

# CDSCO

## Central Drug Standard Control Organization

### User Manual

*for*

### **SUGAM Online payment**

Version 1.0

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## Foreword

This user manual on the e-Payment has been prepared for online payment to CDSCO through *Sugam* web portal. This document describes step-by-step procedure with relevant screen shots to make successful online payment.

The intended audience of this user manual is the registered user of the SUGAM Portal who will pay fees & fines to the CDSCO for various purposes by availing the facility of “e-Payment” available in the SUGAM portal. Registered User willing to avail this facility must have an internet banking account or valid Debit or Credit Card. This document will be revised periodically; comments and suggestions on all aspects of this manual will be encouraged and appreciated. I thank our technical partner CDAC for their cooperation in preparation of the manual.

(Authorized Sig.)  
CDSCO

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## Pre requisites

- ☑ Valid User Account on SUGAM Portal
- ☑ Internet enabled machine like desktop, laptop etc
- ☑ Internet browser with updated version such as IE, Chrome, Firefox etc.
- ☑ Net banking facility or valid Debit or Credit Card

## Important Note :

Using this online payment facility, user will be making online payment to Government of India under the head of Fees & Fines. It may be noted the actual fee will be credited to Payment & Account Office (PAO), Govt of India only after 2-3 days of making the online payment transaction. Hence, users are requested to initiate the payment through online payment services of SUGAM atleast 3 days before the submission of application to CDSCO.

## Step 1: How to initiate on-line Payment on SUGAM

For online payment user has to open the SUGAM web portal (URL:https://www.cdsonline.gov.in ) by using any internet browser. Enter Login Credentials in the sign in box and click on "Login"(high lighted),as shown in **Figure 1.1**.

The screenshot shows the SUGAM Portal interface. At the top, there is a header with the CDSCO logo, the text 'Central Drugs Standard Control Organization', and the address 'Director General Of Health Services, Ministry of Health & Family Welfare, Government of India'. A search bar and navigation links (Home, Departments, FAQ, Downloads, Contact Us) are also visible. The main content area is divided into several sections. On the left, there is a 'Sign In' section with a 'Forgot password?' link, a text input field containing 'ru.ojha2010@gmail.com', a password input field, and a prominent yellow 'Login' button. Below this is a 'Don't have an account! Sign Up Here' link. To the right of the sign-in form is a 'What does it offer?' section with a list of services: 'Applicant can apply for any licence under various divisions of CDSCO.', 'Track the status of submitted application.', 'Applicant can also upload essential documents required for Clinical Trail, BA/BE study, Registration Certificate, Import Licence, permission to market/ manufacture a drug and other related activities.', and 'Experts can also enroll as a Subject Expert Committee in the peer review process.' Below this is a 'ONLINE SERVICES' section with three steps: 'Step 1: Online Submission', 'Step 2: Review', and 'Step 3: Grant of NOC/ Permission'. Further down, there are three service tiles: 'For Patients: Learn about drug/device approvals', 'For Industry: Guidance, Registration and listing', and 'Drugs @ CDSCO: Search registered drugs at CDSCO'. On the far right, there is a 'REPORT A PROBLEM' section with a 'Report suspected problem or incidence to us.' button. The footer contains the CDAC logo and the text 'Designed, Developed and Maintained by C-DAC.'

**Figure 1.1 Login To SUGAM Portal**

## Step 2: Fill online Payment Details

After login, Click on the Menu Icon (on the Left Top corner)

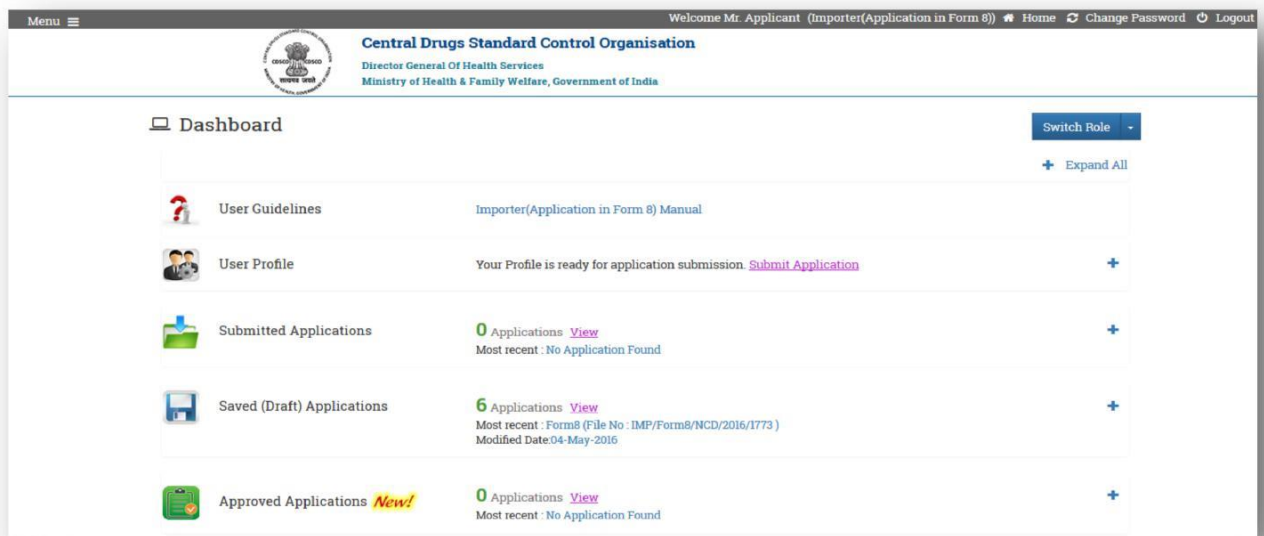


Figure 2.1

Click on the Online Payment Option and the fill up the Online Payment Details.

Payment Date:	10-Jun-2016	User Name & Address:	Taiyab Khan PFMS Shivaji Stadium Annexe, Delhi-110001
Division Name	Select	Purpose	Select
Budget Head:		Fee Paid :	
Medical Product/Drug Name:		Payment(INR):	0

Figure 2.2 Online Payment Details

- Payment Date** : By Default, current date of payment is displayed.
- User name & Address** : User Name and Address who initiates the payment is displayed
- Division Name** : Choose “**Division Name**” from the dropdown list to whom the Required online application is to be submitted.

- Purpose** : Choose the “**Purpose**” of payment from the dropdown list of payment Purposes, filler according as per the selection of division name.
- Budget head** : Display the Budget Head Account on which the payment is credited on the CDSCO account.
- Medical Product/ Drug Name** : Enter the Medical Product/Drug Name for which the payment is to be made
- Payment In (INR/USD)** : Enter the total payment amount in (Rs. /USD) as per the purpose of payment and the total fees is required to be paid as per the table no. 1 Given below.

**Verify the filled up payment details and then press the submit button.**

**Table No. 1: Purpose wise Fee’s required to be paid**

S. No.	Division Name	Purpose Name	Fee paid	As Per GSR 1193
1.	Biologicals	Test License (Form 12)	Rs 100 for each product and  Rs 50 for each subsequent product	Rs 5000 for each product and  Rs 2000 for each subsequent product
2.	Biologicals	Clinical Trial Phase I (Form 44)	Rs 50000	No Change
3.	Biologicals	Clinical Trial Phase II (Form 44)	Rs 25000	No Change
4.	Biologicals	Clinical Trial Phase III (Form 44)	Rs 25000	No Change
5.	Biologicals	Marketing Authorization for manufacturing & marketing of new drug (Form 44 application for Form 46/46A)	Rs 50000	No Change
6.	Biologicals	Marketing Authorization for import & marketing of new drug (Form 44 application for Form 45/45A)	Rs 50000	Rs 250000
7.	Biologicals	<i>Subsequent application by the same applicant for that drug, whether in modified dosage form or with new claims (Form 44</i>	Rs 15000	No Change

S. No.	Division Name	Purpose Name	Fee paid	As Per GSR 1193
		application for Form 46)		
8.	Biologicals	<i>Subsequent application by the same applicant for that drug, whether in modified dosage form or with new claims (Form 44 application for Form 45 )</i>	Rs 15000	Rs 100000
9.	Biologicals	<i>application received after one year of the grant of approval for the import and sale of new drug (Form 44 application for Form 45 )</i>	Rs 15000	Rs 100000
10.	Biologicals	Registration of Site (Form 40)	1500 USD for each site	10000 USD for each site
11.	Biologicals	Registration of Product (Form 40)	1000 USD for each product	5000 USD for each product
12.	Biologicals	Endorsement (Form 40)	1000 USD for each product	5000 USD for each product
13.	Biologicals	Making amendment in RC	Nil	1800 USD
14.	Biologicals	Duplicate copy of RC	300 USD	1800 USD
15.	Biologicals	Import License (Form 8)	Rs 1000 for each product and  Rs 100 for each subsequent product	Rs 10000 for each product and  Rs 1000 for each subsequent product
16.	Cosmetics	Fresh (Form 42)	250 USD for each applied category (category as per Column 3 of guideline)	USD 2000 for each brand of cosmetics as per column 3  USD 50 for each variant
17.	Cosmetics	Endorsement (Form 42)	For new categories- 250 USD for each brand of cosmetics as per column 3  For already registered category- no fees is required	For new categories- USD 2000 for each brand of cosmetics as per column 3  For already registered category- USD 50 for each variant

S. No.	Division Name	Purpose Name	Fee paid	As Per GSR 1193
18.	Cosmetics	Duplicate copy of RC	USD 100	USD 500
19.	Import & Registration	Registration Certificate (Form 40)	Foreign Manufacturing premises Fee – 1500 USD  Registration Fee for single drug and 1000 USD	USD 10000/- shall be paid as registration fee for his premises meant for manufacturing of drugs intended for import into and use in India.  USD 5000/- shall be paid for the registration of a single drug meant for import into and use in India and an additional fee at the rate of USD 5000/- for each additional drug.
20.	Import & Registration	Inspection or visit of the manufacturing premises	USD 5000/- Expenditure as may be required for inspection or visit of the manufacturing premises	USD 25000/- Expenditure as may be required for inspection or visit of the manufacturing premises
21.	Import & Registration	amendment in the Registration Certificate	Nil	USD 1800/- shall be paid for making amendment in the Registration Certificate
22.	Import & Registration	Duplicate copy of RC	USD 300 for a duplicate copy of Registration Certificate	USD 1800/- for a duplicate copy of Registration Certificate
23.	Import & Registration	Import License (Form 8)	Rs 1000 for single drug and Rs 100 for additional drug.	Rs 10000 for each product and  Rs 1000 for each



S. No.	Division Name	Purpose Name	Fee paid	As Per GSR 1193
				subsequent product
24.	Import & Registration	Import License (for Schedule X Drugs - Form 8A)	Rs 1000 for single drug and Rs 100 for additional drug.	Rs 10000 for each product and Rs 1000 for each subsequent product
25.	BA/BE for Export	Applications for license to import drugs for the purpose of examination, test & analysis (form 12)	Rs 100 for single drug and additional fee of 50 for each additional drug	Rs 5000 for each product and Rs 2000 for each subsequent product
26.	Subsequent New Drug	Any Subsequent new drug application received for import & marketing <b>within one</b> year of the grant of initial approval. (Form 44 application for Form 45/45A)	Rs 50000/-	Rs. 250000
27.	Subsequent New Drug	Any Subsequent new drug application received for import & marketing <b>after one</b> year of the grant of initial approval. (Form 44 application for Form 45/45A)	Rs 15000/-	Rs. 100000
28.	Subsequent New Drug	Subsequent new drug application by the same applicant for import and manufacturing that drug, whether in modified dosage form or with new claims, is made (Form 44)	Rs 15000/-	No Change
29.	Subsequent New Drug	Application for BE NOC for subsequent new drug (Form 44)	Rs 15000/-	No Change
30.	Subsequent New Drug	Application for Licence for examination, test or analysis (Form 12)	Rs 100+ 50 rupees additional each drug.	Rs 5000 for each product and Rs 2000 for each subsequent product
31.	Subsequent New Drug	Clinical trial (except phase I) on a subsequent new drug (Form 44)	Rs 25000/-	No Change
32.	New Drug division	Clinical trial Phase-II application	Rs 25000/-	No Change

S. No.	Division Name	Purpose Name	Fee paid	As Per GSR 1193
		(Form 44)		
33.	New Drug division	Clinical trial Phase-I application (Form 44)	Rs 50000/-	No Change
34.	New Drug division	New drug application for Import & marketing first approval. (application in Form 44 for permission in Form 45/45A)	Rs 50000/-	Rs. 250000
35.	New Drug division	New drug application for Mfg & marketing first approval. (application in Form 44 for permission in Form 46/46A)	Rs 50000/-	Rs 50000
36.	New Drug division	Subsequent application in Form 44 by same applicant for that drug in modified dosage form or new claims for import and marketing permission (Form 45)	Rs. 15000/-	Rs. 100000/-
37.	New Drug division	Subsequent application in Form 44 by same applicant for that drug in modified dosage form or new claims for manufacturing and marketing permission (Form 46)	Rs. 15000/-	No change
38.	New Drug division	Application for License for examination, test or analysis (Form 12)	Rs 100 for first drug 50 rupees additional drug	Rs 5000 for each product and Rs 2000 for each subsequent product
39.	New Drug division	Clinical trial Phase-III application (Form 44)	Rs 25000/-	No Change
40.	Fixed Dose Combination	Import and Marketing permission <b>within one year</b> (application in Form 44 for permission in Form 45/45A)	INR 50,000	Rs. 250000/-
41.	Fixed Dose Combination	Import and Marketing permission <b>after one year</b> of grant of approval (application in Form 44 for permission in Form	INR 15,000	Rs. 100000/-

S. No.	Division Name	Purpose Name	Fee paid	As Per GSR 1193
		45/45A)		
42.	Fixed Dose Combination	Manufacturing & Marketing Permission (including Clinical trial / Bioequivalence study permission - Form 44) (application in Form 44 for permission in Form 46/46A)	INR 15,000 if all active ingredients are approved in India for more than one year, or  INR 50,000 in case any of the active ingredients is approved for less than one year	No Change
43.	Fixed Dose Combination	Test License (Form 12)	Rs 100/- for single drug and additional fee of Rs. 50/- for each additional drug	Rs 5000 for each product and  Rs 2000 for each subsequent product
44.	Fixed Dose Combination	Phase II Clinical Trial Permission (Form 44)	Rs 25000/-	No Change
45.	Fixed Dose Combination	Phase III Clinical Trial Permission (Form 44)	Rs 25000/-	Rs 25000/-
46.	Fixed Dose Combination	Import of drug by a Government Hospital or Autonomous Institution for the treatment of patients (Form 12 AA)	Rs 100/- for single drug and Rs. 50/- for each additional drug	Rs 600/- for single drug and  Rs. 300/- for each additional drug
47.	GCT Division	Change in CRO/Applicant for clinical trial (Form 44)	Phase I Rs. 50000/-  Phase II or III – Rs. 25000/-	No Change
48.	GCT Division	Application for Clinical Trial (Form 44)	Phase I Rs. 50000/-  Phase II or III – Rs. 25000/-	No Change
49.	GCT Division	Test License (Form 12)	Rs 100/- for single drug & additional fee of Rs 50/- for each additional drug	Rs 5000 for each product and  Rs 2000 for each subsequent product

**Table No. 1 List of Payment purposes & their fee**

### Step 3: Make Payment Using Bharat Kosh Payment gateway


- On Click **Submit button** Payment request is forward to Bharat Kosh Payment gateway



**Figure 3.1** Initiation of online payment with Bharatkosh


- This page provides the facility to verify the payment details send to Bharat Kosh payment page. Applicant will be then redirected to Bharatkosh Online Payment page <<https://bharatkosh.gov.in/Bharatkosh/bkepay>>

**Please Note: If payment is required to be made in the USD the actual USD conversion rate is taken from the Reserve Bank of India (RBI).**




**Non-Tax Receipt Portal**  
Government of India

**Controller General of Accounts**  
Dept. of Expenditure, Ministry of Finance



**सुगम**  
सुरक्षा गुणवत्ता एवं मानकता  
Online solution for Application Submission, Processing & Grant of Permissions



**1** Confirm Info ——— **2** Pay

<b>Payment Mode</b>		Online Payment					
<b>Depositor Details</b>							
<b>Name :</b>	Taiyab PFMS						
<b>Address 1 :</b>	PFMS	<b>Address 2 :</b>	Shivaji Stadium Annexe				
<b>City :</b>	Delhi	<b>District :</b>					
<b>State :</b>	DELHI	<b>Country :</b>	INDIA				
<b>Pincode /ZipCode:</b>	110001	<b>Email :</b>	Taiyab.rashid@gmail.com				
<b>Mobile No ( 91 ):</b>	9654180494						
<b>Purpose Details</b>							
Sr. No.	Ministry	DDO Name	PAO Name	Purpose	Payment Period/ Frequency	Amount (In INR)	Amount (In USD)
1	HEALTH AND FAMILY WELFARE	Section Officer, CDSCO (HQ), New Delhi[203700]	PAO(DGHS), New Delhi[020946]	Import and Registration	One Time , 2015-2016	6400	100
<b>Total :</b>						<b>INR Six Thousand Four Hundred Only</b>	<b>6400 100.00</b>

Cancel

Confirm

### **Figure 3.2 Bharatkosh Payment View Details**

On the confirmation page(**Figure 3.2**) , If user will click on the

**"Confirm"** button then and he/she will be navigated to Payment Page to Step 4.

**"Cancel"** button **then he/she** will be terminated current transaction and then he will be re-sent to payment status page.

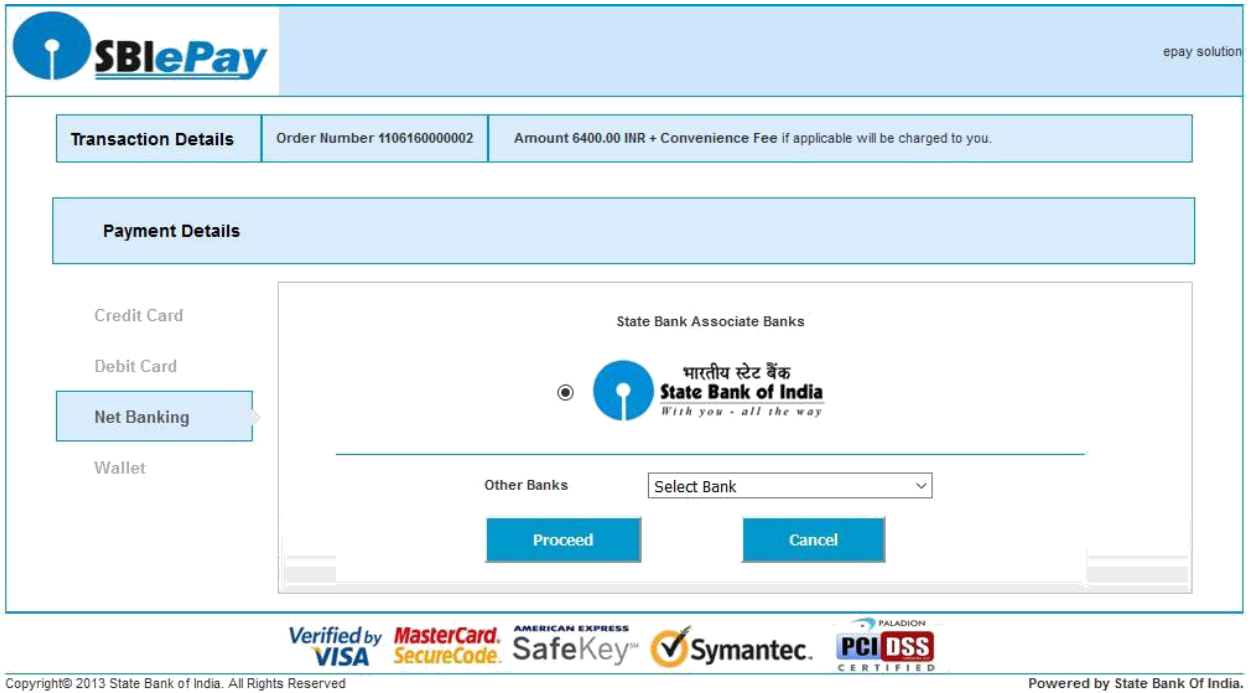
## Step 4: Payment request processing at SBI ePay payment gateway

At the Payment page, user will click on any of the desired payment channels, these options are displayed on the page as tabs, and users can select either “Net Banking, Debit Card or Credit Card”.

The screenshot displays the SBI ePay payment gateway interface. At the top, the logo of the Government of India is visible on the left, and the text 'सुगम' (Sugam) is prominently displayed in the center, with the tagline 'सुरक्षा गुणवत्ता एवं मानकता' (Security, Quality, and Standards) below it. The main heading reads 'Online solution for Application Submission, Processing & Grant of Permissions'. The interface is divided into two steps: '1 Confirm Info' and '2 Pay'. Below the progress bar, there are four tabs: 'Net banking', 'Debit card', 'Credit card', and 'IMPS'. The 'Net banking' tab is selected. Underneath, there are two aggregator options: 'SBI ePay' (selected) and 'ICICI Bank'. A dropdown menu shows '--Select--'. A 'View User Charge' button is visible. A word verification section shows the word 'ZaMJU8' and a prompt to 'Enter the Letters shown above:'. Below this, there are three informational boxes: a yellow one with a note about redirection, an orange one with a disclaimer, and a white one with a checkbox for terms and conditions. At the bottom, there are 'Back' and 'Pay' buttons.

Figure 4.1

- ❑ If User clicks on “Net Banking” tab, user will have an option to select SBI ePay radio button, user will select SBI ePay, all banks mapped with SBI ePay will get populated in “Select your bank” dropdown. User should select his bank of choice from the drop down list.
- ❑ User then types the Word verification as per the words displayed in the image shown at the bottom of this page. User will then click on “Pay” button.
- ❑ User will be navigated to the Payment gateway; in this case it will be the login screen of the selected bank.
- ❑ User will type his/ her login credentials, enter into the bank’s website and type the amount and click on Pay button.



**Figure 4.2**

### Step5: Receipt of payment confirmation

If payment is successfully received by the bank, user will be shown the success page at Bank payment gateway, and then the user will be redirected back to the SUGAM portal at the online payment status page.

<u>SBlePAY Test Bank</u>	
OrderNumber :	1106160000002
Amount :	6400.0
Successful	Decline

**Figure 5.1**

## Step 6: How to track your payment status

To track your payment status click on the “**Online Payment Status**” menu option.

The screenshot shows the CDSCO website interface. The main content area is titled "Online Advance Payment Details". It features a search bar and a table with the following data:

S.No.	User Name	Purpose	Medical Product Name	Paid Amount(INR)	Paid On	Status
1	Taiyab Khan	Import Licence Form 8	test1	1	17-12-2015	Incomplete
2	Taiyab Khan	Import Licence Form 8	templ	1	17-12-2015	Incomplete
3	Taiyab Khan	Import Licence Form 8	testing	20	17-12-2015	Incomplete
4	Taiyab Khan	Import Licence Form 8	test	10	17-12-2015	Forward
5	Taiyab Khan	Import Licence Form 8	testing	10	17-12-2015	Forward
6	Taiyab Khan	Import Licence Form 8	testing	1	17-12-2015	Forward
7	Taiyab Khan	Import Licence Form 8	test	1	17-12-2015	Forward
8	Taiyab Khan	Import Licence Form 8	test	12	17-12-2015	Incomplete
9	Taiyab Khan	Import Licence Form 8	tst20001	100	17-12-2015	Incomplete

**Figure 6.1**

## Transaction Status list

There are two types of status maintained at NTRP (Bharat-Kosh).

- **Receipt Status:-** Status of the transaction at Bharat-Kosh before it is being sent to Bank's Payment Gateway
- **Payment Status :-** Status of the transaction which is received from Bank's Payment gateway i.e. after the transaction has been processed

**Table No. 2 :** The comprehensive list of all Transaction status maintained at Sugam is given below:-

Sl no.	Status Type	Status	Status Description
1	Receipt Status	Confirmed	User has clicked on submit button at Payment Info Page At BHARAT KOSH
2	Receipt Status	Payment Initiated	User submits data from SBI Aggregator Page
3	Receipt Status	Incomplete	User reached on Confirm Info page at BHARAT KOSH and leaves/ clicks Cancel button.
4	Receipt Status	Submitted	User submits data from Confirm Info Page at BHARAT KOSH.



5	Payment Status	SUCCESS	Transaction is completed successfully
6	Payment	FAIL	Transaction failed
7	Status	ABORT	If Aggregator reference number is generated but No Gateway response Or if Aggregator reference number NOT generated and NO response exist.
8	Payment	No records found	No merchant order number present at Aggregator end
9	Status	BOOKED	The customer has not navigated on success page or left the transaction in middle.
10	Payment	REFUND	If the transaction is refunded through either manually refund or DVP refund.
11	Status	PENDING	If maker done the transaction and checker has not authorized the transaction
12	Payment	EXPIRED	If transaction stays in BOOKED condition for 5 days then on 6th day it gets expired.
13	Status	CLOSED	If the transaction is reversed due to discrepancy at issuer Bank
14	Payment	REJECT	If the transaction is reversed due to Risk & Fraud.

## Step 7: How to get payment e-Challan

- 2 **GAR 6** -Once transaction is successful, GAR 6 gets generated at NTRP (Bharat-kosh). User will have to navigate to [bharatkosh.gov.in](http://bharatkosh.gov.in) and click on "track your payment" link, user can login by using OTP method, after logging user can view list of all transactions done through the mobile no., it will also have the GAR 6 generated for a successful transaction.



- 2 **GAR 7** -When the amount gets credited to PAO's Account and PAO's Bank has sent the scroll for Challan to NTRP, then Challan gets generated at NTRP (Bharat-kosh). User can navigate to [bharatkosh.gov.in](http://bharatkosh.gov.in) and click on the link "track your payment" and login using OTP feature and view the challan generated for the transactions done by him/her.

## Step 8 : How to use online payment challan which applying to CDSCO.

To use the online payment transaction in an application to be submitted to CDSCO, User is required to upload the GAR-7 challan that is generated at NTRP (Bharat-kosh).

User has to upload the online generated payment challan at step 4(Payment) of application submission workflow of SUGAM portal.

**Step 1** Fill Form  
**Step 2** Preview  
**Step 3** Checklist  
**Step 4** Payment  
**Step 5** Full Preview  
**Step 6** Upload Form

### Payment Details

Payment has been calculated as below:

- A fee of 1500 USD for Registration of manufacturing site
- A fee of 1000 USD for Registration of Drugs

Total Amount in USD	2500	Payable Amount in INR	160000	Head of Account	104 -- Fees and fines
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Mode of Payment: Online ✓ Payment Reference No.: 0906160000010 ✓

Challan Details

Challan No.	Challan Date	Amount
0906160000010 ✓	05/18/2015 ✓	160000 ✓

Upload Challan

Browse... Challan.pdf ✓

Total Amount of Uploaded Challans: 160000

Submit