Central Drug Standard Control Organization

(CDSCO)

USER MANUAL

For

Export NOC

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Centre for Development of Advanced Computing

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1. Login

Existing User

- Open the CDSCO portal; fill the username and password as shown in ***Figure 1.1.***

New User

- Open the CDSCO portal, click on **"Sign up here"** (highlighted) to register yourself, as shown in ***Figure1.1***

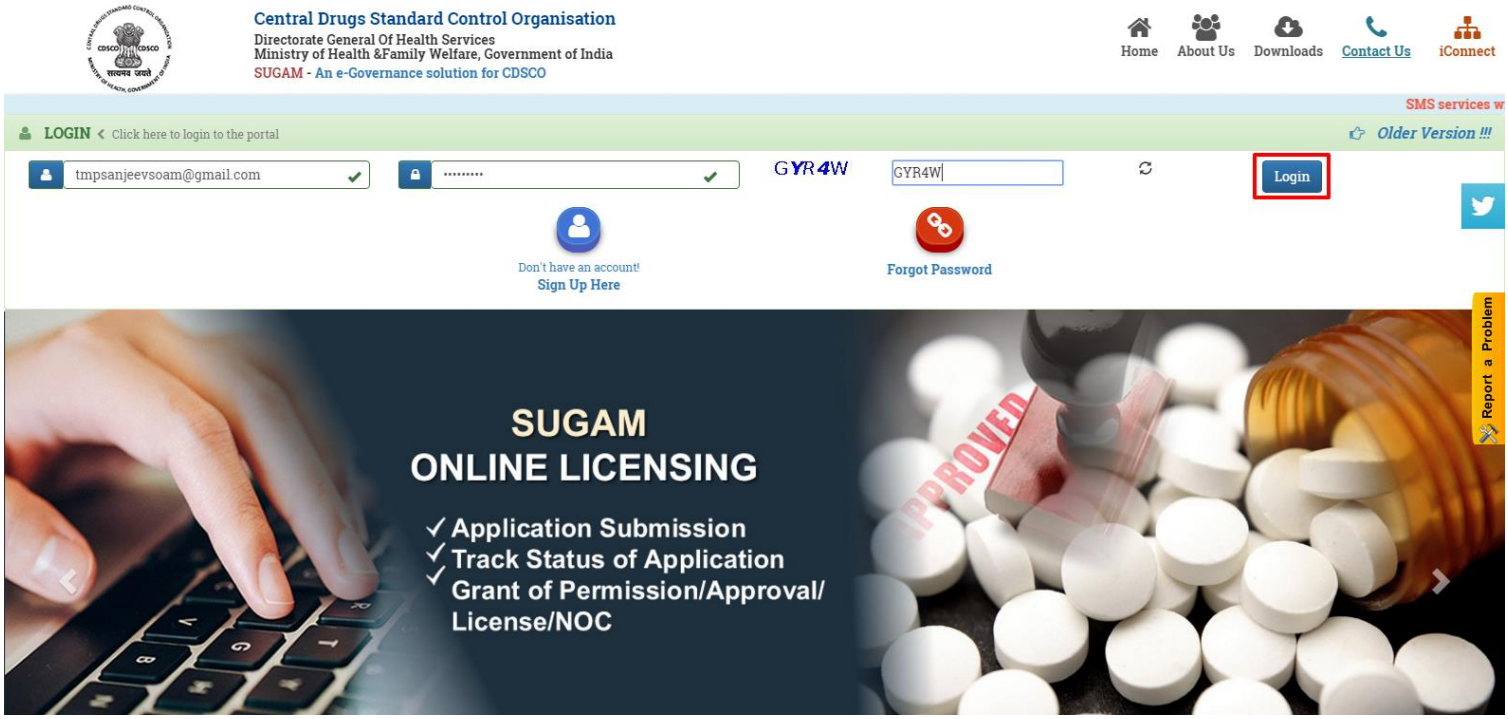


Figure 1.1

2. Dashboard

- After successful login, the system will be re-directed to the user dashboard where user can select the specified role from **Switch Role → Corporate**, as shown in ***Figure 2.1.***

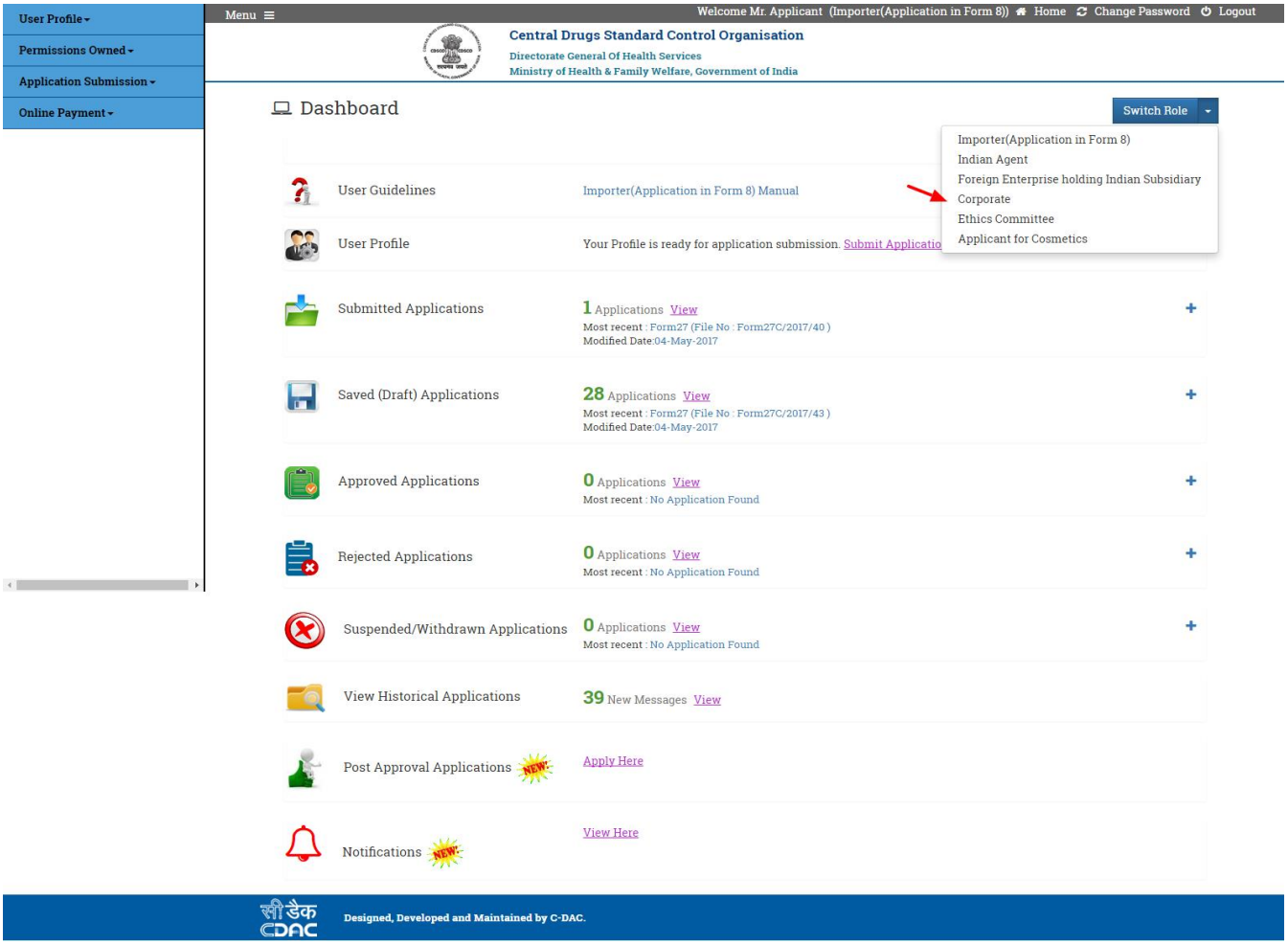


Figure 2.1

2.1 Submit Application

- After choosing the role as "Cooperate" click on "Submit Application" as highlighted in the ***Figure 2.2***

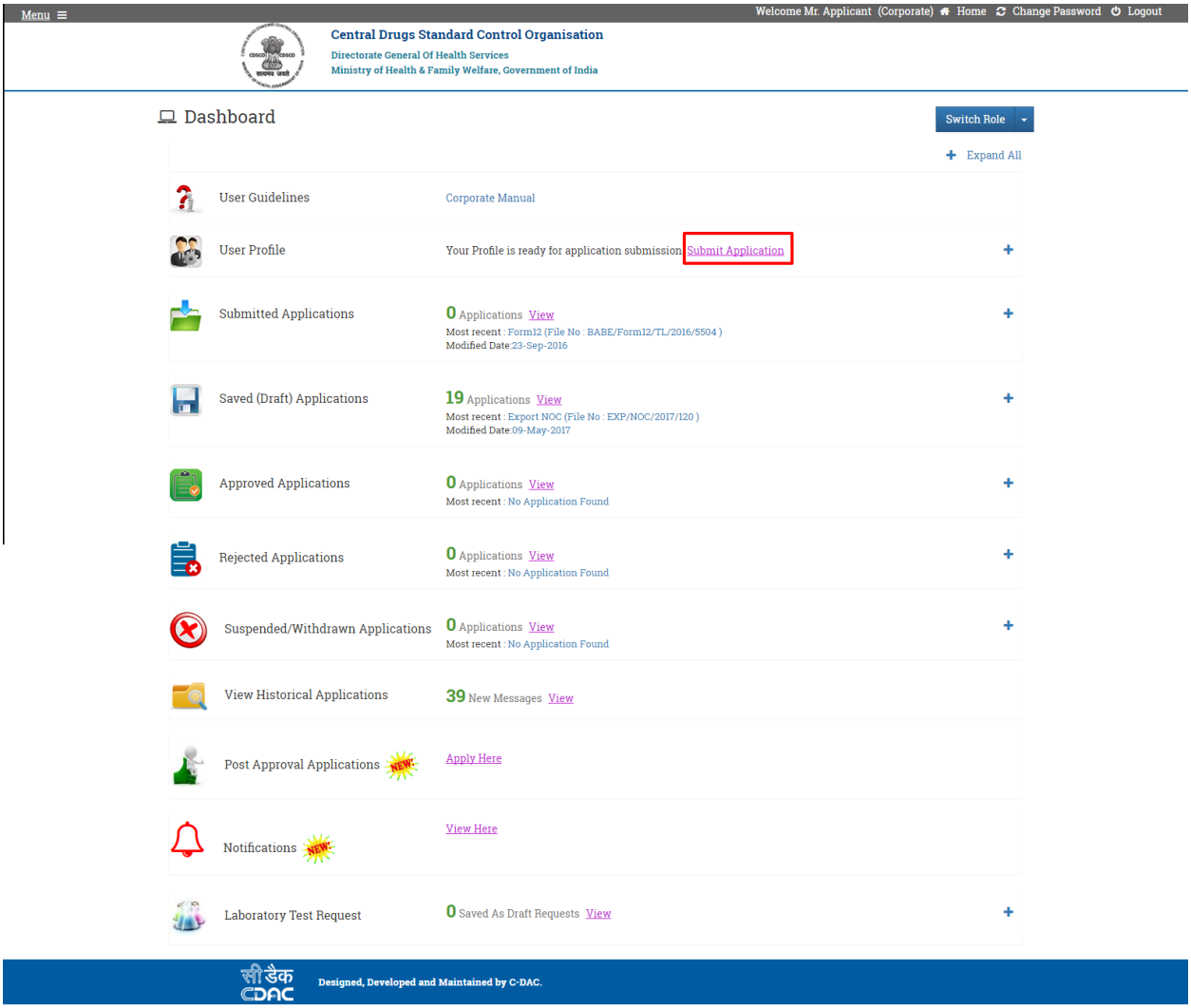


Figure 2.2

3. Online Form Submission

- After clicking on "Submit Application" user will be redirected to "Online Form Submission" page.
- Here, user has to select Department as "Zone" and Select Form as "NOC", as shown in ***Figure 3.1***
- Checkbox on terms and condition to move to the next page.

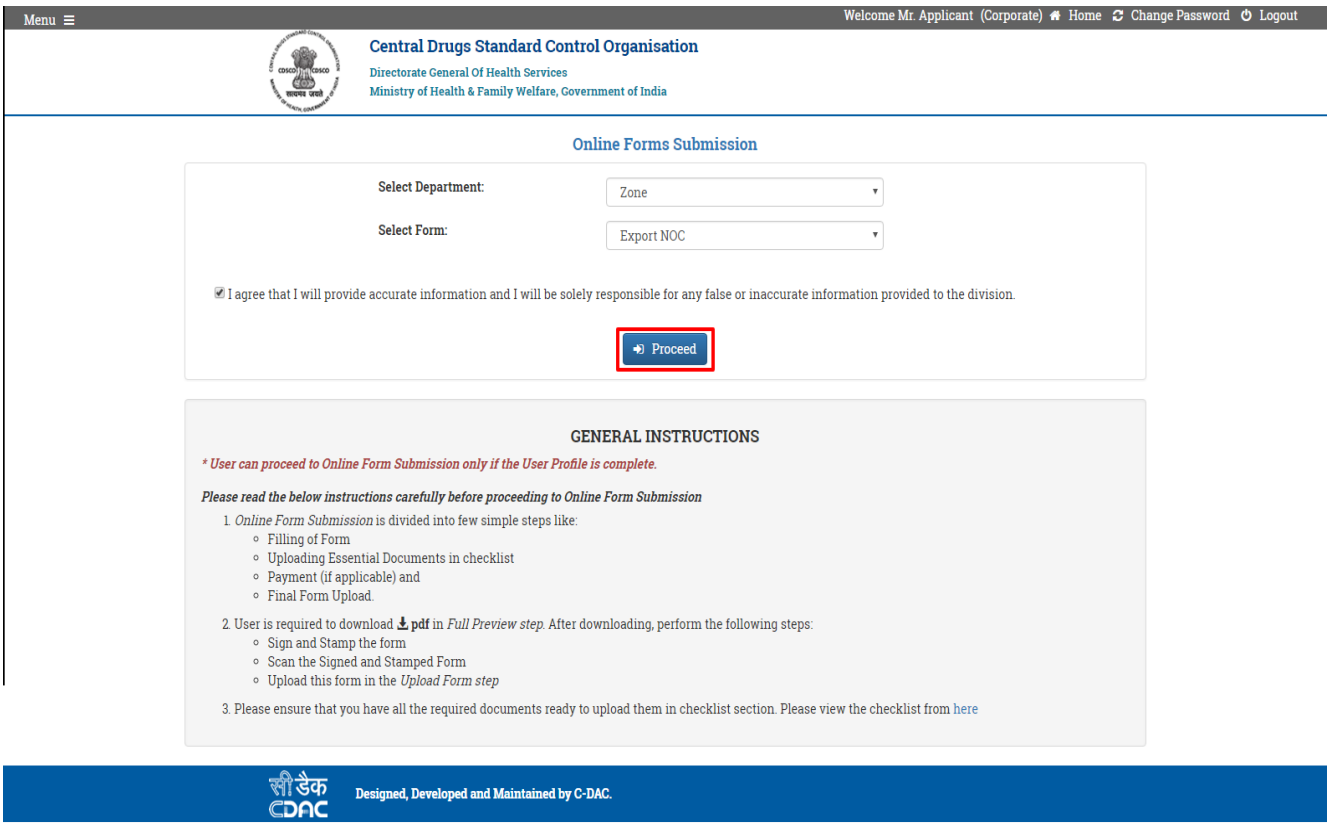


Figure 3.1

NOTES:

- It is mandatory to select "Agree on Terms and Condition" to proceed further.
- Before proceeding further kindly read the '**General instructions**' provided on the same page.
- User can proceed for the online form Submission only if the user profile is complete.

4. Purpose of Application

4.1 Applied For

User can apply for one of the following application as highlighted in ***Figure 4.1***

- Manufacture of Exhibit batches for data of Export Purposes.
- Manufacture for Export Purposes
- Material Transfer (API Manufacture)

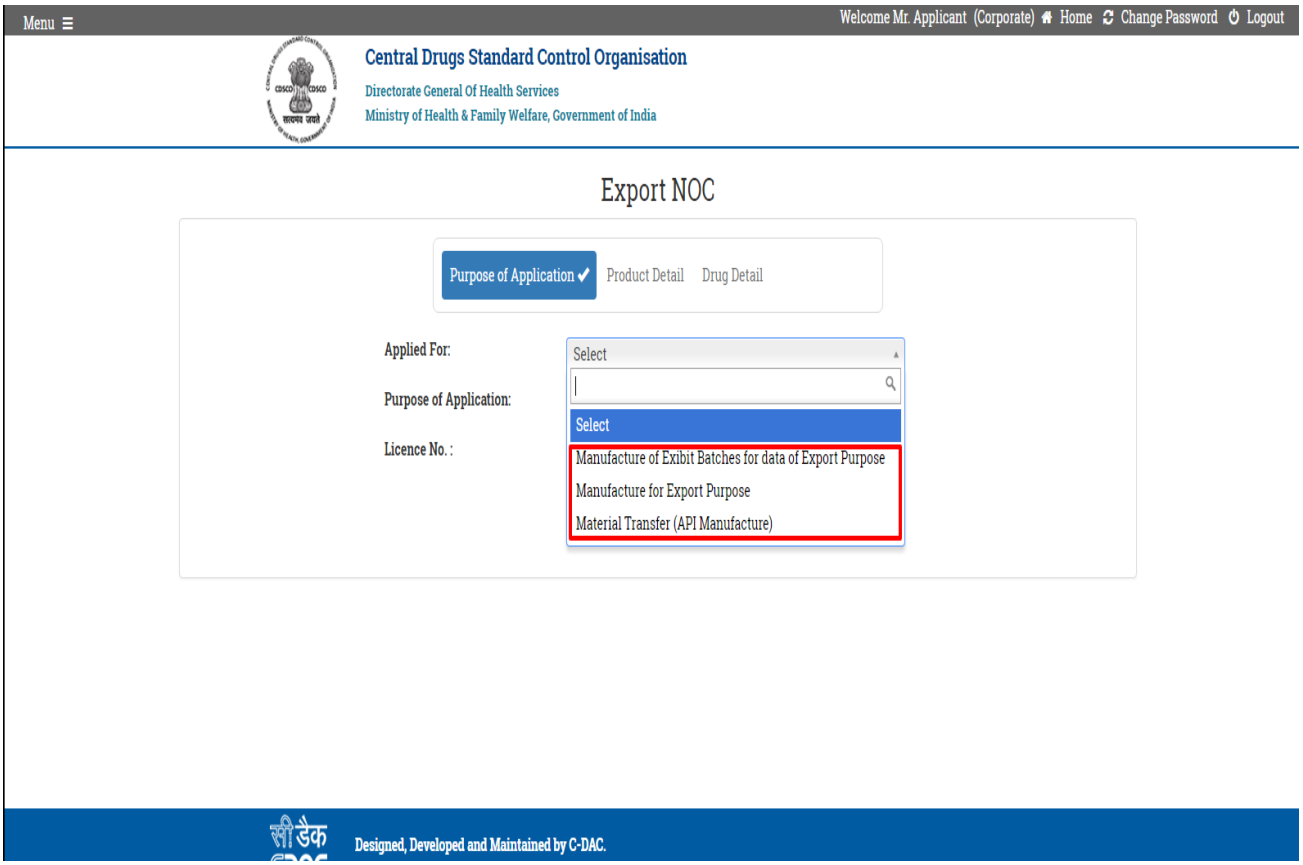


Figure 4.1

4.2 Purpose of Application

- User can choose the Purpose of Application as either **Bulk Drug** or **Finished Formulation** according to his requirement, as shown in ***Figure 4.2***

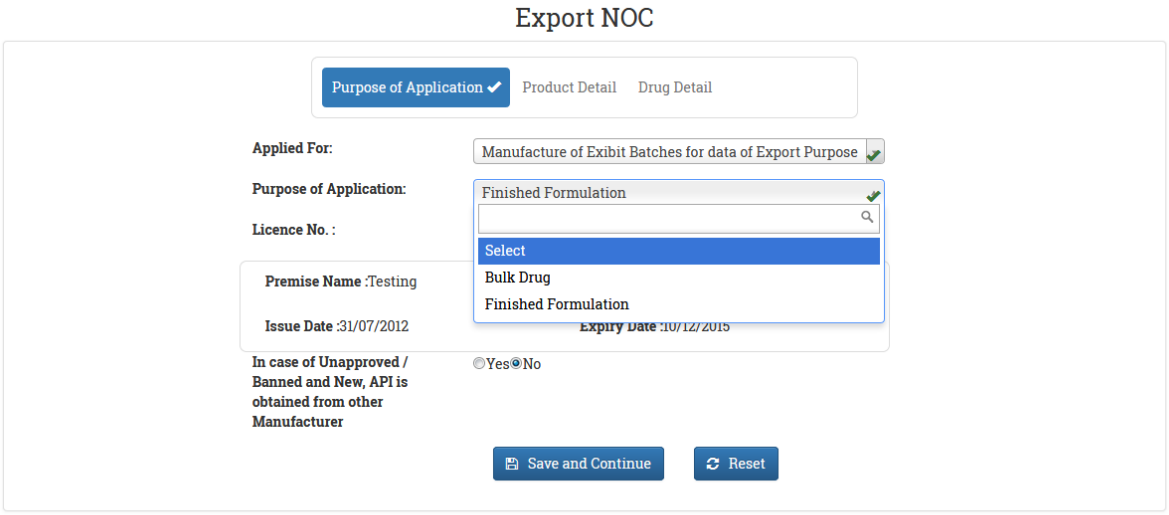


Figure 4.2

4.3 License Number

- If the user's license number has already been entered in the system then it will be fetched from there and will appear on the drop down menu of the "License No." , as shown in ***Figure 4.3***

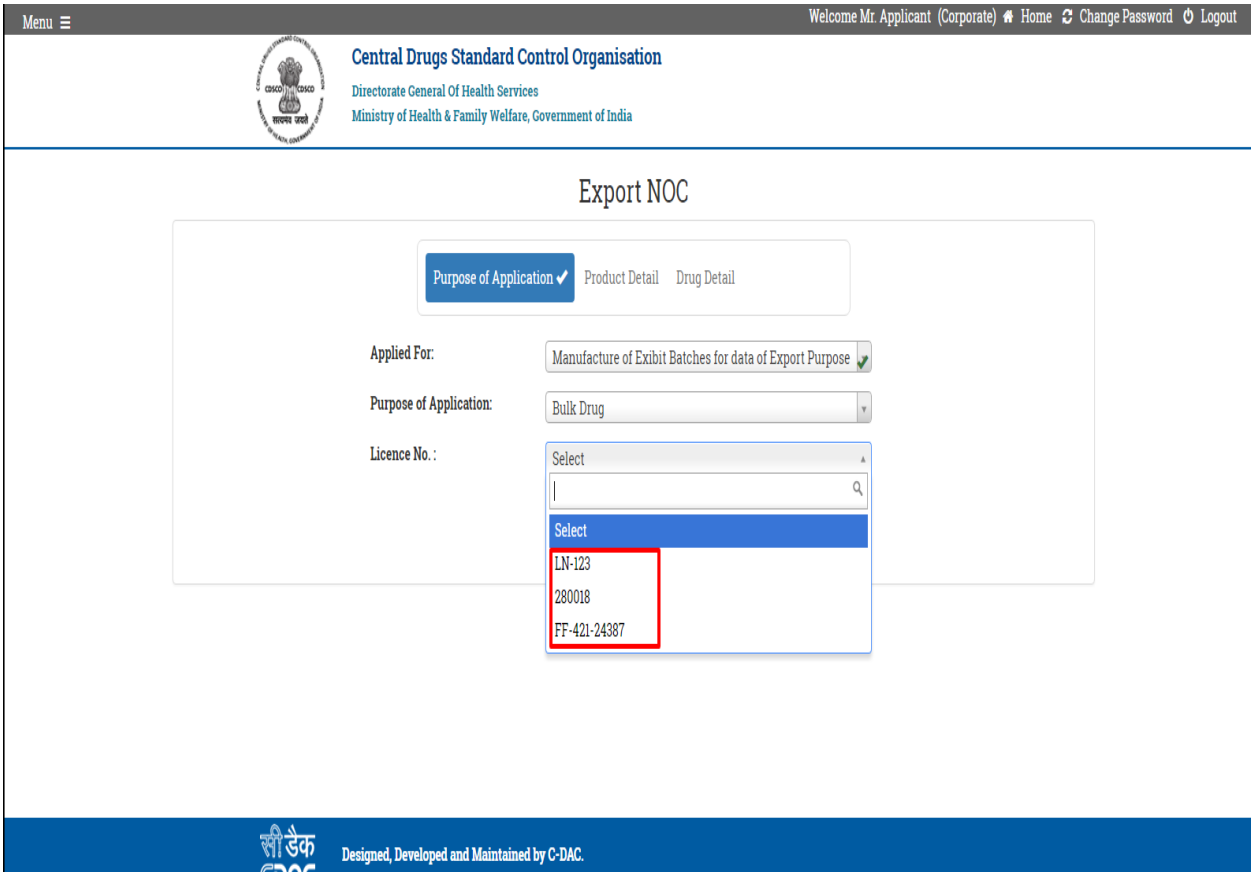


Figure 4.2

NOTES:

- If the user's license number is not entered in the system then the user has to first entered it on the system and then only he will be able to move further for Online Form Submission.

4.4 Registration of License Number

- For License Registration go to Dashboard homepage, go to the top of menu and select **"Add Wholesale/Manufacturing Licensing Details"** under user profile**,** as highlighted in the ***Figure 4.3***

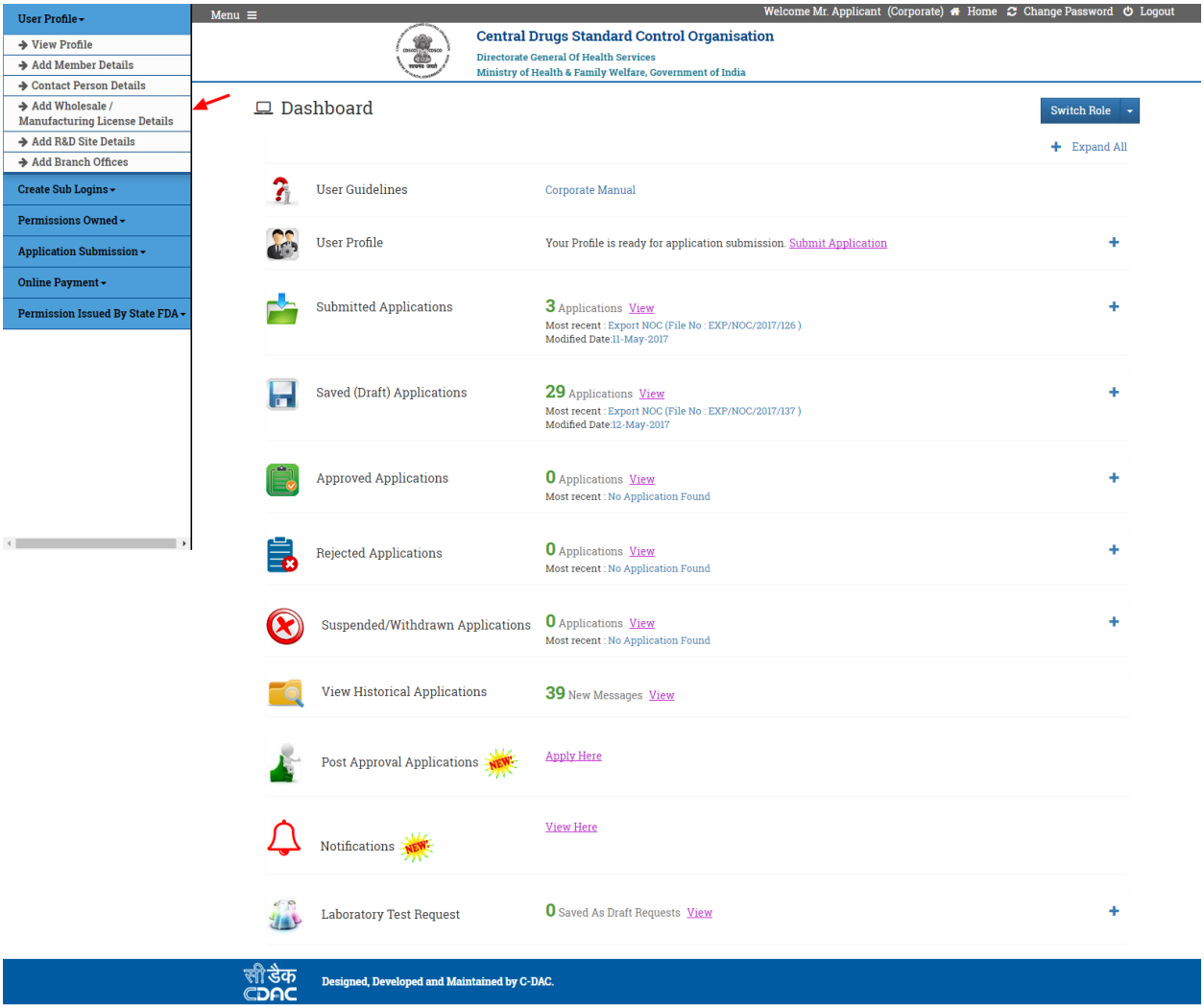


Figure 4.3

- After selecting **"Add Wholesale/Manufacturing Licensing Details"** a new window will open where user will fill the details to register his/her license number, as shown in ***Figure 4.4***

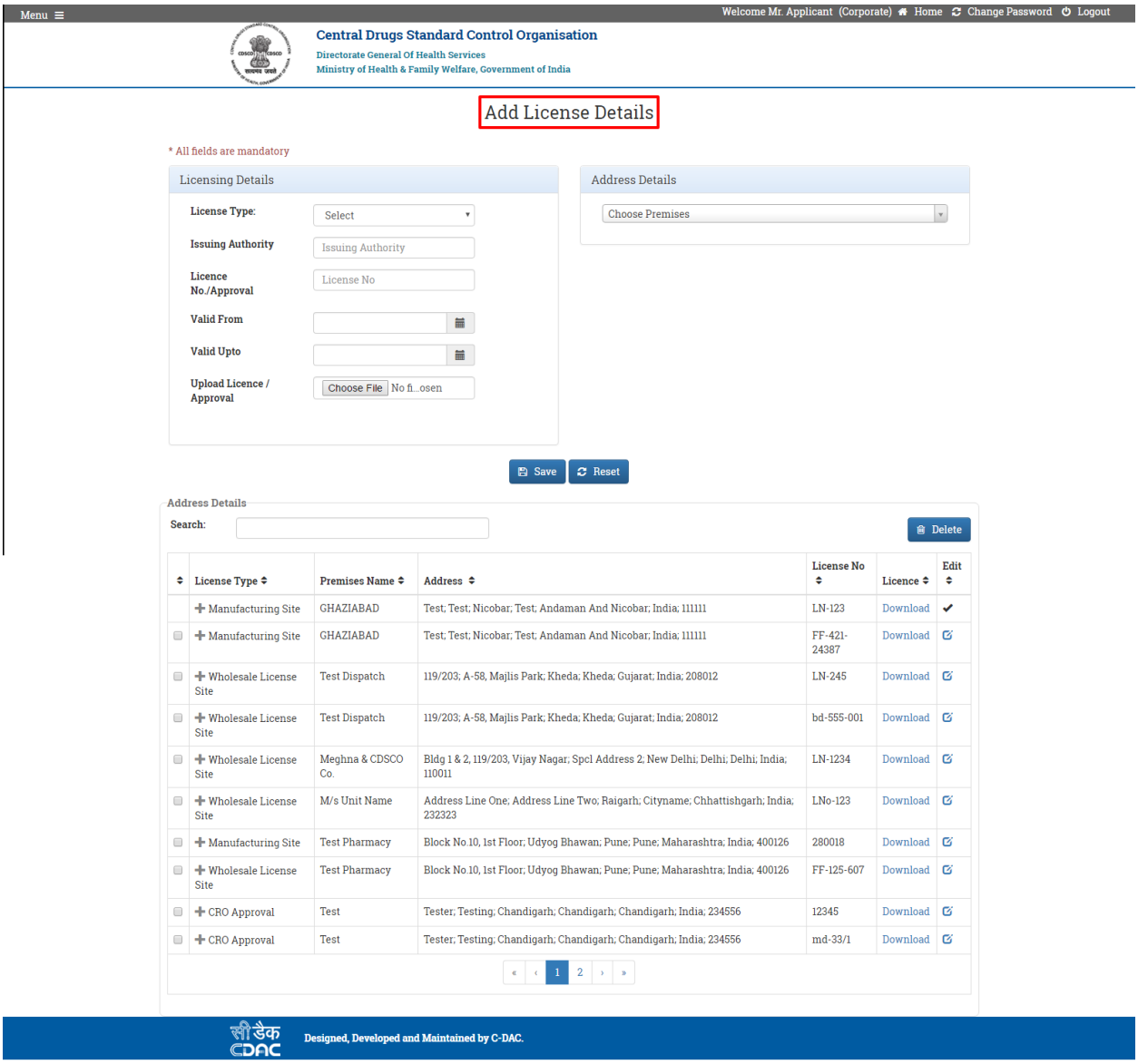


Figure 4.4

5. Manufacture of Exhibit Batches for data of Export Purpose

- When user select "**Manufacture of Exhibit batches for data of Export Purposes**" and "**Finished Formulation**" as the purpose of application then, in case of Unapproved / Banned and New, API is obtained from other Manufacturer , as shown in ***Figure 5.1***
- If user need API from other manufacturer click on "Yes" otherwise "No".
- Click on Save and Continue to move forward or click on Reset button to reset the form.

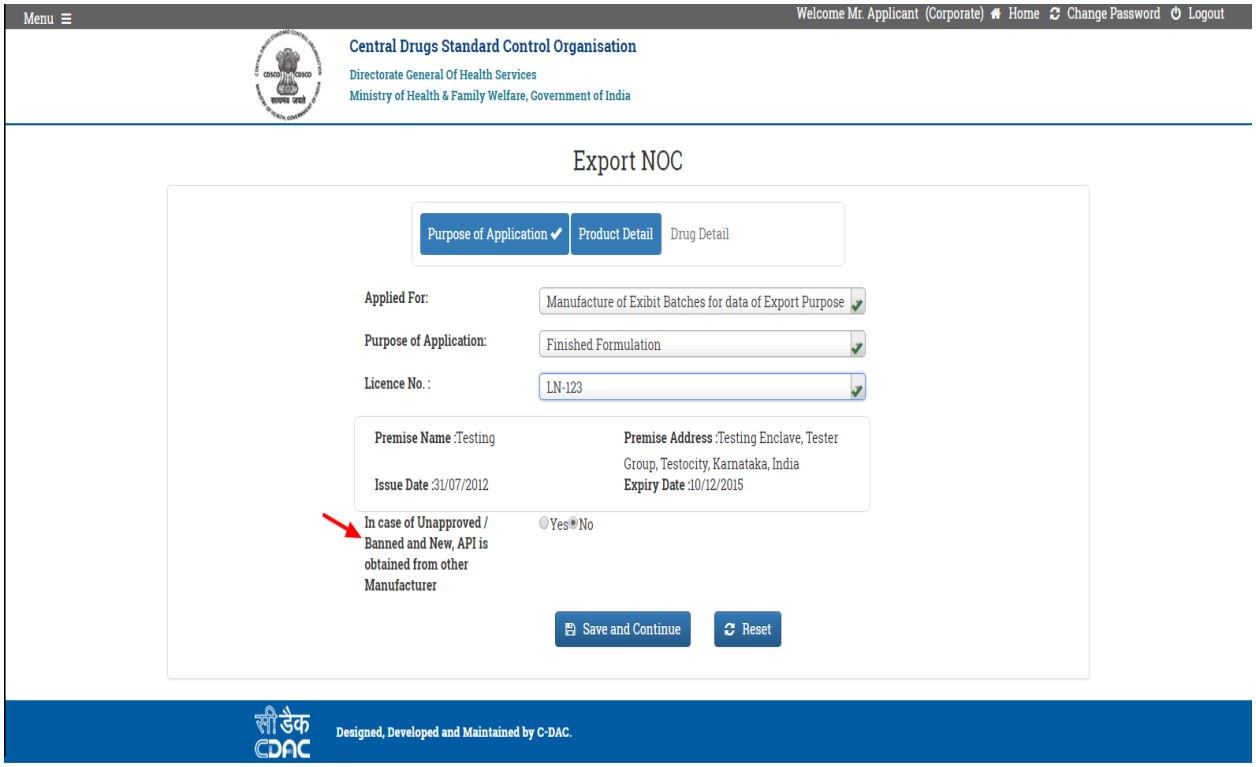


Figure 5.1

5.1 Drug Details

- After filling the Product Detail the form will go to next step i.e. Drug Details, as shown in ***Figure 5.1.1***
- Here the user will fill all the required details and click on "Save" button after completion of the form.

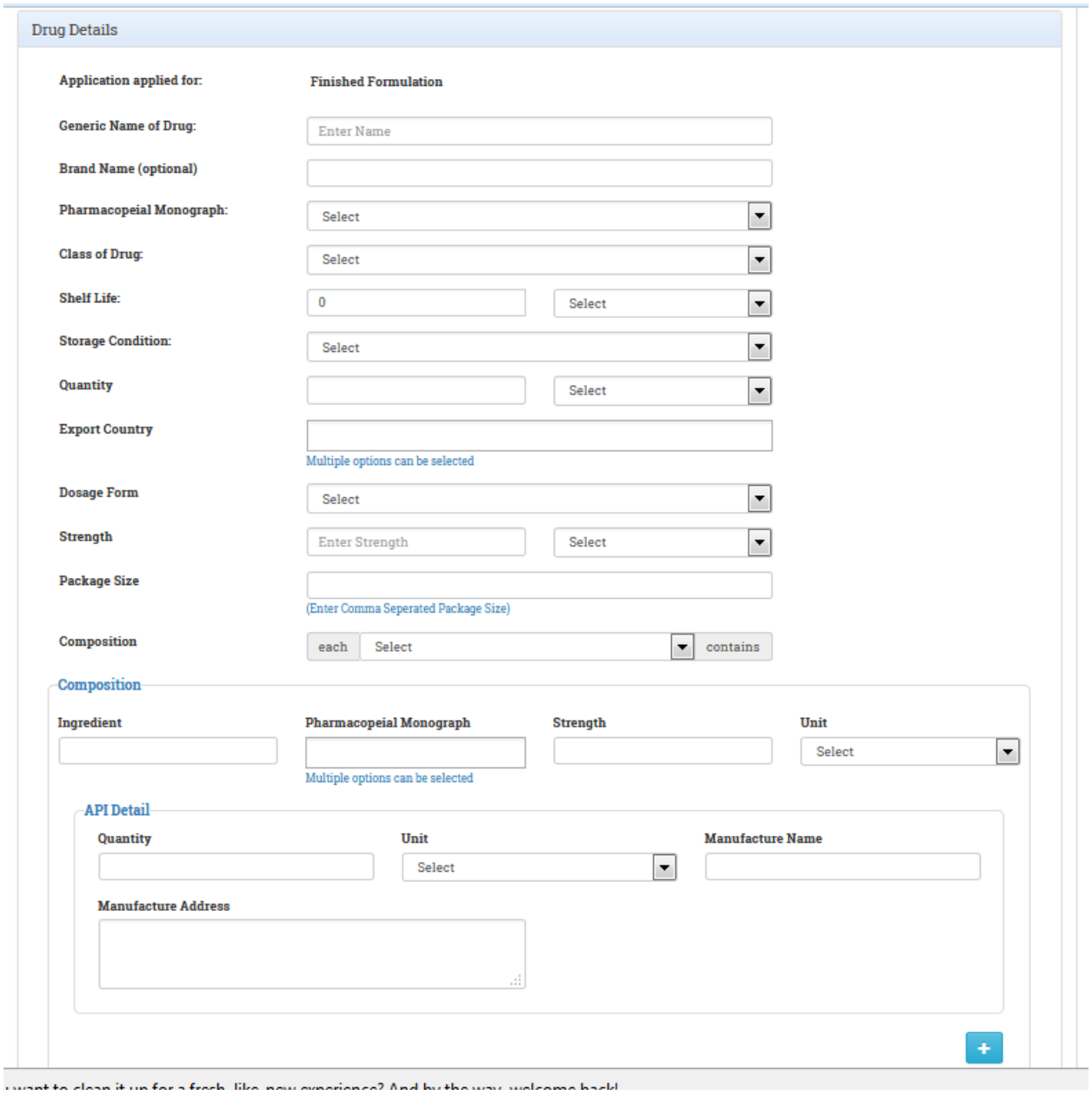


Figure 5.1.1

- After clicking on Save button the entry will be shown in tabular form at the end of the page, as shown in ***Figure 5.1.2***
- User can have more than one entry of drug detail according to his requirement otherwise click on Next button.

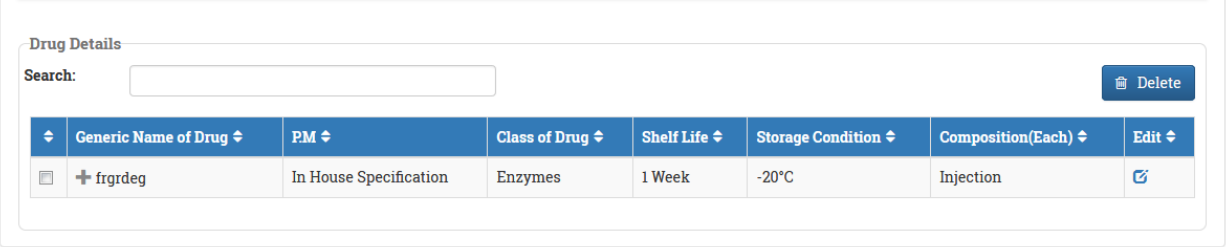
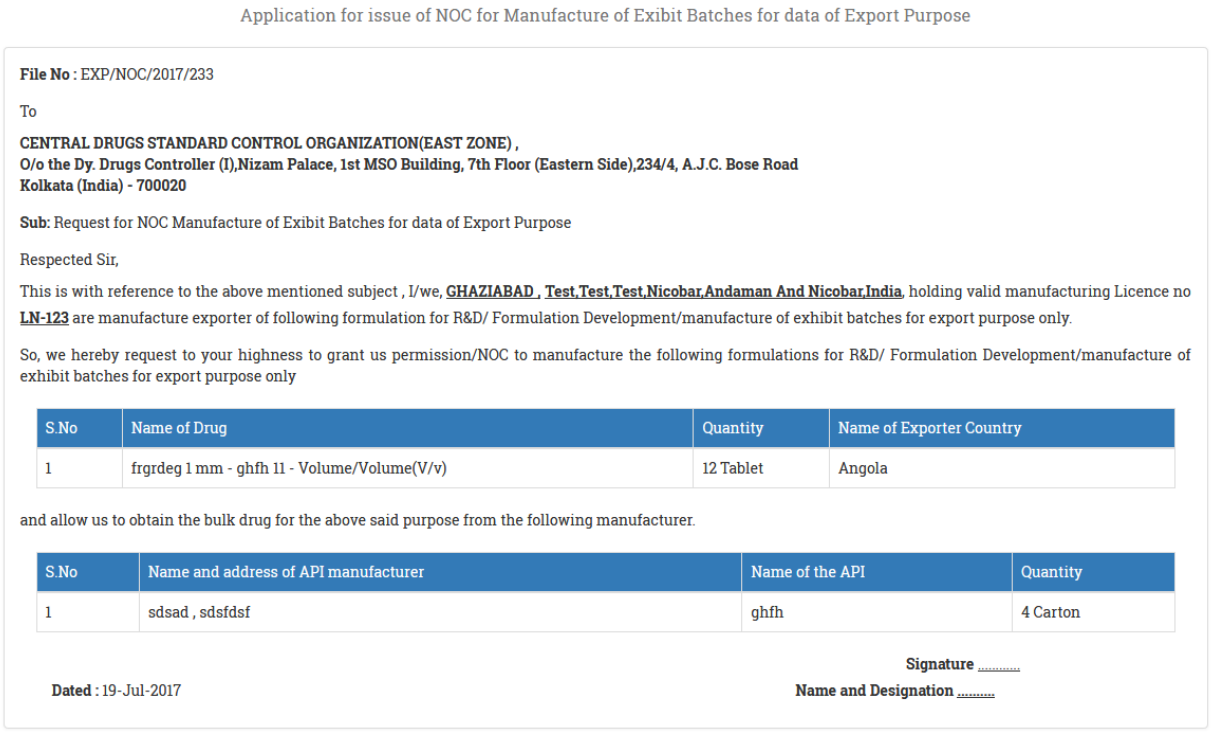


Figure 5.1.2

- At the end user will see the application for issue of NOC for Manufacture of Exibit for Data of Export Purpose. Here, the name of the city will be highlighted where manufacturing license is holding, as shown in ***Figure 5.1.3***
- User has to download the PDF form from the button "Download PDF"visible at the left bottom of the page , signed it and upload it in the checklist section .



Application for issue of NOC for Manufacture of Exibit Batches for data of Export Purpose

File No : EXP/NOC/2017/233

To

CENTRAL DRUGS STANDARD CONTROL ORGANIZATION(EAST ZONE) ,
O/o the Dy. Drugs Controller (I),Nizam Palace, 1st MSO Building, 7th Floor (Eastern Side),234/4, A.J.C. Bose Road
Kolkata (India) - 700020

Sub: Request for NOC Manufacture of Exibit Batches for data of Export Purpose

Respected Sir,

This is with reference to the above mentioned subject , I/we, **GHAZIABAD , Test,Test,Test,Nicobar,Andaman And Nicobar,India**, holding valid manufacturing Licence no **LN-123** are manufacture exporter of following formulation for R&D/ Formulation Development/manufacture of exhibit batches for export purpose only.

So, we hereby request to your highness to grant us permission/NOC to manufacture the following formulations for R&D/ Formulation Development/manufacture of exhibit batches for export purpose only

S.No	Name of Drug	Quantity	Name of Exporter Country
1	frgrdeg 1 mm - ghfh 11 - Volume/Volume(V/v)	12 Tablet	Angola

and allow us to obtain the bulk drug for the above said purpose from the following manufacturer.

S.No	Name and address of API manufacturer	Name of the API	Quantity
1	sdsad , sdsfdsf	ghfh	4 Carton

Signature .....

Dated : 19-Jul-2017

Name and Designation .....

Figure 5.1.3

- After clicking on **"Save and continue"** a pop-up will come, as shown in ***Figure 5.1.4***
- This pop up will ask whether the user wants to proceed to checklist, as after this he won't be able to modify form.

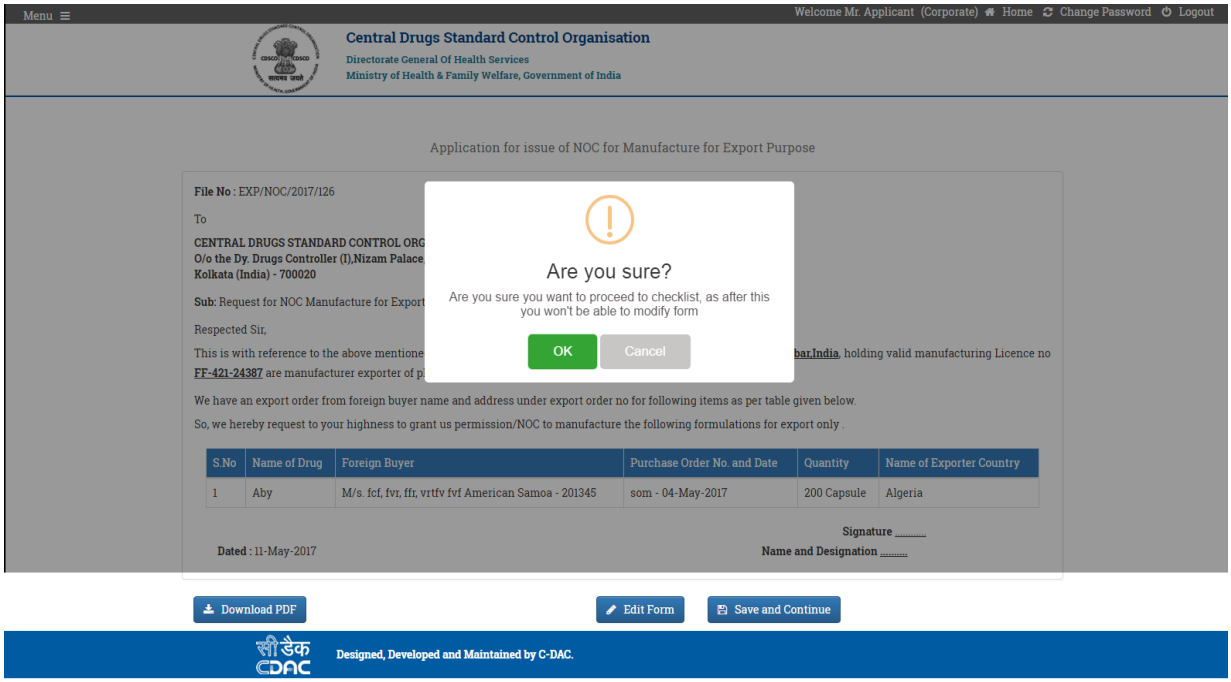


Figure 5.1.4

- After clicking on "OK", a checklist window will open on the screen, as shown in ***Figure 5.1.5***
- Before preceding you must read the **"Note"**, as shown in ***Figure 5.1.5***

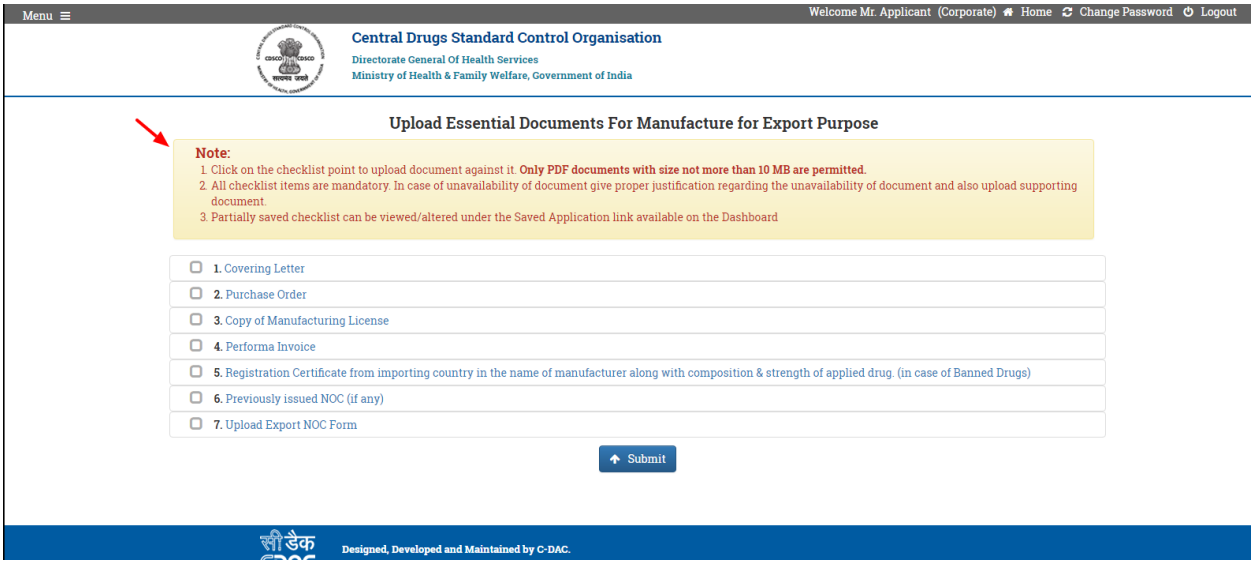


Figure 5.1.5

- Click on the checklist point to upload document against it. PDF document size should not more than 100MB.
- All checklist items are mandatory.
- Partially saved checklist can be viewed /altered under the Saved Application link available on the Dashboard.
- After completion of all the documents in checklist the window will appear in green, as shown ***Figure 5.1.6***
- Now click on **"Save"** button to further proceed, as show in ***Figure 5.1.6***

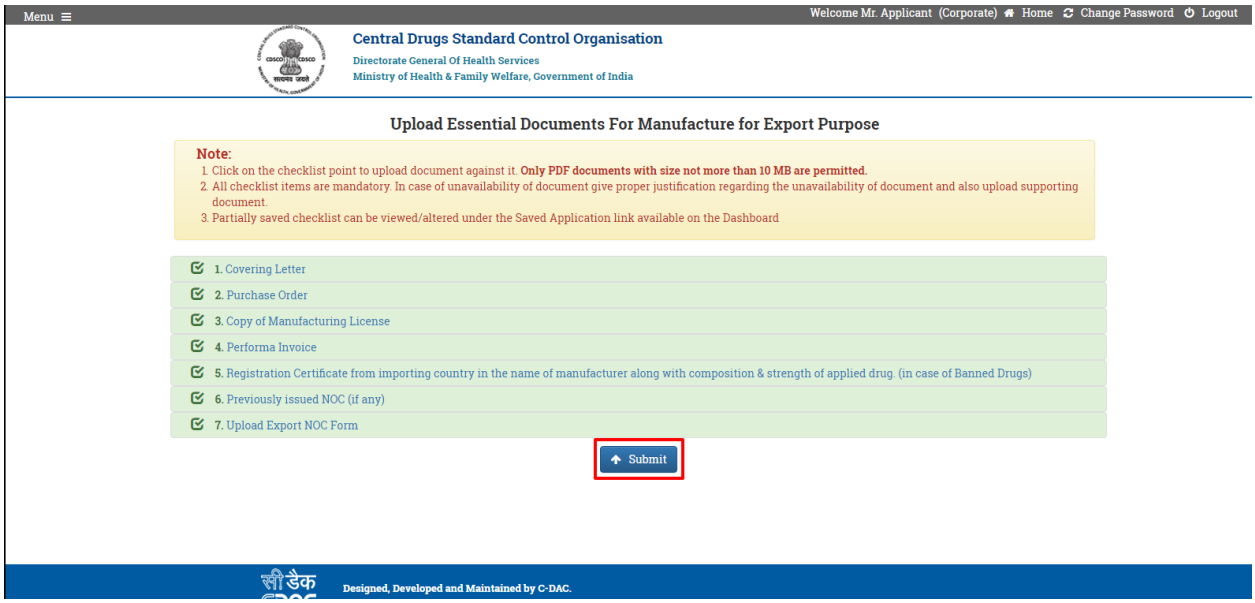


Figure 5.1.6

- After uploading all the documents a new window will appear with the text "Application has been submitted successfully." As shown in ***Figure 5.1.7***

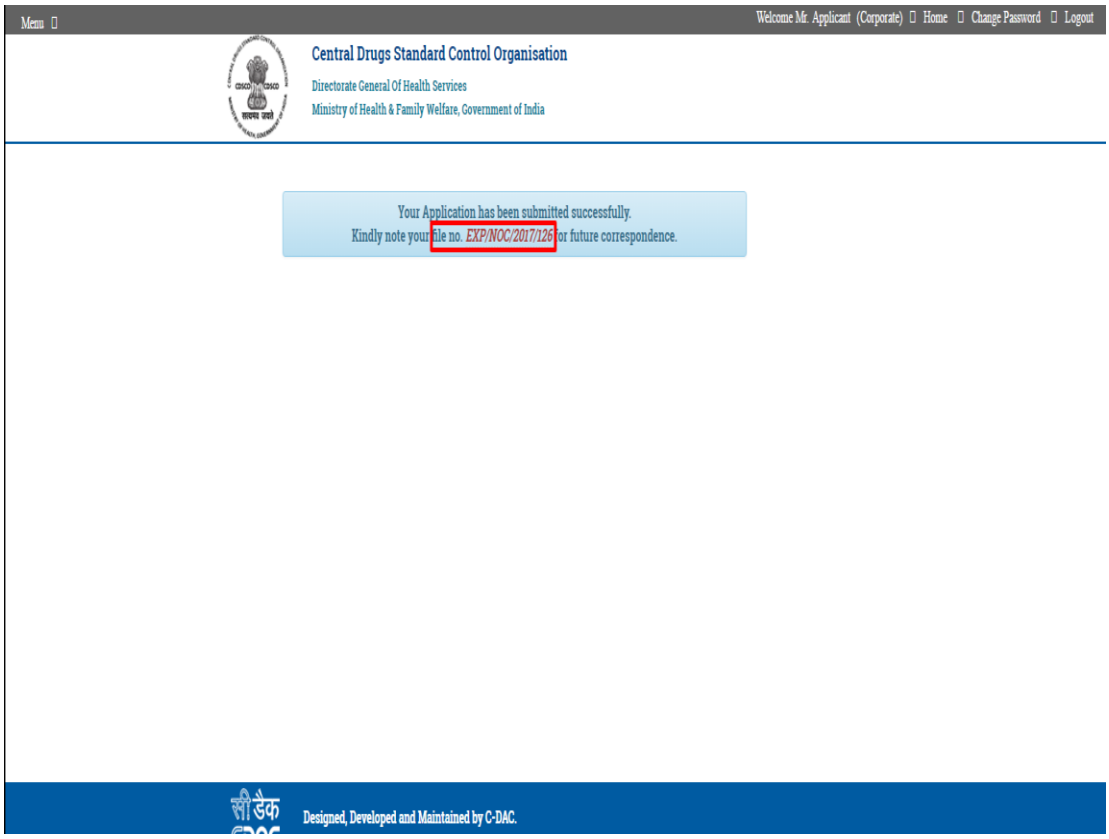


Figure 5.1.7

NOTE:

Future correspondence is on the basis of our generated **File No.**

Elaboration of File No. generated through system, as below –

1. NOC – meant for - This File Number generated for 'No Objection Certificate'
2. 2017 – Meant for the current year.
3. 126 - Stands for serial number generated through system.

5.2 Bulk Drug

- When user selects "**Manufacture of Exhibit batches for data of Export Purposes**" and "**Bulk Drug**" as the purpose of application then directly click on Save and Continue button to move forward, as shown in ***Figure 5.2***

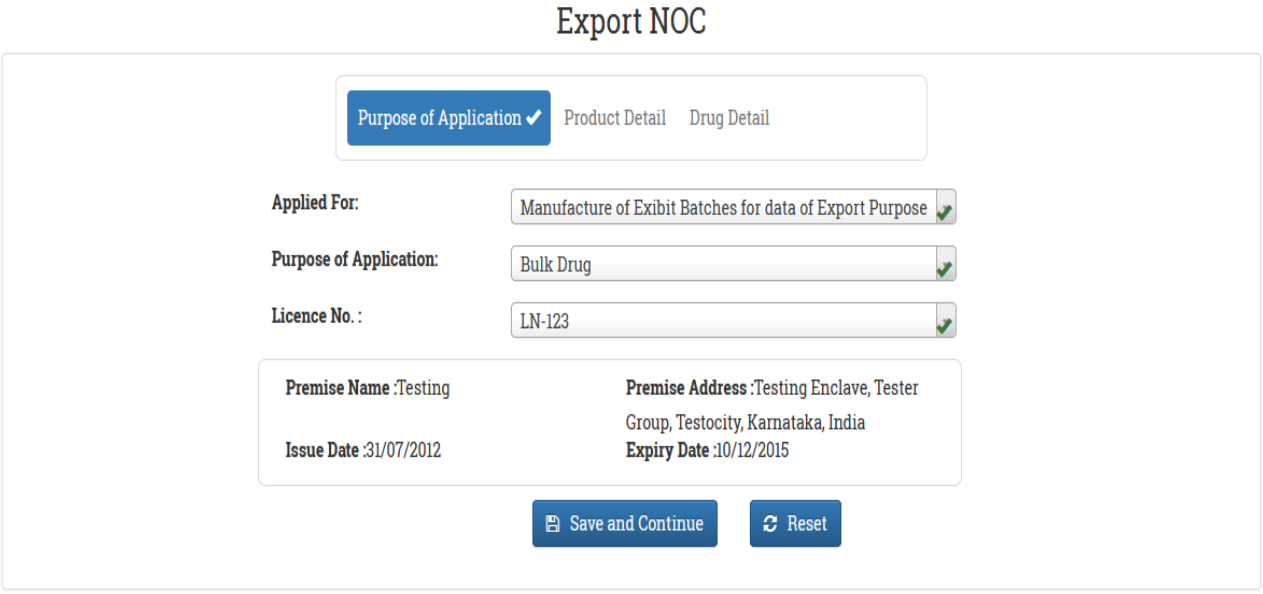


Figure 5.2

- After filling the Product Detail the form will go to next step i.e. Drug Detail, as shown in ***Figure 5.2.1***
- Here the user will fill all the required details and click on "Save" button after the completion of the form.

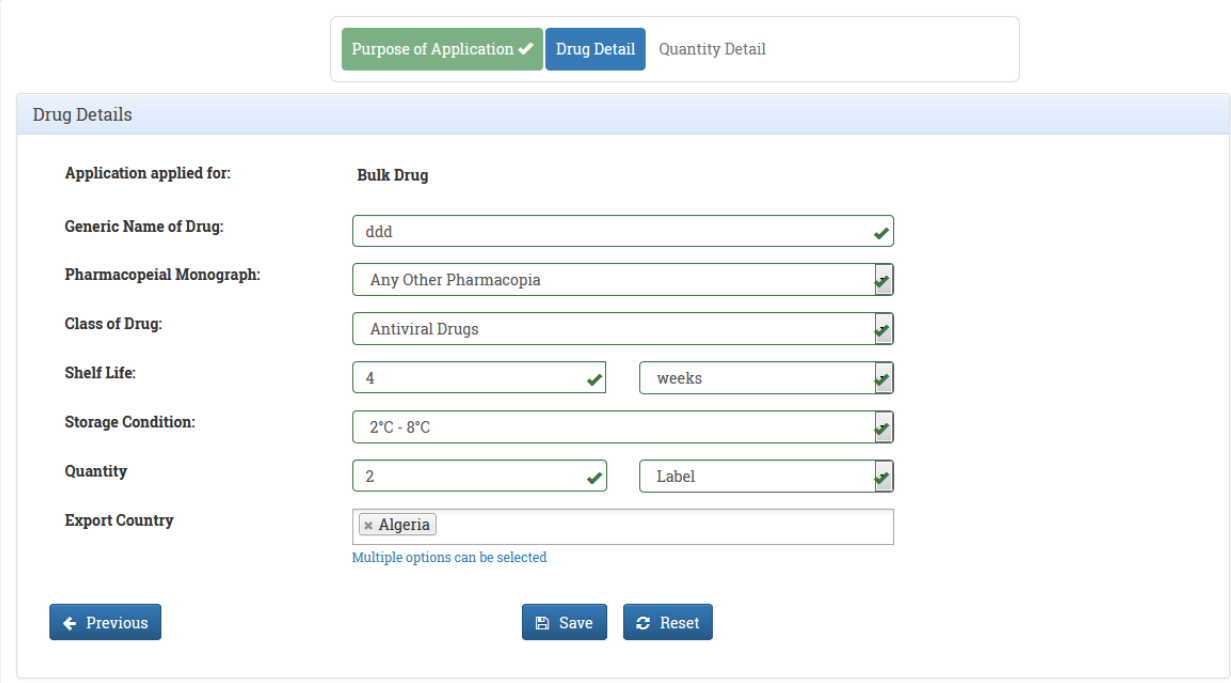


Figure 5.2.1

NOTE:

- Further steps are same as mentioned above.
  NOC Application→Checklist→Successful Form Submission

6. Manufacture for Export Purposes

- When user apply for "Manufacture for Export Purpose" in Purpose of Application as "Bulk Drug" or "Finished Formulation" then form looks like as shown in ***Figure 6.1.***
- After completing form click on "Save and Continue" to go to next step.

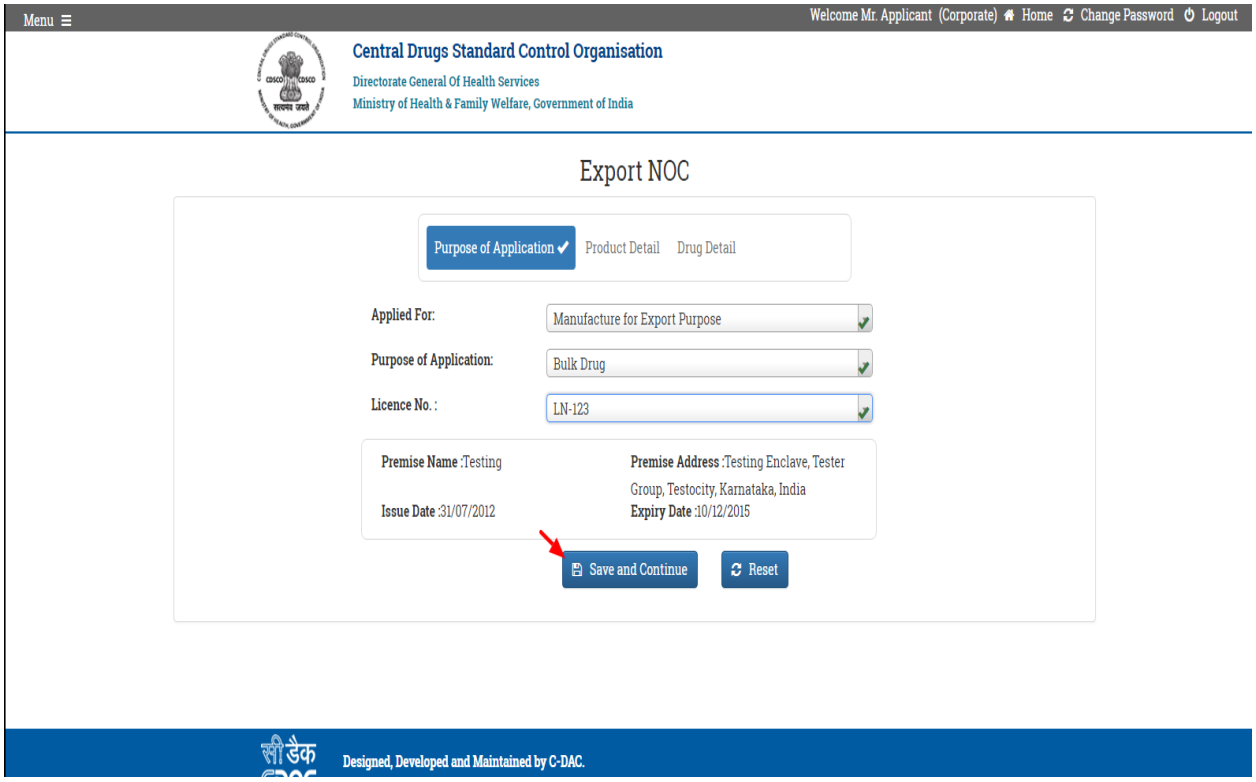


Figure 6.1

- In Purchase Order Detail Form, purchase can be issued either by "**Trader**" or "**Buyer**" , as shown in ***Figure 6.2***
- If user selects "**Trader**", then he has to fill the details of Buyer and Trader respectively.
- Else, if user selects **"Buyer**" then, he has to only fill Buyer Details.

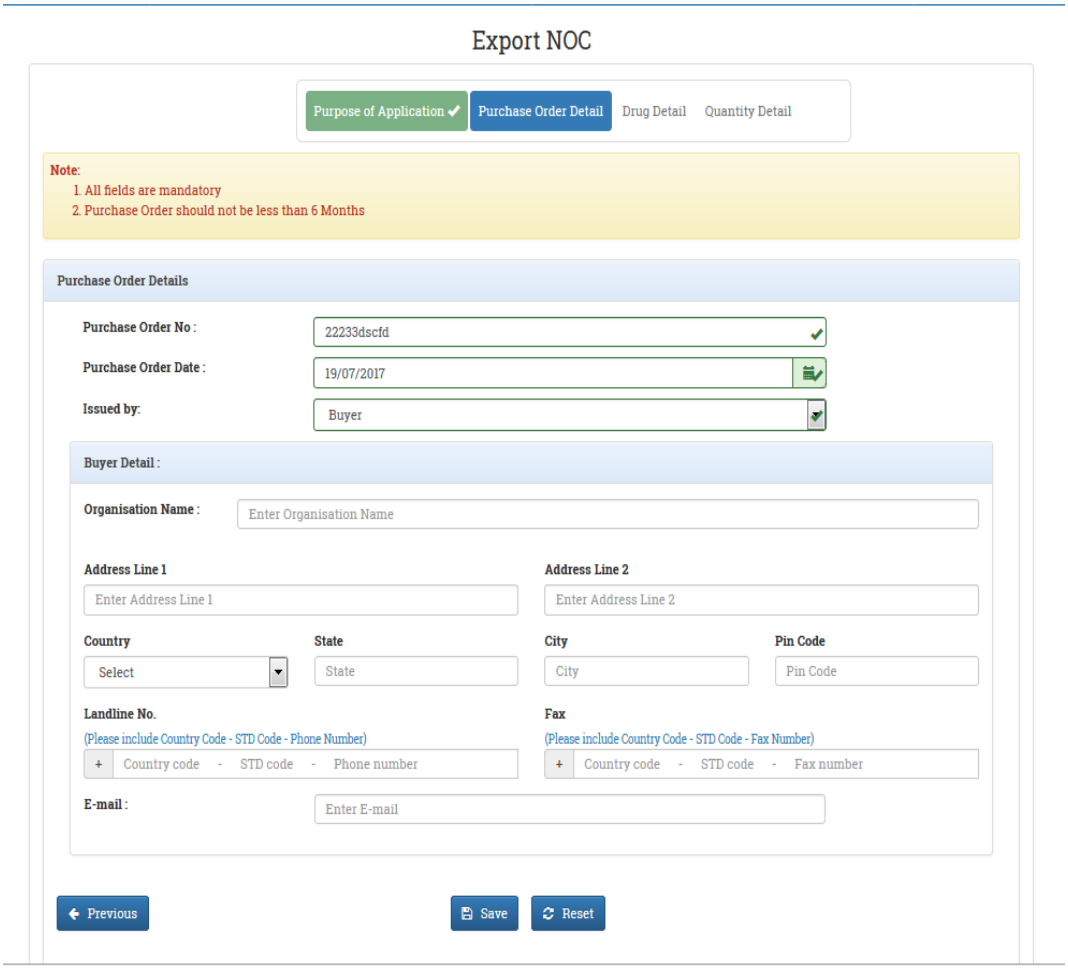


Figure 6.2

- In next form user will fill the drug details as shown in ***Figure 6.3***

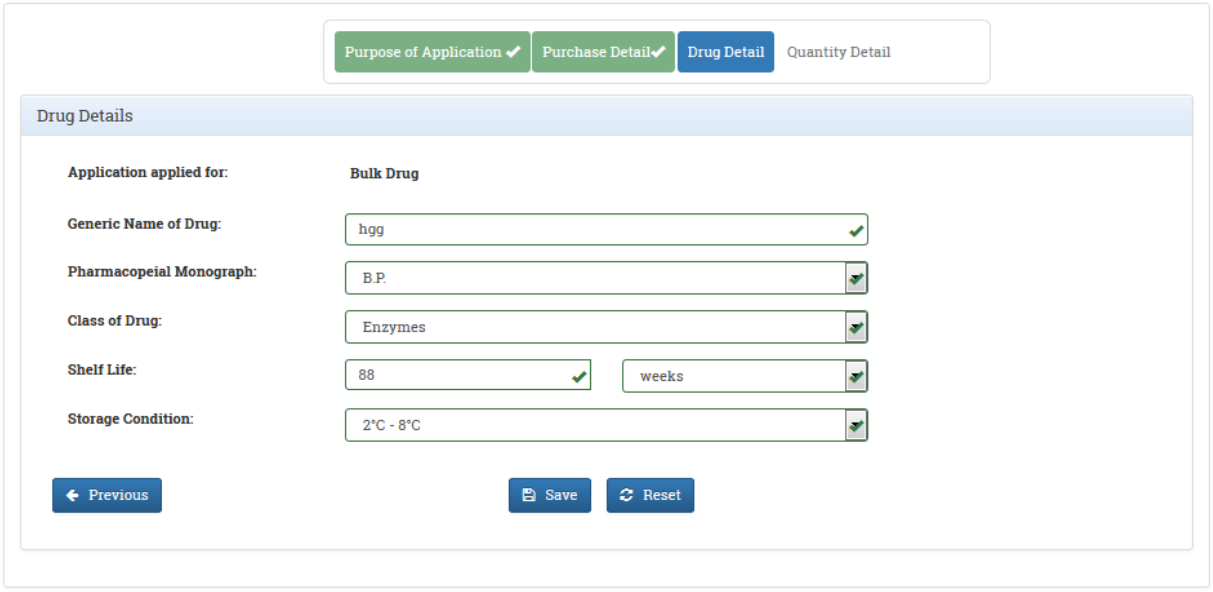


Figure 6.3

- After filling the Drug Detail the user will move to next step i.e. to Quantity Detail, as shown in ***Figure 6.4***

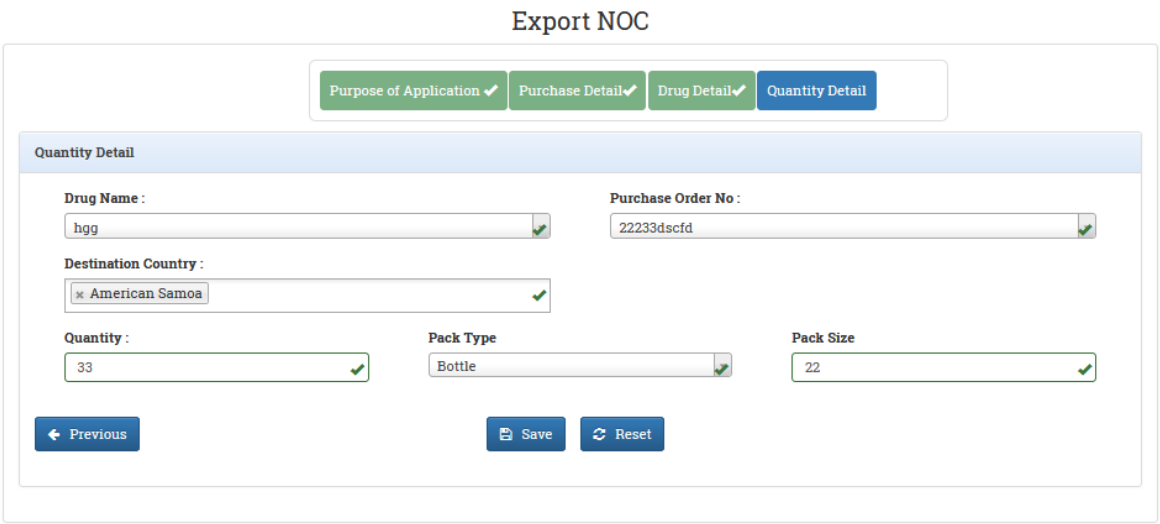


Figure 6.4

- Again same steps will follow as mentioned above.
  NOC Form → Checklist → Successful Form Submission

7. Material Transfer (API Manufacture)

- When user applies for Material Transfer then, in the Purpose of Application he can apply only for "Bulk Drug", as shown in ***Figure 7.1***
- After completing the form click on "Save and Continue" so as to go to next step.

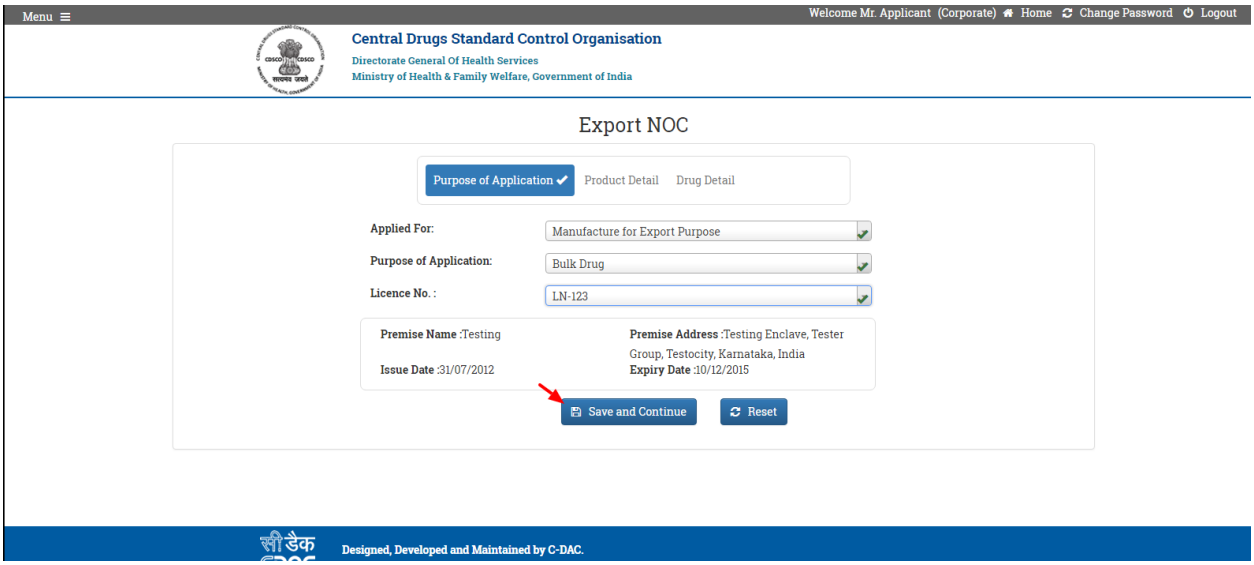


Figure 7.1

- In this section user will fill the "NOC No." and "Zones Name" as shown in ***Figure 7.2***
- User can add multiple zone names as per his requirement.

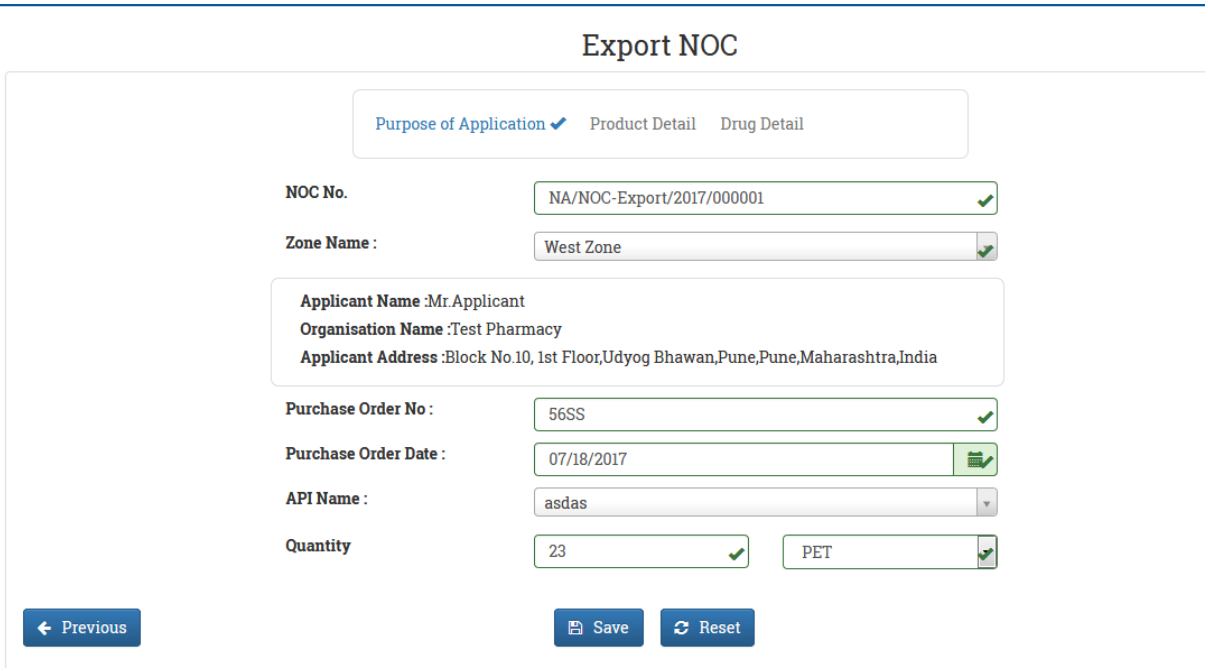


Figure 7.2

- After this same steps as above mentioned will be repeated.
  NOC Application → Checklist → Successful Form Submission