PCPNDT User Manual for Applicant (User)
Pre-Conception and Pre-Natal Diagnostic Techniques (PCPNDT)

**Step 1.1:** User will open the PCPNDT from www.wbhealth.gov.in website.

**Step 1.2:** User will be redirected to the login page of PCPNDT license application.
**Step 2.1.1:** New User will click on ‘New Registration’ button from the login page of PCPNDT license application.

**Step 2.1.2:** A popup will arise where User will fill up their details for PCPNDT license registration.
Step 2.1.3: User will enter their name, username, password, confirm the password, email, and mobile number where they will receive the OTP. After entering mobile number, they have to click on ‘Get OTP’ button.

Step 2.1.4: After receiving the OTP in their registered mobile number, User will enter the OTP and clicks on ‘Register’ button.
Step 2.1.5: User registration will be completed accordingly, and the page will be redirected to the login page of PCPNDT license.

Step 2.2.1: If the existing User forgot their password, they can change the same by clicking on the Forgot password button.

Step 2.2.2: A popup will open, User will enter their User Login ID and press ‘Get Password’ button. An alert arrives that the password has been send to their registered mobile number.
Step 3.1.1: New or Existing User will enter their required user credentials and press login button after entering the captcha code.

Step 3.1.1: User will be redirected to the Hospital dashboard of PCPNDT License application.

Step 3.2.1: User can any time sign out from the application for that they will click on sign out icon button. A dropdown will arrive; User will click on logout button.

Step 3.2.1: The page will be redirect to the login page of the application.
**Step 4.1.1:** User will click on “Register Existing License” menu from “Home” main menu to update the existing license for Renewal/Post License Application.

**Step 4.1.2:** The page will be redirected to the “Register Existing License” page.

**Step 4.1.3:** User will click on “Register Existing License” button to add existing License Information.

**Step 4.1.4:** A form will open in a popup to add existing license details.
**Step 4.1.5:** User will first enter existing license details and the applicant details of that license.

![Image of existing license registration form]

**Step 4.1.6:** User will next enter details of the establishment and “Facility Required” from the drop down list.

![Image of full name & address of the establishment]

**Step 4.1.7:** After that they will select type of the establishment to be registered and add in the list as mentioned in the existing license.

![Image of type of establishment to be registered]
**Step 4.1.8:** User can select multiple type of the establishment to be registered as mentioned in the existing license.

**Step 4.1.9:** Next they will enter organization ownership details and clicks on ‘Add Only One’ button.

**Step 4.1.10:** User will select type of institution.
Step 4.1.11: Next, User have to specify pre natal diagnostic procedure.

Step 4.1.12: After selecting required pre natal diagnostic procedure, User have to select add button.

Step 4.1.13: Next, they have to select equipment type for filling the equipment available details.
**Step 4.1.14:** After adding all the equipment details they will click on the add button. User can add multiple equipment if it is mentioned in the existing license.

**Step 4.1.15:** After filling the equipment details, User will select Procedure & Test from the drop-down list, if their facility is available in the laboratory/clinic.

**Step 4.1.16:** User can add multiple procedure/tests if required. After that, they will fill employee information and click on the add button. User can add multiple employees as per the employee details mentioned in the existing license.
**Step 4.1.17:** User have to select ‘Qualifies for registration’ before submission.

![User Interface Image](image1.png)

**Step 4.1.18:** Next, User have to upload the old certificate and clicks on submit button.

![User Interface Image](image2.png)

**Step 4.1.19:** The application will be digitalized accordingly. User can modify the application until the renewal application is processed with the same existing license.

![User Interface Image](image3.png)
**Step 4.1.20:** User can view the application by clicking on view button.

**Step 4.1.21:** User can modify the application by clicking on edit button.

**Step 4.1.22:** After digitization of the old license, if the license number is searched for renewal then the details of the existing license will be populated accordingly.
**Step 4.1.23:** The existing license details fetched from the digitized license number.
Step 5.1.1: User will click on “Application” menu for “Home” main menu.

Step 5.1.2: The page will be redirected to the “Application” page. Existing User can view all the previous application below with its status.

Step 5.1.3: New User will click on “New Application” button for posting new application.

Step 5.1.4: A form will open in a popup for new application where applicants’ basic details are populated from the user registration.
Step 5.1.5: Applicant can change the basic details if required. Applicant will enter Applicant’s Father Name, Applicant’s Age & Designation and select **Organization Type** (Private Hospital, Private Nursing Home, Private Facility or Government).

Step 5.1.6: After selecting Organization Type, User will enter or selects Applicant District, Block/Municipality Type, Applicant Block/Municipality, Applicant Police Station, Applicant Post Office and Address Line.
**Step 5.1.7:** After selecting Address Line, User will enter or selects Full name & Address of the Establishment. They will enter Full Name, Phone, Fax, Email and selects Facility Required (Imaging techniques, Bedded facilities). Charges are auto calculated based on the “Organization type and Facility Required” selection; charges are mentioned below.

- **For bedded service in Private Hospital or Private Nursing Home charges is INR 35000**
- **For non-bedded Private Facility charges is INR 25000**
- **For Government facility charges is INR 0**
Step 5.1.8: After selecting Facility Required, User will enter or selects Place of Submission/Establishment District, Establishment Block/Municipality Type, Establishment Block/Municipality, Establishment Police Station, Facility P.O and Address Line for Establishment. Note, Place of submission is important as selected District will send the application to the same District Dealing Assistant.

Next User must provide CE application number or CE license number for verification. User will select CE application number or CE license number from the dropdown and enter the CE license or application number. After entering CE license or application number User will click on Get OTP button.

Step 5.1.9: OTP will be sent to their CE registered mobile number.
Step 5.1.10: User will enter the OTP and clicks on validate button.

Step 5.1.11: OTP validation will be successful and CE details are populated from the CE license number.
**Step 5.1.12:** Next User will select ‘Type of Establishment to be Required’ and clicks on ADD button.

**Step 5.1.13:** User can select multiple ‘Type of Establishment to be Required’. After that User will select “Whether registered under MTP Act? (Yes / No)” and select “Whether registered under Surrogacy Act? (Yes / No)”. Next They will select “Whether registered under ART Act? (Yes / No)” if Yes, they will select “Under ART Act”.
Step 5.1.14: Total fees are auto populated based on the organization type selection. Next, User will enter Organization Ownership Details which includes Ownership Type, Name, Address and click on Add only one button.

Step 5.1.15: After adding ‘Organization Ownership Details ‘User can add only one details. Multiple ‘Organization Ownership Details ‘are not allowed. User can delete the existing and add a new ‘Organization Ownership Details ‘if required. Next, they will enter Type of institution and add “Specify pre-natal diagnostic procedure for which approval is sought” section.

Step 5.1.16: After adding “Specify pre-natal diagnostic procedure for which approval is sought” section User will add ‘Equipment Available’. User can add multiple ‘Equipment Available’ as per availability and it is one of the main parts for generating PCPNDT license.

Step 5.1.18: After adding ‘Procedure Test’ User will add Employee information. User can add multiple ‘Employee information’ as per availability and it is another main parts for generating PCPNDT license.

Step 5.1.19: After adding ‘Employee information’ User will select ‘Qualifies for Registration’.
**Step 5.1.20:** User will upload all the required document and clicks on submit button.

**Step 5.1.21:** Application will be submitted accordingly.
**Step 5.1.22:** Applicant can view or edit their application until they are final submitted. Next User will click on payment button.

**Step 5.1.23:** A popup will arrive with the ‘to be paid payment details’. User will click on ‘Proceed to Pay’ button.
Step 5.1.24: The page will be redirected to the payment option where user will pay the amount with the following payment option such as Credit Card, Debit Card and so on.

Step 5.1.25: After successful payment user will be redirected to the application status page.

Step 5.1.26: For previewing the printed view of the application User will click on Form A option.
Step 5.1.27: Printed view of the application while clicking on Form A.
Step 5.1.28: After completion of entire application process User will click on Final Submit button.

Step 5.1.29: A popup will open with the declaration of the filled-up application.

I have Uploaded all valid requisite documents. If any of the uploaded document is found incorrect or not valid as on date, this application liable to be rejected with forfeiture of the deposited amount.
Step 5.1.30: User will accept the declaration and click on final submit.

Step 5.1.31: The application will be final submitted successfully.

Step 5.1.32: The application will be sent to Dealing Assistant (DA) of selected District.
Step 5.2.1: User will click on “Application” menu for “Home” main menu for renewal of their existing PCPNDT license. The page will be redirected to the “Application” page. Existing User can view all the previous application below with its status.

To make the renewal application, User must enter their existing license number and click on ‘Renew Application’ button. Renewal fees clause are mentioned below.

- If the renewal application is completed before one month of the license expiry, then user must pay half of the total license fees
- If the renewal application is completed in between the last 30 days of the license expiry, then user must pay total license fees.
- If the renewal application is completed after one day of the license expiry, then the license will be expired, and User must apply for new license.

Step 5.2.2.1: User details will be fetched from the license number.
Step 5.2.2.2: Below are the rest of the fetched data from previous license number.

Step 5.2.3.1: User will select the ‘Organization Ownership Type’.

Step 5.2.3.2: After selecting Organization Ownership type, User will enter the Name and address of the Owner of the Organization. ‘User can add only one details of owner. Multiple ‘Organization Ownership Details ‘are not allowed. User can delete the existing and add a new ‘Organization Ownership Details ‘if required.
Step 5.2.3.3: Next User will select the type of the Institution.

Step 5.2.4.1: After selecting the type of the Institution, User will specify the diagnostic procedure.

Step 5.2.4.2: Next User can add multiple diagnostic procedure.
Step 5.2.4.3: If required, user can delete the diagnostic procedure.

Step 5.2.5.1: After adding “Specify pre-natal diagnostic procedure for which approval is sought” section User will select ‘Equipment type’.

Step 5.2.5.2: User can add multiple as per availability. ‘Equipment Available’

Step 5.2.5.3: If required, user can delete the ‘Equipment Available’
Step 5.2.6.1: After adding ‘Equipment Available’ User will add ‘Procedure Test’. User can add multiple as per availability.

Step 5.2.6.2: If required, user can delete the ‘Procedure Test’

Step 5.2.7.1: After adding ‘Procedure Test’ User will select Employee type
Step 5.2.7.2: After selecting ‘Employee type’ User will add other sections. User can add multiple ‘Employee information’ as per availability.

Step 5.2.7.3: If required, user can delete the ‘Employee information’
Step 5.2.8: After adding ‘Employee information’ User will select ‘Qualifies for Registration’.
**Step 5.2.9.1:** User will upload all the required document.

**Step 5.2.9.2:** After uploading all the required document, User will click on submit button.
Step 5.2.10: Application will be submitted accordingly.

Step 5.2.11: Applicant can view or edit their application until they are final submitted. Next User will click on payment button.
**Step 5.2.12:** A popup will arrive with the ‘to be paid payment details’. User will click on ‘Proceed to Pay’ button.

![PCPNDT Payment Request Confirmation](image1)

**Step 5.2.13:** A popup will arrive with the ‘to be paid payment details’. User will click on ‘Proceed to Pay’ button.

![PCPNDT Payment Request Confirmation](image2)
Step 5.2.14: The page will be redirected to the payment option where user will pay the amount with the following payment option such as Credit Card, Debit Card and so on.

Step 5.2.15: After successful payment user will be redirected to the application status page.
Step 5.2.15: For previewing the printed view of the application User will click on Form A option.

Step 5.2.16: After completion of entire application process User will click on Final Submit button.
**Step 5.2.17:** A popup will open with the declaration of the filled-up application. User will accept the declaration and click on final submit.

**Step 5.2.18:** The application will be final submitted successfully. The application will be sent to Dealing Assistant (DA) of selected District.
Step 5.3.1: User will click on “Application” menu for “Home” main menu for ‘Post License application’ of their existing PCPNDT license. The page will be redirected to the “Application” page. Existing User can view all the previous application below with its status.

To apply post license application, User must enter their existing license number and click on ‘Post License application’ button.

Step 5.3.2: User details will be fetched from the license number.
Step 5.3.3.1: User will select ‘Equipment type’.

Step 5.3.3.2: User can add multiple as per availability. ‘Equipment Available’.

Step 5.3.3.3: If required, user can delete the ‘Equipment Available’.
Step 5.3.4.1: After adding ‘Equipment available’ User will select Employee type.

Step 5.3.4.2: After selecting ‘Employee type’ User will add other sections. User can add multiple ‘Employee information’ as per availability.

Step 5.3.4.3: If required, user can delete the ‘Employee information’.
Step 5.3.5: User will upload all the required document. After uploading all the required document, User will click on submit button.

Step 5.3.6: After clicking on the submit button, a pop up will be on the screen for verifying the entered details and confirm it. After confirming you can’t change the details.

Step 5.3.7: Application will be submitted accordingly.
**Step 5.4.1:** User will click on “Application” menu for “Home” main menu for checking any query received from any higher authorities of PCPNDT.

**Step 5.4.2:** The page will be redirected to the “Application” page. User can view all the previous application below with its status. If the current status is posted as “Query raise to Applicant” then they will have to respond the query as soon as possible. There are 2 types of query raise

- **Query raised without edit:** Response required from User without modifying the application. In such case application edit option will not be activated, just User can view the application and respond the query from ‘take action’ button.
- **Query raised with allow edit:** Response required from User with the application modification in some section. In such case application edit option are activated, just User can edit the application and response the query from ‘take action’ button accordingly.

**Step 5.4.3:** User will click on ‘Take action’ button.
**Step 5.4.4:** A popup will open for query response from applicant.

**Step 5.4.5:** User will select the action and reply to the response in remarks section. After replying to the entire query, they will click on submit button.

**Step 5.4.6:** Response to the higher authority will be successful.
Step 5.4.6: Post response, the take action button will be disappear.
Step 5.5.1: User will click on “Application” menu for “Home” main menu for downloading the signed Certificate Form-B.

Step 5.5.2: The page will be redirected to the “Application” page.

Step 5.5.3: User will select the application and click on ‘Certificate Form-B’.
**Step 5.5.4:** The certificate will be downloaded accordingly.

**Step 5.5.5:** User will print the certificate. The validity of the certificate will be for 5 years.