# **User Manual**

For

## PCPNDT Applicant

## **Health and Family Welfare Department**

**Government of West Bengal** 

### Annexure I

Implement a system that allows online application submission, payment and tracking of status without the need for a physical touch point for document submission for new Permission for Application for Registration or Renewal of Registration of Genetic Counselling Centre/Genetic Laboratory/Genetic Clinic/Ultrasound Clinic/Imaging Centre and mandate that all applications are submitted online.

#### URL:

Online Single Window System: New Application Form for Permission for Registration or Renewal of Registration of Genetic Counselling Centre/Genetic Laboratory/Genetic Clinic/Ultrasound Clinic/Imaging Centre

#### **Supporting Documents Details:**

SI.No.	Description	Page No.
1.	Login Details Page	3
2.	Single Window Services and Submission of Forms	4
3.	Tracking of Application	11
4.	Payment Method	12
5.	Form – A Certificate	14
6.	Form – B Certificate	15

#### Login Details:

Online System for Permission for use of Application for Registration or Renewal of Registration of Genetic Counselling Centre/Genetic Laboratory/Genetic Clinic/Ultrasound Clinic/Imaging Centre.

Online Single Window System: URL:pcpndt.silpasathi.in

Click on Apply Online link that take you to the link given below

URL for Online System for New Application: pcpndt.silpasathi.in

#### 1. Log in on the login page (else create new user and then log in)

1 a) - Screenshot is as given below:



#### **Single Window Services and Submission of Form:**

#### Page that appears after log-in (Screenshot is as given below): 1 b) - Screenshot is as given below: 6 PC-PNDT - Mozilla Firefox - 0 **X** <u>File Edit View History Bookmarks Tools H</u>elp ------🛹 PC-PNDT × (←) → 健 @ --- 🔽 🗘 Search |||\ 🗊 🏔 📃 😳 🔏 pcpndt.silpasathi.in/aspx/mainnew.aspx PC-PNDT Welcome user1 3 $\odot$ Q Search... × ₩ 1 « Applications to be processed 1-2 of 2 < > search here Renev New Details Updated Date Form Id: PCPNDT-000005 Application Type: New Current Desk :DDHS(admin) **TRANSACTIONS** Applied On: 13/Nov/2017 1 13/Nov/2017 Current remarks: Application Submitted to Applicant Name: Ajay Sanghvi DDHS(admin) Location: Kolkata Payment Edit/View History Form A Form Id: PCPNDT-000002 Application Type: New Applied On: 03/Aug/2017 Current Desk :Dispatch 03/Aug/2017 Current remarks: Application Submitted to Applicant Name: fdcghj Dispatch Location: Alipurduar Payment Edit/View History Form A

Then Click on "**New**" icon for New Application Registration or if it is for Renewal click on "**Renewal**" icon

## On Clicking on New icon, application form opens, where details are required to be filled in by the applicant

#### (Screenshot is as given below)

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Address Of The Applicant*		DOB	Designation			Organisation*		
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		No.18, New Town, Kolkata	Kolkata	*	Son	*	Amit Sanghvi	

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	2	2	Foetoscopy	GENETIC CLINIC	NON-INVASIVE	Yes	
	1	3	Foetal skin or organ biopsy	GENETIC CLINIC	NON-INVASIVE	Yes	
	-	4	Cordocentesis	GENETIC CLINIC	NON-INVASIVE	No	
	1	5	Any other (Specify)	GENETIC CLINIC	NON-INVASIVE	No	
	0	6	Chromosomal studies	GENETIC LABORATORY	NON-INVASIVE	No	
	1	8	Diuchemika automa Malanika akudia		NON-INVASIVE	No	
	0	9	Molecular studies	PPOCEDURE/TEST	INDUCIVE	No	
	0	10	Amniocentsis	PROCEDURE/TEST		No	
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	1	104	POEtal Skill Oi organ biopsy		IACIA-IIA AV2IAC	140	
	2	15	Biochemical	PROCEDURE/TEST	INVASIVE	No	
		16	Cordocentesis	GENETIC CLINIC	NON-INVASIVE	No	
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#### 4. There are hyperlinks such as

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- b. **History:** This link is for knowing the status of the application.
- c. **Payment:** This link is for making the payment through **Bill Desk**(The system will automatically calculate the amount to be paid)
- **d. Payment Receipt:** This link is for Downloading the Payment Receipt Generated by the system on the applicant makes the payment.
- e. Form A: This link is for downloading the Filled Application form by the Applicant.
- **f.** Form B: This links if for downloading the Certificate Issued by the Department for starting the Clinic

#### Screenshot is as given below:

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Once Applicant Fill all the details required in the application form, Click on the Payment Hyperlink

Screenshot is as given below:

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#### 7. On clicking Payment hyperlink, the amount to be paid appears with 'Pay Now' option

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## 11. Sample payment receipt for online application (generated through the online system after Payment is made)

#### (Screenshot is as given below):

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	Reference Id	LHMP58686792	273_1		
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	Amount	1.00			
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#### Form A: Application Form Entered by the applicant

#### (Screenshot is as given below):

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Once the applicant submits the application, the application will be scrutinized by the department at various levels and when the application is approved, the applicant can download Form – B

#### (Screenshot is as given below):

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F	2	Form Id: PCPNDT-000002 Application Type: New Applied On: 03/Aug/2017 Applicant Name: fdcghj Location: Alipurduar Beurenedt	Current Desk:Dispatch Current remarks :Application Submitted to Dispatch	03/Aug/2017

#### Final Certificate:

(Screenshot is as given below):

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Thus, applicant provided the License issued for Opening a Clinic under the Government Norms.