

Registration of Diagnostic Radiology Institutes with eLORA

All diagnostic radiology institutes who are having medical x-ray equipments with them should obtain licence for operation from AERB. To facilitate issuance of licence, AERB has launched an e-governance application eLORA. The following are the steps to register institute and declare x-ray equipments through eLORA.

Step 1: Register your institute with eLORA

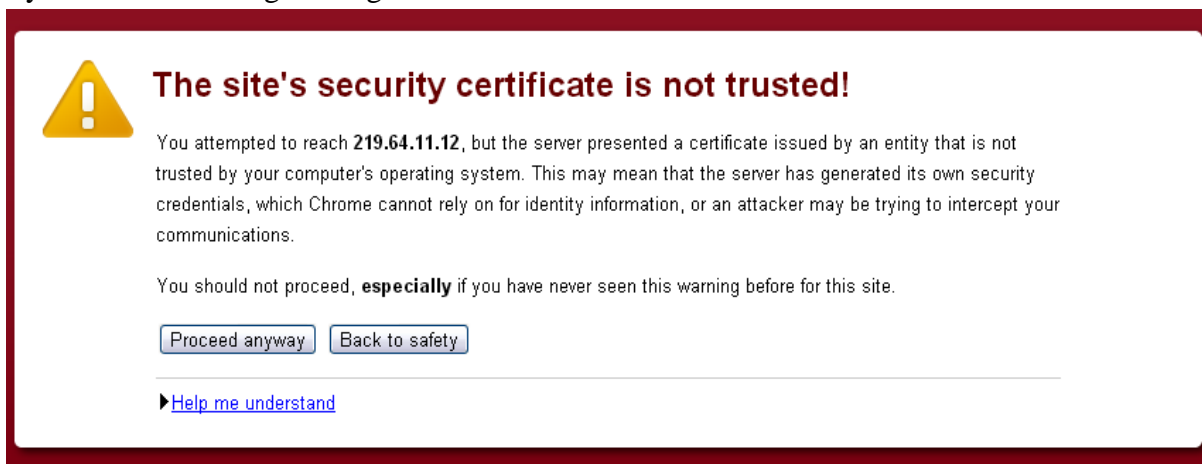
Step 2: Declaration of equipment details with eLORA

Step 3: Record licence for operation in eLORA

The detailed process flows for above steps are given below.

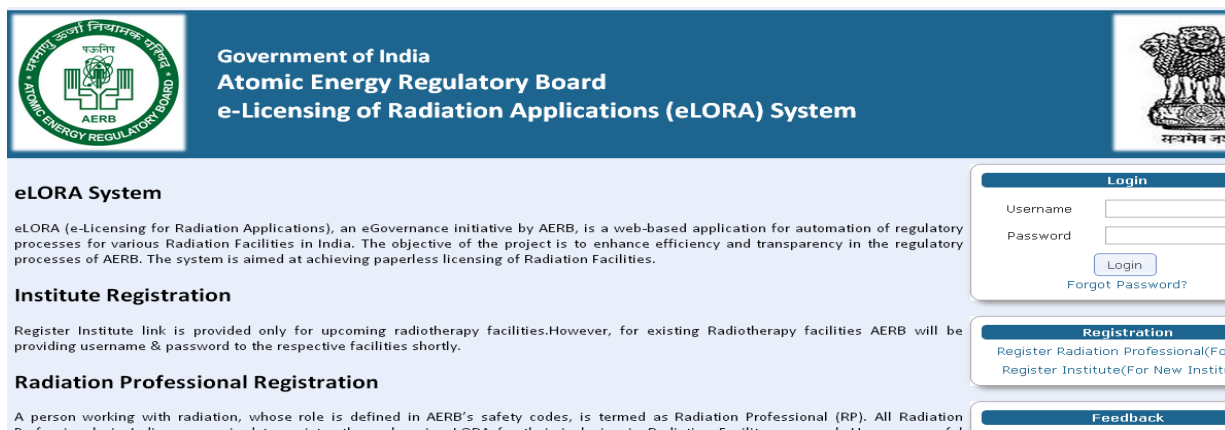
Register your institute with eLORA

1. Visit our website www.aerb.gov.in . Click on the link eLORA which is provided in the home page. It will redirect you to the eLORA home page. Your browser may ask about security certificate. For example if you are assessing the eLORA page through Google Chrome, you may find the following message.



On the above screen you need to click on **Proceed anyway**

2. On acceptance of the security certificate you will get the following screen.



3. Click on Register institute on the right hand side to get institute registration application form;

APPLICATION FOR INSTITUTE REGISTRATION

Institute Details Employer Details Attachments

All fields marked by * are mandatory

Institute Details

Institute Name *
Institute Type *
Registered with any State/Central Govt auth. *
Institute Role *
PAN No. *
TAN No.

Address Of Institution

Address Line1 *
Address Line2
Landmark
State *
City/District *
PIN *

Address Of Communication

Is Address of Communication same as Address Of Institution?
Address Line3 *

Tab 1: Institute details

1. Fill all the details. All * marked fields are mandatory. The data entered should be as per the certificates attached.
2. In 'Type of Facility' section, in field 'Practice' select 'Diagnostic Radiology' and in field 'Role of Institute' select 'Medical Diagnostic X-ray Facility'.
3. Submit details

Tab 2: Employer details

1. Name: Fill the complete name as appearing in the proof of identity/Date of Birth (DOB) attached
2. Date of Birth: Fill the DOB as appearing in the proof of identity/DOB attached
3. Document/Card No. (of Proof of Identity/DOB): Must match with the proof of identity/DOB attached
4. e-mail: Will be used to sending user-id and password and all future communications, hence give a suitable email
5. Mobile No.: Will be used for sending alerts through SMS, hence give a suitable mobile number

Tab 3: Attachments (mandatory)

1. Upload proof of identity and date of birth
2. Upload proof of employership

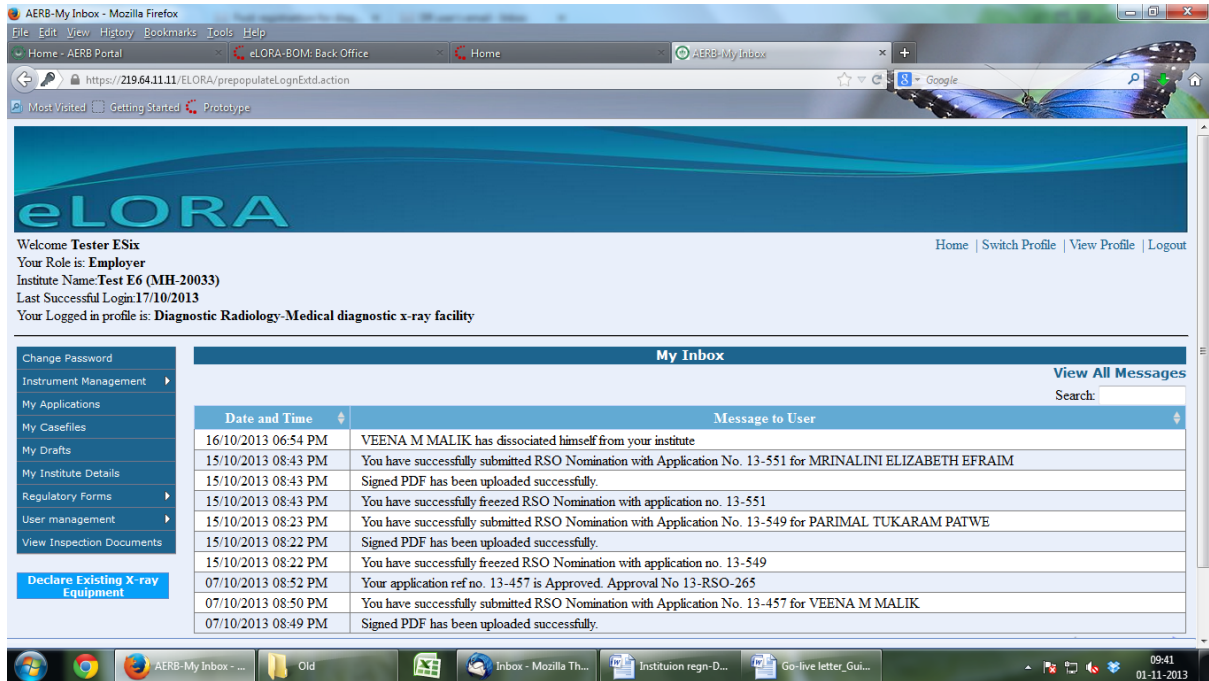
User will get a message upon successful submission with reference number of application. The copy of submitted application can be downloaded. User will also receive a mail regarding the same in the registered email id.

After the approval of institute registration, user will receive login credentials in their registered email id.

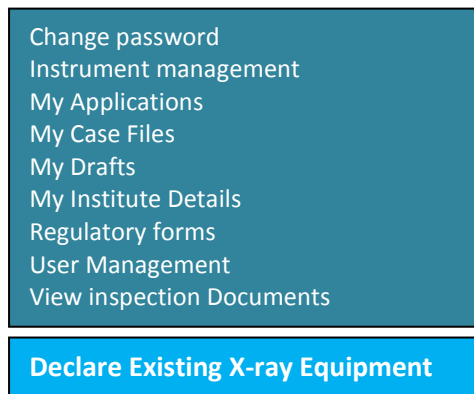
Declaration of existing x-ray equipments with eLORA

After receiving user id and password, user can go to eLORA home page;

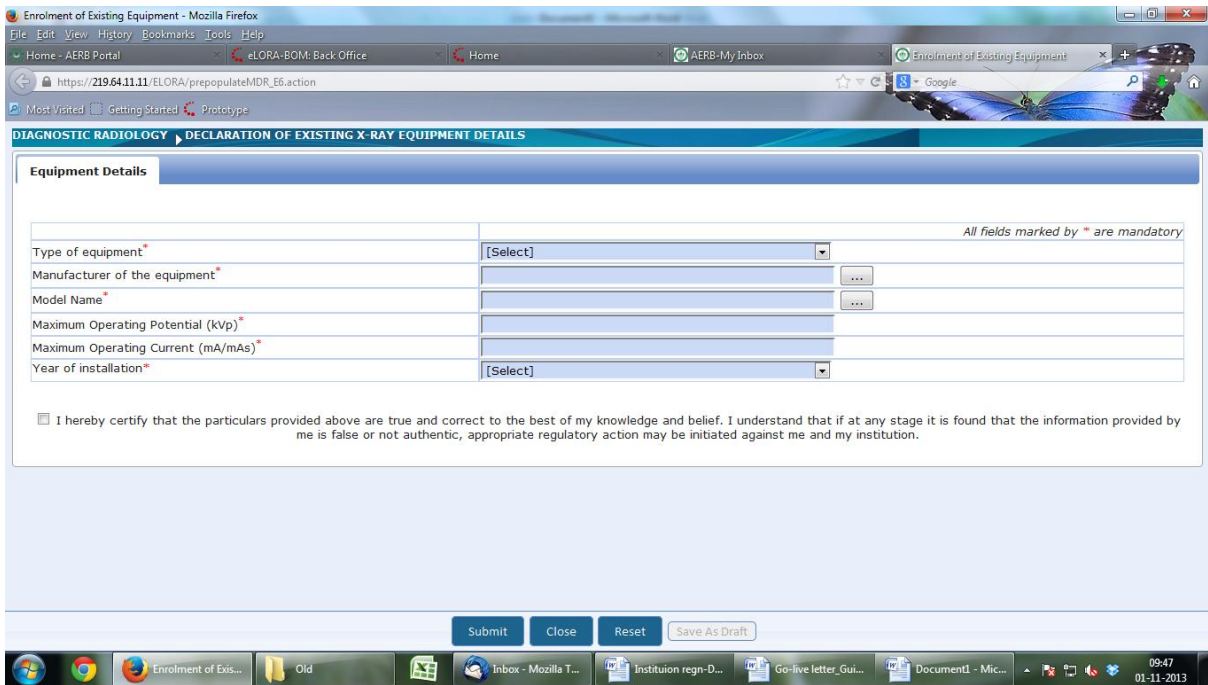
1. Login using your User name and Password. User will reach into home page of institute



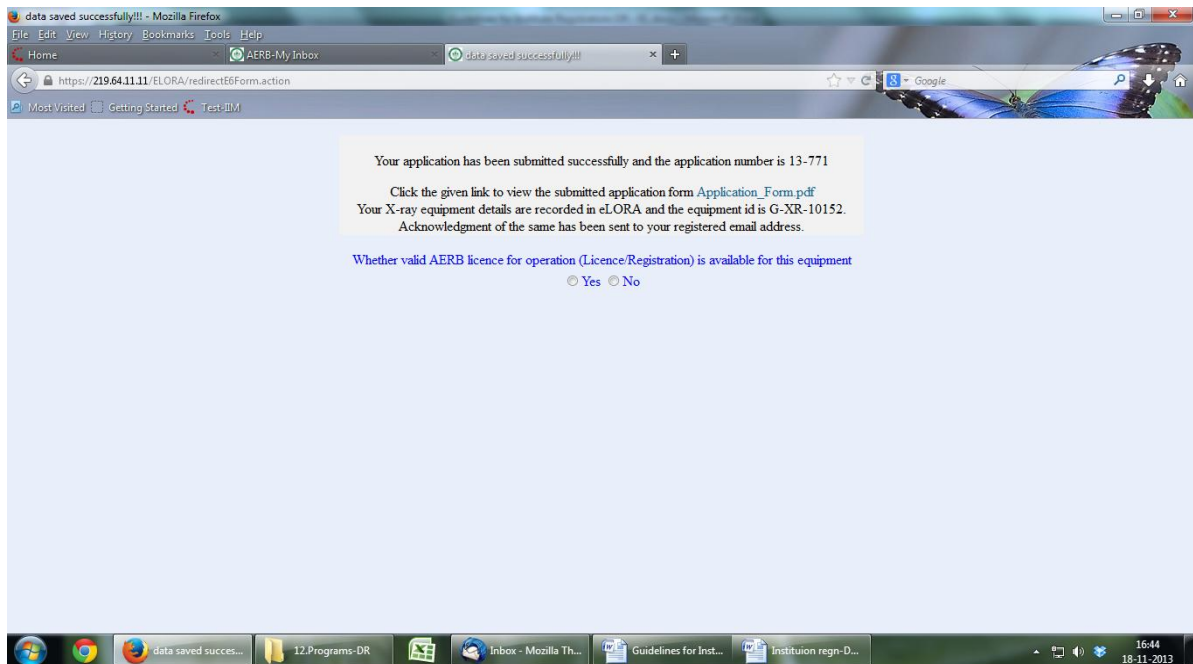
2. The following menus will be available in the home page of institute;



3. Click 'Declare Existing X-ray Equipment' menu. A form will be opened as shown below;



4. Provide required details and submit the form. A submission message with equipment id will be displayed.



User will receive a system generated message in their registered email id with acknowledgement letter as attachment. Acknowledgement letter can also be downloaded from 'My Applications' menu in 'Home page' of institute.

In case if the declared x-ray equipment is having valid licence for operation, select 'Yes' in the above screen. Form for recording licence details will be opened (Refer below section).

Recording licence details of existing x-ray equipments in eLORA

In case if the declared x-ray equipment is having valid licence for operation (Licence/Registration), the same should be recorded in eLORA.

1. The form for recording licence details can also be opened from 'Home page' as shown below;

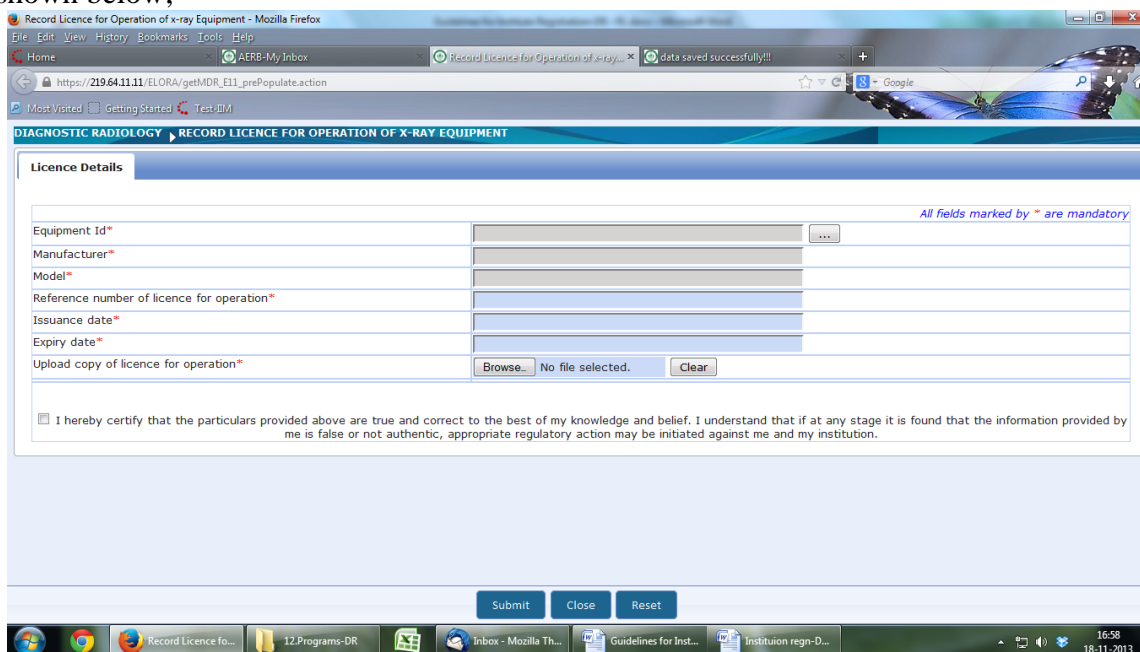


The screenshot shows the 'My Inbox' page in the eLORA system. The page header includes a welcome message for 'Tester Five' and a list of navigation links. The main content area displays a table of messages:

Date and Time	Message to User
14/11/2013 02:56 PM	Your application ref no. 13-759 is Rejected.
14/11/2013 02:50 PM	You have successfully submitted Application for Record Licence for Operation of x-ray Equipment with application no 13-759
14/11/2013 02:44 PM	Your application ref no. 13-749 is Rejected.
14/11/2013 02:20 PM	Your application for recording licence of x-ray Equipment with application no. 13-758 for Radiography (Fixed) has been accepted and document no. is 13-RLXE-547
14/11/2013 12:21 PM	You have successfully submitted Application for Record Licence for Operation of x-ray Equipment with application no 13-758
12/11/2013 06:29 PM	You have successfully submitted Application for Record Licence for Operation of x-ray Equipment with application no 13-749
12/11/2013 06:24 PM	Your application for declaring existing equipment with application no. 13-748 for Radiography (Fixed) has been approved and approval no. is 13-DECEQ-540
11/11/2013 05:12 PM	Your application ref no. 13-731 is Rejected.
11/11/2013 05:08 PM	You have successfully submitted Application for Record Licence for Operation of x-ray Equipment with application no 13-731
11/11/2013 05:06 PM	Your application for declaring existing equipment with application no. 13-730 for Computed Tomography has been approved and approval no. is 13-DECEQ-515

Showing 1 to 10 of 35 entries

2. Click 'Record Licence for Operation of X-ray Equipment' menu. A form will be opened as shown below;



The screenshot shows the 'Record Licence for Operation of X-ray Equipment' form. The form contains the following fields:

- Equipment Id*
- Manufacturer*
- Model*
- Reference number of licence for operation*
- Issuance date*
- Expiry date*
- Upload copy of licence for operation* (with a 'Browse...' button and 'No file selected.' text)

All fields marked by * are mandatory.

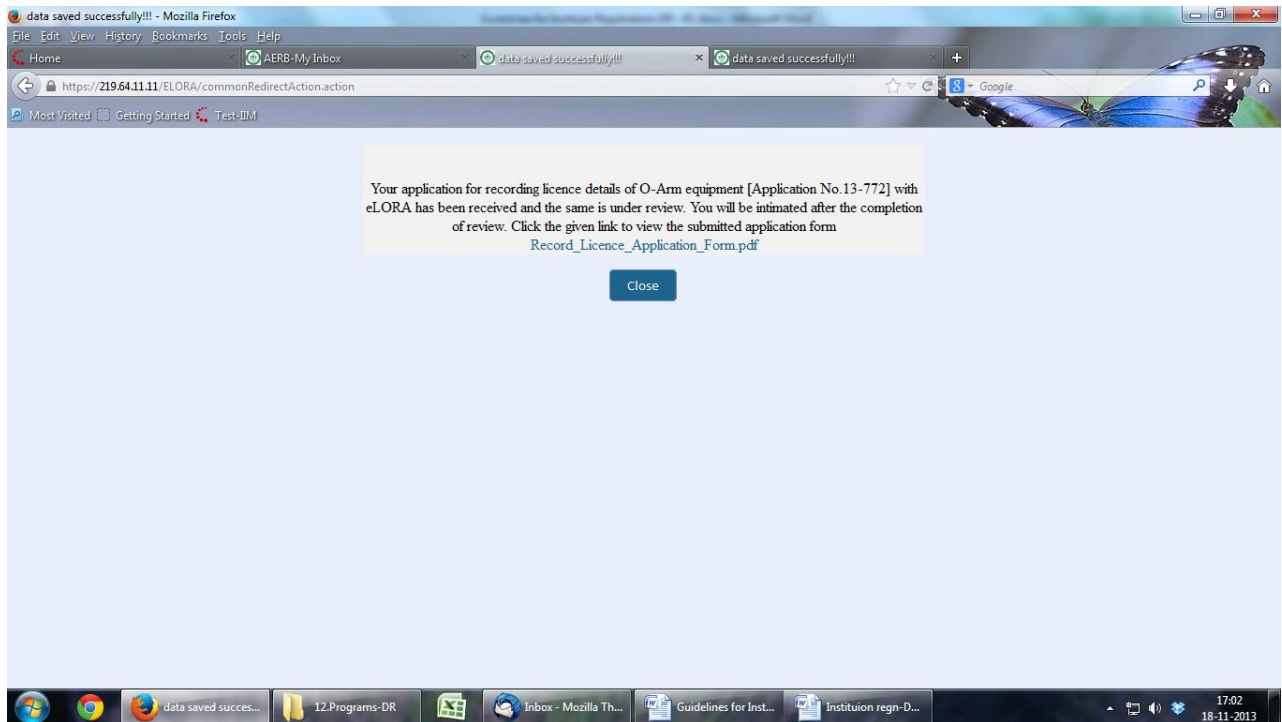
I hereby certify that the particulars provided above are true and correct to the best of my knowledge and belief. I understand that if at any stage it is found that the information provided by me is false or not authentic, appropriate regulatory action may be initiated against me and my institution.

Buttons: Submit, Close, Reset

3. Provide required details and submit the form. Following details are to be provided;
 - a. Equipment Id
 - b. Reference number of licence for operation
 - c. Issuance date
 - d. Expiry date

In addition to above details, scanned copy of licence for operation (Licence/Registration) has to be uploaded

In case of successful submission, a message will be displayed; the submitted application form can be downloaded from the link provided.



After approval from AERB, user will receive a system generated message in their registered email id with acknowledgement letter as attachment. Acknowledgement letter can also be downloaded from 'My Applications' menu in 'Home page' of institute.