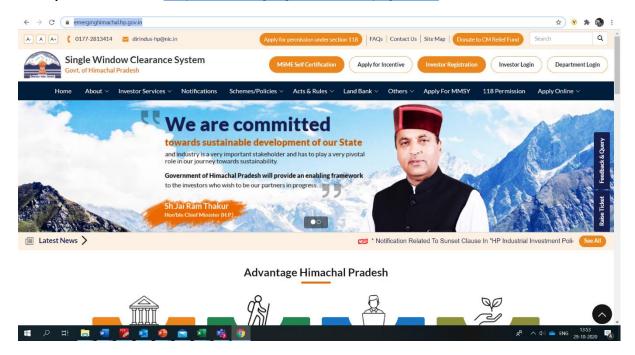
User Manual for Registration/Renewal under Pre-Conception & Pre-Natal Diagnostic Techniques Act, 1994 in Single Window Clearance System (SWCS)

Applicant Registration Procedure

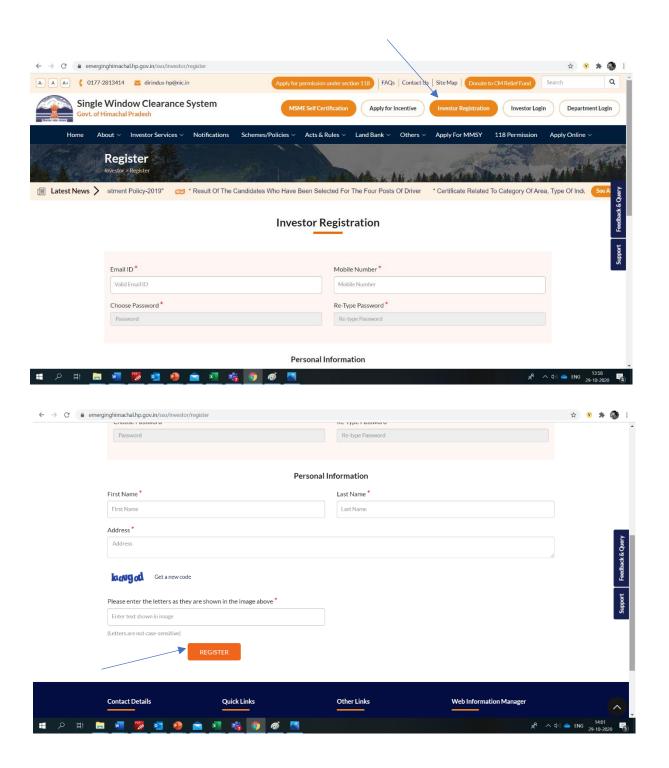
 Applicant/User/Investor will login at State Single Window Clearance System (SWCS) https://emerginghimachal.hp.gov.in/



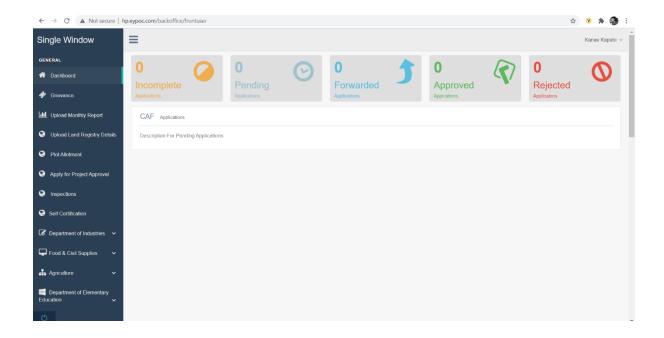
• Applicant will navigate to "Investor Registration" and click on tab for self-registration on Single Window Clearance System (SWCS).



- Applicant will provide all the required basic details for the registration
 - Name, Address, Email ID & Mobile no.



- Once the registration process is done, applicant can login with its credentials for further registration under PC&PNDT Act.
- Applicant will see the below dashboard and navigate to DHSR department tab for submitting Permission Letter to concerned district CMO for approval.



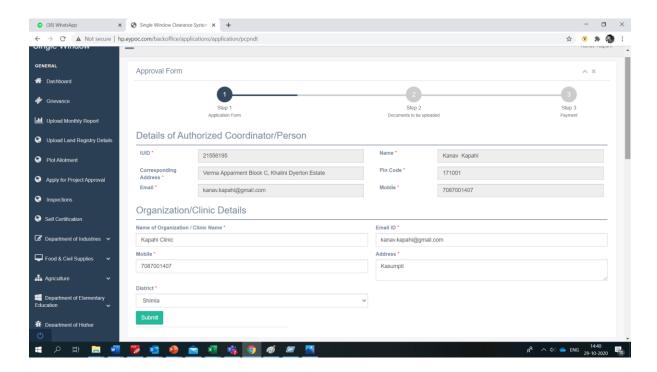
 Applicant will navigate to DHSR Tab for submitting Permission Letter request to concerned CMO Shimla

Permission Letter Submission Procedure

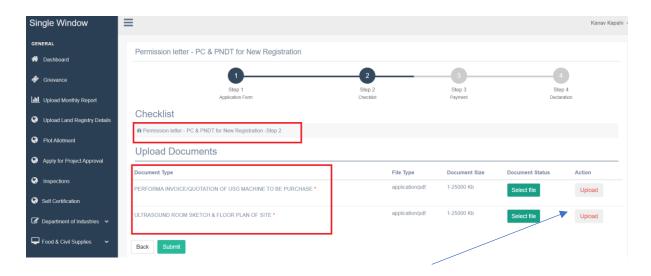


- Applicant will fill the required details and upload the necessary documents for submitting the Permission letter for approval to concerned CMO
- Documents to be uploaded with Permission Letter
 - ✓ Performa Invoice/Quotation of Usg machine to be purchase
 - ✓ Ultrasound Room sketch & floor plan of site

Permission Letter required details

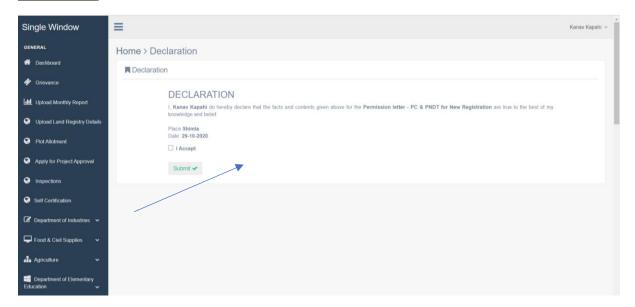


Checklist to be uploaded



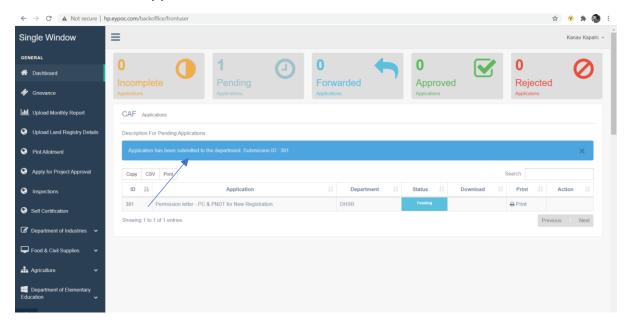
- After uploading all necessary documents, applicant will click on Submit button
- Before submitting the final application, applicant will also provide a declaration for providing the correct information.

Declaration



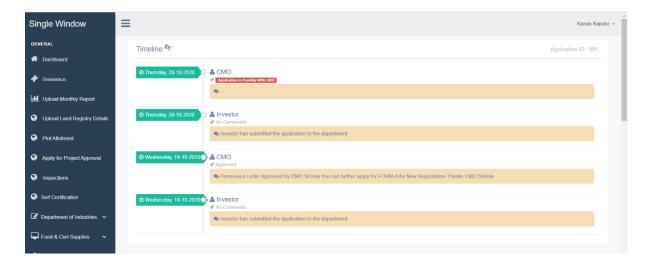
Permission Letter Submitted Successfully

 Applicant will be allotted submission id for tracking the status of submitted application



 Applicant can click on ID number to view the current status as mentioned below

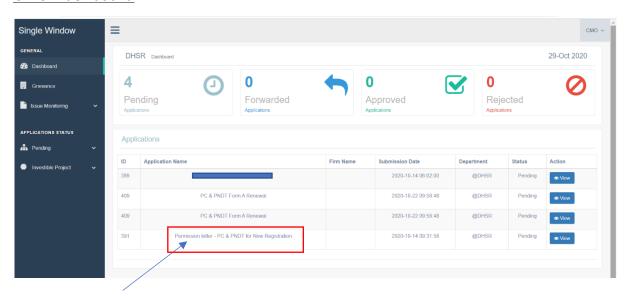
Tracking Application Status



Department Permission Letter Approval

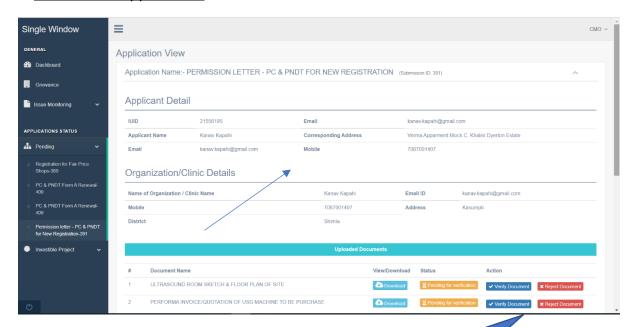
 Concerned CMO will login with department official credentials as mentioned below

CMO Dashboard

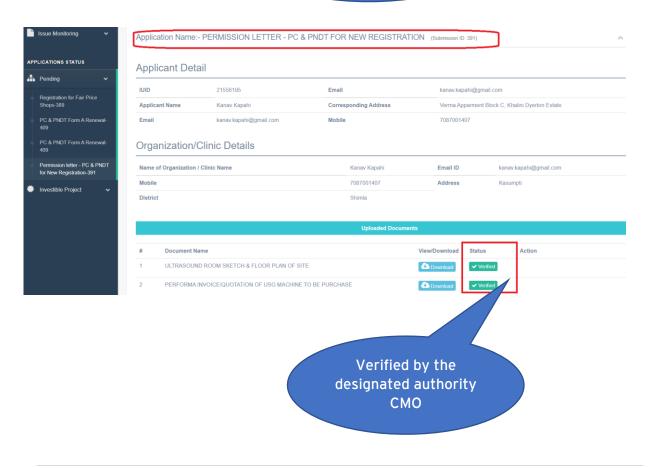


 Concerned CMO can view the submitted application file and based on the scrutiny of documents attached, authority approve/reject the permission letter.

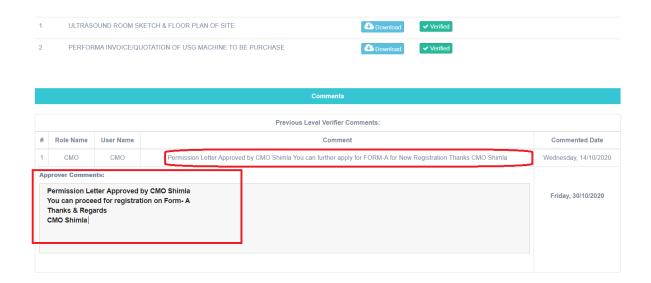
Submitted Application



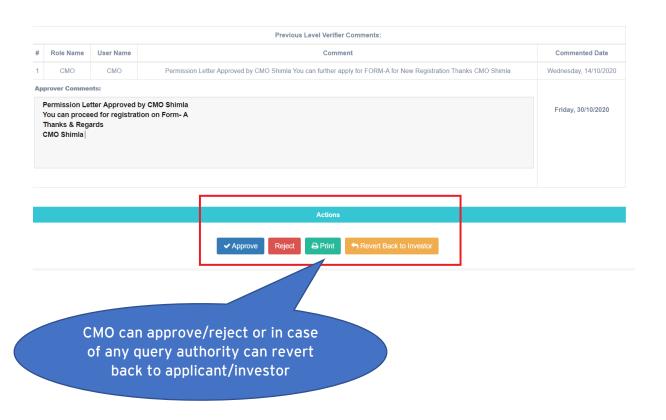
CMO can scrutinize the application, download, verify/reject the submitted documents



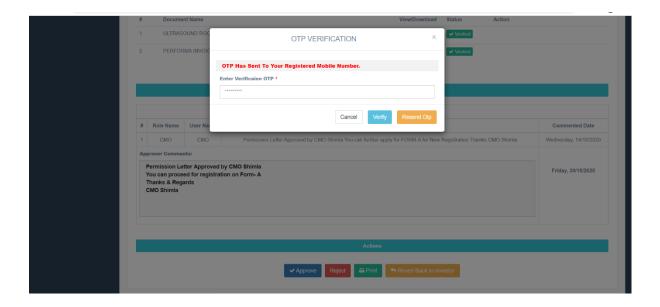
Comments added by Concerned Authority (CMO Shimla)



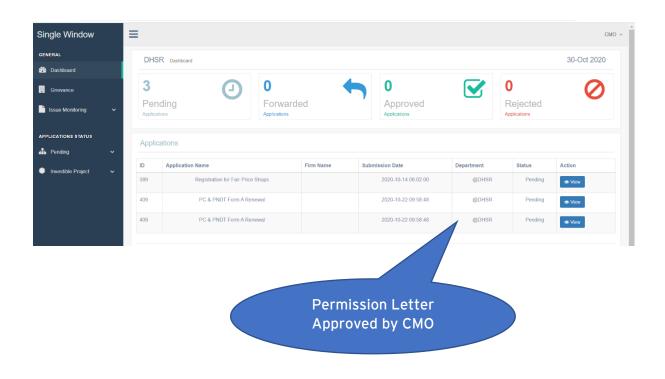
Approval/Rejection/ Revert back to Investor



OTP verification for Approving Permission Letter by Department

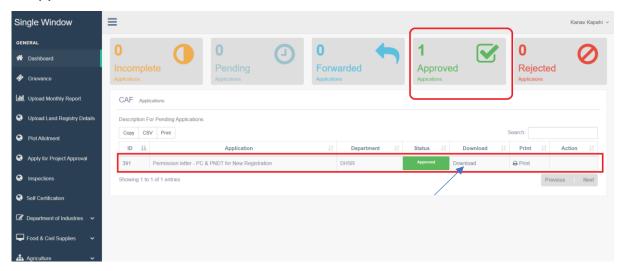


- Once the OTP is verified, application will be approved and can be visible on Applicant/investor dashboard for further registration on Form-A
- Application will be removed from department official's (concerned CMO)
 as mentioned below

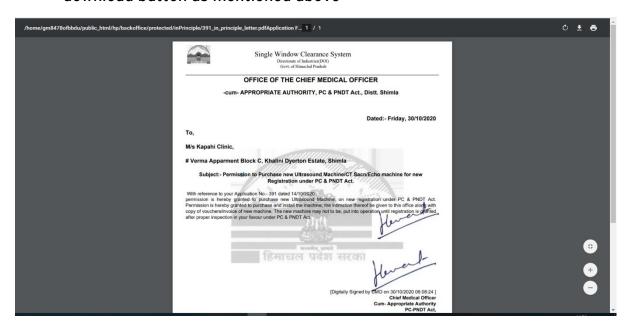


Applicant/Investor Dashboard

Approved Permission Letter



 Applicant/Investor can download the permission letter by clicking on download button as mentioned above



Permission Letter Format (Sample)



Single Window Clearance System

HP Ground Water Authority Shimla Govt. of Himachal Pradesh

OFFICE OF THE CHIEF MEDICAL OFFICER

-cum- APPROPRIATE AUTHORITY, PC & PNDT Act., Distt. Shimla

Dated:- Wednesday, 14/10/2020

To,

M/s Kapahi Clinic,

Verma Apparment Block C, Khalini Dyerton Estate, Shimla

Subject:- Permission to Purchase new Ultrasound Machine/CT Sacn/Echo machine for new Registration under PC & PNDT Act.

With reference to your Application No.- 391 dated 14/10/2020.

permission is hereby granted to purchase new Ultrasound Machine, on new registration under PC & PNDT Act.

Permission is hereby granted to purchase and install the machine, the intimation thereof be given to this office along with copy of vouchers/invoice of new machine. The new machine may not to be, put into operation until registration is granted after proper inspection in your favour under PC & PNDT Act.

[Digitally Signed by CMO on 14/10/2020 09:55:22]

Chief Medical Officer
Cum- Appropriate Authority
PC-PNDT Act,
Himachal Pradesh

System Generated Application.

Printed DateTime:2020-10-14 09:10:23

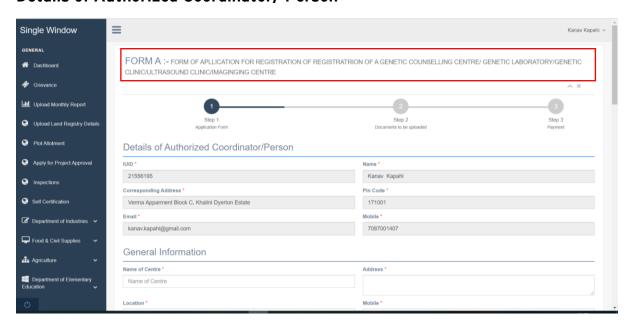
Page Number:1/1

 Applicant can also track the status of application by clicking on ID number on dashboard as mentioned below

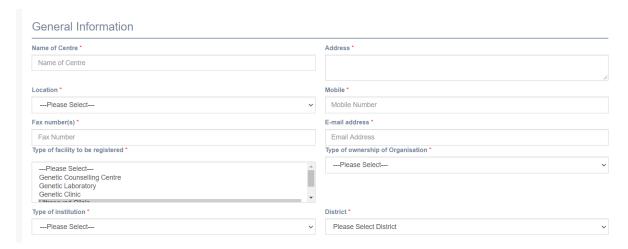


- After getting permission letter approval, now applicant can fill FORM-A for registration under PC&PNDT Act.
- Applicant will provide all the required details
- Form- A is bifurcated into sub-categories for the ease to the applicant while filing application
 - ✓ Details of Authorized Coordinator/ Person (Auto- fetch from the registration form)
 - ✓ General Information
 - ✓ Facilities available in the counselling centre
 - ✓ Owner Details
 - ✓ Equipment Details
 - Radiologist/Gynaecologist/Sonologist/Technician/Other Information
 - ✓ Demand Draft Details

Details of Authorized Coordinator/ Person



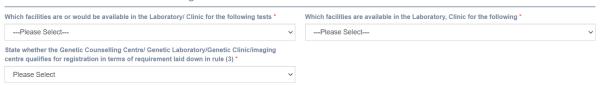
General Information



Facilities

Facilities

Facilities available in the counselling centre

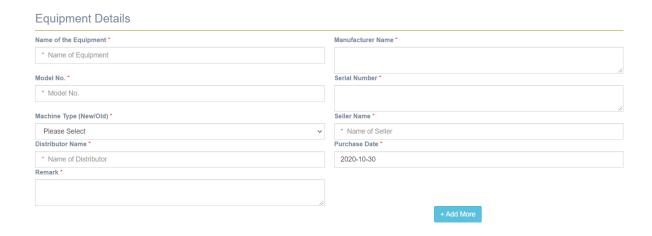


Owner Details

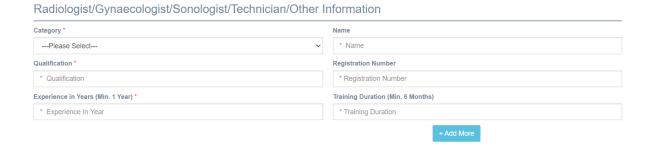
Owner Details



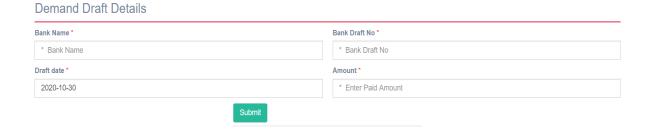
Equipment Details



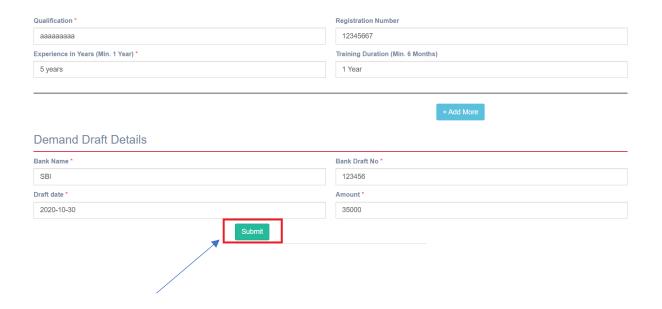
Radiologist/Gynaecologist/Sonologist/Technician/Other Information



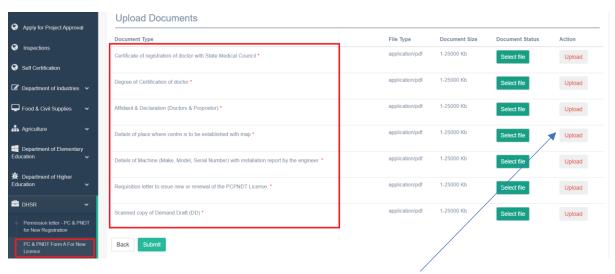
Demand Draft Details



 After providing all the required details, applicant will click on submit button for the next step for uploading the comprehensive documents mentioned in checklist as mentioned below

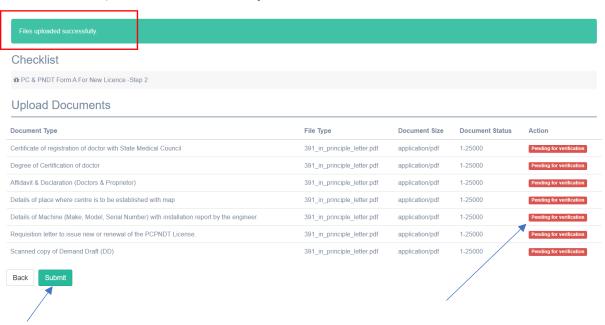


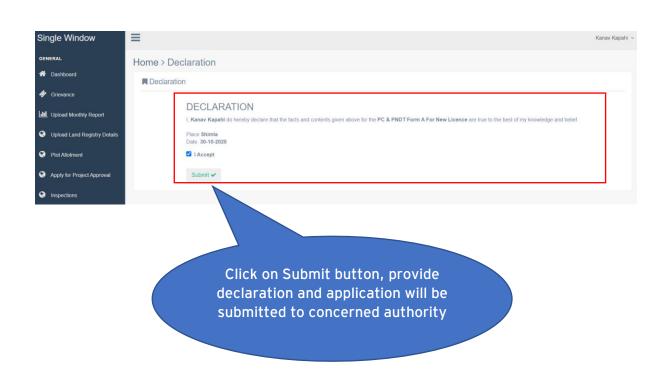
Uploading documents mentioned in checklist



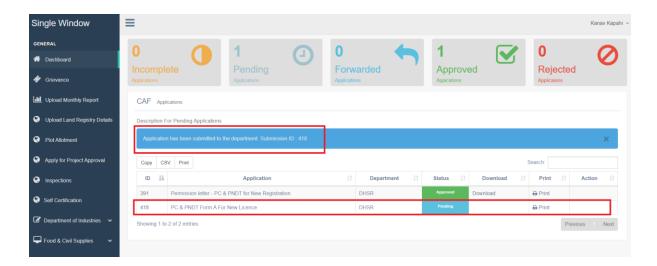
- Certificate of registration of doctor with State Medical Council
- Degree of Certification of doctor
- Affidavit & Declaration (Doctors & Proprietor)
- Details of place where centre is to be established with map
- Details of Machine (Make, Model, Serial Number) with installation report by the engineer
- Requisition letter to issue new or renewal of the PCPNDT License
- Scanned copy of Demand Draft (DD)

Documents Uploaded Successfully

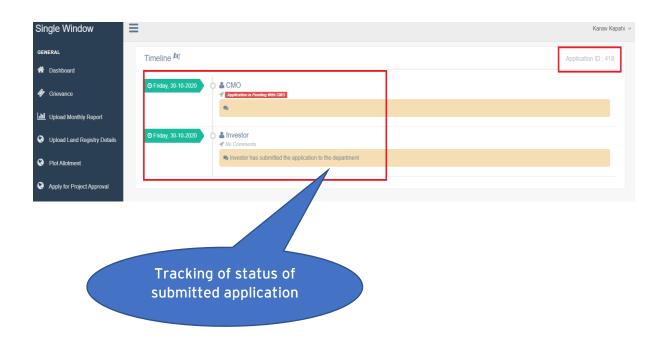




Application Submitted to Department Successfully



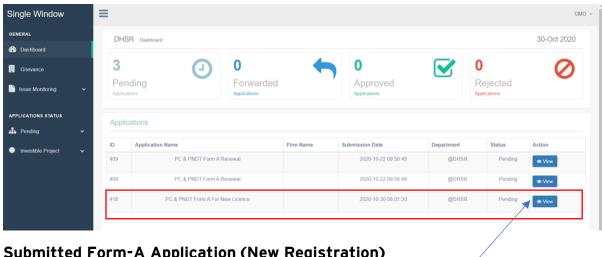
 Applicant can track the status of submitted application by simply clicking on application id i.e. 418 for the above-mentioned case



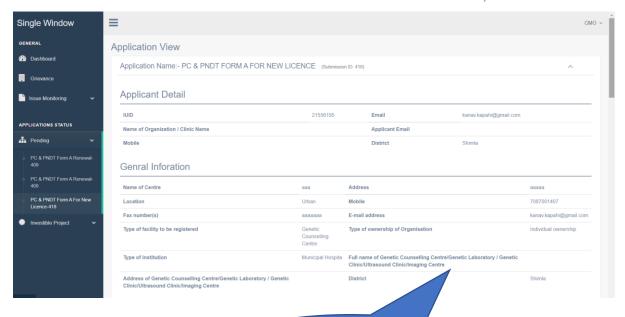
Department (CMO) approval process (Form A)

- Concerned CMO will login with official credentials and can view the submitted Form-A application along with documents.
- In case of any query/concern/objection authority can revert back to investor/applicant
- Authority can approve/reject the application by giving their remarks and applicant can finally download the certificate

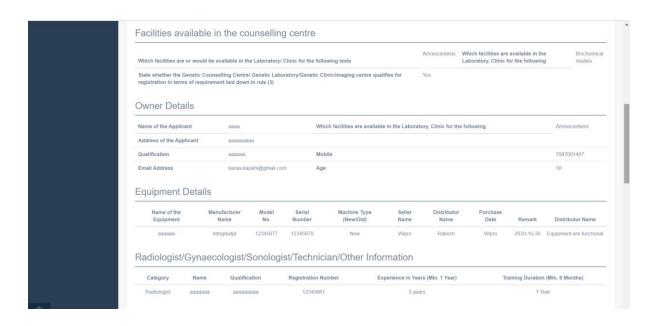
CMO Dashboard



Submitted Form-A Application (New Registration)

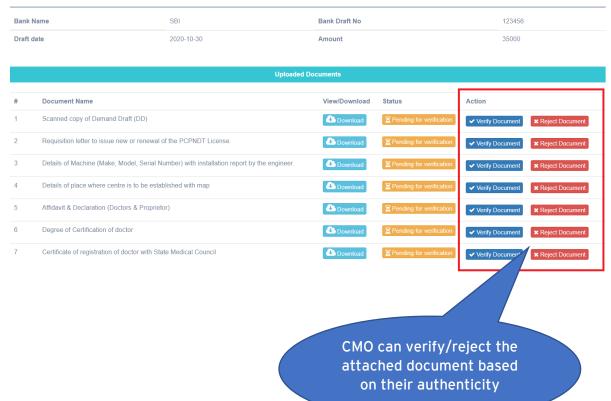


Authority (CMO) can view the complete application along with documents

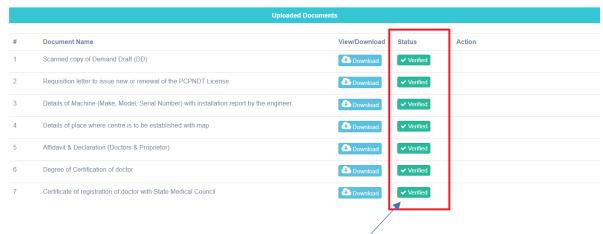


- Authority (CMO) need to verify the attached document by simply clicking on verify button.
- Authority if wants can also download the submitted document for future references.

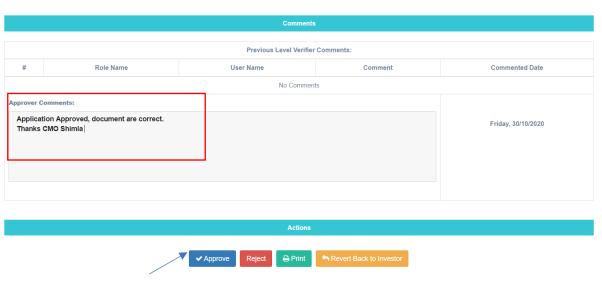
Demand Draft Details



Documents Verified by Department

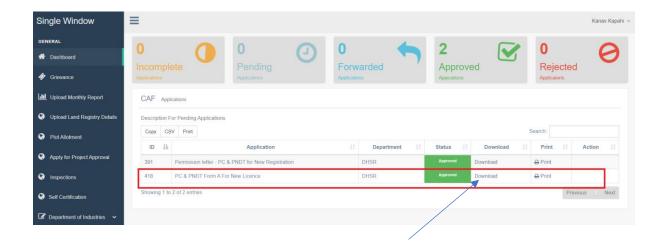


Comments added by Department (CMO)

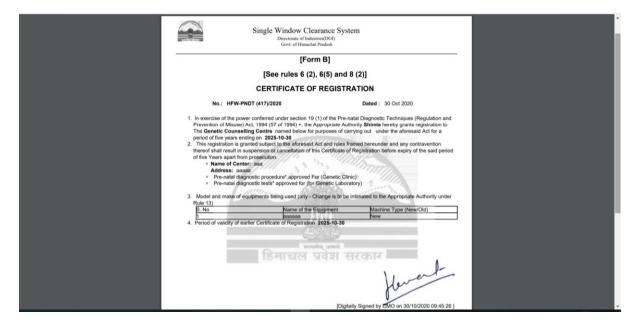


- After providing the OTP, submitted application can be approved by the department (CMO)
- Applicant/investor can easily download the final certificate by using its dashboard.

Applicant/Investor Dashboard



Final Certificate



Final Certificate Format (Sample)



Single Window Clearance System

Directorate of Industries(DOI) Govt. of Himachal Pradesh

[Form B]

[See rules 6 (2), 6(5) and 8 (2)]

CERTIFICATE OF REGISTRATION

No.: HFW-PNDT (417)/2020 Dated: 30 Oct 2020

- 1. In exercise of the power conferred under section 19 (1) of the Pre-natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, 1994 (57 of 1994) +, the Appropriate Authority Shimla hereby grants registration to The Genetic Counselling Centre named below for purposes of carrying out under the aforesaid Act for a period of five years ending on 2025-10-30
- This registration is granted subject to the aforesaid Act and rules framed hereunder and any contravention thereof shall result in suspension or cancellation of this Certificate of Registration before expiry of the said period of five Years apart from prosecution.
 - Name of Center: aaa

Address: aaaaa

- Pre-natal diagnostic procedure* approved For (Genetic Clinic)
- Pre-natal diagnostic tests* approved for (for Genetic Laboratory)
- 3. Model and make of equipments being used (any Change is to be intimated to the Appropriate Authority under Rule 13)

S. No Name of the Equipment Machine Type (New/Old)

1 aaaaaa New

माचल प्रदेश सरकार

4. Period of validity of earlier Certificate of Registration 2025-10-30

[Digitally Signed by CMO on 30/10/2020 09:45:26]

Chief Medical Officer
Cum- Appropriate Authority
PC-PNDT Act,

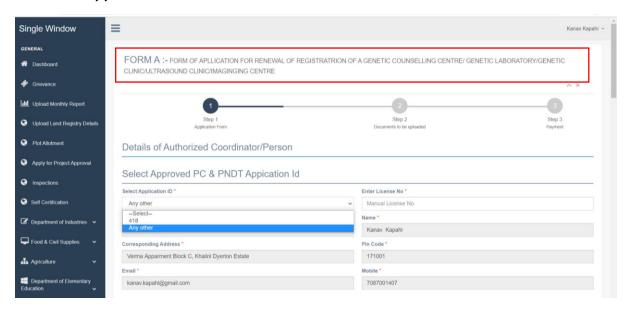
Himachal Pradesh Distt. Shimla

System Generated Application.

Printed DateTime:2020-10-30 09:10:26

Page Number:1/1

Renewal Application under PC&PNDT Act



- In case of renewal, if applicant/investor has submitted registration online then application will auto populate. (i.e. 418 in the above case)
- If registration has been done offline then applicant will choose "Any other" option and enter previous License number and the whole procedure of submitting application will be same as registration as mentioned above.