

# 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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## Table of Contents

|  |    |
|--|----|
| Technical Member Registration and Login..... | 3  |
| 1. Homepage: .....                           | 3  |
| 1.1 Registration .....                       | 3  |
| 1.2 Login.....                               | 5  |
| 2. Register as Technical Person.....         | 6  |
| 3. Technical Member Dashboard.....           | 11 |
| 3.1 Add Qualification.....                   | 11 |
| 3.2 Add Professional Experience .....        | 13 |
| 3.3 Self -Relieving Intimation.....          | 14 |
| 3.4 Add Technical Registration.....          | 15 |
| 4 Switch Role .....                          | 17 |
| ❖ Annexure                                   |    |
| List of Figures.....                         | 18 |

## Technical Member Registration and Login

### 1. Homepage:

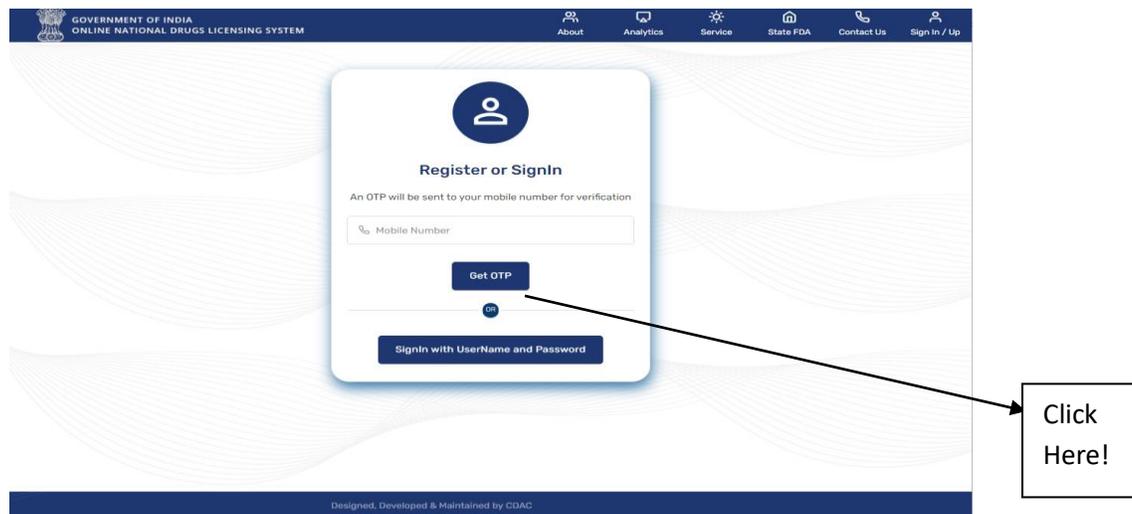
- Open the link for online Licensing  
“<https://www.statedrugs.gov.in/SFDA/Homepage>” after that click on “**Sign in/up**” as shown in figure 1.



**Figure 1: Homepage**

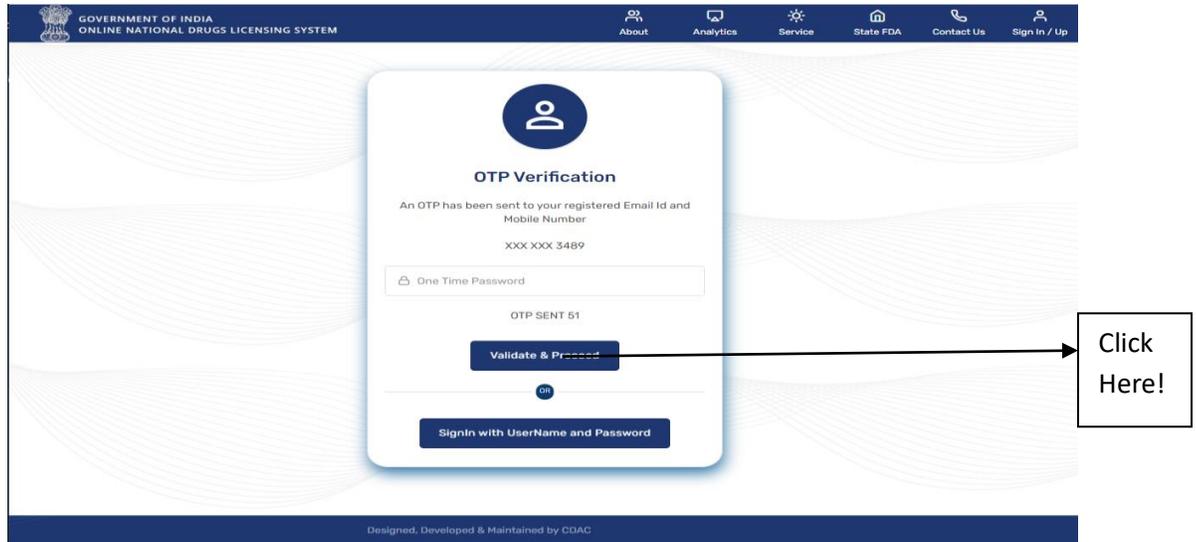
### 1.1 Registration

- If you are not a registered user, then you must enter mobile number and click on Get OTP button as shown in Figure 2.



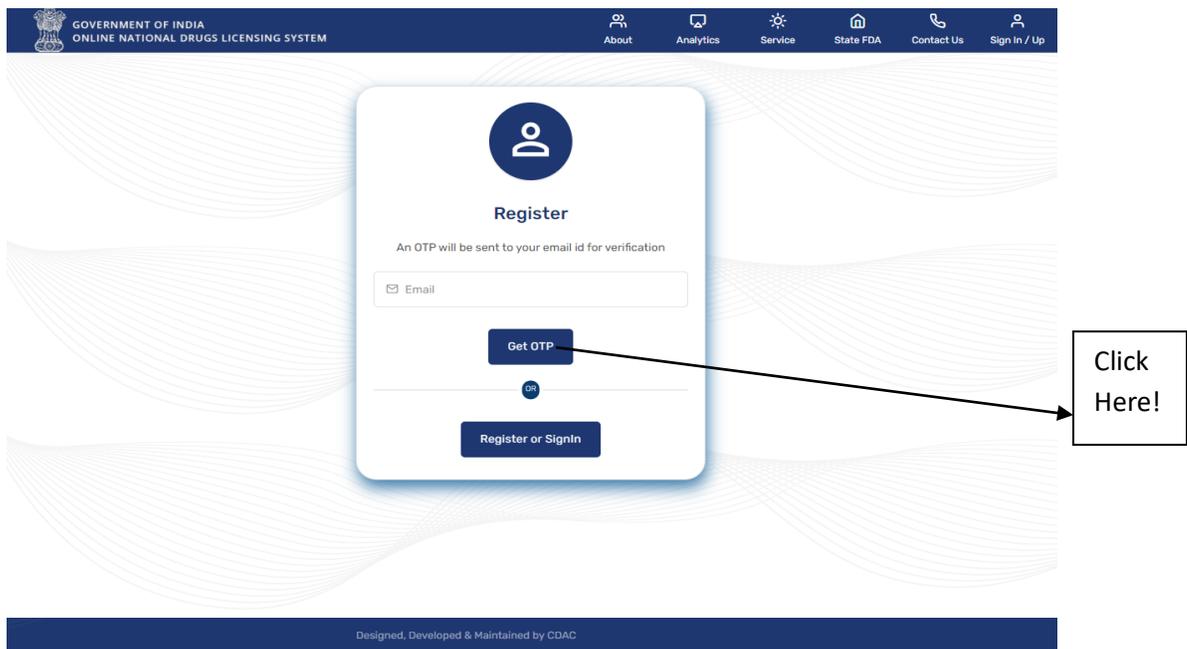
**Figure 2: Mobile Number Registration**

- You will get OTP on your Mobile number. Enter your OTP, then click on “Validate Proceed” Button as shown in Figure 3.



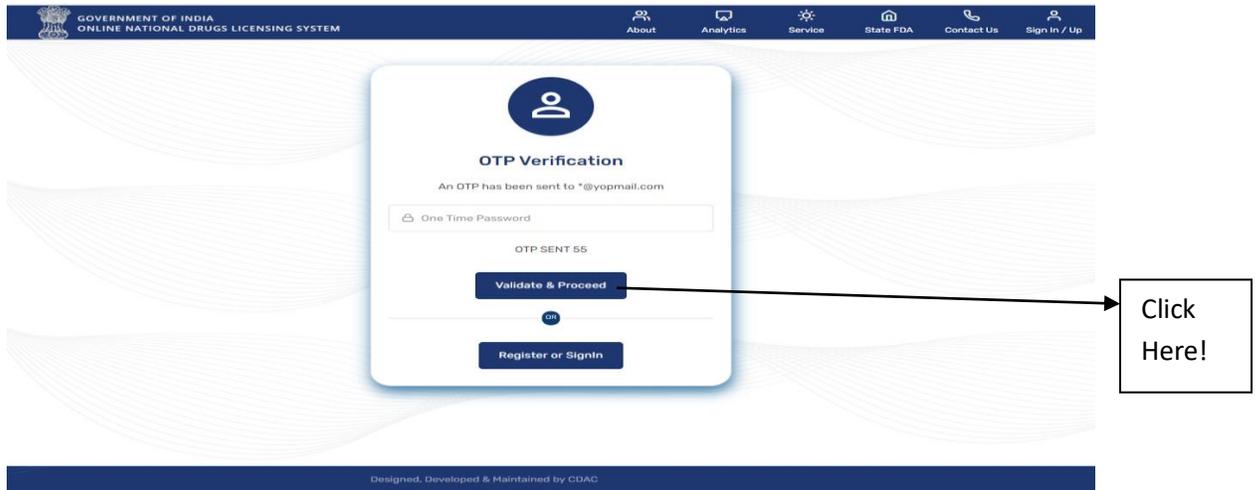
**Figure 3: Mobile Number OTP Verification**

- After mobile number verification, enter your Email Id and then Press “Get OTP” Button as shown in Figure 4. For Registration, both Mobile number and Email Id verification will be required.



**Figure 4: Email Registration**

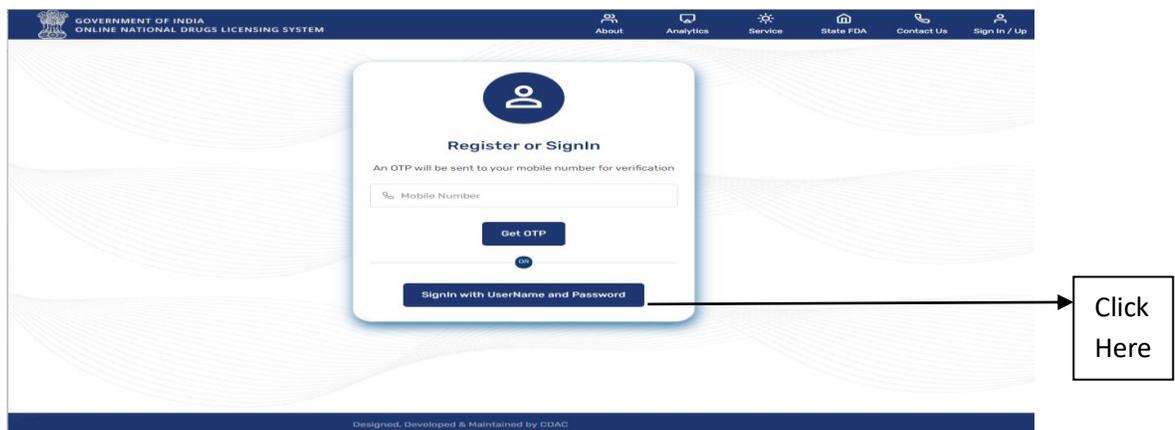
- You will get your OTP in your email id. Enter your OTP then Press “Validate Proceed” Button as show in Figure5.



**Figure 5: Email ID OTP Verification**

## 1.2 Login

- If you are already registered user then click on Sign-in with Username and Password Button as show in Figure 6.
- After that you must fill the Username and password then click to validate and proceed button.
- Also, you can login with your registered mobile number, you must click on Register or Sign IN with mobile number button as shown in Figure 7.
- If you don't remember your password, then you can click on forgot password link as shown in Figure 7.



**Figure 6: Signin.**

## Technical Member Registration and Login

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ONLINE NATIONAL DRUGS LICENSING SYSTEM

About Analytics Service State FDA Contact Us Sign In / Up

**Sign In**

User Name

Password

Forgot Password?

03LGJ

Validate & Proceed

OR

Register or Sign In with Mobile Number

Click Here

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**Figure 7: Sign in with Mobile Number**

## 2. Register as Technical Person

- After logging in, the user will select the registration purpose as a technical person and click on the Save and Proceed button as shown in Figure 8.

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ONLINE NATIONAL DRUGS LICENSING SYSTEM

About Analytics Service State FDA Contact Us Sign In / Up

+91 7834128945  
TECHMEM1@YOPMAIL.COM

**Initial Details**

Registration Purpose

Firm  Technical Person

Save & Proceed

Click Here

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**Figure 8: Registration Purpose**

- After clicking on Save & Proceed button, user have to fill all mandatory (marked with asterisk (\*)) fields of form -Personal Details, Permanent Address, Communication Address and click on Submit buttonas show in Figure 9 and 10.
- Only PDF documents areallowed.

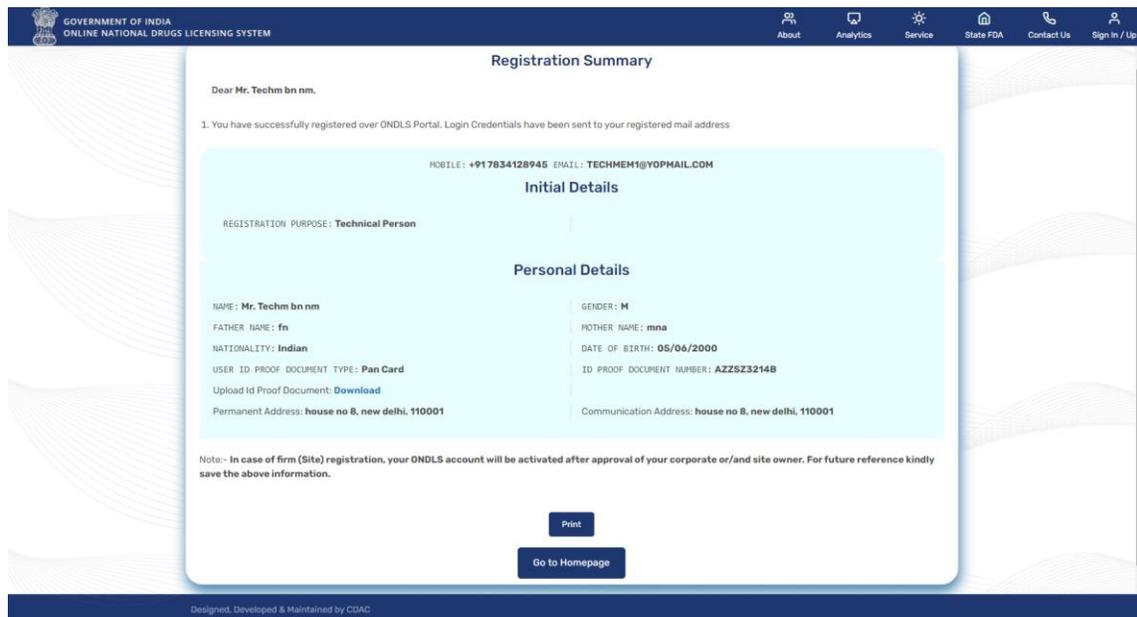
The screenshot shows the 'Initial Details' section of the registration form. At the top, it says 'REGISTRATION PURPOSE: Technical Person'. Below this is the 'Personal Details' section with the following fields: Salutation\* (dropdown menu), First Name\* (text input), Middle Name (text input), Last Name (text input), Father Name\* (text input), Mother Name\* (text input), Gender\* (radio buttons for Male, Female, Transgender), Nationality\* (dropdown menu with 'Indian' selected), Date of Birth\* (calendar icon), User Id Proof Document Type\* (dropdown menu), and Id Proof Document Number\* (text input). A 'Upload Id Proof Document\*' button is also present. The page header includes 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM' and navigation links like 'About', 'Analytics', 'Service', 'State FDA', 'Contact Us', and 'Sign In / Up'. A user ID '7834128945' and email 'TECHMEM1@YOPMAIL.COM' are displayed in the top right.

Figure 9: Personal Details

The screenshot shows the 'Communication Address' section of the registration form. It includes two sets of fields for City/Taluka/Mandal/Tehsil\* and Pin-Code\*. The first set is filled with 'new delhi' and '110001'. Below this is the 'Address\*' field with 'house no 8'. Further down are fields for Country\* (India), State\* (delhi), and District\* (New Delhi). A second set of City/Taluka/Mandal/Tehsil\* and Pin-Code\* fields is also present, filled with 'new delhi' and '110001'. A note states: 'Note:- The above information provided by can not be changed after your submission. So, kindly verify them before submitting.' At the bottom, there are 'Submit' and 'Delete Registration' buttons. An arrow points from the 'Submit' button to a box containing the text 'Click Here!'.

Figure 10: Submit

- After click on Submit button, you will get the Registration Summary page as show in Figure 11.
- 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.



**Figure 11: Registration Summary**

- After Login with the credentials, user will land on the Profile page where he/she should update the profile image first to proceed as shown in Figure 12.
- Click on pen icon link as shown in Figure 12 and select the image and upload it as shown in Figure 13.

## Technical Member Registration and Login

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ONLINE NATIONAL DRUGS LICENSING SYSTEM

Technical Member Dashboard Mr. Techm Bn Nm

Dear User, Please update your Profile Image to continue ✕

  
Mr. Techm bn nm

**General Information**

|                               |   |
|-------------------------------|---|
| Date Of Birth                 | 05-JUN-2000   |
| Gender                        | Male  |
| Technical Registration Number | 20231349753   |
| Technical Mother Name         |  |
| Technical father Name         |  |
| Technical Person PAN Number   | AZZSZ3214B  |

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**Figure 12: Profile Page**

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ONLINE NATIONAL DRUGS LICENSING SYSTEM

Technical Member Dashboard Mr. Techm Bn Nm

Upload photo

Select a file or drag here

[Select a file](#)

Image Only in .jpg and .jpeg format are allowed

Close

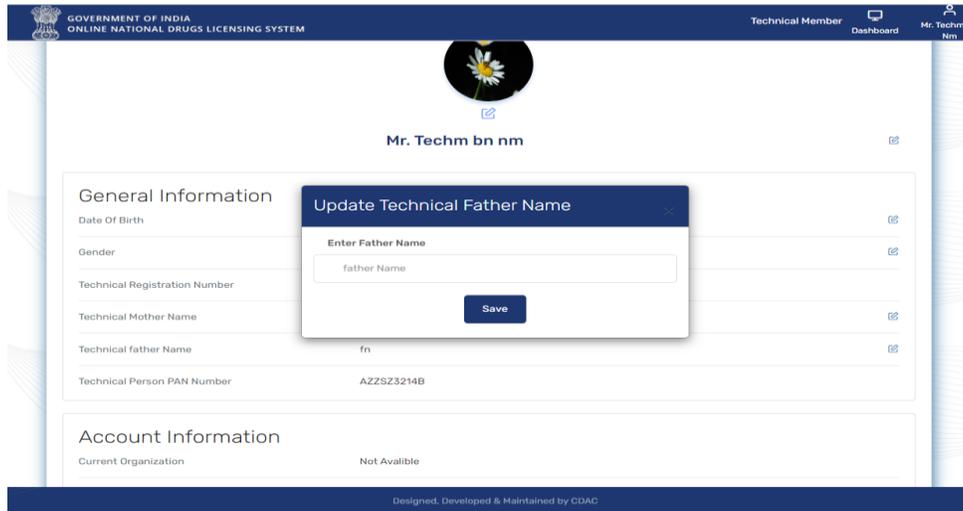
**General Information**

|                               |   |
|-------------------------------|---|
| Date Of Birth                 | 05-JUN-2000   |
| Gender                        | Male  |
| Technical Registration Number | 20231349753   |
| Technical Mother Name         |  |
| Technical father Name         |  |
| Technical Person PAN Number   | AZZSZ3214B  |

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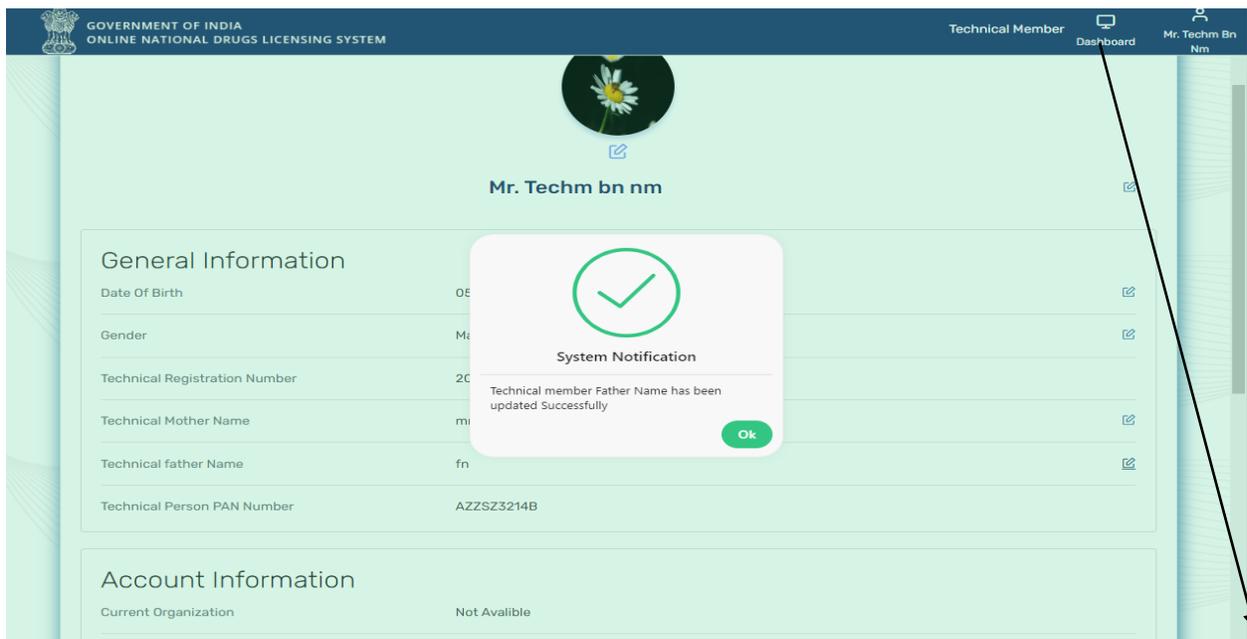
**Figure 13: Upload Photo**

- User can also update the other details on Profile page simply click on pen icon link in front of the fields and add details and click on Save button as shown in Figure 14.



**Figure 14: Update Technical Father Name**

- User will get the updated successfully notification of updated field information as shown in Figure 15.



**Figure 15: System Notification for updated field information**

Click Here !

### 3. Technical Member Dashboard

- Click on Dashboard link given on top of the Profile Page to check various options given in different tiles as shown in Figure 15 and 16.
- User can add qualification, add Technical Registration, add Professional Experience and self-relieving.



**Figure 16: Dashboard**

#### 3.1 Add Qualification

- If the user wants to add qualifications, then click on the Add Qualification tile from the dashboard, as shown in Figure 16.
- Fill in all mandatory qualification details and click on Record Qualification Data, as shown in Figure 17.
- Saved data will be shown below on the same page. The user can view the document after clicking on the eye icon link and can also delete the data from the red bin link shown in Action, as shown in Figure 18.
- User can add qualifications one by one and click on Record Qualification data to save the details.

## Technical Member Registration and Login

GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Technical Member Dashboard Mr. Techm Bn Nm

### Technical Person Qualification

**Qualification Name\***  
Select Qualification

**Qualification Document 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

**Qualification Document\***  
Choose File No file chosen

**Record Qualification Data**

Show 10 entries Search:

| Qualification Name         | Certificate Number | College Name | Month & Year | Document | Action |
|----------------------------|--------------------|--------------|--------------|----------|--------|
| No data available in table |                    |              |              |          |        |

Showing 0 to 0 of 0 entries Previous Next

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**Figure 17: Technical Person Qualification**

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ONLINE NATIONAL DRUGS LICENSING SYSTEM

Technical Member Dashboard Mr. Techm Bn Nm

Select Qualification Enter Certificate Number

School/College Name\* Board/University Name\*  
Enter College Name Enter University Name

Marks(Percentage %)\* Passing Month\* Passing Year\*  
Enter Marks(Percentage %) Select Month Select Year

Qualification Document\*  
Choose File No file chosen

**Record Qualification Data**

Show 10 entries Search:

| Qualification Name | Certificate Number | College Name | Month & Year | Document | Action |
|--------------------|--------------------|--------------|--------------|----------|--------|
| 10th               | 12378              | XYZ          | Jun 2010     |          |        |

Showing 1 to 1 of 1 entries Previous 1 Next

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**Figure 18: Record Qualification Data**

### 3.2 Add Professional Experience

- If the user wants to add professional experience, then click on the Add Professional Experience tile from the Dashboard, fill in all mandatory details on the Member Professional Experience Details page, and click on the Add Work Record button to save the details as shown in Figure 19.

**Member Professional Experience Details**

Organisation Name\*

Designation/Role Name\*

Date of Joining\*

Date of Leaving\*

Upload Offer Letter\* (If not upload the justification letter in pdf.)  
 No file chosen

Upload Experience Letter\* (If not upload the justification letter in pdf.)  
 No file chosen

Upload Relieving Letter\* (If not upload the justification letter in pdf.)  
 No file chosen

Reason of Exist

[Add Work Record](#)

| Organisation Name          | Designation/Role Name | Date of Join | Date of Relieving | Offer Letter | Experience Letter | Relieving Letter | Action |
|----------------------------|-----------------------|--------------|-------------------|--------------|-------------------|------------------|--------|
| No data available in table |                       |              |                   |              |                   |                  |        |

Showing 0 to 0 of 0 entries

**Figure 19: Member Professional Experience Details**

- The user can add all previous professional experiences except the current organization details where he or she joined. Saved record data will be shown below on the same page as shown in Figure 20.

**Member Professional Experience Details**

Organisation Name\*

Designation/Role Name\*

Date of Joining\*

Date of Leaving\*

Upload Offer Letter\* (If not upload the justification letter in pdf.)  
 No file chosen

Upload Experience Letter\* (If not upload the justification letter in pdf.)  
 No file chosen

Upload Relieving Letter\* (If not upload the justification letter in pdf.)  
 No file chosen

Reason of Exist

[Add Work Record](#)

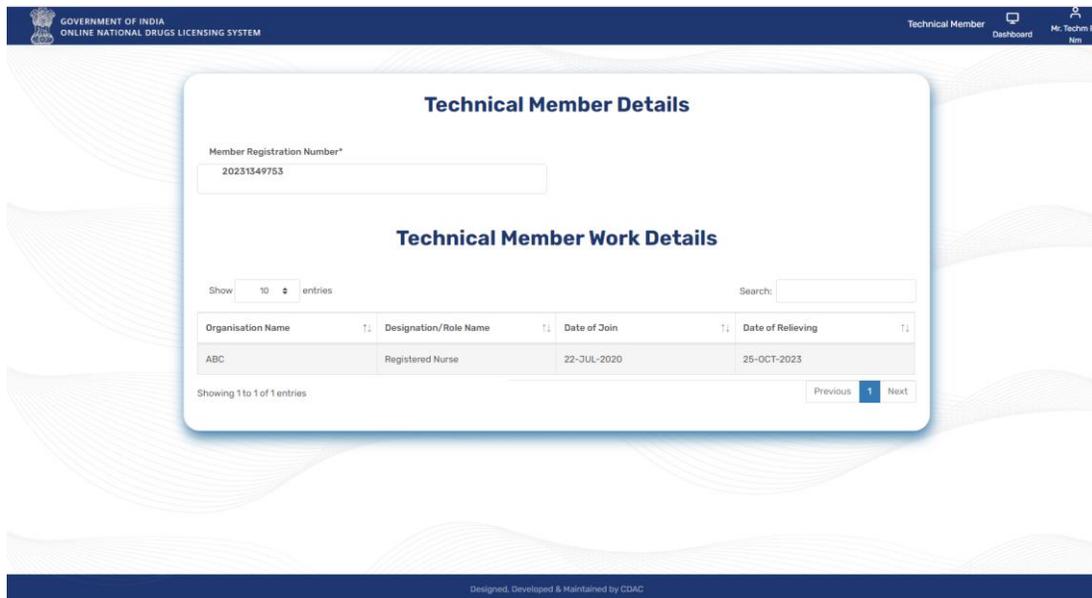
| Organisation Name | Designation/Role Name | Date of Join | Date of Relieving | Offer Letter                  | Experience Letter             | Relieving Letter              | Action                        |
|-------------------|-----------------------|--------------|-------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| ABC               | Registered Nurse      | 22-JAN-2020  | 28-OCT-2023       | <a href="#">View Document</a> | <a href="#">View Document</a> | <a href="#">View Document</a> | <a href="#">View Document</a> |

Showing 1 to 1 of 1 entries

**Figure 20: Saved record data**

### 3.3 Self -Relieving Intimation

- The user can relieve itself from the self-relieving intimation tile as shown in Figure 21.
- The user is not allowed to join another firm in parallel with the current working firm. The first user should get relieved from the previous firm, then he or she can join another firm.
- The user can click on the self-delink from site button to relieve himself, as shown in Figure 22. A request will be sent to officers to relieve the person from that organization.



**Figure 21: Technical Member Work details**

**Technical Member Details**

Member Registration Number\*  
20234180417

Current Organisation Name\*  
Core Atoms

**Technical Member Work Details**

**Technical Member Linking Details**

\*\*\* No Licence or Form is Attached and can be Self D-Linked

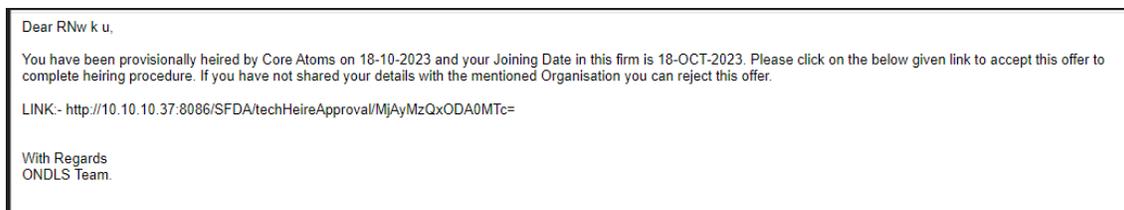
Self Delink From Site

Request DeRegister From Licence

**Figure 22: Self Delink from Site**

### 3.4 Add Technical Registration

- The user can do technical registration after accepting the offer from the applicant (firm). The user will receive the link at their email address, as shown in Figure 23.
- Click or copy the link in the new tab and click on the approve button within 3 days of accepting the offer, as shown in Figure 24.
- After accepting the offer, the user can now proceed to technical registration. Click on the Add Technical Registration tile from the dashboard, fill in all mandatory details on the Member Technical Registration Page, and click on the Add Technical Registration button to save, as shown in Figure 25.



**Figure 23: Email**

### Technical Person Hiring Approval Page



**RNw k u**

You have been provisionally hired by **Core Atoms** on **18-OCT-2023** and your Joining Date is **18-OCT-2023**. Please accept this offer to complete hiring procedure. If you have not shared your details with the mentioned Organisation you can reject this offer.

**Note:- If this offer is not responded within 3 days Technical Person hiring data will get deleted automatically and will be available for re hiring.**

[Approve](#) [Reject](#)

**Figure 24: Technical Person Hiring Approval Page**

 GOVERNMENT OF INDIA  
ONLINE NATIONAL DRUGS LICENSING SYSTEMTechnical Member [Dashboard](#) [Mr. Techn Bn Nm](#)

### Member Technical Registration

**Registration Type\***

**Registration Number\***

**Registration Date\***

**Registration Authority\***

**Upload Registration Certificate\***  
 No file chosen

**Registration Valid Upto**

**State\***

[Add Technical Registration](#)

Show  entries Search:

| Registration Number        | Role Name | Registration Authority | Valid From | Valid Upto | Action |
|----------------------------|-----------|------------------------|------------|------------|--------|
| No data available in table |           |                        |            |            |        |

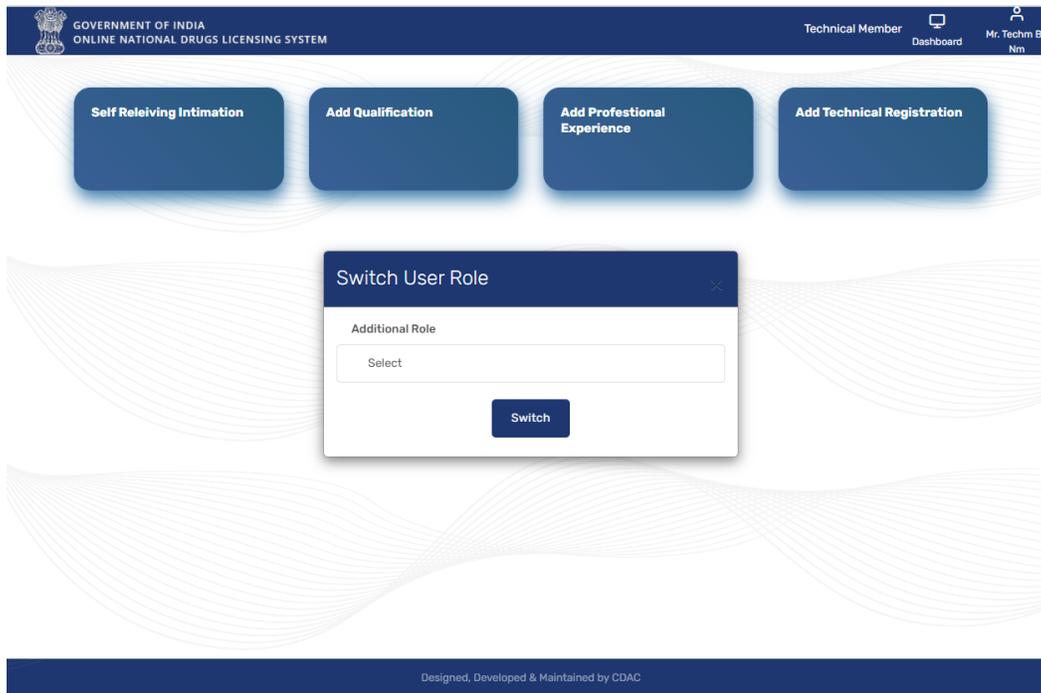
Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

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**Figure 25: Member Technical Registration**

## 4 Switch Role

- The user can switch the role after clicking on the profile link in the right-top corner. Select the switch role option. A pop-up window will open, as shown in Figure 26. Select the role and click on the switch button.



**Figure 26: Switch Role**

## Annexure

### List of Figures: -

|   |    |
|---|----|
| Figure 1: Homepage.....   | 3  |
| Figure 2: Mobile Number Registration.....                         | 3  |
| Figure 3: Mobile Number OTP Verification.....                     | 4  |
| Figure 4: Email Registration.....                                 | 4  |
| Figure 5: Email ID OTP Verification.....                          | 5  |
| Figure 6: Sign In.....  | 5  |
| Figure 7: Sign In with Mobile number.....                         | 6  |
| Figure 8: Registration Purpose.....                               | 6  |
| Figure 9: Personal Details.....                                   | 7  |
| Figure 10: Submit.....  | 7  |
| Figure 11: Registration Summary.....                              | 8  |
| Figure 12: Profile Page .....                                     | 9  |
| Figure 13: Upload Photo.....                                      | 9  |
| Figure 14: Update Technical father Name.....                      | 10 |
| Figure 15: System Notification for updated field information..... | 10 |
| Figure 16: Dashboard.....   | 11 |
| Figure 17: Technical Person Qualification.....                    | 12 |
| Figure 18: Record Qualification data.....                         | 12 |
| Figure 19: Member Professional Experience Details.....            | 13 |
| Figure 20: Saved Record data.....                                 | 13 |
| Figure 21: Technical Member Work Details.....                     | 14 |
| Figure 22: Self delink from site.....                             | 15 |
| Figure 23: Email.....   | 15 |
| Figure 24: Technical Person Hiring Approval Page.....             | 16 |
| Figure 25: Member Technical Registration.....                     | 16 |
| Figure 26: Switch Role.....                                       | 17 |