

e-Licensing of Radiation Applications (eLORA) System

G u i d e l i n e s



Medical Cyclotron Facilities

June 2025

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Quick Reference for steps to be followed:

Steps	Purpose	Regulatory Form	Reference
First Time Licence			
Step-1	Registration of Institute in to eLORA System	Register Institute	Click here
Step-2	Obtaining Site Layout, Design & Construction approval of Medical Cyclotron Facility	Application for Layout, Design and Construction of Medical Cyclotron Facility	Click here
Step-3	Trained person should be registered as radiation professional (MC-Operator, Radio-Pharmacist, RP-MCF) Later RP-MCF can be nominated as RSO for MCF	Register Radiation Professional (RP)	Click here
Step-4	Addition of Measuring and Monitoring Instruments	Add Instrument	Click here
Step-5	Addition of Radiation Professional	Add Employee	Click here
Step-6	Obtaining RSO approval	Nominate RSO	Click here
Step-7	Obtaining import/procurement of Medical Cyclotron	Application for Procurement of Medical Cyclotron	Click here
Step-8	Intimation of receipt of Medical Cyclotron	Equipment Receipt Intimation	Click here
Step-9	Permission should be obtained for Trail Run Permission prior to Licence for Operation	Commissioning/Trial-Run Permission	Click here
Step-11	Obtaining Licence for operation of MCF	Licence for Operation of MCF	Click here
Decommissioning of the Medical Cyclotron Facility			
Step-12	Obtaining consent for Decommissioning of MCF	Application of Decommissioning of Medical Cyclotron Facility	Click here
Step-13	Intimating decommissioning of MCF	Intimation of Decommissioning of Medical Cyclotron Facility	Click here

e-LORA Guidelines for Medical Cyclotron Facility(MCF) Module

e-LORA module of Medical Cyclotron Facility user allows online submission of applications for regulatory consents i.e. Layout, Design and Construction approval, import/procurement of Medical Cyclotron, Commissioning/Trail Run Permission, RSO approval, Licence for Operation of Medical Cyclotron Facility, Decommissioning of Medical Cyclotron Facility etc.

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

1. Register Institute

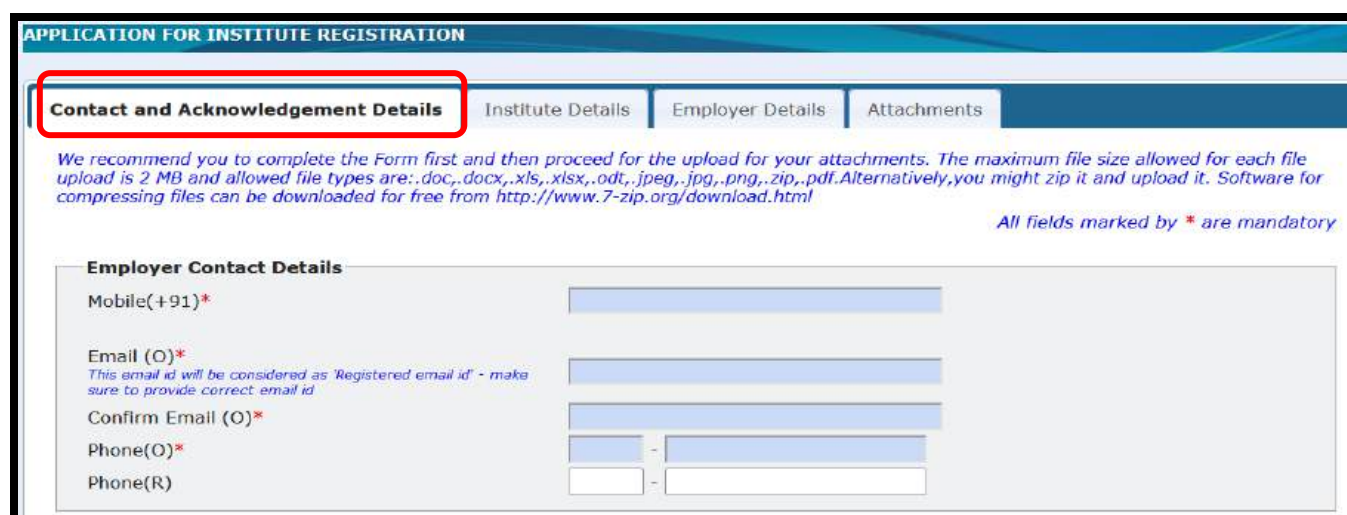
Visit home page of AERB website www.aerb.gov.in and click on the button **e-LORA**, It will redirect you to e-LORA system.



The image shows a 'Registration Form' with three main options: 'Register Institute' (highlighted with a red box), 'Register Radiation Professional (RP)', and 'Register Incoming Employer - after Initiation of Employer Change Process'.

Click on **Register Institute** (see above figure) link available on e-LORA home page i.e. <https://elora.aerb.gov.in/>. This will open application form for Institute Registration. Application form has four tabs.

- Contact and Acknowledgement Details:** You have to verify the employer mobile number and email id here. After entering the mobile number, you will receive OTP which need to be entered here.



The image shows the 'APPLICATION FOR INSTITUTE REGISTRATION' form with four tabs: 'Contact and Acknowledgement Details' (highlighted with a red box), 'Institute Details', 'Employer Details', and 'Attachments'. Below the tabs, there is a note about file upload limits and a list of mandatory fields under 'Employer Contact Details': Mobile(+91)*, Email(O)*, Confirm Email(O)*, Phone(O)*, and Phone(R). The form also includes a note about the email ID being considered as a 'Registered email id' and a link to download software for compressing files.

ii. Institute Details

APPLICATION FOR INSTITUTE REGISTRATION

Contact and Acknowledgement Details | **Institute Details** | Employer Details | Attachments

All fields marked by * are mandatory

Institute Details

Institute Name*

Institute Type*

Registered with any State/Central Govt auth.*

Address Of Institution

Institute Name

Address Line1*

Address Line2

Landmark

State*

City/District*

PIN*

Address Of Communication

Is Address of Communication same as Address Of Institution?

Address Line1*

Address Line2

Landmark

Important Note: Guidelines to fill application form for Institute 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 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'.
- **Address of Institute:** Address to be provided where the radiation sources/equipment to be installed/operated
- **Type of Facility:** In **Type of Facility** section, for the field **Practice** select **Medical Cyclotron Facility** and for the field **Role of Institute** select the role **Radiation Facility – Medical Cyclotron**.

Confirm Email(O) *

Fax

Website

Type Of Facility

Practice*

Role of Institute*

iii. Tab Employer Details

Contact and Acknowledgement Details
Institute Details
Employer Details
Attachments

All fields marked by *are mandatory

Personal Details

Title*
--Please Select--
First Name*
Middle Name
Last Name
Designation*
Date Of Birth*
Gender*
--Please Select--
Document/card for proof of identity and date of birth*
--Select One--
Document/card No.*
Adhar No

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). DOB attachment should mention DOB in DD-MM-YYYY format.
- **Document/Card No.**(of Proof of Identity/DOB): Must match with the proof of identity/DOB attached.

iv. Tab Attachments:

Contact and Acknowledgement Details
Institute Details
Employer Details
Attachments

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are: .doc, .docx, .xls, .xlsx, .odt, .jpeg, .jpg, .png, .zip, .pdf. Alternatively, you might zip it and upload it. Software for compressing files can be downloaded for free from <http://www.7-zip.org/download.html>

All fields marked by * are mandatory

Attachments to verify detail of Employer

Proof of identity and date of birth*
Browse... No file selected.
Clear
Proof of employership*
Browse... No file selected.
Clear
Upload photo copy of Adhar Card of employer ?
Browse... No file selected.
Clear

Attachments to verify detail of Institute

Provide any Govt. registration document (at least one document is mandatory) indicating Name of Institute and Address of institute as provided in this application form.

FOR NSW, GOVT. OF INDIA HAS MADE PAN AS SINGLE USER ID. HENCE, PAN CARD OF THE INSTITUTE IS TO BE ATTACHED. HOWEVER, PERSONAL PAN OF A PROPRIETOR IS ACCEPTABLE IF THE BUSINESS IS REGISTERED WITH IT.

Upload the copy of registration with State/Central/Local Government Authority (For Medical Facility such as Radiotherapy, Nuclear Medicine and Diagnostic Radiology; registration certificate issued under 'Clinical Establishment Act' or Equivalent and for Other facilities; registration certificate issued under 'The Industries Act' or Equivalent) ?
Browse... No file selected.
Clear
Authentication letter for E-mail Id and Mobile No.* (Download the format) ?
Browse... No file selected.
Clear
Others (Such as MoU/Partnership Deed, etc.)
Attachment
Browse... No file selected.
Clear

Add row
Delete row

Captcha

Submit
Close
Reset

Upload of following attachments are mandatory:

- **Proof of Identity and Date of Birth** (of employer): Attach any one of the following Acceptable

documents:

- 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 (notarised)
- 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).

Note: Please note that Institute Registration does imply that you have obtained the required AERB registration certificate. This step may be considered as an entry path to the online eLORA system.

2. Register Radiation Professional (RP)

It is essential for person to be nominated as Operator, Radio-Pharmacist and RSO of Medical Cyclotron facility to register himself/herself as Radiation Professional (RP) in e-LORA. Only registered RP can be associated with an institution through his/her RP registration Id.

Registration Form

Register Institute

Register Radiation Professional (RP)

Register Incoming Employer - after
Initiation of Employer Change
Process

Application form for Radiation Professional registration is available on e-LORA home page. Once RP application is approved, the applicant will be considered as a radiation professional in eLORA and all useful information e.g RP Registration Id., Username and Password (Username and password of RP account) will be 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 e-LORA system

Login to the system using the “Username” and “Password” received no your registered email after approval of Institute Registration application. 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 “Medical Cyclotron Facility”, Institute Role as “Radiation Facility” or “Suppliers” respectively and Installation Type as “Radiation Facility – Medical Cyclotron”.

Login

☒ Institute ☐ Radiation Professional

Username* AERBAERB

Password* ●●●●●●●●

Practice* Medical Cyclotron Facility ▼

Institute Role* Radiation Facility ▼

Installation Type* Radiation Facility - Medicz ▼

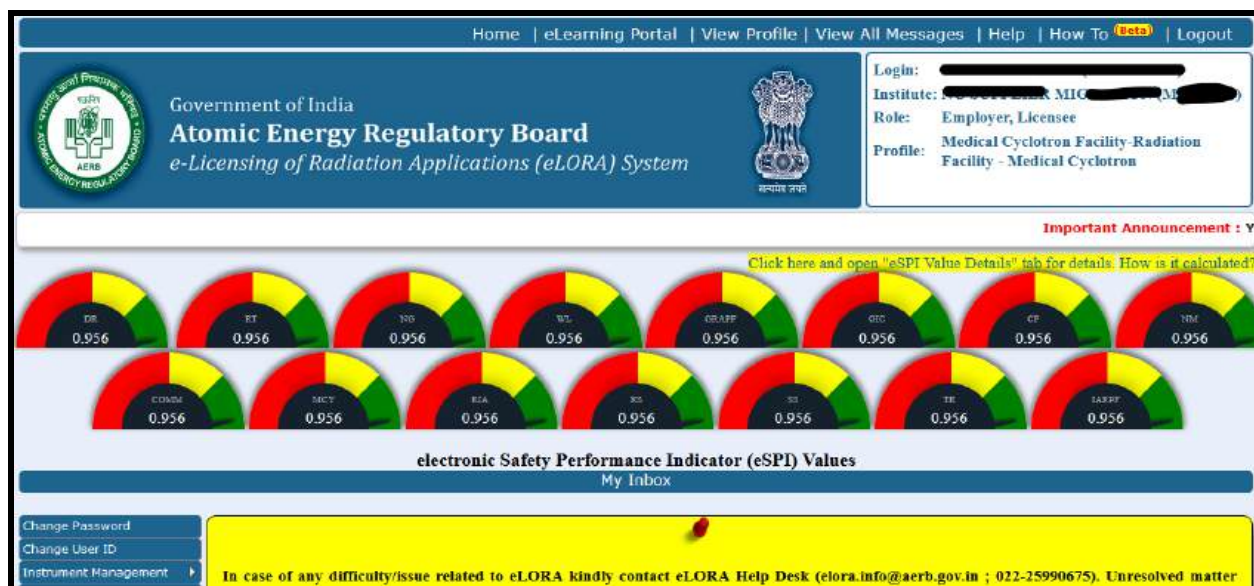
hd2gf

Try another Captcha

hd2gf

Login

On clicking on 'LOGIN' button, the following screen will be displayed

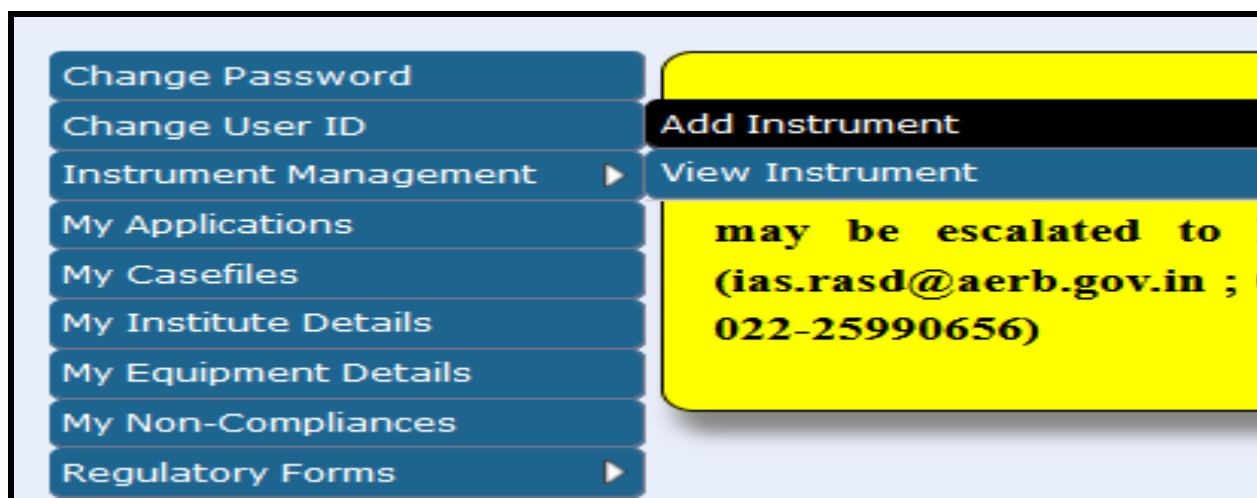


4. Declaration of Instrument

Monitoring Tool(s) (Viz. Survey meter, area monitors and contamination monitors) and measuring tools (e.g. Dose Calibrator) can be declared one time in your e-LORA 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(s)

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



Instruments are classified in to below four types:

- Measuring Tools (applicable for Medical Cyclotron Facilities)
- Monitoring Tools (applicable for Medical Cyclotron Facilities)

- QA Tools (Not applicable for Medical Cyclotron Facilities)
- Safety Tools (Not applicable for Medical Cyclotron Facilities users)

For example, 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 instruments are () declared in e-LORA.

4.2 Manage Instrument Status

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

My I		
Change Password	Add Instrument	
Instrument Management ▶	View Instrument	
My Applications	19/10/2015 03:02 PM	Survey meter has been
My Casefiles	16/10/2015 10:43 AM	Your application ref no
My Drafts	12/10/2015 02:45 AM	Non Compliance with r
My Institute Details		closure.The final date c
Regulatory Forms ▶		actions.
User management ▶	12/10/2015 02:45 AM	Non Compliance with r
View Inspection Documents		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.

Instrument Management View Instruments

Search:

Select	Safety Instrument Type	Safety Instrument Sub Type	Instrument Identification Number	Instrument Make	Instrument Model	Instrument Status
<input checked="" type="radio"/>	Monitoring Tools	Survey meter	SE-0053371	ATOMTEX	AT6130	Available
<input type="radio"/>	Safety Tools	Protective Apron	SE-0127401			Available

Showing 1 to 2 of 2 entries

Previous

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.

APPLICATION FOR INSTRUMENT REGISTRATION

Instrument Details

Type Of Safety Instrument	Monitoring Tools
Type Of Safety Instrument Sub-type	Survey meter
Availability	Available
Supplier	SANLAR IMEX SERVICES PVT. LTD., Mumbai
Date of Procurement *	
Make	ATOMTEX
Model	AT6130
Sr. No	
Type of Detector	GM Counter,
Volume(in CC)	0.25
Type of Radiation	Gamma, Beta,

Range Of Detection *	Unit Of Measurements *
20	KeV
3	MeV
Functional Status *	Working
	--Please Select--
Calibration Date *	21/01/2025
Calibration Valid Till *	20/01/2027
Calibration Energy *	3
Calibration Energy Unit *	MeV
	--Please Select--
Calibration Lab *	PLA ELECTRO APPLIANCES PVT. Ltd., Mumbai

5. Addition of Radiation Professional (Declaration of Staff)

Radiation worker/Radiation Professional can be added in e-LORA account through

Menu: User Management → Add Employee

Change Password	
Change User ID	Add Employee
Instrument Management	Change Licensee
My Applications	Designate Licensee
My Casefiles	Institute Closure
My Institute Details	Nominate/Relinquish Employees
My Non-Compliances	Profile Closure
Regulatory Forms	Update/Dissociate Employee
FAQ - Raise an Issue	Update Institute Details
User management	Change Institute Details
View Inspection Documents	
Verify Mobile and Email	
Transaction Key	

Date and Time

27/02/2024 05:58 PM

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; (Employer will fall under this category)
- **Radiation Professional** (this is to add **Radiation Professionals-Operator, Radio Pharmacist and RSO**)

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

The screenshot shows a web application interface for adding an employee. A modal window titled "Select radiation professional" is open, displaying fields for "RP registration ID", "Date of birth of RP", and "RP Associate Key". Below these fields is a radio button question: "Whether the person is also Employer of the institute?" with options "Yes" and "No". A "Search" button is at the bottom of the modal. In the background, the "ADD EMPLOYEE" form is visible, showing a "Select Employee Type" dropdown and a "Personal Details" section with fields for Title, First Name, Middle Name, Last Name, Date Of Birth, Date Of Joining, and Department. At the bottom of the form are buttons for "Submit", "Close", "Reset", "Education Detail", and "Experience Detail".

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

- Enter **Registration ID** and Date of birth of RP –personal detail of RP will come automatically.
- **RP Associate Key**- It should be generated by RP through his/her Radiation Professional LOGIN
- 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 through institute login.

Prerequisites for Nominate RSO Process

Step-1: Employer and RP should verify his mobile number and email id

Step-2: RP should complete the eLearning course through his/her RP LOGIN credentials

Step-3: Generation of Transaction key for RSO Nomination

Step-4: Submission of RSO Application

Step-1: **Employer and RP should verify his mobile number and email id** through their respective LOGIN's


- Change Password
- Change User ID
- Instrument Management ▶
- My Applications
- My Casefiles
- My Institute Details
- My Equipment Details
- My Non-Compliances
- Regulatory Forms ▶
- FAQ - Raise an Issue
- User management ▶
- View Inspection Documents
- Verify Mobile and Email
- Transaction Key

Contact Details	Enter OTP
(Please ensure the Mobile number and Email id belongs to the logged in person)	
Mobile(+91)* <input type="text" value="9000090000"/>	OTP* <input type="text"/>
OR	
Email ID* <input type="text" value="example@example.com"/>	
<input type="button" value="Send OTP"/> <input type="button" value="Reset"/>	<input type="button" value="Verify OTP"/> <input type="button" value="Close"/>


Step-2: RP should complete the e-Learning course through his/her RP LOGIN credentials

RSO nominee should complete the eLearning course or presentation for the practice for which he/she is going to become an RSO. To complete this process, he/she should LOGIN to eLORA by using eLORA Login Credentials

[Home](#) | [eLearning Portal](#) | [View All Messages](#) | [Help](#) | [How To \(Beta\)](#) | [Logout](#)



Government of India
Atomic Energy Regulatory Board
e-Licensing of Radiation Applications (eLORA) System



Login:
 Institute:
 Role: Radiation Professional
 Profile: Not Applicable

Click here and open "eSPI Value Details" tab for details. How is it calculated?

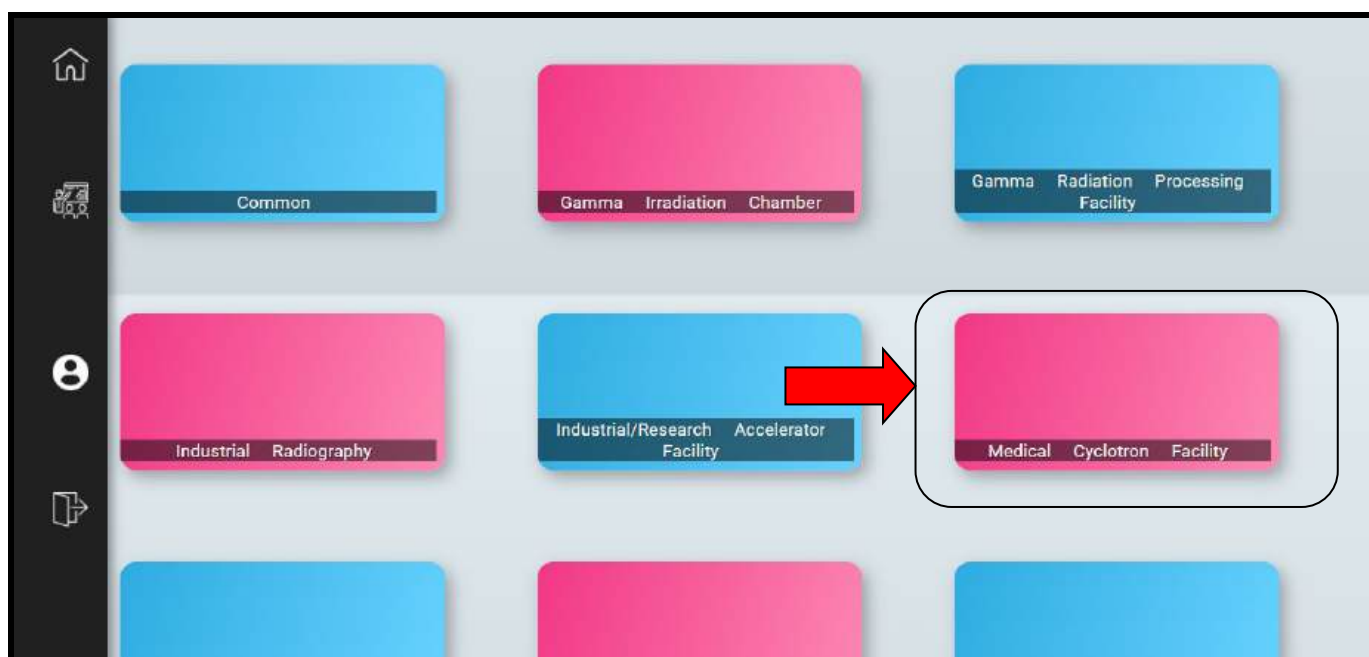
IR	RT	GC	NM
1.000	1.000	1.000	1.000

electronic Safety Performance Indicator (eSPI) Values

My Inbox

- Change Password
- Regulatory Forms ▶
- User management ▶
- Verify Mobile and Email

In case of any difficulty/issue related to eLORA kindly contact eLORA Help Desk (elora.info@aerb.gov.in ; 022-25990675). Unresolved matter may be escalated to Head. MAS for Medical and Research Applications (mas.rsd@aerb.gov.in ; 022-25990663) and to Head. IAS (ias.rsd@aerb.gov.in ; 022-25990417) for



Step-3: Generation of Transaction key for RSO Nomination

Employer Details		Employee Details (Applicant/RSO to be nominated)	
Employer Registered Email	<input type="text"/>	Employee Name ?	<input type="text"/> ...
Employer Registered Mobile	<input type="text"/>	Employee Registered Email	<input type="text"/>
OTP	<input type="text"/>	Employee Registered Mobile	<input type="text"/>
		OTP	<input type="text"/>

Existing OTPs are the latest received OTPs, not used within valid time. If OTPs not valid, use **Send OTP** facility.

Transaction Key :

From the employee list you have to select the RP to whom you are going to nominate as RSO. Then click on **Send OTP** option. Both employer and radiation professional receive the OTP's on their respective mobiles and emails. Then click on **Verify**, once it is verified the **Transaction Key** will appear as 6 digit number

Step-4: Submission of RSO Application

Menu: Regulatory form → Common Forms → Nominate RSO

Radiation Professional Details

Select Radiation Professional

Radiation Professional *

Date of Birth *

Registration ID *

Role of RP *

RSD Status *

e-Mail Id Official *

...

Education Details

Experience Details

Transaction Key Details *

Enter Transaction Key *

XXXXXXXX

Nominate

Renominate

Renew

Undesignate

Reset

Close

All fields mandatory

Click here to select the Radiation professional whom you are going to nominate as RSO

Click on Nominate

Part-B

Consenting Stage Applications

Detail of Regulatory Forms

In order to obtain requisite regulatory clearance from AERB, user need to fill and submit application form in e-LORA.

A. Application for Design and Construction of Medical Cyclotron Facility

End user should obtain the Design and Construction approval of Medical Cyclotron Facility through the following application

Menu: Regulatory Form → Medical Cyclotron Facility → Site Layout, Design and Construction Approval

Note: Only Type approved or NOC (Supplier) issued Medical Cyclotrons are available for selection

The screenshot shows the 'General Details' tab of the application form. The title bar reads 'MCF/IARPF SITE LAYOUT, DESIGN AND CONSTRUCTION APPROVAL'. Below the title bar are two tabs: 'General Details' (active) and 'Attachment Details'. A note on the right states 'All fields marked by * are mandatory'. The form contains the following fields:

Application For*	New Approval for MCY
Type*	Non Self-shielded
Select the preferred Beam*	Proton and Deuteron Both
Make*	...
Model	
Max Proton Energy(Mev)	
Max Deuteron Energy(MeV)	
Total current (Proton) (μA)*	
Total current (Deuteron) (μA)	
Proposed Radioisotopes to be produced (for modification case, provide all the isotope list)*	(F-18 , C-11,), N-13, M0-99, TI-201 write like this)

Below the fields is a checkbox: ☐ 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.

At the bottom are three buttons: 'Submit', 'Close', and 'Reset'.

The screenshot shows the 'Attachment Details' tab of the application form. The title bar reads 'MCF/IARPF SITE LAYOUT, DESIGN AND CONSTRUCTION APPROVAL'. Below the title bar are two tabs: 'General Details' and 'Attachment Details' (active). A note on the right states 'All fields marked by * are mandatory'. The form contains a text area with the following text:

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are: doc, docx, xls,xlsx, odt, jpeg, jpg, png, zip, pdf. Alternatively, you might zip it and upload it. Software for compressing files can be downloaded for free from <http://www.7-zip.org/download.html>

Below the text area is a table with five rows, each representing a required attachment:

Site Assessment Report*	Browse...	No file selected.	Clear
Layout and civil engineering drawings*	Browse...	No file selected.	Clear
Organizational Setup*	Browse...	No file selected.	Clear
Quality Assurance During Construction *	Browse...	No file selected.	Clear
Preliminary safety analysis report *	Browse...	No file selected.	Clear

At the bottom are three buttons: 'Submit', 'Close', and 'Reset'.

Provide all the necessary attachments mentioned above.

Application for import/Procurement of Medical Cyclotron

Submit this form for obtaining NOC for import/procurement permission of Medical Cyclotron.

Pre-requisite for Procurement of Medical Cyclotron:

1. RSO approval in e-LORA
2. Availability of survey meter with valid calibration

Follow below path to access this form:

Menu: Regulatory Form → Medical Cyclotron Facility → Equipment Procurement

The screenshot shows the 'General Details' tab of the 'EQUIPMENT PROCUREMENT' form. The form has a blue header with the title 'MCF/IARPF EQUIPMENT PROCUREMENT'. Below the header, there are two tabs: 'General Details' (active) and 'Attachment Details'. A note on the right states 'All fields marked by * are mandatory'. The form contains several input fields with labels: 'Site Layout, Design and Construction Approval Reference Number*', 'Date of Approval', 'Type', 'Make', 'Model', 'Local Supplier', 'Max Proton Energy (MeV)', 'Total current (Proton) (μA)', 'Max Deuteron Energy (MeV)', and 'Total current (Deuteron) (μA)'. At the bottom, there are three buttons: 'Submit', 'Close', and 'Reset'.

The screenshot shows the 'Attachment Details' tab of the 'EQUIPMENT PROCUREMENT' form. The form has a blue header with the title 'MCF/IARPF EQUIPMENT PROCUREMENT'. Below the header, there are two tabs: 'General Details' and 'Attachment Details' (active). A note on the right states 'All fields marked by * are mandatory'. The form contains a text area with instructions: 'We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are: .doc, .docx, .xls, .xlsx, .odt, .jpeg, .jpg, .png, .zip, .pdf. Alternatively, you might zip it and upload it. Software for compressing files can be downloaded for free from <http://www.zip.org/download.html>'. Below the text area, there is a label 'Proof of Order/Invoice/MoU with supplier including equipment details*' and a file upload section with a 'Browse...' button, the text 'No file selected.', and a 'Clear' button. At the bottom, there are three buttons: 'Submit', 'Close', and 'Reset'.

B. Intimation of Receipt of Medical Cyclotron (Equipment Receipt Intimation)

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

Menu: Regulatory Form → Medical Cyclotron Facility → Equipment Receipt Intimation

The screenshot shows the 'EQUIPMENT RECEIPT INTIMATION' form with the 'General Details' tab selected. The form contains the following fields:

Field	Value
Procurement Approval Reference Number*	
Type	
Make	
Model	
Max Proton Energy (MeV)	
Total current (Proton) (μA)	
Max Deuteron Energy (MeV)	
Total current (Deuteron) (μA)	
Serial No.*	
Date of Receipt*	

At the bottom of the form are buttons for 'Submit', 'Close', and 'Reset'. A URL is visible at the bottom left: <https://elora.aerb.gov.in/FLORA/helpAction.htm>.

The screenshot shows the 'EQUIPMENT RECEIPT INTIMATION' form with the 'Attachment Details' tab selected. The form contains the following fields:

Field	Value
<p>We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 4 MB and allowed file types are: doc, docx, xls, xlsx, odt, jpeg, jpg, png, zip, pdf. Alternatively, you might zip it and upload it. Software for compressing files can be downloaded for free from http://www.7-zip.org/download.html</p>	
Proof of order supply and order receipt copy of equipment (indicating Make, Model, Sr. No etc)*	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Clear"/>

At the bottom of the form are buttons for 'Submit', 'Close', and 'Reset'.

C. Submission for Commissioning Approval/Trial Run Permission

Menu: Regulatory Form → Medical Cyclotron Facility → Commissioning Approval/Trial Run

Permission

MCF/IARPF ► COMMISSIONING(TRIAL RUN)

General Details Attachment Details

All fields marked by * are mandatory

Application for*	Commissioning(first time) ▼
ERI Approval Reference Number*	<input type="text"/>
Type	<input type="text"/>
Make	<input type="text"/>
Model	<input type="text"/>
Max Proton Energy (MeV)	<input type="text"/>
Total current (Proton) (μA)	<input type="text"/>
Max Deuteron Energy (MeV)	<input type="text"/>
Total current (Deuteron) (μA)	<input type="text"/>
Proposed Radioisotopes to be produced*	(F-18 , C-11,), N-13, Mo-99, Tl-201 write like this)

Submit Close Reset

MCF/IARPF ► COMMISSIONING(TRIAL RUN)

General Details Attachment Details

All fields marked by * are mandatory

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are: doc, docx, xls,xlsx, odt, jpeg, jpg, png, zip, pdf. Alternatively, you might zip it and upload it. Software for compressing files can be downloaded for free from <http://www.7-zip.org/download.html>

Emergency Preparedness and Response Plan*	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Organizational Setup*	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Proposed Trial Run Schedule and activity details*	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Decommissioning procedures of the MCY Facility*	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Any Other	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>

Submit Close Reset

D. Licence for Operation (First time/Renewal)

Follow below path to access this form:

Menu: Regulatory Form → Medical Cyclotron Facility → Licence for Operation

MCF/IARPF LICENCE FOR OPERATION

General Details | Attachment Details

*All fields marked by * are mandatory*

Application for*	--Please Select--
Please enter Commissioning(trial run) approval number*	
Type*	
Make	
Model	
Max Proton Energy (MeV)	
Total current (Proton) (μA)	
Max Deuteron Energy (MeV)	
Total current (Deuteron) (μA)	
Proposed Radioisotopes	
Purpose*	

Submit Close Reset

MCF/IARPF LICENCE FOR OPERATION

General Details | Attachment Details

*All fields marked by * are mandatory*

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are: doc, docx, xls, xlsx, odt, jpeg, jpg, png, zip, pdf. Alternatively, you might zip it and upload it. Software for compressing files can be downloaded for free from <http://www.7-zip.org/download.html>

Organizational Setup*	Browse...	No file selected.	Clear
Final safety analysis report*	Browse...	No file selected.	Clear
Radiation Protection Manual*	Browse...	No file selected.	Clear
Radiation Protection Survey Report*	Browse...	No file selected.	Clear
Emergency Preparedness & Response Plan*	Browse...	No file selected.	Clear
Any Other	Browse...	No file selected.	Clear

Submit Close Reset

E. Application for Decommissioning of Medical Cyclotron Facility

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

Menu: Regulatory Form → Medical Cyclotron Facility → Decommissioning of Radiation Equipment

APPLICATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT

General Details Attachments

All fields marked by * are mandatory

Equipment Type* Medical Cyclotron

Equipment Identification No.*

Reason for Decommissioning of Equipment*

Radiation Equipments/accessories found free of any radiation contamination* ☒ Yes ☐ No ☐ NA

Agency, who will carry out the decommissioning?

Any other additional information

Submit Reset Close

Attachments: Institute should provide the following

- Decommissioning plan
- Consent from waste disposal agency for receipt and management of radioactive waste.
- Other attachment

MCF/IARPF APPLICATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT

General Details Attachments

All fields marked by * are mandatory

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are: .doc, .docx, .xls, .xlsx, .odt, .jpeg, .jpg, .png, .zip, .pdf. Alternatively, you might zip it and upload it. Software for compressing files can be downloaded for free from <http://www.7-zip.org/download.html>

Decommissioning plan Browse... No file selected. Clear

Consent from waste disposal agency for receipt and management of radioactive waste Browse... No file selected. Clear

Any Other Attachment Browse... No file selected. Clear

☐ I have read and agree to the Terms & Conditions

Submit Reset Close

F. Application for Intimation of Decommissioning of Medical Cyclotron Facility

It is necessary to intimate decommissioning of Medical Cyclotron Facility after its decommissioning. Use this form to intimate decommissioning of equipment. Follow below path to access this form:

Menu: Regulatory Form → Medical Cyclotron Facility → Intimation of Decommissioning

INTIMATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT	
General Details	Attachments
<i>All fields marked by * are mandatory</i>	
Equipment Type*	Medical Cyclotron
Decommissioning Approval No.*	...
Equipment Identification No.	
Equipment Serial No.	
Make	
Model	
Date of Decommissioning*	
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>	

Attachments: Institute should provide the following

- Report on Decommissioning of the facility (Including Received Dose, Waste Management etc)
- Area and Contamination Survey Details after Decommissioning
- Other attachment

INTIMATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT	
General Details	Attachments
<i>All fields marked by * are mandatory</i>	
<p><i>We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are: .doc, .docx, .xls, .xlsx, .odt, .jpeg, .jpg, .png, .zip, .pdf. Alternatively, you might zip it and upload it. Software for compressing files can be downloaded for free from http://www.7-zip.org/download.html</i></p>	
Report on Decommissioning of the facility (Including Received Dose, Waste Management etc)	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Clear"/>
Area and Contamination Survey Details after Decommissioning	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Clear"/>
Any Other Attachment	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Clear"/>
<p><input type="checkbox"/> I hereby certify that the particulars provided in this application 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.</p>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>	

Common Forms

G. Raise an Issue in eLORA

Step-1: After Login, click on the FAQ-Raise an Issue

Home | eLearning Portal | View Profile | View All Messages | Help | How To **(Beta)** | Logout

Government of India
Atomic Energy Regulatory Board
e-Licensing of Radiation Applications (eLORA) System

Login: GANESH BOKAM
Institute: NCA
Role: Employee
Profile: Nuclear Gauge Calibration Facility, Trombay

My Inbox

Change Password
Change User ID
Instrument Management
My Applications
My Casefiles
My Institute Details
Regulatory Forms
FAQ - Raise an Issue
User management

In case of any difficulty/issue related to eLORA kindly contact eLORA Help Desk (elora.info@aerb.gov.in ; 022-25990675). Unresolved matter may be escalated to Head, MAS for Medical and Research Applications (mas.rsd@aerb.gov.in ; 022-25990663) and to Head, IAS (ias.rsd@aerb.gov.in ; 022-25990417) for industrial Applications. If need to escalate further, may contact Head, RSD (head.rsd@aerb.gov.in ; 022-25990656)

Search:

Step-2: First Verify frequently Asked Questions (FAQs)

Frequently Asked Questions

1. You are requested to go through the FAQs which may help you to obtain the solutions for the issue/query quickly.
2. You need to select the applicable practice for which the issue/query arises. Please use search option with key word.
3. Under the category 'Common', the FAQs pertaining to common forms such as Nominate RSO, Employer Change, NC response, etc and FAQs pertaining to User Management, Instrument Management, etc. are available.

Practice: --Please Select-- View

Search:

Category	Question	Answer
----------	----------	--------

Frequently Asked Questions

1. You are requested to go through the FAQs which may help you to obtain the solutions for the issue/query quickly.
2. You need to select the applicable practice for which the issue/query arises. Please use search option with key word.
3. Under the category 'Common', the FAQs pertaining to common forms such as Nominate RSO, Employer Change, NC response, etc and FAQs pertaining to User Management, Instrument Management, etc. are available.

Practice: --Please Select-- View

Category	Question	Answer
----------	----------	--------

Previous Next

Practice: --Please Select-- View

Search: Search using KEY words

Category	Question	Answer
RSO related	Name of the RSO nominee is not available in employee list	Invalid transaction key error in following occasion 1. Verification of Mobile number and email ID of the employer is not completed, 2. either email id and mobile number of the employer and RSO nominee is same even though both are different individuals(because system accepts unique mobile number and email id for unique individuals)
Institute related	Institute Name and Address Change	Address Change of institute is possible within a State only. You can use the application named "Change institute details"(available in User Management) for name and address change.
RSO related	I am applying for RSO nomination/renomination/renewal. In the Transaction Key page, my employer details are not appearing.	During RSO application submission you will be guided to provide the transaction key.To generate the transaction key, one prior requirement is to verify your mobile number and e-mail id. Please note the followings; 1. If you are a Radiation Professional who is going to be Nominated, Renominated or Renewed his/her mobile number and e-mail id must be verified from his/her RP login. Please visit RP login to do so. 2. In the same time mobile number and e-mail id must be verified for the Employer. To do so please visit employer login.
RSO related	I want to apply for RSO nomination/renomination/renewal. I am not able to find my name in the Transaction Key page.	During RSO application submission you will be guided to provide the transaction key.To generate the transaction key, one prior requirement is to verify your mobile number and e-mail id. Please note the followings; -If you are a Radiation Professional who is going to be Nominated, Renominated or Renewed his/her mobile number and e-mail id must be verified from his/her RP login. Please visit RP login to do so.

Step-3: If your question is not listed or any other issue please select the blow options and **Raise Issue**

☒ I have gone through the FAQ

- Please select one of the reasons from the list below
 - ☐ My question is not listed
 - ☐ My question is listed but I am unable to follow the answer
 - ☐ My question is listed but while executing the process, the issue is not getting resolved.

☒ I have gone through the FAQ

- Please select one of the reasons from the list below
 - ☒ My question is not listed
 - ☐ My question is listed but I am unable to follow the answer
 - ☐ My question is listed but while executing the process, the issue is not getting resolved.

Raise Issue Click here

Step-4: Fill the application form (all are mandatory requirements) and provide the screen shots of the issue and other supportive documents as attachments

General Details | **Attachments**

AERB does not entertain the queries related to status of the application through this facility. Before submission of this form, please ensure that the concern issue(s) is/are not addressed in help menu.

*All fields marked by * are mandatory. Please upload screenshot for faster resolution of ticket.*

User Name*	AERBAERB
Type of Form*	Please select
Practice*	Please Select
Role in which you are facing issue*	Please Select
Form Name*	Please Select
Issue Category*	Please Select
Web Browser*	Please select
Error message on Screen*	
Description*	

Please verify all the basic details that could be a cause for the above issue.

Additional details, if applicable (Provide data in one of the field for faster resolution of issue/error)

Equipment Identification No.	
Source Identification No.	
Application/Approval/NC No.	

Submit Close Reset

Common Forms ▶ Raise an Issue

General Details Attachments

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 4 MB and allowed file types are: doc, docx, xls, xlsx, odt, jpeg, jpg, png, zip, pdf. Alternatively, you might zip it and upload it. Software for compressing files can be downloaded for free from <http://www.7-zip.org/download.html>

All fields marked by * are mandatory

Attachment 1	Browse...	No file selected.	Clear
Attachment 2	Browse...	No file selected.	Clear
Attachment 3	Browse...	No file selected.	Clear
Attachment 4	Browse...	No file selected.	Clear
Attachment 5	Browse...	No file selected.	Clear

H. How to submit Response to the Non-compliance

Step-1: After LOGIN, please follow the path shown below

Regulatory forms → Common Form → NC Response (Click on NC Response)

The screenshot shows the eLoS system interface. At the top, there are four circular progress indicators for different categories: COMM (0.956), MCY (0.956), RIA (0.956), and RS (0.956). Below these, the text 'electronic Safety' is visible. A navigation menu on the left lists various options, with 'Regulatory Forms' highlighted. A central yellow box contains the text: 'In case of any difficulty/issue related to eLoS may be escalated to Head, MAS for M (ias.rasd@aerh.gov.in ; 022-25990662) for in'. On the right, a list of actions is displayed, with 'Non-Compliance Response' highlighted in a red box.

Step-2: Select the Noncompliance reference number from the LOV (three dotted box shown below)

Common Forms Non-Compliance Response Form

NC Response

Reference number*

NC Description

Date of NC commencement

Severity

Final date for resolution

NC Response*

Attachments

Browse No file selected. Clear

Submit Close Reset

All fields marked by * are mandatory

Write the response here

Upload the Attachment

Important Note: For non-compliance raised regarding the Calibration of Radiation Survey meters/Gamma Zone Monitors, there is no need to submit the response through NC Response Screen. Please update the fresh Calibration details through instrument management after that the Non-Compliance will be closed within 24 hours.

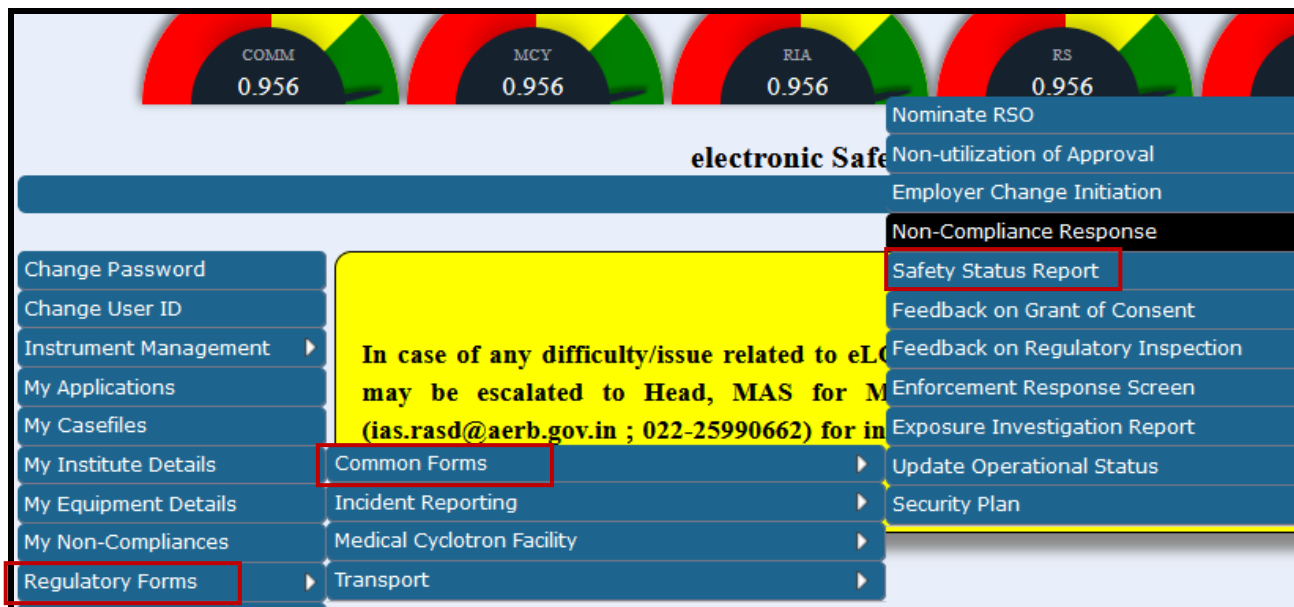
I. Submission of Safety Status Report

This safety status report should be submitted periodically by every radiation facility through eLORA system, as per the terms and conditions of the Licence issued under the Atomic Energy (Radiation Protection) Rules, 2004.

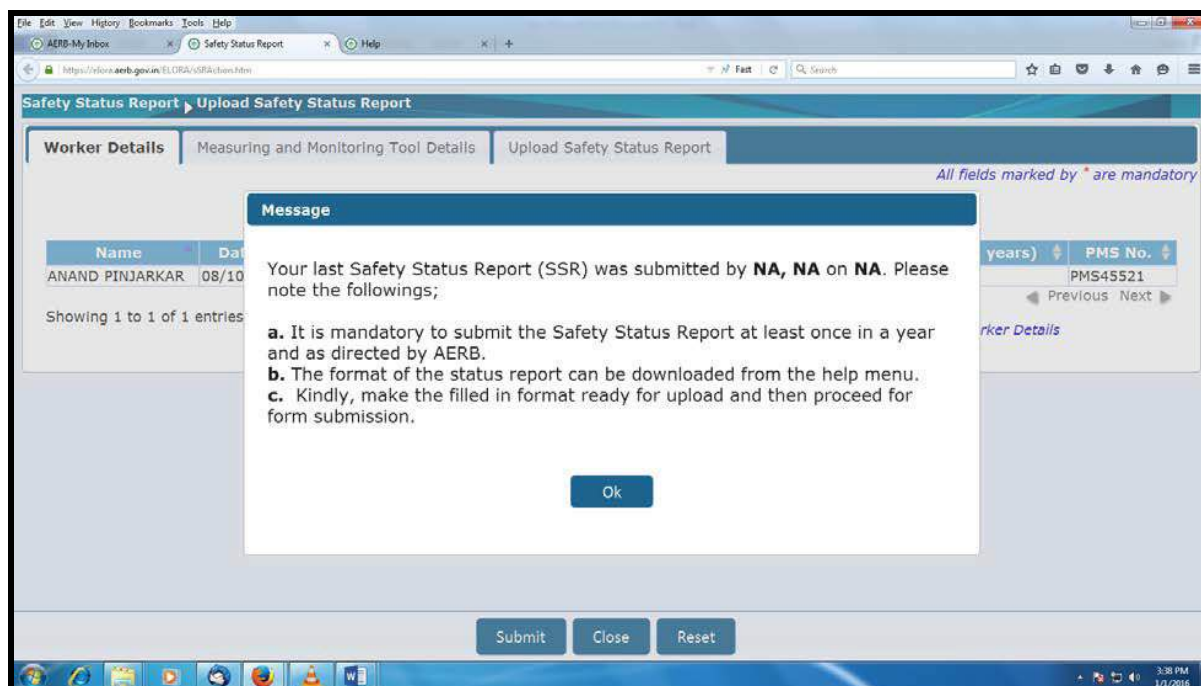
Important Note: Prior to submission of safety status report, you should update the operational status of all the radiation sources and equipment available with you (Once in 6 months). Otherwise system will not allow you to submit the safety status report.

For submission of safety status follow the procedures as mentioned below:

Step-1: Regulatory Forms -----> Common Forms -----> Safety Status Report



Step-2: Following page will be shown after SSR selection, click on OK



Step- 3 :

Note: Update the Workers details, Measuring and Monitoring Tool Details if not updated earlier in eLORA, by following the proper procedures. General Guidelines are available on eLORA webpage

Safety Status Report | **Upload Safety Status Report**

Equipment Details | Source Details | Worker Details | Measuring and Monitoring Tool Details | **Upload Safety Status Report** | Safety Status Questions

All fields marked by * are mandatory

We recommend you to complete the Form first and then proceed for the upload for your attachments. The maximum file size allowed for each file upload is 2 MB and allowed file types are: .doc, .docx, .xls, .xlsx, .odt, .jpeg, .jpg, .png, .zip, .pdf. Alternatively, you might zip it and upload it. Software for compressing files can be downloaded for free from <http://www.7-zip.org/download.html>

Whether trained/certified staff member(s) declared in eLORA is/are adequate and available in your institute? ☐ Yes ☐ No

Whether functional radiation measuring tool(s), monitoring tool(s), QA tool(s) and safety tool(s) are available as declared in eLORA? ☐ Yes ☐ No

Whether all the Radioactive source(s), equipment(s) and installation(s) are safe and secured from radiation safety standpoint? ☐ Yes ☐ No

Whether Operational Status of Radioactive source(s), equipment(s) and installation(s) declared in eLORA is/are updated? ☐ Yes ☐ No

From Date*

To Date*

Other attachment (if any specific matter need to be reported to AERB) No file selected.

☐ a.) I/We hereby certify that the particulars provided in this application 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/us is/are false or not authentic, appropriate regulatory action may be initiated against me/us and my/our institution.

Answer these questions

Enter the SSR period

Step-4 :

Now select **Click on "Safety Status Report"**, answer the questions as **YES or NO or NA**.

Safety Status Report | **Upload Safety Status Report**

Equipment Details | Source Details | Worker Details | Measuring and Monitoring Tool Details | **Upload Safety Status Report** | **Safety Status Questions**

Whether the employer, licensee and employees names are updated in e-LORA ? ☒ Yes ☐ No ☐ Not Applicable

Whether the contact details of Institute, employer, licensee and RSO are updated in e-LORA ? ☒ Yes ☐ No ☐ Not Applicable

Whether RSO approval is valid ? ☒ Yes ☐ No ☐ Not Applicable

Whether inventory of all the radiation sources (check sources) and radiation generating equipment are maintained/updated in a log book and listed in eLORA? ☒ Yes ☐ No ☐ Not Applicable

Whether status (functional or disused) of sources /radiation generating equipment are updated in e-LORA? ☒ Yes ☐ No ☐ Not Applicable

Whether valid licence is available for operation of Radiation sources / radiation generating equipment? ☒ Yes ☐ No ☐ Not Applicable

###Expectations of the requirements are given in practice specific guidelines which are available in HELP menu of employer, please read the same before submitting SSR

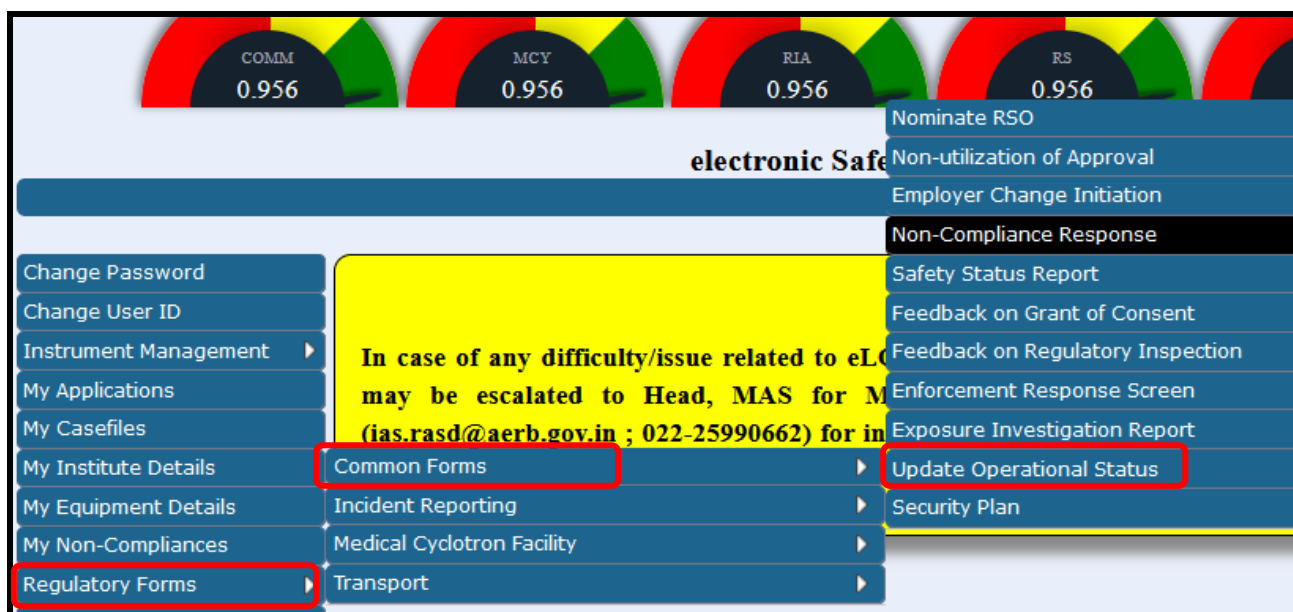
J. Update Operational Status of Equipment/Source

Guidelines For Update Operational Status Of Equipment Housing Radiation Source/Source/Radiation Generating Equipment (X-Ray Device)

Prior to submission of safety status report, you should **update the operational status** of all the radiation sources and equipment housing sources, radiation generating equipment (ex. X-ray device) available with you. Otherwise system will not allow you to submit the safety status report.

For Updating Operational Status of RADIATION SOURCE/SOURCE/RADIATION GENERATING EQUIPMENT (X-RAY DEVICE) follow the procedures as mentioned below:

Step-1: Regulatory Forms -----> Common Forms -----> Update Operational Status



Step-2: Following page will be shown after Update Operational Status selection

The screenshot shows the 'Update Operational Status' form. The 'General Details' tab is selected. The form contains three dropdown menus: 'Declare Operational Status of', 'Select Identification No.', and 'Operational Status of Equipment/Source to be changed to'. Below these is a checkbox for a declaration. At the bottom are 'Submit', 'Close', and 'Reset' buttons.

Step-3:

Update Operational Status

General Details

All fields marked by * are mandatory

Declare Operational Status of *

Select Identification No. *

Operational Status of Equipment/Source to be changed to *

☐ I/We hereby certify that the particulars provided in this application 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/us is/are false or not authentic, appropriate regulatory action may be initiated against me/us and my/our institution.

Submit Close Reset

Note: When it is Equipment Housing Source, you have to submit the operational status for both Equipment and source separately

Step-4: Submission of operational status of equipment

Update Operational Status

General Details

All fields marked by * are mandatory

Declare Operational Status of *

Select Identification No. *

Operational Status of Equipment/Source to be changed to *

☒ I/We hereby certify that the particulars provided in this application 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/us is/are false or not authentic, appropriate regulatory action may be initiated against me/us and my/our institution.

Equipment/Source Details — Mozilla Firefox

https://10.55.55.13/ELORA/OperationalStatusLovAction.htm

110%

☒ Select All

Search:

Select	Identification No	Serial No	Make	Model
No data available in table				

Submit Close Reset

Step-5: Submission of operational status of Source

Update Operational Status

General Details All fields marked by * are mandatory

Declare Operational Status of * Source

Select Identification No. * ...

Operational Status of Equipment/Source to be changed to * Working

☒ I/We hereby certify that the particulars provided in this application 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/us is/are false or not authentic, appropriate regulatory action may be initiated against me/us and my/our institution.

Equipment/Source Details — Mozilla Firefox

https://10.55.55.13/ELORA/OperationalStatusLovAction.htm 110%

☒ Select All

Search:

Select	Identification No	Serial No	Make	Model
No data available in table				

Submit Close Reset

Step-6 : Submission of operational status of Radiation Generating Equipment

Update Operational Status

General Details All fields marked by * are mandatory

Declare Operational Status of * Radiation Generating Equipment

Select Identification No. * ...

Operational Status of Equipment/Source to be changed to * Working

☒ I/We hereby certify that the particulars provided in this application 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/us is/are false or not authentic, appropriate regulatory action may be initiated against me/us and my/our institution.

Equipment/Source Details — Mozilla Firefox

https://10.55.55.13/ELORA/OperationalStatusLovAction.htm 110%

☒ Select All

Search:

Select	Identification No	Serial No	Make	Model
No data available in table				

Submit Close Reset

=0=0=0=0=0=