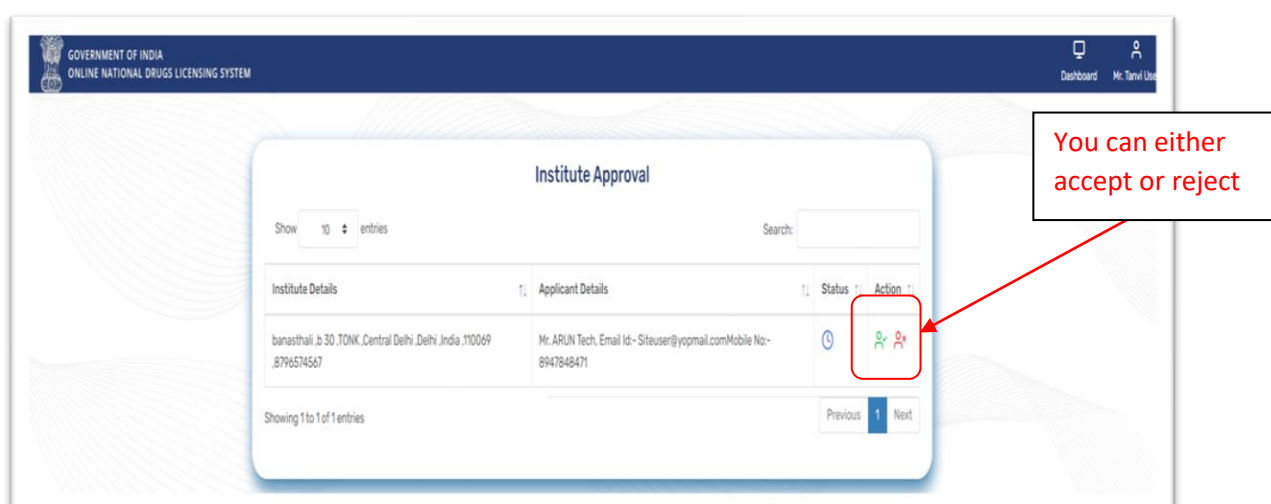


Figure 24: Institute Approval

2.1.2.2 Account Type as Site: -

- In the user details page select the account type and the site type as shown in figure 25.

Figure 25: Account type as site

- Fill the corporate office details then click on Get details as shown in figure 26.
- After getting your corporate details click on save and proceed.

Figure 26: User Details as Site

- Now you will get directed to a page where you have to select whether your Firm is Own or Loan Site as shown in 27.

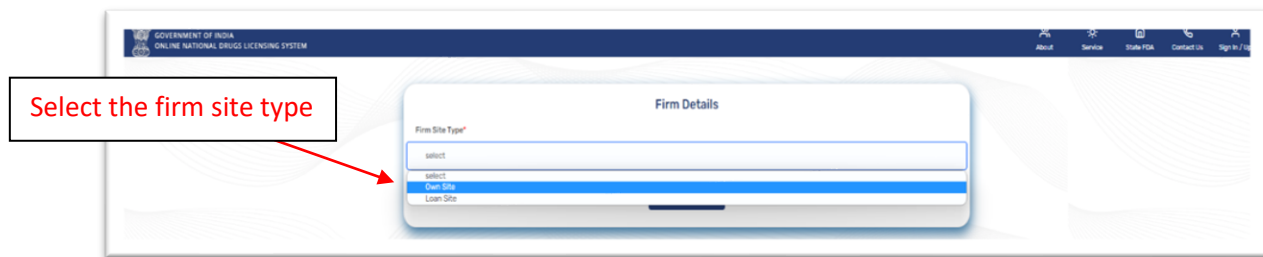


Figure 27: Firm Site Type

- After selecting the firm site type, you will get directed to the firm details page as shown in figure 28.

2.1.2.2.1 Firm Details: -

- You have to fill all the fields marked with asterisk (*). Only pdf documents are permitted as shown in figure 28.
 - Firm site type
 - 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
- After filling the form, you have to click on Save and Proceed as shown in Figure 28.

The screenshot shows the 'Firm Details' form with the following fields and values:

- Firm Site Type***: Own Site
- Site Name***: bharatthal
- Site Address***: b 30
- Country***: India
- State***: Delhi
- District***: Central Delhi
- City/Taluka/Mandal/Tehsil***: TOMK
- Pincode***: 110009
- Contact Number*** (Please include STD Code - Phone Number): 87965740567
- Fax Number** (Please include STD Code - Fax Number): 7685766978
- Organization Address Proof***: ONI
- Upload Document***: Download Head First Services and ZSP (PDF) [pdf] [Remove]
- Save & Proceed** button at the bottom right.

Figure 28: On Site type Details

2.1.2.2.2 Personal Details: -

- After clicking on Save & Proceed button you have to fill Personal details as show in figure 29.
- 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

Figure 29: Site Personal Details

- After filling the form, you have to click on Save and Proceed as shown in Figure 29.
- After Clicking on Save and Proceed you will get register and a register summary page will display as shown in figure 30.

Figure 30: Registration Summary of Site

- Then click on Go to homepage as shown in figure 30.
- Now Sign in with the username and password which is sent to you register mail id and you will get to see your dashboard as shown in figure 31.
- From your Dashboard you can choose any suitable option and proceed.



Figure 31: Site Dashboard

- If you click on Product Management there you can click on product type as per your choice.

2.2 Register as Technical Person: -

- After selecting account and site type you have to click on Save & Proceed button as shown in figure 32

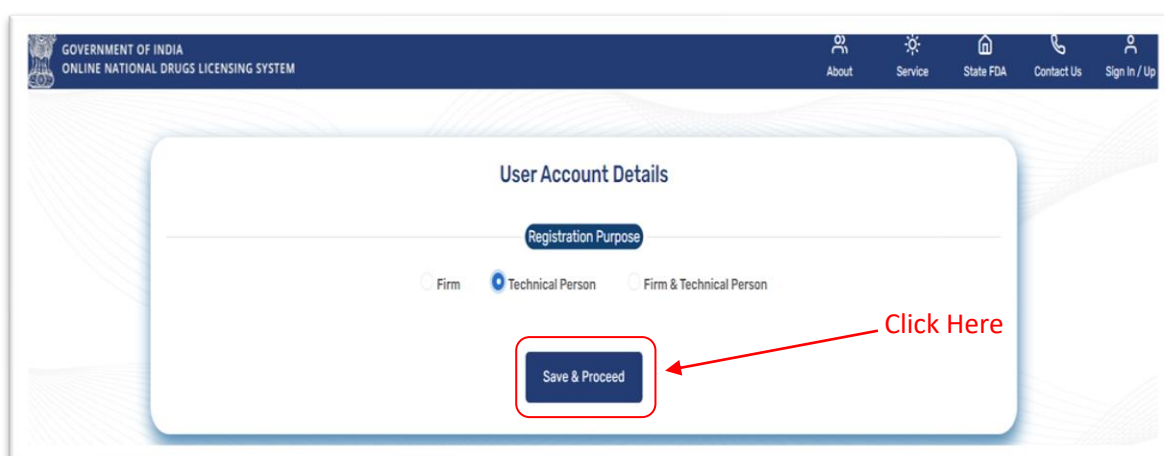


Figure 32 : Technical Details

2.2.1 Personal Details: -

- After clicking on Save & proceed button you have to fill Personal details as show in figure 33 and 34.
- 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
 - Permanent address
 - Communication address

Personal Details

Salutation*	First Name*	Middle Name*	Last Name*
Mr.	User First Name	User Middle Name	User Last Name
Father Name*		Mother Name*	
Enter Father's Name		Enter Mother's Name	
Gender*		Nationality*	
<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender		Indian	
Date of Birth*		User Id Proof Document Type*	
dd-mm-yyyy		Select	
Id Proof Document Number*		Upload Id Proof Document*	
Document Number		<input type="button" value="Choose File"/> No file chosen	

Figure 33: Fill the personal details

The screenshot displays a registration form with two main sections: 'Permanent Address' and 'Communication Address'. Each section contains fields for Address, Country (pre-filled with India), State (dropdown), District (dropdown), City/Taluka/Mandal/Tehsil, and Pin-Code. At the bottom of the form, a blue button labeled 'Save & Proceed' is highlighted with a red border. A red arrow points from the text 'Click Here' to this button.

Figure 34: Fill the form and click to save proceed

2.2.2 Registration Summary: -

- After click on Save & proceed button you will get the Registration Summary page as show in figure 35.
- There is your name mention
- Your credentials have sent to your registered mail address
- You can use your account after approval. Click on go to homepage button and login again with the username and password.

The screenshot shows the 'Registration Summary' page. It begins with a greeting 'Dear Mr. awdhesh'. Below this, a message states: '1. You have successfully registered over ONDLS Portal. Login Credentials have been sent to your registered mail address'. A note follows: 'Note:- Once the above mentioned approval is/are done your account will be active to use.' At the bottom, a blue button labeled 'Go to Homepage' is highlighted with a red border. A red arrow points from the text 'Click Here' to this button.

Figure 35: Technical Registration summary

2.3 Register as Firm & Technical Person: -

2.3.1 Same Address: -

- Same as explained in Firm registration.

2.3.2 Different Address: -

2.3.2.1 Account Type as Corporate: -

- Same as explained in Firm Registration.

2.3.2.2 Account Type as Site: -

- Same as explained in Firm Registration.

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