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.

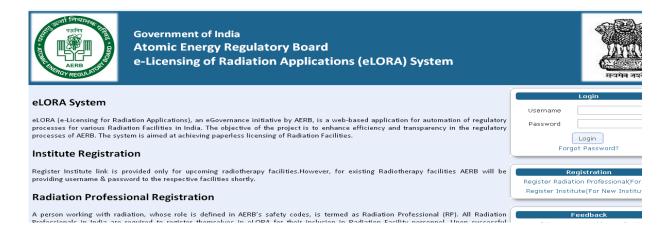
Register your institute with eLORA

1. Visit our website <u>www.aerb.gov.in</u>. 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.

The site's security certificate is not trusted!					
You attempted to reach 219.64.11.12 , but the server presented a certificate issued by an entity that is not trusted by your computer's operating system. This may mean that the server has generated its own security credentials, which Chrome cannot rely on for identity information, or an attacker may be trying to intercept your communications.					
You should not proceed, especially if you have never seen this warning before for this site. Proceed anyway Back to safety					
► <u>Help me understand</u>					

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;

ute Details	Employer Details Atta	chments		
				All fields marked by *are mandatory
Institute Det	ails			
Institute Name	•		2	
Institute Type	•	Please Select	*	
Registered wit	h any State/Central Govt a	uth.*Please Select		
Institute Role*	•	Select One		
PAN No.*				
TAN No.				
Address Of Ir	etitution			
Address Line1				
Address Line1 Address Line2				
Landmark			100	
State*		Please Select	-	
City/District *		Select		
PIN *				
Address Of C	ommunication			
	Communication same as Ad	dressPlease Select		
Of Institution?		I Piedse Select	<u>×</u>	
Addrage Line1				

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)

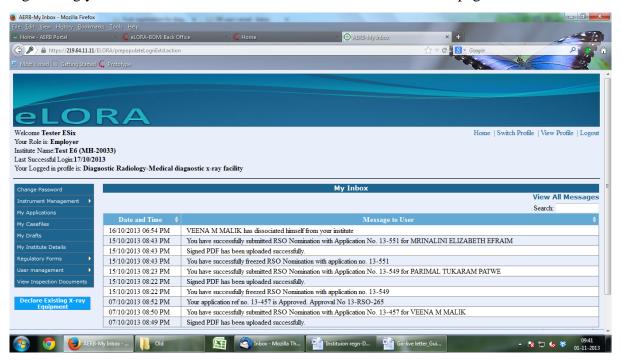
- 1. Upload proof of identity and date of birth
- 2. Upload proof of employership

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.

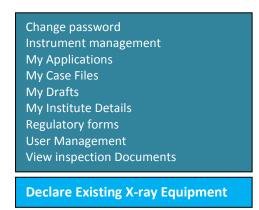
After the approval of institute registration, user will receive login credentials in their registered email id.

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;

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https://219.64.11.11/ELORA/prepopulateMDR_E6.action	-		A ∠ C S - Google	0
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Aost Visited 🗌 Getting Started 🐛 Prototype				
GNOSTIC RADIOLOGY DECLARATION OF EXISTING X-	RAY EQUIPMENT DETAILS			
Equipment Details				
· · ·				
Type of equipment*	[[]]		All fields marked by	* are mandatory
	[Select]			
Manufacturer of the equipment				
Model Name*				
Maximum Operating Potential (kVp)*				
Maximum Operating Current (mA/mAs)*				
Year of installation*	[Select]	•		
I hereby certify that the particulars provided above a me is false o		y knowledge and belief. I understand that y action may be initiated against me and i		ation provided by
	Submit Close	Reset Save As Draft		
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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;



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

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- 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.

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				review. You will be intimated after the c		
			of review. Click the given link to vi	ew the submitted application form	-	
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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.