

# User Manual

for

**SUGAM- An e-Governance solution**

**Online Forms Submission**

**DUAL-NOC (Zone)- STEP-1**

**and STEP-2**

by

**Central Drugs Standard Control Organization (CDSCO)**



**Directorate General of Health Services**

**Ministry of Health & Family Welfare, Government of India**

**Centre for Development of Advanced Computing**

**(A Scientific Society of the Ministry of Electronics and Information Technology, Govt. of India)**

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# 1.Introduction

## Instructions for Dual-NOC Module (Step-1):

1. As per the new module, **Dual-NOC** has been separated into **two parts**:
  - o **Step-1**
  - o **Step-2**
2. This current module is designed for the **First Step (Step-1)** of the NOC process.
3. After successfully **logging into the SUGAM portal**, click on the **"Submit Applications"** tile to begin your application.

### Dual-NOC (Step-1)

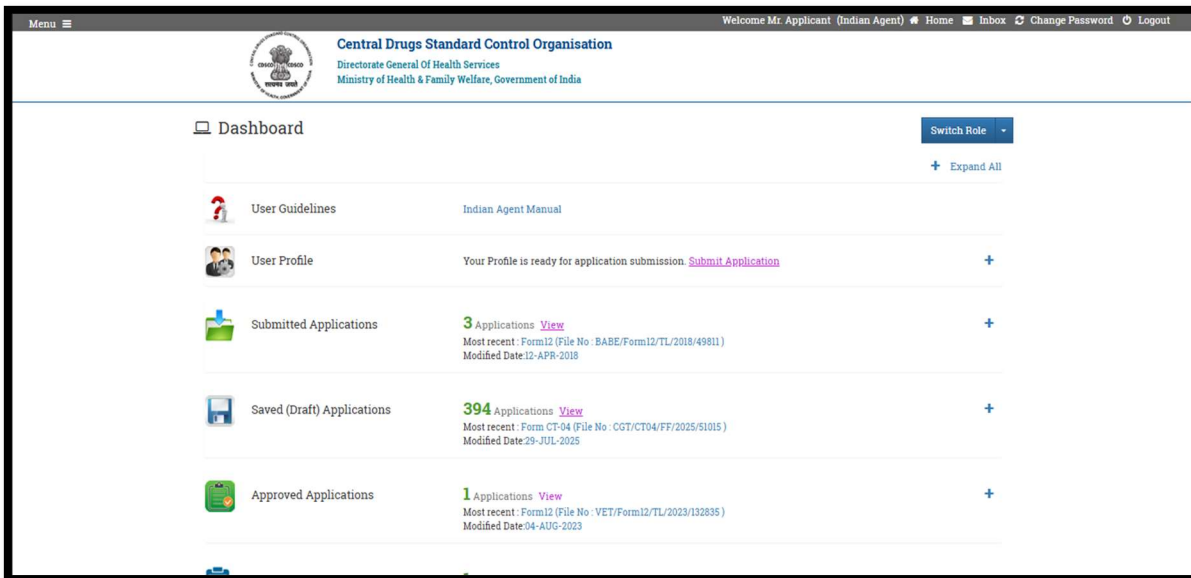


Figure: 1

- now, select the department as – **NOC (Zone)**
- then, select the form as – **Dual Use NOC**

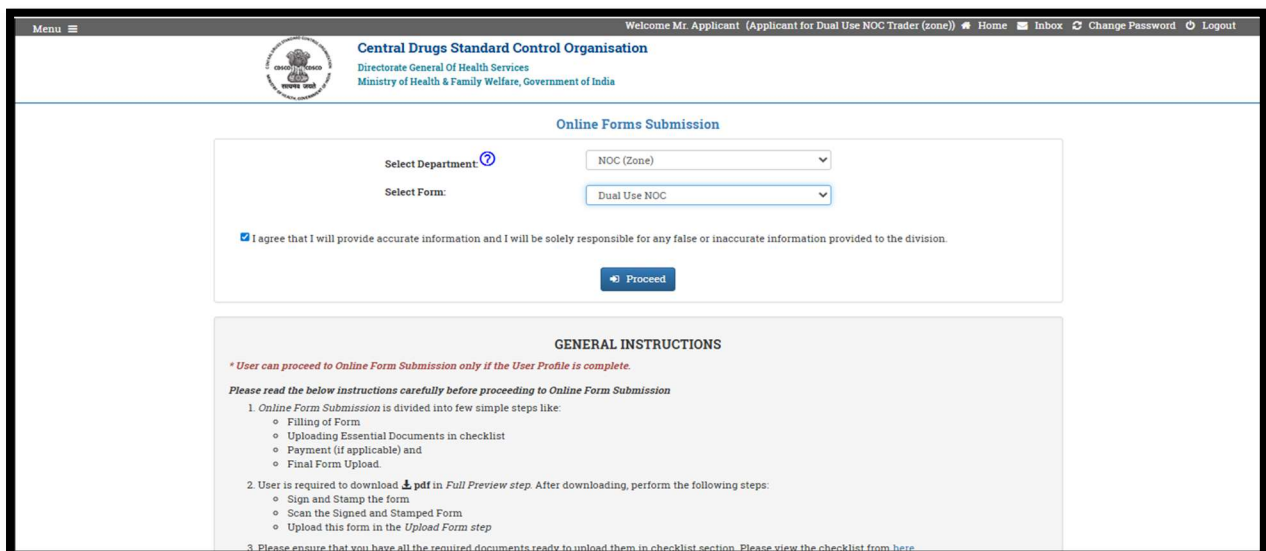


Figure: 2

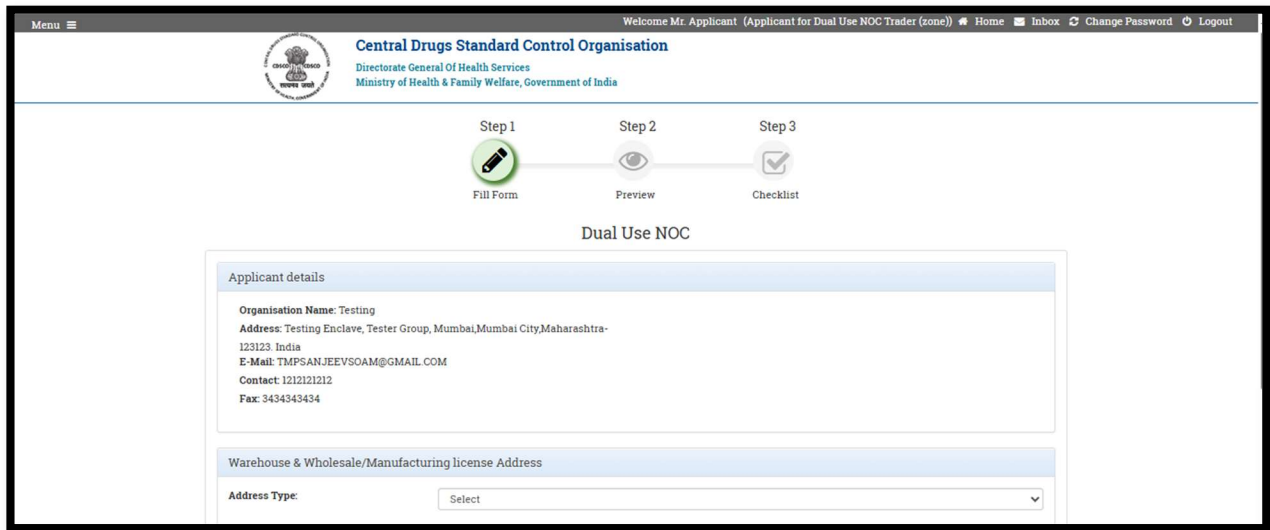


Figure: 3

## 2. Add -address Type from the Drop-down

In the attached figure, the **user has to select the Address Type** from the dropdown list. The available options are:

- **Wholesale Manufacturing License**
- **Warehouse**

### **How to Add Address for Wholesale Manufacturing License & Warehouse**

#### **A. To Add Address for Wholesale Manufacturing License:**

1. Click on the **Menu**.
2. Then click on **User Profile**.
3. Next, click on **Add / Wholesale Manufacture License Details**.
4. Enter the required details and save.

#### **B. To Add Warehouse Address:**

1. Click on the **Menu**.
2. Go to **User Profile**.
3. Click on **Add Address Details**.
4. From the dropdown, select **Premises Type – Warehouse**.
5. Enter the required address information.
6. Click on the **Save** button.

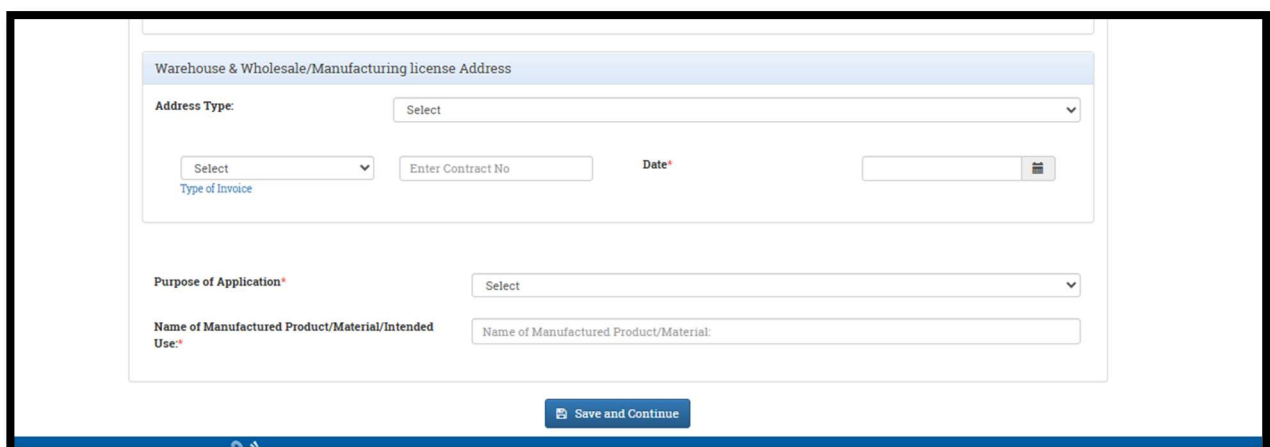


Figure: 4

### **3.Purpose of Application – Dropdown Options**

In the case of “Purpose of Application”, the following options are available from the dropdown:

1. **Not For Medicinal Use**
2. **Excipients Use Only**
3. **Animal Feed & Not For Medicinal Use**
4. **Industrial Use & Not For Medicinal Use / Drugs Meant For Further Processing or Conversion To Other Drug**
5. **Others**
6. If your **category is not listed** in the mentioned dropdown, select the "**Others**" category.
7. After **filling in the drug details**, click on the "**Save and continue**" button (as shown in the figure below).

The screenshot shows a web form titled "Warehouse & Wholesale/Manufacturing license Address". It contains several input fields and dropdown menus. The "Address Type" dropdown is set to "Wholesale Manufacturing License". The "Wholesale/Manufacturing license Address" dropdown is set to "M/s Meghna & CDSCO Co., Bldg 1 & 2, 119/203, Vijay Nagar Spcl Address 2, Delhi, Delhi, New Delhi- 110011 (India)". There are two input fields for "Bill Of Entry" (366585) and "Date\*" (07/16/2025). Below these, the "Purpose of Application\*" dropdown is set to "Not For Medicinal Use". The "Name of Manufactured Product/Material/Intended Use\*" dropdown is set to "Testing". At the bottom of the form, there is a blue button labeled "Save and Continue".

Figure: 5

### **4.Drug Page**

- **Product/Material List:** User can select a **maximum of 5 products** at a time.
- **Material Use End:** User must select the intended end use from the **dropdown menu**.
- **Imported Material:** Choose the imported material type from the **dropdown**.
- **Brand Name:** Enter the **brand name** of the product.
- **Quantity:** Enter the **quantity** of the product.
- **Unit:** Select the appropriate **unit** of measurement.
- **Intended End Use:** Specify the **purpose** or end use of the product.
- **Foreign Country Selection:** User must select the **foreign country** from the dropdown.
  - **A maximum of 10 countries per product can be selected.**

Central Drugs Standard Control Organisation  
 Directorate Central Of Health Services  
 Ministry of Health & Family Welfare, Government of India

**NOTE : You can only add up to 5 drugs.**

Step 1 Fill Form      Step 2 Preview      Step 3 Checklist

### Dual Use NOC

Product/Material Details

List of Imported Products

Material Use End\*       Imported-Material\*       Brand-Name/Grade Name

Quantity\*       Unit\*       Intended Use\*

Foreign Manufacturer Country:\*

[Save and Continue](#)

Show  entries      Search:

Sr. No	Material Dual Use	Sub Material Use/Other Material	Brand Name	Drug Quantity	Unit Name	Country Names	Intended use	Action
No data available in table								

Showing 0 to 0 of 0 entries      [Previous](#)      [Next](#)

Figure: 6

➤ After Clicking on next button a preview page will be visible.

### Dual Use NOC

Product/Material Details

List of Imported Products

Material Use End\*       Imported-Material\*       Brand-Name/Grade Name

Quantity\*       Unit\*       Intended Use\*

Foreign Manufacturer Country:\*

[Save and Continue](#)      [Next](#)

Show  entries      Search:

Sr. No	Material Dual Use	Sub Material Use/Other Material	Brand Name	Drug Quantity	Unit Name	Country Names	Intended use	Action
1	Drugs meant for further processing/conversion to other drugs	Betamethasone base	Testing	180	Metric Ton	Afghanistan	Testing	

Showing 1 to 1 of 1 entries      [Previous](#)            [Next](#)

Figure: 7

➤ In the preview it is clearly mention that in which zonal office your NOC is landed in which zonal office.

## 5. Preview Page

Drug Details

Show  entries Search:

Sr. No	Material Dual Use	Sub Material Use/Other Material	Brand Name	Drug Quantity	Unit Name	Intended use	Country Names
1	Drugs meant for further processing/conversion to other drugs	Betamethasone base	Testing	180	Metric Ton	Testing	Afghanistan

Showing 1 to 1 of 1 entries Previous  Next

I/We , Testing ,Testing Enclave, Tester Group, Mumbai,Mumbai City,Maharashtra-123123, India do here by abide to undertake the following :

1. That I am the importer/trader of above mentioned item(s) and its respective quantity.
2. That I undertake to use/sell of above said item(s) for Non-Medicinal purpose/ as a pharma aid/as a drug intermediate to manufacture other drug only. (delete whichever not applicable).
3. That I undertake to maintain books and records of transaction of above said drug/drugs for which NOC will be granted.
4. That I undertake to allow the Drug Inspectors from the CDSCO to inspect the books and records as well as the actual usage of (Name of the drug) as and when required.
5. I state that that consignment document like Certificate of Analysis, Bill of Entry, invoice etc. clearly mentions - Not for Medicinal Use or ("for use as pharma aid").
6. That the bags/containers carrying (Name of the drug) along with other requirements of labelling and packaging also mentions - "Not For Medicinal Use" or ("for use as pharma aid").

Figure: 8

- Here, you can either **Download the PDF** of the application or **Edit the form** if changes are required.
- After reviewing, click on "**Proceed to Checklist**" to move to the next step.

## 6. Checklist Page

Step 1 Step 2 Step 3  
Fill Form Preview Checklist

**Upload Essential Documents DualUseForm**

**Note:**  
1. Click on the checklist point to upload document against it. Only PDF documents with size not more than 50 MB are permitted.  
2. All checklist items are mandatory. In case of unavailability of document give proper justification regarding the unavailability of document and also upload supporting document.  
3. Partially saved checklist can be viewed/alterd under the Saved Application link available on the Dashboard  
4. Click here to view Guidelines for PDF documents

- 1. Integrated Registration Form(IRF) duly signed(System generated)
- 2. Upload document in support of all applied countries(Sales Contract/Agreement/Undertaking etc.)
- 3. Legal Undertaking on Rs.100 stamp paper(Notarized) as per performa.
- 4. In case of use as Animal Feed supplement/Food supplement/Conversion from one drug to another drug(brief manufacturing process or manufacturing flowchart)/Cosmetic use/use in any other industry.
- 5. Submit required permissions from the concerned departments and justifications of Dual use.
- 6. Justification for quantity of drug/material & Technical literature
- 7. Reconciliation data of previously permitted quantity
- 8. Declaration by the applicant that he has not applied for this particular item to any other office of CDSKO. If applied, details and status thereof

Submit

Figure: 9

- The **entire checklist is mandatory** — you must fill in **all checklist points** before proceeding.
- When you click on **Submit**, an **OTP is sent to your registered mobile number** for verification.

## 7.Submission of Application

Step 1 Step 2 Step 3  
Fill Form Preview Checklist

**Upload Essential Documents DualUseForm**

**Note:**  
1. Click on the checklist point to upload document against it. Only PDF documents with size not more than 50 MB are permitted.  
2. All checklist items are mandatory. In case of unavailability of document give proper justification regarding the unavailability of document and also upload supporting document.  
3. Partially saved checklist can be viewed/alterd under the Saved Application link available on the Dashboard  
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- 1. Integrated Registration Form(IRF) duly signed(System generated)
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- 6. Justification for quantity of drug/material & Technical literature
- 7. Reconciliation data of previously permitted quantity
- 8. Declaration by the applicant that he has not applied for this particular item to any other office of CDSKO. If applied, details and status thereof

Submit

For Dual Use Submission : Close

**OTP Verification**  
Enter the 6-digit code sent to your device  
Time remaining: 01:53

Verify

If you have not received the OTP, please close this box and click the 'Submit' button again to request a new OTP.

Figure: 10

After entering the **OTP**, the user must click on the **“Verify”** button to validate the entered OTP.

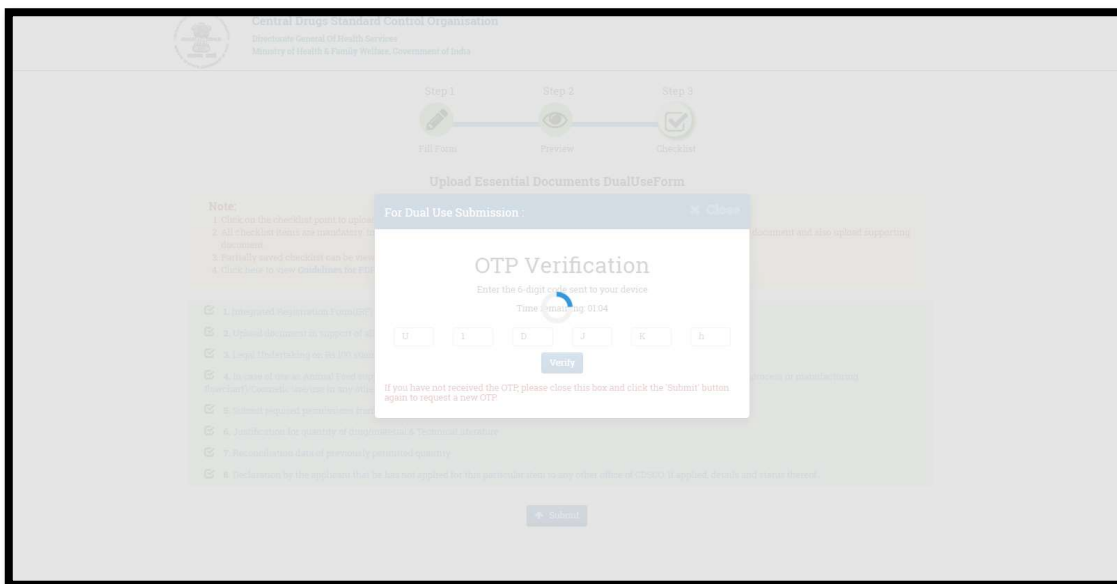


Figure: 11

- The **entire checklist is mandatory** — you must fill in **all checklist points** before proceeding.
- When you click on **Submit**, an **OTP** is sent to your **registered mobile number** for verification.

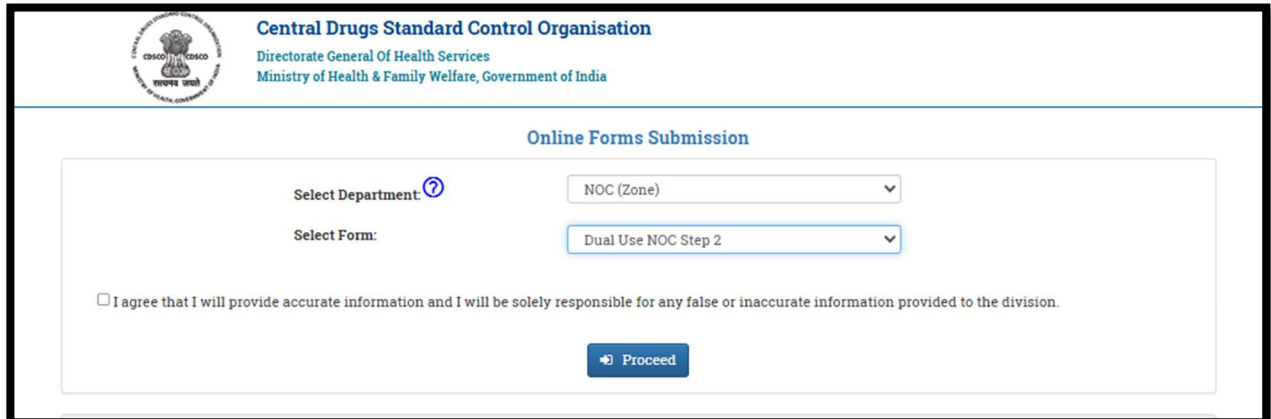


Figure: 12

## Dual- Use NOC for Step-2

### 1. Online forms Submission

- After the successful approval of the Dual-Use NOC in Step-1, the user must apply for an NOC in Step-2.



The screenshot shows the 'Online Forms Submission' page for the Central Drugs Standard Control Organisation. The header includes the organization's name and logo. The main content area has two dropdown menus: 'Select Department' with 'NOC (Zone)' selected and 'Select Form' with 'Dual Use NOC Step 2' selected. Below these is a checkbox for agreement and a 'Proceed' button.

Figure: 13

- From the drop-down menu, the user must select the Department as: *NOC (Zone)*.
- Then, select the Form Type as: *Dual Use NOC Step 2*

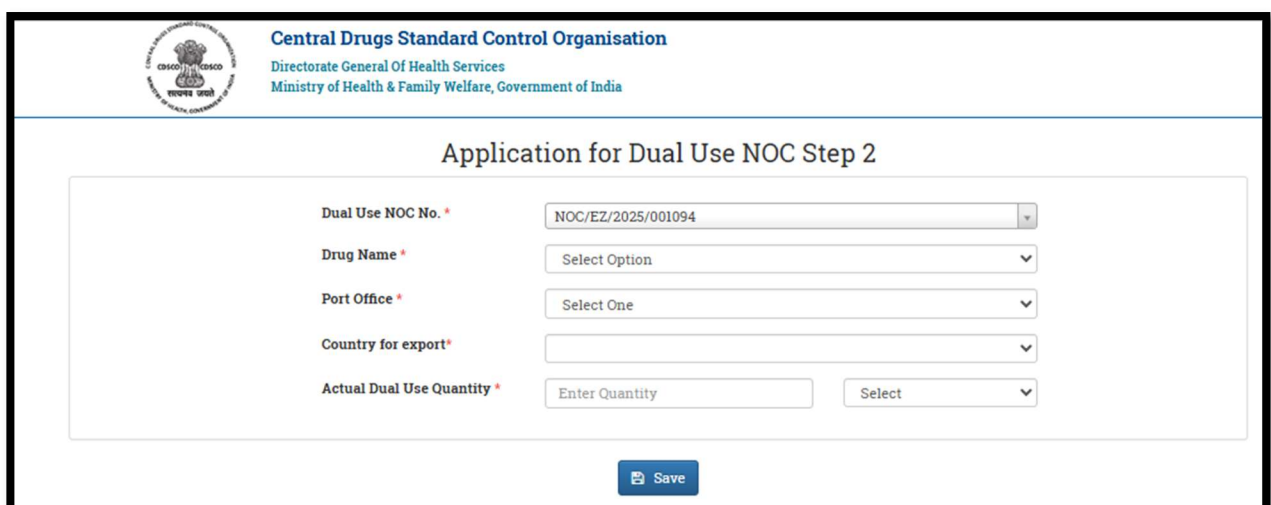


The screenshot shows the 'Application for Dual Use NOC Step 2' page. It features a dropdown menu for 'Dual Use NOC No.' with 'Select' as the current option. A 'Save' button is located below the dropdown.

Figure: 14

### 2. Details from the approved license

- after clicking on the *Proceed* button, all the approved NOCs for the particular user will be displayed in the drop-down menu.
- the user must select one license number at a time from the drop-down and then click the *Save* button.



The screenshot shows the 'Application for Dual Use NOC Step 2' page with the following fields filled: 'Dual Use NOC No.' is 'NOC/EZ/2025/001094', 'Drug Name' is 'Select Option', 'Port Office' is 'Select One', 'Country for export' is empty, and 'Actual Dual Use Quantity' is 'Enter Quantity'. A 'Save' button is at the bottom.

Figure: 15

- **The user must now select the Drug Name from the drop-down menu.**  
(Only the drug name approved in NOC Step-1 will be visible.)
- **The user must select the Port Office from the drop-down where the shipment will be received.**
- **The Country for the Dual-Use NOC will be auto-populated.**  
(It will reflect the country approved in NOC Step-1.)
- **The Brand Name will be displayed automatically.**
- **The actual Dual-Use NOC Quantity (as approved in NOC Step-1) will also be visible.**  
The user must enter only the quantity they wish to import.
- **Note:** The entered quantity must not exceed the actual approved quantity from Step-1.

The screenshot shows a web form titled "Application for Dual Use NOC Step 2" from the Central Drugs Standard Control Organisation. The form contains the following fields and values:

- Dual Use NOC No. \***: NOC/EZ/2025/001094
- Drug Name \***: Artemisinin
- Port Office \***: PORT OFFICE DELHI (ICD, TUGHLAKABAD)
- Country for export\***: American Samoa
- Brand Name \***: Cipla
- Actual Dual Use Quantity \***: 50 Metric Ton

A note below the quantity field states: "Quantity should not be more than 70.00 Metric Ton". A "Save" button is located at the bottom of the form.

Figure: 16

- **After successfully adding all the details, the user must click on the *Save* button.**
- **The user can now either enter the same details for another drug, if needed, or click on the *Next* button to proceed.**
- **Upon clicking the *Next* button, the *Add Bill Details* section will become visible.**

### 3. Adding Bill details



The screenshot shows the 'Add Bill Details' form within the Central Drugs Standard Control Organisation (CDSCO) portal. The header includes the CDSCO logo and the text: 'Central Drugs Standard Control Organisation', 'Directorate General Of Health Services', and 'Ministry of Health & Family Welfare, Government of India'. The form title is 'Add Bill Details'. It contains two input fields: 'Dual Use NOC No. \*' with the value 'NOC/EZ/2025/001094' and 'Drug Name \*' with a dropdown menu showing 'Select Option'. At the bottom, there are two buttons: 'Previous' (with a left arrow) and 'Save' (with a document icon).

Figure: 17

#### **Add Bill Details**

- The user must select the **Drug Name** from the drop-down menu.
- The user must select the **Quantity to be imported** from the drop-down and enter the quantity as per the **Bill of Entry**.
  
- Enter the **Bill of Entry** details accurately.
- The user can create **multiple entries** based on the quantity mentioned in each Bill of Entry.

**Add Bill Details**

Dual Use NOC No. \* NOC/EZ/2025/001094

Drug Name \*

Quantity to be import \*

Bill of Entry \*

Bill of Entry Date \*

[< Previous](#)
[Save](#)
[Next >](#)

Details

Show  entries Search:

Bill of Entry	Bill of Entry Date	Drug Name	Quantity to be import	Quantity as per bill of entry	Delete
kdlfsj	18-Sep-2025	Artemisinin	50 Metric Ton	10 Metric Ton	

Showing 1 to 1 of 1 entries Previous  Next

**Figure: 18**

## 4. Preview Page

➤ After clicking the *Next* button, the *Preview* page will be displayed.

Here, the user can:

- **Download** the form as a PDF
- **Edit** the form if any changes are required
- Or **Continue** to proceed with the submission

**Application for Dual Use NOC**

File No :DUALUSE/STEP2/2025/152205

To  
PORT OFFICE DELHI (ICD, Tughlakabad),Office of the ADC(I), CDSCO, Room No. 230/2, Tughlakabad ICD, New Delhi (India) - 0

Subject : Application for Release Certificate against Dual Use NOC No. NOC/EZ/2025/001094 regarding.

M/s SDG Software India Private Limited hereby apply to export following Drugs against respective Bill of Entry details as submitted :-

S.No	Drug Name	Bill of Entry	Quantity as per bill of entry	Country
1	Artemisinin	kdlfsj	10 Metric Ton	American Samoa

We undertake to abide by the aforesaid information outlined in this application are true to best of my knowledge and to ensure compliance with all the conditions of Dual Use NOC.

Firm Name : SDG Software India  
Private Limited  
Location :  
Dated : 30-Jul-2025

[Download PDF](#)
[Edit Form](#)
[Save and Continue](#)

**Figure: 19**

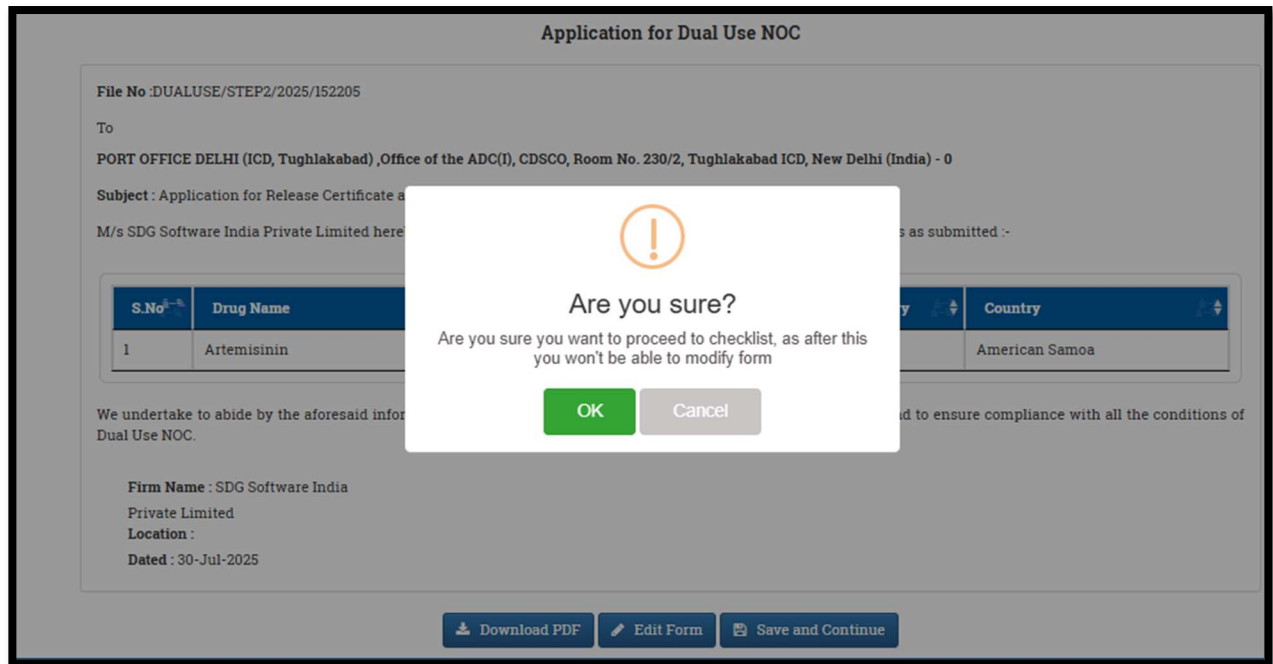


Figure: 20

## 5. Checklist and submission

➤ The *Checklist* page will now be displayed, where the user must complete the entire checklist.

**Note:** Filling out the checklist is **mandatory** before proceeding.

The screenshot shows the 'Upload Essential Documents Dual Use NOC Step 2' page. A yellow 'Note' box contains the following instructions:

1. Click on the checklist point to upload document against it. **Only PDF documents with size not more than 50 MB are permitted.**
2. All checklist items are mandatory. In case of unavailability of document give proper justification regarding the unavailability of document and also upload supporting document.
3. Partially saved checklist can be viewed/alterd under the Saved Application link available on the Dashboard
4. [Click here to view Guidelines for PDF documents](#)

Below the notes is a checklist with six items:

- 1. Covering letter
- 2. Original/Specimen label
- 3. Certificate of analysis
- 4. Invoice
- 5. Bill of entry
- 5.1 Bill of Entry kdlsfj (6 Metric Ton)

At the bottom of the page is a blue 'Submit' button with an upward arrow icon.

Figure: 21

➤ after completing the checklist, the user must click on the *Submit* button.

An **OTP** will be sent to the user's **registered mobile number**.

After verifying the OTP, the application will be made visible to the **concerned Port Office of the CDSCO**.

## Supply Chain Module

➤ after approval of Step-2, the user must apply for the Supply Chain Module by visiting the approved application tile.

➤ Open the approved application tile and click on the Action button to apply for the Supply Chain Module, as shown below.

**Approved Applications**

**Ms. Priyam Verma**  
SDG Software India Private Limited, Shant Ghat Bettiah, West Champaran , Bettiah,  
(India) -845438

Phone No. : 08284095862  
Fax No. : 1222332221  
Email ID : priyam833@gmail.com

Show **10** entries Search:

File No.	CDSKO File No.	Status	Applied For	Submission Date	Action
DUALUSE/STEP2/2025/152201	DUALUSE/S2/APO-BLR/2025/20	Approved By CDSKO		30-JUL-2025	⋮
DUALUSE/STEP2/2025/152177	DUALUSE/S2/APO-BLR/2025/19	Approved By CDSKO		20-JUL-2025	⋮
DUALUSE/FS/2025/152150	NA	Approved By CDSKO		20-JUL-2025	⋮

Showing 1 to 3 of 3 entries

- View Form
- View Checklist
- Apply Supply Chain
- Download NOC Letter

Figure: 22

After click on Apply Supply Chain Module the next page will be visible as attached below:

**Supply Chain Module**

**Drug Details**

Dual Use Phase I Application No : DUALUSE/FS/2025/152150 Application NOC NO : NOC/EZ/2025/001094

Dual Use Phase II Application No : DUALUSE/STEP2/2025/152201 CDSKO File NO : DUALUSE/S2/APO-BLR/2025/20

Drugs : \*  Quantity/Unit :

Bill of Entry Approved :

**Supply Chain Form**

Purchase Invoice Number\*  Supply Invoice Upload (Single PDF < 10 MB)  No file chosen

Date of Invoice\*  Supply Quantity\*

Batch/LOT/Reference No.\*  Supply Purpose\*

Supply Name\*  Supply Address\*

Figure: 23

- The Applicant has to select the drug from the drop-down and subsequently fill the as column as per the format provided.
- After entering all the details user has to click on Save Button (this details will be official end also).