

# HOW TO APPLY FOR NEW DRUG LICENSE

## Manufacturing (FLOW CHART)

Visit the portal – [www.cg.nic.in/dcml](http://www.cg.nic.in/dcml) and click on user login



Click on menu bar displayed and select Registration



Apply for USER ID and password

(You will get USER ID and Password on your Mobile No. through SMS)



For application enter user name and password



After that click on Apply for fresh license in the user login page



Select application from the drop down menu. (24/27/27D/24B/24F/30/31)



Enter applicant name and designation



Move to next page check list for the document required to be uploaded are displayed



Steps for application are displayed click on the OK and Next for submitting application.



Page with menu bar having steps 1 to 7 are displayed on top of a page to be filled by the applicant



  
State Controlling & Licensing Authority  
Food & Drugs Administration  
C.G. Raipur

Fill all desired/mandatory fields given in step 1 to 6 then move to step 7 for e-payment (click on the payment link and move to the payment page and finally click on **make payment** and enter the payment details example treasury reference number)



On complete filling of application and payment details.



In case of any changes in above filled details. Edit details option is available on the left hand side of the application page. For editing the filled application before final submission.



Click on **Final Submission**.



Download the complete filled application form.



Take a print out of the application form get it signed by the authorised signatory.



Upload the filled and signed copy of the downloaded application form.



Click on **Final Submit** button for application to be forwarded to the department.

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After e-send file comes to the department

Department Work Flow for Issuing Manufacturing Drugs License



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