

Food & Drugs Administration's
ONLINE
DRUGS LICENSING SYSTEM

A

User Manual
for
Digital Signature

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1. What is Digital Signature?

A digital signature is an electronic form of a signature that can be used to authenticate the identity of the sender of a message or the signer of a document, and also ensure that the original content of the message or document that has been sent is unchanged. Digital signatures are easily transportable and cannot be imitated by someone else. The ability to ensure that the original signed message arrived means that the sender cannot easily disclaim it later.

2. What is Digital Signature Certificate (DSC)?

Digital Signature Certificates (DSC) is the electronic format of physical or paper certificate like a driving License, passport etc. Certificates serve as proof of identity of an individual for a certain purpose; for example, a Passport identifies someone as a citizen of that country; who can legally travel to any country. Likewise, a Digital Signature Certificate can be presented electronically to prove your identity, to access information or services on the Internet or to sign certain documents digitally.

3. Why Digital Signature is Required?

A Digital Signature Certificate authenticates your identity electronically. It also provides you with a high level of security for your online transactions by ensuring absolute privacy of the information exchanged using a Digital Signature Certificate. You can use certificates to encrypt information such that only the intended recipient can read it. You can digitally sign information to assure the recipient that it has not been changed in transit, and also verify your identity as the sender of the message.

4. Who are the Controller Certifying Authorities for Digital Signature Certificate?

Legally valid Digital Signature Certificates are issued only through a Controller of Certifying Authorities (CCA), Govt. of India, licensed Certifying Authorities (CA), such as e-Mudhra, NIC, TCS, MTNL, Ncode etc.

5. Legal status of a Digital Signature:

Digital Signatures are legally admissible in a Court of Law, as provided under provisions of IT.

6. Provide example for user, how to Sign Digital Signature in your Application:

Form 19C
[see rule 59(2)]

Application for grant or renewal of a [licence to sell, stock, exhibit or offer for sale, or distribute] of drugs specified in Schedule .

1. I/We TEST TEST S/O TEST TEST
of TEST

hereby apply for a licence to sell by *wholesale/*retail drugs specified in Schedule X to the Drugs and Cosmetics Rules, 1945. We operate a pharmacy on the premises, situated at

Shop No/Plot No.: Tesst122, test ,test , Tehsil: test , District: BHOPAL , Pincode: 564646

2. The sale and dispensing of drugs will be made under the personal supervision of the registered pharmacists mentioned below :

(Name)	<u>MR. TESTS S/O TEST</u>	(Qualification)	<u>B.PHARM, REG:REG13434, VALID UPTO:28/01/2016</u>
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3. Name of drugs to be sold :

Licence to sell, stock or exhibit [or offer] for sale, or distribute drugs by retail specified in Schedule X.

4. Particulars of storage accommodation.

5. A fee of rupees Rs. 500/- has been credited to Government under the head of account 0210 Medical and Public Health, 04 Public Health, 104 Fees and Fines, (5) Lic. Fees under Drugs and cosmetics Rules. vide treasury receipt attached.

Select Signing Method

- Signed PDF with USB Dongle
 Signed PDF with File

[Set Signing Method](#)

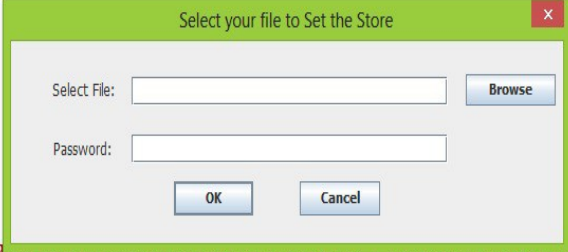
After selecting Signing Method, Click here to Digital Sign

Please Wait, Digital Signature is Processing, this may take few seconds. Do not press Cancel/Back button.

6.A. In case of Signed PDF with file.

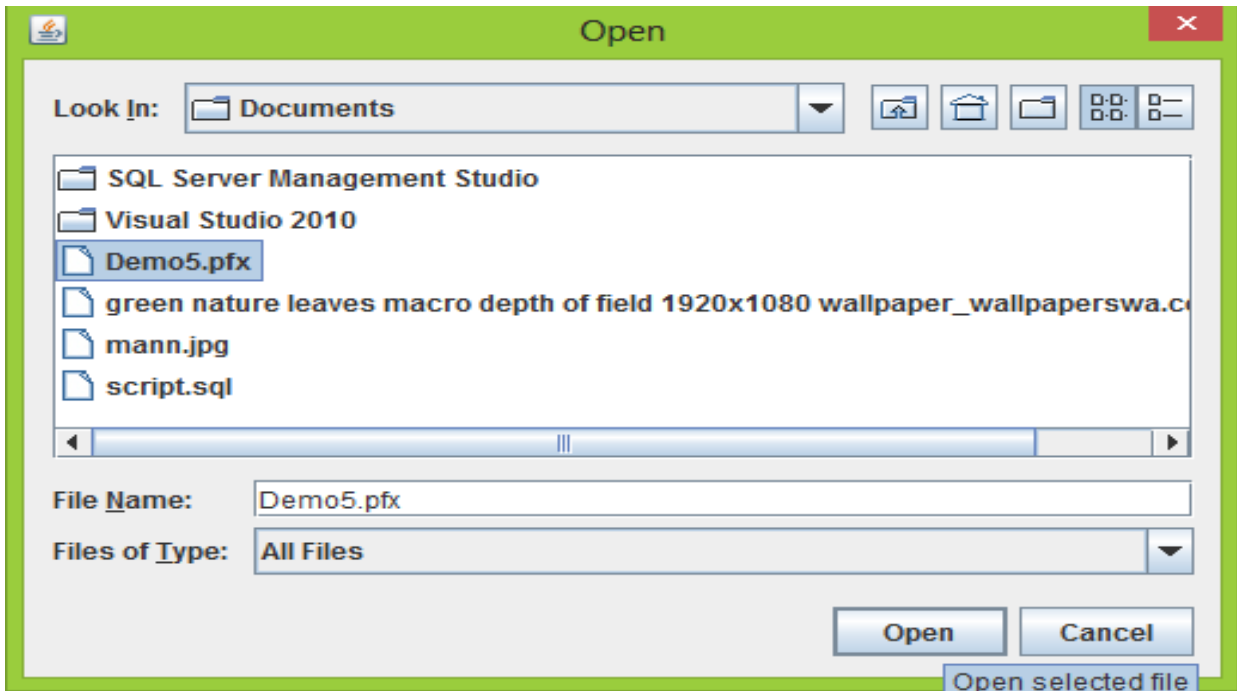
1. How to Select (.PFX) file by Applicant.

After selection of Singed PDF with File, Applicant has to browse (.PFX) file.

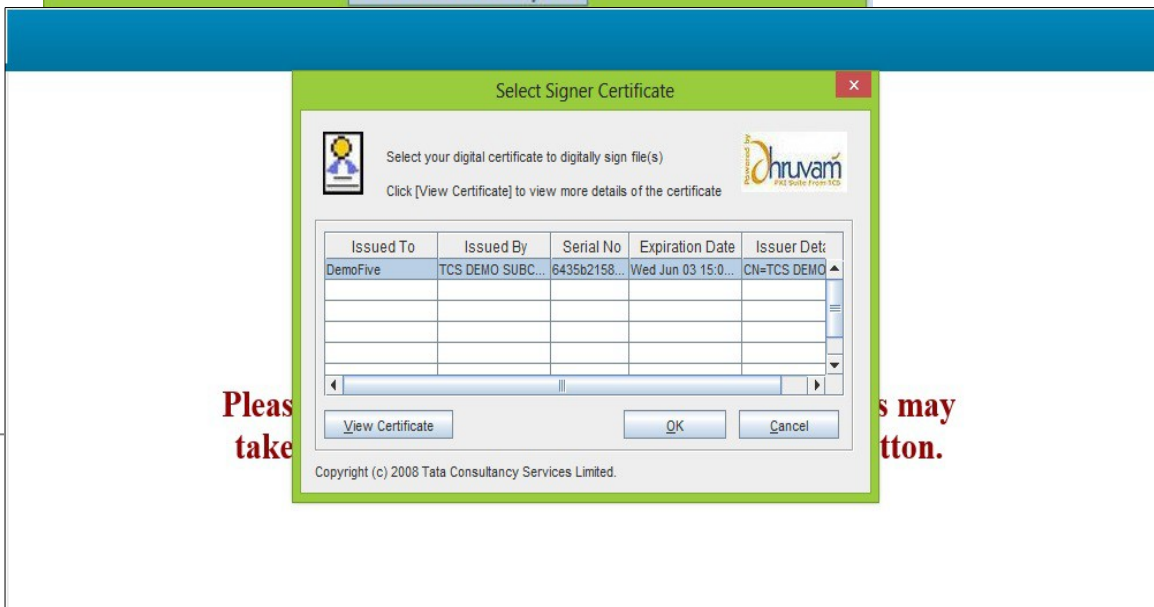
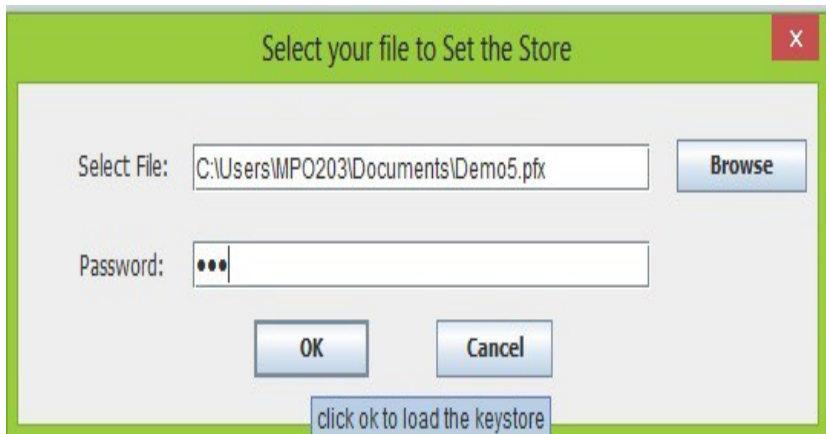


Please wait, Digital Signature is Processing, this may take few seconds. Do not press Cancel/Back button.

Select your (.PFX) file in flowing window:



After selecting your (.PFX) file, type your password in flowing window:



to view

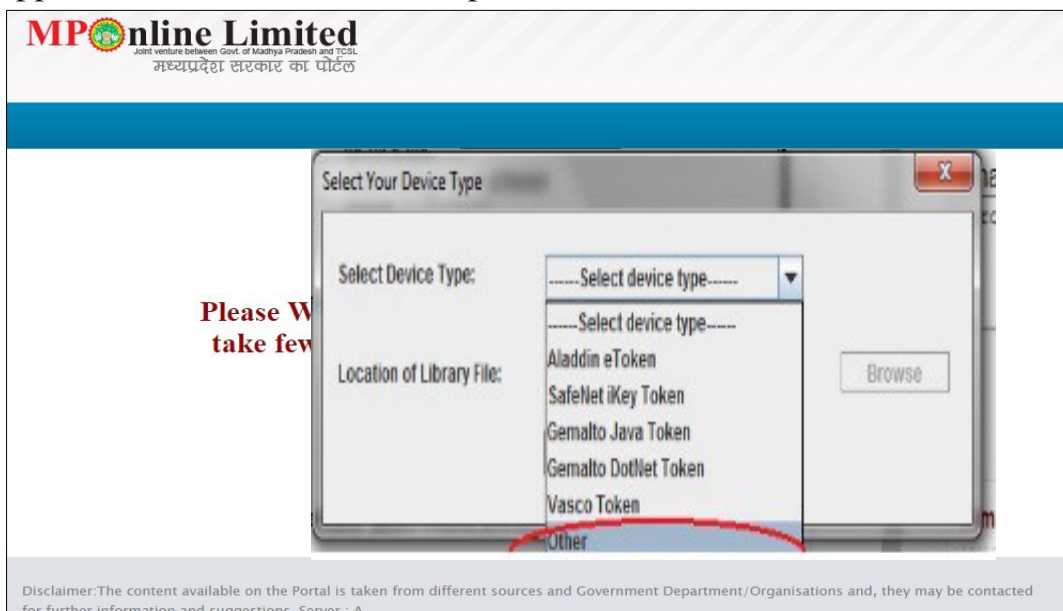
Please take

s may tton.

6.B. In case of Signed PDF with USB Dongle.

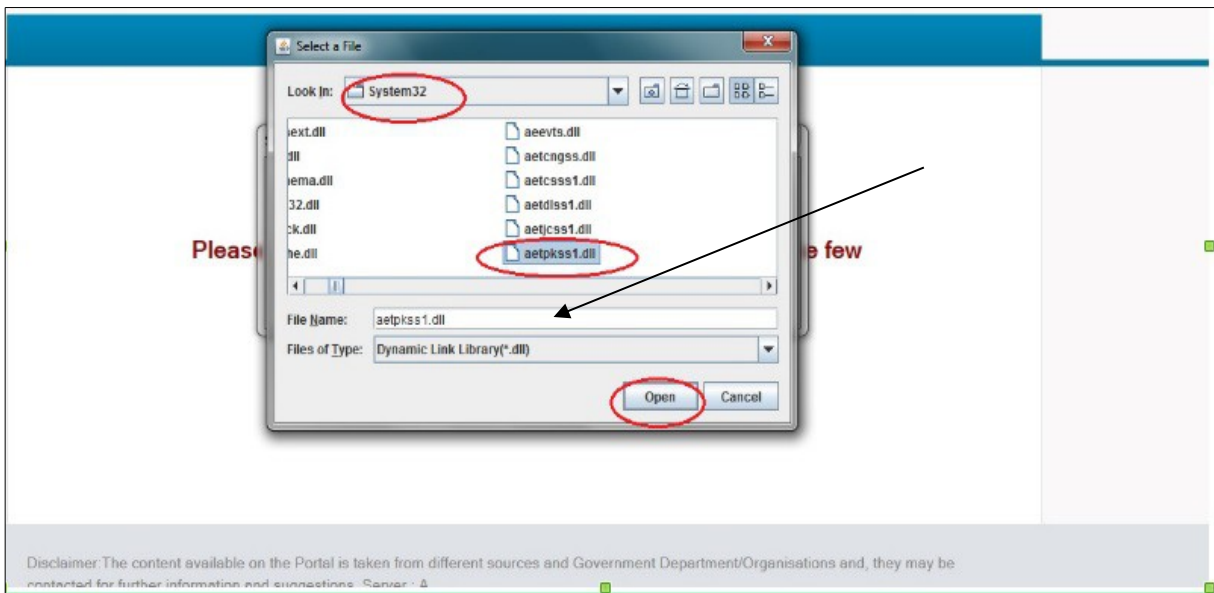
1.How to Select the Manufacture name of USB dongle :

When User select, option for Signed PDF with USB Dongle than user has to select the manufacture name of USB dongle issue to him. In case applicant doesn't find the name, applicant has to select “other” option.

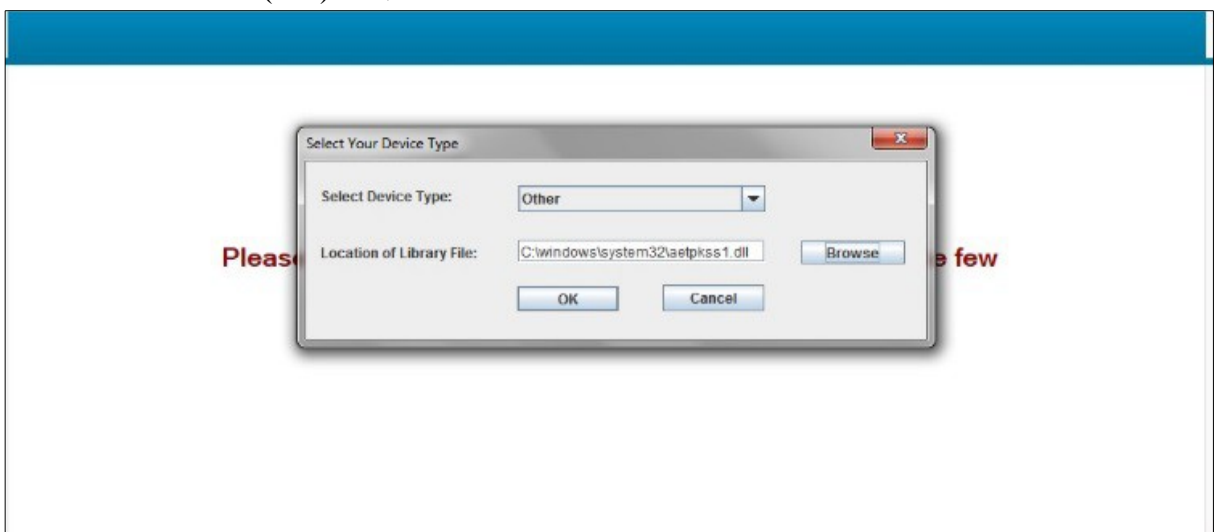


2.How to Select .dll file (In case applicant select “other” Manufacture name of USB dongle) :

In case applicant select “other” option, applicant has to select (.dll) file from his system.



After selection of (.dll) file, Click OK Button



3.How to Select Digital Certificate to digitally sign file(s) and view more details of your Digital Certificate :

Select your Digital Certificate to digitally sign file(s) and click View Certificate to view more details of the certificate:–

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 मध्यप्रदेश सरकार का पोर्टल

Select Signer Certificate

Select your digital certificate to digitally sign file(s)
 Click [View Certificate] to view more details of the certificate

Issued To	Issued By	Serial No	Expiration Date	Issuer Det
Ajay Ieshavrao P... NC sub-CA for N... 141e09312... Fri Nov 27 03:01:...				

View Certificate **OK** Cancel

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Applicant will then be asked for his password. Enter your password and click OK Button.

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 मध्यप्रदेश सरकार का पोर्टल


Password Dialog

Enter Password:

OK Cancel




Proprietor's Photograph



Pharmacist's Photograph

Signature valid
 Digitally Signed By Sinha S... (Personal)
 Date : 07-Dec-2014 12:53:15 IST



**Licensing Authority
 BHOPAL (M.P.)**

Date : 28-11-2014 Licence No : 20/333/26/2014

Conditions of Licence

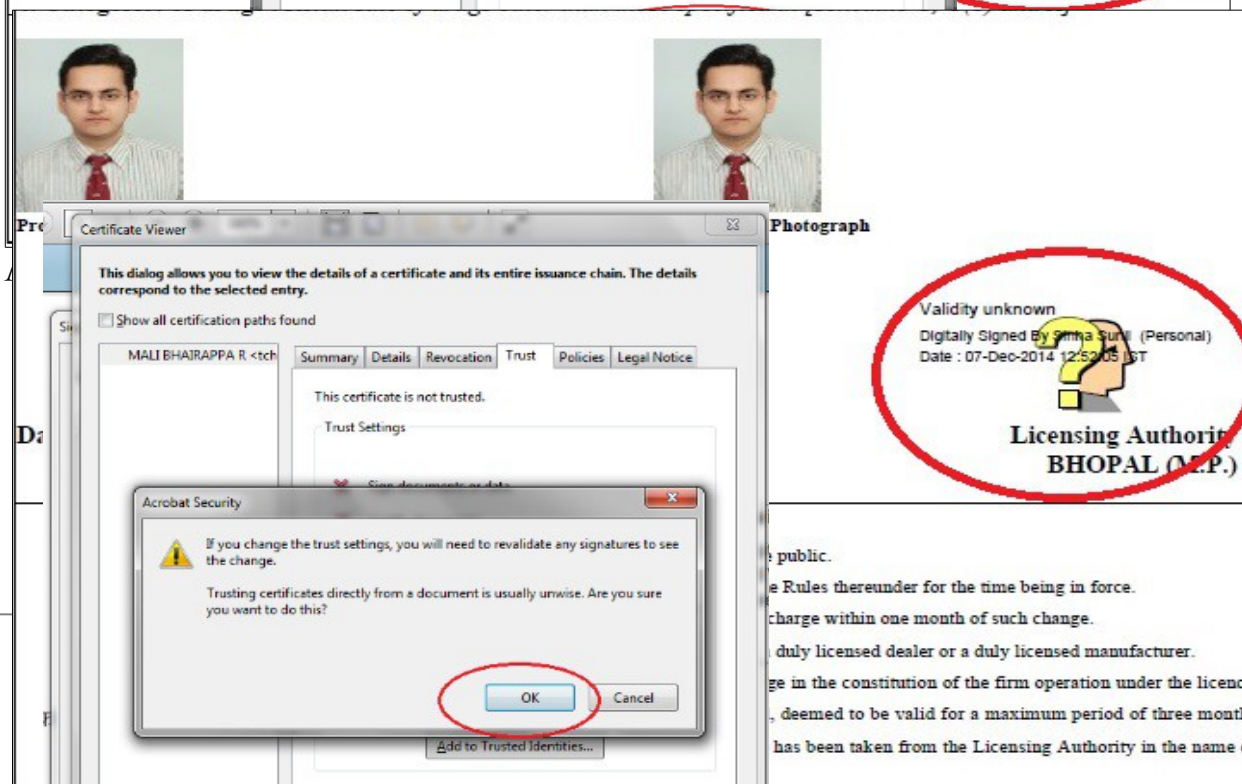
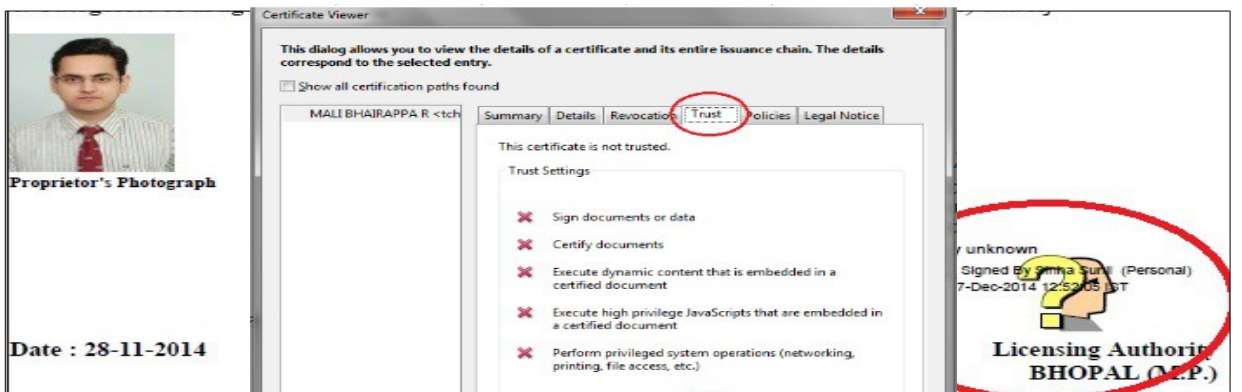
1. This licence shall be displayed in a prominent place in a part of the premises open to the public.
2. The licensee shall comply with provisions of the Drugs and Cosmetics Act, 1940 and the Rules thereunder for the time being in force.
3. The licensee shall report to the Licensing Authority any change in the qualified staff in charge within one month of such change.
4. No drug shall be sold unless such drug is purchased under a cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.
5. The Licensee shall inform the Licensing Authority in writing in the event of any change in the constitution of the firm operation under the licence. Where any change in the constitution of the firm takes place, the current licence shall, deemed to be valid for a maximum period of three months from the date on which the change takes place unless, in the meantime, a fresh license has been taken from the Licensing Authority in the name of the firm with changed constitution.

7. How to Verify Your Digital Signature:

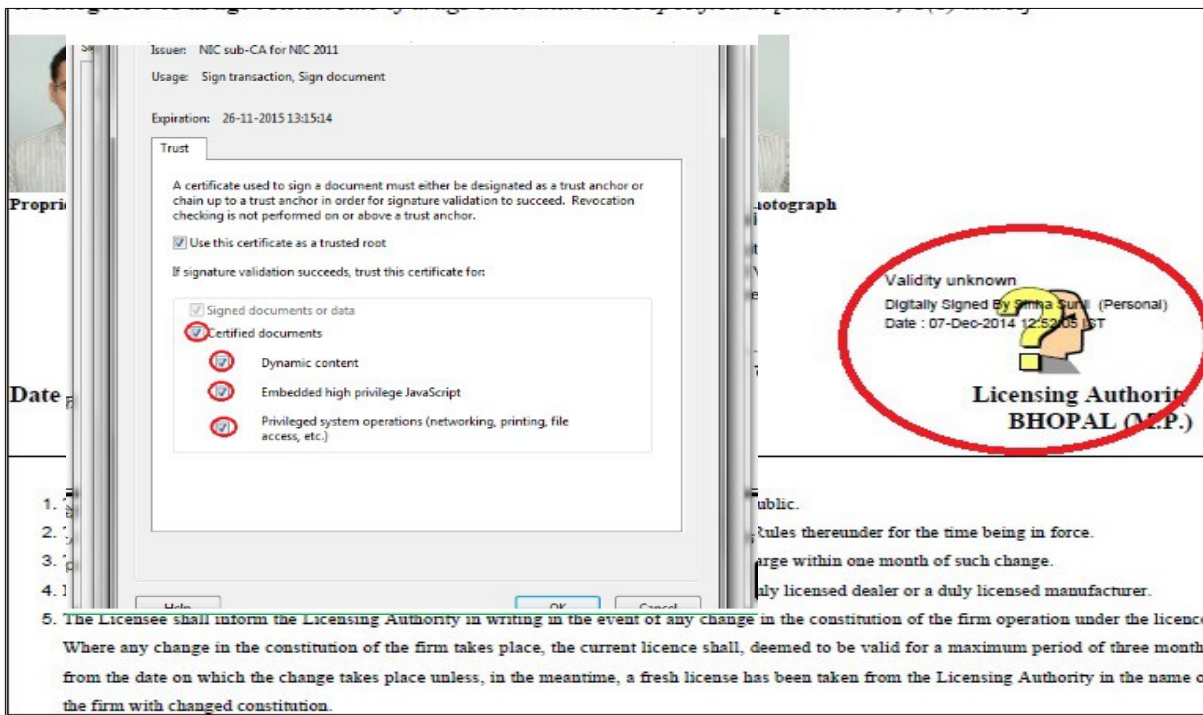
First time VLE has to Validate the signature click on the image, than click on Signature properties Button.

Conditions of Licence
 1. This licence shall be displayed in a prominent place in a part of the premises open to the public.

After click on Signer Legal Notice, now to click on Trust Menu and Add Trusted identities Button.



Kindly select all three options in certified documents and click on OK button.



Then Click on Validate Signature OK, Validated Signature Sign is display on Certificate.



Proprietor's Photograph



Pharmacist's Photograph

Date : 28-11-2014

Licence No : 20/333/26/2014

Signature valid
Digitally Signed By Sinha Sanjay (Personal)
Date : 07-Dec-2014 12:57:05 IST

Licensing Authority
BHOPAL (M.P.)

Conditions of Licence

1. This licence shall be displayed in a prominent place in a part of the premises open to the public.
2. The licensee shall comply with provisions of the Drugs and Cosmetics Act, 1940 and the Rules thereunder for the time being in force.
3. The licensee shall report to the Licensing Authority any change in the qualified staff in charge within one month of such change.
4. No drug shall be sold unless such drug is purchased under a cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.
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Where any change in the constitution of the firm takes place, the current licence shall, deemed to be valid for a maximum period of three months from the date on which the change takes place unless, in the meantime, a fresh license has been taken from the Licensing Authority in the name of the firm with changed constitution.

8. Troubleshooting

Common errors while digital signing your documents:

Problem 1: JAVA Applet error?

Solution 1 (Important) : Open Internet Explorer and open site google.com. Now search verify java. Click on 1st search result and follow the instruction to verify your java version.

Solution 2 (Important) : Install Java “jdk-7u2-windows-i586” version from below [download link](#):

Solution 3 (Important) : Goto Control Panel --> Java --> Security Tab -->Edit Site List -->Add "http://103.36.71.31/" (without double quotes) --> Continue warning. if above setting already exists in system and problem still persist then remove this url first and then add this link again.

Solution 5 (Important) : Delete all .cfg files which are in below path:
C:\Users\<<LogonID>\pkcs11.cfg (or search for *.cfg file) -->delete them all.

Solution 6 : Install Latest Java version from below [download link](#):

Solution 7 : download & Install Internet Explorer 10 or Above.

Problem 2 : Error 400 or 404

Solution : License/Application pdf has not been generated properly by the system, contact to MPOnline Customer Care team in that case.

Problem 3 : Blank page (completely white html page)

Solution : Replace "https" with "http"

Problem 4 : Certificate details cannot be null / Certificate details are null.

Solution : Contact to Digital Signature provider.