

ಔಷಧಗಳ ನಿಯಂತ್ರಣ ಇಲಾಖೆ  
**Drugs Control Department**  
ಶಿಫಾರಸು ಮಾಡಿದ ಉತ್ಪನ್ನಗಳಿಗಾಗಿ ಔಷಧೀಯ ಉತ್ಪನ್ನಗಳ ಪ್ರಮಾಣಪತ್ರದ ವಿತರಣೆ  
(ಸಿಪಿಪಿಪಿ)  
**Issue of Certificate of pharmaceutical Products (COPP) For  
the recommended products**

Step 1: Enter the login details

Apply for Service

Mobile No

OTP/Password

Get OTP

4bF7d5

Type here

Forgot Password | New user? Register here

Submit

Check Your Application Status

Select Department

Select Service

Enter your Application ID

Check Status Now

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Powered by SERVICEPLUS

Step 2 : Citizen Login will be displayed

Menu

Apply for services

View Status of Application

Messages & Alerts

ABOUT SERVICE PLUS

Welcome to Service Plus

ServicePlus is a generic application to provide an electronic delivery for all the services provided by The Government to The citizen. The Government of India, State Governments and Local Governments are providing various services to benefit the citizens at Centre, State or Local level primarily Government to Citizen (G2C) and Government to Business (G2B). The services provided are either demand driven or mandated by the legislation. The services provided by Government can be categorized as:

1. Regulatory Services: Regulatory services are services like trade licence, permit for construction of a building etc that can be denied by the Government.
2. Statutory Services: Statutory services are services like issuance of Birth/Death certificate which cannot be refused by Government.
3. Developmental Services: Developmental Services are services or schemes provided by Government for the benefit of citizens like NREGS, IAY, Old age Pension etc.

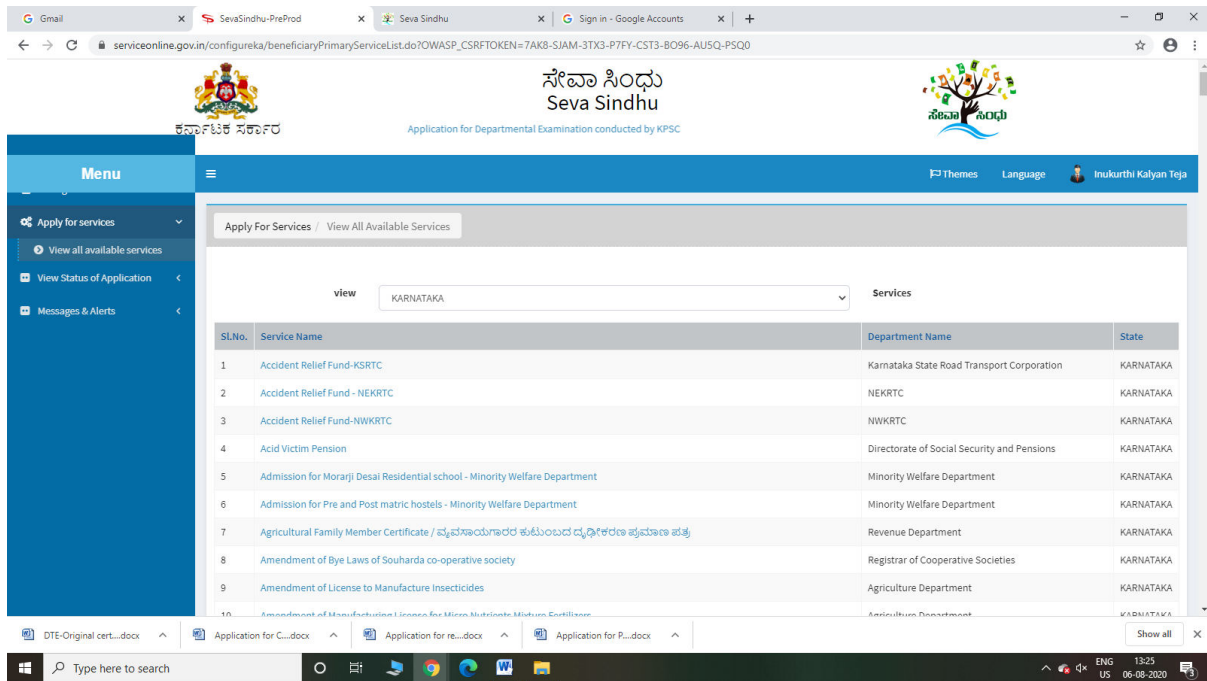
The following are the salient features of the software -

1. Service(s) will be created online
2. Citizens will be submitting applications online
3. Service units will be able to receive application online
4. Service units will be able to verify documents and application fee online
5. Service units will be able to escalate application to some other person, in the case of absence of dealing authority, online
6. Citizens will be monitoring Application status online
7. Private Service Access Providers will be participating in the application receipt/submission and service delivery process online message.ekyc.add.mapping\*Please add atleast one mapping

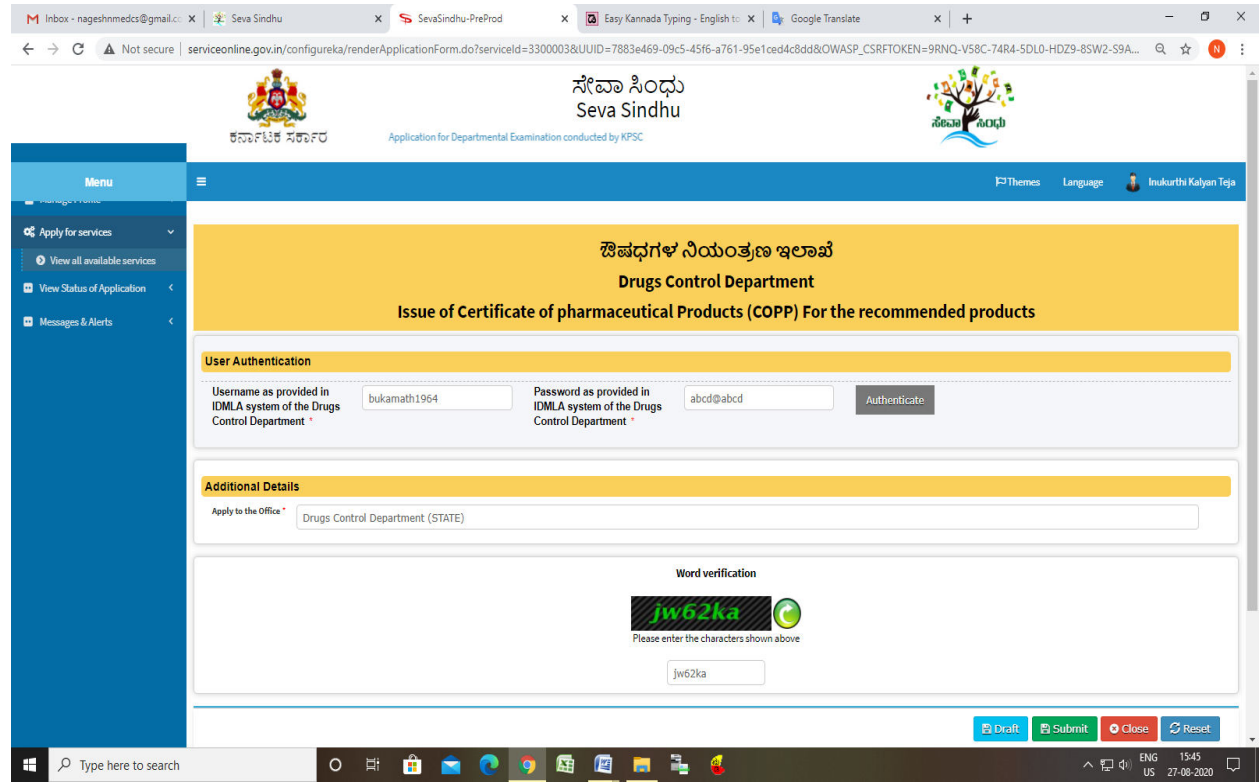
Application for Departmental Examination conducted by KP

Inukurthy Kalyan Teja

### Step 3 : Search the required service and click to open



### Step 4 : Enter Username and password and Authenticate



## Step 5 : Fill the Applicant Details & Photocopies details

**Seva Sindhu**  
ಸೇವಾ ಸಿಂಧು  
Seva Sindhu  
ಸರ್ಕಾರಿ ಪರೀಕ್ಷೆಗಳ ಸಂಸ್ಥೆ  
Mental Examination conducted by KPSC

**ಇತಿಹಾಸಗಳ ನಿಯಂತ್ರಣ ಇಲಾಖೆ**  
**Drugs Control Department**  
**Issue of Certificate of pharmaceutical Products (COPP) For the recommended products**

**User Authentication**

Username as provided in IDMLA system of the Drugs Control Department \*  Password as provided in IDMLA system of the Drugs Control Department \*

**Applicant Details**

Name of the applicant \*  Mobile Number \*

Email ID of the Firm \*  Firm ID

Firm Name (do not include 'M/s' when stating the name) \*  Address of the unit \*

Applying for \*  Sale  Export Type of Output Certificate Required \*  Single Page  Double Page

Exporting (certifying) Country \*  Importing (requesting) Country \*

**Issuance of COPP Certificate**

## Step 6 : Click on I agree checkbox and fill the Captcha Code as given & Submit

Is Summary Basis of Approval appended? \*  Yes  No

Is the attached, officially approved product information Complete and consonant with the license? \*  Yes  No  Not provided

**Declaration/ಘೋಷಣೆ**

I hereby declare that the particulars furnished in this form are true to the best of my knowledge/ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.

I Agree \*

**Additional Details**

Apply to the Office \*

**Word verification**

Please enter the characters shown above

MINISTRY OF PANCHAYATI RAJ | Digital India | data.gov.in | india.gov.in | Deity | PMINDIA

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## Step 7: A fully filled form will be generated for user verification

The screenshot shows a web browser window with the URL `serviceonline.gov.in/configureka/applyPageForm.do?OWASP_CSRFTOKEN=9RNQ-V58C-74R4-5DL0-HDZ9-85W2-S9AC-V4FR&UID=ec7ba453-ba4d-491a-9d80-44bce4411c36`. The page header includes the Government of Karnataka logo, the text "ಸೇವಾ ಸಿಂಧು Seva Sindhu", and "Application for Departmental Examination conducted by KPSC". A blue navigation menu is on the left. The main content area contains a "message.draftRefId" and a "User Authentication" section with fields for Username (bukamath1964) and Password (abod@abod). Below this is the "Applicant Details" section with fields for Name (Inukurthi Kalyan Teja), Mobile Number (9956231211), Email ID (govindgovinda@gmail.com), Firm ID (hggf), Firm Name (KARNATAKA ANTIBIOTICS & PHARMACEUTICALS LTD.), Address (NIRMAN BHAVAN, 80 FEET ROAD 1ST BLOCK, RAJAJINAGAR BANGALORE), Applying for (Sale), Type of Output Certificate (Single Page), Exporting Country (India), and Importing Country (India). At the bottom, there is a section for "Issue of Copp Certificate". The Windows taskbar at the bottom shows the date as 27-08-2020 and time as 15:49.

## Step 8 : click on I agree and click on Attach annexure

The screenshot shows the same web browser window as in Step 7. The form is now at the "Declaration" section. It contains several checkboxes: "Does the facilities and operations conform to GMP as recommended by the WHO?" (Yes), "Does the information submitted by the applicant satisfy the certifying authority on all aspects of the manufacture of the product?" (Yes), "Remarks:" (hybl/r), "Is Summary Basis of Approval Appended?" (Yes), and "Is the attached, officially approved product information Complete and consonant with the license?" (Yes). The "Declaration/ಘೋಷಣೆ" section has a paragraph in Kannada and an "I Agree:" checkbox which is checked. Below this is the "Additional Details" section with "Apply to the Office" set to "Drugs Control Department (STATE)". The "Draft Reference No:" is "Draft\_DD0215/2020/00005". At the bottom, there is a timestamp "27/8/2020 03:49:03 IST" and a URL. A navigation bar contains buttons for "Attach Annexure", "Edit", "Cancel", and "Click here to initiate new application". The footer includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, india.gov.in, DeITY, and PMINDIA, along with text about technical support by the National Informatics Centre.

## Step 9: Attach the annexures and save them

The screenshot shows the 'ATTACH ENCLOSURE(S)' form in the Seva Sindhu portal. The form is titled 'ATTACH ENCLOSURE(S)' and contains a table with the following columns: 'Type of Enclosure', 'Enclosure Document', and 'File/Reference'. The table lists five types of enclosures, each with a dropdown menu for the document type and a 'Choose File' button for the file reference. The file references are all 'sample.pdf'. Below the table, there are buttons for 'Save Annexure', 'Cancel', and 'Back'.

Type of Enclosure	Enclosure Document	File/Reference
Copy of the power of attorney/authorization letter in respect of person who has signed the documents	Copy of the power of attorney/authorization letter in respect of pers Document Format	Choose File sample.pdf Scan Fetch from DigLocker
Copy of the valid manufacturing licence / renewal certificates/validity certificate	Copy of the valid manufacturing licence / renewal certificates/validi Document Format	Choose File sample.pdf Scan Fetch from DigLocker
Copies for the product permissions for which certificates is required	Copies for the product permissions for which certificates is requirec Document Format	Choose File sample.pdf Scan Fetch from DigLocker
Copies of the Certificate of Pharmaceutical Products issued for the requested categories of products	Copies of the Certificate of Pharmaceutical Products issued for the r Document Format	Choose File sample.pdf Scan Fetch from DigLocker
Copy of Joint Inspection Report with recommendation	Copy of Joint Inspection Report with recommendation Document Format	Choose File sample.pdf Scan Fetch from DigLocker

## Step 10: Saved annexures will be displayed

The screenshot shows the 'Saved annexures will be displayed' form in the Seva Sindhu portal. The form contains a declaration section, an 'Annexure List' section, and an 'Additional Details' section. The declaration section has a text area for the user to declare the truthfulness of the information and a 'Yes' button. The 'Annexure List' section displays a list of five annexures, each with a link to the document. The 'Additional Details' section contains fields for 'Apply to the Office' (Drugs Control Department (STATE)) and 'Draft Reference No.' (DD021S20000004). Below the form, there are buttons for 'eSign and Make Payment' and 'Cancel'.

I hereby declare that the particulars furnished in this form are true to the best of my knowledge/ಈ ಆರ್ಕಿಫಯ್ಡು/ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳೂ ಸತ್ಯವಾಗಿದ್ದು, ನನ್ನ ಸಹಿ/ಸಹಿ ಮಾಡಿದ ಎಲ್ಲಾ ದಾಖಲೆಗಳನ್ನು ಸಲ್ಲಿಸುತ್ತೇನೆ.

I Agree:  Yes

**Annexure List**

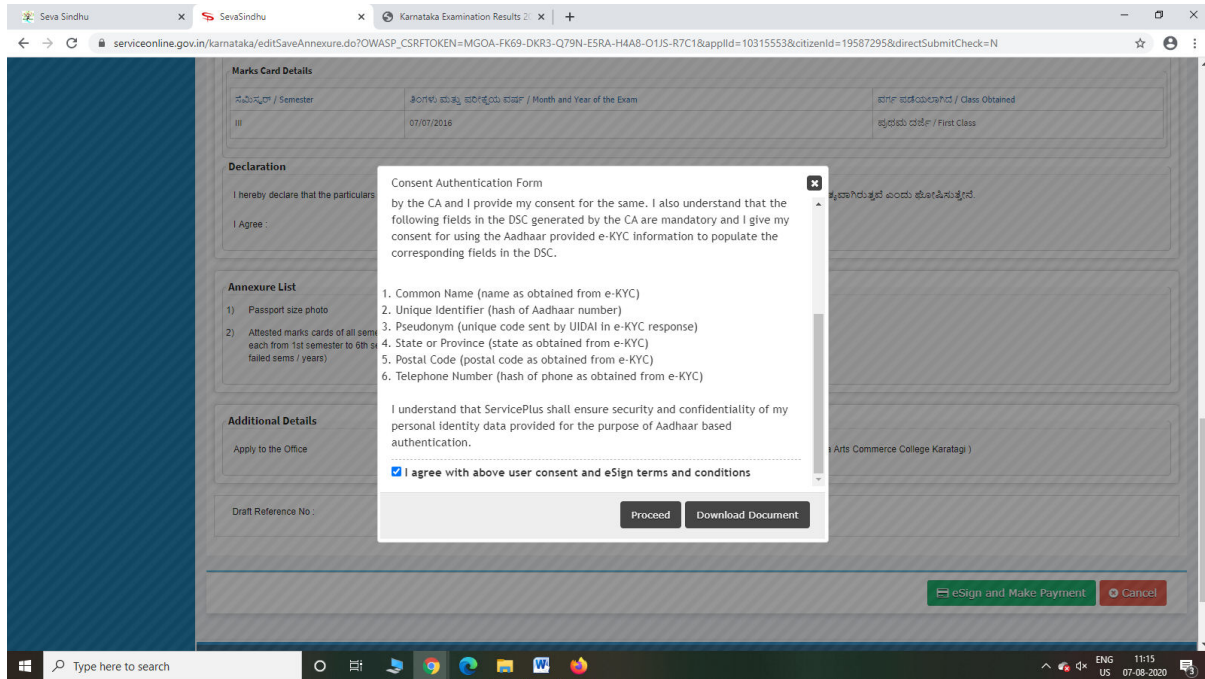
- Copy of the power of attorney/authorization letter in respect of person who has signed the documents [Copy of the power of attorney/authorization letter in respect of person who has signed the documents](#)
- Copy of the valid manufacturing licence / renewal certificates/validity certificate [Copy of the valid manufacturing licence / renewal certificates/validity certificate](#)
- Copies for the product permissions for which certificates is required [Copies for the product permissions for which certificates is required](#)
- Copies of the Certificate of Pharmaceutical Products issued for the requested categories of products [Copies of the Certificate of Pharmaceutical Products issued for the requested categories of products](#)
- Copy of Joint Inspection Report with recommendation [Copy of Joint Inspection Report with recommendation](#)

**Additional Details**

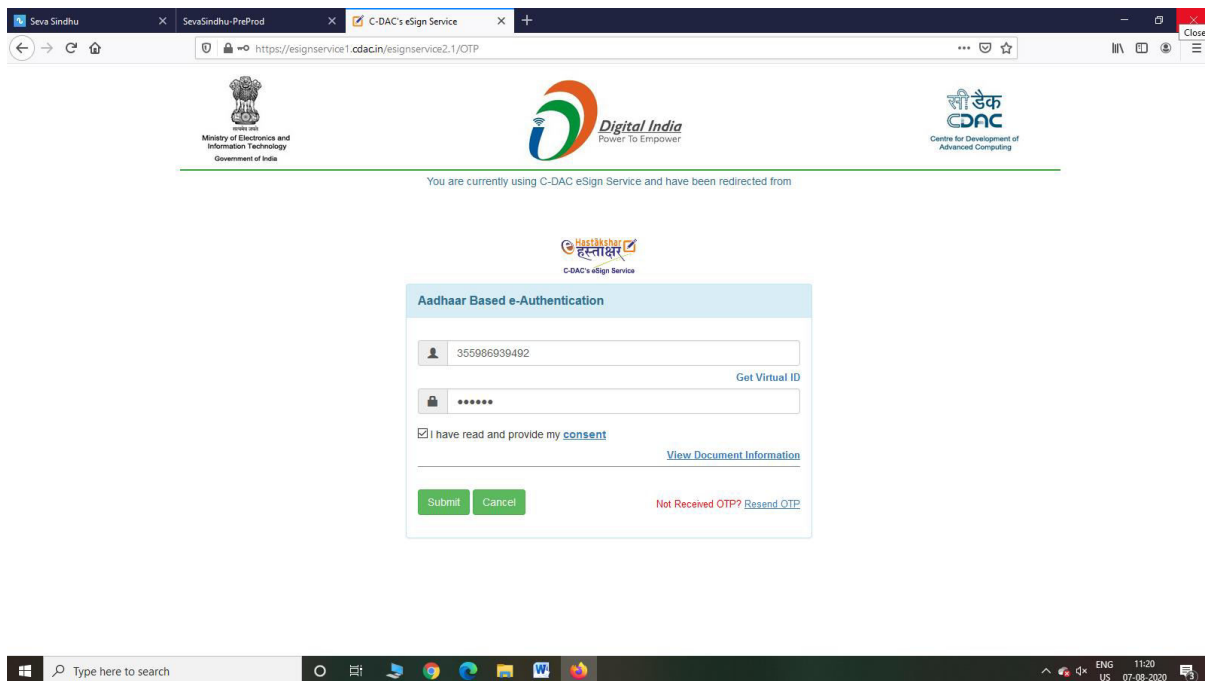
Apply to the Office: Drugs Control Department (STATE)

Draft Reference No.: DD021S20000004

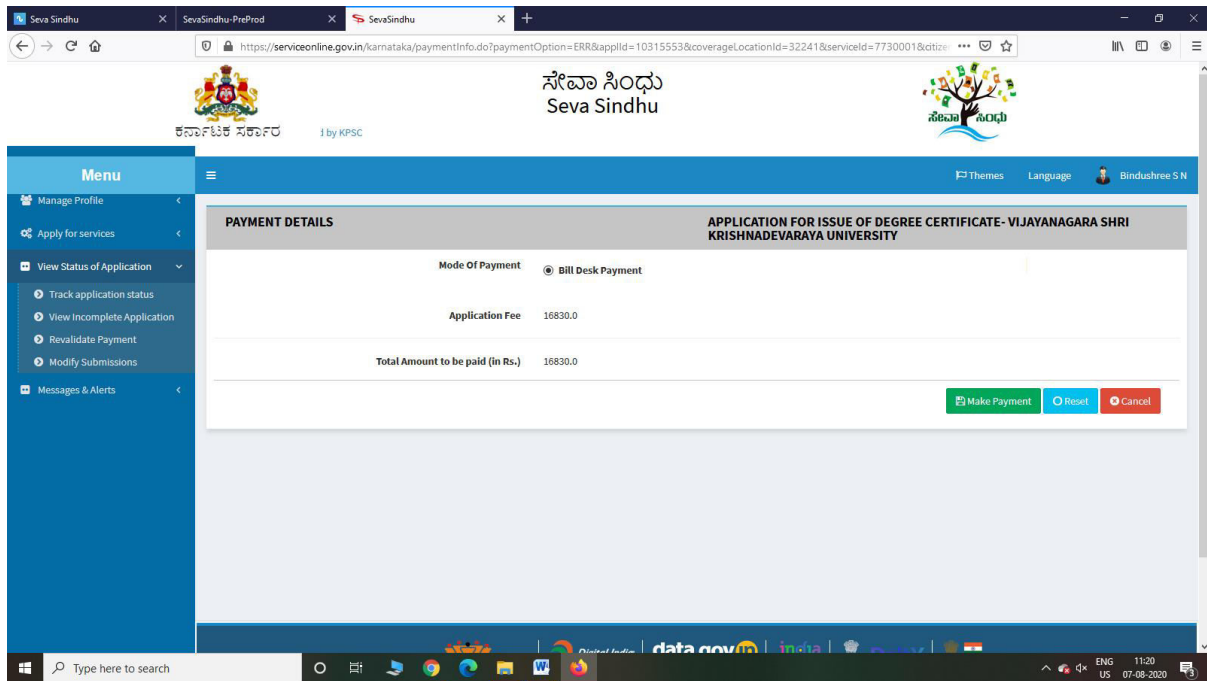
## Step 11 : Click on e-Sign and proceed



## Step 12: eSign page will be displayed. Fill Aadhar number to get OTP and proceed to payment



Step 13: Click on Make Payment and proceed



Step 14: After Payment is Successful, Sakala acknowledgement will be generated

