

Instruction for Filling New User Creation Form

- 1.** The First page of the performa (column 1-10) has to be filled with the detail of the SMO/Head of the institution.
- 2.** The detail of the doctor's performing MLR/PMR duties under the institute has to be filled inside the table given on the second page of the performa.
- 3.** The registration detail of the doctor should have the Name of the medical council, Name of the State (in case of State Medical Council), Registration Number and Date of Registration.
- 4.** Mobile Number and E-Mail of the doctor is mandatory to be filled as the user id and password allotted will be directly send on the Registered Mobile No and E-Mail of the Doctor.
- 5.** Signature with date, of the SMO is mandatory on the extra sheet (if any) having Doctor's detail attached with the peforma.
- 6.** Also attach an Excel-Sheet having details (as asked in the table on page 2 of the performa) of the Doctor's.