

e-Licensing of Radiation Applications (eLORA) System

Guidelines



Nucleonic Gauge Module

January 6, 2016

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eLORA Guidelines for Nucleonic Gauge Module

eLORA module of Nucleonic Gauge facilitate online submission of applications for regulatory consents (e.g. NOC for import/procurement of equipment, Movement Permission, RSO approval, Licence etc) for **Nucleonic Gauge Facilities**. All nucleonic gauge user Institutes are required to use eLORA system for obtaining requisite regulatory clearance from AERB.

This document provides guidelines to use eLORA system for obtaining requisites regulatory consents from AERB for nucleonic gauge facility.

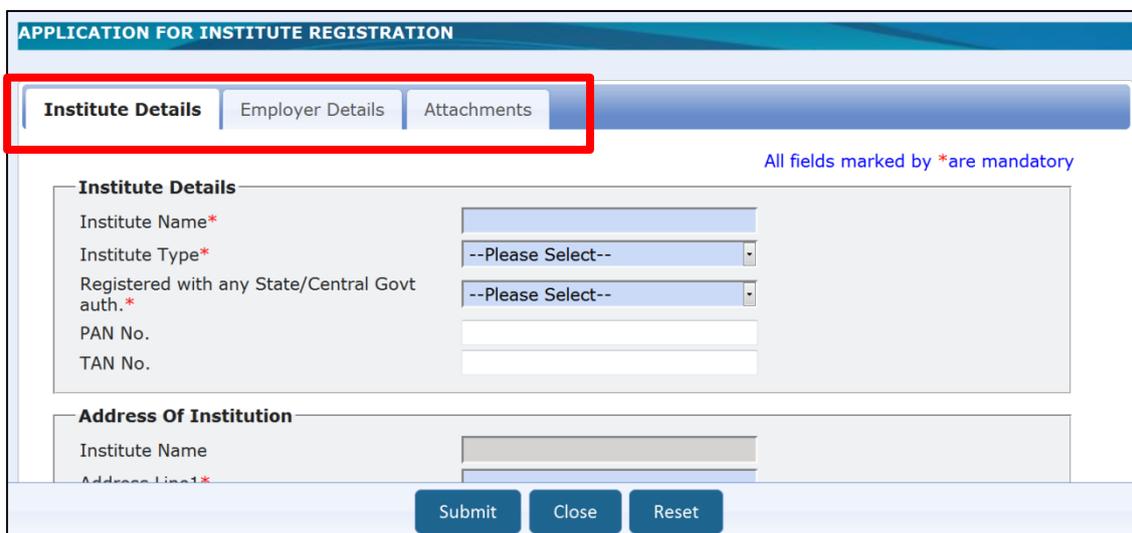
Important Note: Guidelines for common functionalities of eLORA system are available on eLORA home page as '[General Guidelines to use eLORA System](#)'. Users are also advised to refer these guidelines.

1 Register Institute

Visit home page of AERB website www.aerb.gov.in and click on the button **eLORA**. It will redirect you to eLORA system.



Click on **Register Institute** (see above figure) link available on eLORA home page. This will open application form for Institute Registration. Application form has three tabs.



Important Note: Guidelines to fill application form for Institute Registration is available on eLORA home page. It is advised to read the guidelines and keep soft copy of required attachments ready before start filling of application form.

Fill the application form as per the guidelines. However, important points in each tab are mentioned below:

Tab Institute Details:

- **Type of Institute:** Select type of institute as either 'Central Government', 'State Government', 'Private' or 'Joint Venture'.
- **Type of Facility:** In **Type of Facility** section, for the field **Practice** select **Nucleonic Gauge** and for the field **Role of Institute** select the role **Radiation Facility – Nucleonic Gauge**.

The screenshot shows the 'Type of Facility' section of the application form. The 'Practice' dropdown menu is set to 'Nucleonic Gauge'. The 'Role of Institute' dropdown menu is set to 'Radiation Facility-Nucleonic Gauge'. Both dropdowns are highlighted with red boxes. The 'Role of Institute' dropdown is also highlighted with a blue box and a 'Minimize' button is visible next to it.

Tab Employer Details:

- **Name:** Fill the complete name of employer as appearing in his/her document for Proof of Identity/Date of Birth (DOB) to be attached.
- **Date of Birth:** Fill the DOB as appearing in the proof of identity/DOB to be attached.
- **Document/card for proof of identity and date of birth** (of employer): Select one from the drop down. (Soft copy of this is a mandatory attachment).
- **Document/Card No.** (of Proof of Identity/DOB): Must match with the proof of identity/DOB attached.
- **E-mail (O):** Will be used to send USERNAME and PASSWORD of your e-LORA account and for all future communications. (Make sure to provide correct email address).

Tab Attachments:

Upload of following attachments are mandatory:

- **Proof of Identity and Date of Birth** (of employer): Acceptable documents are as follows:
 - Passport
 - PAN card issued by Income Tax Department
 - Driving Licence issued by RTO
 - Photo identity document/card having serial number and date of birth issued by Central/State Government or PSU

- **Proof of Employership:** Example: (i) Appointment Letter of Employer, (ii) Board Resolution, (iii) Any Govt./PUC document substantiating proprietorship (iv) Partnership deed (notorised)
- Upload scan copy of any one of the document listed below (in the relevant position) for the proof of existence of institute (The institute name and address mentioned in the application form must match with any of the attached document):
 - PAN of Institute
 - TAN of Institute
 - Registration with State/Central/Local Government Authority

Enter the Captcha and submit the application form.

Important Note: Fields marked with * in the application form are mandatory. Application form will not be submitted if any mandatory field left blank.

You will get acknowledgement message upon successful submission of application form. The copy of submitted application (.pdf file) can be downloaded for which link will be provided (Please note, this link will be active for a short period). You will also receive an acknowledgement mail with the copy of your application form (.pdf file) in your email (email address as provided in the application form).

Application for Institute Registration will be scrutinized by AERB. After the approval of institute registration by AERB, you will receive user ID and password in your registered email (email address of Employer, as provided in the application form).

2 Register Radiation Professional (RP)

It is essential for person to be nominated as RSO of Nucleonic Gauge facility to register himself/herself as Radiation Professional (RP) in eLORA. Only registered RP can be associated with an institution through his/her RP registration Id.

Application form for Radiation Professionals registration is available on eLORA home page. Once RP application is approved, person is registered in eLORA as RP and RP Registration Id., Username and Password (Username and password of RP account) is sent to the registered email id of the radiation professional.



Important Note: Guidelines to fill application form for RP registration is available on e-LORA home page. It is advised to read the guidelines and keep soft copy of required attachments ready before start filling application form.

3 Login to eLORA system

Login to the system using the “Username” and “Password” received no your registered email after approval Institute Registration application form. On first time login system will prompt to change the password.

In case, your Institute has multiple profiles, system will ask you to select the Practice and Institute Role. Please select Practice as “Nucleonic Gauge”, Institute Role as “Radiation Facility” and Installation Type as “Radiation Facility – Nucleonic Gauge”.

On clicking on ‘launch’ button, the following screen will be displayed

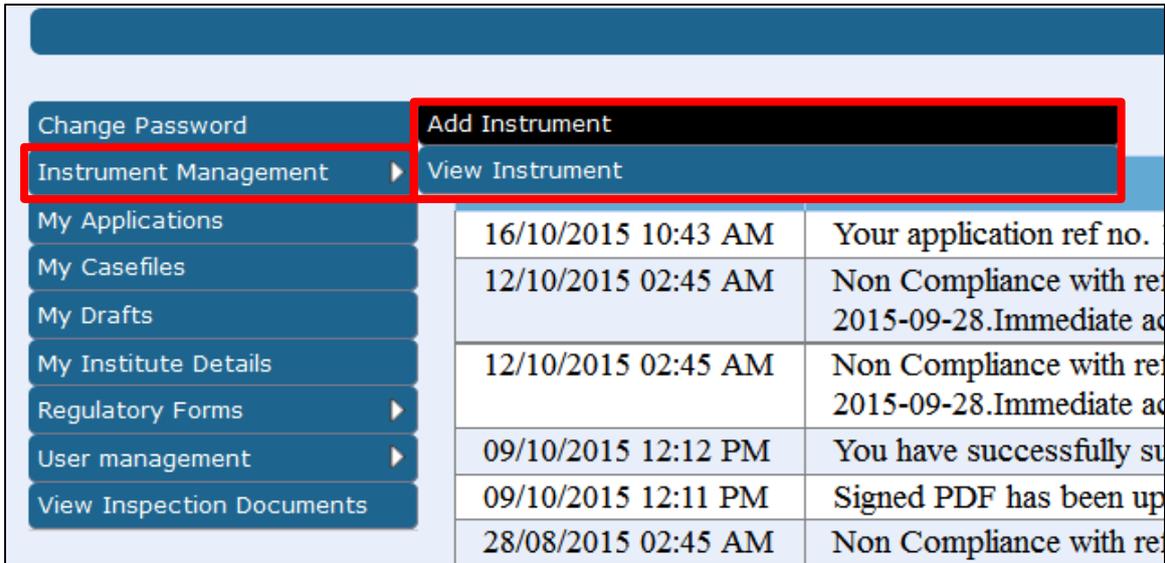
Date and Time	Message to User
16/10/2015 10:43 AM	Your application ref no. 15-39274 is Rejected.
12/10/2015 02:45 AM	Non Compliance with reference no [MH-21818-NC-3083] raised against your institute is pending for closure.The final date of closure is 2015-09-28.Immediate action need to be taken to avoid regulatory actions.
12/10/2015 02:45 AM	Non Compliance with reference no [MH-21818-NC-3082] raised against your institute is pending for closure.The final date of closure is 2015-09-28.Immediate action need to be taken to avoid regulatory actions.
09/10/2015 12:12 PM	You have successfully submitted RSO Nomination with Application No. 15-39274 for ANAND PINJARKAR
09/10/2015 12:11 PM	Signed PDF has been uploaded successfully.
28/08/2015 02:45 AM	Non Compliance with reference no [MH-21818-NC-3083] raised against your institute is pending for closure.The final date of closure is 2015-09-28.Immediate action need to be taken to avoid regulatory actions.
28/08/2015 02:45 AM	Non Compliance with reference no [MH-21818-NC-3082] raised against your institute is pending for closure.The final date of closure is 2015-09-28.Immediate action need to be taken to avoid regulatory actions.
19/08/2015 10:14 AM	Your application ref no. 15-68968 is Rejected.
14/08/2015 02:45 AM	Non Compliance has been raised against your institute with reference no [MH-21818-NC-3082].Refer My Institute Details for further information.
14/08/2015 02:45 AM	Non Compliance has been raised against your institute with reference no [MH-21818-NC-3083].Refer My Institute Details for further information.

4 Declaration of Instrument

Monitoring (Viz. Survey meter) Tool can be declared one time in your eLORA account through Instrument Management menu. The status of instruments (viz. proposed/available, update in calibration date, etc) can also be managed through this menu.

4.1 Add Instrument

Use **Menu: Instrument Management → Add Instrument** to declare/ add instruments

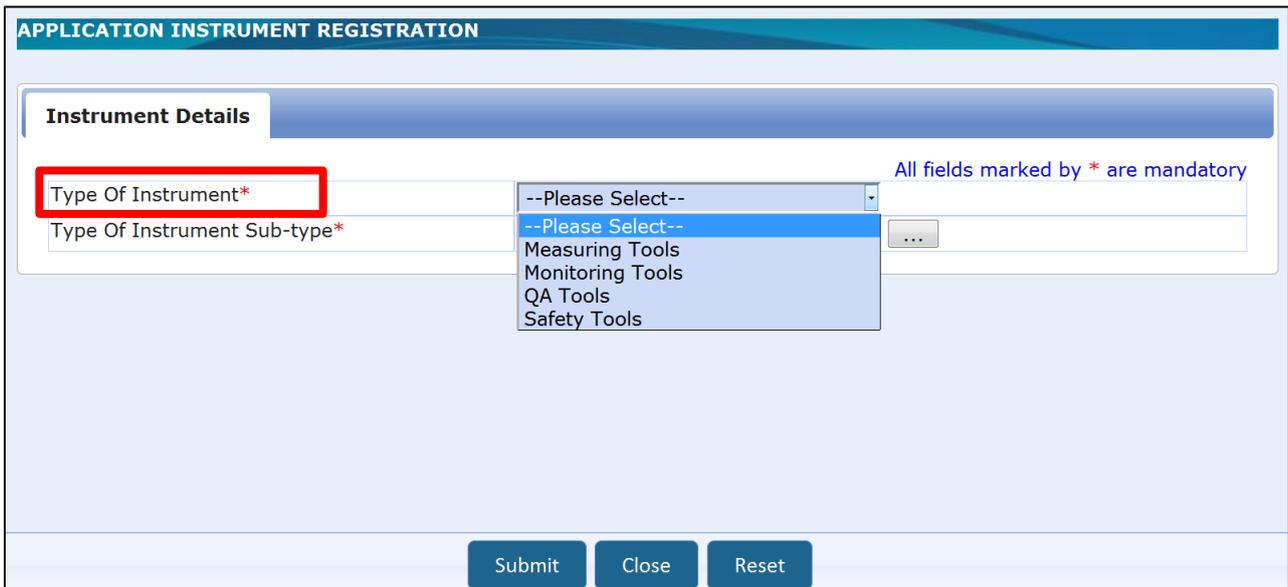


The screenshot shows a user interface with a navigation menu on the left and a main content area on the right. The menu items are: Change Password, Instrument Management, My Applications, My Casefiles, My Drafts, My Institute Details, Regulatory Forms, User management, and View Inspection Documents. The 'Instrument Management' item is highlighted with a red box, and its sub-menu is open, showing 'Add Instrument' and 'View Instrument', both also highlighted with red boxes. The main content area displays a table with columns for date and time, and a description of the instrument's status or action.

16/10/2015 10:43 AM	Your application ref no.
12/10/2015 02:45 AM	Non Compliance with ref 2015-09-28.Immediate ac
12/10/2015 02:45 AM	Non Compliance with ref 2015-09-28.Immediate ac
09/10/2015 12:12 PM	You have successfully su
09/10/2015 12:11 PM	Signed PDF has been up
28/08/2015 02:45 AM	Non Compliance with ref

Instruments are classified in to below four types:

- Measuring Tools (Not applicable for Nucleonic Gauge users)
- **Monitoring Tools (applicable for Nucleonic Gauge users)**
- QA Tools (Not applicable for Nucleonic Gauge users)
- Safety Tools (Not applicable for Nucleonic Gauge users)



The screenshot shows the 'APPLICATION INSTRUMENT REGISTRATION' form. The 'Instrument Details' section is active, and the 'Type Of Instrument*' field is highlighted with a red box. A dropdown menu is open, showing the following options: --Please Select--, Measuring Tools, Monitoring Tools, QA Tools, and Safety Tools. The 'Type Of Instrument Sub-type*' field is also visible. At the bottom of the form, there are three buttons: Submit, Close, and Reset. A note at the top right of the form states: 'All fields marked by * are mandatory'.

For adding Survey meter, select “Type of Instrument” as “Monitoring Tools” and “Type of Instrument Sub-type” as “Survey Meter” from the list of values.

Provide the detail of survey meter as asked in form (Please refer to survey meter manual/specification for providing tech-specs as asked in the form).

Important Note: Regulatory clearances will not be issued till requisite Monitoring instrument (i.e. Survey Meter) is declared in eLORA.

4.2 Manage Instrument Status

Use **Menu: Instrument Management** → **View Instrument** to manage status of Instrument

The screenshot shows a user interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes options like 'Change Password', 'Instrument Management', 'My Applications', 'My Casefiles', 'My Drafts', 'My Institute Details', 'Regulatory Forms', 'User management', and 'View Inspection Documents'. The 'Instrument Management' option is expanded, showing a sub-menu with 'Add Instrument' and 'View Instrument'. The 'View Instrument' option is highlighted with a red box. The main content area shows a table with columns for date and time, and a text description of the instrument's status.

Date/Time	Status/Description
19/10/2015 03:02 PM	Survey meter has been
16/10/2015 10:43 AM	Your application ref no
12/10/2015 02:45 AM	Non Compliance with r closure.The final date c actions.
12/10/2015 02:45 AM	Non Compliance with r closure.The final date c actions

After clicking on “View Instrument” the following screen will appear. You can view details of all instruments or update details of particular instrument or delete any particular Instrument from your Institute account. Select the instrument and click on “View” as shown below.

The screenshot shows the 'View Instruments' screen. At the top, there is a search bar. Below it is a table with columns: 'Select', 'Safety Instrument Type', 'Safety Instrument Sub Type', 'Instrument Identification Number', 'Instrument Make', 'Instrument Model', and 'Instrument Status'. The table contains 7 rows of data. The last row, representing a 'Survey meter', is highlighted with a red box. Below the table, there is a 'Showing 1 to 7 of 7 entries' message. At the bottom of the screen, there are two buttons: 'View' and 'Close'. The 'View' button is highlighted with a red box.

Select	Safety Instrument Type	Safety Instrument Sub Type	Instrument Identification Number	Instrument Make	Instrument Model	Instrument Status
<input type="radio"/>	Safety Tools	Protective Apron	SE-0034627			Available
<input type="radio"/>	Safety Tools	Protective Apron	SE-0034626			Available
<input type="radio"/>	Safety Tools	Mobile Protective Barrier with Viewing Window	SE-0008812			Available
<input type="radio"/>	Safety Tools	Protective Apron	SE-0008811			Proposed
<input type="radio"/>	Safety Tools	Ceiling Suspended Protective Glass	SE-0015807			Available
<input type="radio"/>	Monitoring Tools	Contamination Monitor	SE-0019028	sdf	sdf	Available
<input checked="" type="radio"/>	Monitoring Tools	Survey meter	SE-0031541	Fluke	101M	Proposed

After clicking on “view” the following screen will appear. Through this, Employer of the Institute can modify status of the instruments (viz. Functional status, Calibration date, Calibration valid till date, Calibration energy and calibration lab detail). The selected equipment can also be deleted by clicking on ‘Delete’ button.

Instrument Details	
Type Of Safety Instrument	Measuring Tools
Type Of Safety Instrument Sub-type	Thimble Chamber
Availability *	Available
Supplier	TOMO
Date of Procurement *	01/01/2008
Make	Standard Imaging
Model	0.057cc
Sr No	XW092751
Type of Detector	Ion Chamber,
Volume (in CC)	0.06
Use in Energy Range	Energy Unit
1.25-50	MeV
Functional Status *	Working
Calibration Date *	--Please Select--
Calibration Valid Till *	01/06/2012
Calibration Energy *	30/06/2015
Calibration Energy Unit *	1.25
Calibration Lab *	MeV
	--Please Select--
	BARC

5 Declaration of Staff

Radiation worker/Radiation Professional can be added in eLORA account through **Menu: User Management → Add Employee**

Change Password	
Instrument Management	
My Applications	Add Employee
My Casefiles	Change Licensee
My Drafts	Designate Licensee
My Institute Details	Designate/Relinquish Employees
Regulatory Forms	Update/Dissociate Employee
User management	Update Institute Details
View Inspection Documents	

In drop down for **Type of Employee**, three options available as follows:

- **Radiation Worker** (this is to add non-RP radiation workers)
- **Non Radiation Worker** (this is to add employee to be nominated as Licensee and he/she is not a radiation worker)
- **Radiation Professional** (this is to add **Radiation Professionals** of Nucleonic Gauge i.e. Radiation Safety Professional)

While adding RP, system will ask RP registration ID and Date of birth of RP. (Obtain these details from the Radiation Professional).

In the form for adding **Radiation Professional**,

- Enter **Registration ID** and Date of birth of RP –personal detail of RP will come automatically.
- In case RP is Employer of Institute, select 'Yes' for 'Whether the person is also Employer of the Institute?'
- Provide Date of Joining (of service in your institute), PMS No. (i.e. complete TLD No. – if availed), Department and Designation, Provide Email (O)
- Browse and upload scan copy of joining /confirmation letter of employee and click on **Submit**

To upload "Attachment for uploading copy of Joining/Confirmation*", you can attach a Scanned copy of the Joining/confirmation letter of the added staff or a letter signed by the appropriate authority of the facility mentioning the Name and Designation of all existing staff members working in the facility.

6 Obtaining RSO approval

Radiological Safety Officer (RSO) approval process can be initiated by Employer.

Use **Menu: Regulatory form → Common Forms → Nominate RSO** to access RSO nomination form

On clicking 'Nominate RSO' the following form will appear

RSO MANAGEMENT

Radiation Professional Details

All fields marked by * are mandatory.

Select Radiation Professional

Radiation Professional* ...

Date of Birth*

Registration ID*

Role of RP*

RSO Status*

e-Mail Id Official*

Education Details

Experience Details

6.1 Nominate RSO (for first time approval in the institute)

“Nominate RSO” is applicable for nominating the employee for RSO of the institute for the first time. Select Radiation Professional to be nominated for RSO. The details of the selected RP employee will be populated automatically in the rest of the fields. Click on the button “Nominate”. The following screen will appear:

RADIOLOGICAL SAFETY OFFICER APPROVAL

Nominate RSO

Radiation Facilities to be assigned ?

- Radiotherapy installations
- Supplier of radiotherapy equipments/sources
- Nuclear Medicine Facility
- Supplier of Nuclear Medicine Equipment/Source
- Manufacturer of Nuclear Medicine Source
- Nucleonic Gauge (Radiation Facility)
- Nucleonic Gauge (Supplier)
- Nucleonic Gauge (Manufacturer)
- Well Logging (Radiation Facility)
- Medical diagnostic x-ray facility
- Supplier of x-ray equipments/x-ray tubes
- Manufacturer of x-ray equipments/x-ray tubes
- Medical Diagnostic-Service Agency
- Industrial Radiography (Radiation Facility)
- Industrial Radiography (Supplier)

Additional Responsibilities Proposed to be Assigned to the RSO

Select “Nucleonic Gauge (Radiation Facility)” for which the candidate is to be nominated (as shown above).

After successful submission of form as per the standard procedure of eLORA (i.e. **Freeze → Upload Signed PDF → Submit** procedure. Please refer ‘[General Guidelines to use eLORA System](#)’, available on eLORA home page, for standard procedure), the form will be scrutinized by AERB. After approval of the RSO Nomination, Employer and approved RSO will receive intimation email. A copy of the approval letter will also be emailed to RSO’s email Id (O).

6.2 RSO renewal (renewal on expiry of RSO approval)

Renewal of RSO can be initiated by employer of the facility. From the employee list, only such employee can be selected whose RSO status is “Yes”.

Radiation Professional Details

Select Radiation Professional

Radiation Professional*

Date of Birth*

Registration ID*

Role of RP*

RSO Status*

e-Mail Id Official*

Education Details

Experience Details

Nominate Renominate Renew Undesignate Reset Close

“Renew” button will be enabled for the employee whose RSO status is “Yes” before one month of RSO approval validity date.

On clicking on ‘renew’ button, the application form is generated which needs to be frozen and submitted as per the standard procedure of eLORA. (Please refer ‘[General Guidelines to use eLORA System](#)’, available on eLORA home page, for standard procedure).

6.3 RSO Renomination (to add or remove roles of the RSO)

Only approved RSOs of the institution can be renominated for addition/removal of radiation facilities (if availed by the institute) for which the RSO will be responsible. Renomination button will be deactivated for the employee whose RSO status is “Yes” one month before expiry of RSO approval validity.

Nominate RSO

Radiation Facilities to be assigned

- Industrial Radiography (Radiation Facility)
- Radiotherapy installations
- Nuclear Medicine Facility
- Gamma Irradiation Chamber (Radiation Facility)
- Nucleonic Gauge (Radiation Facility)
- Well Logging (Radiation Facility)
- Medical diagnostic x-ray facility
- Industrial Radiography (Supplier)

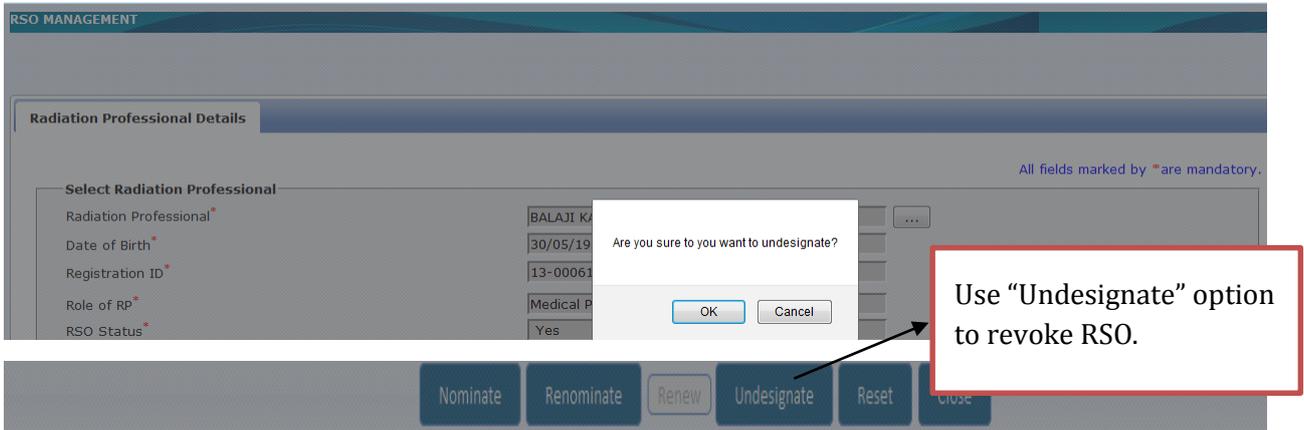
Additional Responsibilities Proposed to be Assigned to the RSO

Freeze Back

Click on ‘freeze’ button and submit the form as per standard procedure of eLORA (Please refer ‘[General Guidelines to use eLORA System](#)’, available on eLORA home page, for standard procedure).

6.4 RSO Undesignate (to remove RSO roles completely)

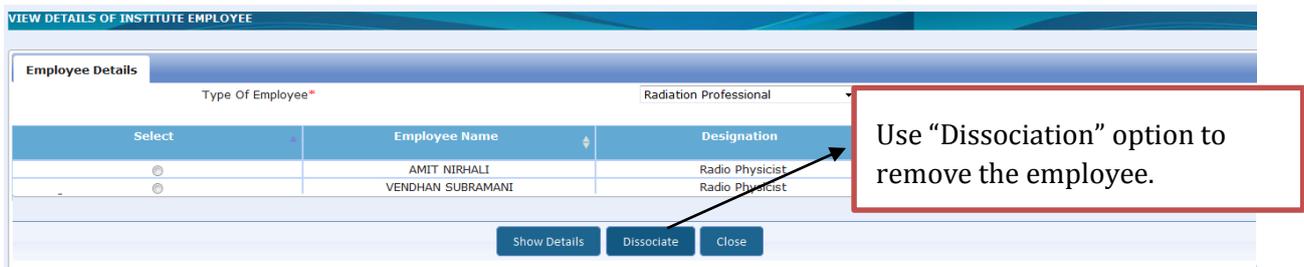
In case, employer wants to withdraw the role of RSO from an approved RSO, the same can be initiated through “Undesignate” option. Only approved RSOs can be undesignated and he/she will no longer be RSO of the institute. However, he/she will continue to be employee of the institute.



In the “View employee list”, the status of RSO will be indicated as “No”.

Relinquishing RSO from Institute

Important Note: In case the RSO is leaving the Institute, the employer has to “Undesignate” the RSO first and then “Dissociate” him/her. A relinquishing letter for the RSO dissociation will be available in RSO approval file and the status of the RSO file will be “Closed”.



7 Steps involved in obtaining various regulatory Consents

Forms pertaining to regulatory consenting process of Nucleonic Gauge are available in **Menu: Regulatory Forms → Nucleonic Gauge** and **Menu: Regulatory Forms → Transport**.

Atomic Energy Regulatory Board
e-Licensing of Radiation Applications

Change Password
Instrument Management
My Applications
My Casefiles
My Drafts
My Institute Details
Regulatory Forms
User management
View Inspection Documents

Date and Time
15/12/2015 11:58 AM
Your application ref no. 15-39274 is Rejected.

Common Forms
Incident Reporting
Nucleonic Gauge
Transport

Site Registration
NOC for Import/Procurement of Equipment
Equipment Receipt Intimation
Procurement of Source
Source Receipt Intimation
Installation Report
Licence for Operation
Permission to Operate
Movement/Relocation Permission
Movement/Relocation Intimation
Application for Extension of Movement Approval
Decommissioning of Radiation Equipment
Intimation of Decommissioning

2015-12-04.Immediate action need to be taken to avoid regulatory actions.
18/11/2015 02:45 AM
Non Compliance with reference no [MH-21818-NC-3921] raised agianst your application. Immediate action need to be taken to avoid regulatory actions.

Change Password
Instrument Management
My Applications
My Casefiles
My Drafts
My Institute Details
Regulatory Forms
User management
View Inspection Documents

Date and Time
16/10/2015 10:43 AM
Your application ref no. 15-39274 is Rejected.

Common Forms
Incident Reporting
Radiotherapy Practice
Transport
Transport of Unregistered Source

compliance with reference no [MH-21818-NC-3083] raised against your application. Immediate action need to be taken to avoid regulatory actions.
28.Immediate action need to be taken to avoid regulatory actions.
Transport of Registered Source

09/10/2015 12:12 PM
You have Intimation of Export/Transport/Disposal
09/10/2015 12:11 PM
Signed PDF has been uploaded successfully.
20/09/2015 02:45 AM
Non Compliance with reference no [MH-21818-NC-3921]

List of processes applicable is given below:

7.1 For obtaining Licence by existing Nucleonic Gauge facility

Equipment and source data of existing nucleonic gauge user institute is being migrated by AERB in to eLORA system. After migration of data, user institute shall declare survey meter, obtain RSO approval and apply for Licence for Nucleonic Gauge Facility.

Steps	Purpose	Regulatory Form Name
Obtaining Licence by Existing Nucleonic Gauge Facilities		
Step 1.	Obtaining RSO approval	Nominate RSO (available in Regulatory Forms → Common Form)
Step 2.	Obtaining Licence for Nucleonic Gauge Facility.	Licence for Operation

7.2 Permission to Operate for New Nucleonic Gauge Equipment

Follow are the steps for obtaining permission to operate after import/procurement of new nucleonic gauge equipment:

Steps	Purpose	Regulatory Form Name
New Equipment and First time Licence		
Step 1.	Obtaining Site Registration for site (i.e. location) where nucleonic gauge is to be installed/ operated, if not registered earlier.	Site Registration
Step 2.	Obtaining RSO approval (if not obtained through eLORA)	Nominate RSO (available in Regulatory Forms → Common Form)
Step 3.	Obtaining NOC for Import/Procurement of Equipment (equipment with radioactive source or without radioactive source)	NOC for Import/Procurement of Equipment
Step 4.	Intimating for receipt of equipment	Equipment Receipt Intimation
Step 5.	Obtaining radioactive source procurement permission (applicable only if NOC is obtained only for equipment without radioactive source)	Procurement of Source
Step 6.	Intimating for receipt of radioactive source	Source Receipt Intimation
Step 7.	Submission of installation report of nucleonic gauge equipment	Installation Report
Step 8.	Obtaining Licence for Nucleonic Gauge Facility (This is applicable before first equipment being operated. No need to obtain Licence again if already obtained and the same is valid)	Licence for Operation
Step 9.	For obtaining permission to operate nucleonic gauge	Permission to operate

7.3 For Replacement/Replenishment of Radioactive Source

For replacement or replenishment of radioactive source in existing Nucleonic Gauge device, follow the steps as given below:

Steps	Purpose	Regulatory Form Name
Replacement /replenishment of radioactive source		
Step 1.	Obtaining RSO approval (if not obtained through eLORA)	Nominate RSO (available in Regulatory Forms → Common Form)
Step 2.	Obtaining radioactive source import/procurement permission for replacement/replenishment	Procurement of Source
Step 3.	Intimating for receipt of radioactive source	Source Receipt Intimation
Step 4.	Installation report after replacement or replenishment of radioactive source in Nucleonic Gauge equipment	Installation Report

7.4 For Movement/Relocation of Nucleonic Gauge equipment

For movement or relocation of nucleonic gauge equipment, follow the as given below:

Steps	Purpose	Regulatory Form Name
Movement/Relocation Permission		
Step 1.	For obtaining movement/relocation permission of nucleonic gauge equipment	Movement/Relocation Permission
Step 2.	For obtaining extension in movement approval	Application for Extension of Movement Approval

Step 3.	For intimating movement/relocation of nucleonic gauge equipment	Movement/Relocation Intimation
Step 4.	Installation report after relocation of fixed type of nucleonic gauge (This is not applicable for portable type of nucleonic gauge equipment)	Installation Report

7.5 Disposal of radioactive source

For routine disposal process for disused radioactive source of nucleonic gauge equipment, follow the steps as given below:

Steps	Purpose	Regulatory Form Name
Disposal of Disused Radioactive Source		
Step 1.	Obtaining permission for export/transport/disposal of disused radioactive source	Transport of Registered Source (available in Regulatory Forms → Transport)
Step 2.	Intimating export/transport/disposal of radioactive source	Intimation of Export/Transport/Disposal (available in Regulatory Forms → Transport)

7.6 Decommissioning of equipment with disposal of radioactive source

For decommissioning of nucleonic gauge equipment and disposal of disused radioactive source, follow below steps:

Steps	Purpose	Regulatory Form Name
Decommissioning and Disposal		
Step 1.	Obtaining consent for decommissioning	Decommissioning of Radiation Equipment
Step 2.	Obtaining permission for export/transport/disposal of disused radioactive source	Transport of Registered Source (available in Regulatory Forms → Transport)
Step 3.	Intimating export/transport/disposal of radioactive source	Intimation of Export/Transport/Disposal (available in Regulatory Forms → Transport)
Step 4.	Intimating decommissioning of equipment	Intimation for Decommissioning

8 Detail of Regulatory Forms

In order to obtain requisite regulatory clearance from AERB, user need to fill and submit application form in eLORA. Details of Radiation Professionals employees (viz. their availability etc.) and Instruments (viz. availability, date of calibration) shown in certain application forms must be verified by user before submission of application form. In case update is required in employee and instrument details, user shall update the details before submission of application form. All statements made in the application form are considered to be correct and best of the knowledge and belief of applicant.

8.1 Application for Site Registration

In eLORA, the location of installation/operation of each nucleonic gauge equipment is recorded as site. By default, institute's permanent address is recorded as **registered site** for institute. In case, installation

location/work place is different from institute's permanent address, you need to register your site separately. **However, there is no need to register the site of location if installation address is same as institute's permanent address.**

Submit this form for obtaining site registration. Follow below path to access this form:

Menu: Regulatory Form → Nucleonic Gauge → Site Registration

- Pre-requisite for site registration:
 - Institute Registered in eLORA

Registration of Name of Site

Name of Site Registration

Click here for list of already recorded Sites

I have verified the list of recorded Sites, I want to record a new name Yes

Registration of Name of Site

Name of Site Registration

Click here for list of already recorded Sites

I have verified the list of recorded Sites, I want to record a new name Yes

Recorded Site Details - Mozilla Firefox

Search:

Name	Address	City	Pin	State
ACC CHAIBASA CEMENT WORKS	ACC CHAIBASA CEMENT WORKS, JHINKPANI,	West Singhbhum	833215	Jharkhand
UKKARAI CEMENT WORKS	UKKARAI CEMENT WORKS, MADUKKARAI POST, UKKARAI CEMENT WORKS	Coimbatore	641105	Tamil Nadu
BARMANA, BILASPUR	BARMANA, BILASPUR NEAR BBMB HYD POWER PLANT	Bilaspur	174013	Himachal Pradesh
ACC LIMITED KYMORE CEMENT WORKS	PO KYMORE, ,	Katni	483880	Madhya Pradesh

If the site name is not in the list, then you can click on check box for **Yes** in the field “I have verified the list of recorded Sites, I want to record a new name”, so the application form will expand to capture detail of new site. After filling up the data, click the **Submit** button.

After submission, the application will be reviewed by AERB. Once AERB approves, the name will be recorded in the eLORA system. The status of the application can be verified by user through the “My Application” menu.

8.2 Application for NOC for Import/Procurement of Equipment

Submit this form for obtaining NOC for import/procurement permission of equipment with or without radioactive source. Follow below path to access this form:

Menu: Regulatory Form → Nucleonic Gauge → NOC for Import/Procurement of Equipment

- Pre-requisite for NOC for Import/Procurement:
 - Site Registration (if your site is not listed)
 - RSO approval in eLORA
 - Availability of survey meter having valid calibration
 - Security plan for radiation facility

The form has following tabs:

I. Personnel Detail:

Check the detail of staff declared by you. In case your institute does not possess any nucleonic gauge equipment and there is no approved RSO with your institute, the system permits to fill this application form only after accepting undertaking mentioned in this tab.

However you are required to submit an application for training course, i.e. RSO of Certification for Nucleonic Gauges”, to training agency (viz. RP&AD, BARC) and attach its scan copy in the option provided for ‘Other attachments’ in tab: Attachments of this application form.

Pl. note this exception is not available if your institute is already in possession of nucleonic gauge equipment.

NUCLEONIC GAUGE APPLICATION FOR NOC FOR IMPORT/PROCUREMENT OF EQUIPMENT

Personnel Details | Instrument Details | Equipment Details | Attachments

Name	Date of Birth	Designation	Qualification	Experience (in years)	PMS No.
ANAND PINJARKAR	08/10/1981		Post M. Sc. Diploma in Radiological Physics	0.92	PMS45521

Showing 1 to 1 of 1 entries ◀ Previous Next ▶

Proceed to fill the form if the details is up to date. If details are correct move to next Tab else update the Worker Details

RSO not available – accept following undertaking to proceed

I hereby undertake to get one of our personnel trained on "Radiation Safety Aspects of Nucleonic Gauges" and obtain RSO approval from AERB before handling of radiation source in Ionising Radiation Gauging Devices (IRGDs) / Nucleonic Gauges (NGs).

Submit Close Reset

II. Instrument Detail:

Check the detail of instruments declared by you. In case your institute does not possess any nucleonic gauge equipment and there is no survey meter (having valid calibration) with your institute, the system permits to fill this application form only after accepting undertaking mentioned in this tab.

However, you are required to submit a copy of survey meter purchase order (PO copy) in the option provided for 'Other attachments' in tab: Attachments of this application form.

Pl. note this exception is not available if your institute is already in possession of nucleonic gauge equipment.

NUCLEONIC GAUGE APPLICATION FOR NOC FOR IMPORT/PROCUREMENT OF EQUIPMENT

Personnel Details | **Instrument Details** | Equipment Details | Attachments

Sl no	Type of Instrument	Instrument ID	Make	Model	Availability
1	Protective Apron	SE-0034627			Available
2	Protective Apron	SE-0034626			Available
3	Survey meter	SE-0031541	Fluke	101M	Proposed
4	Contamination Monitor	SE-0019928	sdf	sdf	Available
5	Ceiling Suspended Protective Glass	SE-0015807			Available
6	Mobile Protective Barrier with Viewing Window	SE-0008812			Available
7	Protective Apron	SE-0008811			Proposed

Showing 1 to 7 of 7 entries ◀ Previous Next ▶

Proceed to fill the form if the details is up to date. If details are correct move to next Tab else update the Instrument Details

I hereby undertake to procure a suitable Radiation Survey Meter (RSM) before the procurement of the IRGD/NG/radiation source for which this application is being made.

Submit Close Reset

<https://elora.aerb.gov.in/ELORA/prePopulateNocImportProcurement.htm#tabs=2>

III. Equipment Detail:

Select either “Device Without Source”; “Device With Source” or “Radiation Generating Equipment” in field “Procurement for*”. After selecting “Device With Source”, a new tab for “Source detail” will appear.

NUCLEONIC GAUGE APPLICATION FOR NOC FOR IMPORT/PROCUREMENT OF EQUIPMENT

Personnel Details Instrument Details **Equipment Details** Attachments

Procurement for * Please select
NOC for * ? Please select
Equipment Type* Device Without Source
Equipment Model* Device With Source
Equipment Make Radiation Generating Equipment Application For ...
Supplier/First Owner* ...
Location of Installation* ...
Department ?

All fields marked by * are mandatory

Submit Close Reset

NUCLEONIC GAUGE APPLICATION FOR NOC FOR IMPORT/PROCUREMENT OF EQUIPMENT

Personnel Details Instrument Details **Equipment Details** Source Details A

Procurement for * Device With Source
NOC for * ? Please select
Equipment Type* Please select
Equipment Model* Import
Equipment Make Procurement
Supplier/First Owner* Procurement of Resale ...
Location of Installation* ...
Department ?

• For Indian manufacturer of the equipment, select option **Procurement**
• For foreign manufacturer of equipment, select option **Import**

Submit Close Reset

Select Equipment Model to be procured from “Equipment Model”.

NUCLEONIC GAUGE APPLICATION FOR NOC FOR IMPORT/PROCUREMENT OF EQUIPMENT

Personnel Details | Instrument Details | **Equipment Details** | Source Details | Attachments

All fields marked by * are mandatory

Procurement for *	Device With Source	
NOC for *	Import	
Equipment Type*	IRGD	
Equipment Model*		...
Equipment Make		
Supplier/First Owner*		...
Location of Installation*		...
Department ?		

Submit Close Reset

IV. Source Details: If option “Device with Source” is selected in field “Procurement for*”, Source Details tab will appear. Select source model from the list of values and provide activity required in MBq.

NUCLEONIC GAUGE APPLICATION FOR NOC FOR IMPORT/PROCUREMENT OF EQUIPMENT

Personnel Details | Instrument Details | Equipment Details | **Source Details** | Attachments

All fields marked by * are mandatory

Source Details

Model*	Radioisotope*	Manufacturer*	Activity(MBq)*
--------	---------------	---------------	----------------

Submit Close Reset

V. Attachments: Following attachments are mandatory.

1. Copy of the undertaking furnished by the supplier of the source to take back the disused / decayed source.
2. Authentic sketch with sign and stamp, for the installation indicating the exact location of the IRGD/nucleonic gauge including the occupancies in the immediate vicinity and layout of storage room in case of portable nucleonic devices

Ensure to keep softcopies of attachment ready before start filling of application form.

8.3 Equipment Receipt Intimation

Submit this form after receipt of equipment. Follow below path to access this form:

Menu: Regulatory Form →Nucleonic Gauge →Equipment Receipt Intimation

- Pre-requisite for equipment receipt intimation:
 - Procurement permission for equipment

8.4 Source Receipt Intimation

Submit this form after receipt of radioactive source. Follow below path to access this form:

Menu: Regulatory Form →Nucleonic Gauge →Source Receipt Intimation

- Pre-requisite for source receipt intimation:
 - Procurement permission for source

8.5 Installation report

Installation report is required to be submitted within 15 days after (i) installation of new Nucleonic Gauge equipment, (ii) replacement of radioactive source, (iii) replenishment of radioactive source and (iv) relocation of Nucleonic Gauge equipment. Follow below path to access this form:

Menu: Regulatory Form →Nucleonic Gauge →Installation Report

- Pre-requisite for installation report:
 - Equipment Receipt Intimation and Source Receipt Intimation (for new installation)
 - Source Receipt Intimation (after replacement/replenishment of source)
 - Relocation Intimation (after relocation of Nucleonic Gauge equipment)

NUCLEONIC GAUGE ▾ INSTALLATION REPORT

Instrument Details | **Equipment Details** | Installation Details | Attachment Details

Installation Report for*
Procurement Approval No.*
Equipment Identification Number
Make
Model
Sr. No. of Equipment
Supplier Name
Date of Receipt of Equipment
Location of NG Equipment

All fields marked by * are mandatory

New Installation
--Please Select--
New Installation
Replacement
Replenishment
Relocation

Submit Close Reset

Provide the detail of installation as asked in tab: Installation Details

Upload the scan copy of installation report provided by supplier in AERB’s prescribed format. Upload other attachments as asked in tab: Attachment Details

8.6 Licence for Operation

It is mandatory to obtain the Licence for Nucleonic Gauge Facility as per provisions of Rule 3 of Atomic Energy (Radiation Protection) Rules, 2004. This form is required to be filled to obtain the Licence for Nucleonic Gauge Facility and user is able to filled, only if the institute has radiation survey meter having valid calibration and RSO approval through eLORA. The renewal of licence can also be obtained through the same form.

Follow below path to access this form:

Menu: Regulatory Form →Nucleonic Gauge →Licence for Operation

- Pre-requisite for licence for operation:
 - Appropriate survey meter having valid calibration
 - RSO approval through eLORA
 - Security plan for radiation facility
 - Emergency response plan for radiation facility

8.7 Permission to operate Nucleonic Gauge

This form is required to be filled for each new Nucleonic Gauge equipment before commencement of its routine operation. This form can be filled after submission of Equipment and Source Receipt Intimation and its approval. Submission of this form is mandatory requirement. This form will be available for submission only if Institute possesses the valid Licence for operation. Permission to operate Nucleonic Gauge needs to be obtained for every new equipment/source procured.

Follow below path to access this form:

Menu: Regulatory Form →Nucleonic Gauge→Permission to Operate

- Pre-requisite for permission to operate:
 - Valid Licence for operation

8.8 Procurement/Import of Source

For new procurement/import (in new empty equipment), replacement or replenishment (in existing equipment) of radioactive source, use this form. Follow below path to access this form:

Menu: Regulatory Form→Nucleonic Gauge→Procurement of Source

- Pre-requisite for source procurement:
 - Appropriate survey meter having valid calibration
 - RSO Approval through eLORA

8.9 Movement/Relocation Permission

It is necessary to obtain permission for movement/relocation of Nucleonic Gauge equipment. Use this form to obtain movement/relocation permission:

- Pre-requisite for movement/relocation permission:
 - New location site shall be registered

Follow below path to access this form:

Menu: Regulatory Form →Nucleonic Gauge→Movement/Relocation Permission

NUCLEONIC GAUGE MOVEMENT PERMISSION

Equipment Details Attachment

*All fields marked by * are mandatory*

Intimation for * ?	Relocation	
Type*	--Please Select--	
Equipment/Source*	Movement	...
	Relocation	
Current Location		
New Location*		...
Department Name*		
Purpose of Movement/Relocation*	--Please Select--	
Proposed Date of Movement/Relocation*		
Proposed Date of Completion of Work*		

Submit Close Reset

8.10 Movement/Relocation Intimation

It is necessary to intimate movement/relocation of Nucleonic Gauge equipment immediately after movement/relocation. Use this form to intimate movement/relocation:

Follow below path to access this form:

Menu: Regulatory Form → Nucleonic Gauge → Movement/Relocation Intimation

- Pre-requisite for movement/relocation intimation:
 - Movement/relocation permission

NUCLEONIC GAUGE MOVEMENT/RELOCATION INTIMATION

Equipment Details

*All fields marked by * are mandatory*

Movement Approval Reference No. *		...
Equipment Identification Number		
Equipment Make		
Equipment Model		
Equipment Serial No		
New Location		
Date of movement/relocation*		

8.11 Application for Decommissioning

Submit this application for obtaining approval for decommissioning of equipment. Follow below path to access this form:

Menu: Regulatory Form → Nucleonic Gauge → Decommissioning of Radiation Equipment

NUCLEONIC GAUGE APPLICATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT

General Details Attachments

All fields marked by * are mandatory

Equipment Type*	IRGD
Equipment Identification No.*	
Reason for Decommissioning of Equipment*	
Radiation Equipments/accessories found free of any radiation contamination*	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
Shielding Material*	
Agency, who will carry out the decommissioning?	
Any other additional information	

Submit Reset Close

8.12 Intimation of Decommissioning

It is necessary to intimate decommissioning of Nucleonic Gauge equipment within 15 days of its decommissioning. Use this form to intimate decommissioning of equipment. Follow below path to access this form:

Menu: Regulatory Form → Nucleonic Gauge → Intimation of Decommissioning

NUCLEONIC GAUGE INTIMATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT

General Details Attachments

All fields marked by * are mandatory

Equipment Type*	Please Select
Decommissioning Approval No.*	
Equipment Identification No.	
Equipment Serial No.	
Make	
Model	
Date of Decommissioning*	

Submit Reset Close

8.13 Transport of Registered Source

Submit this form for obtaining permission for export/transport/disposal of disused radioactive source. Follow below path to access this form:

Menu: Regulatory Form → Transport → Transport of Registered Source

Kindly note that, if your equipment is not listed in your institute's account, you need to select application form "Transport of Unregistered Source" (Menu: Regulatory form →Transport →Transport of Unregistered Source) for transport permission.

8.14 Intimation of Export/Transport/Disposal

Submit this form for intimating export/transport/disposal of radioactive source. Follow below path to access this form:

Menu: Regulatory Form →Transport→Intimation of Export/Transport/Disposal

- Pre-requisite for intimation
 - Approval for transport

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9 Annexure: Frequently Asked Questions (FAQs)

9.1 Institute Registration related questions

Q. Our Institute is functioning under Central/State Government; whose detail should we furnish for Employer?

Ans: Employer of an Institute is Head of Institute/Department who is responsible for execution of duties of Employer as stipulated in Atomic Energy (Radiation Protection) Rules, 2004. Furnish detail of your Head of Institute/ Department in Employer detail.

Q. Our Institute is functioning under Central/State Government; we do not have Govt. Registration No./PAN/TAN, what should we upload in Institute Registration form?

Ans: Upload scan copy of certificate (issued by your Head of Institute on letter head affixed with Institute seal) mentioning Government status of your Institute. Do not forget to give Certificate No., as the same (certificate no.) will be required to be mentioned in Institute Registration form.

9.2 Forgot Password

Q. I have forgotten my password, how to obtain new password?

Ans. Visit eLORA home page and click on '[Forgot Password?](#)'. Provide your 'Username' and 'Registered Email Id' and click on **Submit** after entering Captcha. You will receive new password on your registered email address as well as on registered mobile no. via SMS. (This process is applicable for Institute as well as Radiation Professional accounts).

9.3 If Employer is Radiation Professional

Q. Employer of institute is Radiation Professional/Radiation Worker, how to declare Employer as Radiation Professional/Radiation Worker employee of institute?

Ans. Follow the below path **Menu: User Management --> Add Employee --> Select 'Employee Type'**, either '**Radiation Worker**' or '**Radiation Professional**' (if approved as RP). While adding employee, system will ask "whether the person is employer?", Select '**Yes**' and proceed ahead to fill the other details asked in the form.

9.4 RSO related questions:

Q. My RSO application got rejected for incorrect entry of PMS/TLD no., how to correct PMS/TLD no.?

Ans: Login through Employer's account, use following path **Menu: 'User Management' --> 'Update/Dissociate Employee' --> Select Employee from 'Employee Details' --> click on 'Show Details' --> Update your PMS No. --> click on 'Update'**
(You can also update your Email address and Designation in the above Update Screen)

9.5 Handling error message:

Q. I'm getting message 'Sorry, someone is already logged in this browser. Two person cannot log in the same browser', what should I do?

Ans. This may happen when eLORA system is directly closed without logout. In such case, Please restart your internet browser and access eLORA system.

9.6 Changing details:

Q. How to change email address of Institute Employer?

Ans. After login, follow the menu '**User Management --> Update Institute Detail**' select tab '**Employer Detail**' and change '**Email (O)**' as required and click on '**Update**' button. You will receive all future correspondences on this updated email address.

Q. How to change Employer?

Ans: Please see [General Guidelines to use eLORA System](#) for step-by-step process for changing Employer detail.

9.7 How to check status of application:

Q. We have submitted application form through my eLORA account, I want to know its status?

Ans. The status of all application form can be seen through your account. After login, follow the Menu: '**My Applications**'. You will see status in '**Application Status**' for a given Application No.

Please note, only short informative messages are displayed in 'Inbox' (after login) about the processing status of applications, use '**My Applications**' to see the details of approval/rejection of application.

9.8 Help email address

In case of any further clarification, you can write to our help email address elora.ng@aerb.gov.in

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