State FDA
User Manual
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1. **User Login:** - Open link "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**.
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*.

![State FDA Applications](image)

*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](image-url)

*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](image-url)

**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](image)

**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](image1)

**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](image2)

**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.

![State FDA Applications Diagram](image)

**Figure 1 - 11: Approved and Rejected Application**
Manufacturing Site Registration Application

State FDA Applications

Add Official Detail
1
Total Count

Registration Application
New Application (5)
Approved Application (17)
Rejected Application (0)

Upload Wholesale / Retail Data
854
Total Count

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](image)

**Note:**
- Under **Edit** Manu, 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)](image)

**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

<table>
<thead>
<tr>
<th>License Type</th>
<th>Premises Name</th>
<th>Address</th>
<th>License No</th>
<th>Licence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 + Manufacturing Site</td>
<td>Mylan Laboratories Limited (CTL)</td>
<td>M/s. Mylan Laboratories Limited (CTL), Plot No. 284-B, Bommasandra-Jiganj Link Road, Industrial Area, Anakal Taluk, Bangalore 560 105; M/s. Mylan Laboratories Limited (CTL), Plot No. 284-B, Bommasandra Jiganj Link Road, Industrial Area, Anakal Taluk, Bangalore 560 105; Bengaluru (Bangalore) Urban, Bengaluru, Karnataka, India 560105</td>
<td>KTK/28/38/2008</td>
<td>Download</td>
</tr>
<tr>
<td>2 + Manufacturing Site</td>
<td>Mylan Laboratories Limited (CTL)</td>
<td>Plot No. 284-B, Bommasandra-Jiganj Link Road, Anakal Taluk; Bangalore - 560 105; Bengaluru (Bangalore) Urban, Bengaluru, Karnataka, India 560105</td>
<td>KTK/25/582/2010</td>
<td>Download</td>
</tr>
<tr>
<td>3 + Manufacturing Site</td>
<td>BIOCON LIMITED</td>
<td>PLOT NO. 2 &amp; 3, PHASE IV, BOMMASANDRA-JIGANI LINK ROAD, BANGALORE, Bengaluru (Bangalore) Rural, BANGALORE, Karnataka, India 560099</td>
<td>KTK/25/514/2005</td>
<td>Download</td>
</tr>
<tr>
<td>4 + Manufacturing Site</td>
<td>SIV Vascular Technologies Pvt. Ltd.</td>
<td>Plot No. 229/A, Hennur Industrial Area, Mysuru (Mysore); Mysore, Karnataka, India 570018</td>
<td>KTK/28/413/2013</td>
<td>Download</td>
</tr>
<tr>
<td>5 + Manufacturing Site</td>
<td>Micro Labs Ltd., Kumbalgodu</td>
<td>No.15/A, II Phase, Kumbalgodu Industrial Area, Bengaluru (Bangalore) Rural, Bengalore, Karnataka, India 560074</td>
<td>KTK/25/449/2000, KTK/28/314/2000</td>
<td>Download</td>
</tr>
<tr>
<td>6 + Manufacturing Site</td>
<td>Micro Labs Ltd., Eye Drops Unit, No.113-116, Bommasandra-560099</td>
<td>Plot No. 113-116; 4th Phase, KIADE Industrial Area, Bommasandra; Bengaluru (Bangalore) Rural, Bommasandra, Karnataka, India, 560099</td>
<td>KTK/28/257/2006</td>
<td>Download</td>
</tr>
<tr>
<td>7 + Manufacturing Site</td>
<td>Micro Labs Ltd., Gephakapozin Unit, No.121-124, Bommasandra-560099</td>
<td>Plot No. 121-124; 4th Phase, KIADB, Bommasandra; Bengaluru (Bangalore) Rural, Bengaluru, Karnataka, India, 560099</td>
<td>KTK/28/342/2004</td>
<td>Download</td>
</tr>
<tr>
<td>8 + Manufacturing Site</td>
<td>Micro Labs Ltd., Peenya-II</td>
<td>No.67/68A, 3rd Phase, Peenya Industrial Area, Bengaluru (Bangalore) Rural, Bangalore, Karnataka, India, 560058</td>
<td>KTK/25/49/67, KTK/28/23/67</td>
<td>Download</td>
</tr>
<tr>
<td>9 + Manufacturing Site</td>
<td>Bioco Limited</td>
<td>Plot No. 2 - 4, Phase IV, Bommasandra-Jiganj Link Road, Bangalore; Bengaluru (Bangalore) Rural, Bengaluru, Karnataka; India, 560099</td>
<td>KTK/28/7/2006</td>
<td>Download</td>
</tr>
<tr>
<td>10 + Manufacturing Site</td>
<td>Vascular Concepts Limited</td>
<td>7C, DODDABALLAPUR INDUSTRIAL ESTATE, DODDABALLAPUR, Bengaluru (Bangalore) Rural, Bangalore, Karnataka, India, 561203</td>
<td>KTK/28/359/2006</td>
<td>Download</td>
</tr>
</tbody>
</table>

*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](image1)

**Manufacturing Site Details**

<table>
<thead>
<tr>
<th>License Type</th>
<th>Premises Name</th>
<th>Address</th>
<th>License No</th>
<th>Licence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing Site</td>
<td>M/s Mylan Laboratories Limited (Beta Lactam Limited)</td>
<td>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. 182/6 &amp; 134/16, D oresanipalya, Bilekahalli, Ban nerghatta Road, Bangalore - 560 076, Bengaluru (Bangalore) Urban, Bengaluru, Karnataka, India.</td>
<td>KT/K/28/307/09</td>
<td>Download</td>
</tr>
</tbody>
</table>

![Figure 1 - 17: Rejected Manufacturing Site Details](image2)

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

![Approved and Rejected Applications](image3)

![Figure 1 - 18: Approved and Rejected Applications](image4)
Upload Wholesale/Retail Data

![Diagram of State FDA Applications]

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**.

![Figure 1-20: Upload Retail and Wholesale Data](image)

**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.**

![Image of data upload interface]

### 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.