

STEPS FOR FIRM REGISTRATION AND PROCESSING OF APPLICATION FOR SALE LICENCE ON ONLINE NATIONAL DRUG LICENSING SYSTEM (ONDLS)

To use ONDLS first get your firm registered separately by submitting requisite information and uploading documents/ Licence / Approvals.

Actual URL to be used : <https://statedrugs.gov.in/SFDA/Homepage>

Note: Separate mobile number and email ID shall be used for each Site of firm or has to register as corporate if having more than one site in Delhi.

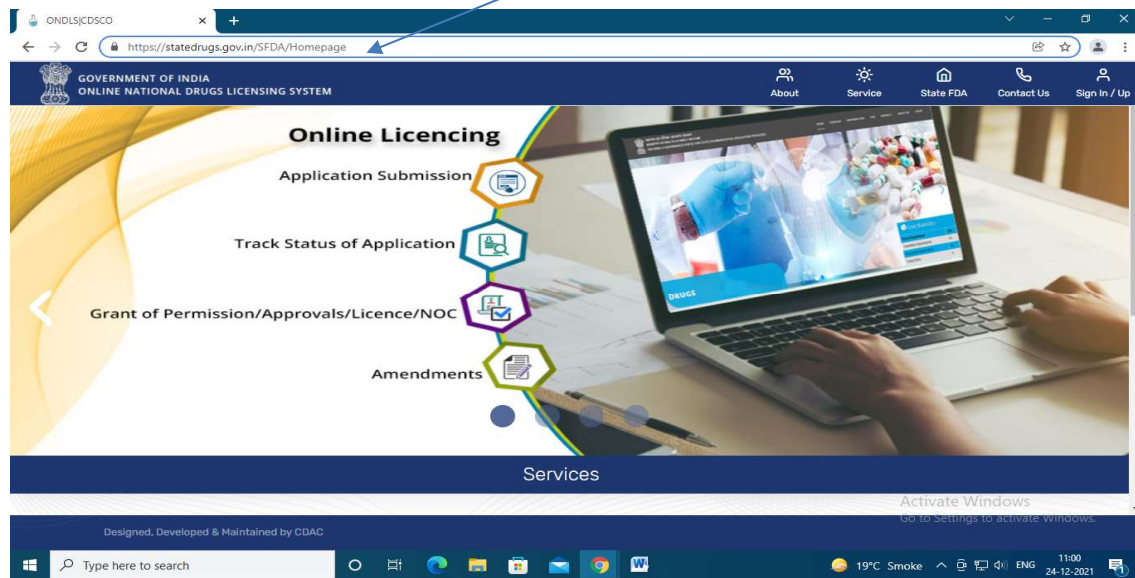
Please scan and make PDF of Following Documents Ready before registering on ONDLS

S. No	Document Type
A	For Login ID and Password
1	Name and address of the Firm as you want it on final Licence
2	Mobile Number of prop / partner/ director
3	Email ID of firm /prop / partner/ director
4	Copy of PAN/ AADHAR of firm /prop / partner/ director
5	Copy of Possession of Premises / CIN / GSTN
6	Scan Picture of prop / partner/ director
B	Checklist For Application
1	Documents of Constitution (Deed of Partnership/ Ltd/ Pvt. Ltd / trust/etc)
2	Details of Constitution (Prop/ Partner/ Director / trust) (Declaration Form & Non Conviction)
3	ID Proof of Prop/ Partner/ Director / trustee/ Pharmacist
4	Rent Agreement / Lease Agreement and Receipt
5	Premises ownership documents
6	NOC (MPD Compliance Documents)
7	Copy of Electricity Bills
8	Plan Layout (Site Plan and Key Plan)
9	Cold Storage Proof
10	Appointment Letter of Pharmacist
11	Acceptance Letter of Pharmacist (Upload Copy of Biodata)
12	Registration Certificate of Pharmacist (DPC Registration and Diploma / Degree Certificate)
13	Self- Declaration of Pharmacist (System Generated)
C	For Hiring Technical member on ONDLS
1	Unique Registration Number of Technical Person
2	Appointment / Offer Letter of Technical Person

**Note: Do Not use (.) in file name while making pdf.
Size of file should not be more than 10 mb**

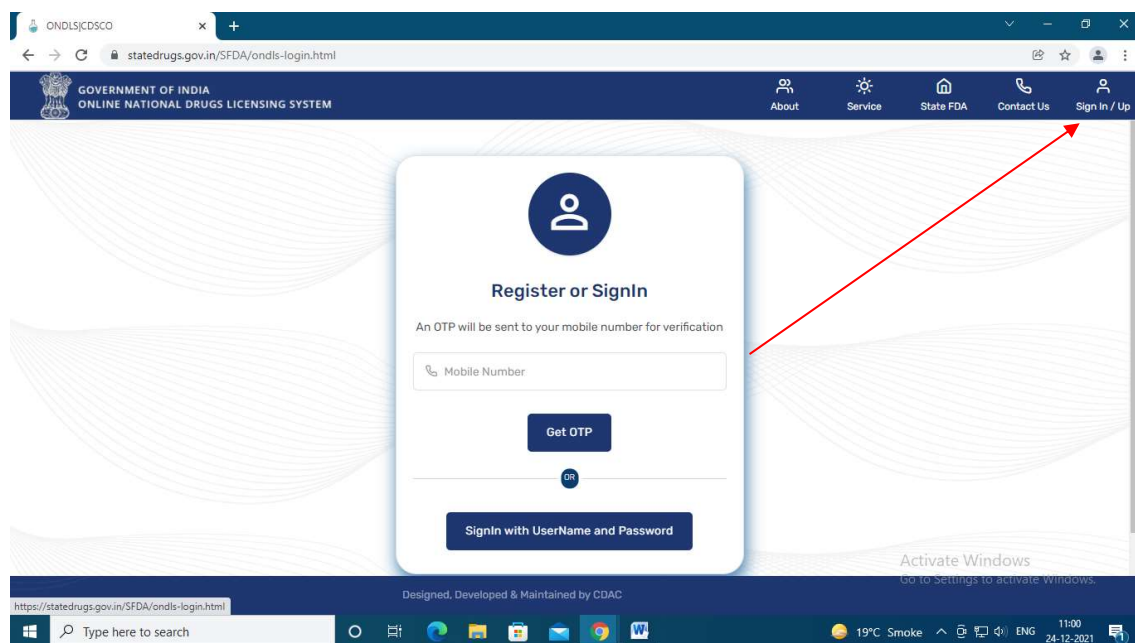
Steps wise Screen Shot for Registering Firm on **LIVE System**:

First of all use URL: <https://statedrugs.gov.in/SFDA/Homepage>



DCD DELHI

Click on Sign In / Up and following screen will appear



Enter mobile number and email ID which you want to get registered on ONDLS and confirm (validate and Proceed) it by entering OTP received on it.

Select the radio button for Firm, fill the other details and proceed further.

User Account Details

Registration Purpose

☒ Firm ☐ Technical Person ☐ Firm & Technical Person ☐ Blood Bank

Firm Details

Whether the Firm Corporate/Registered Address and Site Address is Same?*

Yes

Account Type*

Both(Corporate/Registered and Site)

Site Type*

Retailer/Wholesaler

Proceed Further

Upload Details of Firm viz: Name, Address, District, CIN, GSTN, Ownership

Firm Details

Firm Site/Corporate Details

Name*

ZUBEDA MEDICOS

Organization Constitution*

Select

Constitution Document Number(CIN/PAN)*

Constitution Document Number(CIN/PAN)

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

Multiple Contact Numbers can be added with comma separation

Multiple Fax Numbers can be added with comma separation

Confirm the details, upload the required document and press save and proceed button.

The screenshot shows the 'User Registration Step-3' form on the Government of India Online National Drugs Licensing System. The form contains the following fields and values:

- Organization Address***: SHOP NO 2, G F, PROPERTY NO IX/4929 H-32, KH NO 690/442, GALI NO 2, MASJID MARG, SARTAJ MOHALLA
- Country***: India
- State***: Delhi
- District***: East Delhi
- City/Taluka/Mandal/Tehsil***: EAST OLD SEELAMPUR
- Pincode***: 110031
- Contact Number (Please include STD Code - Phone Number)**: 9654617009
- Fax Number (Please include STD Code - Fax Number)**: (Empty)
- Organization Address Proof***: Ownership Document (selected from a dropdown menu)
- Upload Document***: Choose File (No file chosen)

A green arrow points from the 'Save & Proceed' button to the 'Upload Document*' section.

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System will reconfirm before you proceed further

The screenshot shows the same registration form as above, but with a confirmation dialog box overlaid. The dialog box is titled 'User Registration Step-3' and contains the text 'Do you really want to proceed further?'. It has two buttons: 'Yes' and 'Re-Think'. A red arrow points from the 'Save & Proceed' button to the 'Yes' button in the dialog box.

Fill up the details of Proprietor / Partner / Director and upload the required documents before going for Save and Proceed button

The screenshot shows the 'ONLINE NATIONAL DRUGS LICENSING SYSTEM' registration form. The form is titled 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM'. It contains the following fields and options:

- Salutation***: Mr.
- First Name***: MOHD FAIZAN
- Middle Name**: User Middle Name
- Last Name**: User Last Name
- Gender***: ☒ Male ☐ Female ☐ Transgender
- Nationality***: Indian
- Date of Birth***: 03-09-1997
- User Id Proof Document Type***: Pan Card
- Id Proof Document Number***: AERPF3221R
- Upload Id Proof Document***: Download (Faizan PAN.pdf) Remove
- Upload Undertaking Document***: Choose File No file chosen
- Downloadable Undertaking Document**: Download, Fill and Sign this Undertaking and Upload the same
- Designation***: PROPRIETOR
- Occupation Type***: DEALING IN MEDICINES

A red arrow points from the text 'Fill up the details of Proprietor / Partner / Director and upload the required documents before going for Save and Proceed button' to the 'Save & Proceed' button at the bottom right of the form.

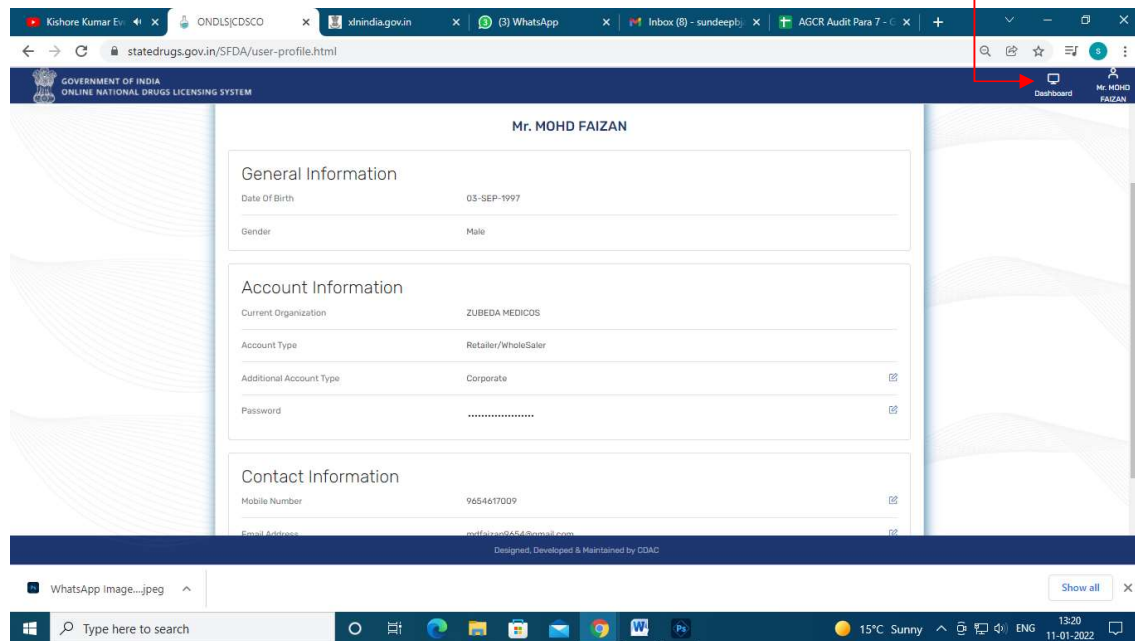
Once you confirm the details your firm is registered on ONDLS and you will receive your Password through system on Registered email. Go to Homepage and Login again using your login credential to make an application.

The screenshot shows the 'Registration Summary' page. It contains the following information:

- Registration Summary**
- Dear Mr. MOHD FAIZAN,**
- 1.** You have successfully registered over ONDLS Portal. Login Credentials have been sent to your registered mail address.
- Note:-** Once the above mentioned approval is/are done your account will be active to use.
- Go to Homepage** button

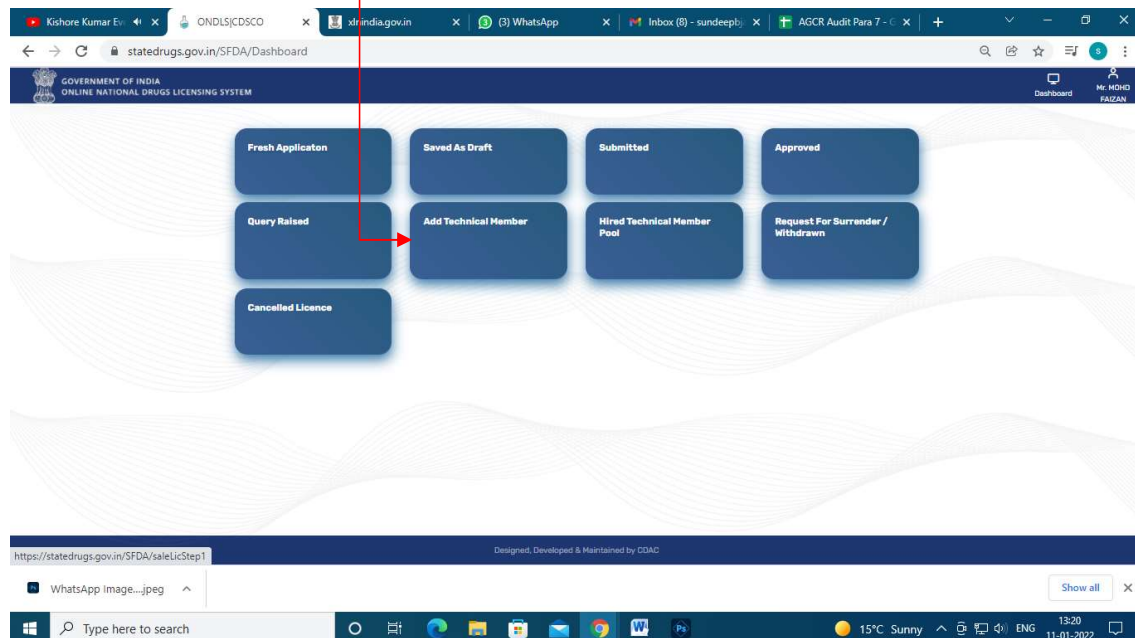
A green arrow points from the text 'Once you confirm the details your firm is registered on ONDLS and you will receive your Password through system on Registered email. Go to Homepage and Login again using your login credential to make an application.' to the 'Go to Homepage' button.

Check and update your Profile by adding Photograph and then click Dash Board



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Before Making any fresh application, the firm required to hire Technical Member. Then only Fresh Application can be made.



Enter the Unique Member Registration Number of Technical Member and Fetch the Details

Technical Person Details

Member Registration Number*

20218741991

Fetch Details

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. TEST B TEST

Activate Windows
Go to Settings to activate Windows.

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Type here to search

30°C Rain 14:52 23-09-2021

DCD DELHI

VERIFY THE CREDENTIALS OF TECHNICAL MEMBER YOU ARE HIRING BEFORE CONFIRMATION.

Technical Person Details

Member Registration Number*

20218741991

Fetch Details

Technical Person Details

Name :	Mr. Raj Singh Gautam	Gender :	Male
Date of Birth :	15-OCT-1991	Father Name :	RajF
Mother Name :	RajM	Mobile Number :	9878787895
Email Id :	prianshu.3@yopmail.com		

Permanent Address

Address :	478 SWAMI PARA	Country :	India
State :	Uttar Pradesh	District :	Agra
City :	MEERUT	Pincode :	250002

Correspondence Address

Address :	478 SWAMI PARA	Country :	India
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GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. TEST B TEST

Activate Windows
Go to Settings to activate Windows.

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Type here to search

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CONFIRM HIRING AND A SYSTEM GENERATED MESSAGE / EMAIL WILL BE SENT TO THE TECHNICAL MEMBER WHO WILL ACCEPT THE APPOINTMENT OF THE FIRM.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Professional Experience

Organisation Name	Role	Date of Joining	Date of Exist	Offer Letter	Experience Letter	Relieving Letter
CS Pharma	Pharmacist	08-SEP-2015	14-SEP-2017	View Document	View Document	View Document
Test Sale Firm Pvt Ltd	Registered Pharmacist	08-SEP-2021	22-SEP-2021	View Document	View Document	View Document

Technical Registration

Registered Role	Registration Number	Registration Authority	Valid From	Valid Upto	Registration Document
Quality Assurance	20218741991	State Drug Licensing Authority(Delhi)	20-SEP-2017	21-SEP-2021	View Document

Work Profile Details

Work Role*
Manufacturing Chemist

Joining Date*
22/09/2021

Upload Offer Letter*
[Download\(dummy.pdf\)](#) [Remove](#)

[Confirm Hiring](#)

Activate Windows
Go to Settings to activate Windows.

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Type here to search

30°C Rain 14:53 23-09-2021

Now go to Dash Board and Click on Fresh Application.

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ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard

[Fresh Application](#) [Saved As Draft](#) [Submitted](#) [Approved](#)

[Query Raised](#) [Add Technical Member](#) [Hired Technical Member Pool](#) [Request For Surrender / Withdrawn](#)

[Cancelled Licence](#)

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https://statedrugs.gov.in/SFDA/rwSaveAsDraft

WhatsApp image...jpeg

Type here to search

16°C Sunny 14:36 11-01-2022

Generate application, Fill Site Facilities Details, Save & Proceed

Kishore Kumar E... ONDLS\CDSCO x xnindia.gov.in x (3) WhatsApp x Inbox (8) - sundeept... AGCR Audit Para 7 - C x

← → ↻ statedrugs.gov.in/SFDA/saleLicStep1

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. MOHD FAIZAN

Application Submission

General Instruction:

1. Online Form Submission is divided into few single steps like:

- Filing of Form
- Uploading Essential Documents in checklist
- Payment (If applicable) and
- Final Form Upload.

2. 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
- Upload this form in the Upload Form step

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

Save & Proceed

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WhatsApp Image...jpeg Show all

Type here to search 15°C Sunny 13:21 11-01-2022

DCD DELHI

Kishore Kumar E... ONDLS\CDSCO x xnindia.gov.in x (3) WhatsApp x Inbox (8) - sundeept... AGCR Audit Para 7 - C x

← → ↻ statedrugs.gov.in/SFDA/saleSiteFacility

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. MOHD FAIZAN

Special Storage Accommodation

☒ Refrigerator(2°C to 8°C) ☐ Refrigerator(-20°C)

Storage Type

☐ Aluminium Sections ☐ Glass Sections ☐ Pellets ☒ Wooden Furniture

☒ Drawers ☐ Lock & Key ☐ Racks

Premise Area

13.28

Premise Ceiling Type

Pucca Make

Premise Possession Type

Rental Basis

Save & Proceed

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WhatsApp Image...jpeg Show all

Type here to search 15°C Sunny 13:23 11-01-2022

Select the Form on which Licences are to be obtained.

The screenshot shows the 'Application Draft Page' on the 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM'. The page is divided into two main sections: 'Applicant Details' and 'Licence Details'. In the 'Applicant Details' section, the 'Applicant Name' is 'Mr. MOHD FAIZAN' and the 'Organisation Name' is 'ZUBEDA MEDICOS'. The 'Site Address' is 'ZUBEDA MEDICOS ,SHOP NO 2, GF, PROPERTY NO (K/4929 M-32, KH NO 490/442, GALI NO 2, HASJID MARG, SARTAJ MOHALLA, East Delhi, Delhi, 110031, India'. The 'Application Type' is 'Fresh'. In the 'Licence Details' section, there is a list of forms with checkboxes. A red bracket on the left side of the list indicates the selection process. The forms listed are: Form 20F (Retail Sch X), Form 20 (Retail Other than Sch C, C(1) and X), Form 21 (Retail Sch C and C(1) only), Form 20B (Wholesale Other than Sch C, C(1) and X), Form 21B (Wholesale Sch C and C(1) only), Form 20C (Retail Homeopathy), Form 20G (Wholesale Sch X), Form 20A (Retail Restricted other than Sch C, C(1) and X), Form 21A (Retail Restricted Sch C(1) only), Form 21BB (Wholesale Motor Vehicle Sch C and C(1)), and Form 20BB (Wholesale Motor Vehicle other than Sch C and C(1)). The 'Form 21 (Retail Sch C and C(1) only)' checkbox is checked. The page footer indicates 'Designed, Developed & Maintained by CDAC'.

Application Draft Page

Applicant Details

Applicant Name:- Mr. MOHD FAIZAN
Organisation Name:- ZUBEDA MEDICOS
Site Address:- ZUBEDA MEDICOS ,SHOP NO 2, GF, PROPERTY NO (K/4929 M-32, KH NO 490/442, GALI NO 2, HASJID MARG, SARTAJ MOHALLA, East Delhi, Delhi, 110031, India
Application Type:- Fresh

Licence Details

- ☐ Form 20F (Retail Sch X)
- ☒ Form 20 (Retail Other than Sch C, C(1) and X)
- ☒ Form 21 (Retail Sch C and C(1) only)
- ☐ Form 20B (Wholesale Other than Sch C, C(1) and X)
- ☐ Form 21B (Wholesale Sch C and C(1) only)
- ☐ Form 20C (Retail Homeopathy)
- ☐ Form 20G (Wholesale Sch X)
- ☐ Form 20A (Retail Restricted other than Sch C, C(1) and X)
- ☐ Form 21A (Retail Restricted Sch C(1) only)
- ☐ Form 21BB (Wholesale Motor Vehicle Sch C and C(1))
- ☐ Form 20BB (Wholesale Motor Vehicle other than Sch C and C(1))

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Details of Technical Member will not appear if he is not hired before making application.

The screenshot shows the 'Application Draft Page' on the 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM'. The page is divided into two main sections: 'Applicant Details' and 'Technical Person Details'. In the 'Applicant Details' section, the 'Applicant Name' is 'Mr. MOHD FAIZAN' and the 'Organisation Name' is 'ZUBEDA MEDICOS'. The 'Site Address' is 'ZUBEDA MEDICOS ,SHOP NO 2, GF, PROPERTY NO (K/4929 M-32, KH NO 490/442, GALI NO 2, HASJID MARG, SARTAJ MOHALLA, East Delhi, Delhi, 110031, India'. The 'Application Type' is 'Fresh'. In the 'Technical Person Details' section, there is a list of forms with checkboxes. A red bracket on the left side of the list indicates the selection process. The forms listed are: Form 20F (Retail Sch X), Form 20 (Retail Other than Sch C, C(1) and X), Form 21 (Retail Sch C and C(1) only), Form 20B (Wholesale Other than Sch C, C(1) and X), Form 21B (Wholesale Sch C and C(1) only), Form 20C (Retail Homeopathy), Form 20G (Wholesale Sch X), Form 20A (Retail Restricted other than Sch C, C(1) and X), Form 21A (Retail Restricted Sch C(1) only), Form 21BB (Wholesale Motor Vehicle Sch C and C(1)), and Form 20BB (Wholesale Motor Vehicle other than Sch C and C(1)). The 'Form 21 (Retail Sch C and C(1) only)' checkbox is checked. The 'Save & Proceed' button is visible at the bottom of the 'Technical Person Details' section. The page footer indicates 'Designed, Developed & Maintained by CDAC'.

Application Draft Page

Applicant Details

Applicant Name:- Mr. MOHD FAIZAN
Organisation Name:- ZUBEDA MEDICOS
Site Address:- ZUBEDA MEDICOS ,SHOP NO 2, GF, PROPERTY NO (K/4929 M-32, KH NO 490/442, GALI NO 2, HASJID MARG, SARTAJ MOHALLA, East Delhi, Delhi, 110031, India
Application Type:- Fresh

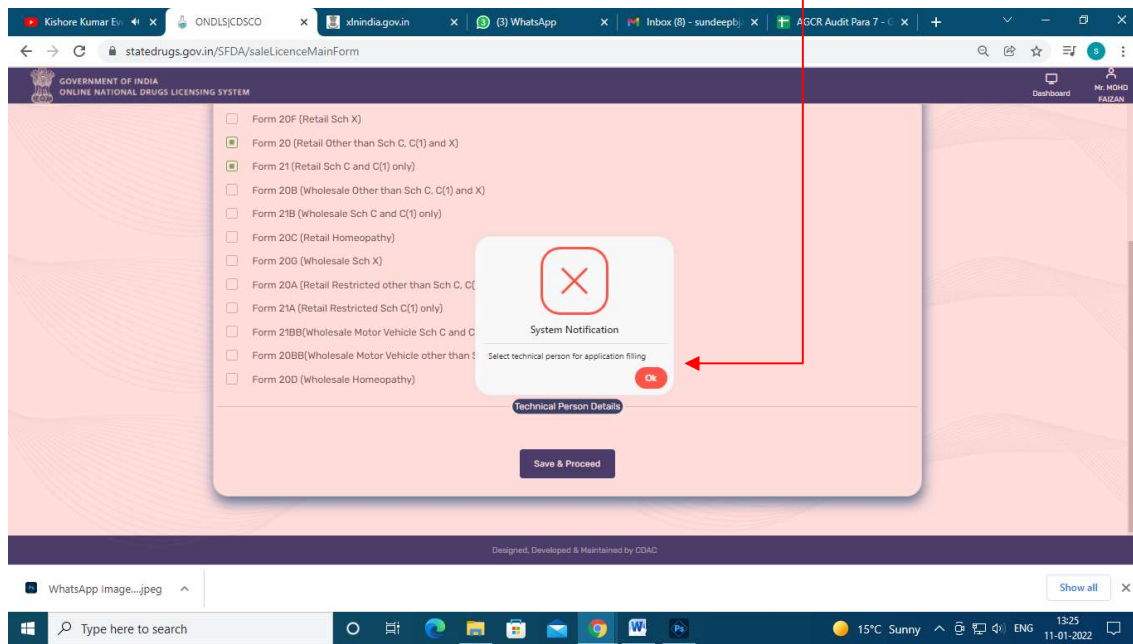
Technical Person Details

- ☐ Form 20F (Retail Sch X)
- ☒ Form 20 (Retail Other than Sch C, C(1) and X)
- ☒ Form 21 (Retail Sch C and C(1) only)
- ☐ Form 20B (Wholesale Other than Sch C, C(1) and X)
- ☐ Form 21B (Wholesale Sch C and C(1) only)
- ☐ Form 20C (Retail Homeopathy)
- ☐ Form 20G (Wholesale Sch X)
- ☐ Form 20A (Retail Restricted other than Sch C, C(1) and X)
- ☐ Form 21A (Retail Restricted Sch C(1) only)
- ☐ Form 21BB (Wholesale Motor Vehicle Sch C and C(1))
- ☐ Form 20BB (Wholesale Motor Vehicle other than Sch C and C(1))

Save & Proceed

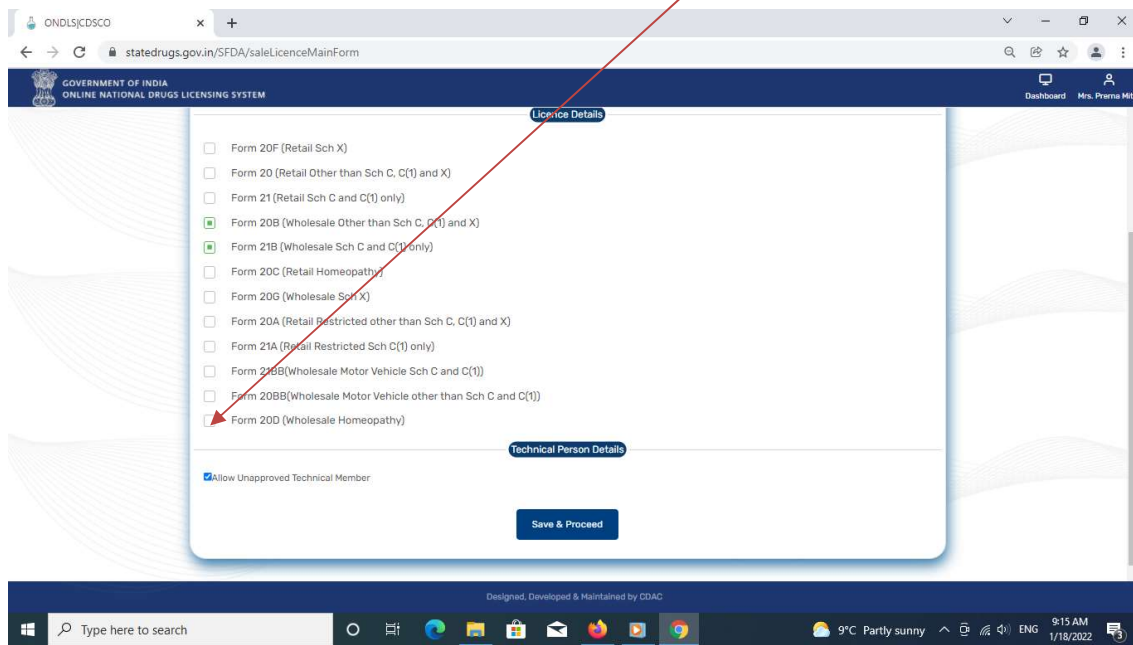
Designed, Developed & Maintained by CDAC

System will show error if the application is save & processed without hiring Technical Member.

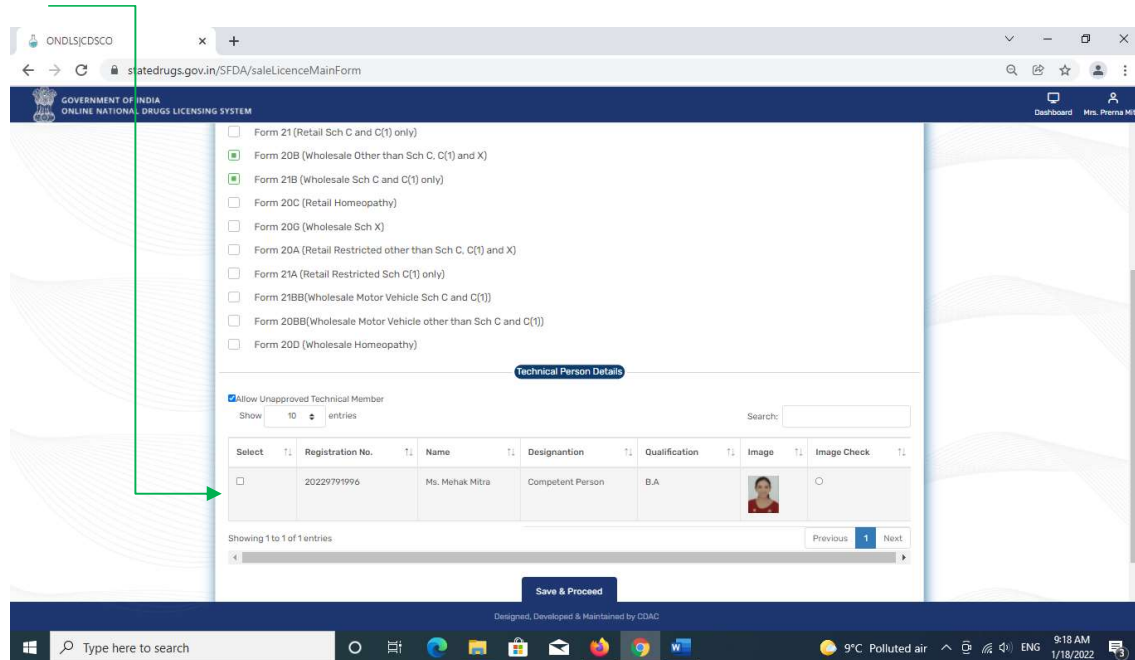


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In case of Wholesale Licence, If the Technical Member is not approved by department, tick the checkbox.



Details of Hired Unapproved Technical Member can be seen here for Wholesale Licence.



ONDLSCDSO

statedrugs.gov.in/SFDA/saleLicenceMainForm

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Form 21 (Retail Sch C and C(1) only)
☒ Form 20B (Wholesale Other than Sch C, C(1) and X)
☒ Form 21B (Wholesale Sch C and C(1) only)
☐ Form 20C (Retail Homeopathy)
☐ Form 20G (Wholesale Sch X)
☐ Form 20A (Retail Restricted other than Sch C, C(1) and X)
☐ Form 21A (Retail Restricted Sch C(1) only)
☐ Form 21BB (Wholesale Motor Vehicle Sch C and C(1))
☐ Form 20BB (Wholesale Motor Vehicle other than Sch C and C(1))
☐ Form 20D (Wholesale Homeopathy)

Technical Person Details

☒ Allow Unapproved Technical Member

Show 10 entries

Select	Registration No.	Name	Designation	Qualification	Image	Image Check
<input type="checkbox"/>	20229791996	Ms. Mehak Mitra	Competent Person	B.A		<input type="radio"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

Save & Proceed

Designed, Developed & Maintained by CDAC

Type here to search

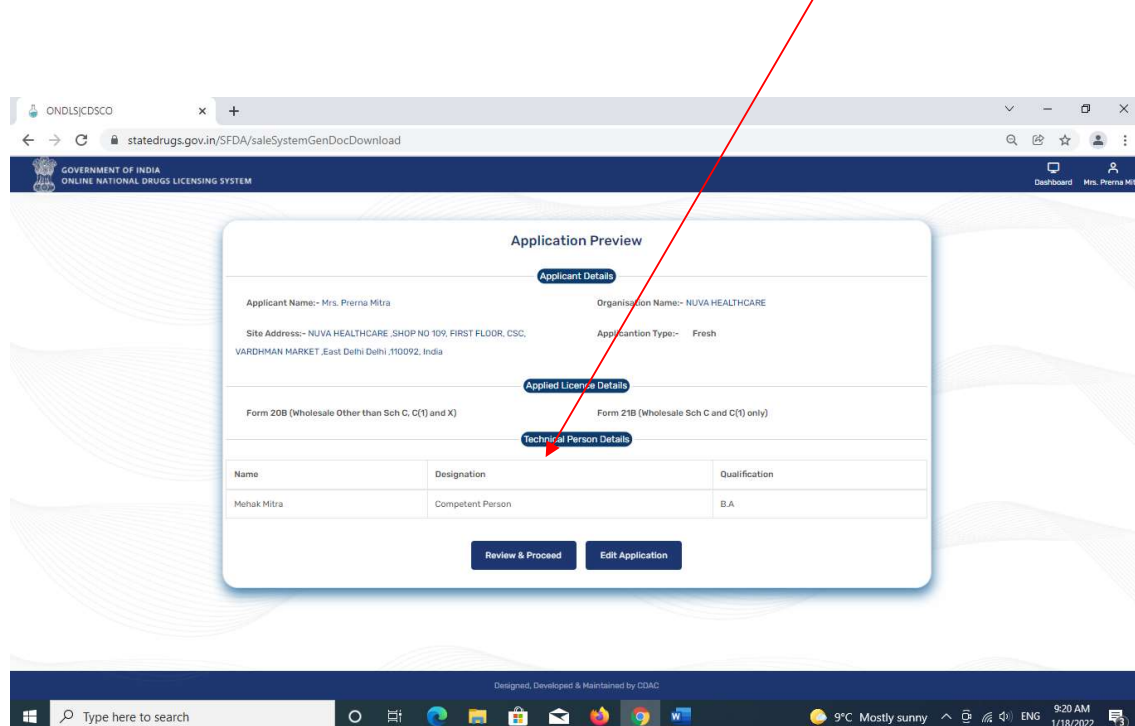
9°C Polluted air

ENG

9:18 AM
1/18/2022

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Save & Proceed, Following screen will appear if all details are proper. Press Review and Proceed Button.



ONDLSCDSO

statedrugs.gov.in/SFDA/saleSystemGenDocDownload

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Application Preview

Applicant Details

Applicant Name:- Mrs. Prerna Mitra
Organisation Name:- NUVA HEALTHCARE
Site Address:- NUVA HEALTHCARE ,SHOP NO 109, FIRST FLOOR, CSC, VARDHMAN MARKET ,East Delhi Delhi ,110092, India
Application Type:- Fresh

Applied Licence Details

Form 20B (Wholesale Other than Sch C, C(1) and X)
Form 21B (Wholesale Sch C and C(1) only)

Technical Person Details

Name	Designation	Qualification
Mehak Mitra	Competent Person	B.A

Review & Proceed Edit Application

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Type here to search

9°C Mostly sunny

ENG

9:20 AM
1/18/2022

Following screen will appear if all details are proper in case of Retail Licence. Press Review and Proceed Button.

Application Preview

Applicant Details

Applicant Name:- Mr. MOHD FAIZAN
Organisation Name:- ZUBEDA MEDICOS
Site Address:- ZUBEDA MEDICOS, SHOP NO 2, GF, PROPERTY NO IX/4929 M-32, KH NO 490/442, GALI NO 2, MASJID MARG, SARTAJ MOHALLA, East Delhi, 110031, India
Application Type:- Fresh

Applied Licence Details

Form 20 (Retail Other than Sch C, C(1) and X)
Form 21 (Retail Sch C and C(1) only)

Technical Person Details

Name	Designation	Qualification
AMIT SHARMA	Registered Pharmacist	D.Pharm

Review & Proceed **Edit Application**

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Window for uploading Checklist will Appear. Upload all the required documents in pdf file.

Checklist Document Validation and Upload Page

Note:

1. Kindly upload pdf files having extension .pdf .system will not accept files having extension .PDF.
2. Pdf file name should not contain dot(.)
3. Kindly download below Undertakings, Sign it and upload it in checklist, if required.

Show 10 entries Search:

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	

After Uploading all the required documents as per checklist, Press Upload and Proceed Button.

The screenshot shows the ONDLSDCO portal with a checklist of documents to be uploaded. The checklist includes:

Sl. No.	Document	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 pharmacist.	○

At the bottom of the checklist, there is a button labeled "Upload & Proceed" which is highlighted by a green arrow.

New Window of Payment details will open. Make entries of Fees submitted on ePayment Gateway of SBI and upload the receipt of the same here.

The screenshot shows the "Payment Details" form in the ONDLSDCO portal. The form includes the following fields:

- Note:** 1. Fill inspection fee wherever necessary otherwise fill zero.
- Mode of Payment***: Challan
- Purpose***: FRESH LICENCE FOR RETAIL SALE
- Challan Details** (highlighted by a green arrow):
 - Challan No.***: 391481326333 AND 5259681540733
 - Challan Date.***: 11/01/2022
 - Application Fee***: 3000
 - Inspection Fee***: 0
- Bank Name***: ONLINE PAYMENT
- Branch Code ***: ISAMUJFTQ1
- Upload Challan***: Choose File | FEE.pdf
- Total Amount of Uploaded Challans***: 3000

At the bottom of the form, there is a button labeled "save & Proceed" which is highlighted by a red arrow.

Once you save and proceed, following screen will appear which will show your Final Application Preview.

Download Your legal Application Form on Form 19 and Sign. it. Press Review and Proceed Button.

Final Application Preview

Applicant Details

Applicant Name:- Mr. MOHD FAIZAN
 Organisation Name:- ZUBEDA MEDICOS
 Site Address:- ZUBEDA MEDICOS SHOP NO 2, GF, PROPERTY NO IX/4929 M-32, KH NO 690/442, GALI NO 2, MASJID MARG, SARTAJ MOHALLA, East Delhi Delhi, 110031, India
 Application Type:- Fresh

Applied Licence Details

Form 20 (Retail Other than Sch C, C(1) and X)
 Form 21 (Retail Sch C and C(1) only)

Technical Person Details

Name	Designation	Qualification
AMIT SHARMA	Registered Pharmacist	D.Pharm

Legal Form Download Section

Form-19(Retail)

Review & Proceed

DCD DELHI

Application on Form 19

Form 19
 [See Rule 59 (2)]

Application for grant of a licence to sell, stock, exhibit or offer for sale, or distribute drugs other than those specified in schedule X

1. I/We, **Mr. MOHD FAIZAN** of **ZUBEDA MEDICOS** hereby apply for licence to sell by retail drugs specified in Schedules C and C(1) excluding those specified in Schedule X and drugs other than those specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945 and also to operate a pharmacy on the premises situated at **SHOP NO 2, GF, PROPERTY NO IX/4929 M-32, KH NO 690/442, GALI NO 2, MASJID MARG, SARTAJ MOHALLA, East Delhi Delhi, 110031, India**

2. The sale and dispensing of drugs will be made under the personal supervision of the qualified persons namely:-

Name	Qualification
Mr. AMIT SHARMA	D.Pharm

3. Categories of drugs to be sold [Table of drug details below]

S.No.	Schedule Name	Drugs
1.	Schedule C	All Drugs
2.	Schedule C(1)	All Drugs
3.	Other than those specified in Schedules C, C(1) and X	All Drugs

4. Particulars for special storage accommodation :-

S.No.	Special Storage Condition
1.	Refrigerator(2°C to 8°C)

5. A fee of Rupees, 3000 has been credited to government under the head of account **ONLINE PAYMENT**

Date: 11-01-2022

Signature

Upload Signed Form 19 Here and Submit the Application.

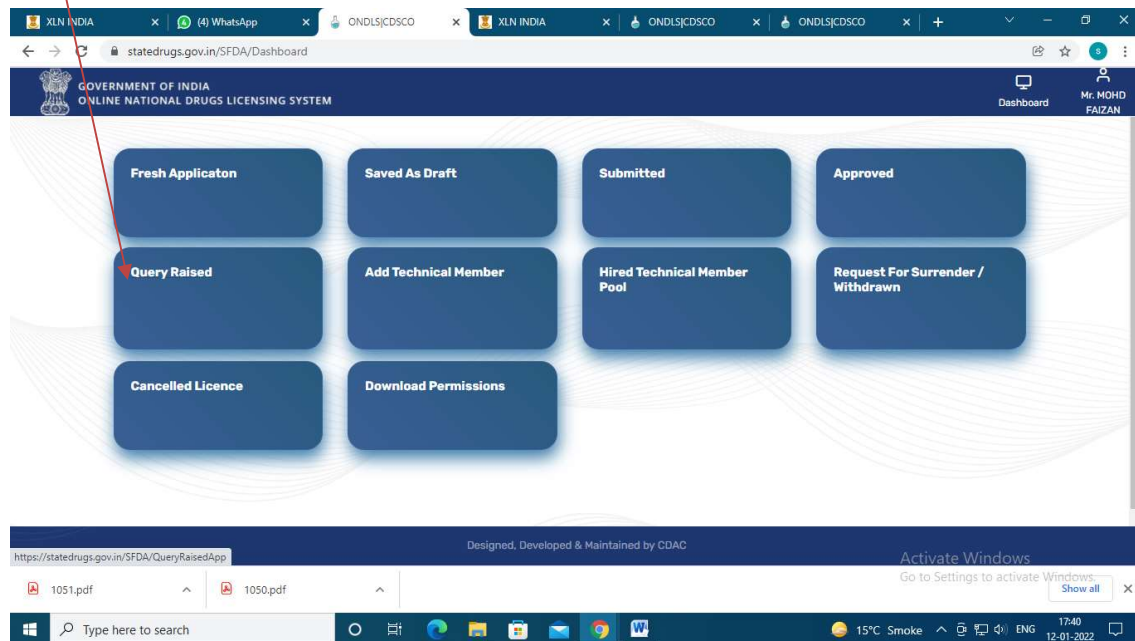
The screenshot shows the 'Upload Final Form' page on the ONDLS portal. The page title is 'Upload Final Form' with the subtitle 'Application for grant of Sale Licences'. Under the 'Legal Form' section, there is a file upload area with a 'Choose File' button and the text 'Form 19 Zubeda Medicos.pdf'. A blue 'Submit' button is located at the bottom right of the form. The browser address bar shows 'statedrugs.gov.in/SFDA/UploadFinalForm/MTA4/MTE='. The Windows taskbar at the bottom shows several open files: 'WhatsApp Image...jpeg', 'form19_Retail_108.pdf', 'MAP.pdf', 'STORAGE.pdf', and 'PROPERTY NO.492...pdf'. The system tray shows the date and time as 11-01-2022, 15:41.

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You will get confirmation message regarding successful submission of your application on screen and also on the email registered with the ONDLS.

The screenshot shows the same ONDLS portal after successful submission. A blue confirmation message box in the center of the page reads: 'Your Application has been submitted successfully. Kindly note your file no. DL/RL/F19/2022/00003 for future correspondence.' The browser address bar now shows 'statedrugs.gov.in/SFDA/FinalSubmission/MTE=/MTA4'. The Windows taskbar and system tray remain the same as in the previous screenshot.

In case of any query raised by the department, you will get email notification and you can check the same in Query Raised Box.



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Applicant can have access only for those tabs in which query has been raised and are in red and having status Query. Once Query is replied, it will turn yellow with a status Replied.

S.No	CheckList Item	Status
1	Firm constitution document	Ok
2	Details of proprietor/partner/Director/Trustee etc.	Ok
3	ID proof (Aadhar/Passport/Driving License/Election Id)	Ok
4	Rent/Lease agreement	Ok
5	Premises ownership documents	Ok
6	NOC	Replied
7	Electricity bill of the premises	Ok
8	Plan layout	Query
9	Cold storage proof	Ok
10	Appointment letter of the pharmacist	Ok
11	Acceptance Letter of the pharmacist	Ok
12	Registration Certificate of the pharmacist	Query
13	Self Declaration of the Pharmacist	Ok
14	Fee Challan	Ok

URL: https://statedrugs.gov.in/SFDA/RespondToQuery/MTA4/MTE =

Reply suitably to the query and upload fresh document if required by clicking change document which will make you enable to choose file.

Online National Drugs Licensing System

12 Registration Certificate of the pharmacist

? Raised Query

1. BIODATA OF REG. PHARMACIST NOT IN RECORD 2. ID PROOF OF REG. PHARMACIST NOT IN RECORD

Reply

DOCUMENTS UPLOADED

Upload document

☒ Click to change document

Choose File RP DOC.pdf

Save Close

S.No	Query	Status
1	Electricity bill of the premises	Ok
2	Plan layout	Replied
3	Cold storage proof	Ok
4	Appointment letter of the pharmacist	Ok
5	Acceptance Letter of the pharmacist	Ok
6	Registration Certificate of the pharmacist	Replied
7	Self Declaration of the Pharmacist	Ok
8	Fee Challan	Ok
9	Legal Form	Ok

After Removing all the queries, Submit the application.

Online National Drugs Licensing System

Submit

Designed, Developed And Maintained By CDAC

S.No	Query	Status
6	NOC	Replied
7	Electricity bill of the premises	Ok
8	Plan layout	Replied
9	Cold storage proof	Ok
10	Appointment letter of the pharmacist	Ok
11	Acceptance Letter of the pharmacist	Ok
12	Registration Certificate of the pharmacist	Replied
13	Self Declaration of the Pharmacist	Ok
14	Fee Challan	Ok
15	Legal Form	Ok

Download Final Licence From Approved Box

The screenshot shows the ONDLS Dashboard with the following buttons: Fresh Application, Saved As Draft, Submitted, Approved, Query Raised, Add Technical Member, Hired Technical Member Pool, Request For Surrender / Withdrawn, and Cancelled Licence. A red arrow points to the 'Approved' button.

Below the dashboard, the browser address bar shows <https://statedrugs.gov.in/SFDA/rxSaveAsDraft>. The taskbar at the bottom shows the Windows Start menu, search bar, and various application icons.

Government of NCT of Delhi
Drugs Control Department, F - 17, Karkardooma,
East Delhi, Delhi-110032, India

Form 20B (See rule 410)
Licence to sell, stock or exhibit or offer for sale, or distribute by wholesale, drugs other than those specified in Schedules C, C(1) and X

File No: DLRL/F19/2022/00005 Licence No: WLF20B2022DL000001 Issue Date: 21-JAN-2022
Site No: DL0000008 Old Licence No: NA

1. NUVA HEALTHCARE is hereby licensed to sell, stock or exhibit or offer for sale, or distribute by wholesale drugs other than those specified in Schedules C, C(1) and X on the premises situated at Shop No 109, First Floor, Csc, Vardhman Market, Ram Vihar, East Delhi, Delhi, 110092, India subject to the conditions specified below and to the provisions of the Drugs and Cosmetics Act, 1940, and the Rules thereunder.

2. The licence unless sooner suspended or cancelled, shall remain valid perpetually. However, the compliance with the conditions of licence and the provisions of the Drugs and Cosmetics Act, 1940 (23 of 1940) and the Drugs Rules, 1945 shall be assessed not less than once in three years or as needed as per risk based approach.

The sale shall be made under the personal supervision of a competent person

Member ID	Member Name	Assign Role / Designation	Qualification
20229791996	Ms. Mehak Mitra	Competent Person	B.A

Technical Member: Mehak Mitra
Proprietor: Prema Mitra

Conditions of Licence

- This licence shall be displayed in a prominent place in a part of the premises open to the public.
- The licensee shall comply with the provisions of the Drugs and Cosmetics Act, 1940 and the Rules thereunder for the time being in force.
- (i) No drug shall be sold unless such drug has been purchased under cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.
(ii) No sale of any drug shall be made to a person not holding the requisite licence to sell, stock or exhibit for sale or distribute the drugs. Provided that this condition shall not apply to the sale of any drug to:
(a) an officer or authority purchasing on behalf of Government, or
(b) a hospital, medical, educational or research institution or a registered medical practitioner for the purpose of supply to his patients, or
(c) a manufacturer of beverages, confectionery biscuits and other non-medical products, where such drugs are required for processing these products.
5. The licensee shall inform the Licensing Authority in writing in the event of any change in the constitution of the firm operating under the licence. Where any change in the constitution of the firm takes place, the current licence shall be deemed to be valid for a maximum period of three months from the date on which the change takes place unless a fresh licence has been taken from the Licensing Authority in the name of the firm with the changed constitution.

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Government of NCT of Delhi
Drugs Control Department, F - 17, Karkardooma,
East Delhi, Delhi-110032, India

Form 21B (See rule 410)
Licence to sell, stock or exhibit or offer for sale, or distribute by wholesale drugs specified in Schedules C and C(1) excluding those specified in Schedule X

File No: DLRL/F19/2022/00005 Licence No: WLF21B2022DL000001 Issue Date: 21-JAN-2022
Site No: DL0000008 Old Licence No: NA

1. NUVA HEALTHCARE is hereby licensed to sell, stock or exhibit or offer for sale, or distribute by wholesale on the premises situated at Shop No 109, First Floor, Csc, Vardhman Market, Ram Vihar, East Delhi, Delhi, 110092, India the following categories of drugs specified in Schedule C and C(1) excluding those specified in Schedule X to the Drugs Rules, 1945.

Categories of Drugs	Drugs
Schedule C	All Drugs
Schedule C(1)	All Drugs

2. The licence unless sooner suspended or cancelled, shall remain valid perpetually. However, the compliance with the conditions of licence and the provisions of the Drugs and Cosmetics Act, 1940 (23 of 1940) and the Drugs Rules, 1945 shall be assessed not less than once in three years or as needed as per risk based approach.

3A. The sale shall be made under the personal supervision of a competent person

Member ID	Member Name	Assign Role / Designation	Qualification
20229791996	Ms. Mehak Mitra	Competent Person	B.A

Technical Member: Mehak Mitra
Proprietor: Prema Mitra

Conditions of Licence

- This licence shall be displayed in a prominent place in a part of the premises open to the public.
- If licensee wants to sell, stock or exhibit for sale or distribute during the currency of the licence, additional categories of the drugs listed in Schedules C and C(1) excluding those specified in Schedule X but not included in this licence, he should apply to the Licensing Authority for necessary permission. This licence will be deemed to extend to the categories of drugs in respect of which such permission is given. This permission shall be endorsed on the licence by the Licensing Authority.
4. (i) No drug shall be sold unless such drug has been purchased under cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.
(ii) No sale of any drugs shall be made for purpose of resale to a person not holding the requisite licence to sell, stock or exhibit for sale or distribute the drug. Provided that this condition shall not apply to the sale of any drug to:
(a) an officer or authority purchasing on behalf of Government, or
(b) a hospital, medical, educational or research institution or a registered medical practitioner for the purpose of supply to his patients, or
(c) a manufacturer of hygienized vegetable oil, beverages, confectionery and other non-medical products, where such drugs are required for processing these products.
5. The licensee shall inform the Licensing Authority in writing in the event of any change in the constitution of the firm operating under the licence. Where any change in the constitution of the firm takes place, the current licence shall be deemed to be valid for a maximum period of three months from the date on which the change takes place unless a fresh licence has been taken from the Licensing Authority in the name of the firm with the changed constitution.

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Congratulations. Now you have successfully processed your application for Grant of Licence on ONDLS and got issued Drugs Licence.

Note :

(i). Applicant has to provide an independent shop with the adequate area for grant of retail/wholesale licences as per details given below:

- a) For grant of a licence in Form 20 or Form 21 or both, the premises are of an area of not less than 10 square metres.
- b) For grant of a licence in form 20-B or form 21-B or both, the premises are of an area of not less than 10 square metres and
- c) For grant of licences
 - (i) In Form 20 or Form 21 or both, and
 - (ii) In Form 20-B or Form 21-B or both, the premises should be of an area of not less than 15 square metres.

The clear height of the sales premises should be in accordance with the National Building Code of India, 2005 as amended from Time to Time.

(ii) No drug licence is granted / retained in a premises situated on residential plot/land or flat unless it meets with the requirements of MPD-2021.

For the sake of authenticity and to ensure confirmation of having submitted the same, all the documents are required to be **self-attested by the applicant/authorized person.**

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DISCLAIMER

The Material Contained in this PPT is a raw model output and research product. This is meant for training purpose only. For any Clarification / Interpretation please contact Drugs Control Department, Delhi at dirdcd@nic.in

Affidavit

(Affidavit to be submitted for non-conviction by the proprietor/ partner / director)

I, S/o Sh. R/o
..... do hereby solemnly affirm and declare as under:

1. That the deponent is the sole proprietor of M/s situated at
2. That neither the firm nor the proprietor/ partner / director of the firm has ever been convicted under the Drugs and Cosmetics Act, 1940.
3. That the premises situated at are in physical and legal possession of the firm.
4. That in case any statement / documents accompanying my application is found to be false, my approval / permission / licence obtained would be liable to be cancelled by the licensing authority without any notice.

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DEPONENT

VERIFICATION

Verified at Delhi on this day of that the contents of the above affidavit are true and correct to my knowledge, no part of it is false and nothing material has been concealed there from.

DEPONENT

(To be Submitted on Rs. 10/- Non Judicial Stamp Paper duly attested by Notary Public.)

AFFIDAVIT

(To be submitted in cases where the premises are located on DDA residential plot/flat/building for Small Shop)

I S/o Sh. R/o
.....do hereby Solemnly Affirm and declare as under :-

1. That I am the sole proprietor / one of the partner/Director of M/s.
..... situated at
.....
2. That I have applied for grant/ renewal of licence for retail sale of drugs / chemist shop at the premises situated at
3. That the premises where licence has been applied qualify for use as Small Shops under mixed land use regulations, clause 15.6.3, of Master Plan for Delhi 2021(MPD-2021).
4. That the conversion charges towards the mixed land use, as applicable in respect of the premises under reference, have been deposited vide receipt no. dated
..... to Municipal Corporation of Delhi for the period and
I further undertake to pay mixed land use charges from time to time as applicable.
5. That in future if it is found that the premises of my firm do not qualify for use as small shops for mixed land use regulations, under clause 15.6.3, of Master Plan for Delhi, Drugs Control Department may cancel licences of my firm without any prior notice.
6. That in future if it is found that I have violated any provision of the Drugs and Cosmetics Act, 1940 and Rules thereunder, and/or MPD-2021, Drugs Control Department may cancel licences of my firm without any prior notice.
7. That if any misrepresentation is observed in this affidavit, or in any of the documents submitted by me alongwith my application for the grant of Licences referred to above, Drugs Control Department may cancel licences of my firm without any prior notice.

(DEPONENT)

VERIFICATION:

Verified at Delhi on this day of that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

FORMS AND FEES

SALE APPLICATIONS, LICENCES, FEES AND PENALTY

S.No.	Category	Type Sale	Application Form	Licence Form	Fees for Grant/ Retention	Penalty after expiry but within six months (GSR 1337 (E) dated 27.10.2017)	Fees for duplicate copy of Org. Lic.
1	Drugs other than those specified in Schedule C&C (1)&X	Whole Sale	19	20-B	Rs.1500	Rs.1500+2 % of Licence Fee p.m. or part thereof	Rs.150
		Retail Sale	19	20	Rs.1500	Rs.1500+2 % of Licence Fee p.m. or part thereof	Rs.150
		Restricted (Gen. Store)	19-A	20-A R-61 (1)	Rs.500 R-59 (2)	Rs.500+2 % of Licence Fee p.m. or part thereof	Rs.150 R- 59 (3)
2	Drugs specified in Schedule C&C (1) but excluding those specified in Schedule 'X'	Whole Sale	19	21B	Rs.1500	Rs.1500+ 2 % of Licence Fee p.m. or part thereof	Rs.150
		Retail Sale	19	21	Rs.1500	Rs.1500+2 % of Licence Fee p.m. or part thereof	Rs.150
		Restricted (Gen.Store)	19-A	21-A R-61 (1)	Rs.500 R-59 (2)	Rs.500+2 % of Licence Fee p.m. or part thereof	Rs.150 R- 59 (3)
3	Drugs specified in Schedule 'X'	Whole Sale	19-C	20-G	Rs.500	Rs.500+2 % of Licence Fee p.m. or part thereof	Rs.150
		Retail Sale	19-C	20-F R-61(1)	Rs.500 R-59(2)	Rs.500+2 % of Licence Fee p.m. or part thereof	Rs.150 R- 59 (3)
4	Homoeopathic Medicines	Whole Sale	19-B	20-D	Rs.250	Rs.250+Rs.50p.m. or part thereof	Rs. 50
		Retail Sale	19-B	20-C R-67-C	Rs. 250 R-67-A(2)	Rs.250+Rs.50p.m. or part thereof R-67-A(2)	Rs. 50 R-67-A(2)

The fees for Change in Constitution, Change in Premises, Additional License, License Retention are same as that of Fresh License. There is no fee for Change in Registered Pharmacist, Change in Competent person, Change in Name, Addition /Reduction in Premises, Change in Specific Condition and Surrender of License.