

# MedLEaPR Society

O/o Directorate of Health & Family Welfare,  
Room No 101, Ground Floor, Sector 34 A, Chandigarh,  
0172-2605600

No. MLR/PMR-2020/ 74

Dated: 03-09-2020 Chandigarh

## Instruction regarding registration of Private Health Institutions on MedLEaPR Punjab Portal for Online Medico-Legal Work

Private health institution of Punjab state needs to follow the following steps:

### Documents Required: -

- 1) Details of the HOD and Doctors on the bulk user creation form. Kindly download the Bulk user creation from the official website [medleapr.punjab.gov.in](http://medleapr.punjab.gov.in)
- 2) Details of the Doctors (as filled in the bulk user creation form) on an excel sheet (soft copy).
- 3) Formal letter (on official letter head of the Institute) to register the institute on MedLeaPR Punjab portal. The letter should be addressed to State Nodal Officer MedLEaPR Punjab.
- 4) Logo of the health institution in JPG/PNG format.

### Payment Required:-

- 1) Private institution needs to deposit one-time fees of Rs. 4000/- for each user required to register under institution. For example if an institution wants to register 4 doctor under their institution then a total Fess of Rs.  $4 \times 4000 = 16000$  will be applicable and health institution will get 4 individual user ids for preparing the Medico-Legal report along with 1 HOD account for the management of user and case registered under their institute.
- 2) User id once generated will be valid for 1 year after that an annual subscription fess of Rs. 2000 per user is applicable for the user to continue. Kindly note that annual subscription fee is applicable on HOD account also.

- 3) All the payment is required to be sent as Demand Draft in favor of **Punjab Medlar Society** Payable at Chandigarh.


**Instructions:-**

Kindly send the hard copy of the required documents i.e Bulk User Creation Form, Formal Letter, Demand Draft via registered Post or by hand to the following address

**Punjab Medlar Society**  
**Room No - 101, Ground Floor**  
**Directorate Health & Family Welfare**  
**Parivar Kalyan Bhawan, Sector 34/A, Chandigarh**

Also send the scanned copy of all required documents along with soft copy of Excel Sheet (as mentioned in document requirement) and Institute Logo to email [mlrmpbpb@gmail.com](mailto:mlrmpbpb@gmail.com) & [support-medlearp-pb@nic.in](mailto:support-medlearp-pb@nic.in)

The request will be processed within 7 working days after receiving the hard copy of all required documents. In case of any query kindly write us at [mlrmpbpb@gmail.com](mailto:mlrmpbpb@gmail.com) & [support-medlearp-pb@nic.in](mailto:support-medlearp-pb@nic.in)

  
**State Nodal Officer**  
**MedLEaPR**