

MCA/PMR/145

Dt. 19.12.16

## Instructions for Private Health Institutions of Punjab to get registered on Medleapr Punjab Portal

To register on Medleapr Punjab portal kindly follow the following procedure: -

1. Download New User creation form available on the home page of the official website [www.medleaprpb.gov.in](http://www.medleaprpb.gov.in)
2. First page of the form (column 1-10) should be filled with the detail of the head of the Institute.
3. The details of the doctors performing MLR duties should be filled inside table provided on the second page of the form.
4. Logo of the institution in JPG/JPEG will be required.
5. Write a formal letter to The State Nodal officer requesting registration of your institute on the Medleapr portal.
6. Demand Draft of Rs. 4000/- per doctor in favor of **Punjab Medlar Society** payable at **Chandigarh** has to be deposited. For example - if 4 doctors are to be registered under your institute then a draft of Rs.  $4 \times 4000 = 16000$  is required to be submitted.
7. User Id once created and activated will be valid for 1 year, thereafter annual maintenance fee of Rs. 2000 /- per doctor per year will be required.
8. In case of forgotten password and password recovery Rs. 4000 /- is chargeable.
9. Kindly send scanned copy of all the documents (New user creation form, Formal letter, Logo of institute and Demand draft) on email [mlrpmrpb@gmail.com](mailto:mlrpmrpb@gmail.com)
10. Send the hard copy of all the documents with Demand draft by hand / by post on the following address :-

State Nodal Officer (MLR/PMR),

Room No - 101, Directorate Health and Family Welfare Punjab,

Parivar Kalyan Bhawan, Sector - 34/A, Chandigarh.

11. User Id will be issued within 7 working days after receiving the hard copy of all the documents and the details will be sent on the email of the Head of the Institute provided by you on the New User creation form.

*[Handwritten Signature]*

19/12