

## STEPS FOR FIRM REGISTRATION AND PROCESSING OF APPLICATION FOR RETENTION/ RENEWAL 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
<b>A</b>	<b>For Login ID and Password</b>
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>B</b>	<b>Checklist For Application</b>
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)

<b>C</b>	<b>For Hiring Technical member on ONDLS</b>
1	Unique Registration Number of Technical Person
2	Appointment / Offer Letter of Technical Person
3	Copy of PAN/ AADHAR of Technical Person
	<b>For Adding Qualification on ONDLS Dash Board</b>
4	Copy of 10 <sup>th</sup> Certificate
5	Copy of 12 <sup>th</sup> Certificate
6	Copy of Diploma Certificate (D. Pharma / DMLT)
7	Copy of Degree Certificate (B. Pharma / BSc / MBBS / Etc)
8	Post Graduation Certificate (MD /Higher Education)
	<b>For Adding Professional Experience on ONDLS Dash Board</b>
9	Appointment / Offer Letter of Previous Employer
10	Relieving / Resignation Letter of Previous Employer
11	Experience Certificate of all Previous work
	<b>For Adding Technical Registration on ONDLS (Registered Pharmacist)</b>
12	Copy of Delhi Pharmacy Council Registration

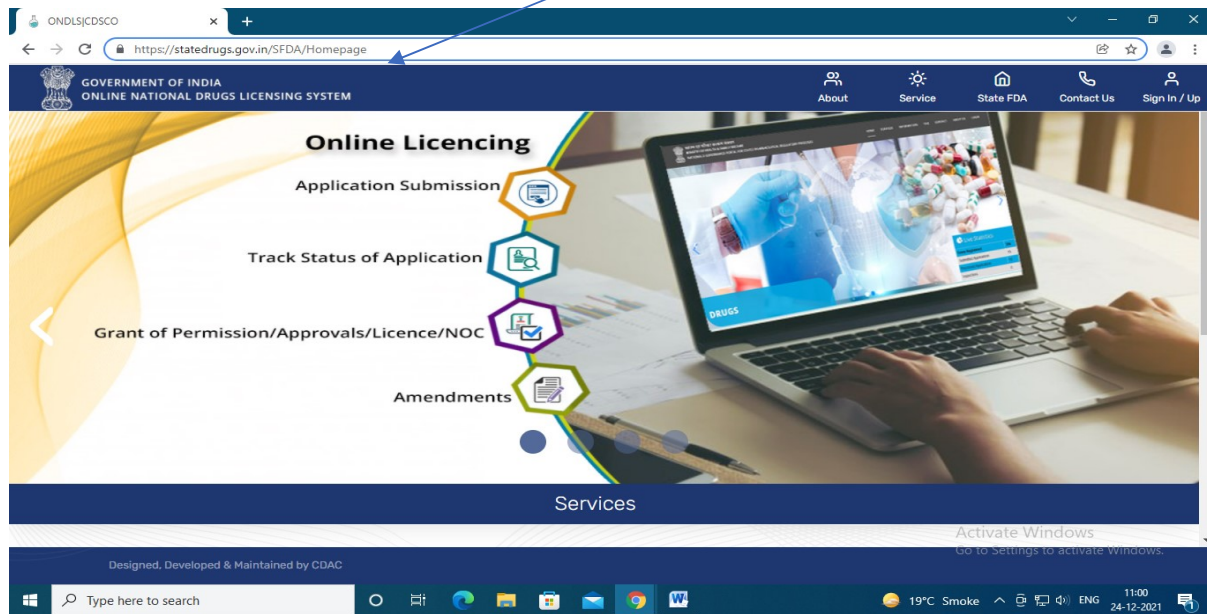
Note: Do not use (.) in file name while making pdf.

Size of file should not be more than 10 mb

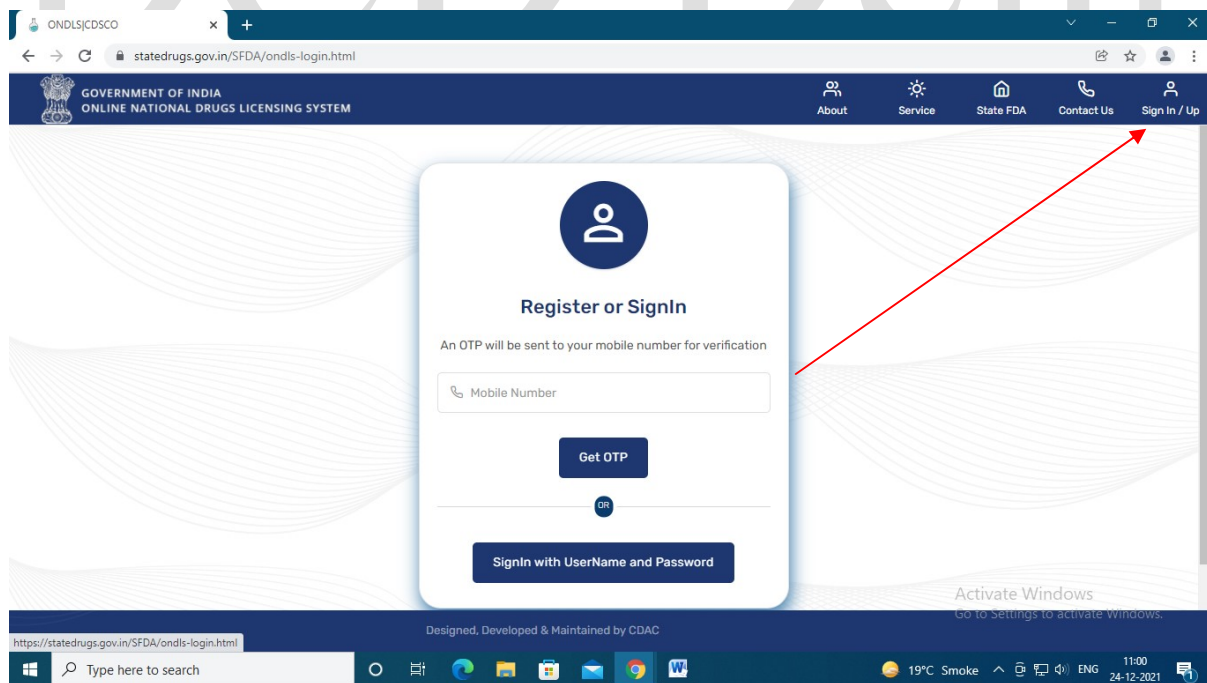
DCD Delhi

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

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



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\*** **Site Type\***

Both(Corporate/Registered and Site) 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\*** **Constitution Document Number(CIN/PAN)\***

Select Constitution Document Number(CIN/PAN)

**Organization Address\***

Organization Address

**Country\*** **State\*** **District\***

India Select Select

**City/Taluka/Mandal/Tehsi\*** **Pincode\***

City/Taluka/Mandal/Tehsi Select

**Contact Number (Please include STD Code - Phone Number)** **Fax Number (Please include STD Code - Fax Number)**

STD Code - Phone 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.

Government of India  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Organization Address\*

SHOP NO 2, G F, PROPERTY NO IX/4929 M-32, KH NO 690/442, GALI NO 2, MASJID MARG, SARTAJ MOHALLA

Country\* India State\* Delhi District\* East Delhi

City/Taluka/Mandal/Tehsi\* EAST OLD SEELAMPUR Pincode\* 110031

Contact Number (Please include STD Code - Phone Number) 9654617009 Fax Number (Please include STD Code - Fax Number) STD Code - Fax Number

Organization Address Proof\* select CIN GSTN Rent Agreement Ownership Document

Upload Document\* Choose File No file chosen

Save & Proceed

System will reconfirm before you proceed further

Government of India  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Organization Address\*

SHOP NO 2, G F, PROPERTY NO IX/4929 M-32, KH NO 690/442, GALI NO 2, MASJID MARG, SARTAJ MOHALLA

Country\* India State\* Delhi District\* East Delhi

City/Taluka/Mandal/Tehsi\* EAST OLD SEELAMPUR Pincode\* 110031

Contact Number (Please include STD Code - Phone Number) 9654617009 Fax Number (Please include STD Code - Fax Number) STD Code - Fax Number

Organization Address Proof\* Ownership Document Upload Document\* Download [OWN.pdf] Remove

Save & Proceed

User Registration Step-3  
Do you really want to proceed further?  
Yes Re-Think



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

The screenshot shows the 'user-registration-step-4.html' page of the Government of India's Online National Drugs Licensing System. The form is for a user named MOHD FAIZAN, with a date of birth of 03-09-1997 and a PAN card as the ID proof document. The user is registered as a Proprietor in the 'DEALING IN MEDICINES' occupation. A red arrow points from the instruction text to the 'Save & Proceed' button at the bottom right of the form.

Salutation*	First Name*	Middle Name	Last Name
Mr.	MOHD FAIZAN	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*		
03-09-1997	Pan Card		
Id Proof Document Number*		Upload Id Proof Document*	
AERPF3221R		Download(Faizan PAN.pdf) Remove	
Upload Undertaking Document*		Downloadable Undertaking Document	
Choose File No file chosen		Download, Fill and Sign this Undertaking and Upload the same	
Designation*		Occupation Type*	
PROPRIETOR		DEALING IN MEDICINES	
<b>Save &amp; Proceed</b>			

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 'user-registration-confirmation.html' page. It displays a 'Registration Summary' for Mr. MOHD FAIZAN, stating that login credentials have been sent to the registered email address. A green arrow points from the instruction text to the 'Go to Homepage' button. The Windows taskbar at the bottom shows the system time as 13:17 on 11-01-2022.

**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**

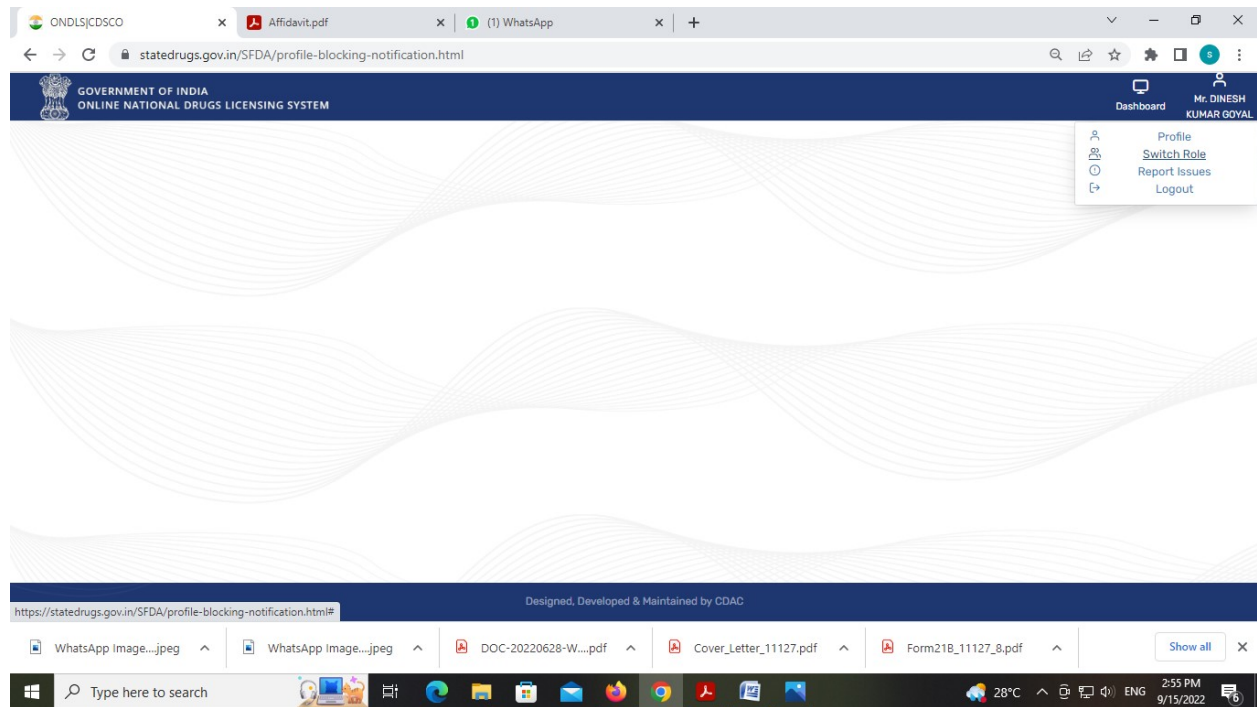
Login again using your login credential or mobile OTP and validate / proceed.

The screenshot shows the ONDLS login page. The browser address bar displays "statedrugs.gov.in/SFDA/ondls-login.html". The page header includes the Government of India logo and the text "GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM". A navigation bar at the top right contains links for "About", "Analytics", "Service", "State FDA", "Contact Us", and "Sign In / Up". The main content area features a "OTP Verification" card. The card has a user icon, the title "OTP Verification", and a message: "An OTP has been sent to your registered Email Id and Mobile Number". Below this, the text "XXX XXX 7502" is displayed. A text input field labeled "One Time Password" is present, with an arrow pointing to it from the "Sign In / Up" link in the header. Below the input field, it says "OTP SENT 56" and a "Validate & Proceed" button. At the bottom of the card is a "QR" icon. The footer of the page states "Designed, Developed & Maintained by CDAC". The Windows taskbar at the bottom shows several open applications, including WhatsApp, and the system clock indicates 2:54 PM on 9/15/2022.

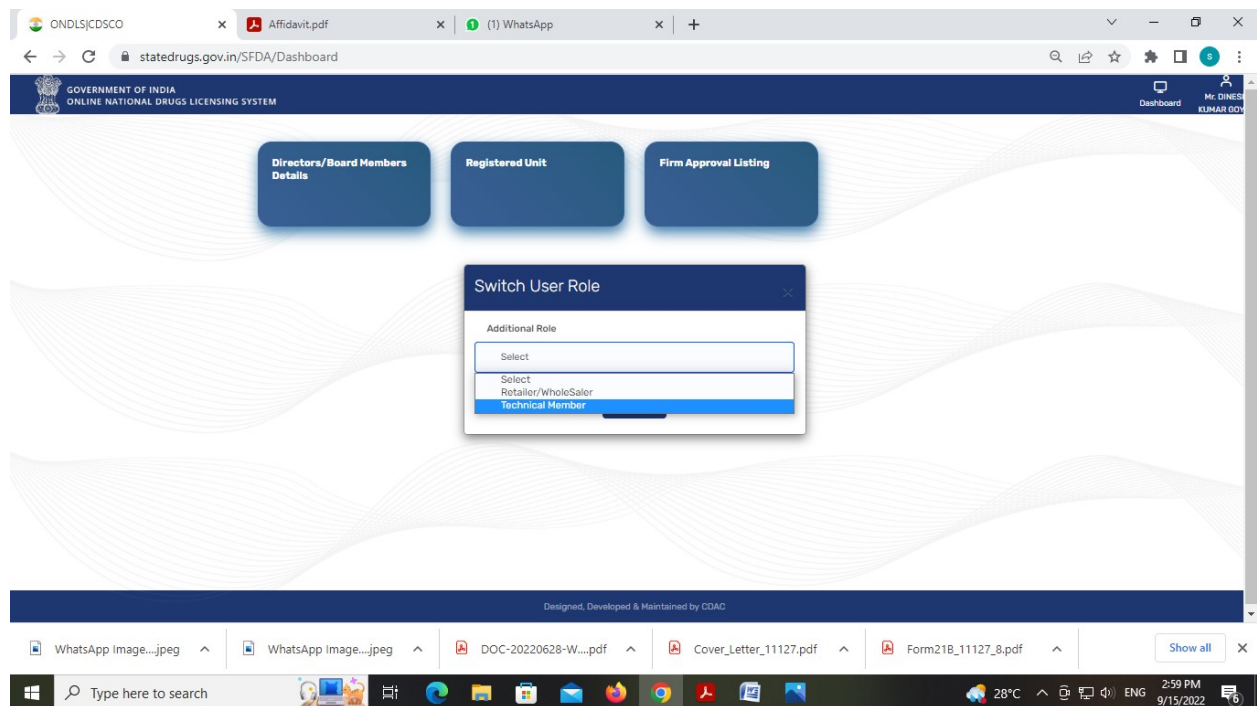
Check and update your Profile by adding Photograph.

The screenshot shows the ONDLS profile blocking notification page. The browser address bar displays "statedrugs.gov.in/SFDA/profile-blocking-notification.html". The page header is identical to the previous screenshot. The main content area features a yellow notification box with the text: "Dear Applicant, Director/Partners/Prop Details have not been updated by your corporate . TO proceed further please update the directors/Partners/Prop details from corporate account". The footer of the page states "Designed, Developed & Maintained by CDAC". The Windows taskbar at the bottom shows the same set of open applications as the previous screenshot, and the system clock indicates 2:55 PM on 9/15/2022.

Go to switch role and select role of Technical Person



Select role and press switch button.





Technical person will get unique registration number which he / she has to provide to the firm where he / she wants to join

ONDLS/CDSO

statedrugs.gov.in/SFDA/user-profile.html

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. DINESH KUMAR GOYAL

Mr. DINESH KUMAR GOYAL

General Information

Date Of Birth 20-FEB-1984

Gender Male

Technical Registration Number 20227689069

Account Information

Current Organization MADHU MEDICOS(Only Attached with this Firm.Please update your Technical Person Profile and complete the self hire process)

Account Type Technical Member

Additional Account Type Retailer/Wholesaler/Corporate

Designed, Developed & Maintained by CDAC

Type here to search

12:28 PM 11/22/2022

Go to tile Add Qualification and start addition your qualification from 10<sup>th</sup> onwards in increasing class / degree

ONDLS/CDSO

statedrugs.gov.in/SFDA/tech-member-dashboard.html

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. DINESH KUMAR GOYAL

Self Relieving Intimation Add Qualification Add Professional Experience Add Technical Registration

Designed, Developed & Maintained by CDAC

WhatsApp Image...jpeg WhatsApp Image...jpeg WhatsApp Image...jpeg DOC-20220628-W....pdf Cover\_Letter\_11127.pdf Show all

Type here to search

29°C 3:04 PM 9/15/2022

Add details of qualification one by one, upload the respective certificates and save it.

Technical Person Qualification

Qualification Name\*  
10th

Certificate Number\*  
Enter Certificate Number

School/College Name\*  
Enter College Name

Board/University Name\*  
Enter University Name

Marks(Percentage "%")\*  
Enter Marks(Percentage "%")

Passing Month\*  
Select Month

Passing Year\*  
Select Year

Upload Certificate\*  
Choose File No file chosen

Save

Show 10 entries

Search:

The details of qualification will appear in the bottom of the page.

Technical Person Qualification

Marks(Percentage "%")\*  
Enter Marks(Percentage "%")

Passing Month\*  
Select Month

Passing Year\*  
Select Year

Upload Certificate\*  
Choose File No file chosen

Save

Show 10 entries

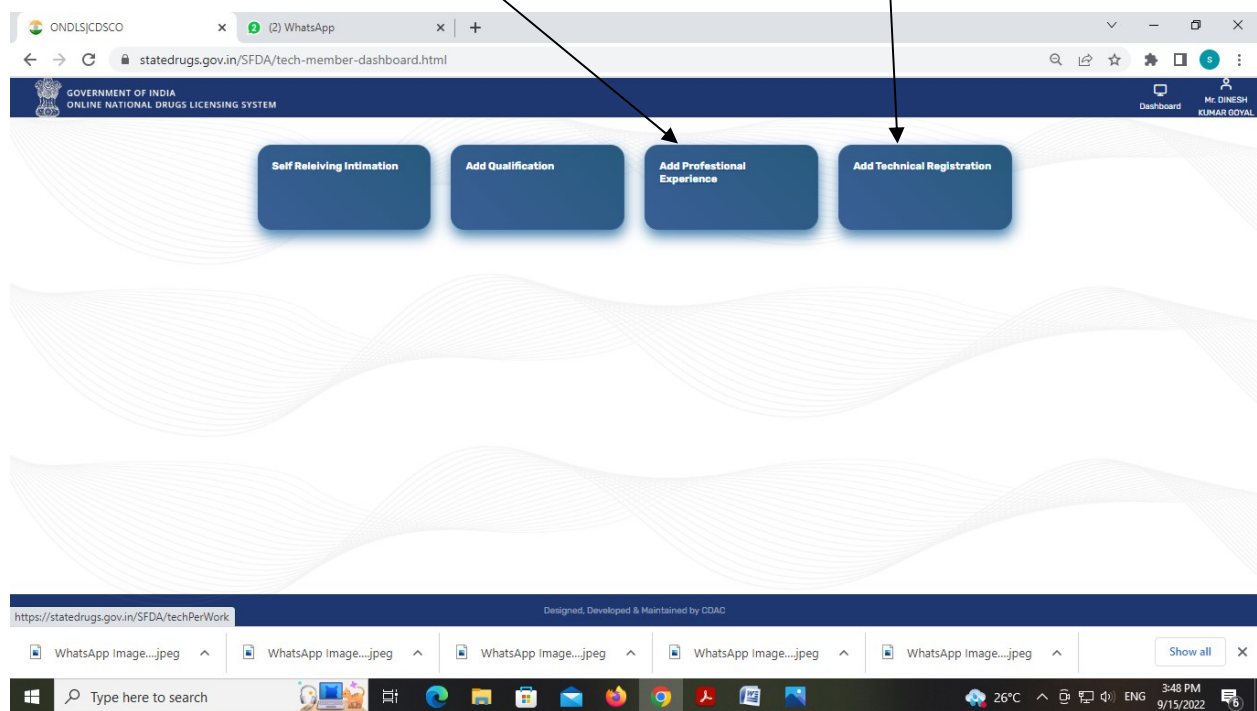
Search:

Qualification Name	Certificate Number	College Name	University Name	Marks(%)	Month & Year	Qualification Document
10th	00237880	SARVODAYA COED ANAND VIHAR	CBSE	60	Jun 1999	<a href="#">View Certificate</a>
12th	2001004018	SARVIDAY BOYS SEN SEC SCHOOL SURAJMAL VIHAR	CBSE	65	May 2001	<a href="#">View Certificate</a>
D.Pharm	006621	CRRIT KANJHAWALA DELHI	BTE DELHI	70	Aug 2003	<a href="#">View Certificate</a>

Showing 1 to 3 of 3 entries

Previous 1 Next

Similarly go to Add Professional Experience tile and add relevant experience (in case of wholesaler) by uploading Appointment letter/ Experience Certificate and Relieving letter of the previous firm. In case of Registered Pharmacist go to Add Technical Registration tile.



Select registration type, registering authority and state from the drop down. Upload the certificate issued by the concern authority and proceed.

The screenshot shows the 'Member Technical Registration' form with the following fields and options:

- Registration Type\*: Registered Pharmacist
- Registration Authority\*: State Pharmacy Council
- State\*: Select (Dropdown menu open showing states: Andaman and Nicobar Islands, Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chandigarh, Chhattisgarh, Dadra and Nagar Haveli, Daman and Diu, Delhi, Goa, Gujarat, Haryana, Himachal Pradesh, Jammu and Kashmir, Jharkhand, Karnataka, Kerala, Ladakh(UT))
- Registration Number\*: Enter Registration Number
- Upload Registration Certificate\*: Choose File | No file chosen
- Registration Date\*:
- Registration Valid Upto\*:
- Add Technical Registration button
- Show 10 entries
- Table with columns: Registration Number, Role Name, Registration Authority, Valid From, Valid Upto
- Footer: Designed, Developed & Maintained by CDAC

Details of your Technical Registration will appear on the bottom of the page.

The screenshot shows the 'Member Technical Registration' form on the 'statedrugs.gov.in/SFDA/techRegDtl' page. The form includes fields for Registration Type, Registration Authority, State, Registration Number, Registration Date, and Registration Valid Upto. Below the form is a table with one entry.

Registration Number	Role Name	Registration Authority	Valid From	Valid Upto
15968	Registered Pharmacist	State Pharmacy Council(Delhi)	09-DEC-2003	31-DEC-2022

The table shows 1 of 1 entries. The page footer indicates it is designed, developed, and maintained by CDAC.

Now switch role again and go to Corporate.

The screenshot shows the 'Switch User Role' dialog box on the 'statedrugs.gov.in/SFDA/profile-blocking-notification.html' page. The dialog box has a dropdown menu for 'Additional Role' with the following options: Select, Select, Corporate, and Technical Member. The 'Corporate' option is highlighted.

The background shows the 'Switch User Role' dialog box with the 'Additional Role' dropdown menu. The page footer indicates it is designed, developed, and maintained by CDAC.



Fill the details of Director / Partners / Proprietor and proceed

ONDLSCDSO x Affidavit.pdf x (1) WhatsApp x +

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

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. DINESH KUMAR GOYAL

### Add Director and Board Members

Name*	DINESH KUMAR GOYAL	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Educational Qualification*	D PAHRMA	PAN Number*	AHPPG7893K
Designation	Proprietor	Mobile Number*	9899152502
Residential Address*	D 10, STREET NO. 20, MADHU VIHAR, I P EXTENSION, DELHI- 110092	Phone Number*	9899157502
Email Id*	AAKASHSERIOUS@GMAIL.COM	Date of Joining*	12/08/2004

[Add Record](#) [Generate Pdf](#)

Designed, Developed & Maintained by CDAC

WhatsApp Image...jpeg WhatsApp Image...jpeg DOC-20220628-W...pdf Cover\_Letter\_11127.pdf Form21B\_11127\_8.pdf [Show all](#) x

Type here to search 28°C ENG 2:58 PM 9/15/2022

Again switch your role to Retailer / Wholesaler

ONDLSCDSO x (1) WhatsApp x +

← → ↻ statedrugs.gov.in/SFDA/tech-member-dashboard.html

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. DINESH KUMAR GOYAL

[Self Relieving Intimation](#) [Add Qualification](#) [Add Professional Experience](#) [Add Technical Registration](#)

### Switch User Role

Additional Role

- Select
- Select
- Retailer/Wholesale**
- Corporate

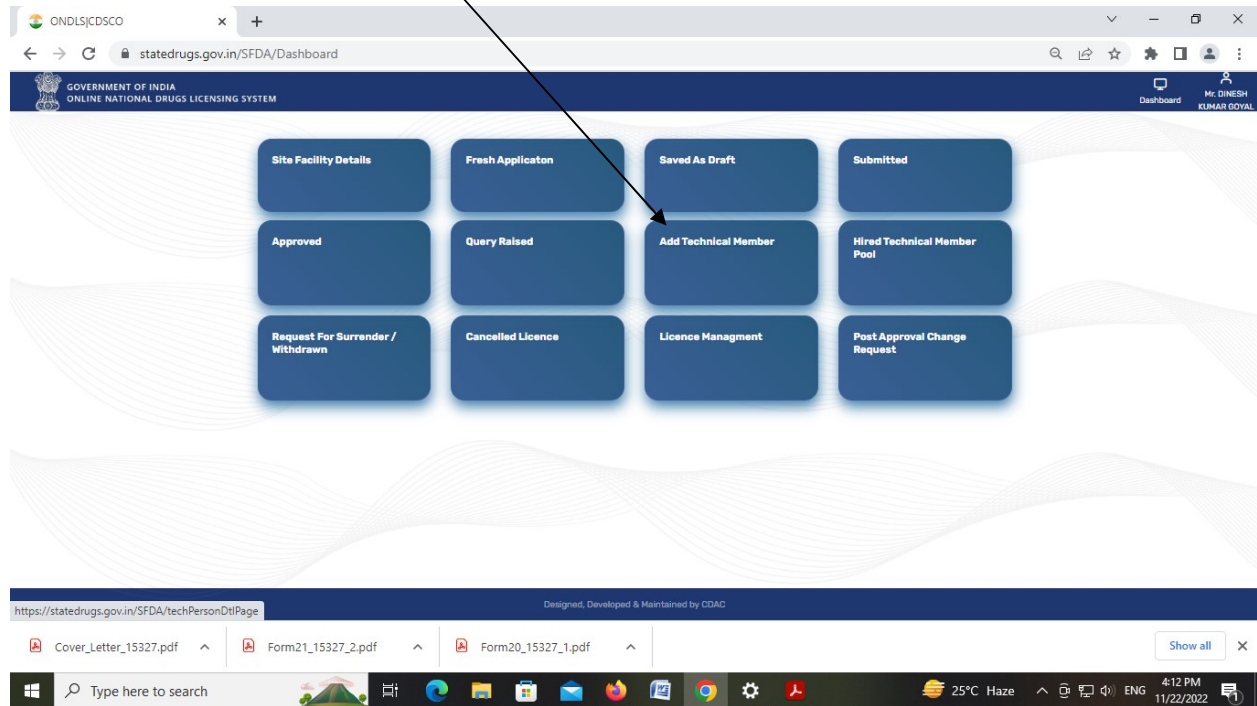
Designed, Developed & Maintained by CDAC

WhatsApp Image...jpeg WhatsApp Image...jpeg WhatsApp Image...jpeg DOC-20220628-W...pdf Cover\_Letter\_11127.pdf [Show all](#) x

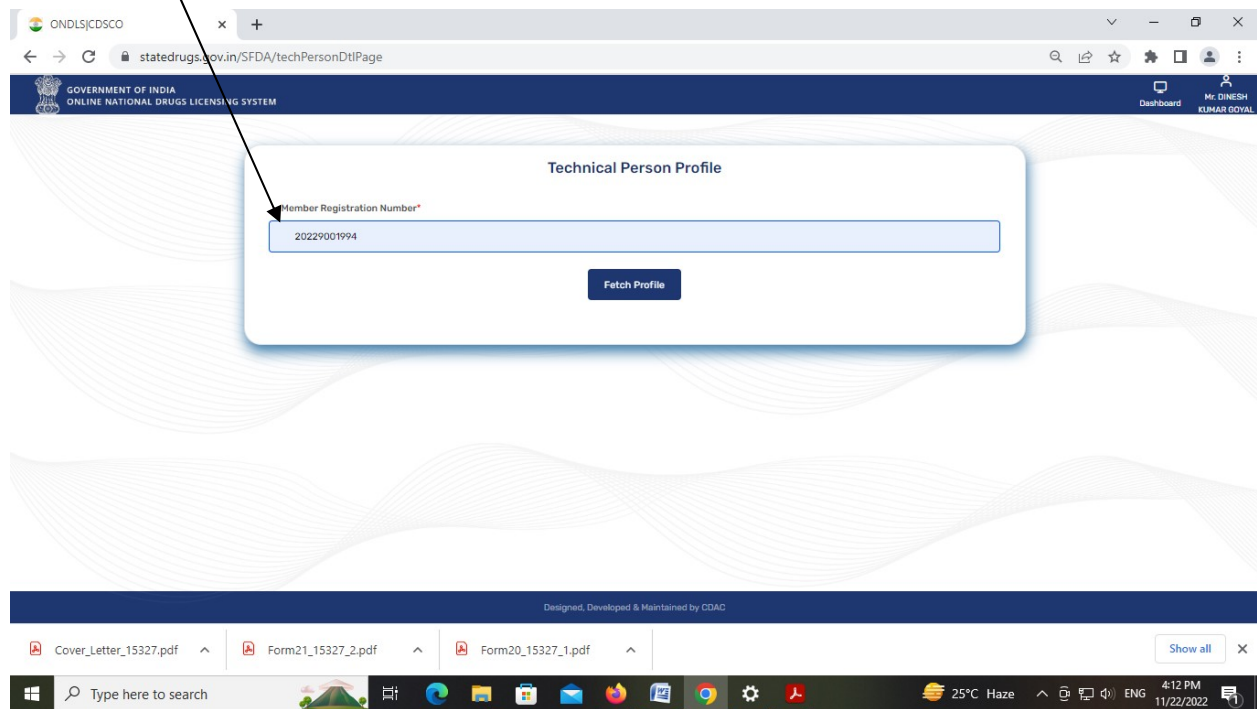
Type here to search 29°C ENG 3:16 PM 9/15/2022



First of all go to Add Technical Member



Use Unique Registration Number of Technical person and fetch details



Verify the details of Technical person you are going to hire and then confirm hiring.

The screenshot shows the 'Technical Person Profile' page in the ONDLS/CDSO system. The page displays the profile of Mr. DINESH KUMAR GOYAL. The profile includes a photo and two sections: 'Technical Person Details' and 'Permanent Address'.

**Technical Person Details**

Name :	Mr. DINESH KUMAR GOYAL	Gender :	Male
Date of Birth :	20-FEB-1984	Father Name :	KEDAR NATH GOYAL
Mother Name :	MEENA RANI	Mobile Number :	9899157502
Email Id :	aakashserious@gmail.com		

**Permanent Address**

Address :	D 10, STREET NO 20, MADHU VIHAR, I P EXTENSION	Country :	India
State :	Delhi	District :	East Delhi
City :	VISHWAS NAGAR	Pincode :	110092

Designed, Developed & Maintained by CDAC

Windows taskbar shows: Type here to search, 4:13 PM, 11/22/2022.

System will ask to rethink or proceed.

The screenshot shows the 'Professional Experience' and 'Technical Registration' pages in the ONDLS/CDSO system. A 'Confirm Joining' dialog box is displayed over the 'Technical Registration' table.

**Professional Experience**

Organisation Name	Role	Date of Joining	Date of Exist	Offer Letter	Experience Letter	Relieving Letter
No data available in table						

**Technical Registration**

Registered Role	Registration Number	Valid Upto	Registration Document
Registered Pharmacist	15968	31-DEC-2022	View Document

**Confirm Joining**

Do you really want to proceed further?

Yes Re-Think

**Assign Role \ Designation\***

Registered Pharmacist

**Joining Date\***

12/08/2004

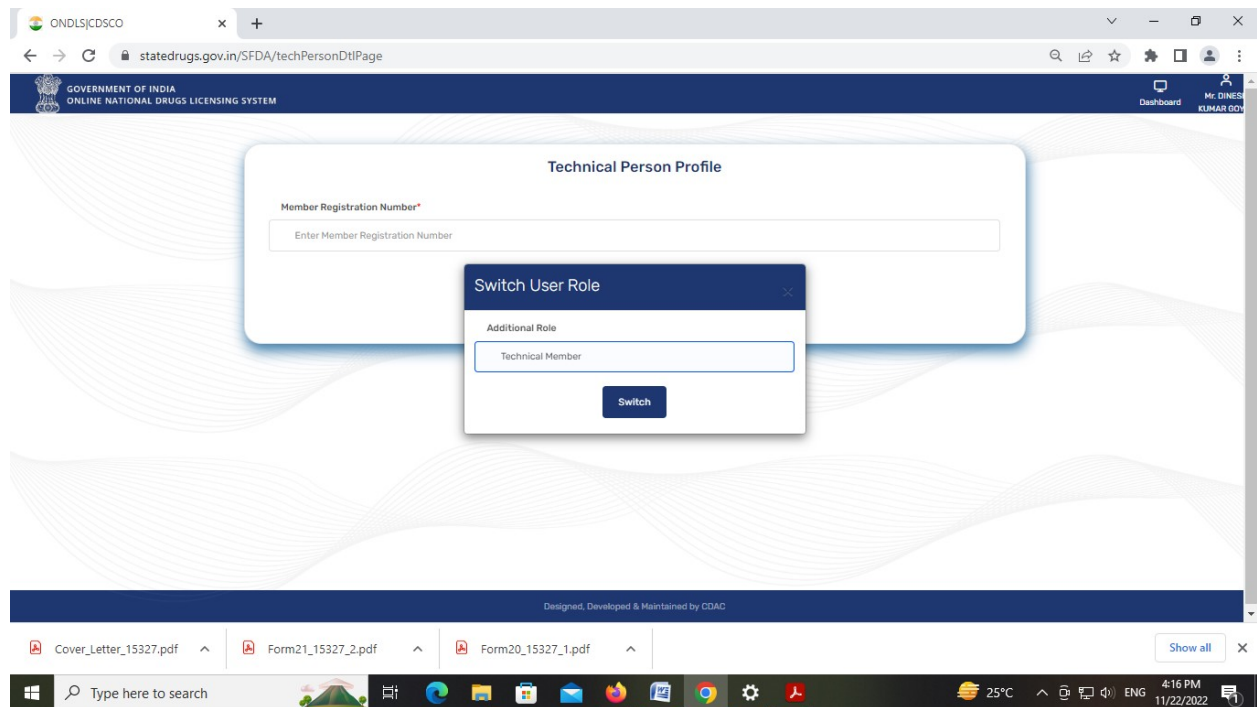
**Upload Offer Letter\***

Download(Madhu Medicos.pdf) Remove

**Confirm Hiring**

Windows taskbar shows: Type here to search, 4:15 PM, 11/22/2022.

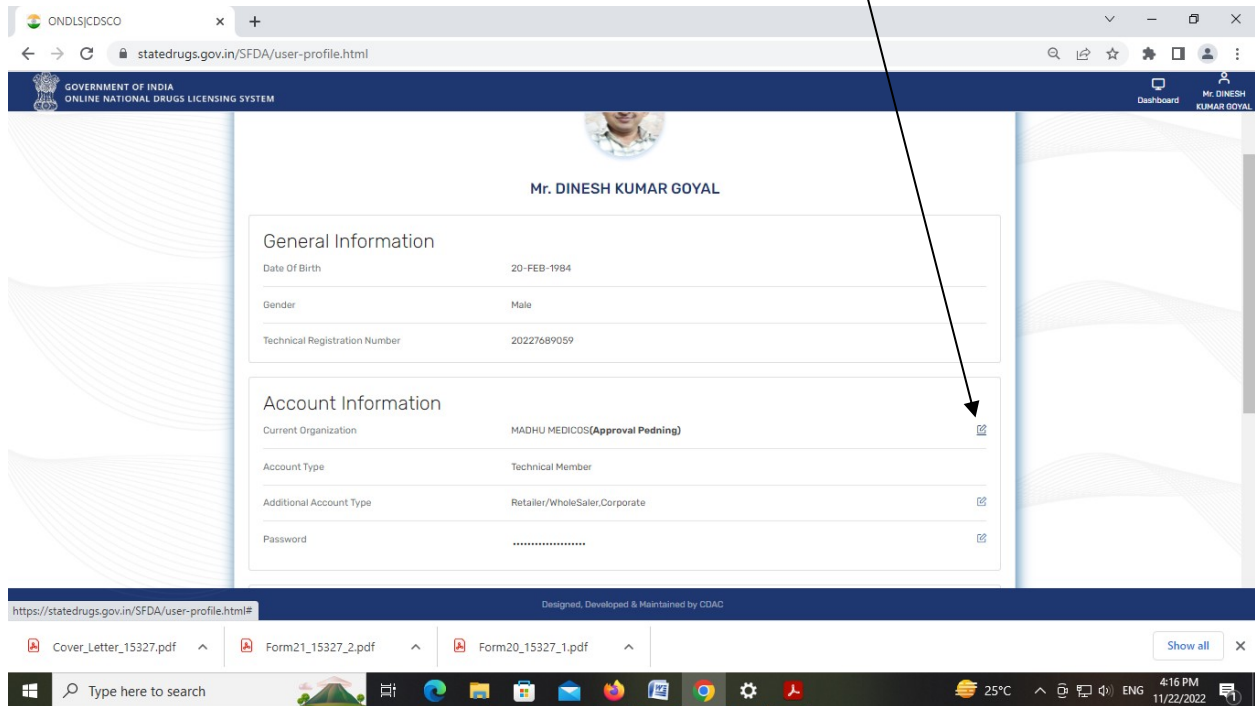
Switch role to Technical Member in case the proprietor and Registered pharmacist/ Competent person is same



Select profile



Approval of Technical Person can be seen as pending. Press the button and approve it.



ONDLS/CDSO

statedrugs.gov.in/SFDA/user-profile.html

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Mr. DINESH KUMAR GOYAL

Mr. DINESH KUMAR GOYAL

General Information

Date Of Birth: 20-FEB-1984

Gender: Male

Technical Registration Number: 20227689059

Account Information

Current Organization: MADHU MEDICOS (Approval Pending)

Account Type: Technical Member

Additional Account Type: Retailer/WholeSaler,Corporate

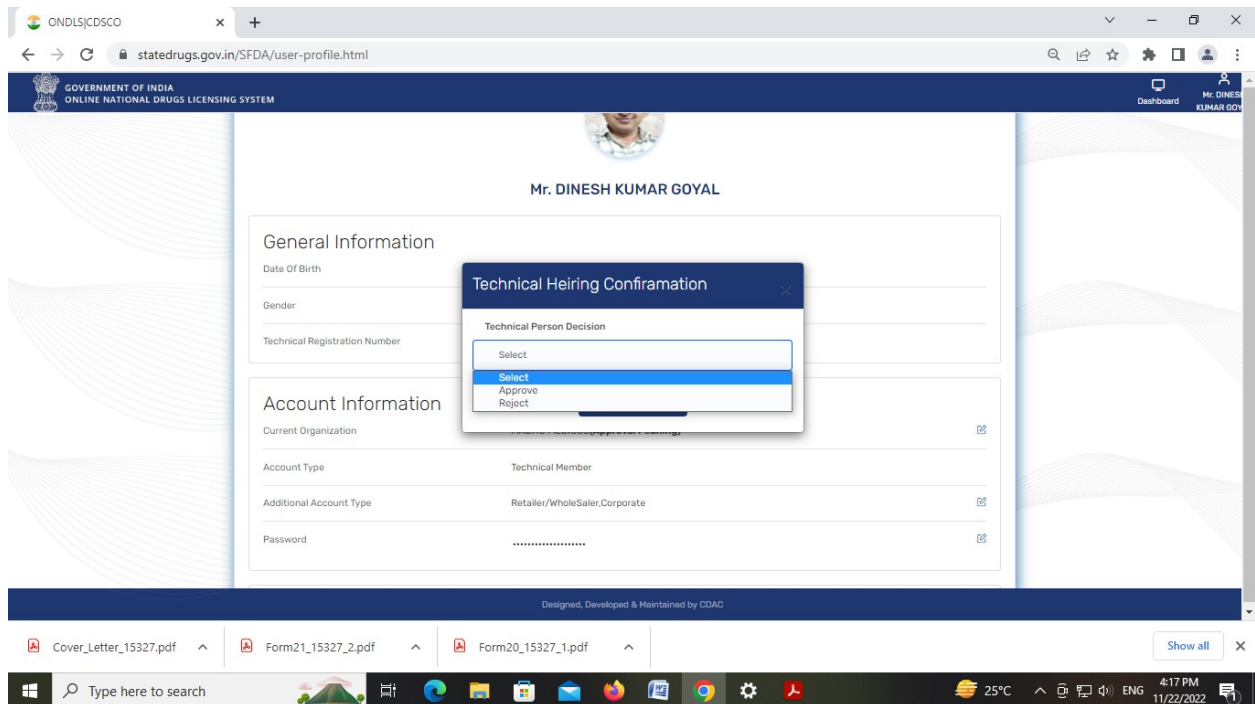
Password: .....

Designed, Developed & Maintained by CDAC

Cover\_Letter\_15327.pdf Form21\_15327\_2.pdf Form20\_15327\_1.pdf Show all

Type here to search 25°C 4:16 PM 11/22/2022

If you want to reject the proposal you can select it from the dropdown.



ONDLS/CDSO

statedrugs.gov.in/SFDA/user-profile.html

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Mr. DINESH KUMAR GOYAL

Mr. DINESH KUMAR GOYAL

General Information

Date Of Birth

Gender

Technical Registration Number

Account Information

Current Organization

Account Type: Technical Member

Additional Account Type: Retailer/WholeSaler,Corporate

Password: .....

Technical Heiring Confirmation

Technical Person Decision

Select

Select

Approve

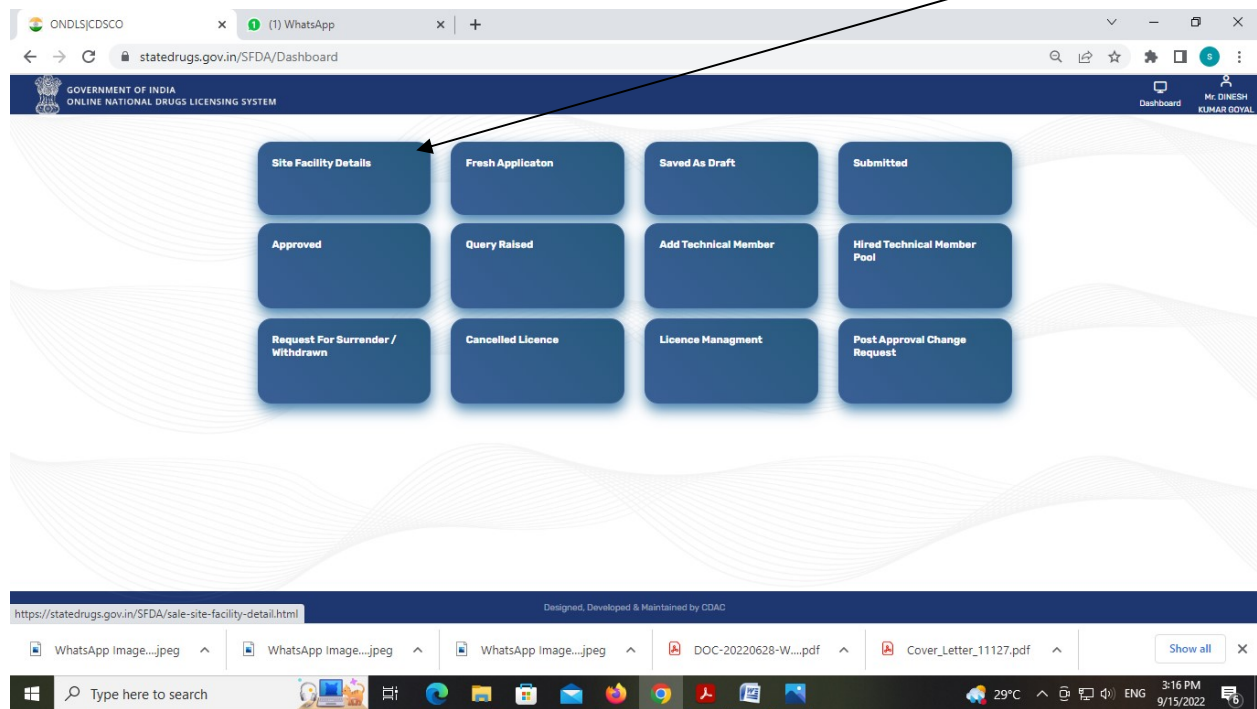
Reject

Designed, Developed & Maintained by CDAC

Cover\_Letter\_15327.pdf Form21\_15327\_2.pdf Form20\_15327\_1.pdf Show all

Type here to search 25°C 4:17 PM 11/22/2022

Again switch role and select Retailer / wholesaler and Click the tile Site Facility on dash board.

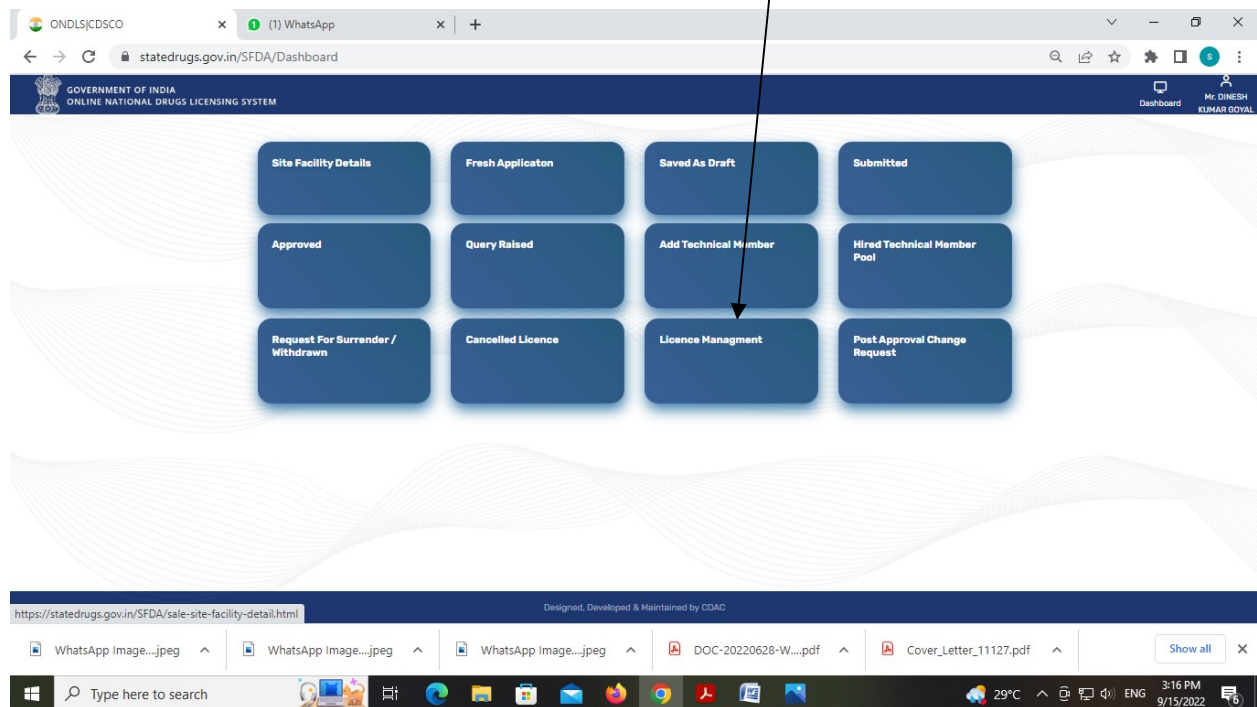


Fill the basic details of the site then save and proceed.

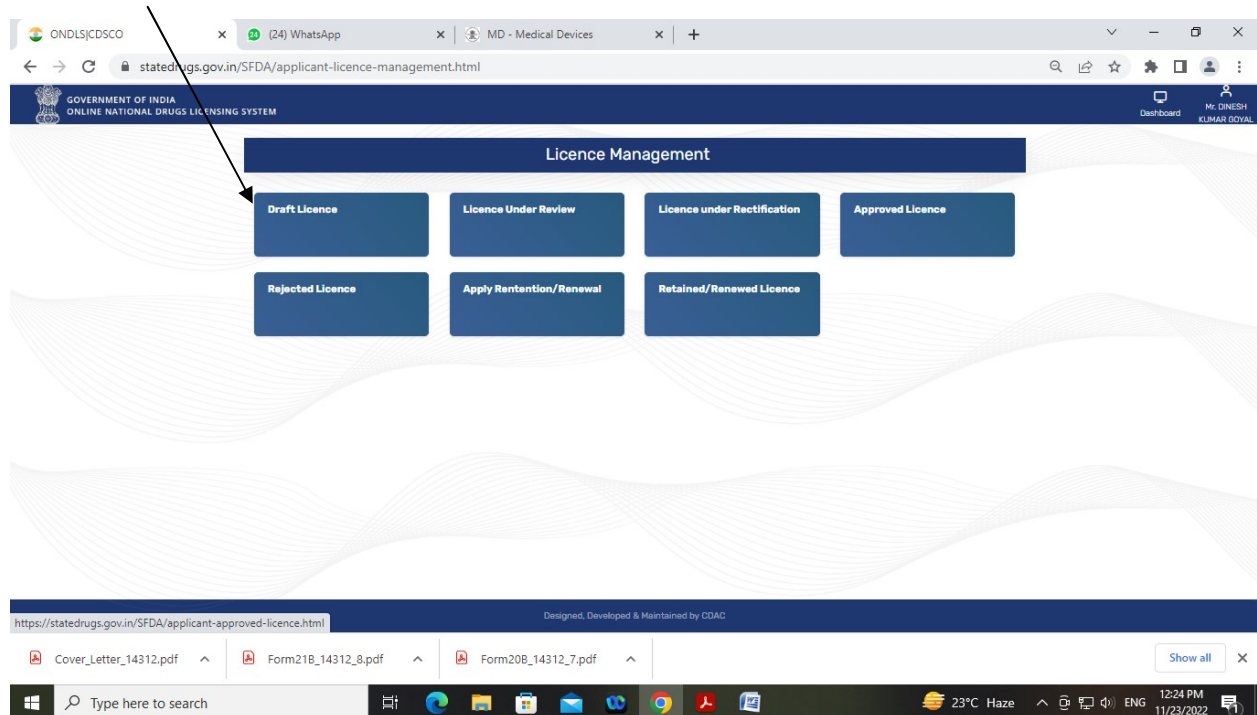
The screenshot shows the 'Site Facility Details' form. The form is titled 'Site Facility Details' and has a 'Special Storage Accommodation' section with two checkboxes: 'Refrigerator(2°C to 8°C)' (checked) and 'Refrigerator(-20°C)' (unchecked). Below this is a 'Storage Type' section with four checkboxes: 'Aluminium Sections' (unchecked), 'Glass Sections' (unchecked), 'Pellets' (unchecked), and 'Wooden Furniture' (checked). There is also a 'Lock & Key' checkbox (checked). The 'Premise Area' section has a text input field with the value '19.56'. The 'Premise Ceiling Type' section has a text input field with the value 'Pucca Make'. The 'Premise Possession Type' section has a text input field with the value 'Owned'. At the bottom of the form is a 'Save & Proceed' button. The footer shows the URL 'https://statedrugs.gov.in/SFDA/sale-site-facility-detail.html' and the text 'Designed, Developed & Maintained by CDAC'.



To enter the legacy detail of the existing licence click Licence Management.



Go to Draft Licence



Enter the licence details carefully and upload copy of valid Drug Licence then record and proceed

ONDLS/CDSO (1) WhatsApp

statedrugs.gov.in/SFDA/licence-mgmt-step-1.html

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Mr. DINESH KUMAR GOYAL

Dashboard

### Licence Basic Detail

Licence Type*	Licence Form Number*
Retail License	Form 20
Application Form Number*	Licence Number*
Form-19(Retail)	145599
Licence First Issue Date*	Licence Current Validity Date*
12-Aug-2004	11-Aug-2024
Licence Document*	
Download(FORM 20 MADHU MEDICOS.pdf) Remove	

Record and Proceed

Designed, Developed & Maintained by CDAC

WhatsApp Image...jpeg

Enter and upload licence retention letter and detail viz: letter no/ first licence issued on and proceed

ONDLS/CDSO (1) WhatsApp

statedrugs.gov.in/SFDA/licence-mgmt-step-2.html?i=MTY2Mjl=

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Mr. DINESH KUMAR GOYAL

Dashboard

### Licence Retention Detail

Retention Letter Number*	Licence Document*
55135/18489	Download(RETENTION MADHU MEDICOS.pdf) Remove
Retention Date*	Validity Date*
12-Aug-2019	11-Aug-2024

Licence Retention Details

Please check all details are correct

Yes Correct Re-Think

Designed, Developed & Maintained by CDAC

WhatsApp Image...jpeg

System will show you the names of Technical person. Tick on Check box against the name of technical person you want to add on that licence then record and proceed.

ONDLS|CDSCO

statedrugs.gov.in/SFDA/licence-mgmt-step-3.html?i=MTY2Mjl=

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. DINESH KUMAR GOYAL

### Licence Member Details

Show 10 entries Search:

Select	Registration No.	Name	Designation	Qualification	View Profile
<input checked="" type="checkbox"/>	20227689059	Mr. DINESH KUMAR GOYAL	Registered Pharmacist	D.Pharma	<a href="#">View Profile</a>

Showing 1 to 1 of 1 entries Previous 1 Next

Record and Proceed

Designed, Developed & Maintained by CDAC

Cover\_Letter\_15327.pdf Form21\_15327\_2.pdf Form20\_15327\_1.pdf Show all

Type here to search

25°C 4:19 PM 11/22/2022

System will show you Draft Licence. Verify it before proceeding further.

ONDLS|CDSCO

statedrugs.gov.in/SFDA/draft-licence-applicant-preview.html?i=MTY2Mjl=

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. DINESH KUMAR GOYAL

### Draft Licence Preview

**Licence Basic Detail**

Old Licence Number :- 145600 ONDLS Licence Number :- Not Generated

Application Form Number :- Form-19(Retail) Licence Form Number :- Form 21

First Issue Date :- 12-Aug-2004 Current Validity Date :- 11-Aug-2024

Licence Document :- [View Licence Document](#)

**Licence Retention/Renewal Detail**

Show 10 entries Search:

Retention Number	Base Licence Number	Retention Date	Validity Date
55135/18489	145599	12-Aug-2019	11-Aug-2024

Showing 1 to 1 of 1 entries Previous 1 Next

**Licence Technical Person Detail**

Designed, Developed & Maintained by CDAC

Cover\_Letter\_15327.pdf Form21\_15327\_2.pdf Form20\_15327\_1.pdf Show all

Type here to search

25°C 4:20 PM 11/22/2022

Verify details and submit it for review.

ONDLS/CDSCO

statedrugs.gov.in/SFDA/draft-licence-applicant-preview.html?i=MTY2Mjl=

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Mr. DINESH KUMAR GOYAL

Show 10 entries

Search:

Retention Number	Base Licence Number	Retention Date	Validity Date
55135/18489	145599	12-Aug-2019	11-Aug-2024

Showing 1 to 1 of 1 entries

Previous 1 Next

Licence Technical Person Detail

Show 10 entries

Search:

Registration Number	Name	Designation	Qualification	View Profile
20227689059	Mr. DINESH KUMAR GOYAL	Registered Pharmacist	D.Pharma	<a href="#">View Profile</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Submit for Review

Designed, Developed & Maintained by CDAC

Cover\_Letter\_15327.pdf Form21\_15327\_2.pdf Form20\_15327\_1.pdf Show all

Type here to search 25°C 4:20 PM 11/22/2022

You can see the status of the submitted licence in approved licence tile.

ONDLS/CDSCO

(24) WhatsApp MD - Medical Devices

statedrugs.gov.in/SFDA/applicant-licence-management.html

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Mr. DINESH KUMAR GOYAL

Licence Management

Draft Licence Licence Under Review Licence under Rectification Approved Licence

Rejected Licence Apply Retention/Renewal Retained/Renewed Licence

Designed, Developed & Maintained by CDAC

Cover\_Letter\_14312.pdf Form218\_14312\_8.pdf Form208\_14312\_7.pdf Show all

Type here to search 23°C Haze 12:24 PM 11/23/2022



All the existing licence approved by the department can be seen here.

The screenshot displays the 'Approved Licence' section of the Government of India Online National Drugs Licensing System. The page header includes the system name and the user's name, Mr. DINESH KUMAR GOYAL. The main content area features a table with the following data:

ONDLS Licence Number	Old Licence Number	Licence Form	Issue Date	Validity Date
RLF20DL2022001286	145599	Form 20	12-Aug-2004	11-Aug-2024
RLF21DL2022001284	145600	Form 21	12-Aug-2004	11-Aug-2024

Below the table, it indicates 'Showing 1 to 2 of 2 entries' and provides navigation links for 'Previous' and 'Next'. The footer of the page states 'Designed, Developed & Maintained by CDAC'.

If department has raised rectification query, then the licences for which query raised, can be seen in Licence under rectification.

The screenshot displays the 'Licence Management' section of the Government of India Online National Drugs Licensing System. The page header includes the system name and the user's name, Mr. DINESH KUMAR GOYAL. The main content area features a grid of buttons representing different licence statuses:

- Draft Licence
- Licence Under Review
- Licence under Rectification
- Approved Licence
- Rejected Licence
- Apply Rentation/Renewal
- Retained/Renewed Licence

An arrow points to the 'Licence under Rectification' button. The footer of the page states 'Designed, Developed & Maintained by CDAC'.



Go to Apply Retention / Renewal if you licence is due in the period of two months.

ONDLS/CDSO

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. DINESH KUMAR GOYAL

### Licence Management

Draft Licence Licence Under Review Licence under Rectification Approved Licence

Rejected Licence Apply Retention/Renewal Retained/Renewed Licence

Designed, Developed & Maintained by CDAC

Cover\_Letter\_14312.pdf Form21B\_14312\_8.pdf Form20B\_14312\_7.pdf Show all

Type here to search 23°C Haze ENG 12:24 PM 11/23/2022

Click in the last column named Action for proceeding further.

ONDLS/CDSO

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Dashboard Mr. AMRESH KANDAN

### Licence Due for Retention or Renewal

Show 10 entries Search:

ONDLS Licence Number	Old Licence Number	Licence Form	Issue Date	Validity Date	Action
RLF20C2022DL00042	154222	Form 20C	05-Nov-1995	31-Dec-2022	<a href="#">Action</a>
RLF20DL2022001299	154221	Form 20	05-Nov-1995	31-Dec-2022	<a href="#">Action</a>
RLF21DL2022001296	154223	Form 21	05-Nov-1995	31-Dec-2022	<a href="#">Action</a>

Showing 1 to 3 of 3 entries Previous 1 Next

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

Designed, Developed & Maintained by CDAC

Type here to search 25°C Haze ENG 2:36 PM 11/24/2022

System will show your details. Review it and proceed.

The screenshot shows the 'Application Preview' page of the Government of India's Online National Drugs Licensing System. The page displays the following details:

- Applicant Details:**
  - Applicant Name:- Mr. AMRESH NANDAN DWIVEDI
  - Organisation Name:- Shiv Shakti Medicos
  - Site Address:- I-A, Nathu Colony, Jagatpuri, Shahdara, District-East Delhi, State-Delhi, India -110093
  - Application Type:- Retention
- Applied Licence Details:**
  - Form 20C (Retail Homeopathy)
- Technical Person Details:**

Name	Designation	Qualification
AMRESH NANDAN DWIVEDI	Registered Pharmacist	D.Pharma

A 'Review & Proceed' button is located at the bottom of the preview form.

System will show you checklist of documents required for retention. Upload the required documents and it will appear with green tick in the status of documents uploaded. Click proceed button.

The screenshot shows the 'Checklist Document Validation and Upload Page' of the Government of India's Online National Drugs Licensing System. The page displays a table with the following data:

S.No	CheckList Item	Document Upload Status
2	* Cover Letter	✓
3	* Site Plan layout	✓
4	Any Other Document	✓

The page includes a 'Proceed' button at the bottom. The status bar at the bottom of the browser window shows 'AQI 189' and '2:55 PM 11/24/2022'.

While uploading documents following screen will appear.

The screenshot shows the 'Upload Checklist' screen on the ONDLS/CDSO portal. The page header includes the Government of India logo and the text 'ONLINE NATIONAL DRUGS LICENSING SYSTEM'. The user is logged in as 'Mr. AMRESH NANDAN'. The main content area has a yellow note: 'Note: Please write NA, in case you do not have any remarks to enter.' Below this, there are two input fields: 'Site Plan layout' with a file selection button and the filename 'Shiv Shakti Site Plan.pdf', and 'Remarks\*' with the text 'site plan'. There are 'Submit' and 'Cancel' buttons. A 'Site Plan and Key Plan' button is also visible. The footer indicates 'Designed, Developed & Maintained by CDAC'.

Once all the documents are uploaded, Payment details screen will appear. Make entries of Fees submitted on ePayment Gateway of SBI and upload the receipt of the same here. Payment to be made on <https://epayment.delhigovt.nic.in/epayentry.aspx>

The screenshot shows the 'Payment Details' screen on the ONDLS/CDSO portal. The page header is the same as the previous screen. The main content area has a yellow note: 'Note: 1. Fill inspection fee wherever necessary otherwise fill zero.' Below this, there are two input fields: 'Mode of Payment\*' with 'Challan' and 'Purpose\*' with 'renewal of licence on form 20C'. A 'Challan Details' section contains several input fields: 'Challan No.\*' (5073282180235), 'Challan Date.\*' (22/11/2022), 'Application Fee\*' (250), 'Inspection Fee\*' (0), 'Bank Name\*' (Online), 'Branch Code\*' (NA), and 'Upload Challan\*' with a file selection button and the filename 'Fees 20C Shiv Shakti.pdf'. The 'Total Amount of Uploaded Challans\*' is 250. There is a 'save & Proceed' button. The footer indicates 'Designed, Developed & Maintained by CDAC'.

You can see the final application preview on screen submit it.

Final Application Preview

**Applicant Details**

Applicant Name:- Mr. AMRESH NANDAN DWIVEDI      Organisation Name:- Shiv Shakti Medicos

Site Address:- I-A, Nathu Colony, Jagatpuri, Shahdara, District-East Delhi,      Application Type:- Retention  
State-Delhi, India -110093

**Applied Licence Details**

Form 20C (Retail Homeopathy)

**Technical Person Details**

Name	Designation	Qualification
AMRESH NANDAN DWIVEDI	Registered Pharmacist	D.Pharma

**Submit**

Designed, Developed & Maintained by CDAC

WhatsApp Image...jpeg    WhatsApp Image...jpeg    WhatsApp Image...jpeg    WhatsApp Image...jpeg    [Show all](#)

Type here to search    25°C Haze    3:08 PM 11/24/2022

Your application is successfully submitted to the department for retention/ renewal. Submit similarly all the forms which you have for renewal / retention by clicking Apply Renewal / Retention file in Licence management tab on dash board.

Your Application has been submitted successfully. Kindly note your file no. **DL/RL/F19/2022/03446** for future correspondence.

Designed, Developed & Maintained by CDAC

WhatsApp Image...jpeg    WhatsApp Image...jpeg    WhatsApp Image...jpeg    WhatsApp Image...jpeg    [Show all](#)

Type here to search    25°C Haze    3:09 PM 11/24/2022

### 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

### A: SALE APPLICATIONS, LICENCES, FEES AND PENALTY

S. No.	Category	Type Sale	Applica tion Form	Licence Form	Fees for Grant/ Retention / Renewal (Under Rule)	Renewal Certifica te Form No. / Retentio n	Penalty after expiry but within six months  (GSR 1337 (E) dated 27.10.2017)	Fees for duplicate copy of Original Licence (Under Rule)
1	Drugs other than those specified in Schedule C&C (1)&X	Whole Sale	19	20 B	Rs.1500 R: 59 (2)	Retention	Rs.1500 + 2 % of Licence Fee p.m. or part thereof	Rs.150 R: 59 (3)
		Retail Sale	19	20	Rs.1500 R: 59 (2)	Retention	Rs.1500 + 2 % of Licence Fee p.m. or part thereof	Rs.150 R: 59 (3)
		Restrict ed (Gen. Store)	19 A	20 A	Rs.500 R: 59 (2)	Retention	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	21 B	Rs.1500 R: 59 (2)	Retention	Rs.1500 + 2 % of Licence Fee p.m. or part thereof	Rs.150 R: 59 (3)
		Retail Sale	19	21	Rs.1500 R: 59 (2)	Retention	Rs.1500 + 2 % of Licence Fee p.m. or part thereof	Rs.150 R: 59 (3)
		Restrict ed (Gen Store)	19 A	21 A	Rs.500 R: 59 (2)	Retention	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 R: 59 (2)	Retention	Rs.500 + 2 % of Licence Fee p.m. or part thereof	Rs.150 R: 59 (3)
		Retail Sale	19 C	20 F	Rs.500 R: 59 (2)	Retention	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 R: 67 A(2)	20-E	Rs.250 + Rs.50 p.m. or part thereof	Rs. 50 R: 67A(3)
		Retail Sale	19 B	20 C	Rs. 250 R: 67 A(2)	20-E	Rs.250 + Rs.50 p.m. or part thereof	Rs. 50 R: 67A(3)

**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.**

# DCD Delhi



## **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](mailto:dirdcd@nic.in)