CERR Process Flow for Renewal of Certificate – Clinical Establishment Profile

1. 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.

Note: User/CE can login into CERR portal by entering its valid login credentials only.
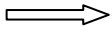
2. Home Page:

When the Provisional Certificate is expire,the home page looks like below, which contains a link "*ReNew*" and user can apply for Renew Provisional Certificate of its establishment.

For the Renewal of 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.

S.No	Name of Establishment	Address	District	State	Owner's Name	Certificate No	Valid Upto	Status	Action
1	Testing27/11/2013//2	dddd	Gonda	UTTAR PRADESH	Test			Applied-for-Renew	View
2	Testing27/11/2013	ggggggggg	Gaya	BIHAR	Test			Applied	View
3	Testing26/11/2013	hhhhhhhhh	Agra	UTTAR PRADESH	Test			Applied-for-Renew	View
4	Testing25/11/2013	dddddd	Ambedkar Nagar	UTTAR PRADESH	Test			Applied	View
5	testing07112013/2	jsdfkljsdjfjsd	Agra	UTTAR PRADESH	Test	914600005	30/04/2014	Approved	ReNew / 📄 / Ø

3. When click on ReNew button it redirected to Registration Page.

This Registration page contains all the information as entered in previous Registration. User / Applicant can change any field of information of its establishment accordingly.

Click on Declaration Statement for provided details under CERR Act 2010. Once all complete details entered in the form & click on *Renew Link* button, this detailed application will send to District Registration Authority for Approving/Rejecting the form. And message will be displayed *"Your Application submitted 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.

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5.0   Approval / Rejection of Clinical Establishment Application Screen:

All the Clinical Establishment complete non editable details would 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-for-Renew* field will be change on based of the DRA official inspection.

S.No	Name of Establishment	Address	District	State	Owner's Name	Certificate No	Valid Upto	Status	Action
1	Testing27/11/2013//2	dddd	Gonda	UTTAR PRADESH	Test			Applied-for-Renew	View
2	Testing27/11/2013	ggggggggg	Gaya	BIHAR	Test			Applied	View
3	Testing26/11/2013	hhhhhhhh	Agra	UTTAR PRADESH	Test			Applied-for-Renew	View
4	Testing25/11/2013	dddddd	Ambedkar Nagar	UTTAR PRADESH	Test			Applied	View
5	testing07112013/2	jsdfkljsdjfjsd	Agra	UTTAR PRADESH	Test	914600005	30/04/2014	Approved	ReNew /

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.

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 **pdf** format.

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

From here concerned 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.