

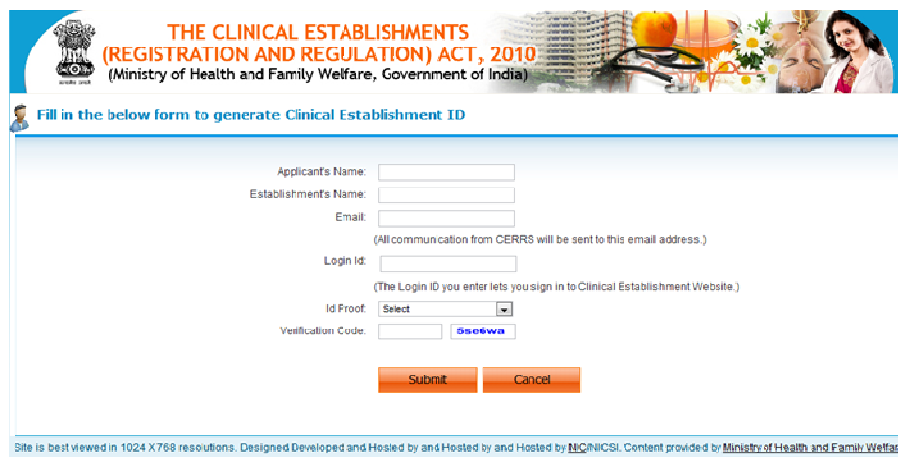
CERRS Process Flow – Clinic Establishment Profile

1.0 New User Registration Page:

- For login into CERRS portal, a User/Clinical Establishments (CE) must have their “Clinical Establishment Id” and “Password”. For this, a User/CE needs to click on **Create New Account** button which is displaying on login page of CERRS profile portal.

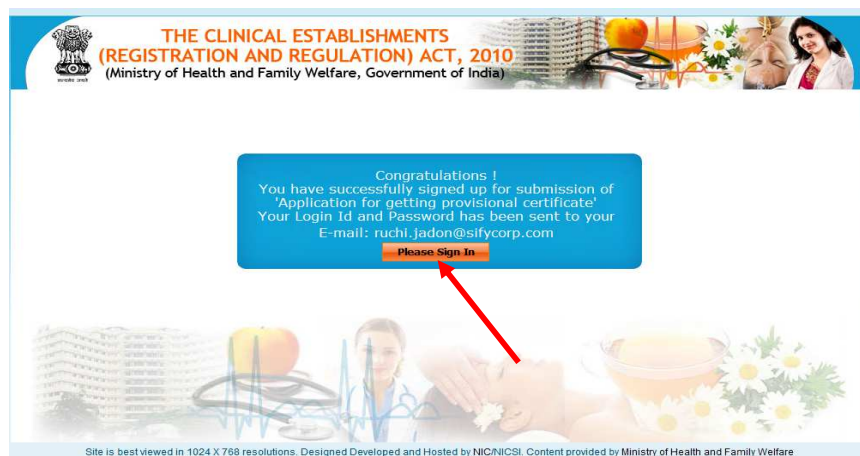


- Once clicking on **Create New Account**, The Registration screen will appear which will allow you to register into CERRS portal.



- On the Registration page, all fields are mandatory, complete the following information:
- *Applicant's Name*
 - *Establishment's Name*
 - *Email*: Enter your e-mail address. This address will be used for communications regarding your application.
 - *Login Id*: Enter you preferred Login Id (Note: You will be required to use this Id for all the further Log-ins)
 - *Id Proof*: Select Applicant's Photo ID from drop down list.
 - *Id No*: Enter the above selected Photo ID's Number.
 - *Verification Code*: Enter the Verification Code which is displaying on screen.

Having filled all the necessary data please click on the “*Submit*” Button. After clicking on submit following screen will appear.



Now you have created your account. Please Log in through your Login Id by clicking on the “*Please Sign In*” button.

Note: Applicant's Login credentials for CERRS portal i.e. Login Id and Password will be sent to applicant's registered Email ID.

2.0 User Login Page:

- On login screen, please enter your Login Id, Password and Verification Code respectively and Click “Login” button and you will be directed to the Home Page Screen. In case of first time users, they will be redirected to the Change Password Screen.



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(Ministry of Health and Family Welfare, Government of India)

Follow three steps for provisional registration

Step 1: Create username/password

Step 2: Login and apply for provisional registration

Step 3: Get provisional certificate

Sign in to CERRS

Login Id
test12

Password
.....

Verification Code
xogy8f xogy8f

Login

Forgot Password?

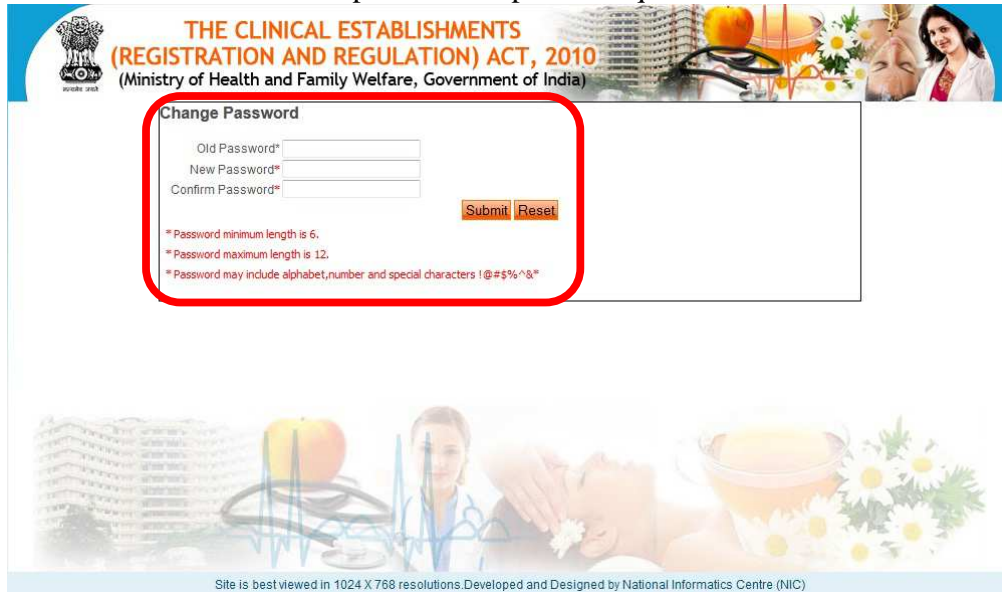
Don't have a Clinical Establishment ID?
[Create New Account](#)

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Note: User/CE can login into CERRS portal by entering its valid login credentials only.

2.1 First Time User Login Screen:

- When the user enters the site for the first time, they are redirected to the Change Password Page.
Here the user needs to enter the password received by them in the mail in place of “Old Password” and enter a new password as per the requirements



Change Password

Old Password*

New Password*

Confirm Password*

* Password minimum length is 6.
* Password maximum length is 12.
* Password may include alphanumeric and special characters !@#%&^&#*

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- The User then need to click Submit to proceed forward.
- The user is then redirected to the Successful Password Change Page
- The user is automatically redirected to the Home Page of the user.




Change Password Confirmation

Your password has been changed.

3.0 Home Page:

- This home page contains one link “*Apply for Provisional Certificate*” and user can apply for Provisional Certificate of its establishment.
- For the Provisional Certificate, a user has to fill complete & valid details of its establishment accordingly.
- A user can also know the current status of its applied application.



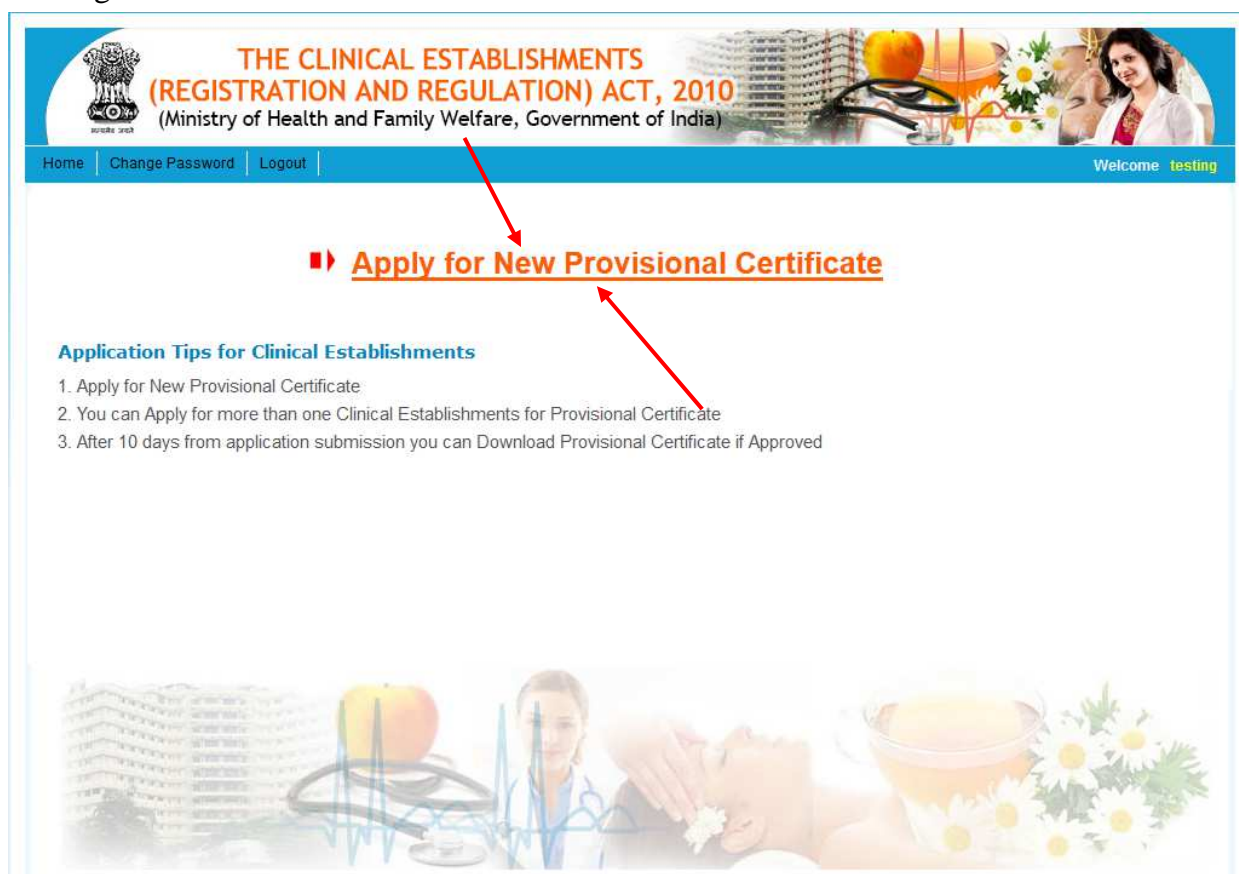
The screenshot shows the home page of the CERRS Phase-1 Portal. At the top, there is a header banner with the text "THE CLINICAL ESTABLISHMENTS (REGISTRATION AND REGULATION) ACT, 2010 (Ministry of Health and Family Welfare, Government of India)". Below the banner, there is a navigation bar with links for "Home", "Change Password", and "Logout". On the right side of the navigation bar, it says "Welcome testing". The main content area features a prominent link: "Apply for New Provisional Certificate". Below this link, there is a section titled "Application Tips for Clinical Establishments" with the following list:

1. Apply for New Provisional Certificate
2. You can Apply for more than one Clinical Establishments for Provisional Certificate
3. After 10 days from application submission you can Download Provisional Certificate if Approved

The background of the page is decorated with medical-related images, including a stethoscope, a hand holding a pulse oximeter, a bowl of medicine, and a person's face.


4.0 Apply for Provisional Registration Screen:

- For this, a User/CE needs to click on Apply for Provisional Certificate link on Home Page Screen.



- Once clicking on Apply for Provisional Certificate link already filled details will be displayed in registration form. Now, user has to fill its complete & valid details of its establishment accordingly in the registration form.
- A user can also know the current status of its applied application.
- Already filled details can easily be editable in case of any correction made. There are some mandatory fields which are marked by Red Coloured Star (*), these fields are needed to fill importantly. User has to enter all the required details in valid formats.





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(Ministry of Health and Family Welfare, Government of India)

Home | Change Password | Logout
Welcome **testabc**

ESTABLISHMENT DETAILS
Status: **New Application**

1. Name of the Clinical Establishment :*

2. Address1 :*

Address2: Village/Town/City:

State :* District:* Pin code:*

STD code: Telephone: Mobile:

Fax: E-mail ID: Website (if any):

3. Name of the owner :* Same as Clinical Establishment

Address1: Address2: Village/Town/City:

State :* District:* Pin code:*

STD code: Telephone: Mobile:

E-mail ID :* Id Proof:* Driving License No:*

4. Name of the Person in charge: :*

Qualification(s):*

Same as Owner detail

Registration Number: Name of Central/State Council (with which registered):

STD code: Telephone: Mobile:

E-mail ID:

5. Ownership :*

6. Systems of Medicine: (please tick whichever is applicable) - You can select more than one options *

Allopathy Ayurveda Unani Siddha Homoeopathy Yoga

Naturopathy Sowa-Rigpa

7. Type of Clinical Services :*

8. Type of Clinical Establishment: (please tick whichever is applicable) - You can select more than one options *

a) Inpatient Outpatient Laboratory Imaging Centre Any other (please specify)

Chalan Details (If Fee is applicable)

Chalan number: Amount:

Declaration *

I hereby declare that the statement above are correct and true to the best of my knowledge and shall abide by all the rules and declarations under the Clinical Establishment (Registration and Regulation) Act-2010. I undertake that I shall intimate to the appropriate registering authority any change in the particular given above.

*Indicates mandatory field

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- Click on Declaration Statement for provided details under CERR Act 2010. Enter the Image displayed on the screen & finally click on Submit Link button. If all the details are correct in format, then submit the application details. If details are to be edited later, the click on Save as Draft Link button for future edit/update.
- Once all complete details entered in the form & click on Submit Link button, this detailed application will send to District Registration Authority for Approving/Rejecting the form. And message will be displayed “*Your Application has been sent successfully, Please login after 10 days and check the status.*”

Your application has been sent successfully. Please login after 10 days and check the status.

Back

5.0 Approval / Rejection of Clinical Establishment Application Screen:

All the Clinical Establishment complete non editable details have verified by an inspection officer of DRA Official. On the based inspection report of DRA Officer, DRA Officer approves/rejects the CE. Application on based of the inspection. The Status: Applied field will be change on based of the DRA official inspection.



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Home | Change Password | Logout | Welcome testing

Application Summary

Search: All | Search text: | Search | [Apply for New Provisional Certificate](#)

Application saved for Clinical Establishment : testing

S.No	Name of Establishment	Address	District	State	Owner's Name	Certificate No	Status	Action
1	testing	testing	South District	SIKKIM	testing		Applied	View

5.1 Approved Clinical Establishment Application:

After the CE Application has approved by a DRA official, the home page of the CE user will update accordingly by Status, Certificate will upload & Approval Remark will displayed.



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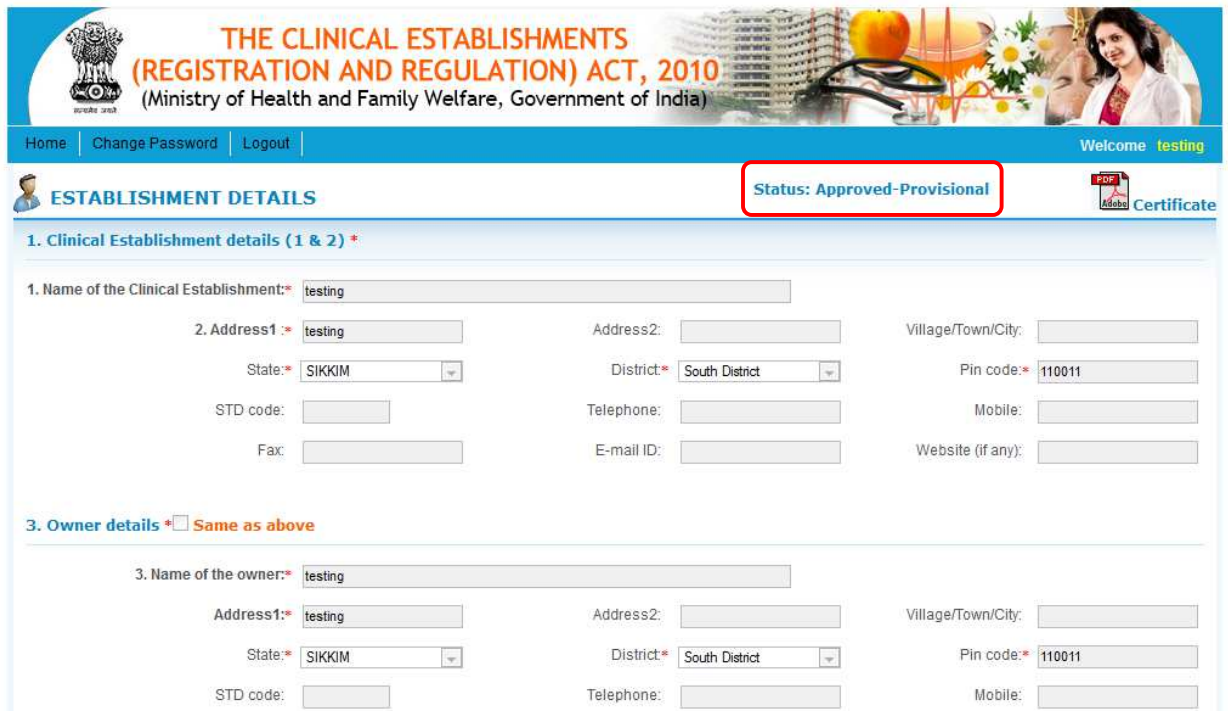
Home | Change Password | Logout | Welcome **test**

Application Summary

Search: All | Search text | Search | [Apply for New Provisional Certificate](#)

S.No	Name of Establishment	Address	District	State	Owner's Name	Certificate No	Status	Action
1	testing	testing	South District	SIKKIM	testing	1124300004	Approved	View / PDF

- From here a CR user can able to open its provisional certificate & can read the remark which was given by the DRA Official.
- CE user can also view the changed status of its CE to *Status: Approved – Provisional* and certificate is also attached at top of the application in PDR format.



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Home | Change Password | Logout | Welcome **testing**

ESTABLISHMENT DETAILS | Status: **Approved-Provisional** | [Certificate](#)

1. Clinical Establishment details (1 & 2) *

1. Name of the Clinical Establishment:* testing

2. Address1:* testing | Address2: | Village/Town/City: | State:* SIKKIM | District:* South District | Pin code:* 110011 | STD code: | Telephone: | Mobile: | Fax: | E-mail ID: | Website (if any):

3. Owner details * Same as above

3. Name of the owner:* testing

Address1:* testing | Address2: | Village/Town/City: | State:* SIKKIM | District:* South District | Pin code:* 110011 | STD code: | Telephone: | Mobile:

5.2 Rejected Clinical Establishment Application:

After the CE Application has rejected by a DRA official, the home page of the CE user will update accordingly by Status, & Rejection Remark will displayed



The screenshot shows the home page of the CERRS Phase-1 Portal. The header includes the Government of India logo and the text "THE CLINICAL ESTABLISHMENTS (REGISTRATION AND REGULATION) ACT, 2010 (Ministry of Health and Family Welfare, Government of India)". The navigation bar contains "Home", "Change Password", and "Logout". A "Welcome testing" message is displayed. Below the navigation bar is an "Application Summary" section with a search bar and a link to "Apply for New Provisional Certificate". A table lists applications, with the first entry highlighted:

S.No	Name of Establishment	Address	District	State	Owner's Name	Certificate No	Status	Action
1	testing	testing	South District	SIKKIM	testing		Rejected	Re-Apply

- From here a CR user can read a rejection remark which was given by the DRA Official after an inspection report.
- CE user can also view the changed status of its CE to *Status: Rejected – Provisional* on clicking on the establishment name.



The screenshot shows the "ESTABLISHMENT DETAILS" page. The header is identical to the home page. A "Status: Rejected-Provisional" message is displayed in a red box. Below the header is a section for "1. Clinical Establishment details (1 & 2) *". The form contains the following fields:

- 1. Name of the Clinical Establishment: * testing
- 2. Address1: * testing
- Address2: []
- Village/Town/City: []
- State: * SIKKIM
- District: * South District
- Pin code: * 110011
- STD code: []
- Telephone: []
- Mobile: []
- Fax: []
- E-mail ID: []
- Website (if any): []

Below this is a section for "3. Owner details * [] Same as above". The form contains the following fields:

- 3. Name of the owner: * testing
- Address1: * testing
- Address2: []
- Village/Town/City: []
- State: * SIKKIM
- District: * South District
- Pin code: * 110011
- STD code: []
- Telephone: []
- Mobile: []