

CDSCO

Central Drug Standard Control Organization

User Manual

for

SUGAM Online payment

Version 1.1

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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

Contents

Pre requisite:.....	4
Step 1: How to initiate on-line Payment on <i>Sugam</i>	4
Step 2: Fill online Payment Details.....	5
Step 3: Make Payment Using Bharat Kosh Payment gateway.....	9
Step 4: Payment request processing at SBIPay payment gateway	10
Step5: Receipt of payment confirmation.....	12
Step 6: How to track your payment status.....	13
Step 7: How to get payment e-Challan.....	14
Step 8 : How to use online payment challan which applying to CDSCO.	15

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.cdsoonline.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 login page. At the top, there is a header with the CDSCO logo, the text "Central Drugs Standard Control Organization", and "Director General Of Health Services, Ministry of Health & Family Welfare, Government of India". A search bar is located on the right. Below the header, there is a navigation menu with "Home", "Departments", "FAQ", "Downloads", and "Contact Us". 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 "au.ojha2010@gmail.com", a password input field, and a highlighted "Login" button. Below the "Sign In" section is a "Don't have an account? Sign Up Here" link. In the center, there is a "ONLINE SERVICES" section with a "What does it offer?" heading and a list of services: "Online Submission", "Review", and "Grant of NOC/ Permission". On the right, there is a "Central Drugs Standard Control Organization (CDSCO) is a central authority responsible for approval of New Drugs, Clinical Trials in the country, laying down the standards for Drugs, control over the quality of imported Drugs, coordination of the activities of State Drug Control Organisations and providing expert advice with a view of bring about the uniformity in the enforcement of the Drugs and Cosmetics Act." Below this, there is a "Step 1" icon. At the bottom, there is a "Approvals & Clearances" section with a "CT Approvals" link and a "More Approvals & Clearances" 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)

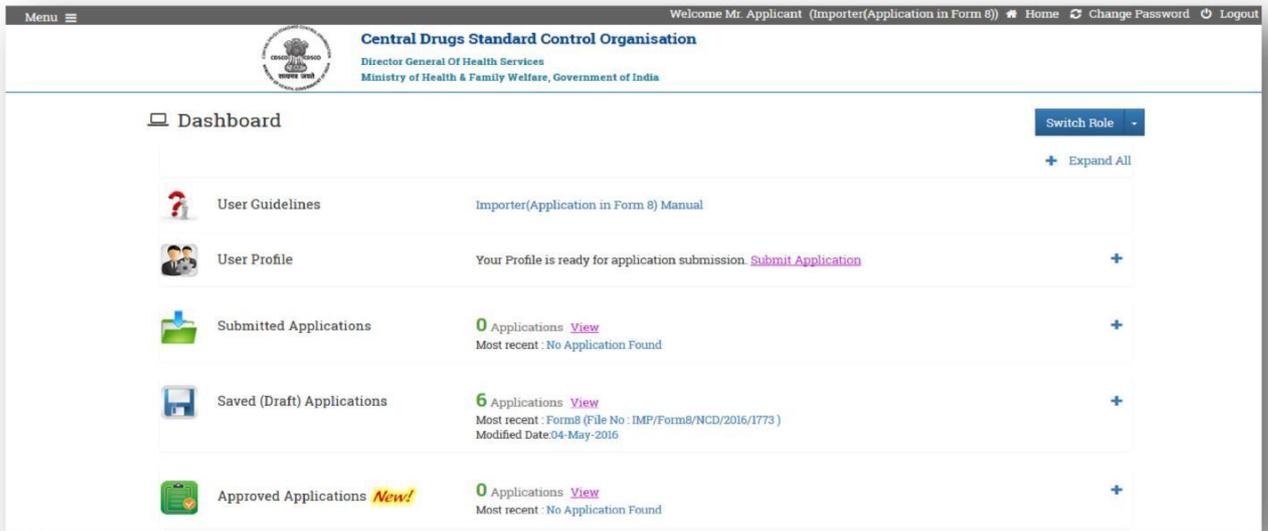


Figure 2.1

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

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.

TableNo. 1: Purpose wise Fee’s required to be paid

S. No.	Division Name	Purpose Name	Fee paid	As Per GSR 1193
1.	Biologicals	Registration of Site (Form 40)	1500 USD for each site	10000 USD for each site
2.	Biologicals	Registration of Product (Form 40)	1000 USD for each product	5000 USD for each product
3.	Biologicals	Endorsement (Form 40)	1000 USD for each product	5000 USD for each product
4.	Biologicals	Making amendment in RC	Nil	1800 USD
5.	Biologicals	Duplicate copy of RC	300 USD	1800 USD
6.	Biologicals	Import License (Form 8)	Rs 1000 for each product and	Rs 10000 for each product and
7.			Rs 100 for each subsequent product	Rs 1000 for each subsequent product
8.	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
9.	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
10.	Cosmetics	Duplicate copy of RC	USD 100	USD 500
11.	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.
12.	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
13.	Import & Registration	amendment in the Registration Certificate	Nil	USD 1800/- shall be paid for making amendment in the Registration Certificate
14.	Import & Registration	Duplicate copy of RC	USD 300 for a duplicate copy of Registration Certificate	USD 1800/- for a duplicate copy of Registration Certificate
15.	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 subsequent product
16.	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

Table No. 1 List of Payment purposes & their fee

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SIXTH SCHEDULE

(See rules 21, 22, 33, 34, 45, 47, 52, 53, 60, 67, 68, 75, 76, 80, 81, 86, 91, 97 and 98)

FEE PAYABLE FOR LICENCE, PERMISSION AND REGISTRATION CERTIFICATE

S.No.	Rule	Subject	In rupees Indian National Rupee (INR) except where specified in dollars (\$)
01	21	Application for permission to conduct clinical trial	
		(i) Phase I	3,00,000
		(ii) Phase II	2,00,000
		(iii)Phase III	2,00,000
		(iv) Phase IV	2,00,000
02	22	Reconsideration of application for permission to conduct clinical trial	50,000
03	33	Application for permission to conduct bioavailability or bioequivalence study	2,00,000
04	34	Reconsideration of application of permission to conduct bioavailability or bioequivalence study	50,000
05	45	Application for registration of Bioavailability and bioequivalence study centre	5,00,000
07	47	Reconsideration of application for registration of bioavailability and bio- equivalence study centre	1,00,000
08	52	Application for permission to manufacture new drugs or investigational new drugs for clinical trial or bioavailability or bioequivalence study	5000 per product
09	53	Reconsideration of application to manufacture new drugs or investigational new drugs for clinical trial or bioavailability or bioequivalence study	2000 per product
10	59	Application for permission to manufacture unapproved active pharmaceutical ingredient for development of formulation for test or analysis or clinical trial or bioavailability or bioequivalence study	5000 per product

11	60	Reconsideration of permission to manufacture unapproved active pharmaceutical ingredient for development of formulation for test or analysis or clinical trial or bioavailability or bioequivalence study	2000
12	67	Application for import of new drugs or investigational new drugs for clinical trial or bioavailability or bioequivalence study or for examination, test and analysis	5000 per product
13	68	Reconsideration of application for Import of new drugs or investigational new drugs for clinical trial or bioavailability or bioequivalence study or for examination, test and analysis	1000
14	75	Application for permission to import new drug (Finished Formulation) for marketing	5,00,000
15		Application for permission to import new drug (Finished Formulation) already approved in the country for marketing	2,00,000
16		Application for permission to import new drug (Active Pharmaceutical Ingredient) for marketing	5,00,000
17		Application for permission to import new drug (Active Pharmaceutical Ingredient) already approved in the country for marketing	2,00,000
18		Application for permission to import approved new drug for new claims, new indication or new dosage form or new route of administration or new strength for marketing	3,00,000
19		Application for permission to import fixed dose combination having one or more of the ingredients as unapproved new molecules for marketing	5,00,000
20		Application for permission to import fixed dose combination having approved ingredients for marketing	4,00,000
21		Application for permission to import fixed dose combination already approved for	2,00,000

		marketing	
22		Application for permission to import fixed dose combination for new claims, new indication or new dosage form or new route of administration or new strength for marketing	3,00,000
23	76	Reconsideration of application for permission to import new drug for marketing	50,000
24	80	Application for permission to manufacture new drug (Finished Formulation or Active Pharmaceutical Ingredient) for sale or distribution	5,00,000
25		Application for permission to manufacture new drug (Active Pharmaceutical Ingredient) already approved in the country for sale or distribution	2,00,000
26		Application for permission to manufacture new drug (Finished Formulation) for sale or distribution	5,00,000
27		Application for permission to manufacture new drug (Finished Formulation) already approved in the country for sale or distribution	2,00,000
28		Application for permission to manufacture new drug (Active Pharmaceutical Ingredient) for sale or distribution	5,00,000
29		Application for permission to manufacture new drug (Active Pharmaceutical Ingredient) already approved in the country for sale or distribution	2,00,000
30		Application for permission to manufacture approved new drug for new claims, new indication or new dosage form or new route of administration or new strength for sale or distribution	3,00,000
31		Application for permission to manufacture fixed dose combination having one or more of the ingredients as unapproved new molecules for sale or distribution	5,00,000

35	80	Application for permission to manufacture new drug (Active Pharmaceutical Ingredient) or to manufacture finished formulation	5,00,000
36		Application for permission to import or to manufacture phyto-pharmaceutical drugs	2,00,000
37	81	Reconsideration of application for permission to manufacture new drug for sale or distribution	50,000
38	86	Application for Import of unapproved new drug by Government hospital and medical institution	10,000
39	91	Application for permission to manufacture unapproved new drug but under clinical trial, for treatment of patient of life threatening disease	5,000
40	98	Pre-submission meeting	5,00,000
41	99	Post-submission meeting	50000
42	-	Any other application which is not specified above	50000

Note 1: No fee shall be chargeable in respect of application for conduct of clinical trial for orphan drugs as defined in clause (x) of rule 2.

Note 2: In case of application received from Micro Small Medium Enterprises (MSME) firms for conduct of clinical trial, approval of new drug and pre and post submission meeting, the fee payable shall be half of the fee specified above

Step 3: Make Payment Using Bharat Kosh Payment gateway

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

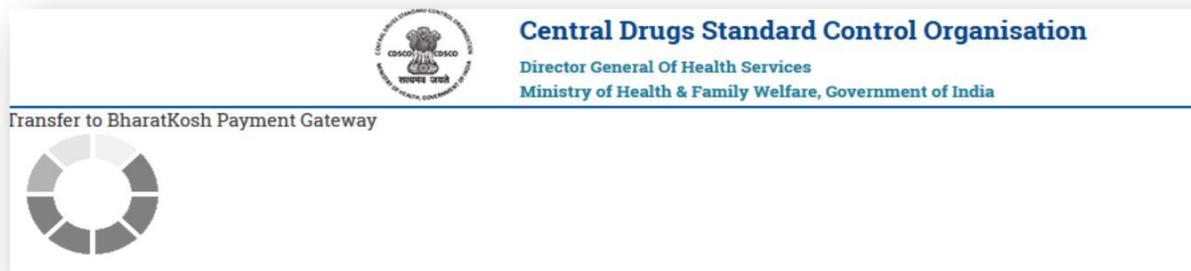


Figure 3.1 Initiation of online payment with Bharatkosh

- 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).

Payment Mode		Online Payment						
Depositor Details								
Name :	Taiyab PFMS							
Address 1 :	PFMS	Address 2 :	Shivaji Stadium Annexe					
City :	Delhi	District :						
State :	DELHI	Country :	INDIA					
Pincode /ZipCode:	110001	Email :	Taiyab.rashid@gmail.com					
Mobile No (91):	9654180494							
Purpose Details								
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	
Total :						INR Six Thousand Four Hundred Only	6400	100.00

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, there is a header with the logo of the Government of India and the text 'सुगम' (Sugam) and 'Online solution for Application Submission, Processing & Grant of Permissions'. Below the header, there are two steps: '1 Confirm Info' and '2 Pay'. The 'Pay' step is currently active. Under the 'Pay' step, there are four tabs: 'Net banking', 'Debit card', 'Credit card', and 'IMPS'. The 'Net banking' tab is selected. Below the tabs, there is an 'Aggregator' section with two radio buttons: 'SBI ePay' (selected) and 'ICICI Bank'. Below the radio buttons, there is a dropdown menu labeled '--Select--'. To the right of the dropdown menu, there is a 'View User Charge' button. Below the dropdown menu, there is a word verification section with the text 'ZaMJUS' and a 'Pay' button. Below the word verification section, there is a note: 'After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back'. Below the note, there is a disclaimer: 'Disclaimer:- Please ensure that all the Fields and Amount Entered by you are correct. Payment once made on BharatKosh will not be Refunded.' Below the disclaimer, there is a checkbox for 'I acknowledge and confirm that I have read and agree to the Terms and Conditions.' At the bottom left, there is a 'Back' button, and at the bottom right, there is a 'Pay' button.

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.

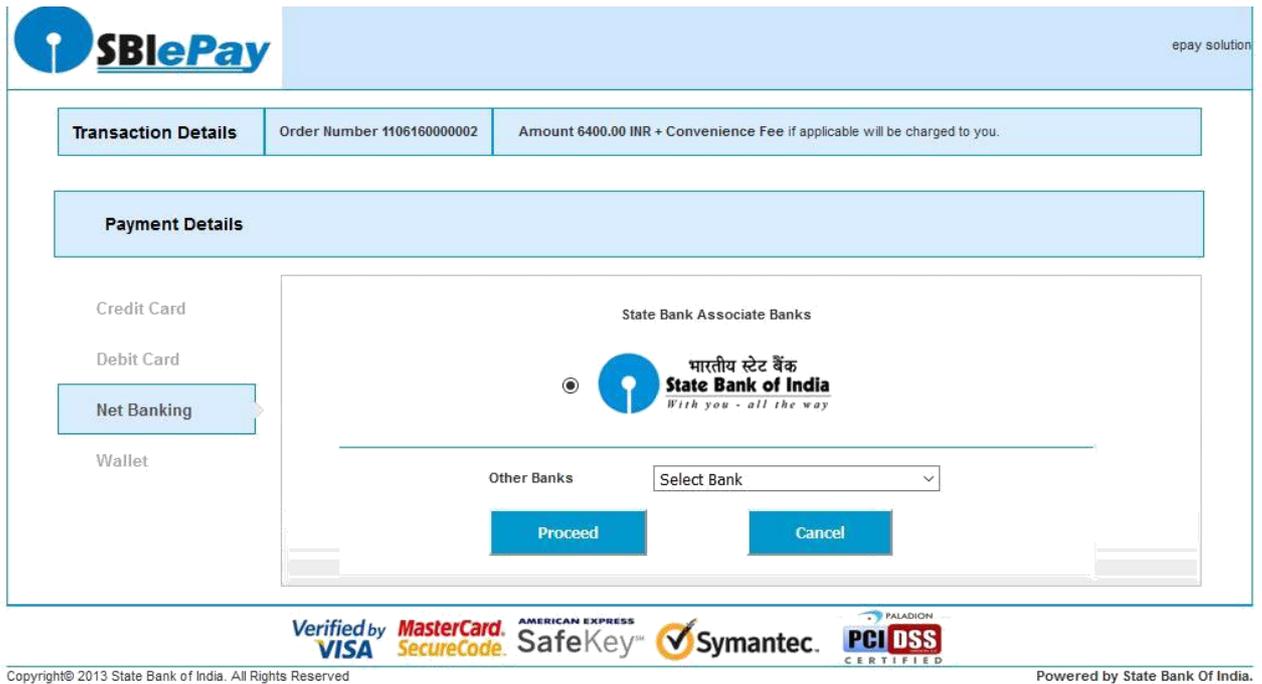


Figure 4.2

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.

SBlePAY Test Bank	
OrderNumber :	1106160000002
Amount :	6400.0
<input type="button" value="Successful"/>	<input type="button" value="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:-

S 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

- **GAR 6** -Once transaction is successful, GAR 6 gets generated at NTRP (*Bharat-kosh*). User will have to navigate to 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.

- **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 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.

The screenshot displays the SUGAM portal's payment workflow and details. At the top, a progress bar shows six steps: Step 1 (Fill Form), Step 2 (Preview), Step 3 (Checklist), Step 4 (Payment), Step 5 (Full Preview), and Step 6 (Upload Form). Step 4 is highlighted in yellow, indicating the current step. Below the progress bar, the 'Payment Details' section is shown. It includes a summary of fees: 'A fee of 1500 USD for Registration of manufacturing site' and 'A fee of 1000 USD for Registration of Drugs'. The total amount in USD is 2500, and the payable amount in INR is 160000. The head of account is 104 -- Fees and fines. The mode of payment is set to 'Online', and the payment reference number is 0906160000010. The challan details section shows the challan number 0906160000010, the date 05/18/2015, and the amount 160000. There is an 'Upload Challan' section with a 'Browse...' button and a file named 'Challan.pdf'. The total amount of uploaded challans is 160000. A 'Submit' button is located at the bottom right of the form.

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

Mode of Payment ✓ Payment Reference No. ✓

Challan Details

Challan No.	Challan Date	Amount
<input type="text" value="0906160000010"/> ✓	<input type="text" value="05/18/2015"/> ✓	<input type="text" value="160000"/> ✓

Upload Challan

Challan.pdf ✓

Total Amount of Uploaded Challans **160000**