

**Procedure of Application for Registration and Renewal under PC&PNDT Act, 1994 for GENETIC COUNSELLING CENTER/GENETIC LABORATORY/GENETIC CLINIC/ULTRASOUND CLINIC/IMAGING CENTER**

1. Applicant will Submit filled up application form with supporting documents through **EoDB Portal**.
2. Diary Branch forwards the file to Asst. Civil Surgeon.
3. Assistant Civil Surgeon forwards the file to DFWO.
4. DFWO forwards the file to PNDT Coordinator for scrutiny & observation.
5. PNDT Coordinator scrutinize the application & prepare the observation.
6. DFWO review the observation & send to Civil Surgeon for approval in case of deficiency.
7. Civil Surgeon review the file & provides the necessary direction.
8. DFWO forwards the file to PNDT Co. for necessary Action.
9. PNDT Coordinator Ask Applicant to provide additional info if required based on observation & direction through **EoDB portal**.
10. Applicant will received SMS on registered contact number regarding the status of application.
11. Applicant will check application status online and resubmit application as per required changes.
12. Civil Surgeon constitute the Inspection team & Issue Inspection Order for Building plan.
13. Inspection team inspect the building/ Centre and submit Inspection Report.
14. PNDT Coordinator send the file to Applicant in case of deficiency post approval.
15. Applicant will check application status online and resubmit application as per required changes.
16. DFWO Take time for meeting from member of DAA.
17. PNDT coordinator issue meeting Invite.
18. DAA member review the application & observation report and provide their remarks.
19. PNDT Coordinator prepare the Permission Letter for purchase of Machine.
20. DFWO review the permission letter and forward to the Civil Surgeon.
21. Civil Surgeon Signed the Permission letter and send to Diary Branch.
22. PNDT coordinator prepare the Rejection letter for Rejected application.
23. DFWO review the Rejected letter and forwards to the Civil Surgeon.

24. Civil Surgeon signed the Rejection letter and send to Diary Branch.
25. Applicant Submit the Invoices, itinerary plan, Employees details etc. & request for machine inspection.
26. PNDDT Coordinator prepare the observation & send to DFWO for review.
27. DFWO Review the observation and send to Civil Surgeon for approval in case of deficiency.
28. Civil Surgeon provide approval to resolve deficiency.
29. PNDDT Coordinator send communication to the Applicant regarding deficiency.
30. Applicant provide additional information to resolve deficiency.
31. Civil Surgeon constitute Inspection team & Issue Order for machine inspection.
32. DFWO Inspect the new machine & capture the S.N., Model no & other details.
33. PNDDT Coordinator prepare the detailed inspection Report & observation Report.
34. DFWO Inspect the new machine & capture the S.N., Model no & other details.
35. PNDDT Coordinator prepare the detailed inspection Report & observation Report.
36. DFWO review the details & send to Civil Surgeon for Approval.
37. Civil Surgeon approve/ Reject based on the observation.
38. PNDDT Coordinator Approved /Rejected Application by updating application status online.
39. Applicant will check application status.
40. Applicant can download approved file from the link provided on **EoDB portal**.