



निष्ठा निश्चय समन्वय
Dedication | Enforcement | Coordination

स्वापक नियंत्रण ब्यूरो, गृह मंत्रालय, भारत सरकार
Narcotics Control Bureau, Ministry of Home Affairs, Govt. of India

REGISTRATION UNDER CLAUSE 4 (1) OF THE NARCOTIC DRUGS & PSYCHOTROPIC SUBSTANCES
(REGULATION OF CONTROLLED SUBSTANCES) ORDER 2013

"PRE-REGISTER" - Online Controlled Substance Registration System

Guidelines for filing application for Registration and Returns in respect of Sch-A Controlled Substances:

Registration:

1. Registration is mandatory if you are conducting activities like manufacture, sale, distribution, possession, consumption of any of the following Controlled Substances: 1) Acetic Anhydride; 2) Anthranilic Acid; 3) N-acetyl Anthranilic Acid; 4) Ephedrine; & 5) Pseudo-ephedrine.
2. Registering Authority for you is the Zonal Director of Narcotics control Bureau (NCB) in whose jurisdiction the business/manufacturing premises from where the activity (ies) are going to be conducted is situate.
3. If you have two premises from where you will conduct your activities and these two premises lie in the jurisdiction of a single Zonal Office of NCB, you will apply for one registration to the Concerned Zonal Director mentioning both the premises and the nature of activity (ies) to be conducted from each premise. In this case only one Unique Registration Number (URN) will be issued.
4. If you have two premises from where you will conduct your activities and these two premises lie in the jurisdiction of different Zonal Offices of NCB, you will apply for registration to the concerned Zonal Directors of NCB in respect of premises lying in their respective jurisdiction. In this case each Zonal Director will issue a URN pertaining to his own jurisdiction.
5. While filling the application, please remember that "the Applicant" refers to the entity, whether a natural person or a legal person who will conduct the activities pertaining to the Controlled Substance and on whose behalf the application is being filed. 'Person making the application or the authorized person' refers to the natural person who is making and signing the application on behalf of the applicant.
6. After filling in the Registration page, a password will be automatically sent to the e-mail address registered by you. You have to enter the said E-mail address and the password on the LOGIN page to access the registration and Return filing system - designated as "PRE-REGISTER"
7. The date of receipt of application will be the date when the application was submitted on the online system. If all the required information and documents have been uploaded on "PRE-REGISTER". However if any information or documents was not uploaded, the hard copies have to be supplied along with the print-out of the filled in Form B and sent to the Jurisdictional Zonal Director of NCB. In the latter case, the date of application will be the actual date of receipt of the complete application along with supporting documents in the office of the Jurisdictional Zonal Director of NCB.

--- ड्रग्स को "ना" जीवन को "हाँ" - ड्रग्स का उपयोग और अवैध व्यापार प्रतिबंधित एवं दंडनीय है ---

8. Before initiating the filing of information in the application, please make e-copies/image files of required documents like the PAN card of the Applicant, PAN Card of the person who is making and signing the application or the authorized person, letter of authorization, other instruments of allotment of the Applicant's Business Transaction Numbers like Central Excise/Service Tax Registration Number, IEC, Drug License etc. to upload at appropriate places as is necessary during the filling in process.
9. You have to fill in all the details, upload the relevant documents assisted by prompts while you move on from Part I through the Declaration till Submit stage. After successful submission, you have to take a print out, put your signature in the declaration section, attach the hard copies of the documents required and send it to the concerned Zonal Director of NCB.
10. In case you are a Manufacturer or a consumer of a Controlled Substance, please provide your installed capacity to manufacture/consume the controlled substance.
11. Please also provide the three significant raw materials by weights which are processed to manufacture the Controlled substance. For instance for manufacture of 1 kg of Acetic Anhydride, if you are using five raw materials 500 gms of A , 250 gms of B, 100 gms of C, 90 gms of D and 50gms of E, then please mention, A,B & C.
12. Upon submission of the application form in Form B , you will be issued a Temporary Registration Number. You can access the information submitted by you and edit the information till a URN is issued.

FILING RETURNS

13. The NDPS (RCS) Order, 2013 mandates filing of quarterly returns in Forms E,F& H.
14. You cannot file a quarterly return unless you had already filed the previous quarterly return.
15. You will be able to file returns only if you are registered for a substance.
16. If you have received a controlled substance from a domestic firm/company, please mention his URN in Forms E or F
17. In case of import or Export, please mention the NOC number issued by the office of the Narcotics Commissioner, India in Forms E or F
18. The applicant will log in by using his email-address and pass word provided by him in the Sign UP page and access Filing Returns by clicking thereon. Form E,F& H will appear. The applicant will select the Form to be filled
19. After filling all the information in the Forms, please take a print out, append your signature and send it to the concerned Zonal Director.

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