

CDSCO

Central Drug Standard Control Organization

User Manual

for

SUGAM Online payment

Version 1.0

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Centre for Development of Advanced Computing

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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.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**.

Central Drugs Standard Control Organization
Director General Of Health Services
Ministry of Health & Family Welfare, Government of India
Online Application Submission System For Licensing

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ONLINE LICENSING

- ✓ Application Submission
- ✓ Track Status of Application
- ✓ Grant of NOC and Permission

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.

Step 1: Online Submission
Step 2: Review
Step 3: Grant of NOC/ Permission

ONLINE SERVICES
What does it offer?

- 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.
- Experts can also enroll as a Subject Expert Committee in the peer review process.

Approvals & Clearances
CT Approvals
10 April 2015
More Approvals & Clearances

For Patients
Learn about drug/device approvals

For Industry
Guidance, Registration and listing

Drugs @ CDSCO
Search registered drugs at CDSCO

REPORT A PROBLEM
Report suspected problem or incidence to us.

सी डेक CDAC
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)

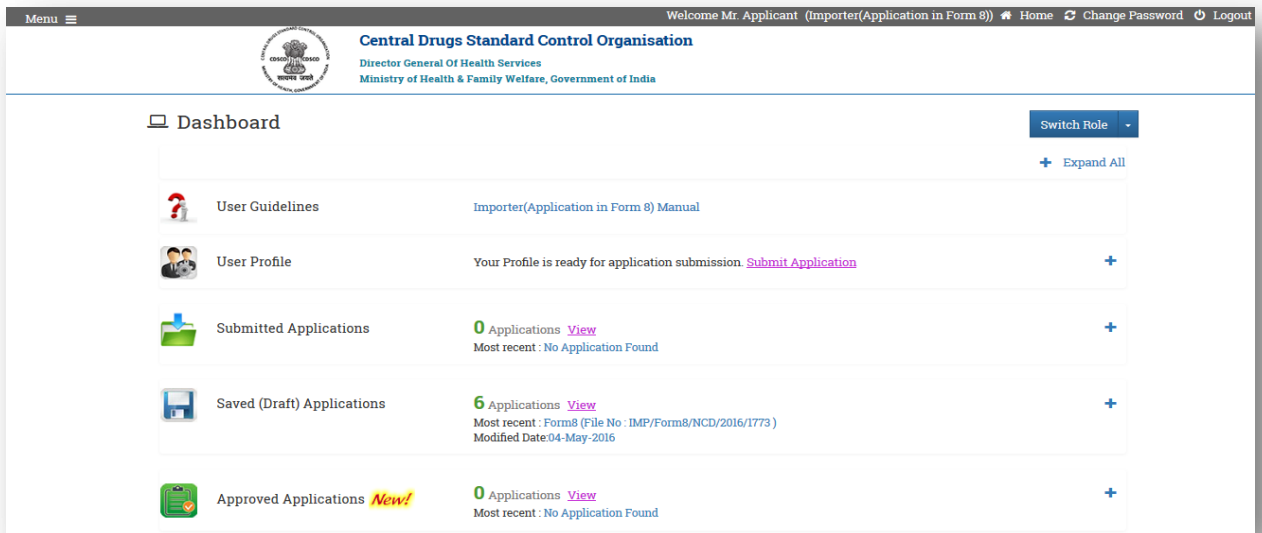


Figure 2.1

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.

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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
1.	Biologicals	Marketing Authorization (Form 44)	Rs 50000 and Rs 15000 in case of regularization of permission
2.	Biologicals	Application for License to import drugs for examination, test or analysis (Form 12)	Rs 100 for each product and Rs 50 for each subsequent product
3.	Biologicals	Subsequent approval of Marketing Authorization (Form 44)	Rs 15000
4.	Biologicals	Clinical Trial Phase I (Form 44)	Rs 50000
5.	Biologicals	Clinical Trial Phase II (Form 44)	Rs 25000
6.	Biologicals	Clinical Trial Phase III (Form 44)	Rs 25000
7.	Biologicals	Registration of Site (Form 40)	1500 USD for each site
8.	Biologicals	Registration of Product (Form 40)	1000 USD for each product
9.	Biologicals	Import License (Form 8)	Rs 1000 for each product and Rs 100 for each subsequent product
10.	Cosmetics	Fresh (Form 42)	250 USD for each applied category (category as per Column 3 of guideline)
11.	Cosmetics	Endorsement (Form 42)	1. For already registered category- no fees is required 2. For new categories- 250 USD for each applied category

12.	Import & Registration	Registration Certificate (Form 40)	a.) Foreign Manufacturing premises Fee – 1500 USD (or its Eq. Indian Currency). b.) Registration Fee for single drug and 1000 USD (or its Eq. Indian Currency) for each additional drug in case the manufacturing site remain same.
13.	Import & Registration	Import Licence (for Schedule X Drugs - Form 8A)	Rs 1000 for single drug and Rs 100 for additional drug.
14.	Import & Registration	Import License (Form 8)	Fee Rs.1000 for one Product and Rs.100 for each additional Product
15.	Medical Devices & Diagnostic	Registration Certificate (Fresh/Endorsement/Re-Registration - Form 40)	USD 1500 for site and USD 1000 for each product
16.	Medical Devices & Diagnostic	Grant of permission to import or manufacture new medical device going to be introduced for the first time in the country for sale or to undertake clinical trials (Form 44)	Rs. 50,000/-/Rs. 25,000/-/Rs 15,000/-
17.	Medical Devices & Diagnostic	Import License (Form 8)	Fee Rs.1000 for one Product and Rs.100 for each additional Product
18.	Medical Devices & Diagnostic	Application for License to import drugs for examination, test or analysis (Form 12)	Rs.100 for One product and Rs.50 for each additional product
19.	BA/BE for Export	Application for BE NOC for Export of new molecule (New Chemical entity) not approved in India but approved in other countries. (Form 44)	Rs 50000/-
20.	BA/BE for Export	Application for BE NOC for Export of New Drugs approved in India within period of 1 year (Form 44)	Rs 25000/
21.	BA/BE for Export	Application for BE NOC for Export, of New Drugs approved within period of more than 1 year & less than 4 years (Form 44)	Rs 15000/-
22.	BA/BE for Export	Application for BE NOC for Export, of a drug product in modified release form irrespective of their approval status (Form 44)	Rs 15000/-
23.	BA/BE for Export	Application 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

24.	Subsequent New Drug	Subsequent new drug application for Import/ manufacturing within one year of its initial approval. (Form 44)	Rs 50000/-
25.	Subsequent New Drug	Any Subsequent new drug application received for import/ manufacturing after one year of the grant of initial approval for the manufacture for sale of the new drug. (Form 44)	Rs 15000/-
26.	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/-
27.	Subsequent New Drug	Application for BE NOC for subsequent new drug (Form 44)	Rs 15000/-
28.	Subsequent New Drug	Application for Licence for examination, test or analysis (Form 12)	Rs 100 for single drug and additional fee of 50 for each additional drug
29.	Subsequent New Drug	Phase II Clinical Trial Permission (Form 44)	Rs 25000/-
30.	Subsequent New Drug	Phase III Clinical Trial Permission (Form 44)	Rs 25000/-
31.	New Drug division	New drug application for Import/ manufacturing. (Form 44)	Rs 50000/-
32.	New Drug division	Clinical trial Phase-I application (Form 44)	Rs 50000/-
33.	New Drug division	Clinical trial Phase-II application (Form 44)	Rs 25000/-
34.	New Drug division	Clinical trial Phase-III application (Form 44)	Rs 25000/-
35.	New Drug division	Application for License for examination, test or analysis (Form 12)	Rs 100 for single drug and additional fee of 50 for each additional drug
36.	Fixed Dose Combination	Permission to Import or Manufacture of a New Drug - FDC (Form 44)	Rs 50,000 in case any of the active ingredients is approved for less than one year and Rs 15,000 if all active ingredients are approved in India for more than one year
37.	Fixed Dose Combination	Application for License to import drugs for examination, test or analysis (Form 12)	Rs 100/- for single drug and additional fee of Rs. 50/- for each additional drug
38.	Fixed Dose Combination	Phase II Clinical Trial Permission (Form 44)	Rs 25000/-

39.	Fixed Dose Combination	Phase III Clinical Trial Permission (Form 44)	Rs 25000/-
40.	Import of New Drugs in small quantities for use in hospital	Import small quantities of new drugs by a Government Hospital or Autonomous Medical Institutions for the treatment of patients (Form 12 AA)	Rs 100/- for single drug and Rs. 50/- for each additional drug
41.	GCT Division	Application to undertake Clinical Trial (Form 44)	Rs 25000/-
42.	GCT Division	Change in CRO/Applicant for Clinical Trial (Form 44)	Rs 25000/-
43.	GCT Division	Application for License to import drugs for examination, test or analysis (Form 12)	Rs 100/- for single drug & additional fee of Rs 50/- for each additional drug

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



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Online solution for Application Submission, Processing & Grant of Permissions



1 Confirm Info ————— **2** Pay

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

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”.

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Online solution for Application Submission, Processing & Grant of Permissions

1 Confirm Info 2 Pay

Net banking Debit card Credit card IMPS

Aggregator
 SBlePay ICICI Bank

--Select--

View User Charge

ZaMJU8

Enter the Letters shown above: *

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

Disclaimer:- Please ensure that all the Fields and Amount Entered by you are correct. Payment once made on BharatKosh will not be Refunded.

I acknowledge and confirm that I have read and agree to the [Terms and Conditions](#).

Back Pay

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.

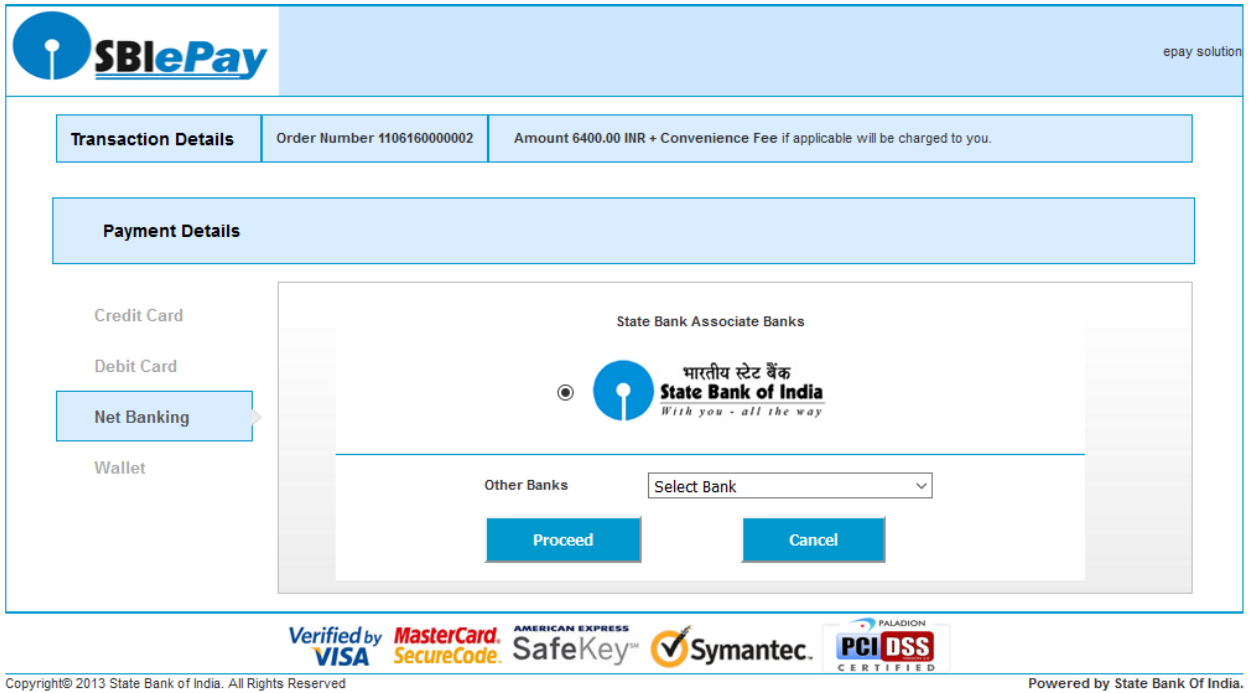


Figure 4.2

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
<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 web portal 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

- **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.

The screenshot displays the Non-Tax Receipt Portal (NTRP) website. The header includes the Government of India logo and the Controller General of Accounts, Dept. of Expenditure, Ministry of Finance. The main content area features a banner for the NTRP and a section titled "Objectives of the Non-Tax Receipt Portal" with the following bullet points:

- The objective of Non-Tax Receipt Portal (NTRP), is to provide a one-stop window to citizens / corporates/other users for making online payment of Non-Tax Revenue payable to Government of India (GoI).
- Non-Tax Revenue of Government of India comprise of a large bouquet of receipts, collected by individual departments/ministries. Primarily these receipts come from Dividends, Interest receipts, Spectrum charges, RTI application fee, purchase of forms/magazines by students and many other such payments by citizens / corporates/other users.
- NTRP will save users/citizen from the hassle of going to banks for making drafts and then to Government offices to deposit the same for availing the services.
- NTRP shall facilitate instant payment in a transparent environment using online payment technologies such as Banking, Credit/Debit Cards.

The page also includes a login section for registered users with fields for User Name and Password, a captcha image, and a "Login" button. There are also links for "Forgot Password?" and "Register as user".

- **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.

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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.



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