



# **Central Drug Standard Control Organization (CDSCO)**

## **User Manual**

**For**



**State FDA**

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# State FDA User Manual

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# User Manual

1. **User Login:** - Open link "[www.cdscoonline.gov.in](http://www.cdscoonline.gov.in)" and then after filling up correct credentials (Username or Email and Password) user can **Login** onto SUGAM portal, as shown in **Figure 1-1**.

The screenshot displays the homepage of the Central Drugs Standard Control Organisation (CDSCO) SUGAM portal. At the top, the CDSCO logo and name are visible, along with the text "Director General Of Health Services, Ministry of Health & Family Welfare, Government of India". A search bar and navigation links (Home, FAQ, Downloads, Contact Us, iConnect) are present. A banner for "Apply Online for BA/BE Application" is shown, featuring a graphic of pills and the text "Online solution for Application Submission, Processing & Grant of Permissions". Below the banner, the "Sign In" section is highlighted, showing a login form with fields for email (DCKARNATAKA@GMAI), password (7MWUU), and a "Login" button. To the right, the "ONLINE SERVICES" section lists three steps: Step 1 (Online Submission), Step 2 (Review), and Step 3 (Grant of NOC/ Permission). Below this, four service categories are listed: For Patients (Learn about drug/device approvals), For Industry (Guidance, Registration and listing), Drugs @ CDSCO (Search registered drugs at CDSCO), and Consumer (Learn more about user related information). At the bottom, there is a "Report a Problem" link and a footer with the CDAC logo and text "Designed, Developed and Maintained by C-DAC. You are Visitor Number 273".

Figure 1 - 1 : Homepage (Login)

2. **Dashboard:** - After **Login** a New Window (**Dashboard**) will open there are five parts of the dashboard **Add Official Details, Registration Application, Upload Retail and Wholesale Data, Manufacturing Site Registration Application and Formulation Application**, as shown in **Figure 1-2**.

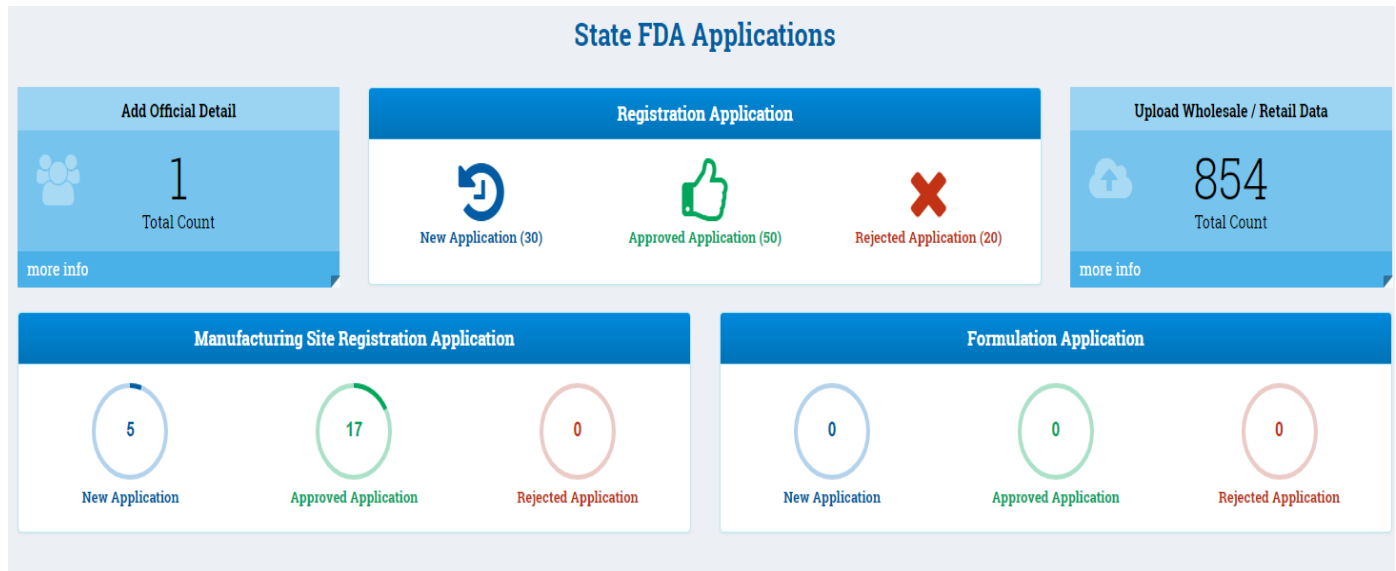


Figure 1 - 2 : Dashboard

3. **Change Password:** - After accessing **Dashboard**, User can Change their password and can Sign-out from the **Dashboard** by clicking onto their Login Username on Extreme top-right, as shown in Figure 1-3.

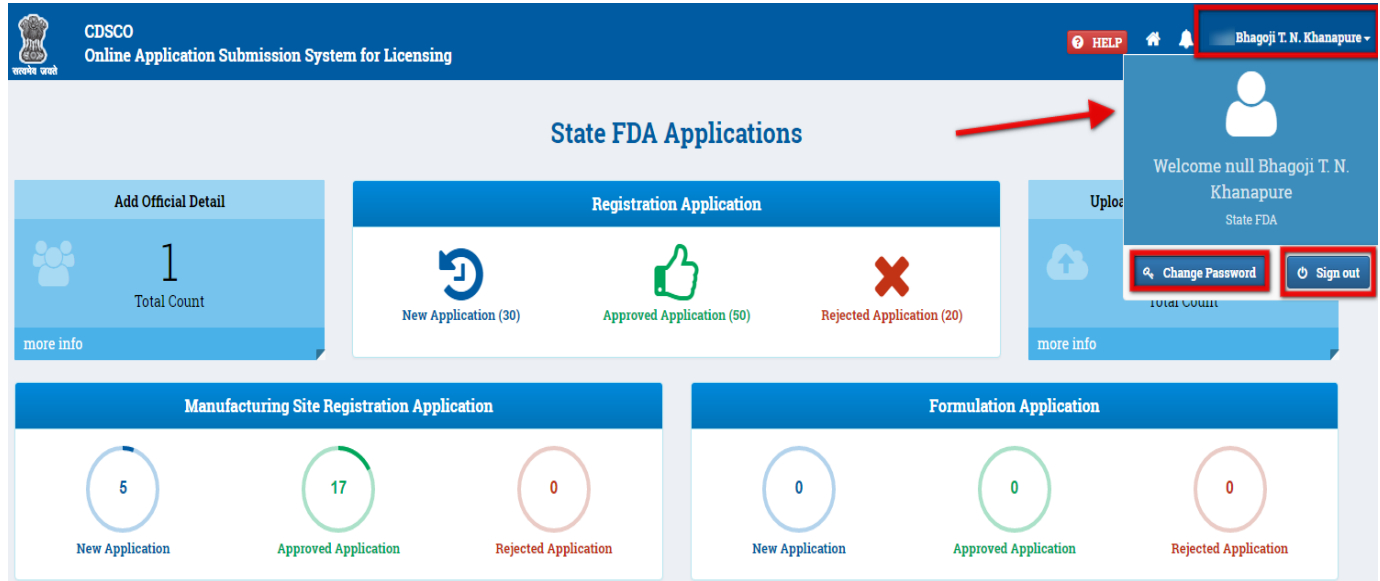


Figure 1 - 3 : Change Password

## Add official Details

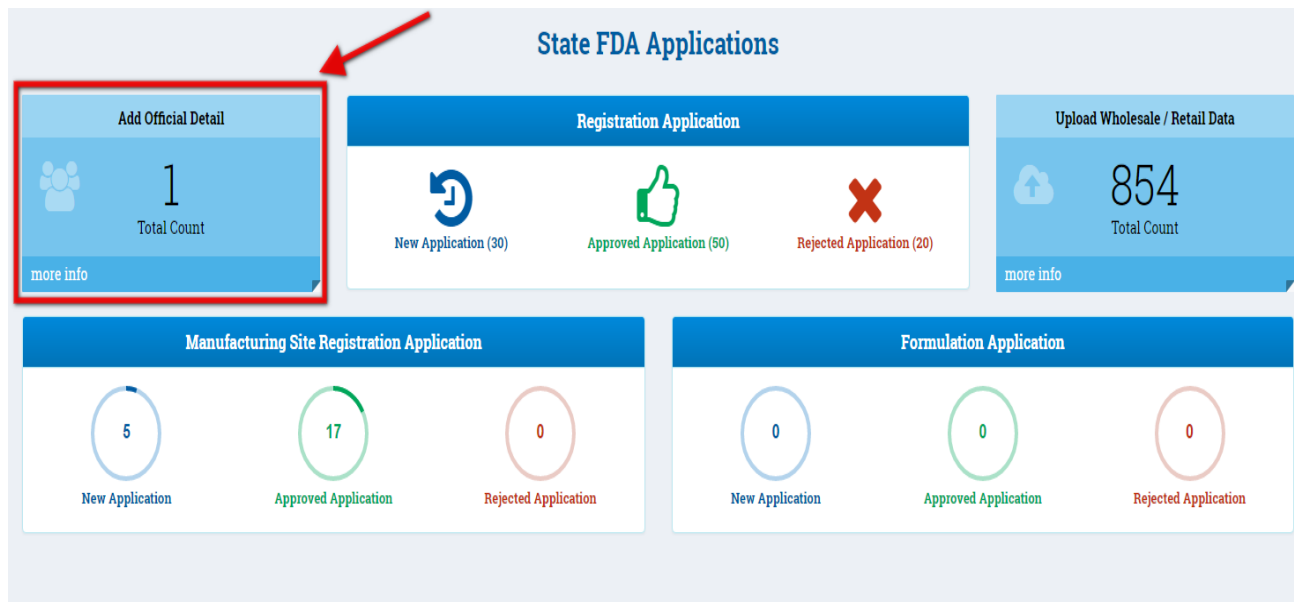


Figure 1 - 4 : Add Official Details



1. **Add State Official Details:** - After clicking on **Add Official Details** on the **Dashboard**, a new window will open as shown in **Figure 1-5**.

**Add State Official Details**

State (Karnataka)

**Personal Details**

User name :

Name :  Designation :

**Posting Details**

Address :  Posting Station :

Joining Date of posting :  Duration of Posting:

**Contact Details**

Office No :  Residence No :

Fax No :

**Add Official Details**

**Official List**

Search:

**Delete**

	User name	Official Name	Address	Posting Station	Date of joining	Duration of Posting	Edit
<input checked="" type="checkbox"/>	+ dckarnatakai@gmail.com	Karnataka DI	Drug Inspector I/c, P.B.No 5366, palace road,Banglore	Karnataka	2016-12-01 00:00:00.0	1 year	<input checked="" type="checkbox"/>

**Figure 1 - 5 : Add State Official Details**

**Note:-**

- User can add Official Details from this page by clicking on the **Add Official Details** button, after filling up the whole form.
- User can **Edit** the form details if needed by clicking button under the **Edit** Menu (highlighted), and delete the form details also after selecting data using checkbox and then click on **Delete** (highlighted) button.

## Registration Application

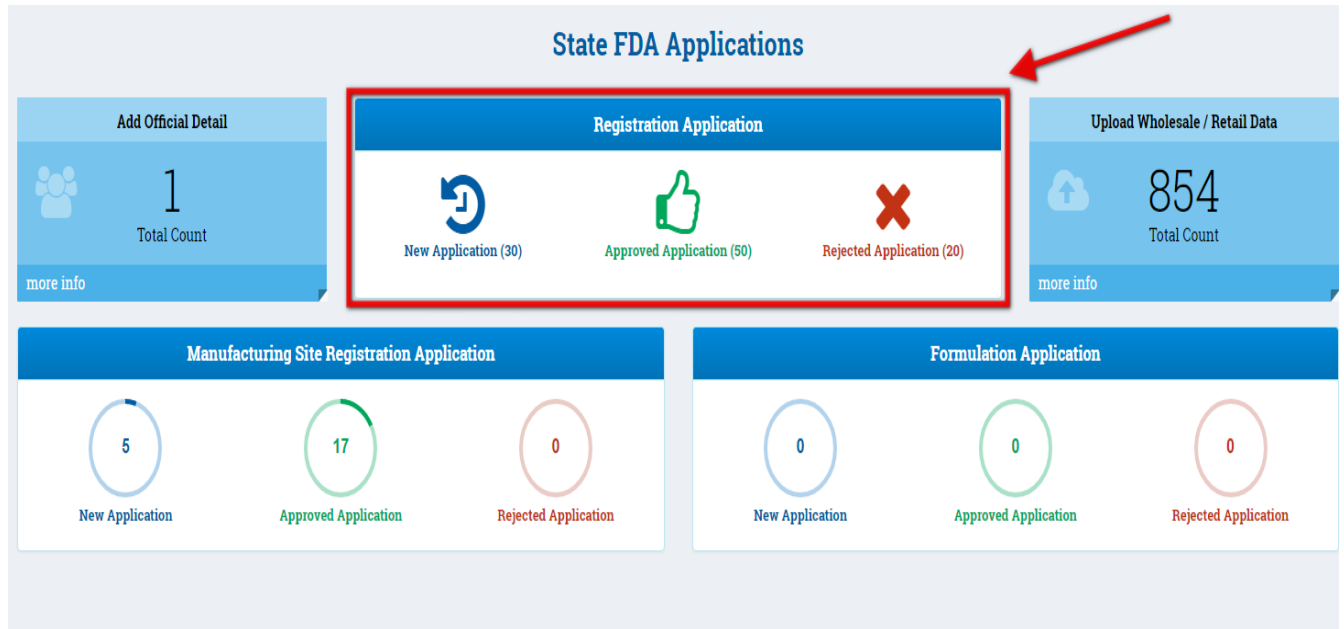


Figure 1 - 6 : Registration Application

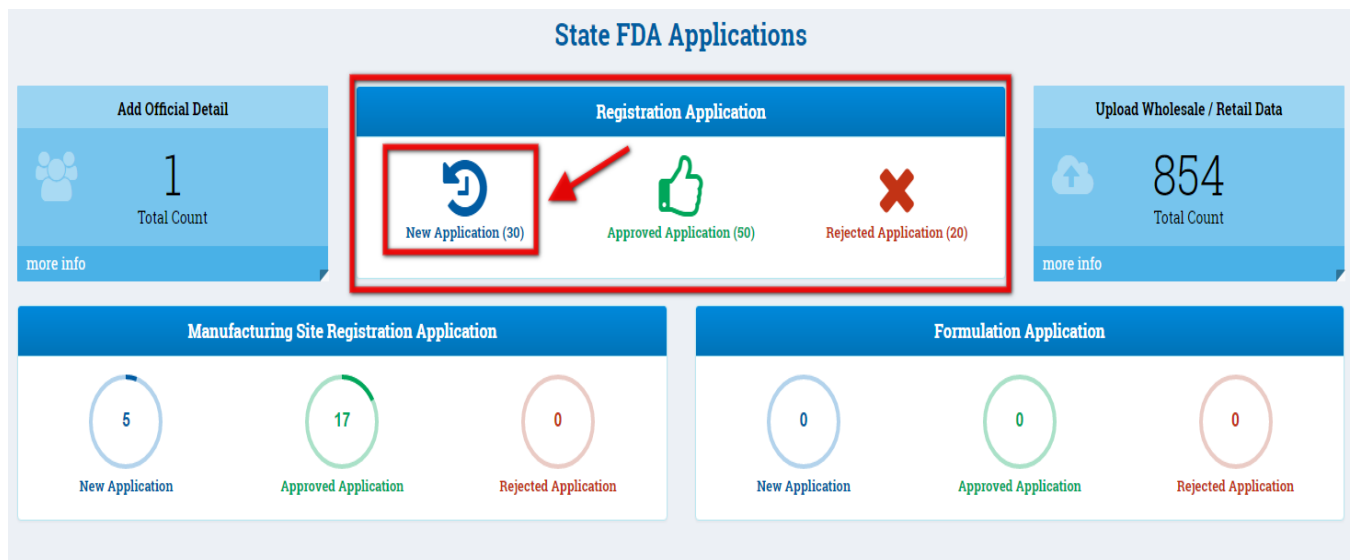


Figure 1 - 7 : New Applications

1. **New Registration Application:** - After clicking on **New Application** in **Registration Application** in given **Figure 1-7**, a new window will open as shown in **Figure 1-8**.

### New Registration Application

Registration Details						
	User Name	Name	Organization Name	Organization Address	Contact Details	Edit
1	+ TMPANKIT@GMAIL.COM	Ankit Kumar Chaudhary	Center For Development And Advance Computing	C-DAC(Anusandhan Bhawan); C-56/1, Inst. Area, Sector-62,, 60; NOIDA; 11; 201307	7830960649, 7830960649, 7830960649	
3	+ ANKITCHAUDHARY@GMAIL.COM	Ankit Kumar Chaudhary	Center For Development And Advance Computing	C-DAC(Anusandhan Bhawan); C-56/1, Inst. Area, Sector-62,, 60; NOIDA; 11; 201307	<div> <div>Approve</div> <div>Reject</div> </div>	
5	+ ANKITCHAUDHARY25@HOTMAIL.COM	Ankit Kumar Chaudhary	Center For Development And Advance Computing	C-DAC(Anusandhan Bhawan); C-56/1, Inst. Area, Sector-62,, 60; NOIDA; 11; 201307	7830960649, 7830960649, 7830960649	
7	+ TMPANKITKUMAR@GMAIL.COM	Ankit Kumar Chaudhary	Center For Development And Advance Computing	C-DAC(Anusandhan Bhawan); C-56/1, Inst. Area, Sector-62,, 60; NOIDA; 11; 201307	7830960649, 7830960649, 7830960649	

**Figure 1 - 8 : New Registration Application**

**Note:-**

- Under **Edit** Manu, User can either **Approve** or **Reject** the applied Applications.

2. **Approved Registration Details:** - If user **Approve** the application then the application will move to the Approved Application Details, which contains all the approved application, as shown in Figure 1-9.

### Approved Registration Details

Registration Details					
✦	User Name ✦	Name ✦	Organization Name ✦	Organization Address ✦	Contact Details ✦
1	+ CHAUDHARYANKIT3@GMAIL.COM	Ankit Kumar Chaudhary	Center For Development And Advance Computing	C-DAC(Anusandhan Bhawan); C-56/1, Inst. Area, Sector-62,, 60; NOIDA; 11; 201307	7830960649, 7830960649, 7830960649
✦	User Name ✦	Name ✦	Organization Name ✦	Organization Address ✦	Contact Details ✦
2	+ CHAUDHARYANKIT3@GMAIL.COM	Ankit Kumar Chaudhary	Center For Development And Advance Computing	C-DAC(Anusandhan Bhawan); C-56/1, Inst. Area, Sector-62,, 60; NOIDA; 11; 201307	7830960649, 7830960649, 7830960649
✦	User Name ✦	Name ✦	Organization Name ✦	Organization Address ✦	Contact Details ✦
3	+ ANKITCHAUDHARY@GMAIL.COM	Ankit Kumar Chaudhary	Center For Development And Advance Computing	C-DAC(Anusandhan Bhawan); C-56/1, Inst. Area, Sector-62,, 60; NOIDA; 11; 201307	7830960649, 7830960649, 7830960649

**Figure 1 - 9 : Approved Registration Details**

3. **Rejected Registration Details:** - If user **Rejects** the application then the application will move to the Rejected Registration Details, which contains all the rejected application, as shown in Figure 1-10.

### Rejected Registration Details

Registration Details					
✦	User Name ✦	Name ✦	Organization Name ✦	Organization Address ✦	Contact Details ✦
1	+ TMPNEETUMAURYA8@GMAIL.COM	Ankit Kumar Chaudhary	Center For Development And Advance Computing	C-DAC(Anusandhan Bhawan); C-56/1, Inst. Area, Sector-62,, 60; NOIDA; 11; 201307	7830960649, 7830960649, 7830960649
✦	User Name ✦	Name ✦	Organization Name ✦	Organization Address ✦	Contact Details ✦
2	+ TMPANKIT@GMAIL.COM	Ankit Kumar Chaudhary	Center For Development And Advance Computing	C-DAC(Anusandhan Bhawan); C-56/1, Inst. Area, Sector-62,, 60; NOIDA; 11; 201307	7830960649, 7830960649, 7830960649

**Figure 1 - 10 : Rejected Registration Details**

4. **Approved and Rejected Applications:** - User can view all these Approve or Rejected application (highlighted) directly from Dashboard, as shown in Figure 1-11.

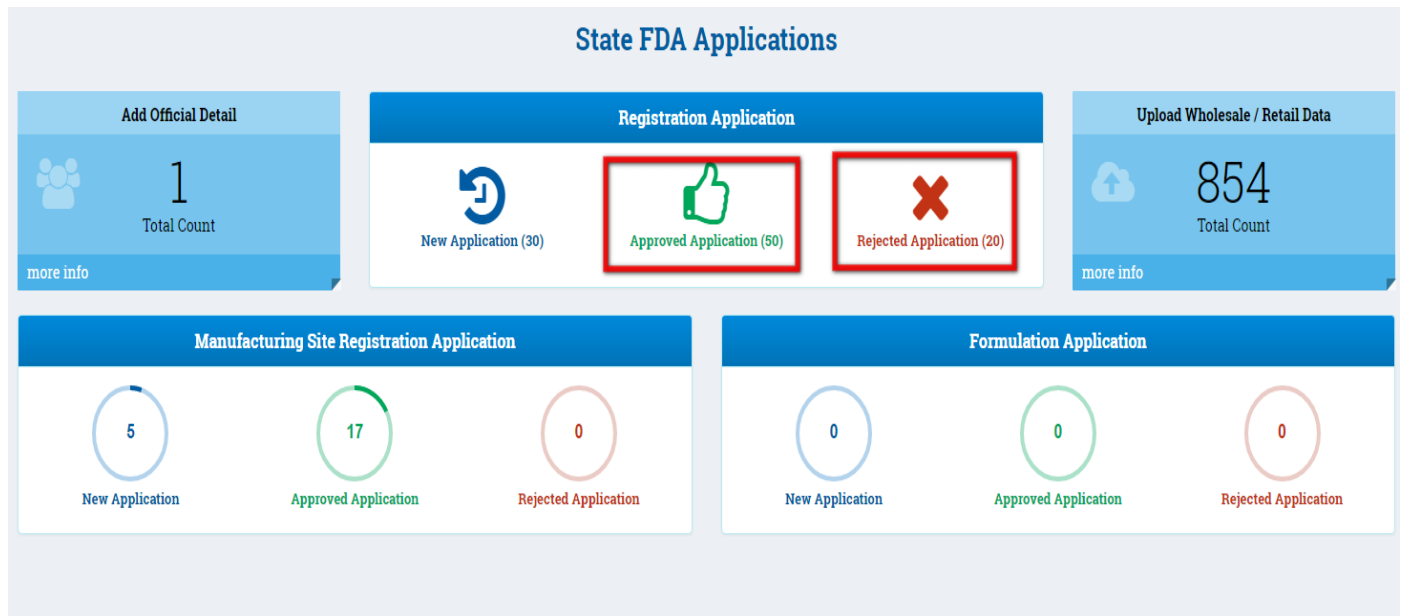


Figure 1 - 11 : Approved and Rejected Application

## Manufacturing Site Registration Application

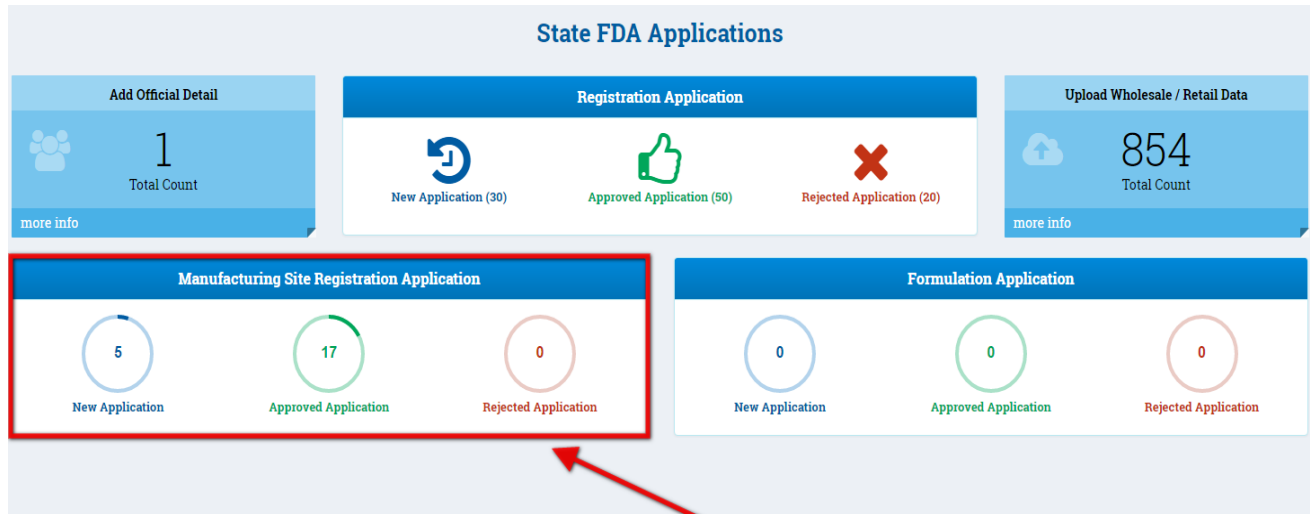


Figure 1 - 12 : Manufacturing Site Registration Application

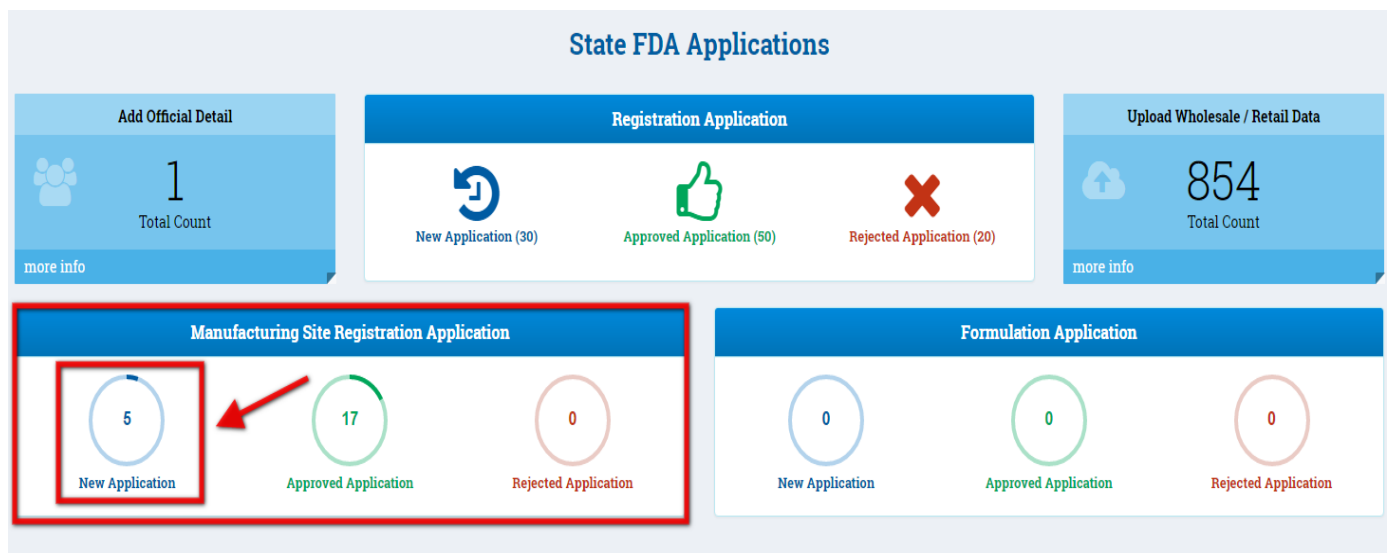



Figure 1 - 13 : New Application

1. **Unapproved Manufacturing Site Details:** - After clicking on **New Application** in **Manufacturing Site Registration Application** in given **Figure 1-13**, a new window will open as shown in **Figure 1-14**.

## Unapproved Manufacturing Site Details

**Manufacturing Site Details**

License Type	Premises Name	Address	License No	License	Edit
<input type="checkbox"/> + Manufacturing Site	New Manufacturing Site	Address Line 1; Address Line 2; ; ASAS; Karnataka, India; 123456	LIC122	<a href="#">Download</a>	

Official List  [Assign](#)

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

**Figure 1 - 14 : Unapproved Manufacturing Site Details**

**Note:-**

- Under **Edit** Menu, User can either **Approve or Reject** from the menu or Edit the details.
- On selecting Official from Official List, User can assign the Manufacturing Site Received Applications to Different officials so they will be Accepting or Rejecting the Assigned Applications.
- User can download License document under **License** menu.

2. **Add/Edit Manufacturing Site Details (State Wise):** - If User wants to **Edit** the application then, a new window will open as shown in Figure 1-15.

### Add Manufacturing Site Details (State Wise)

\* All fields are mandatory

**Address Details**

Premises Type
☒ Own Site
☐ Loan Site

Select Premises

Address Line One, Address Line Two, , Kheda, Karnataka, India, 1234

**Licence Details**

Issuing Authority

CDSO

Form No

25A

Licence No

LIC123

Valid From

01/27/2017

Valid Upto

02/28/2017

Upload Licence Document

Choose file Amendment...er\_16.pdf

Save Details

Manufacturing Site Details						
License Type	Premises Name	Address	License No	Licence	Edit	
<input type="checkbox"/> +	MSTEST	Address Line One; Address Line Two; , Kheda, Karnataka, India; 123456	LSN123321	Download	<a href="#">Edit</a>	
<input type="checkbox"/> +	Palm Pharmacy	Address Line One; Address Line Two; , Kheda, Karnataka, India; 123456	LSN12332112	Download	<a href="#">Edit</a>	
<input type="checkbox"/> + Manufacturing Site	New Manufacturing Site	Address Line 1; Address Line 2; , ASAS; Karnataka, India; 123456	LIC122	Download	<a href="#">Edit</a>	
<input checked="" type="checkbox"/> + Manufacturing Site	Palm Pharmacy	Jeevan Shree Building, Ground Floor; A-58, Majlis Park; Gwalior; Kheda; Madhya Pradesh, India; 458211	260218	Download	<input checked="" type="checkbox"/>	
<input type="checkbox"/> + Manufacturing Site	Palm Pharmacy	Jeevan Shree Building, Ground Floor; A-58, Majlis Park; Gwalior; Kheda; Madhya Pradesh, India; 458211	LSN12312	Download	<a href="#">Edit</a>	
<input checked="" type="checkbox"/> + Manufacturing Site	Test Pharmacy	Block No.10, 1st Floor; Udyog Bhawan; Pune; Pune; Maharashtra, India; 400126	280018	Download	<input checked="" type="checkbox"/>	
<input type="checkbox"/> + Manufacturing Site	Test Pharmacy	Block No.10, 1st Floor; Udyog Bhawan; Pune; Pune; Maharashtra, India; 400126	1234567789	Download	<a href="#">Edit</a>	
<input type="checkbox"/> + Manufacturing Site	Test Pharmacy	Block No.10, 1st Floor; Udyog Bhawan; Pune; Pune; Maharashtra, India; 400126	FF-125-6071	Download	<a href="#">Edit</a>	

**Figure 1 - 15 : Add Manufacturing Site Details**

**Note:-**

- After Editing the details user have to click on **Save Details** button to Save the edited details.



3. **Approved Manufacturing Site Details:** - If user clicks on **Accept** then the application will be moved to **Approved Manufacturing Site Applications**, as shown in Figure 1-16.

### Approved Manufacturing Site Details

#### Manufacturing Site Details

License Type	Premises Name	Address	License No	Licence
1 + Manufacturing Site	Mylan Laboratories Limited (OTL)	M/s. Mylan Laboratories Limited (OTL), Plot No. 284-B, Bommasandra Jigani Link Road, Industrial Area, Anekal Taluk, Bangalore 560 105 ; M/s. Mylan Laboratories Limited (OTL), Plot No. 284-B, Bommasandra Jigani Link Road, Industrial Area, Anekal Taluk, Bangalore 560 105 ; Bengaluru (Bangalore) Urban; Bengaluru; Karnataka; India; 560105	KTk/28/381/2008	<a href="#">Download</a>
2 + Manufacturing Site	Mylan Laboratories Limited (OTL)	Plot No. 284-B, Bommasandra-Jigani Link Road, Anekal Taluk, Bangalore -560 105; Bengaluru (Bangalore) Urban; Bengaluru; Karnataka; India; 560105	KTk/25/580/2010	<a href="#">Download</a>
3 + Manufacturing Site	BIOCON LIMITED	PLOT NO. 2 & 3, PHASE IV, BOMMASANDRA-JIGANI LINK ROAD, BANGALORE; Bengaluru (Bangalore) Rural; BANGALORE; Karnataka; India; 560099	KTk/25/514/2005	<a href="#">Download</a>
4 + Manufacturing Site	S3V Vascular Technologies Pvt. Ltd.	Plot No. 229/A; Hebbal Industrial Area; Mysuru (Mysore); Mysore; Karnataka; India; 570018	KTk/28/413/2013	<a href="#">Download</a>
5 + Manufacturing Site	Micro Labs Ltd., Kumbalgodu	No.15/A, II Phase; Kumbalgodu Industrial Area; Bengaluru (Bangalore) Rural; Bangalore; Karnataka; India; 560074	KTk/25/449/2000,KTk/28/314/2000	<a href="#">Download</a>
6 + Manufacturing Site	Micro Labs Ltd, Eye Drops Unit, No.113-116, Bommasandra-560099	Plot No. 113-116; 4th Phase, KIADB Industrial Area, Bommasandra; Bengaluru (Bangalore) Rural; Bommasandra; Karnataka; India; 560099	KTk/28/357/2006	<a href="#">Download</a>
7 + Manufacturing Site	Micro Labs Ltd, Cephalosporin Unit, No.121-124, Bommasandra-560099	Plot No. 121-124; 4th Phase, KIADB, Bommasandra; Bengaluru (Bangalore) Rural; Bangalore; Karnataka; India; 560099	KTk/28/342/2004	<a href="#">Download</a>
8 + Manufacturing Site	Micro Labs Ltd., Peenya-II	No.67/68A, 3rd Phase, ; Peenya Industrial Area; Bengaluru (Bangalore) Rural; Bangalore; Karnataka; India; 560058	KTk/25/49/67,KTk/28/23/67	<a href="#">Download</a>
9 + Manufacturing Site	Biocon Limited	Plot No. 2 - 4, Phase IV, Bommasandra-Jigani Link Road, Bangalore; Bengaluru (Bangalore) Rural; Bengaluru; Karnataka; India; 560099	KTk/28D/7/2006	<a href="#">Download</a>
10 + Manufacturing Site	Vascular Concepts Limited	7C, DODDABALLAPUR INDUSTRIAL ESTATE; DODDABALLAPUR; Bengaluru (Bangalore) Rural; Bangalore; Karnataka; India; 561203	KTk/28/359/2006	<a href="#">Download</a>

**Figure 1 - 16 : Approved Manufacturing Site Details**

4. **Rejected Manufacturing Site Details:** - If user clicks on **Reject** then the application will be moved to **Rejected Manufacturing Site Applications**, as shown in Figure 1-17.

### Rejected Manufacturing Site Details

Manufacturing Site Details					
	License Type	Premises Name	Address	License No	Licence
1	+ Manufacturing Site	M/s. Mylan Laboratories Limited (Beta Lactam Limited)	Mylan Laboratories Limited, 7th To 12th Floor, Prestige Platina, Block 3, Outer Ring Road, Kadubeesanahalli, Bangalore - 560 087; M/s.Mylan Laboratories Limited (Beta Lactam Division), No. 152/6 & 154/16, Doresanipalya,Bilekahalli, Bannerghatta Road,Bangalore -560 076.; Bengaluru (Bangalore) Urban; Bengaluru; Karnataka; India; 560087	KTK/28/307/99	<a href="#">Download</a>

Figure 1 - 17 : Rejected Manufacturing Site Details

5. **Approved and Rejected Applications:** - User can view all these Approve or Rejected (highlighted) directly from Dashboard, as shown in Figure 1-18.

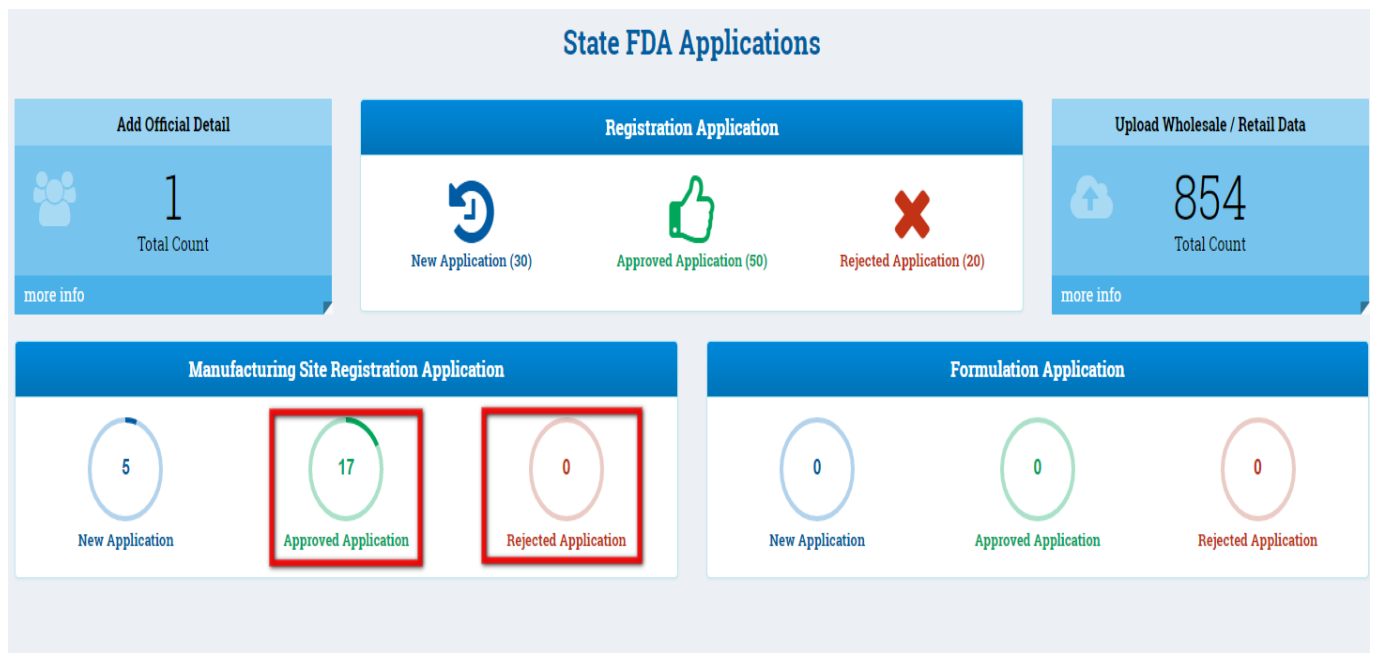


Figure 1 - 18 : Approved and Rejected Applications

## Upload Wholesale/Retail Data

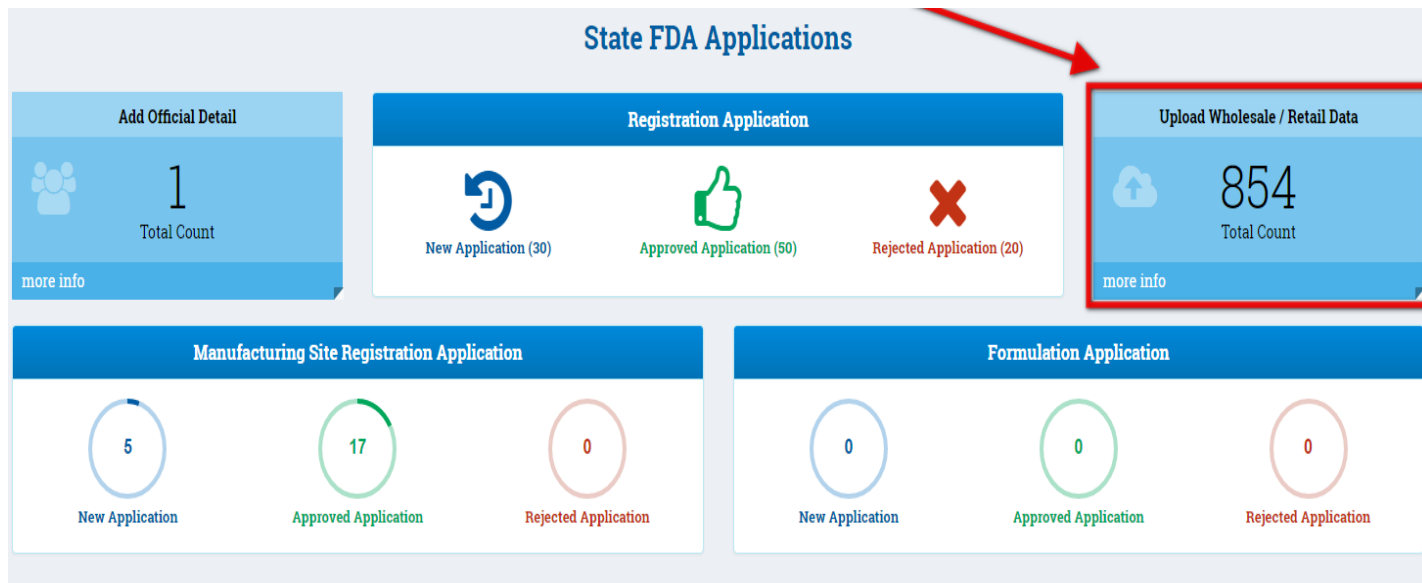


Figure 1 - 19 : Upload Wholesale/Retail Data

1. **Upload Retail and Wholesale Data:** - After clicking on **Upload Retail and Wholesale Data** option on Dashboard, a new window will open, as shown in **Figure 1-20**.

### Upload Retail and Wholesale Data

State

Year

Month

Select File  No file chosen

Search:

State_cd ⇅	firm_nm ⇅	Full Address ⇅	Lic_cd ⇅	Lic_No ⇅	Issue_Dt ⇅	Valid_Dt ⇅	Constitution ⇅	District ⇅

**Figure 1 - 20 : Upload Retail and Wholesale Data**

**Note:-**

- Now users can Upload Retail and Wholesale Data by simply selecting State, Year and Month and after selecting all these details User has to select file to upload the Retail and Wholesale Data.

2. **Show and Upload the Data:** - After clicking on **Show button** on the page, the data will show some like this, as shown in **Figure 1-21**.

**Upload Retail and Wholesale Data**

State:

Year:

Month:

Select File:  No file chosen

Search:

State_cd ⇅	firm_nm ⇅	Full Address ⇅	Lic_cd ⇅	Lic_No ⇅	Issue_Dt ⇅	Valid_Dt ⇅	Constitution ⇅	District ⇅
24	PAARIJAAT ENTERPRISES	Shop No. SF-18, 2nd Floor, Ward No. 36, Samvet Shikhar Complex, Rajbandha Maidan, Raipur (C.G.) - 492001	20B	19988	29/Oct/2016	28/Oct/2021	Proprietary	RAIPUR Z-3 (31-40)
24	PAARIJAAT ENTERPRISES	Shop No. SF-18, 2nd Floor, Ward No. 36, Samvet Shikhar Complex, Rajbandha Maidan, Raipur (C.G.) - 492001	21B	19989	29/Oct/2016	28/Oct/2021	Proprietary	RAIPUR Z-3 (31-40)
24	SHRI LAXMI MEDICAL STORE	RAM DARBAR, KOTA ROAD, PH.NO. 107, KH.NO. 213/8 (PART), WARD NO. 12, KOTA, RAIPUR, Raipur (C.G.) - 492001	20	19972	28/Oct/2016	27/Oct/2021	Proprietary	RAIPUR Z-2 (01-30)
24	SHRI LAXMI MEDICAL STORE	RAM DARBAR, KOTA ROAD, PH.NO. 107, KH.NO. 213/8 (PART), WARD NO. 12, KOTA, RAIPUR, Raipur (C.G.) - 492001	21	19973	28/Oct/2016	27/Oct/2021	Proprietary	RAIPUR Z-2 (01-30)
24	ASHEERVAD MEDICAL STORE	PH.NO.27, KH.NO.799, H.NO.484/K,VILL.DEVKAR, PO DEVKAR, BLOCK.SAJA,SAJA - 491331	20	19976	28/Oct/2016	27/Oct/2021	Proprietary	BEMETARA
24	ASHEERVAD MEDICAL STORE	PH.NO.27, KH.NO.799, H.NO.484/K,VILL.DEVKAR, PO DEVKAR, BLOCK.SAJA,SAJA - 491331	21	19977	28/Oct/2016	27/Oct/2021	Proprietary	BEMETARA
24	KARMA MEDICAL STORES	PH. NO. 16, VILLAGE- PANDARBHATTA, POST- JHAL, TAHSIL AND DISTRICT BEMET, BEMETARA - 491335	20	19978	28/Oct/2016	27/Oct/2021	Proprietary	BEMETARA
24	KARMA MEDICAL STORES	PH. NO. 16, VILLAGE- PANDARBHATTA, POST- JHAL, TAHSIL AND DISTRICT BEMET, BEMETARA - 491335	21	19979	28/Oct/2016	27/Oct/2021	Proprietary	BEMETARA
24	SUMEET MEDICAL AND GENERAL STORE	PLOT NO-1789/4, WARD NO- 31 LALBAHADUR SHASRTRI WARD, AMBIKAPUR - 497001	20B	19968	28/Oct/2016	27/Oct/2021	Proprietary	SARGUJA
24	SUMEET MEDICAL AND GENERAL STORE	PLOT NO-1789/4, WARD NO- 31 LALBAHADUR SHASRTRI WARD, AMBIKAPUR - 497001	21B	19969	28/Oct/2016	27/Oct/2021	Proprietary	SARGUJA

« < 1 2 3 4 5 ... > »

**Figure 1 - 21 : Show and Upload the Data**

**Note:-**

- User can only first **show** and then **save** the records.
- User can not edit data after upload, so user must upload the Updated data every time.
- After Showing the data user has to **save** the data by clicking on **save button** to upload this file onto SUGAM.