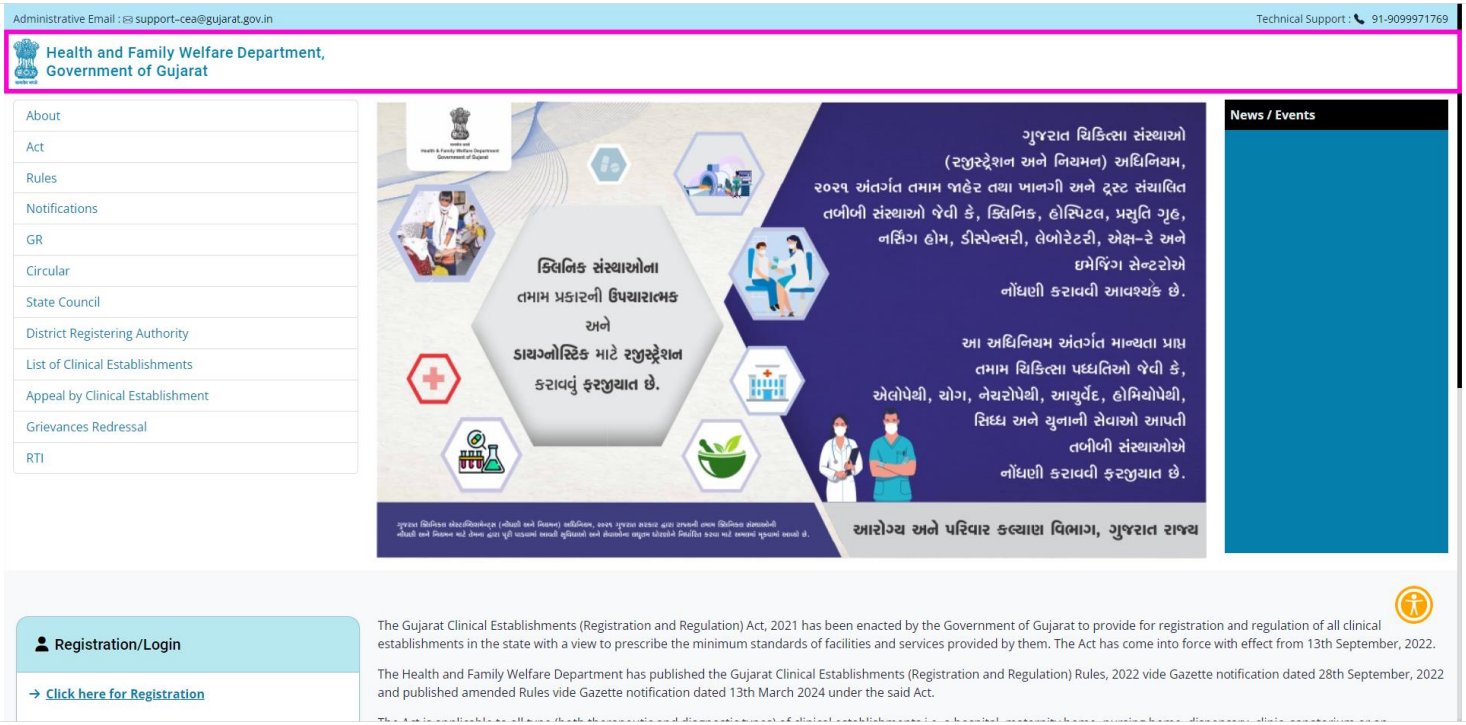


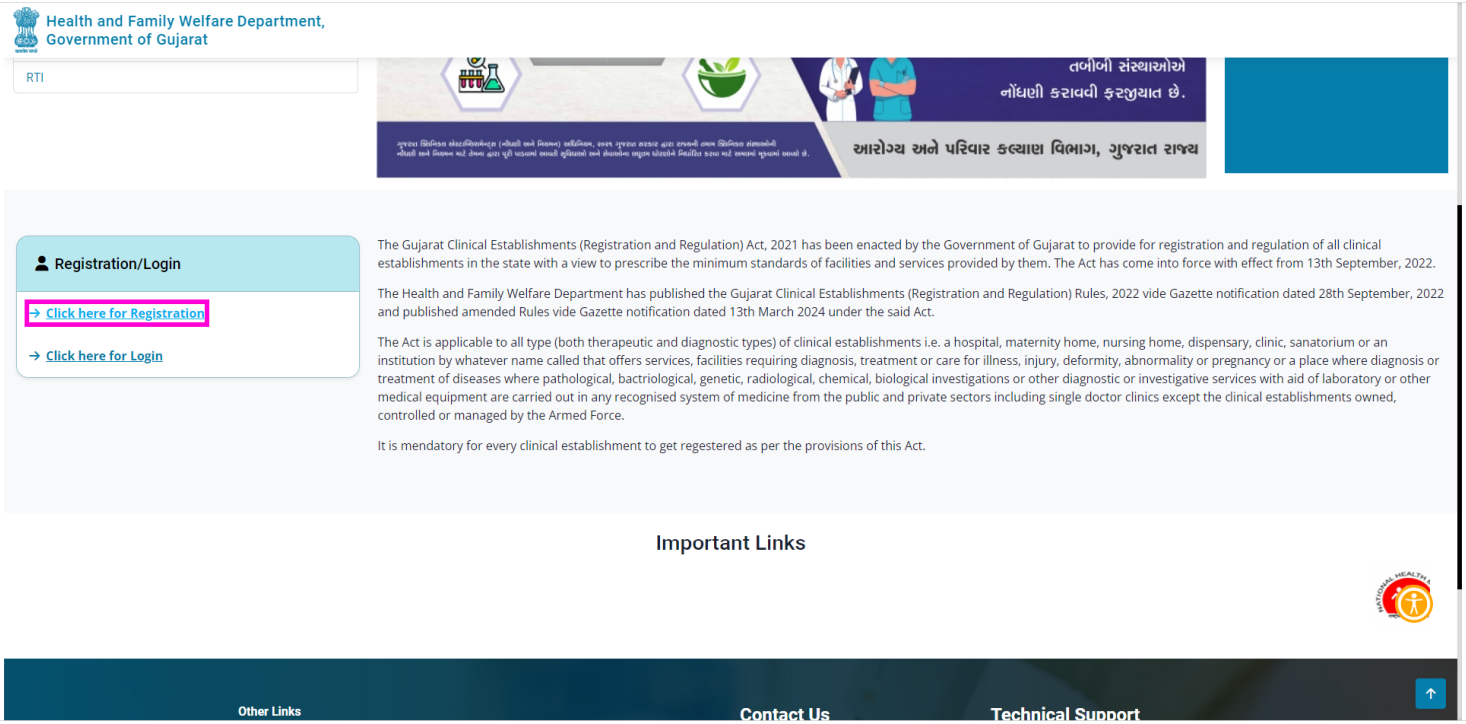
Health and Family Walfare Department,
Government of Gujrat

Portal Registration
And
Application Filling User Manual

- The first step is to open "**https://clinicalestablishment.gipl.in/**"



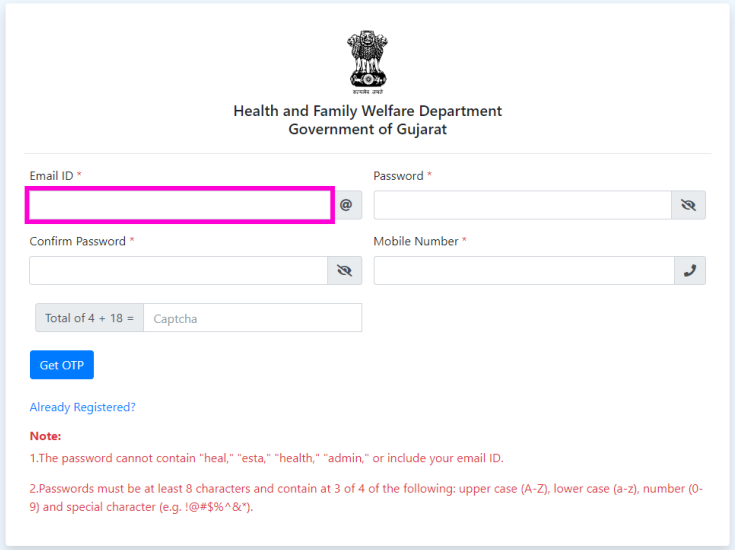
- Than Scroll down and for registration click on the "**Click here for Registration**" Button.



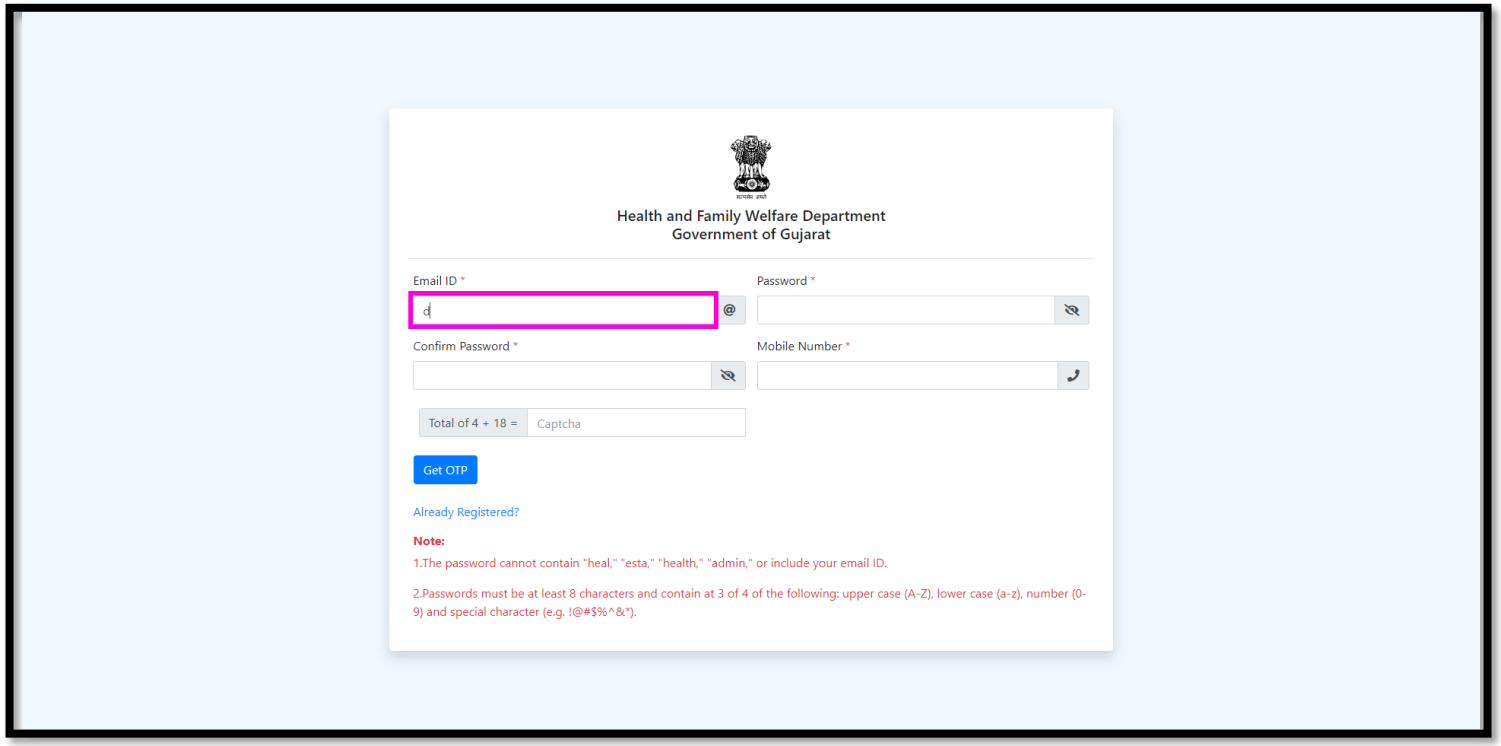
- Before registering and filling out the application, you must ensure that you have all of the required documents.
  - **Documents include NOC certificate for fire safety.**
  - **GPCB - issued Biomedical Waste Management Certificates.**
  - **Other documents required according to services offered. e.g. AERB authorization certificate, Authorization under PC&PNDT Act, Certificate under Drugs and Cosmetics rules, 1945 etc.**.
  - **Upload an image of your Clinic/Hospital as Established.**
  - **details of Owner/ partners/ person in charge**
  - **details of staff, details of doctors**



- Then this sort of new tab opens in this form


Health and Family Welfare Department
Government of Gujarat
Email ID *
Password *
Confirm Password *
Mobile Number *
Total of 4 + 18 =
Captcha
Get OTP
Already Registered?
Note:
1.The password cannot contain "heal," "esta," "health," "admin," or include your email ID.
2.Passwords must be at least 8 characters and contain at 3 of 4 of the following: upper case (A-Z), lower case (a-z), number (0-9) and special character (e.g. !@#$%^&*).

- you must enter your **email ID**.

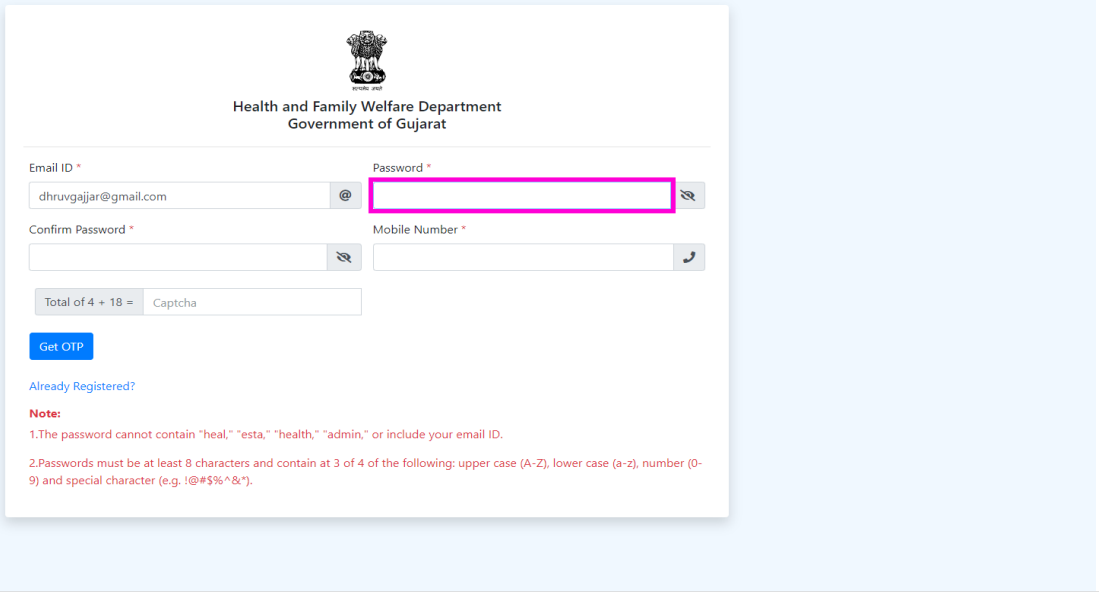


- Than type **Password**
- In entering Password, please follow than Note given under.

Note:

1.The password cannot contain "heal," "esta," "health," "admin," or include your email ID.

2.Passwords must be at least 8 characters and contain at 3 of 4 of the following: upper case (A-Z), lower case (a-z), number (0-9) and special character (e.g. !@#$%^&*).



- After entering password for conformation type password again in the **confirm password**.



- Than enter your mobile number this mobile number has to be officially clinic number or permanent number because you cannot change after once registration is complete.



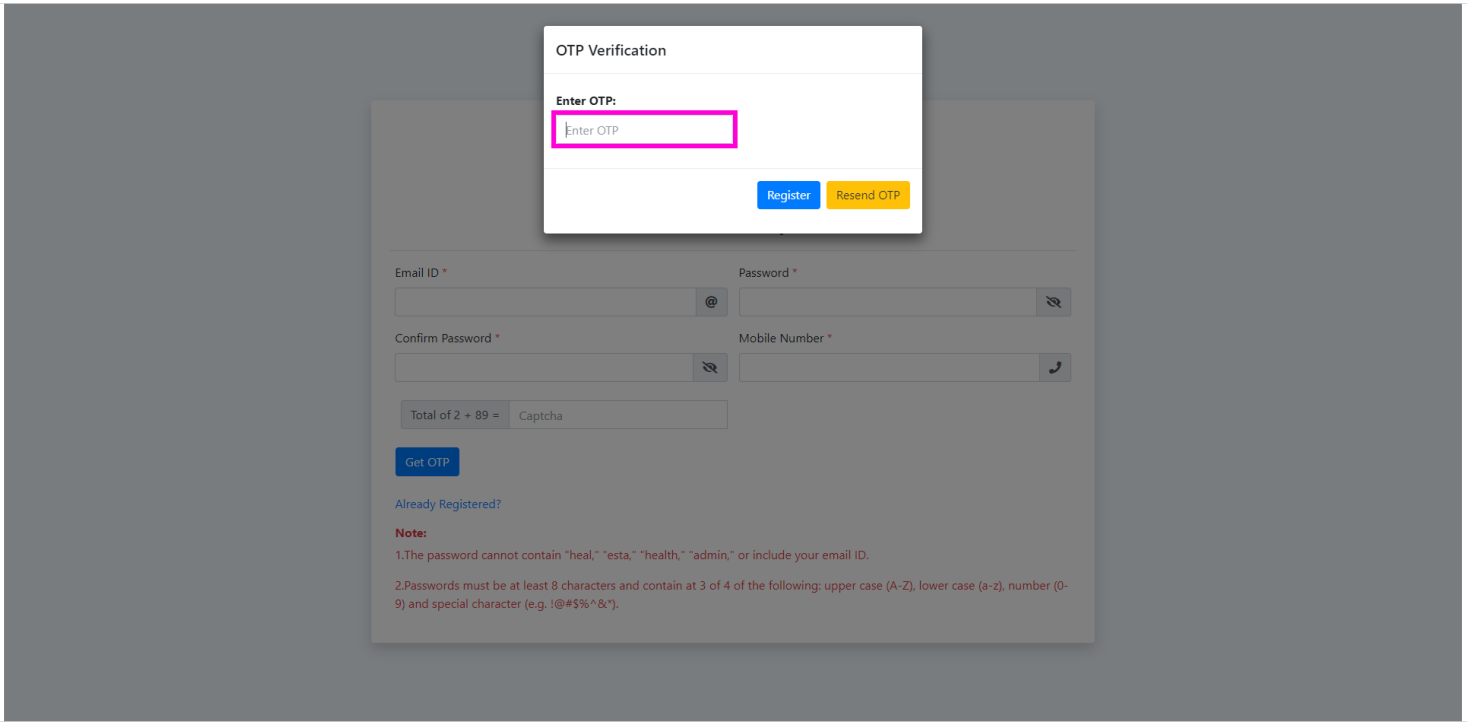
- After that, enter the **captcha**.



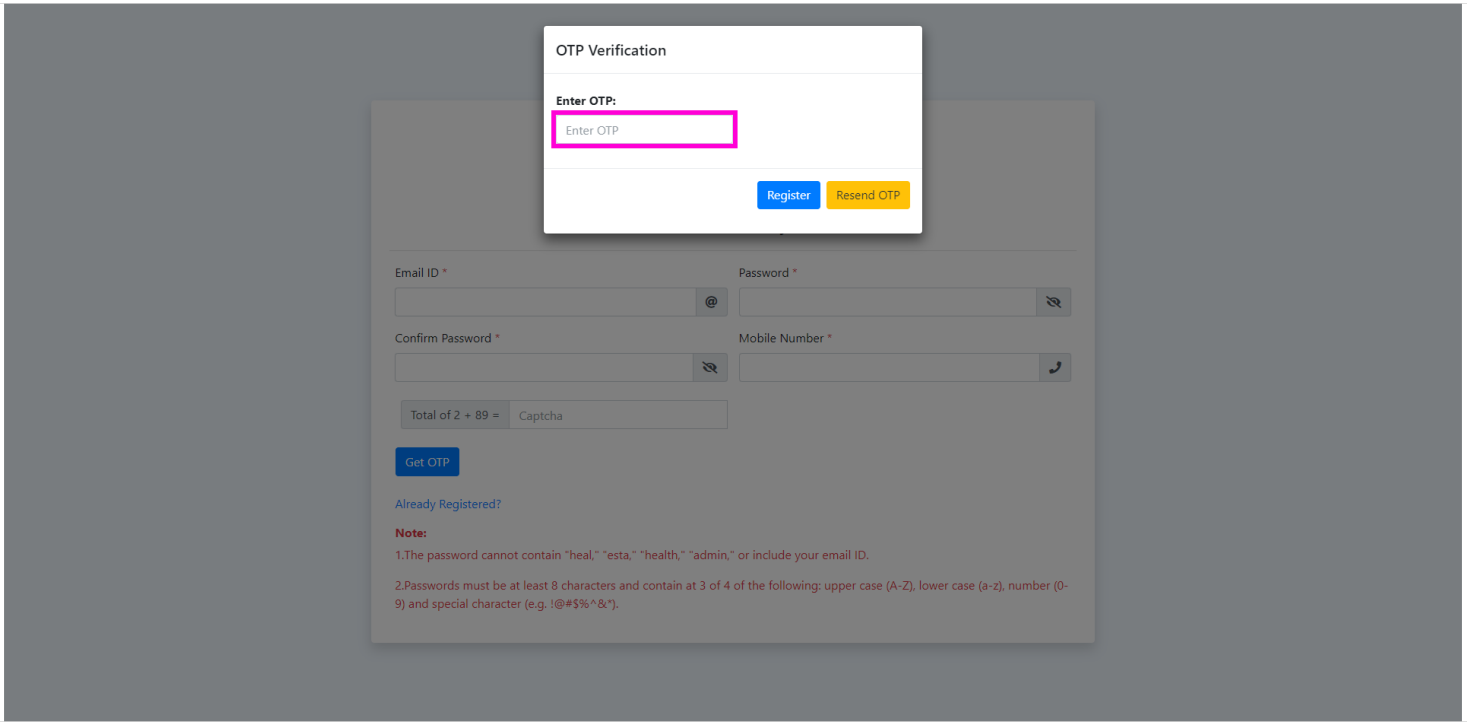
- After that, click the **Get OTP** button for OTP. OTP will deliver to your mobile number you provided.



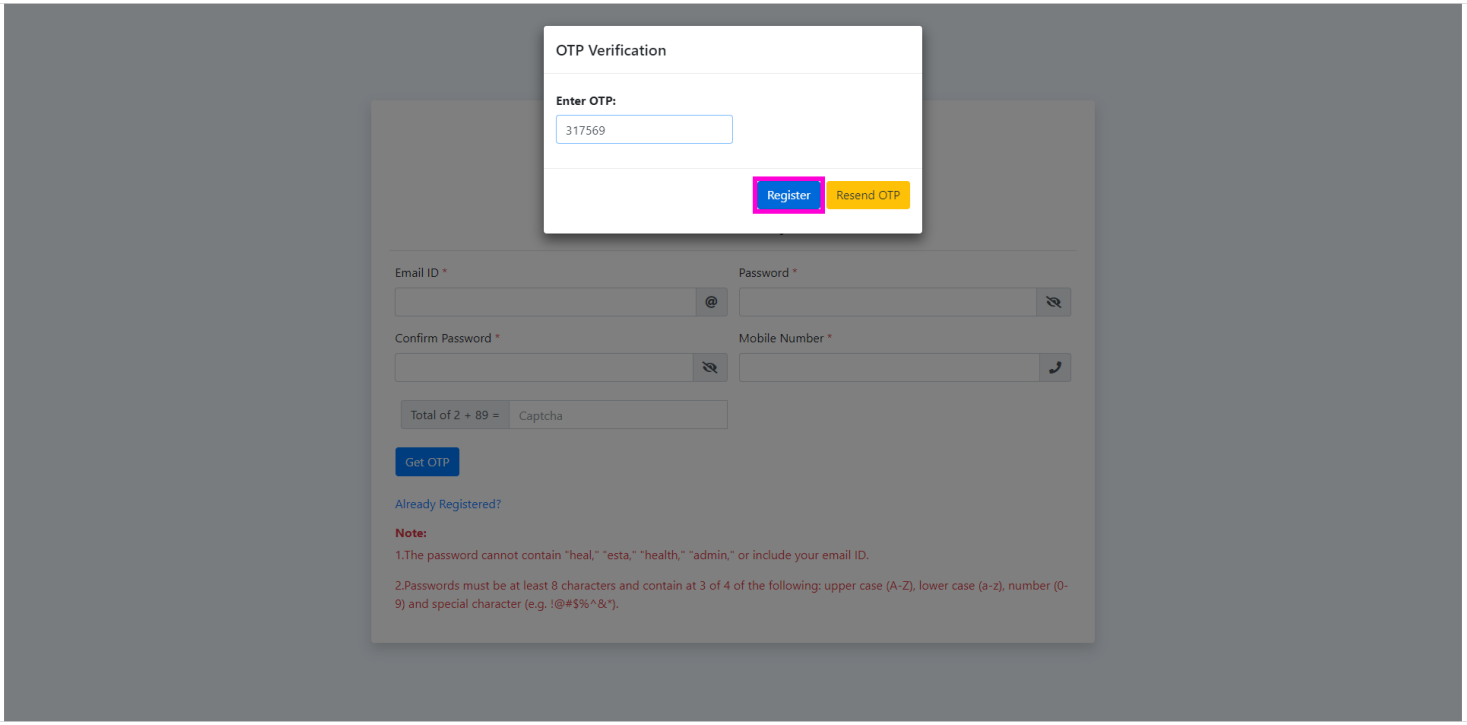
- Then you receive OTP on your registered phone number



- you must input the received OTP



- and click **Register**.



- Following that, you are redirect to the login page.



- Enter the **email address** or **register mobile number**.



- And Type **Password**.



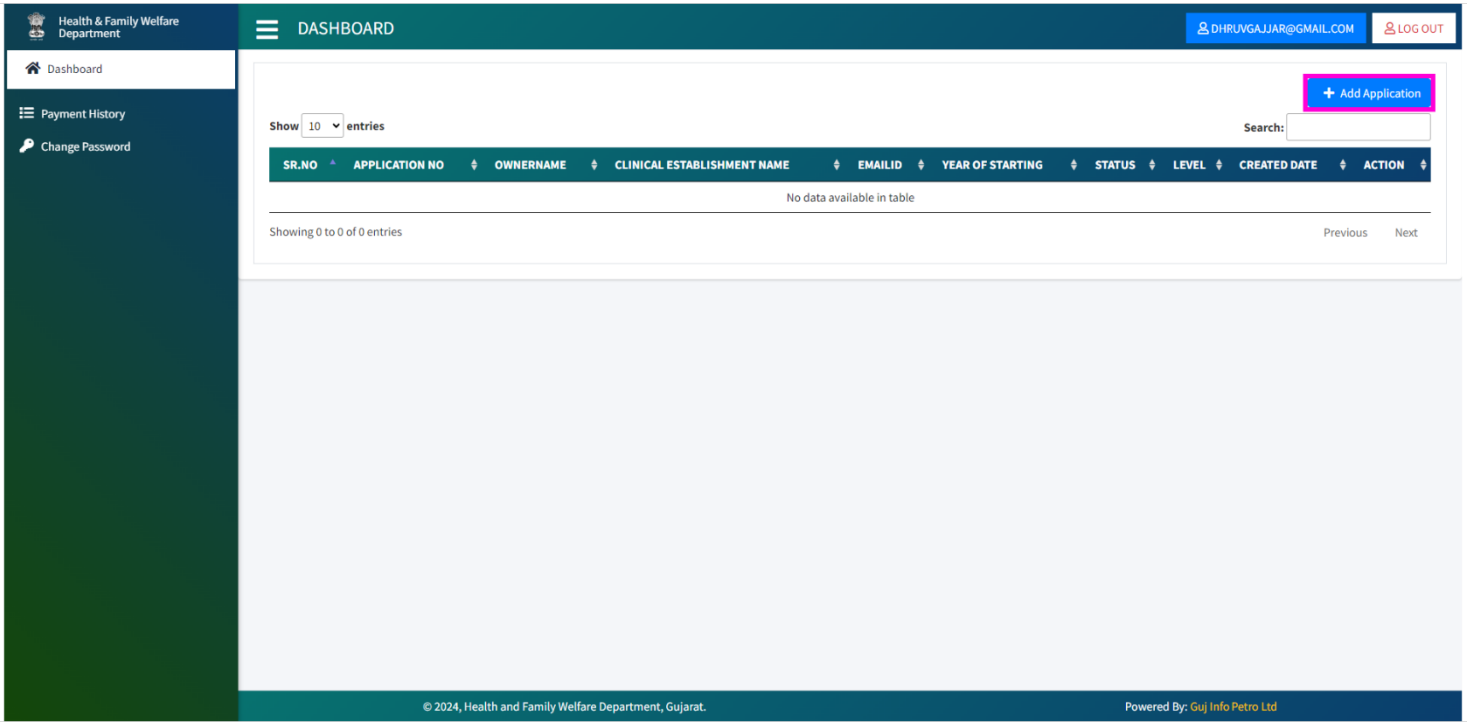
- After that, input the **captcha code**.



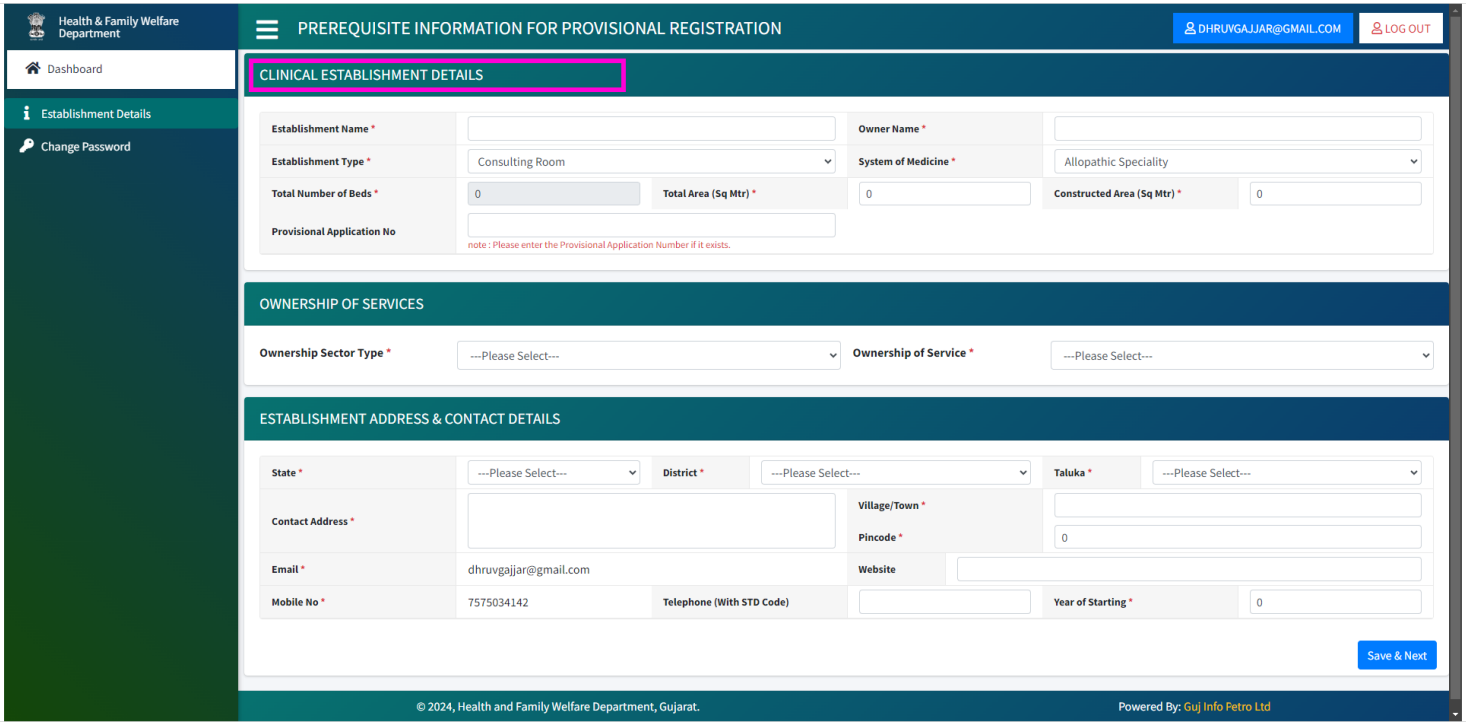
- Then click on the **Login** button



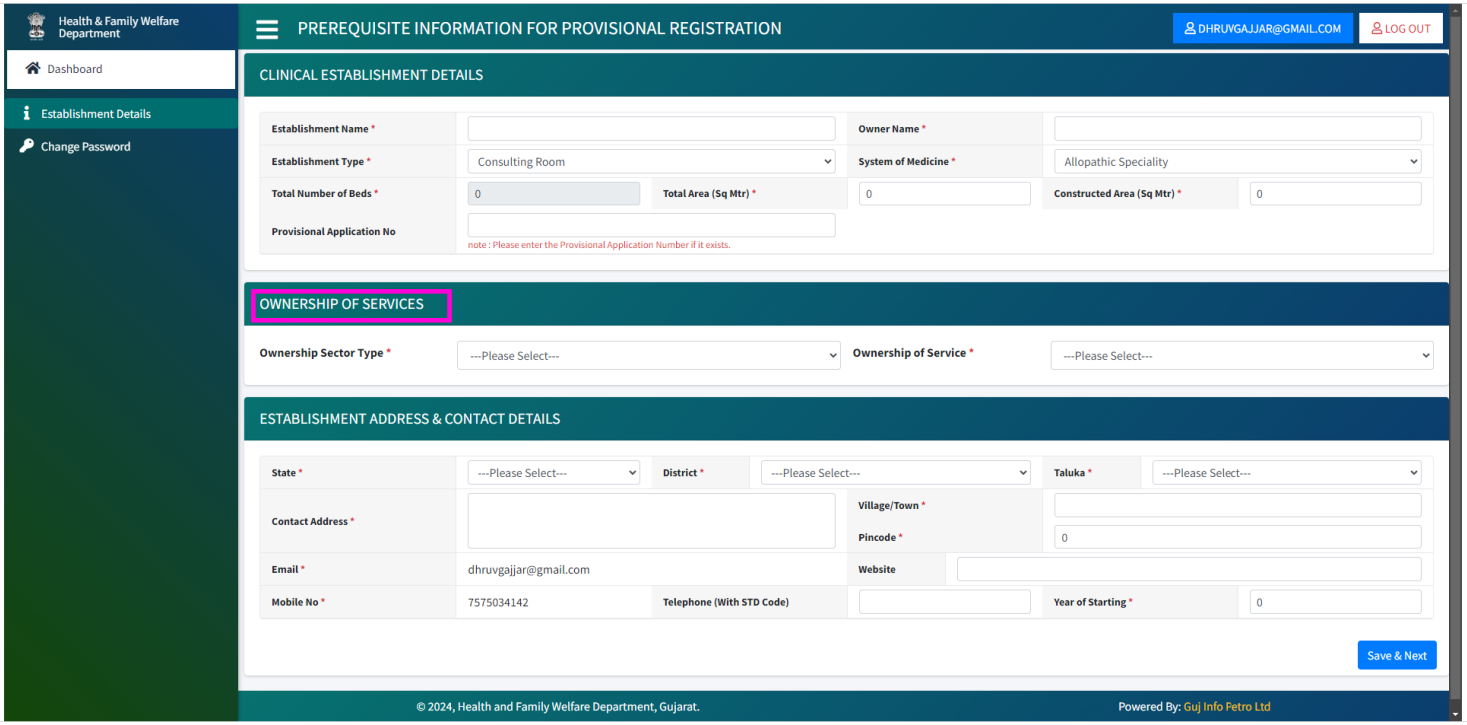
- You may then access the dashboard. You can apply for a provisional certificate from the dashboard by clicking the **Add Application** button.



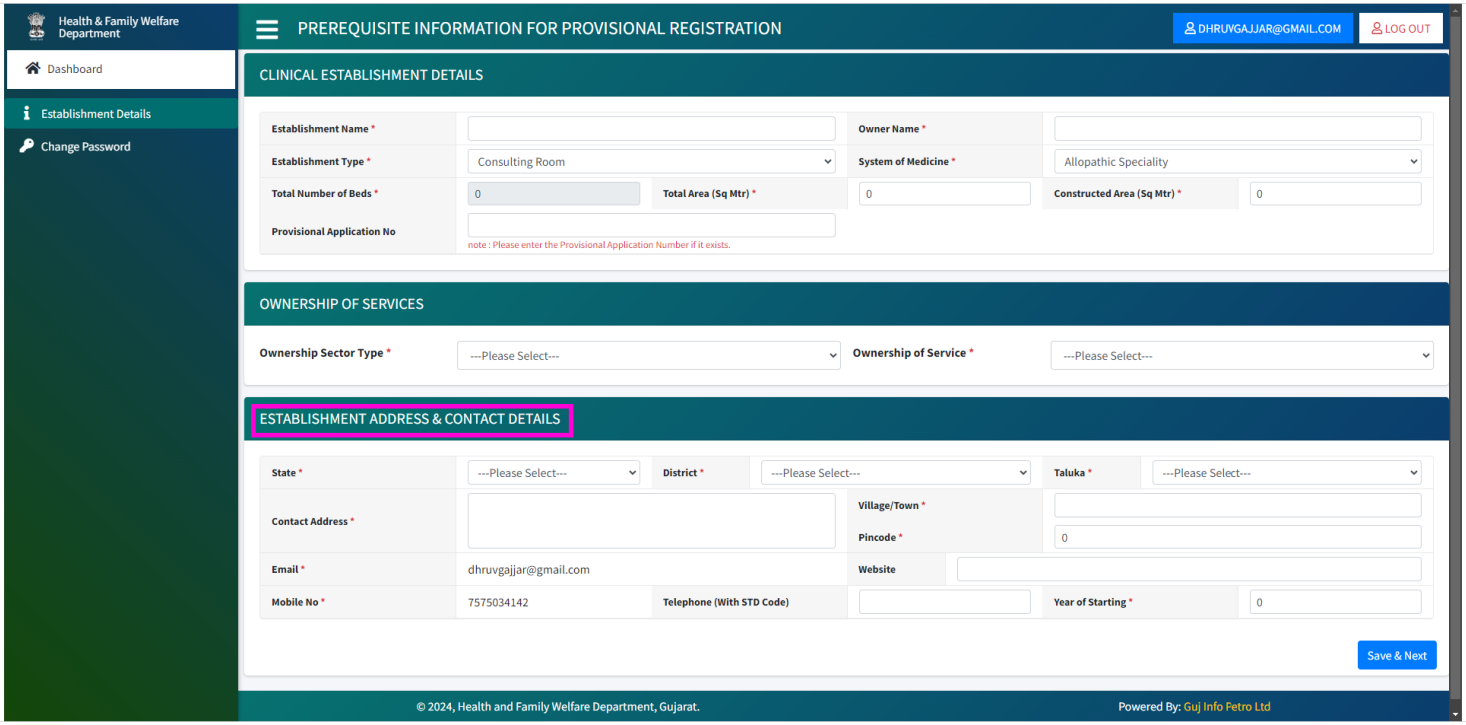
- After that, you may see the form, which has sections such as
  - Clinical setup details.



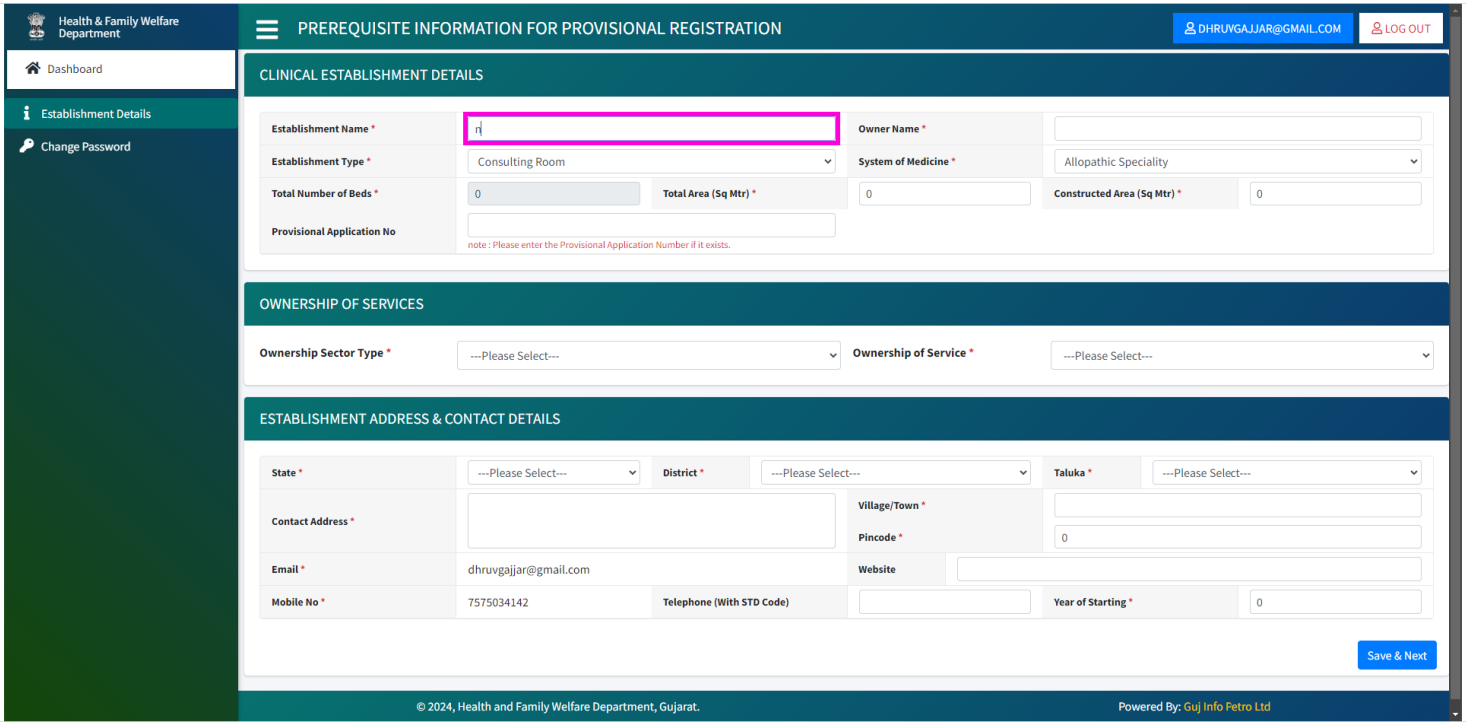
- Ownership of services,



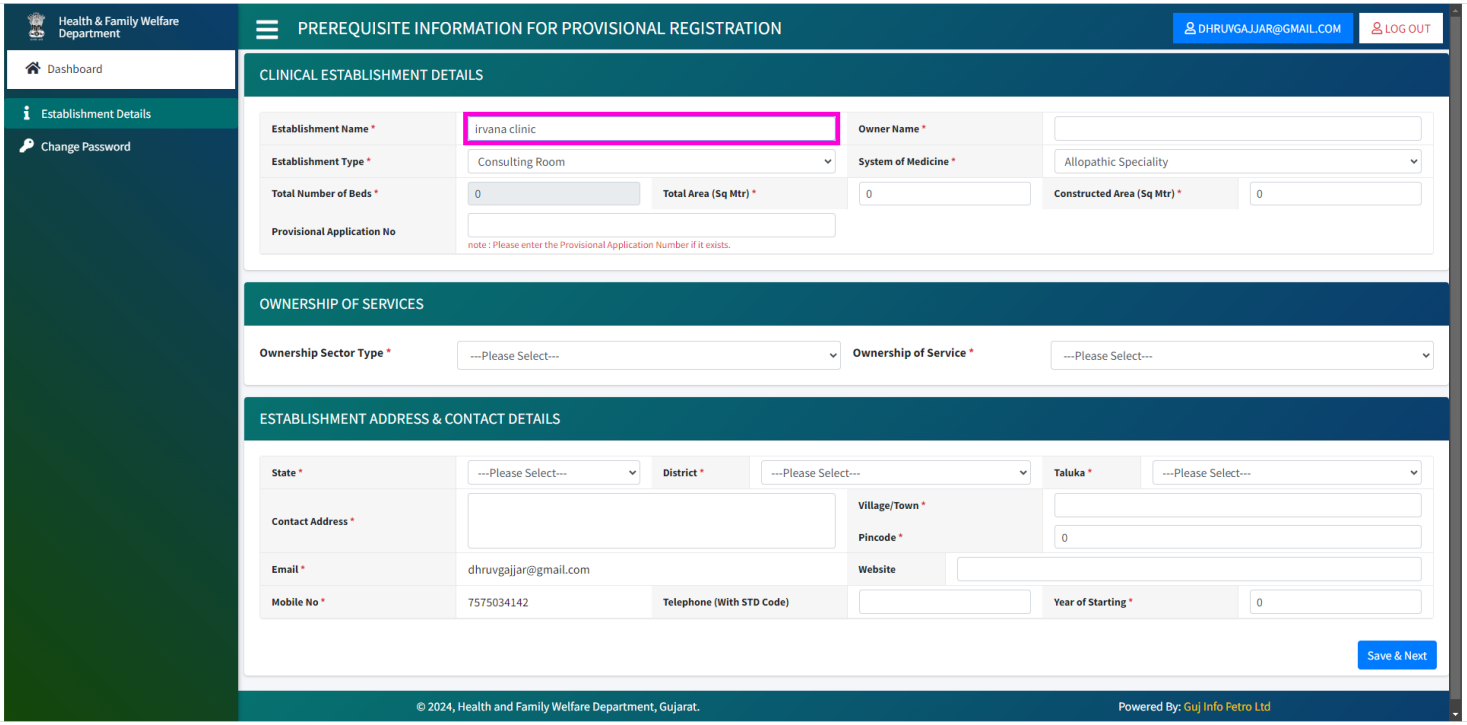
- Establishment address, and contact information.



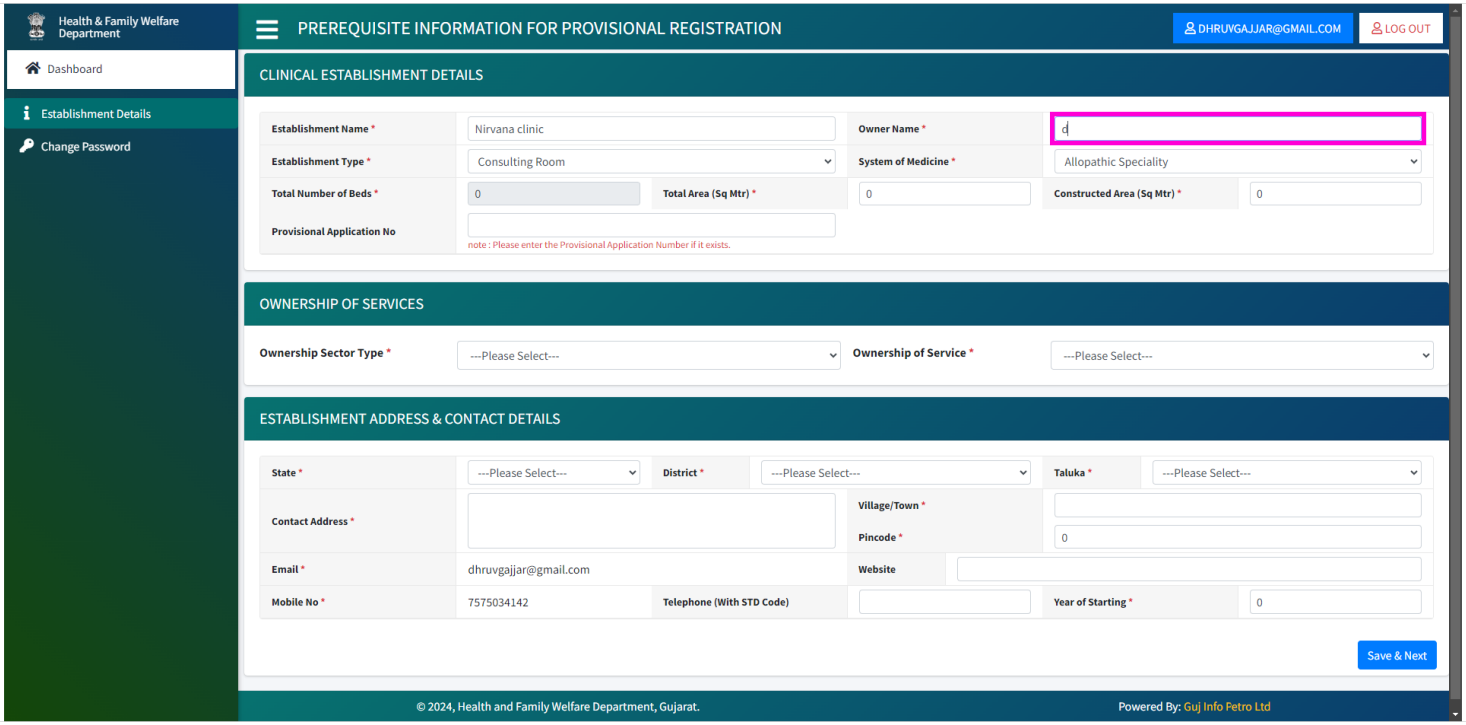
- You must fill out clinical establishment data such as Type **Establishment Name**



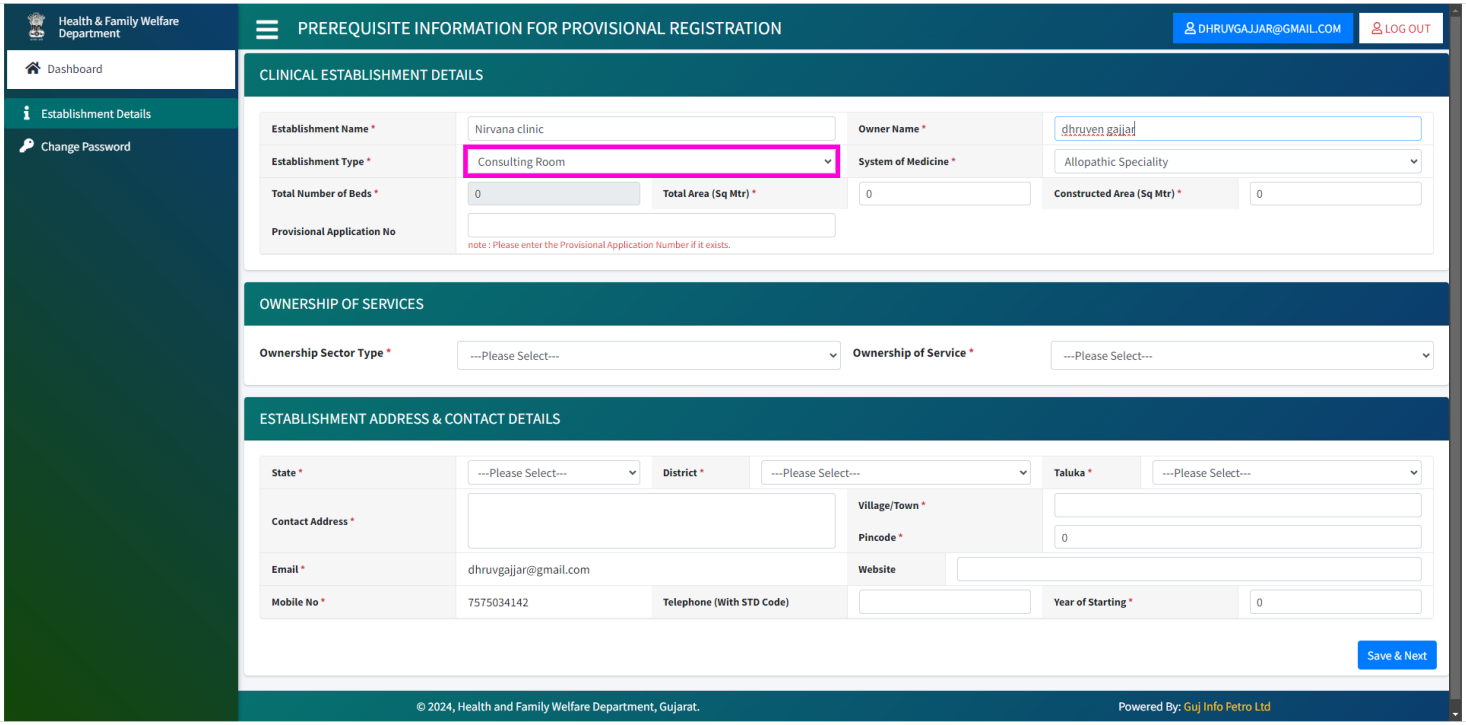
- Type **Clinical Establishment Name**



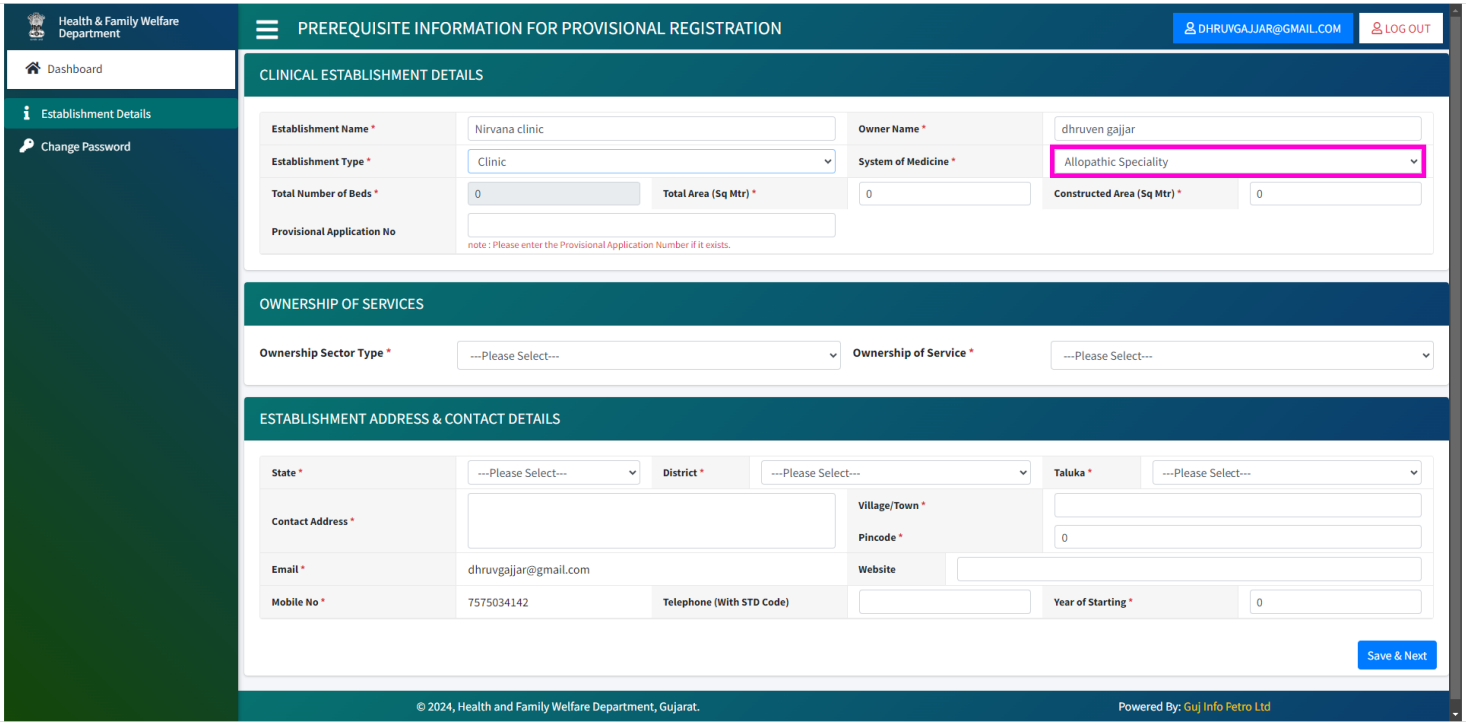
- Enter the **Owner's Name**



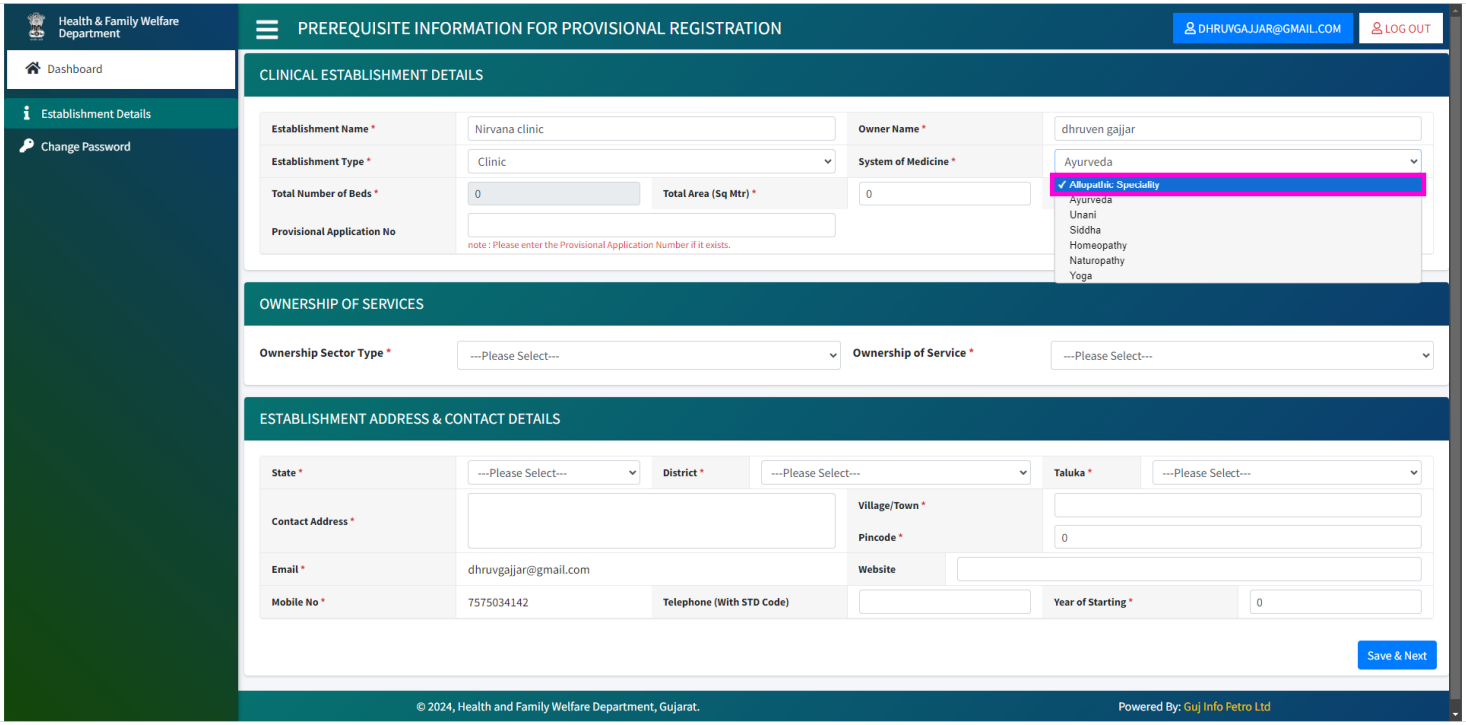
➢ Then, pick the **Establishment type** from the list,



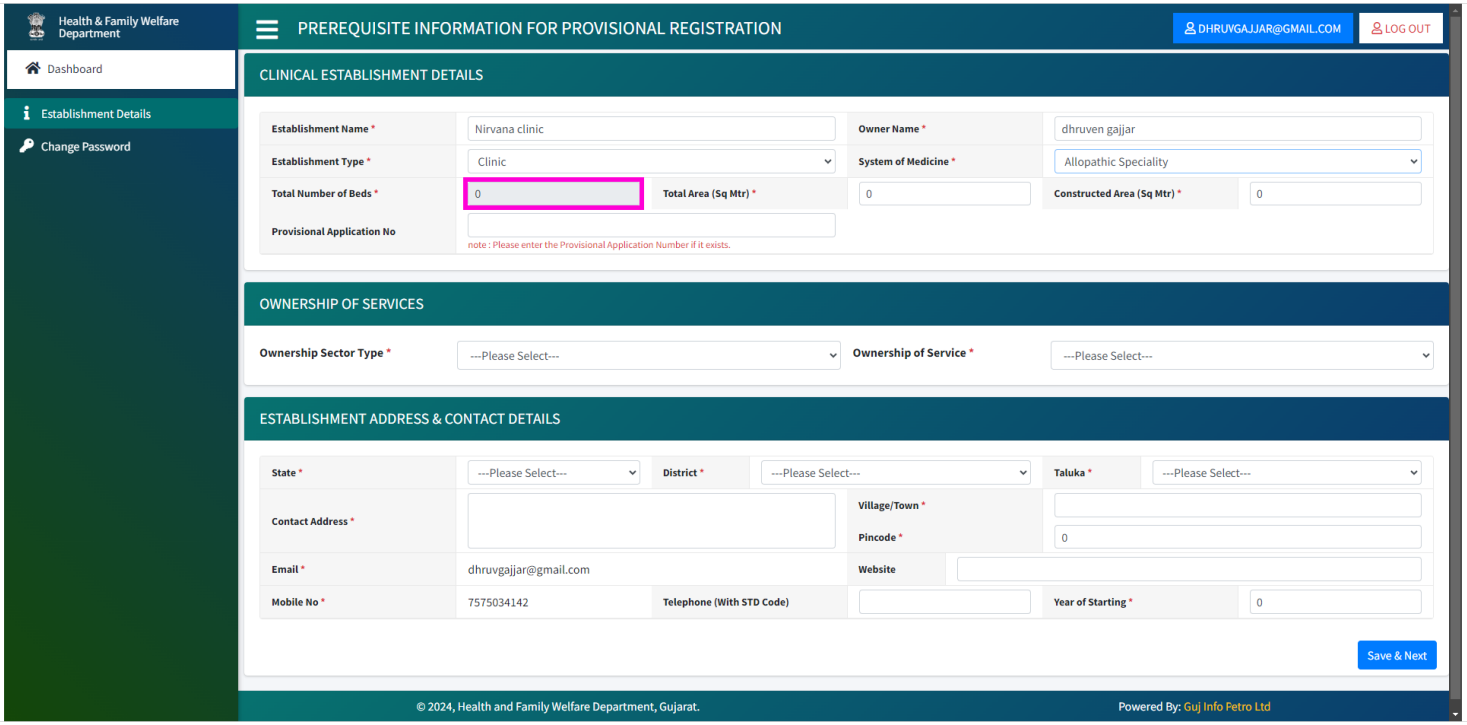
- As well as the **medical system**.



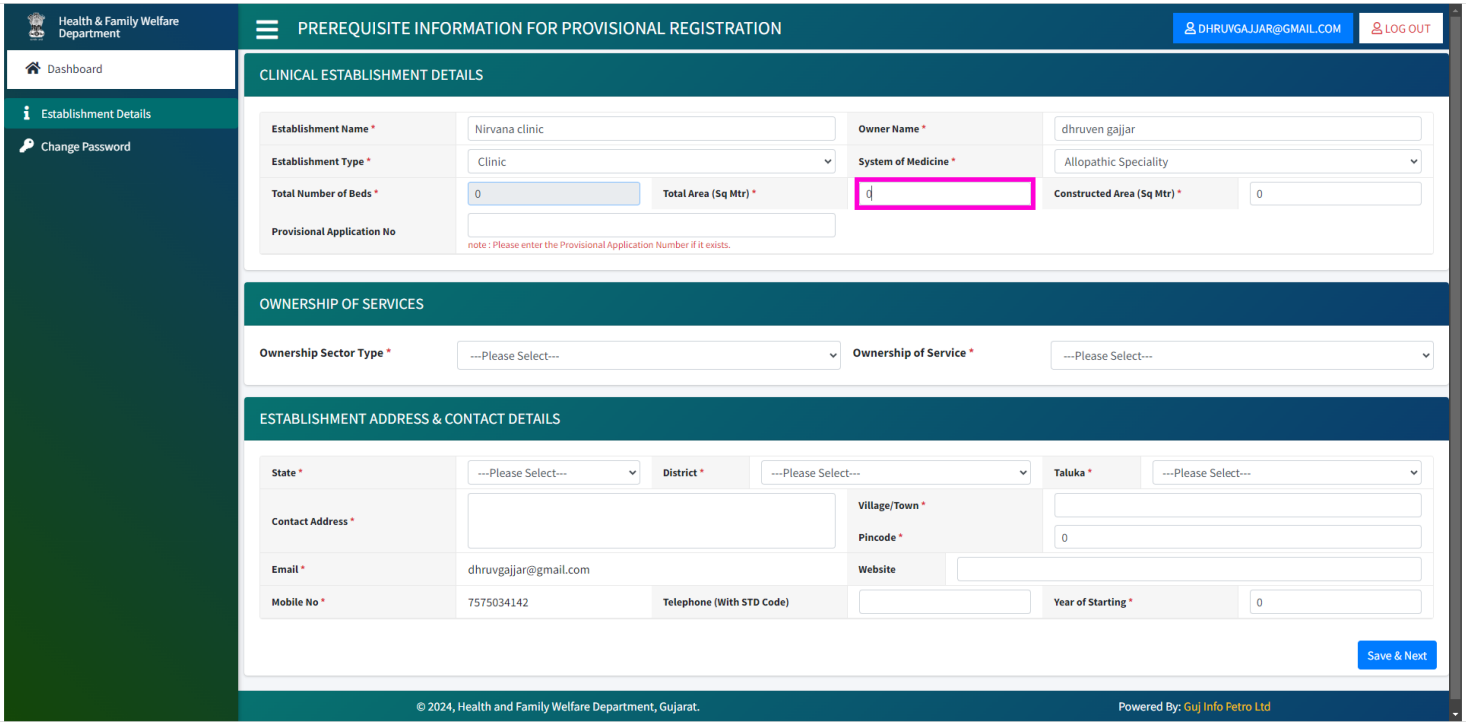
- Select the **System of medicine** from the list.



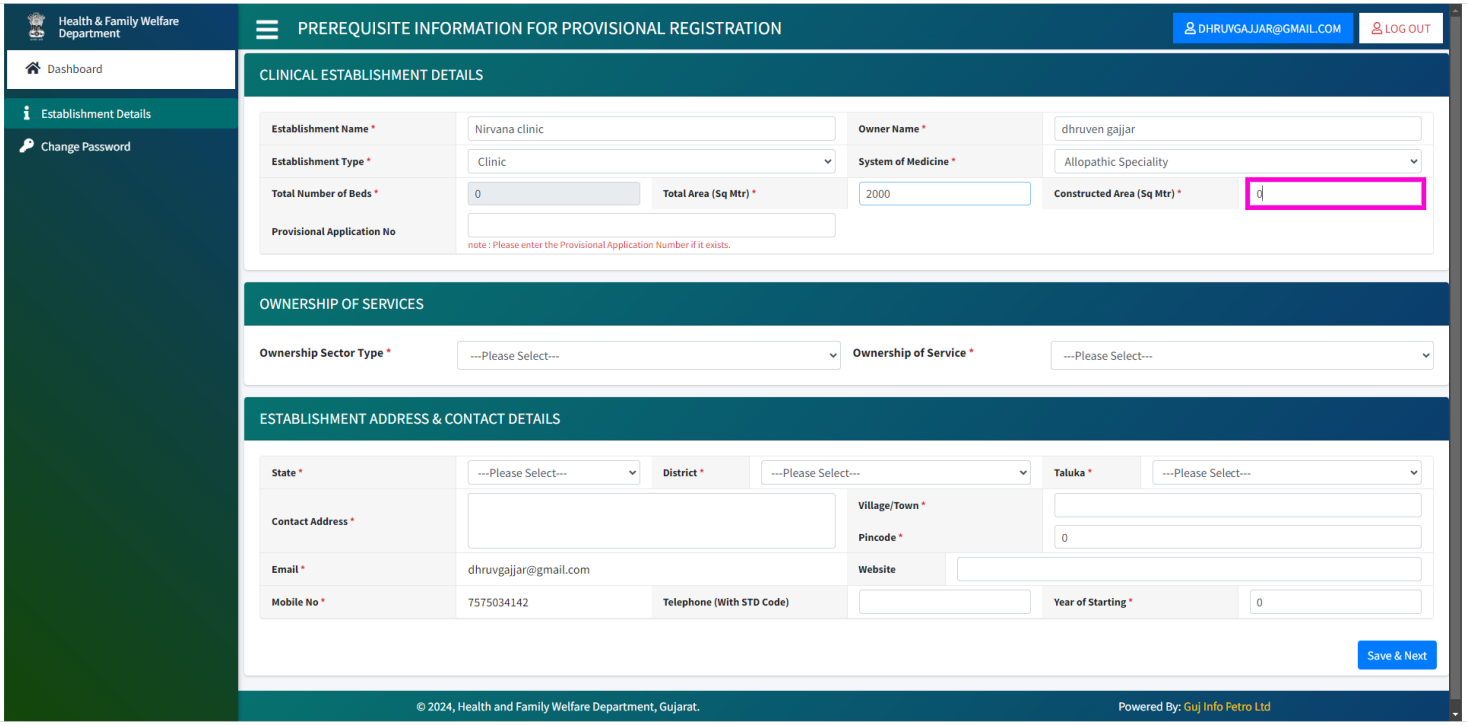
- Enter the total **Number of Beds**.
- If you select clinic option in establishment type than total number of beds option is disabled.
- If you select hospital, option in establishment type than this option is enable and then you can enter beds number.



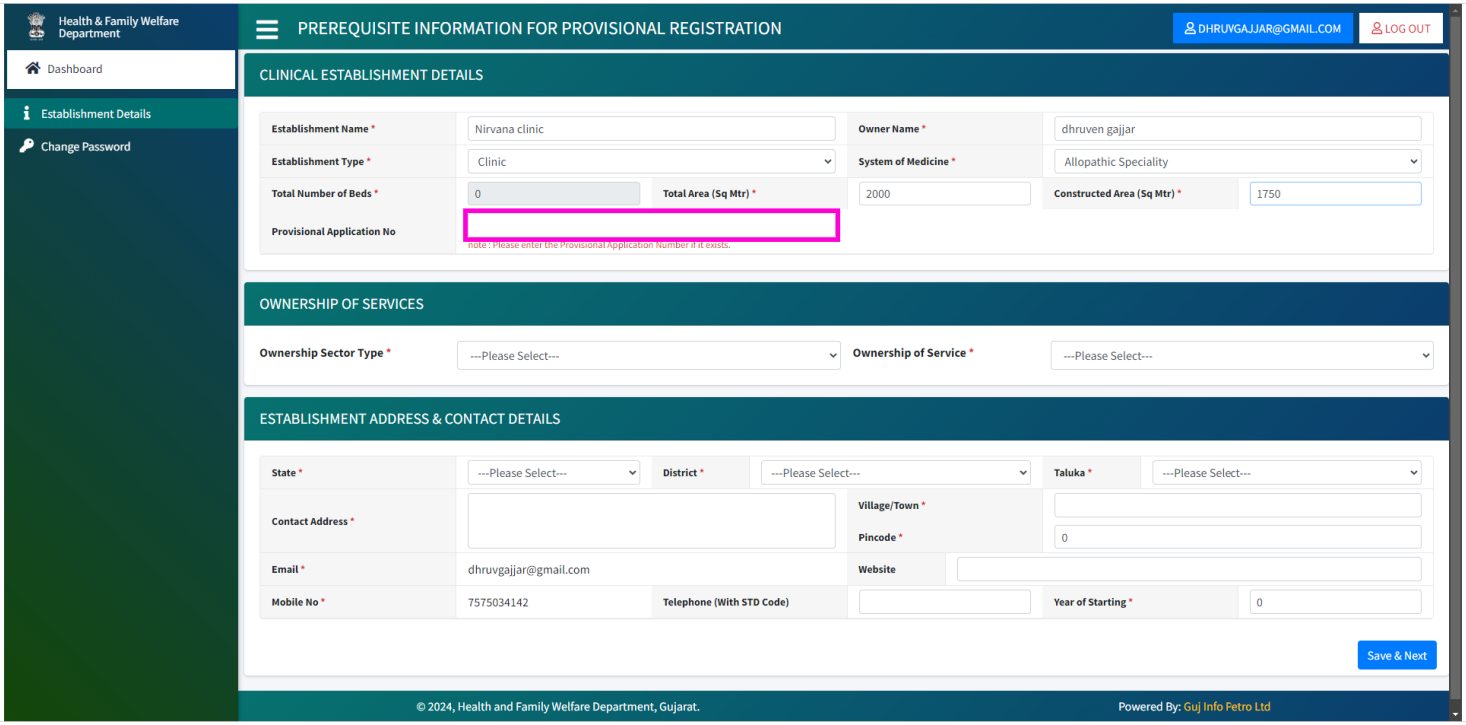
➢ Then input the **clinic's total area in square meters.**



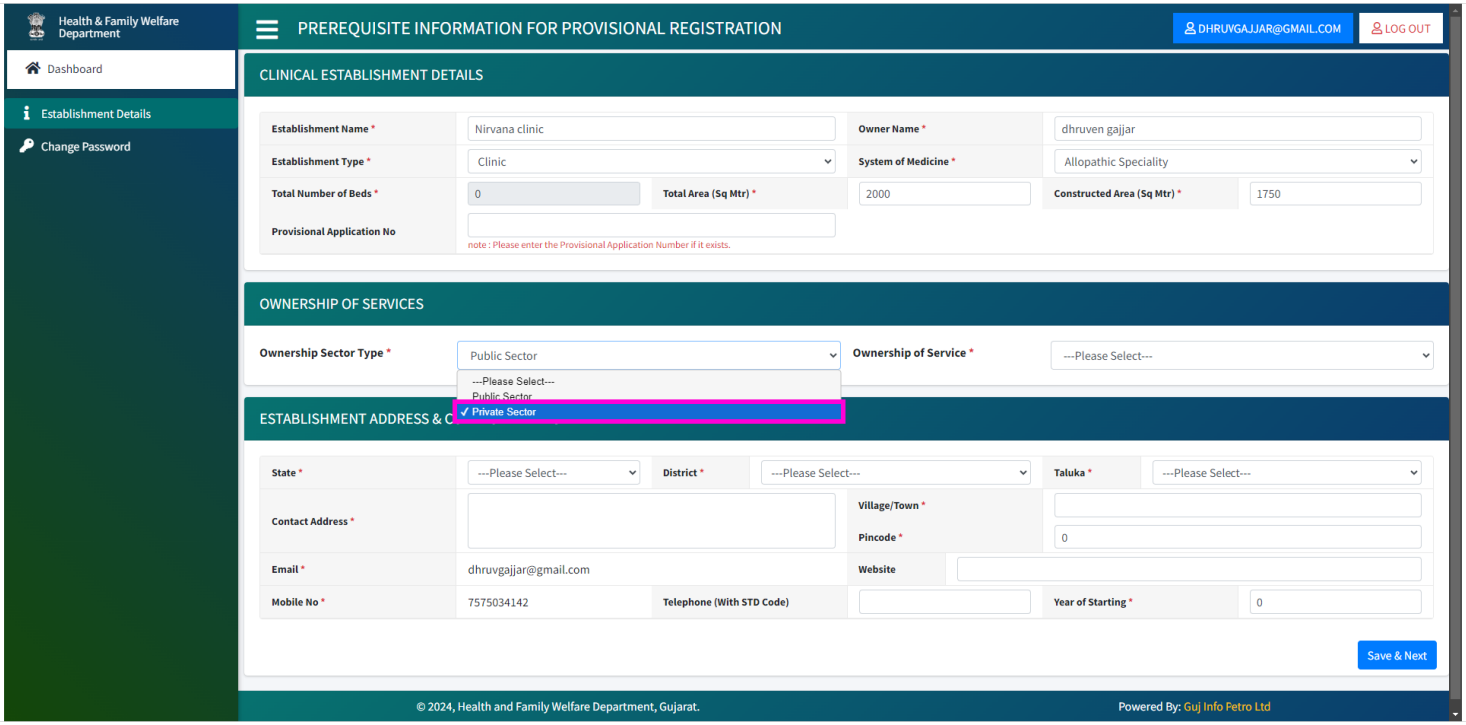
- Input the **construction area**.



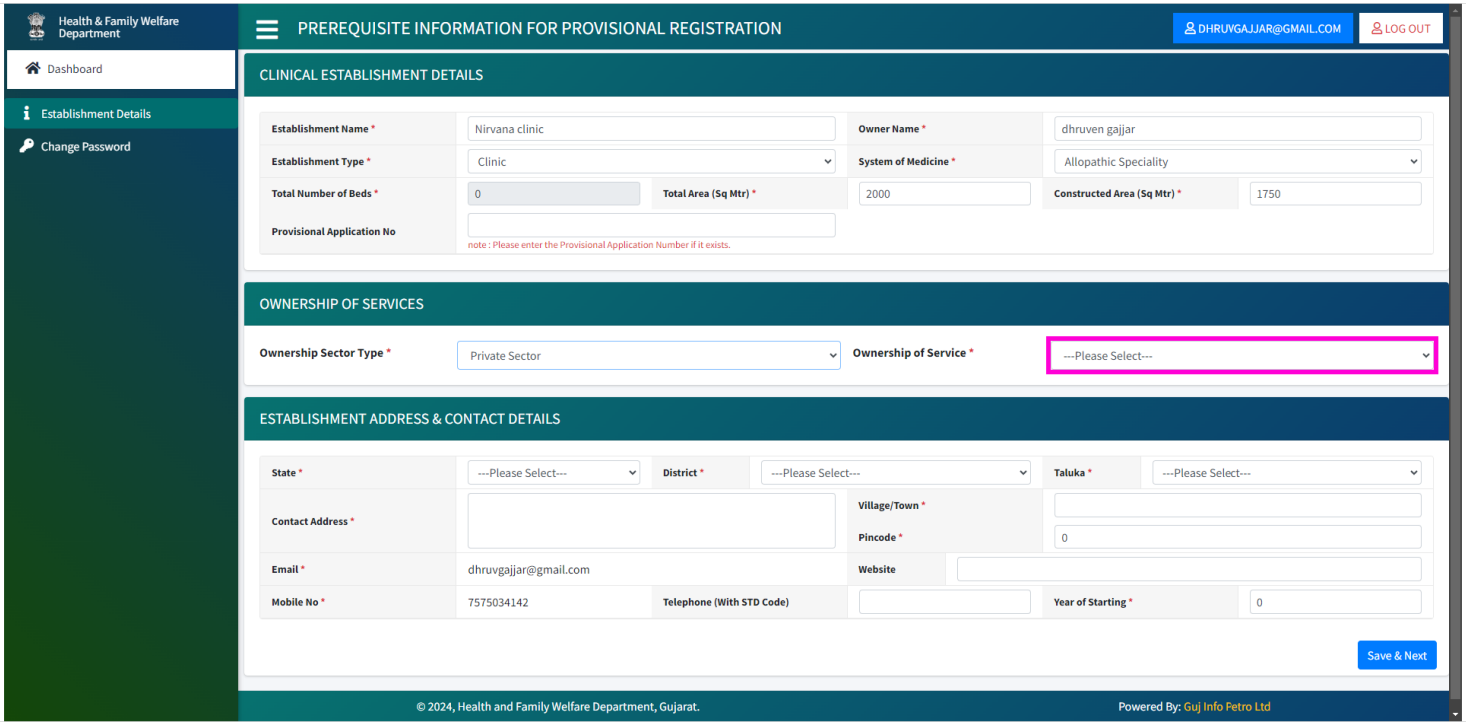
- Enter the **Provisional Application No**. if you have any.



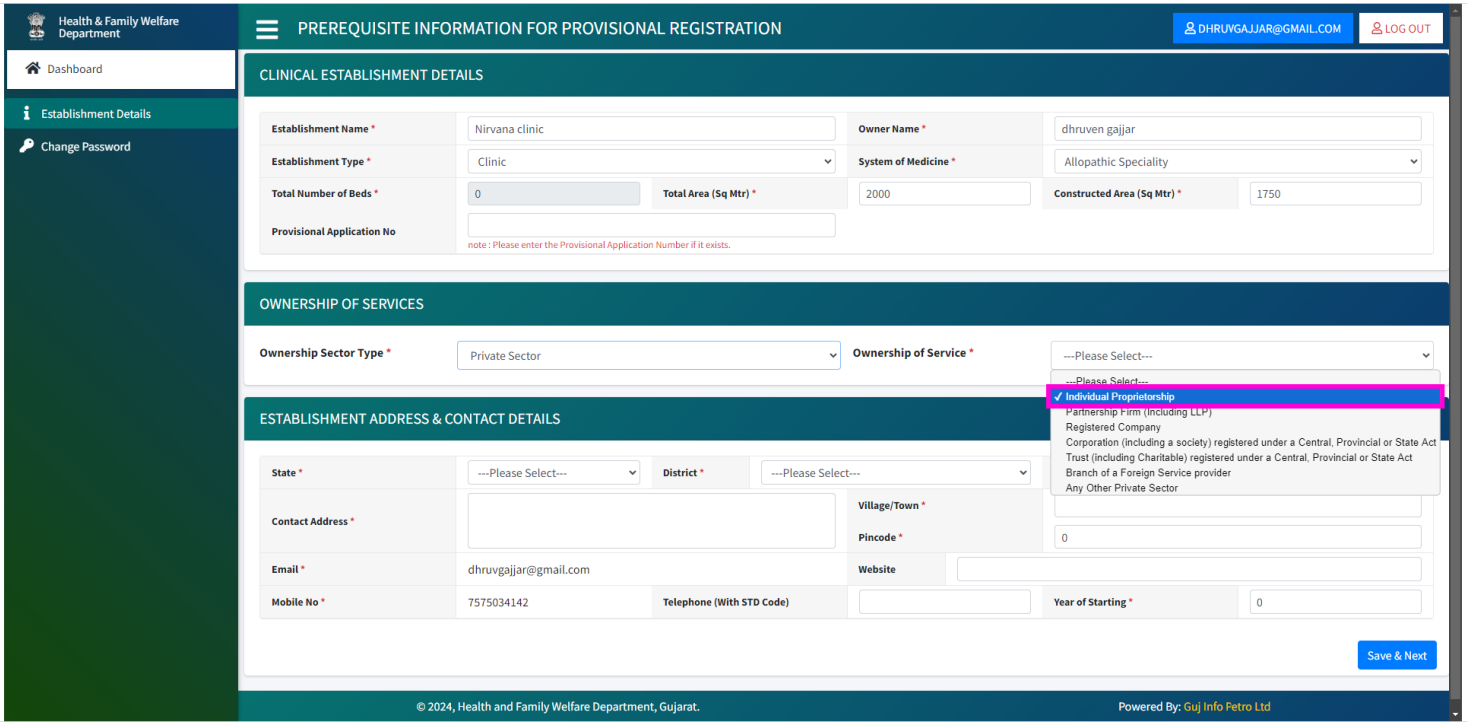
- you must choose from the list of **ownership sectors.**



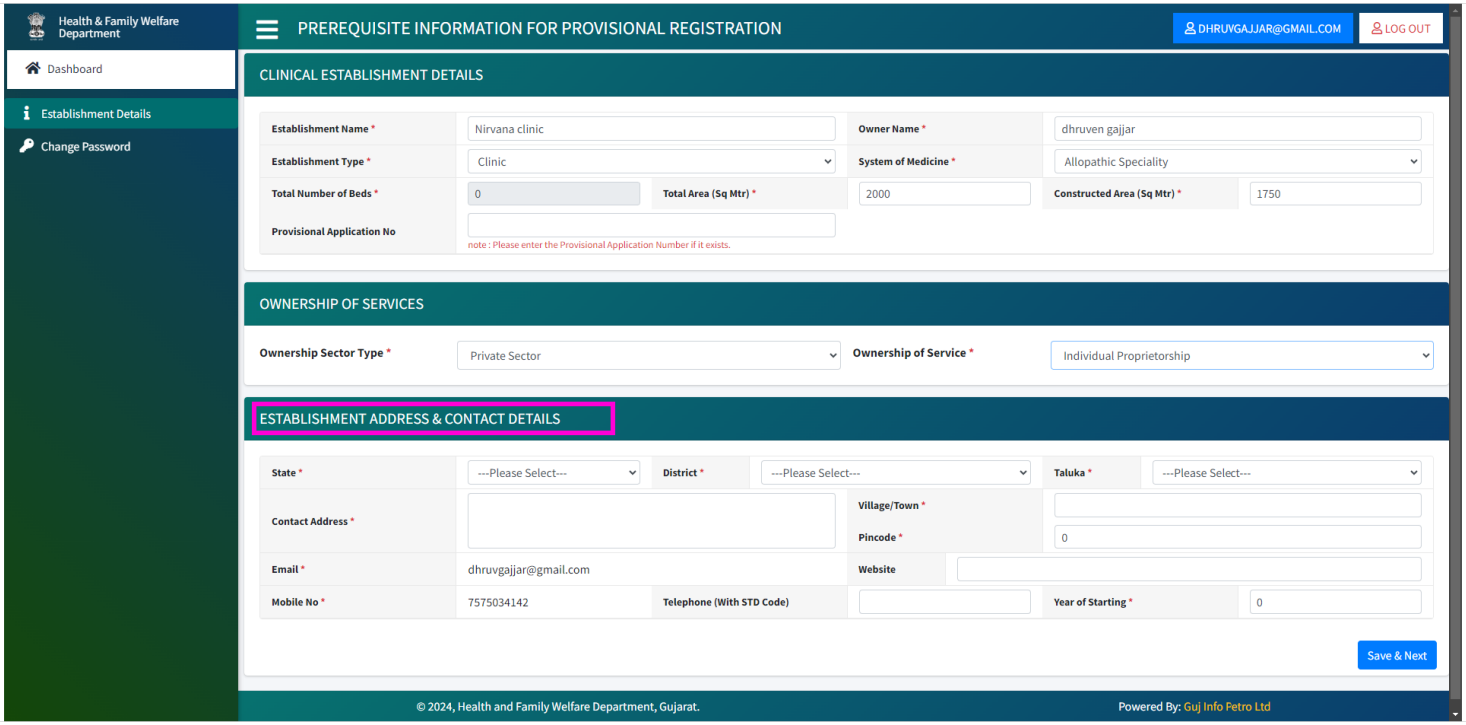
- You can also specify **Service Ownership.**



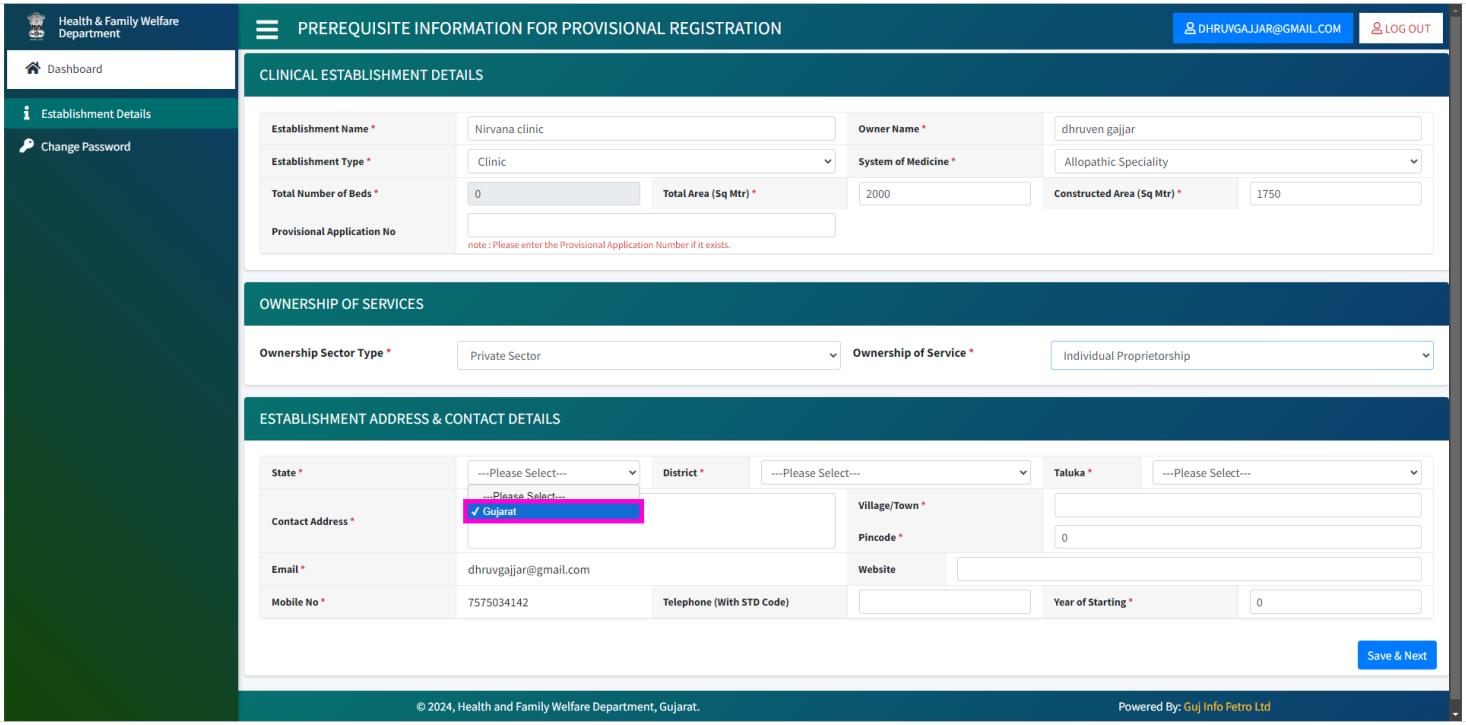
- Select **Ownership of service** from the list.



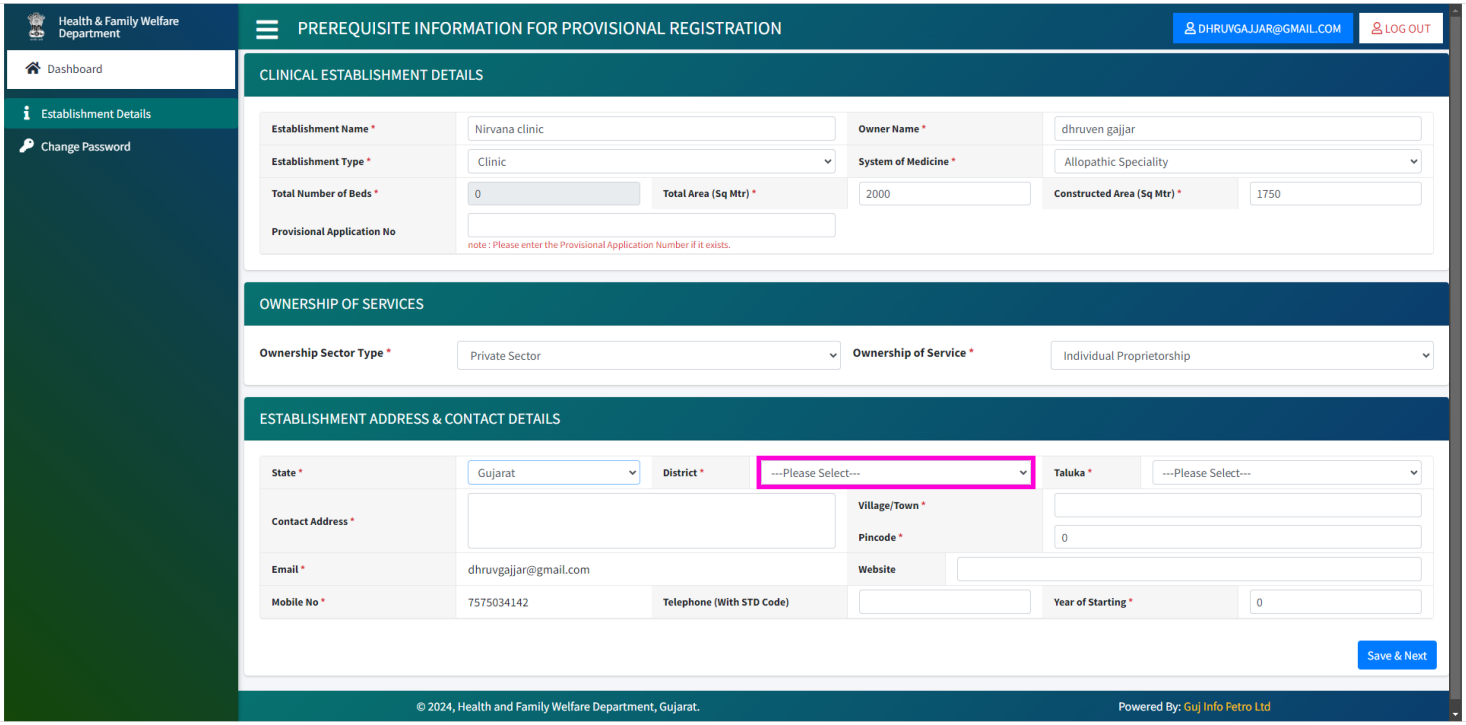
- In clinical establishment **address & contact details.**



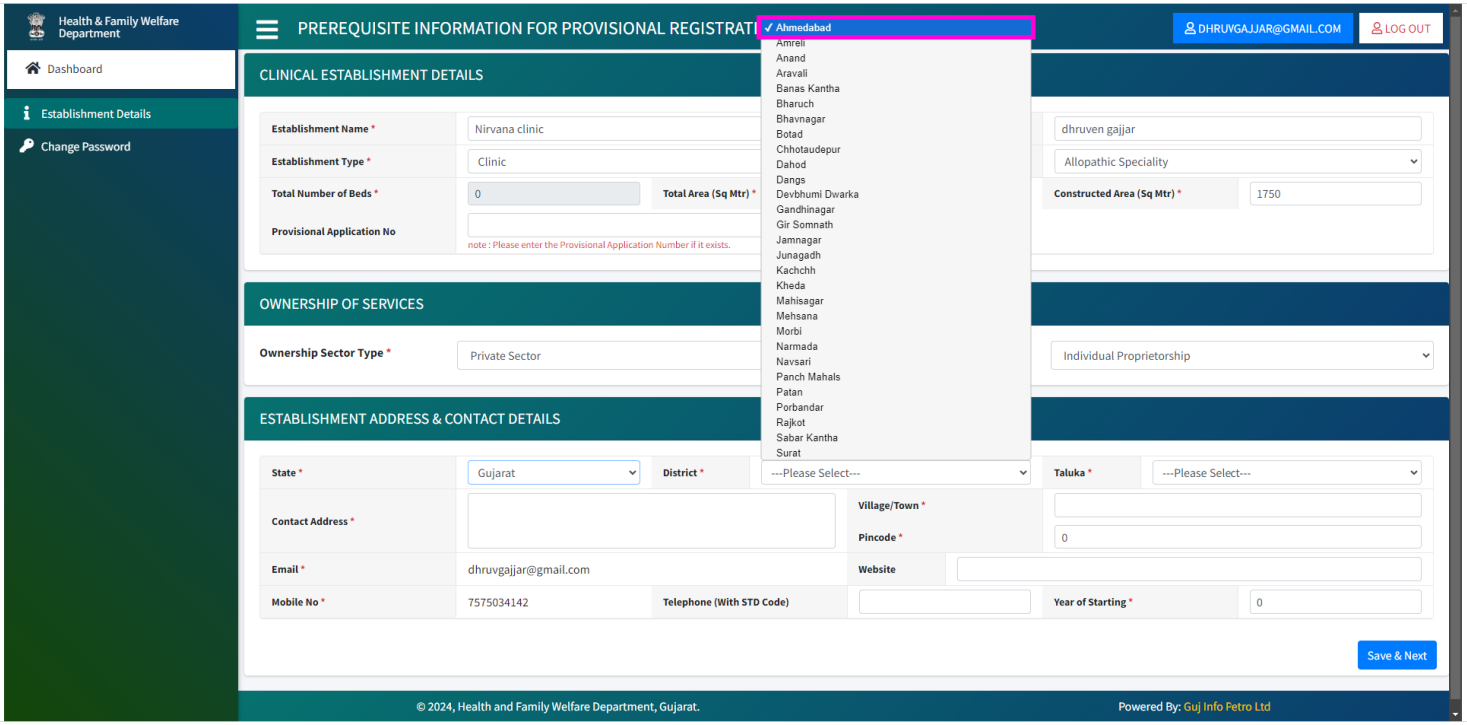
- Select **state.**



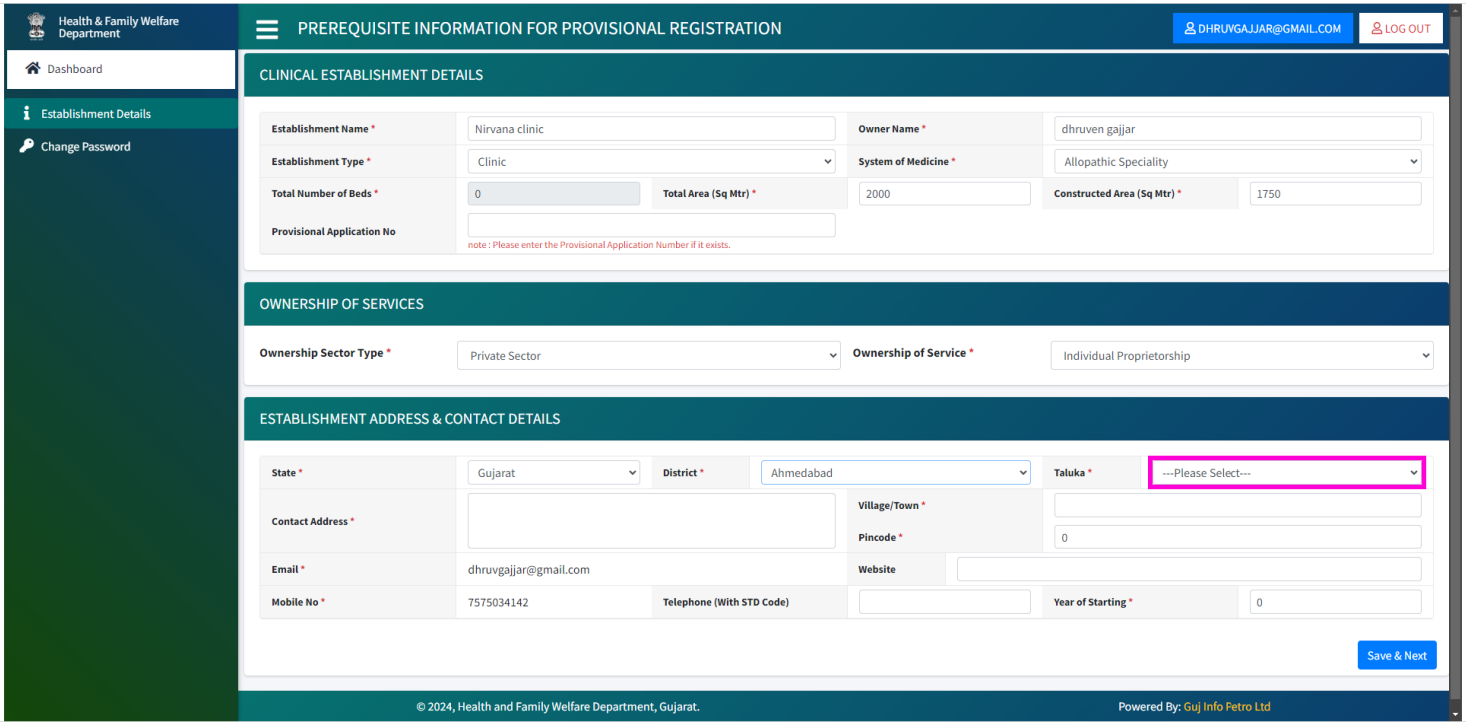
➢ Click **District Option.**



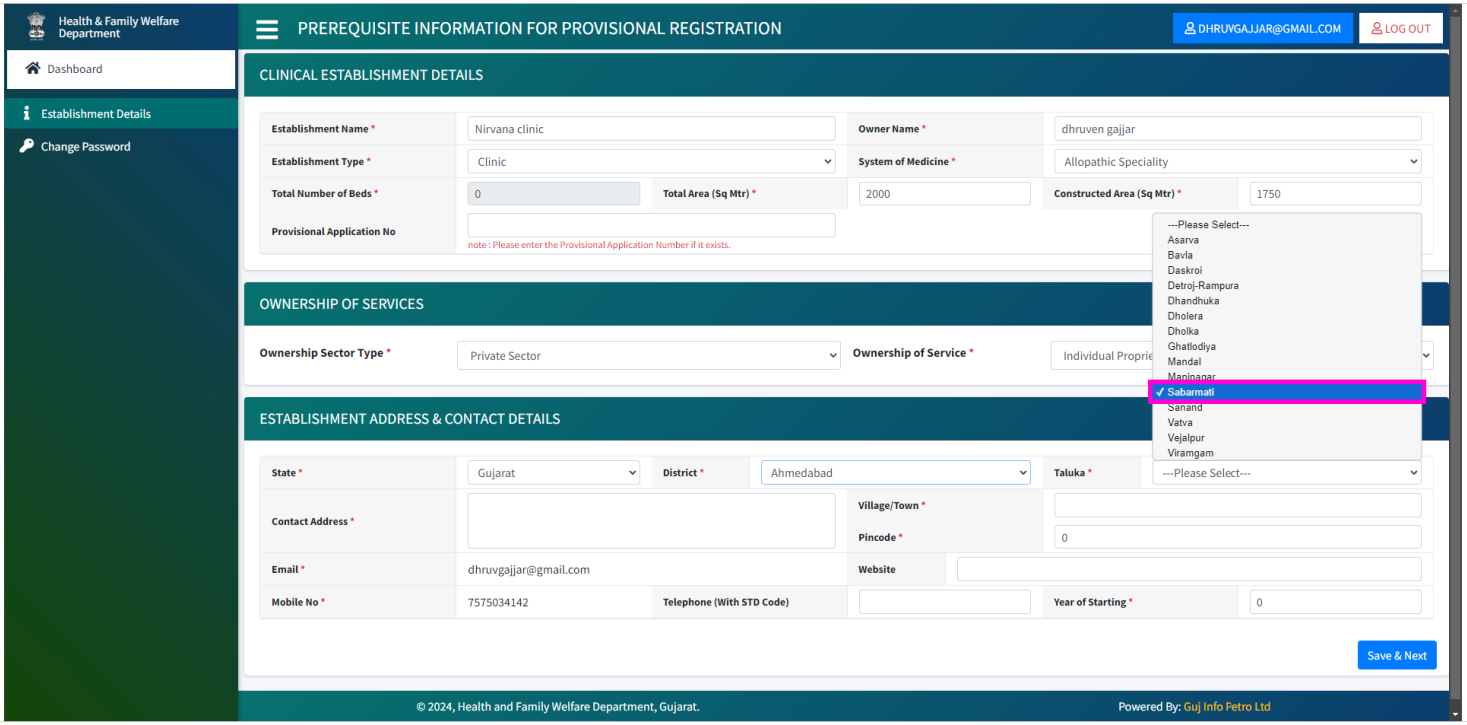
- Select the **district from list**.



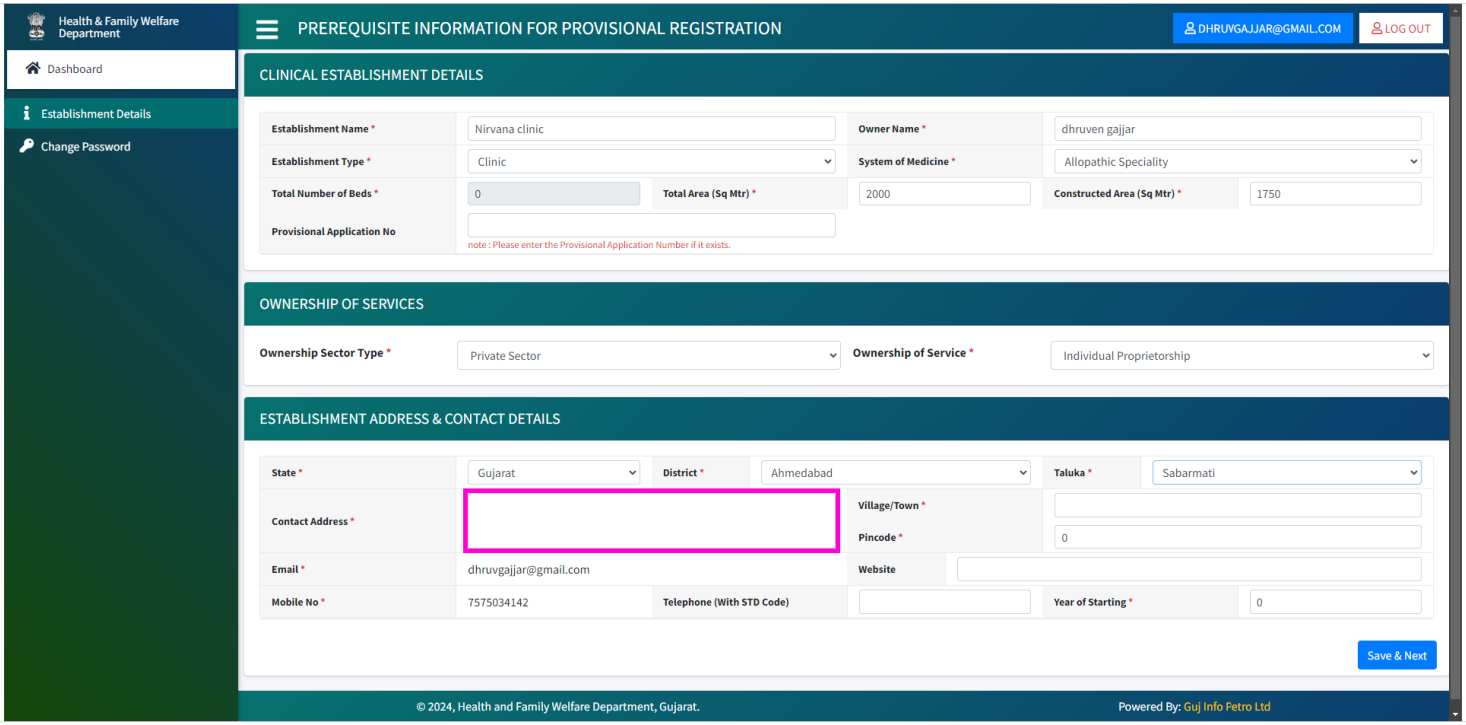
➢ Click **on taluka list.**



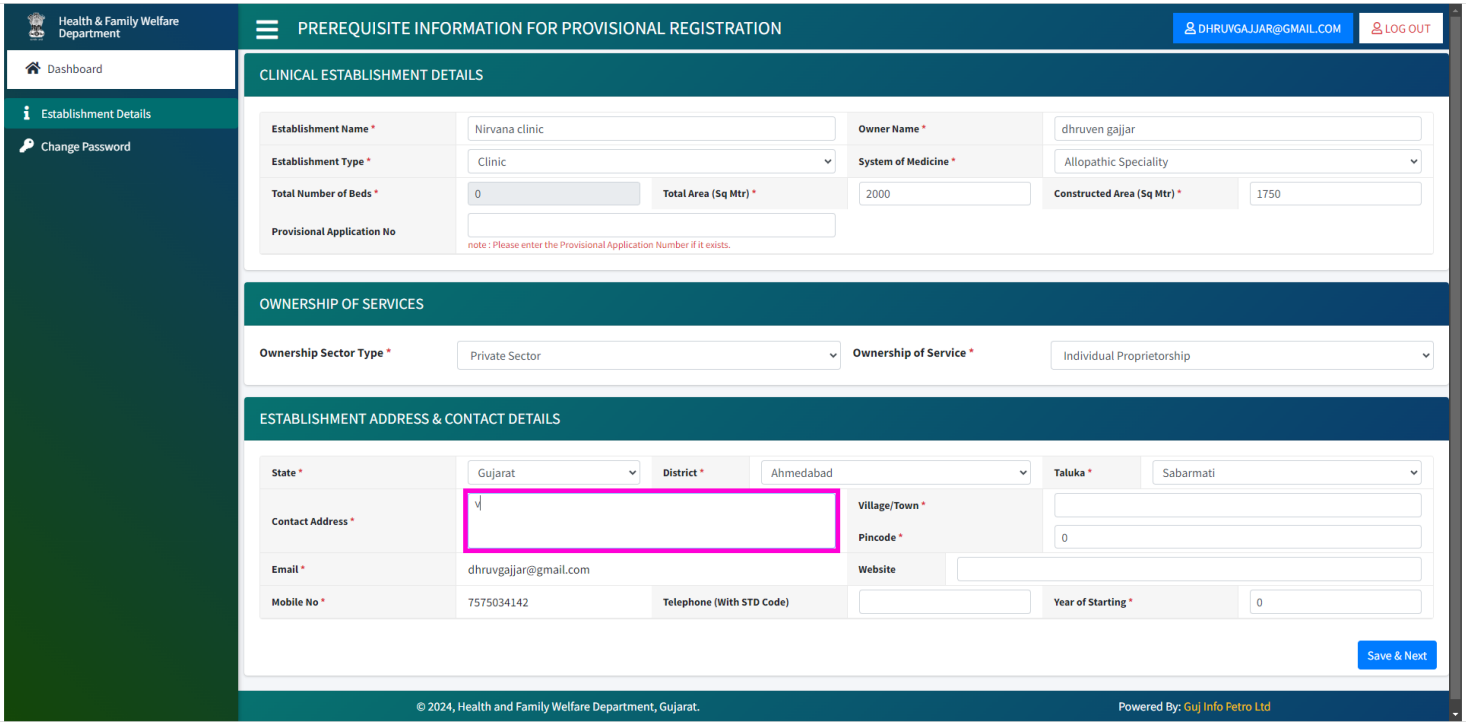
➢ Select **taluka from the list.**



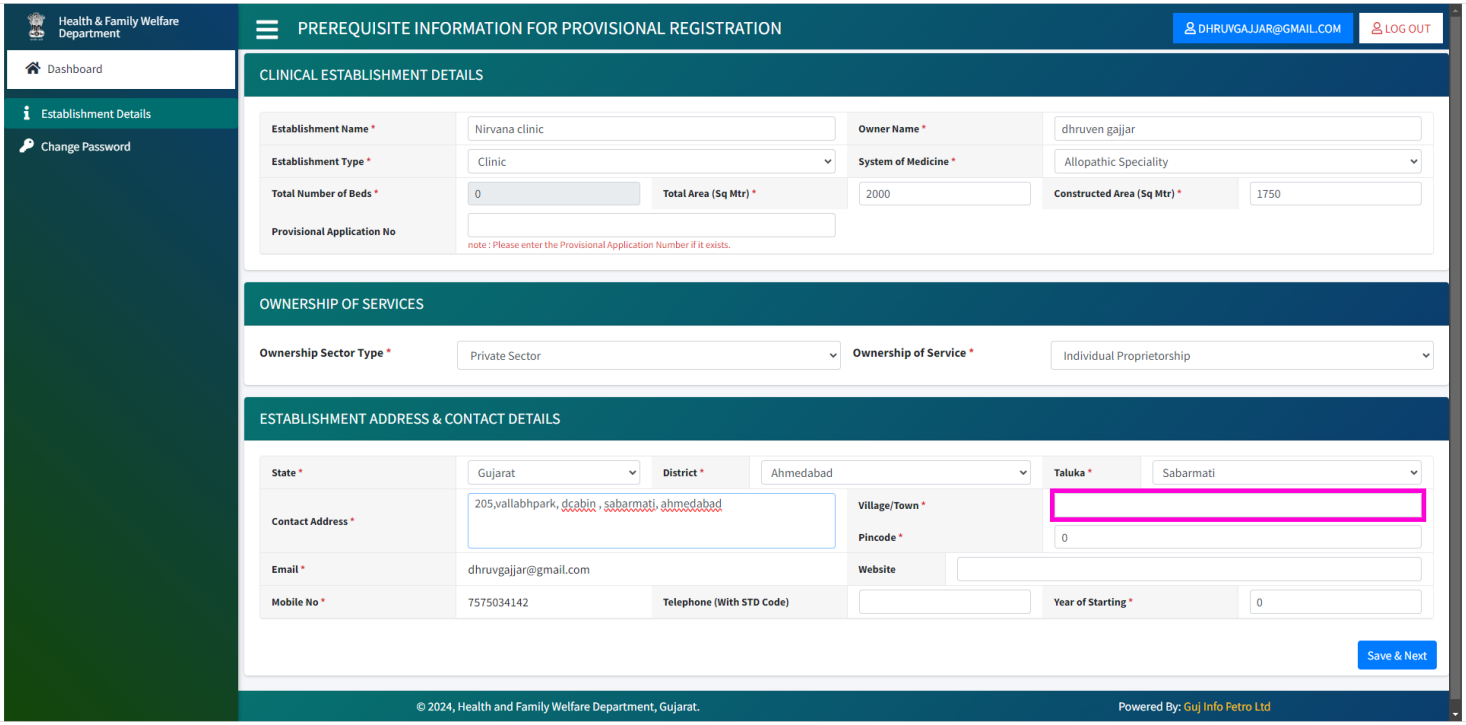
- Click here for enter **contact addres.**



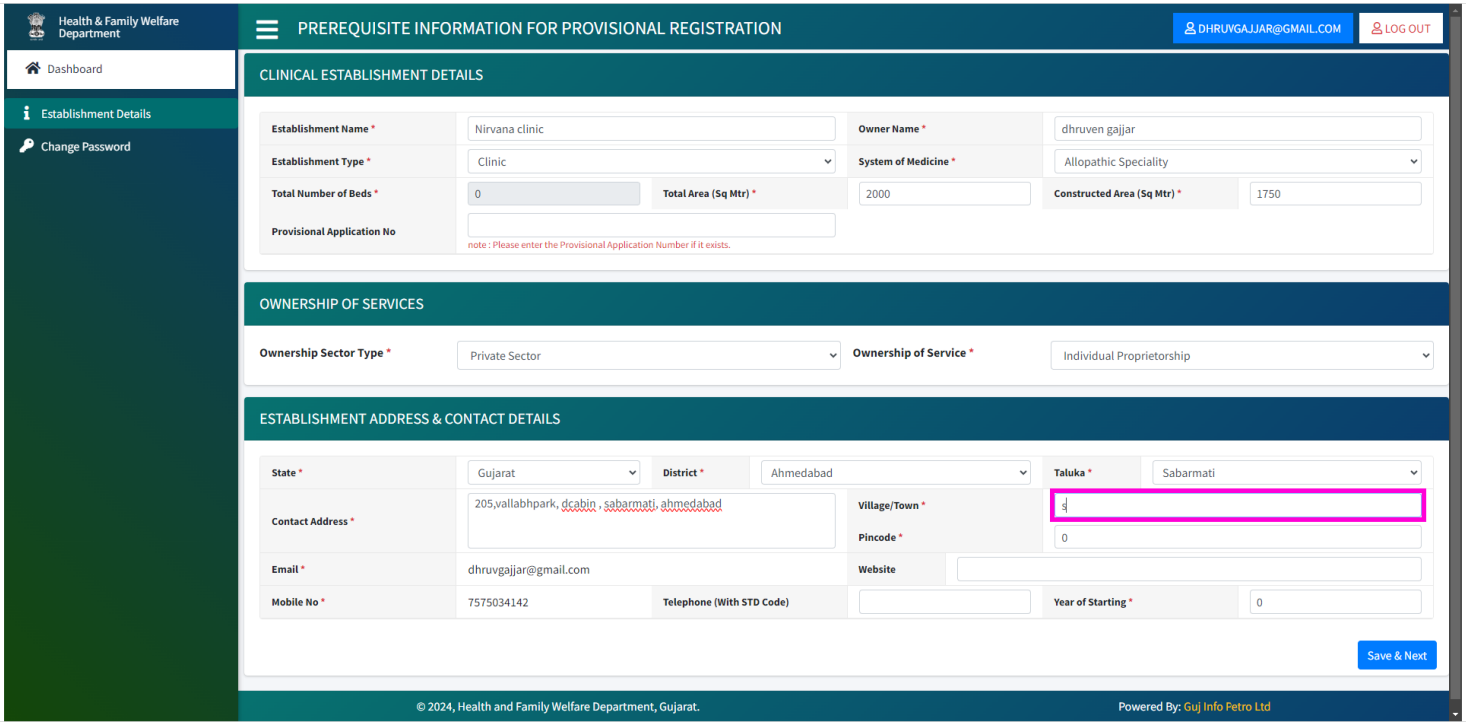
- Type **Contact address of the clinic.**



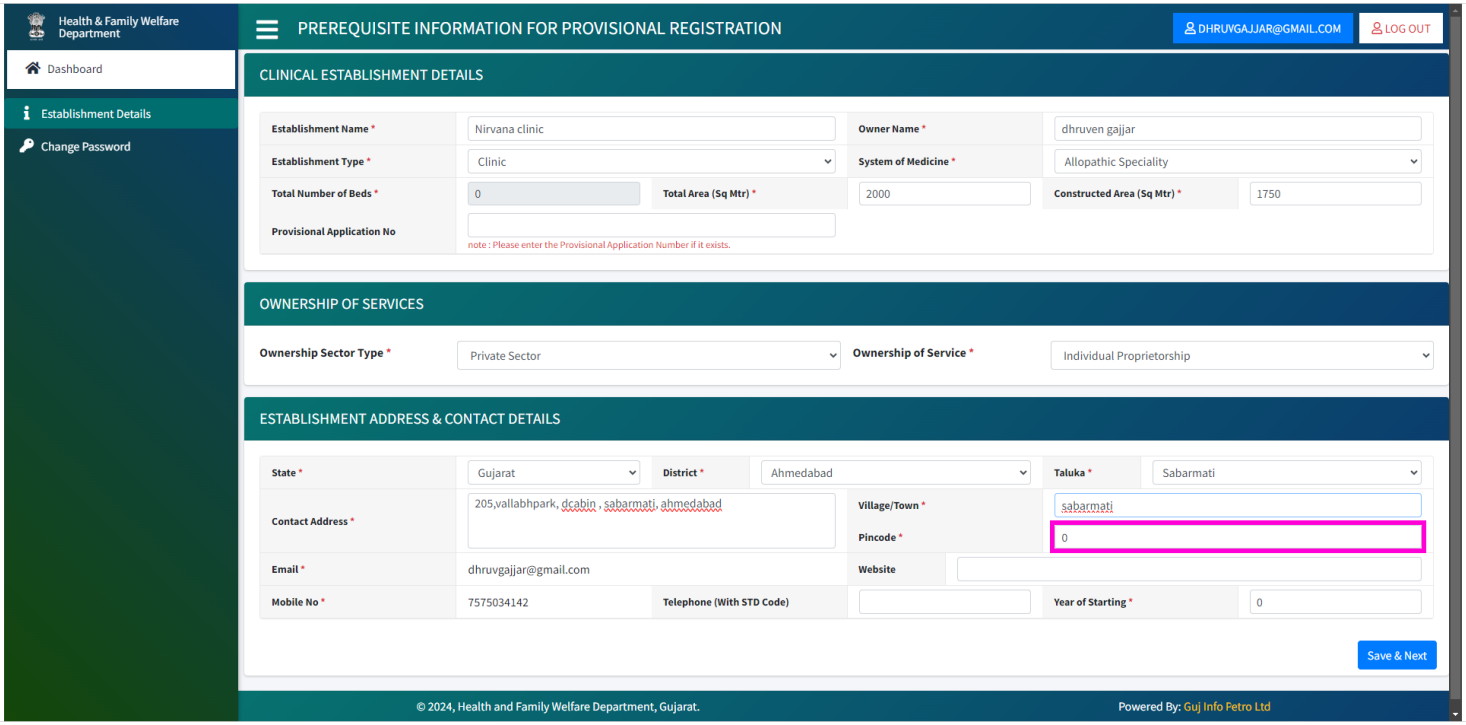
- Click **Village/Town.**



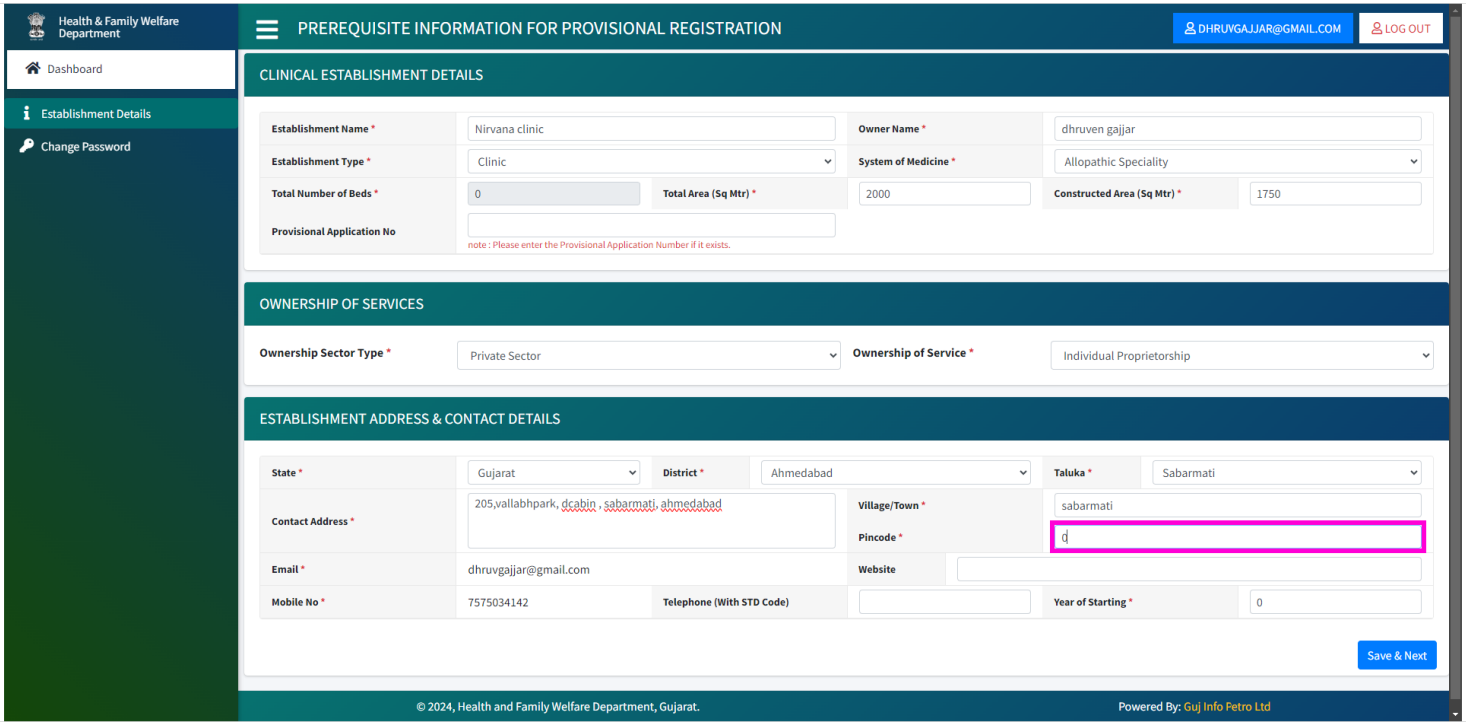
- Type **Village/Town name.**



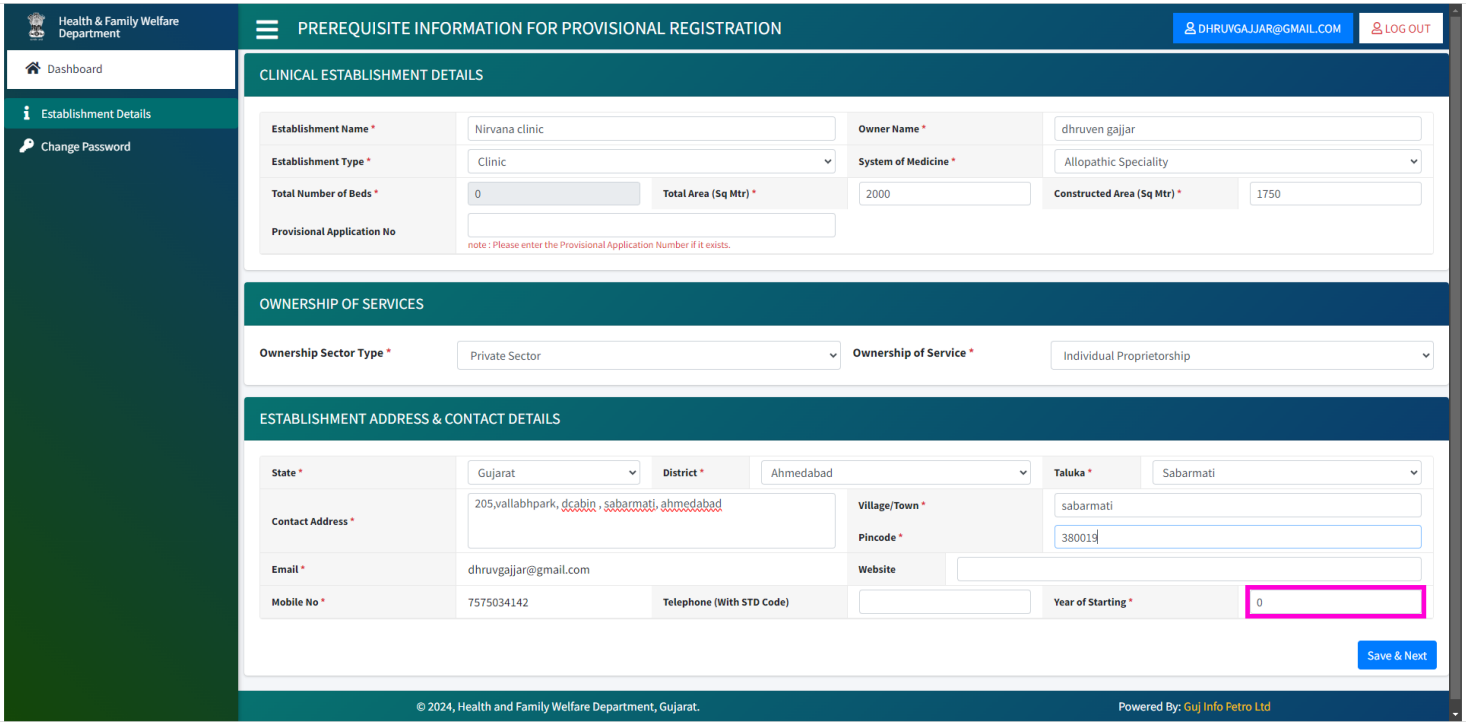
➢ Click on **pincode.**



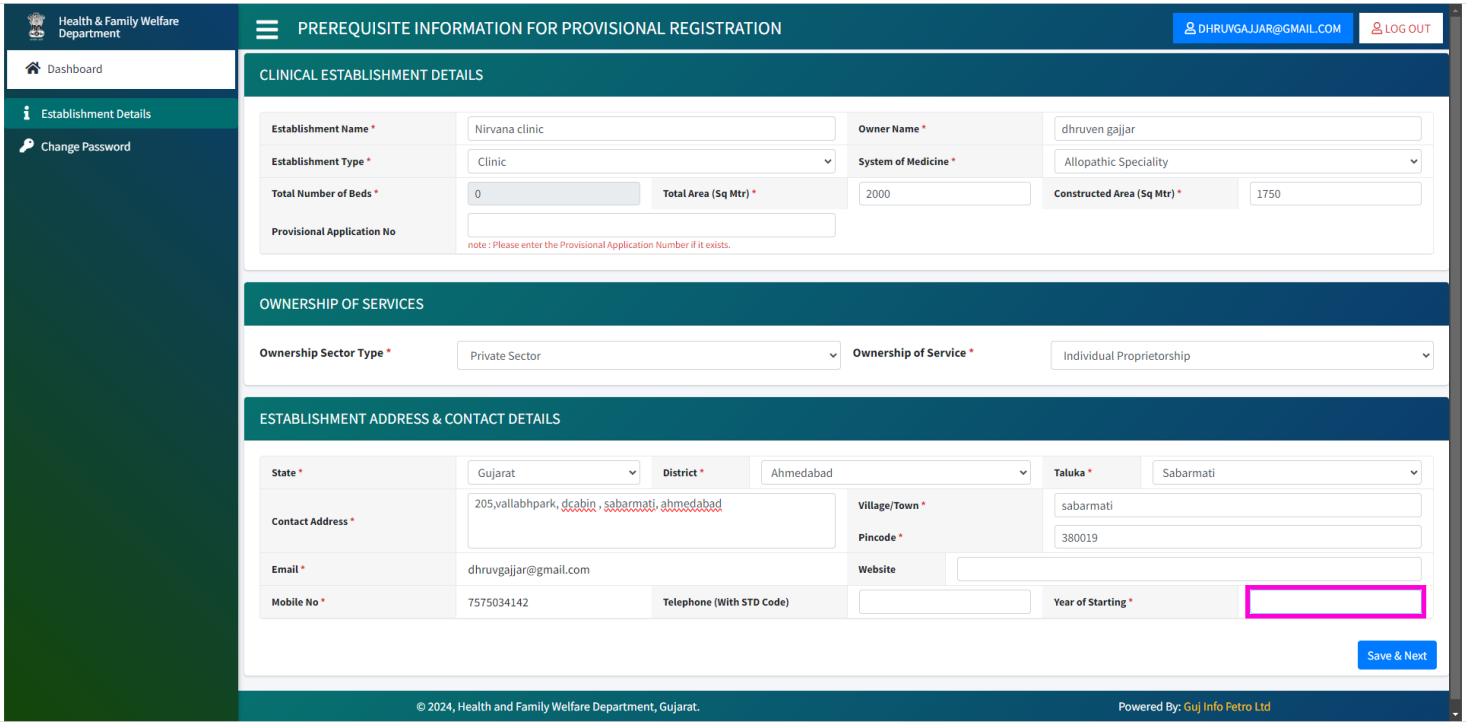
- Type **pincode.**



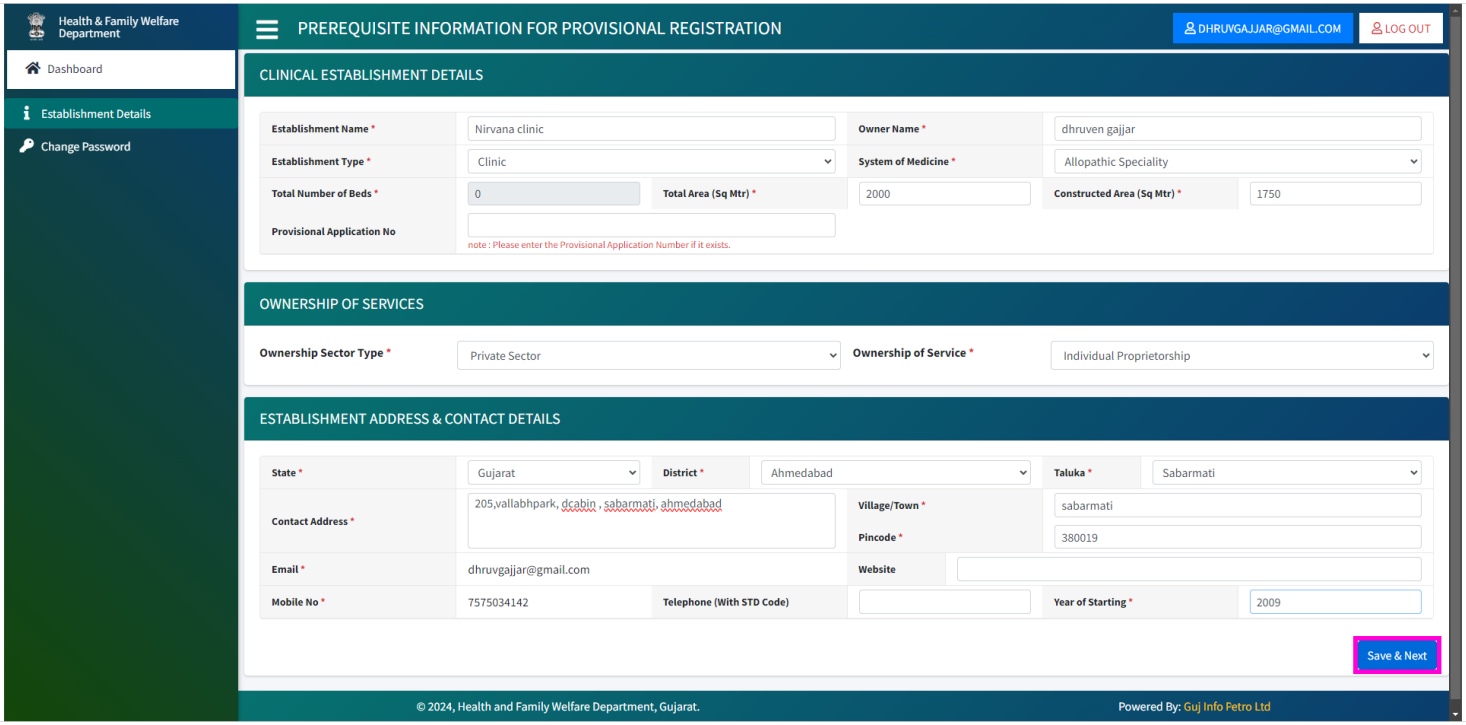
- Click here to enter **year of starting this clinic.**



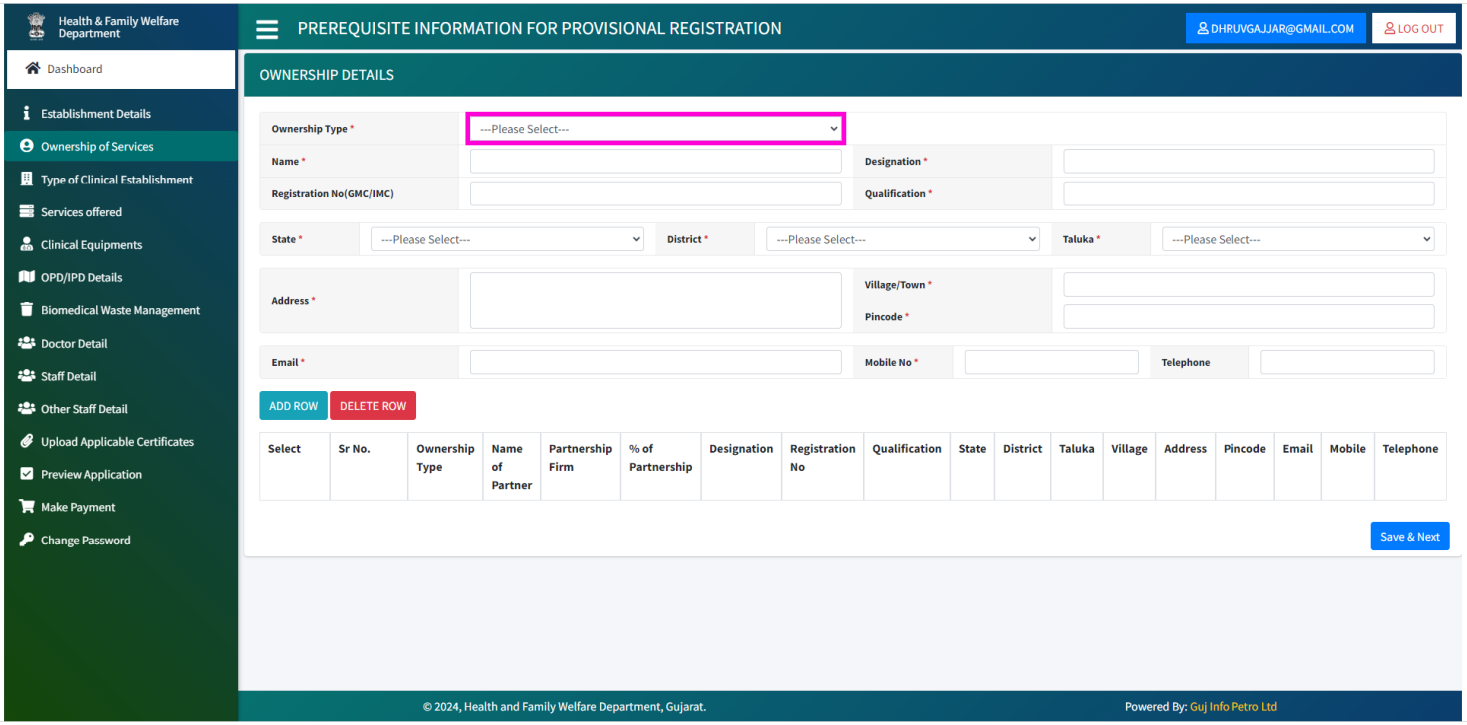
- Type **year of starting.**



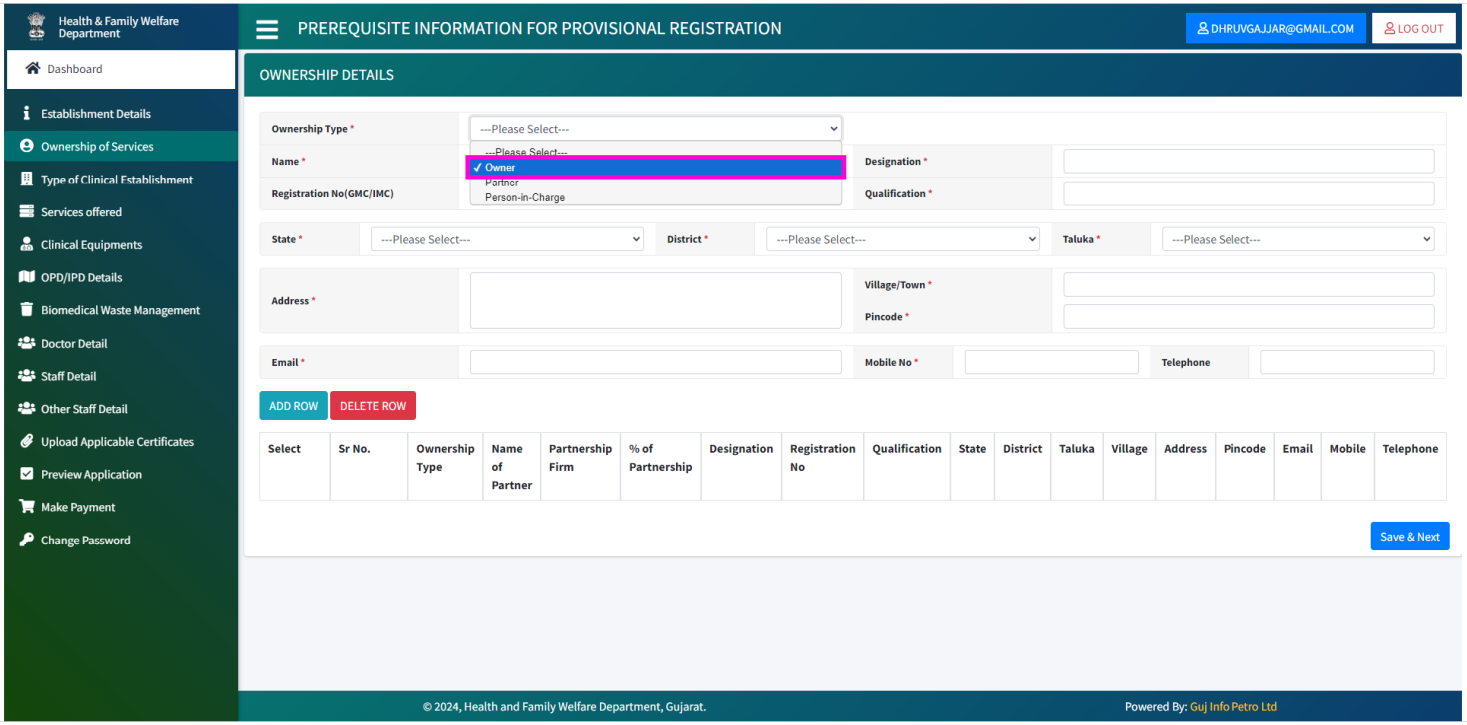
- And then Click **Save & Next button.**



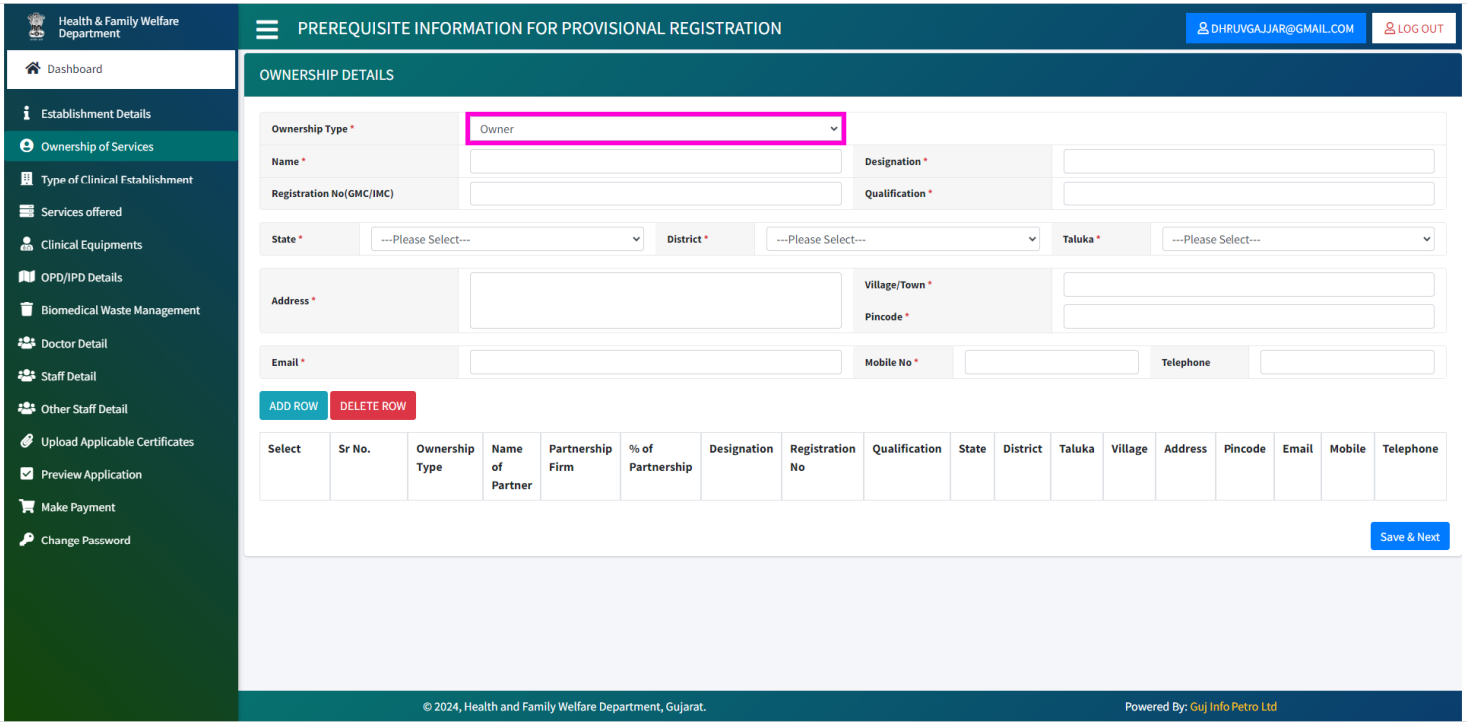
➢ After that, the new **Ownership details** section will appear.



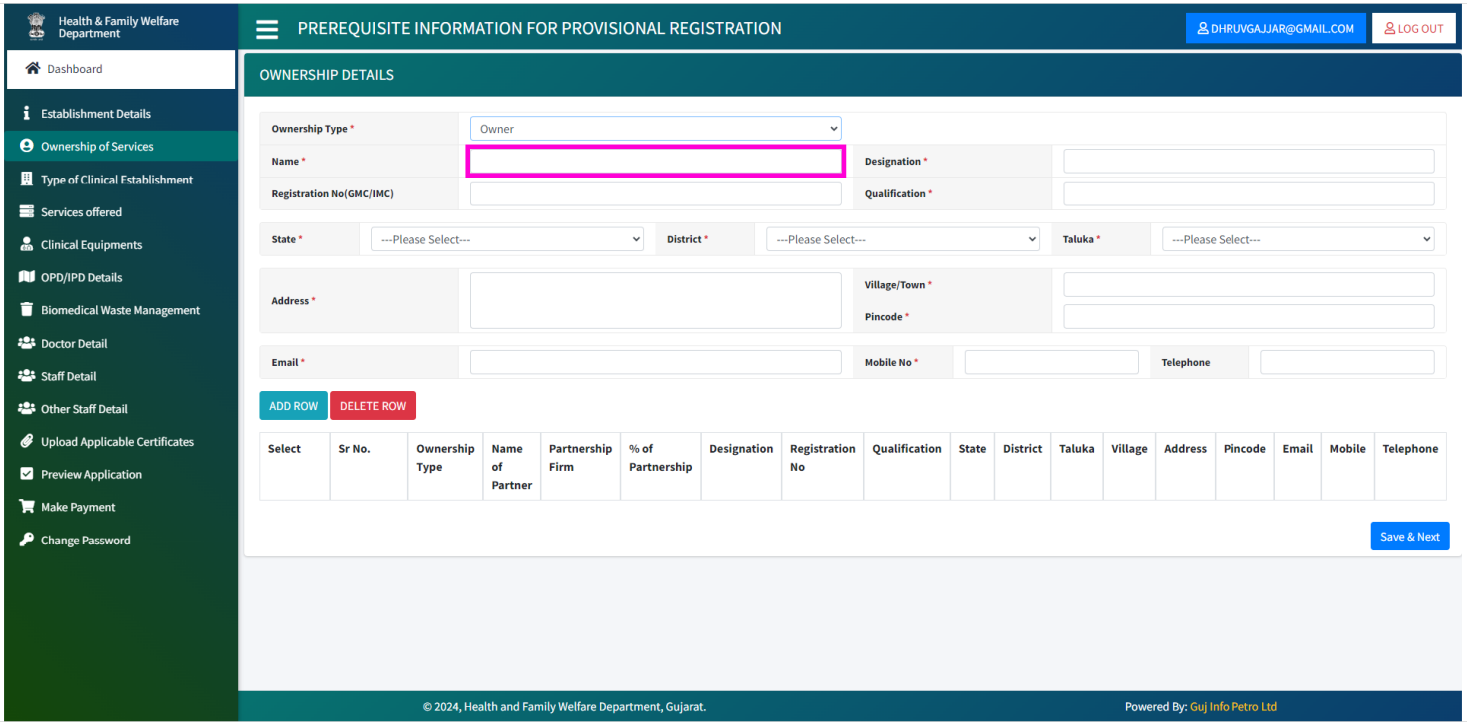
- In this section first select he Ownership type from the list.
- In this, you can enter details of owner/ partner/ person in charge.



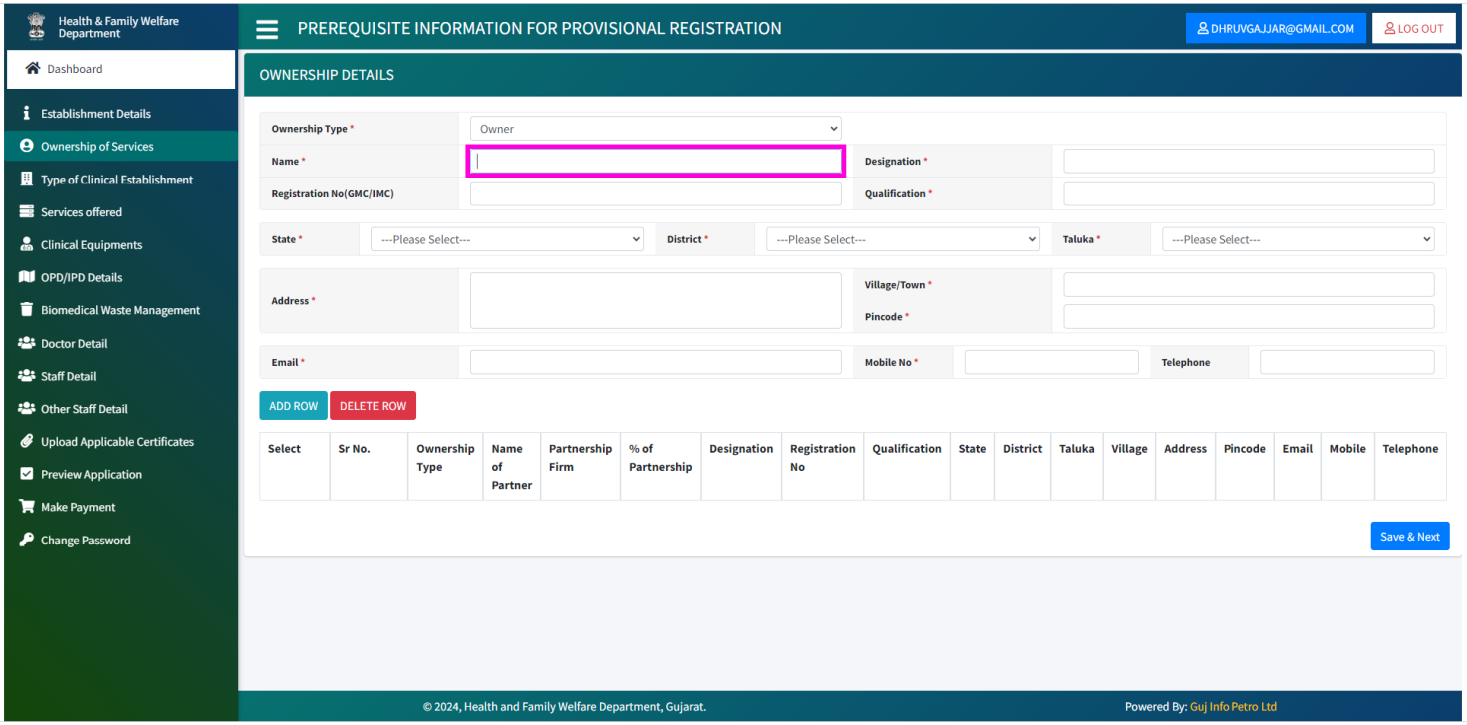
➢ Click **Owner.**


Health & Family Welfare Department
Dashboard
Establishment Details
Ownership of Services
Type of Clinical Establishment
Services offered
Clinical Equipments
OPD/IPD Details
Biomedical Waste Management
Doctor Detail
Staff Detail
Other Staff Detail
Upload Applicable Certificates
Preview Application
Make Payment
Change Password
PREREQUISITE INFORMATION FOR PROVISIONAL REGISTRATION
DHRUVGAJJAR@GMAIL.COM
LOG OUT
OWNERSHIP DETAILS
Ownership Type *
Owner
Name *
Designation *
Registration No(GMC/IMC)
Qualification *
State *
---Please Select---
District *
---Please Select---
Taluka *
---Please Select---
Address *
Village/Town *
Pincode *
Email *
Mobile No *
Telephone
ADD ROW
DELETE ROW
Select
Sr No.
Ownership Type
Name of Partner
Partnership Firm
% of Partnership
Designation
Registration No
Qualification
State
District
Taluka
Village
Address
Pincode
Email
Mobile
Telephone
Save & Next
© 2024, Health and Family Welfare Department, Gujarat.
Powered By: Guj Info Petro Ltd

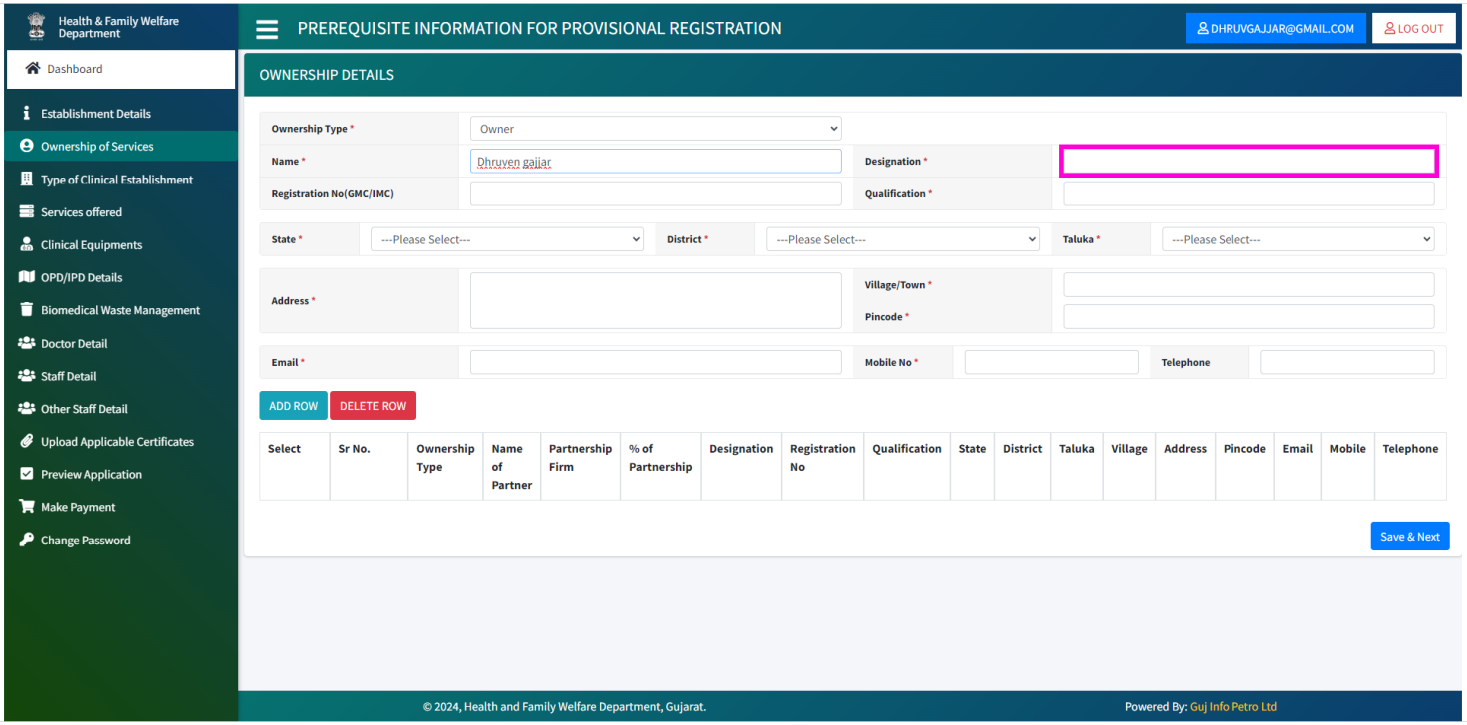
- Click **name option.**



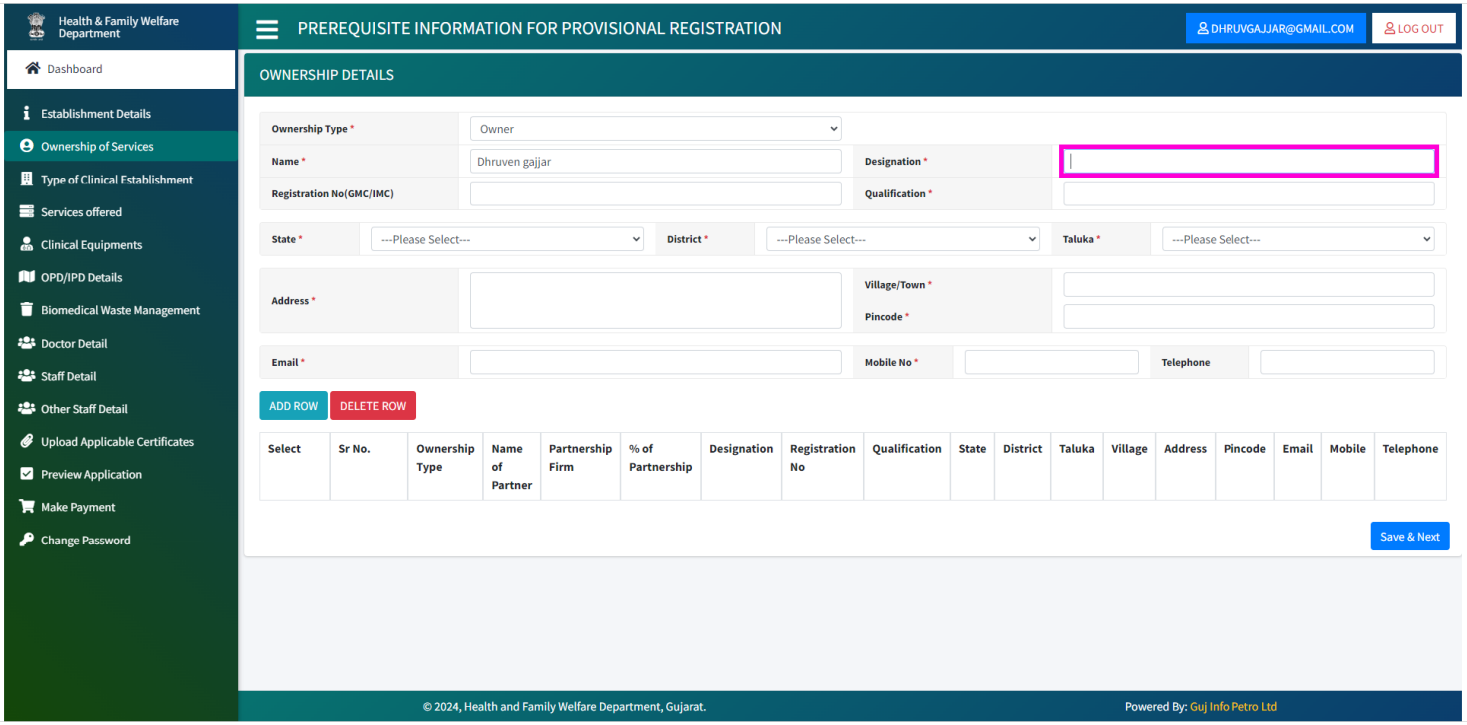
- And type **name of the owner.**



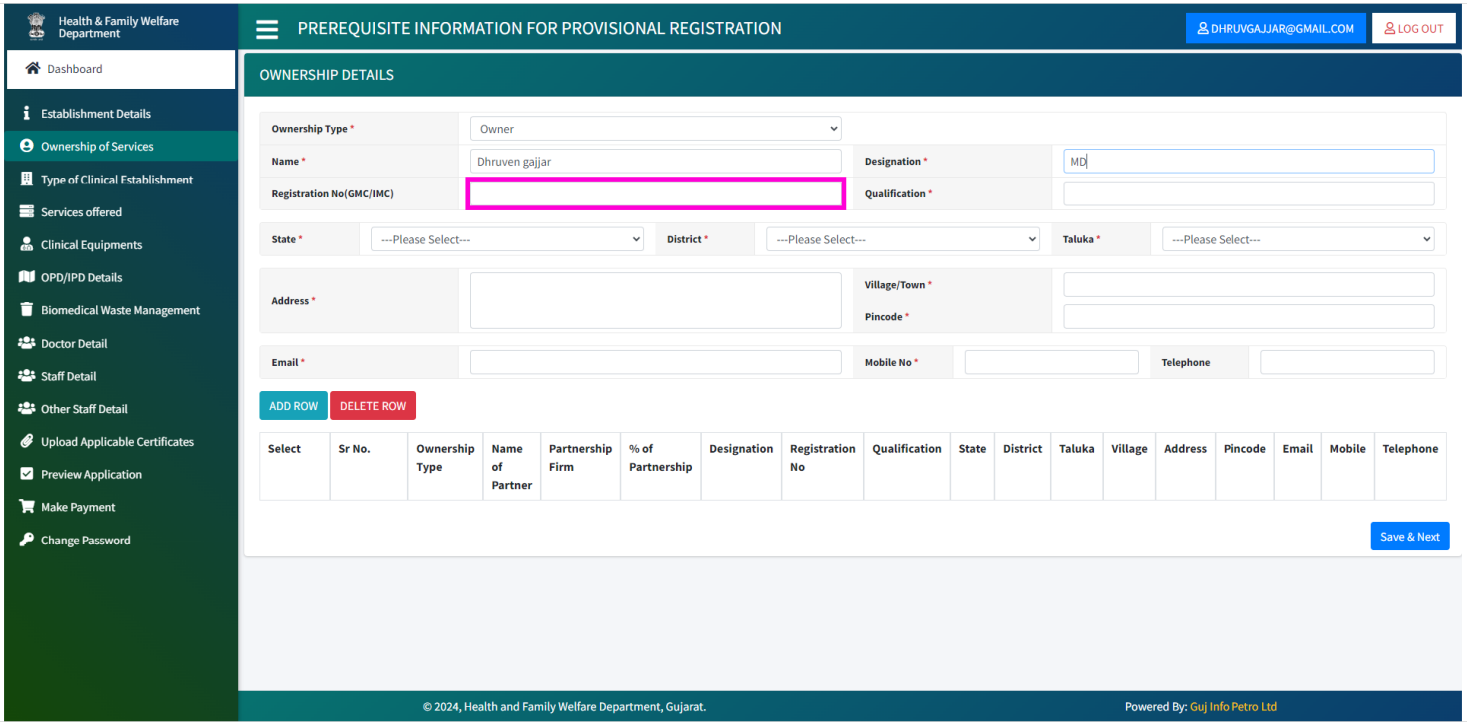
- Click **Designation.**



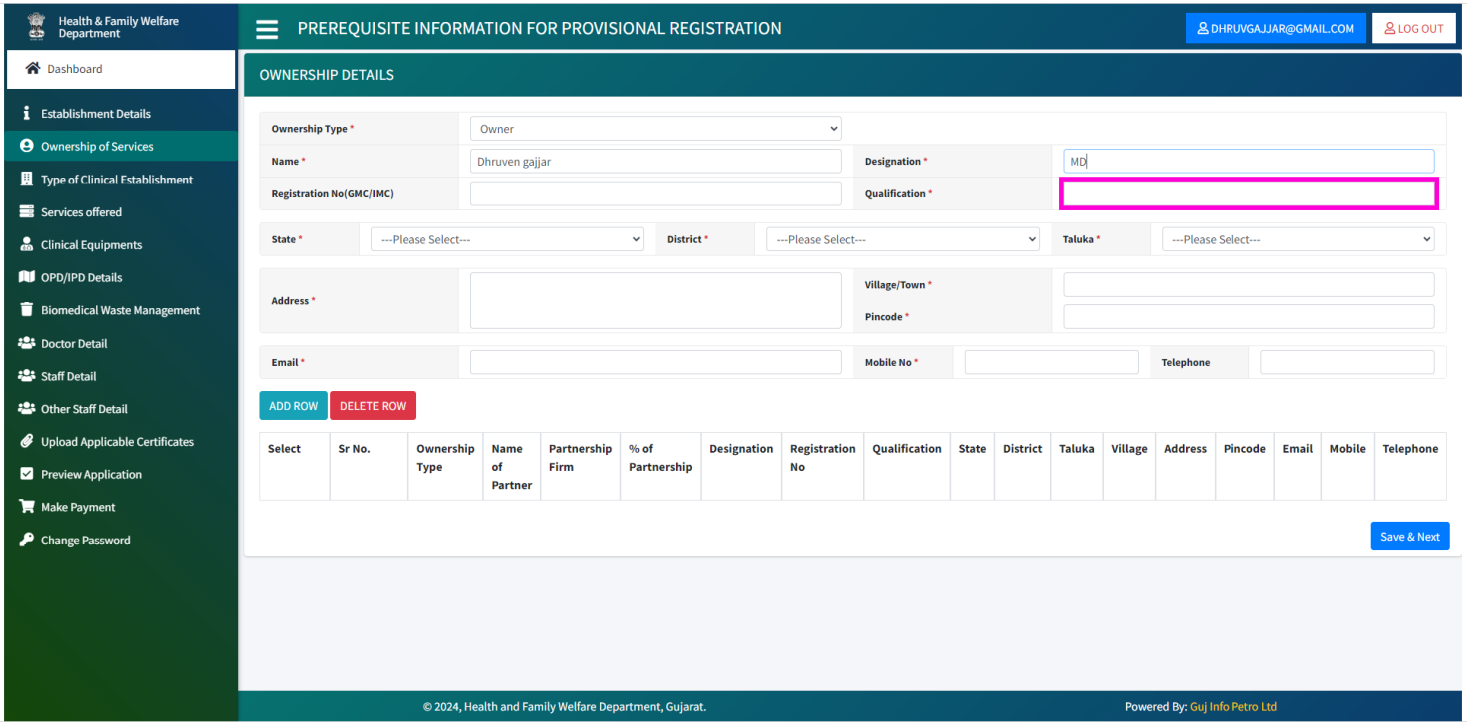
- Type **Designation of the owner.**



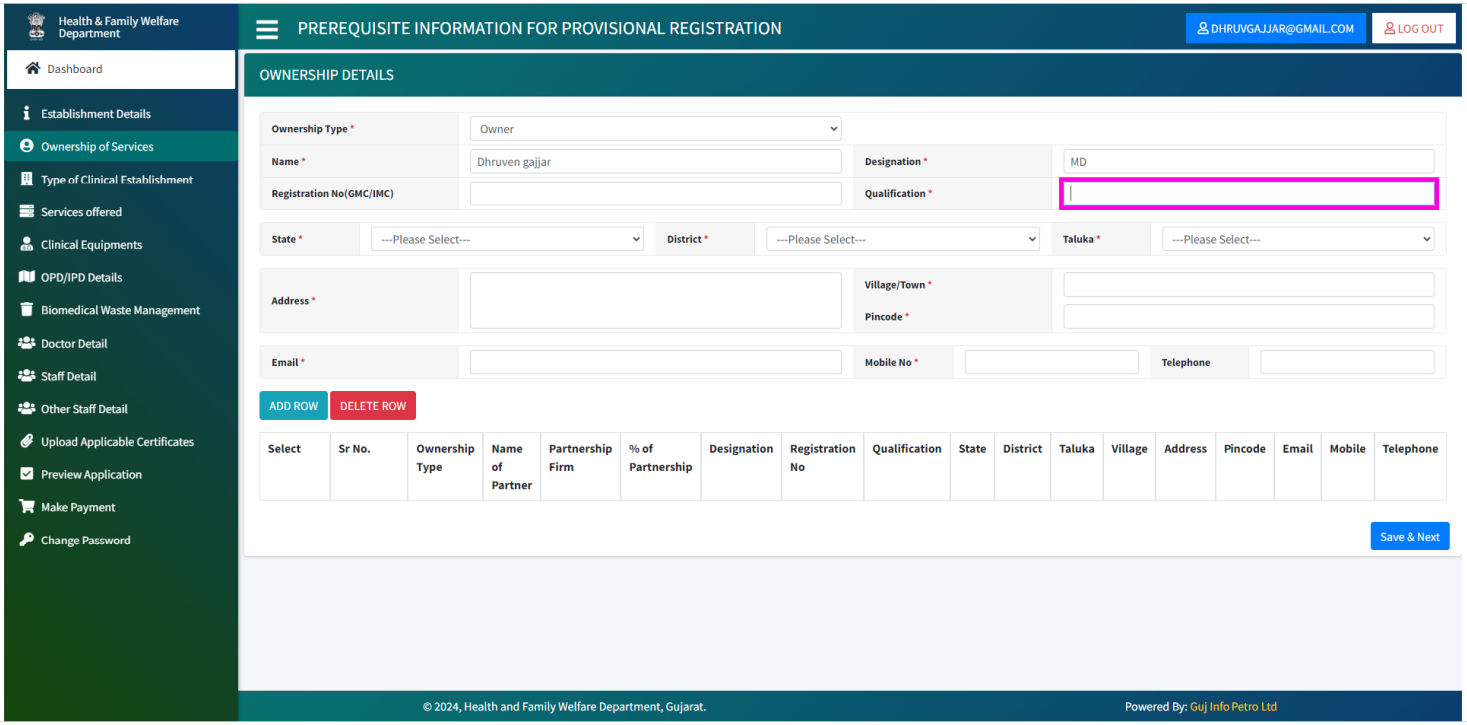
- Enter **registration Number.** If there any.



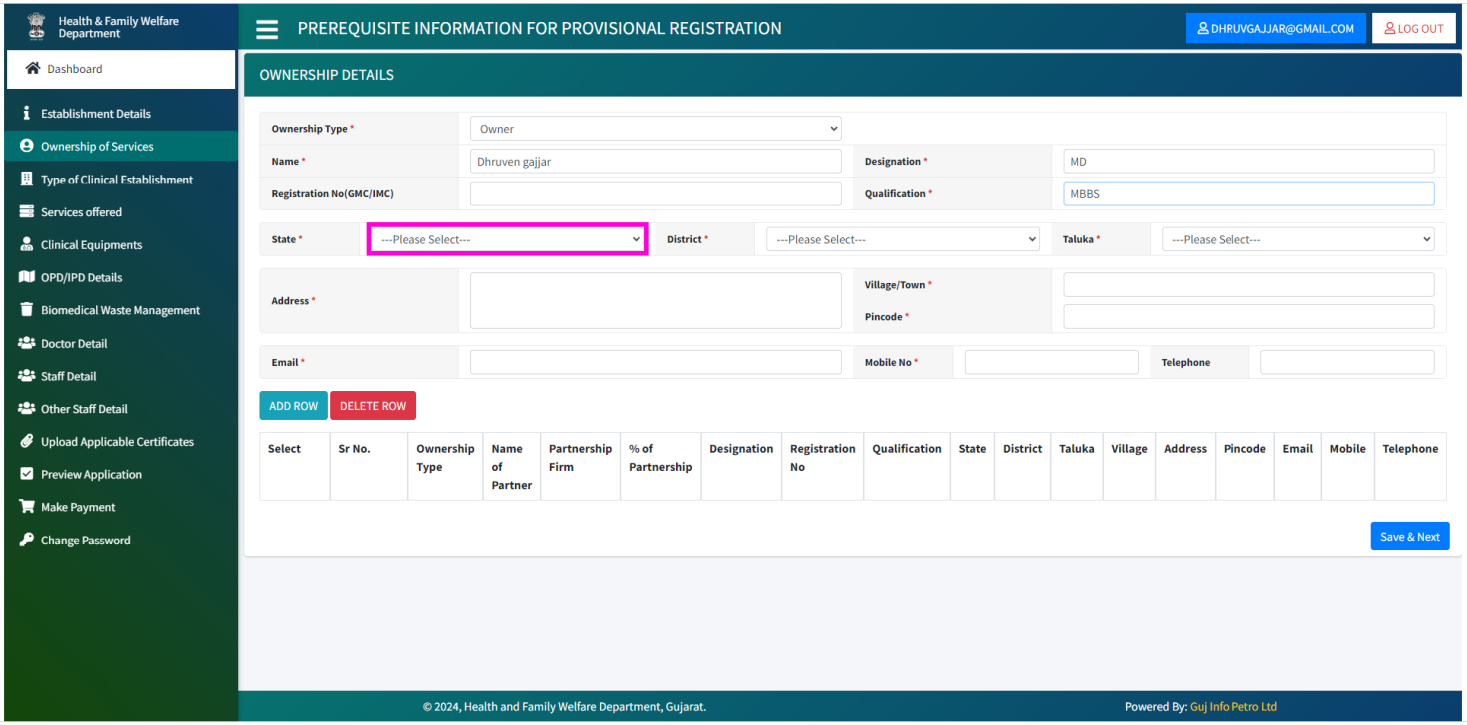
- Click **here for qualification.**



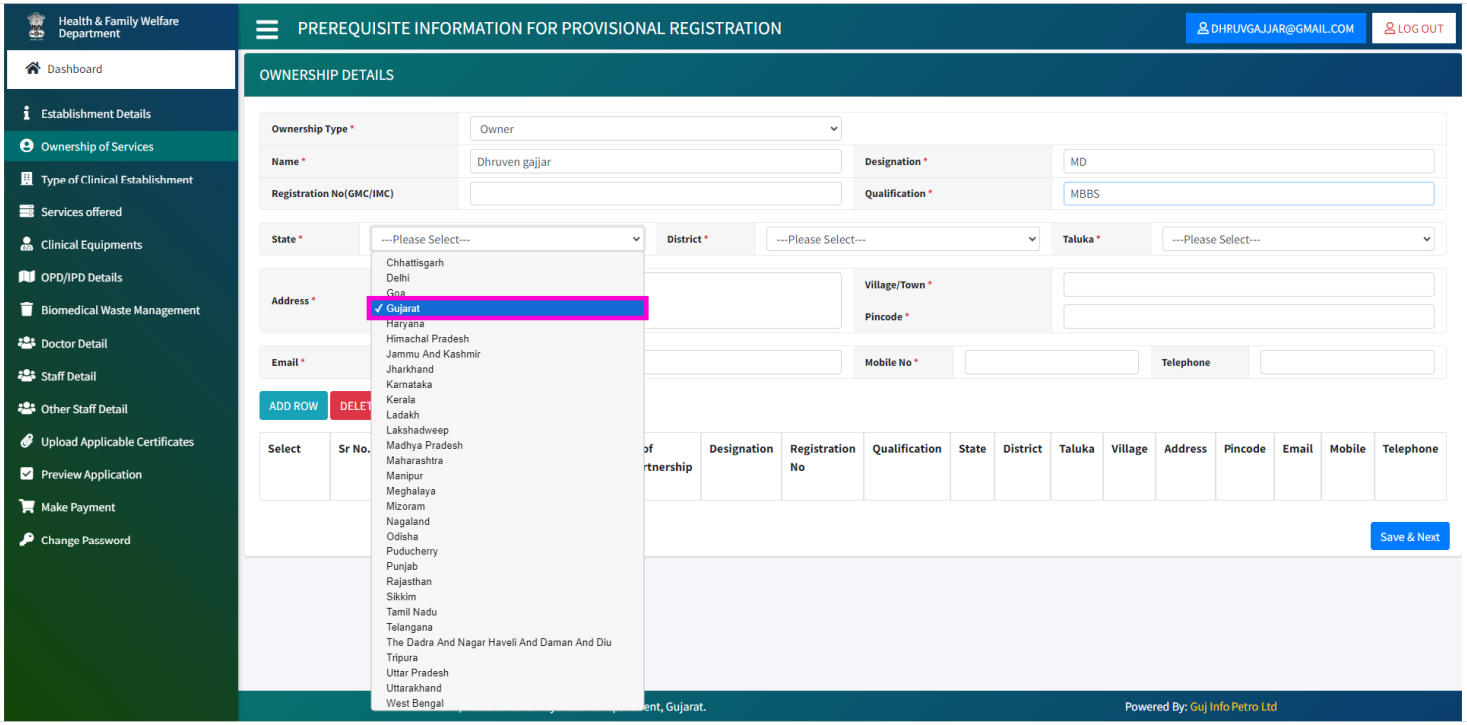
- Enter the **Qualification**.



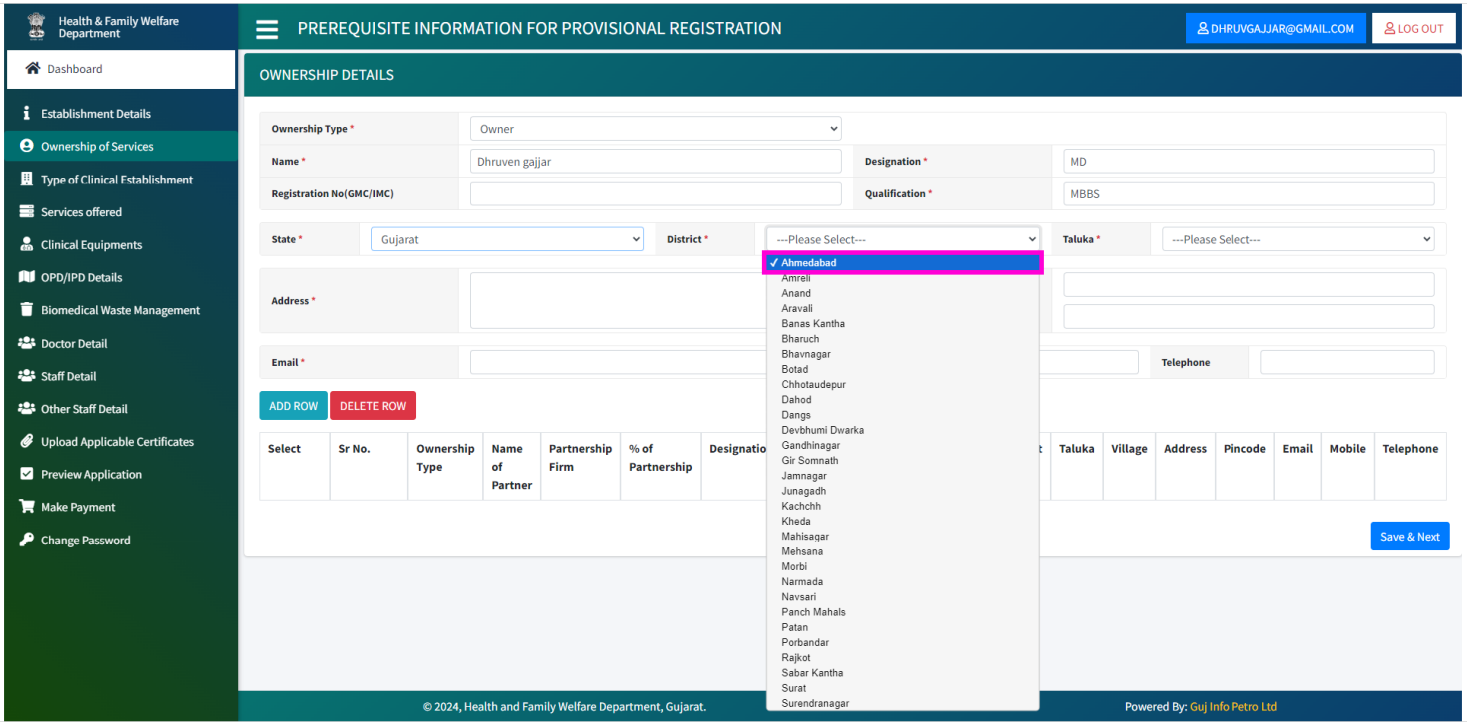
- Click on state option to choose from the list.



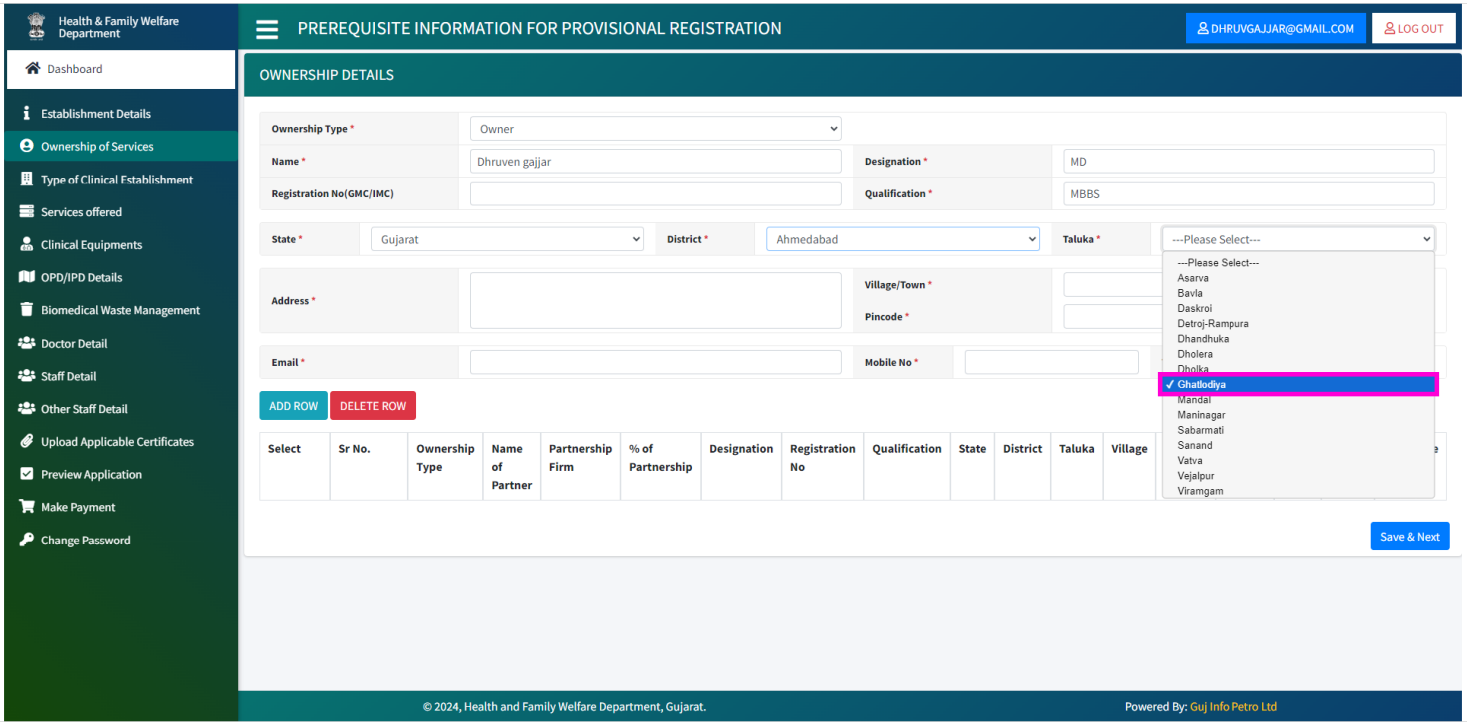
- Select **State**



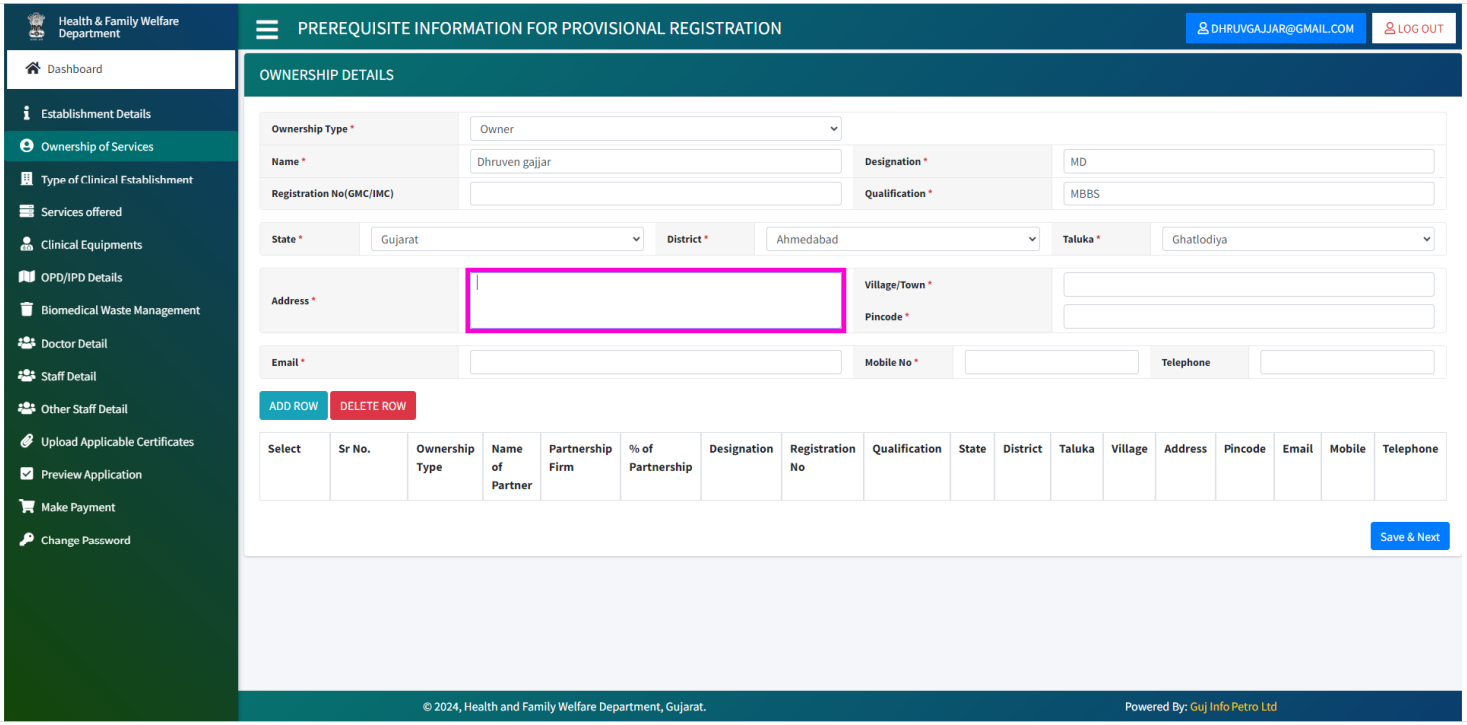
- Select **district from list**.



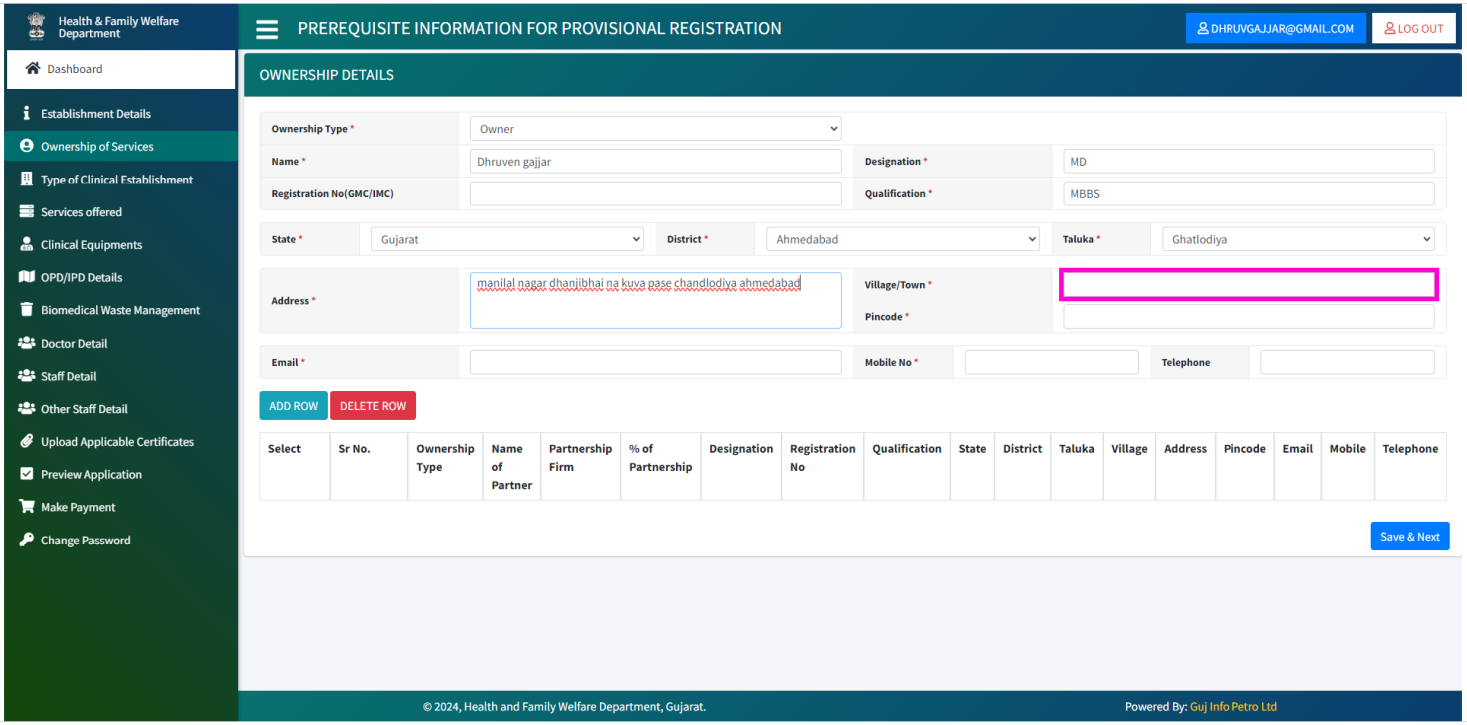
- Than select **Taluka from list.**



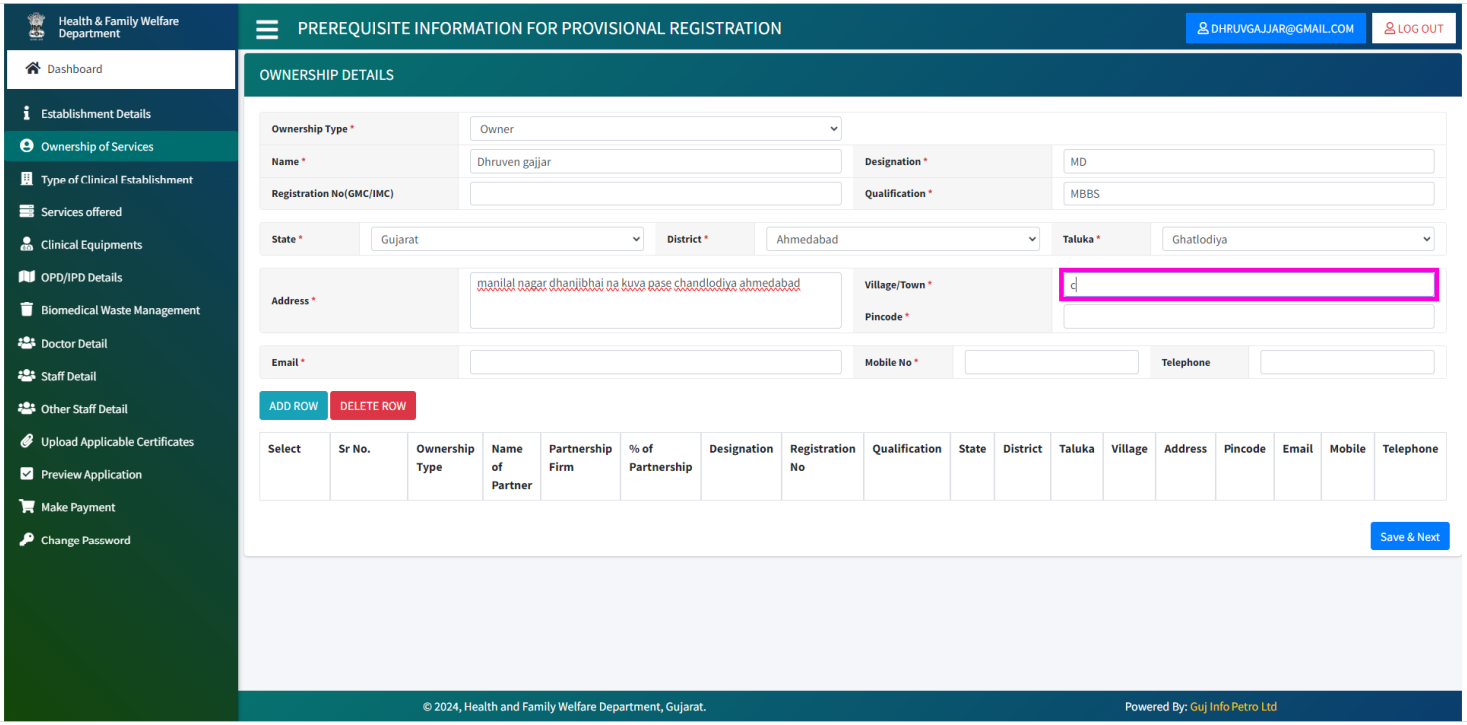
- Type **Owner's full address here.**



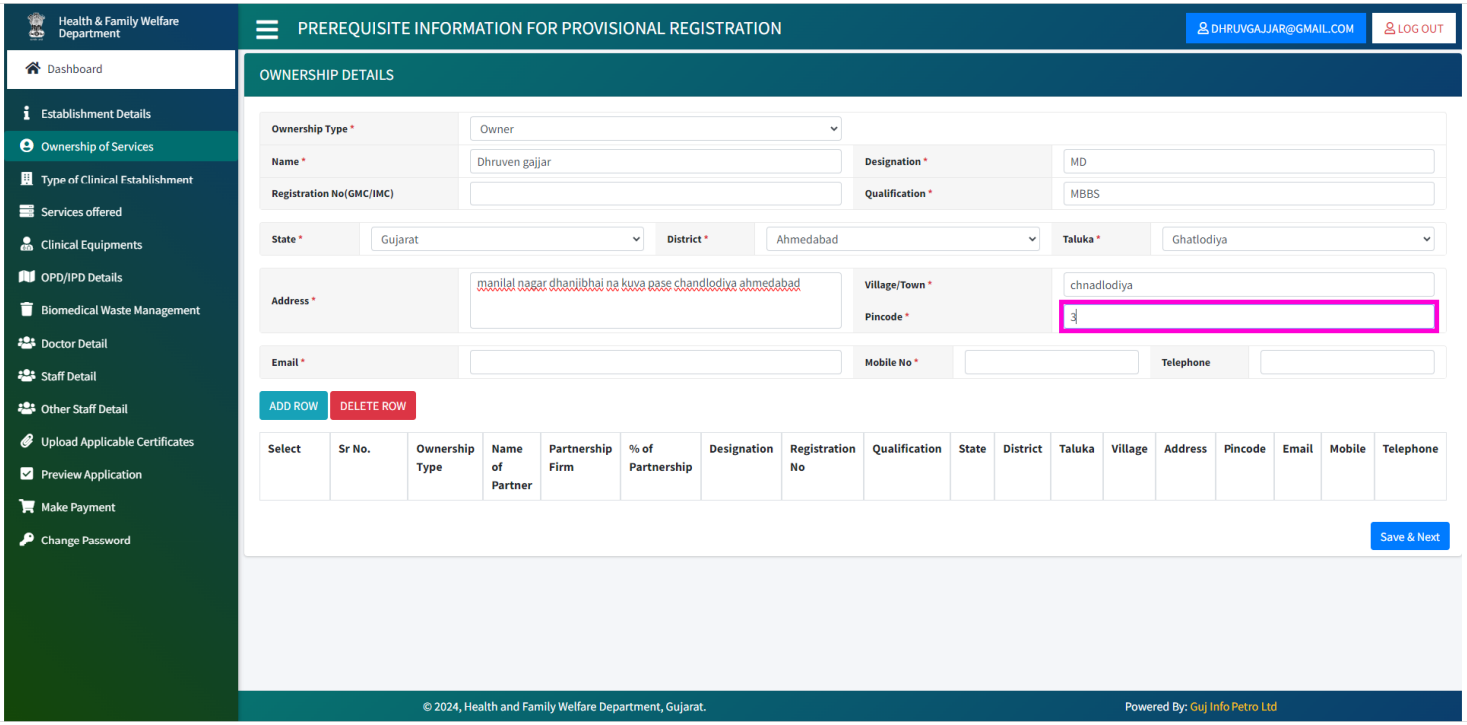
➢ Then click on **village/town.**



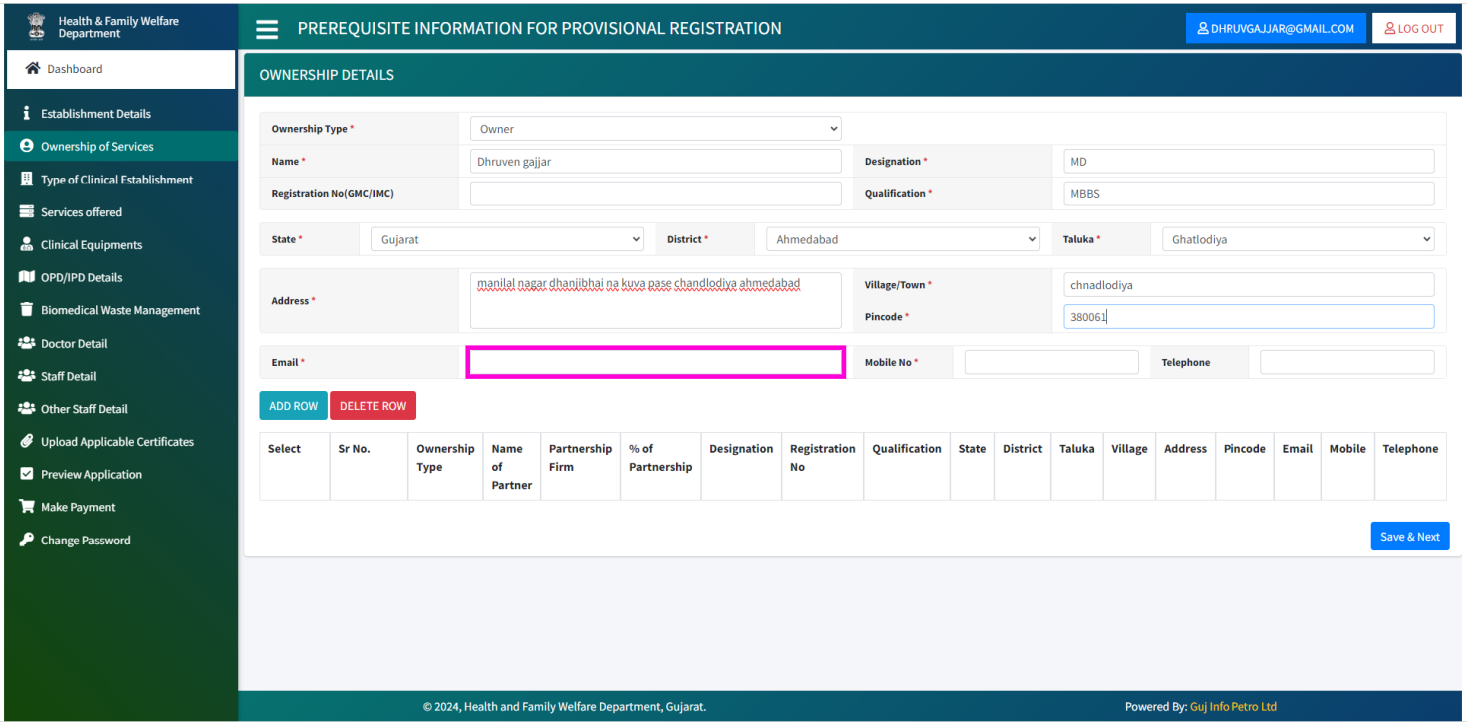
- Type **Village/ town name.**



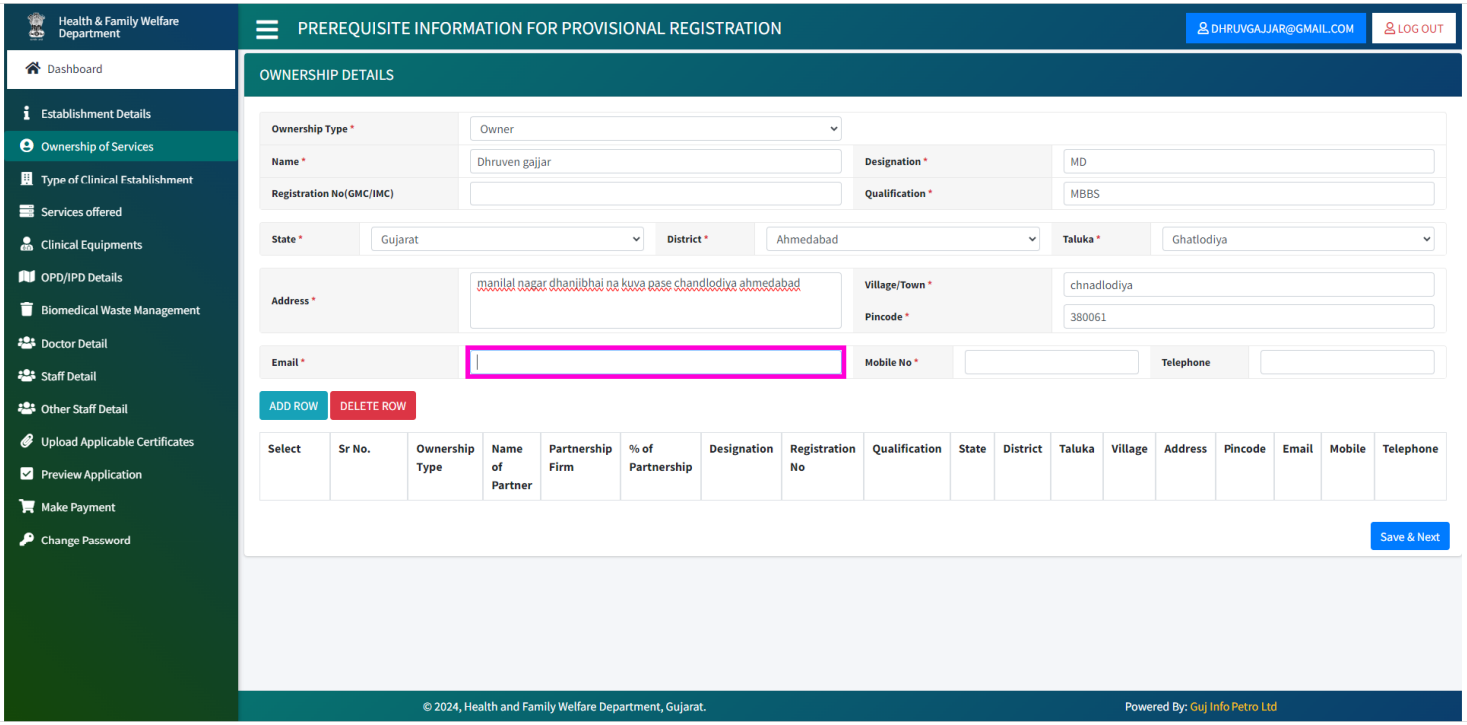
➢ Than enter **Area pincode**.



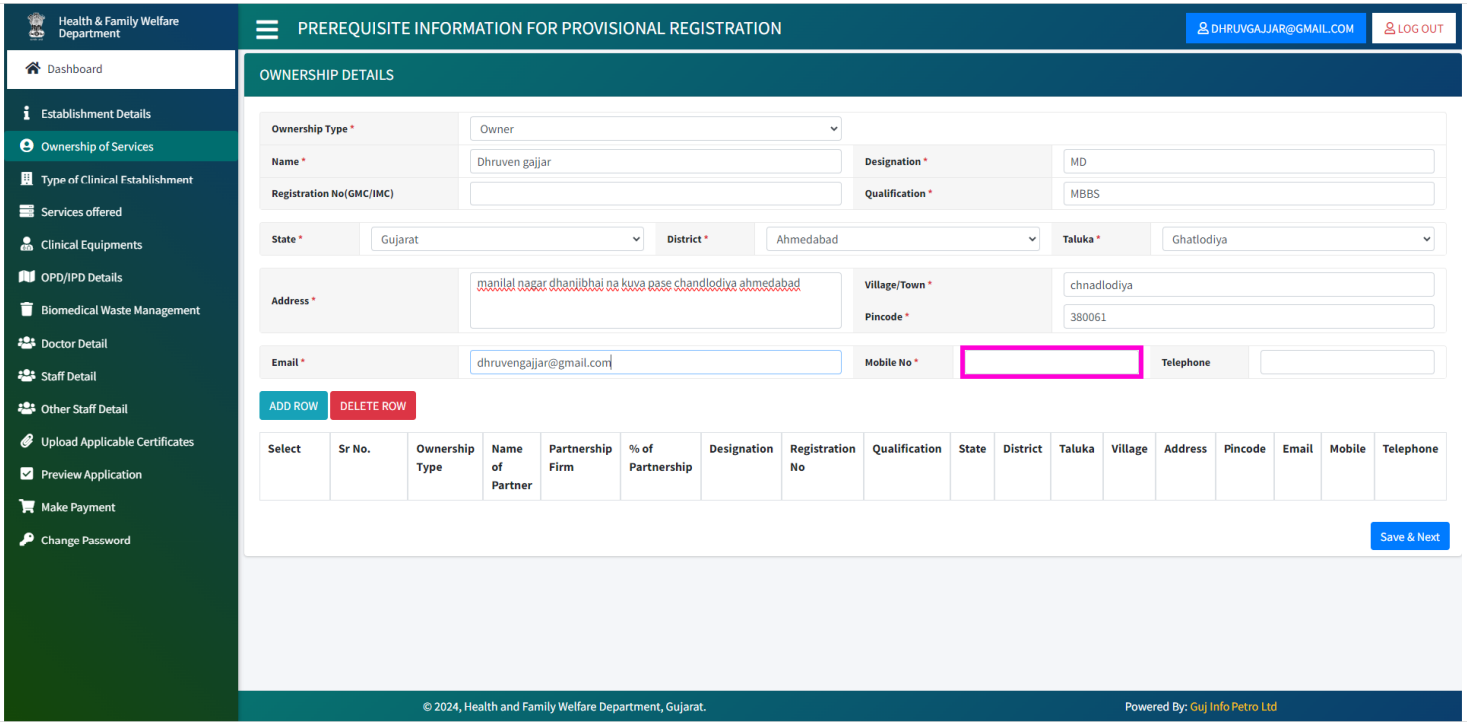
- Click **Email.**


Health & Family Welfare Department
Dashboard
Establishment Details
Ownership of Services
Type of Clinical Establishment
Services offered
Clinical Equipments
OPD/IPD Details
Biomedical Waste Management
Doctor Detail
Staff Detail
Other Staff Detail
Upload Applicable Certificates
Preview Application
Make Payment
Change Password
PREREQUISITE INFORMATION FOR PROVISIONAL REGISTRATION
DHRUVGAJJAR@GMAIL.COM
LOG OUT
OWNERSHIP DETAILS
Ownership Type *
Owner
Name *
Dhruven gajjar
Designation *
MD
Registration No(GMC/IMC)
Qualification *
MBBS
State *
Gujarat
District *
Ahmedabad
Taluka *
Ghatlodiya
Address *
manilal nagar dhanjibhai na kuva pase chandlodiya ahmedabad
Village/Town *
chnadlodiya
Pincode *
380061
Email *
Mobile No *
Telephone
ADD ROW
DELETE ROW
Select
Sr No.
Ownership Type
Name of Partner
Partnership Firm
% of Partnership
Designation
Registration No
Qualification
State
District
Taluka
Village
Address
Pincode
Email
Mobile
Telephone
Save & Next
© 2024, Health and Family Welfare Department, Gujarat.
Powered By: Guj Info Petro Ltd

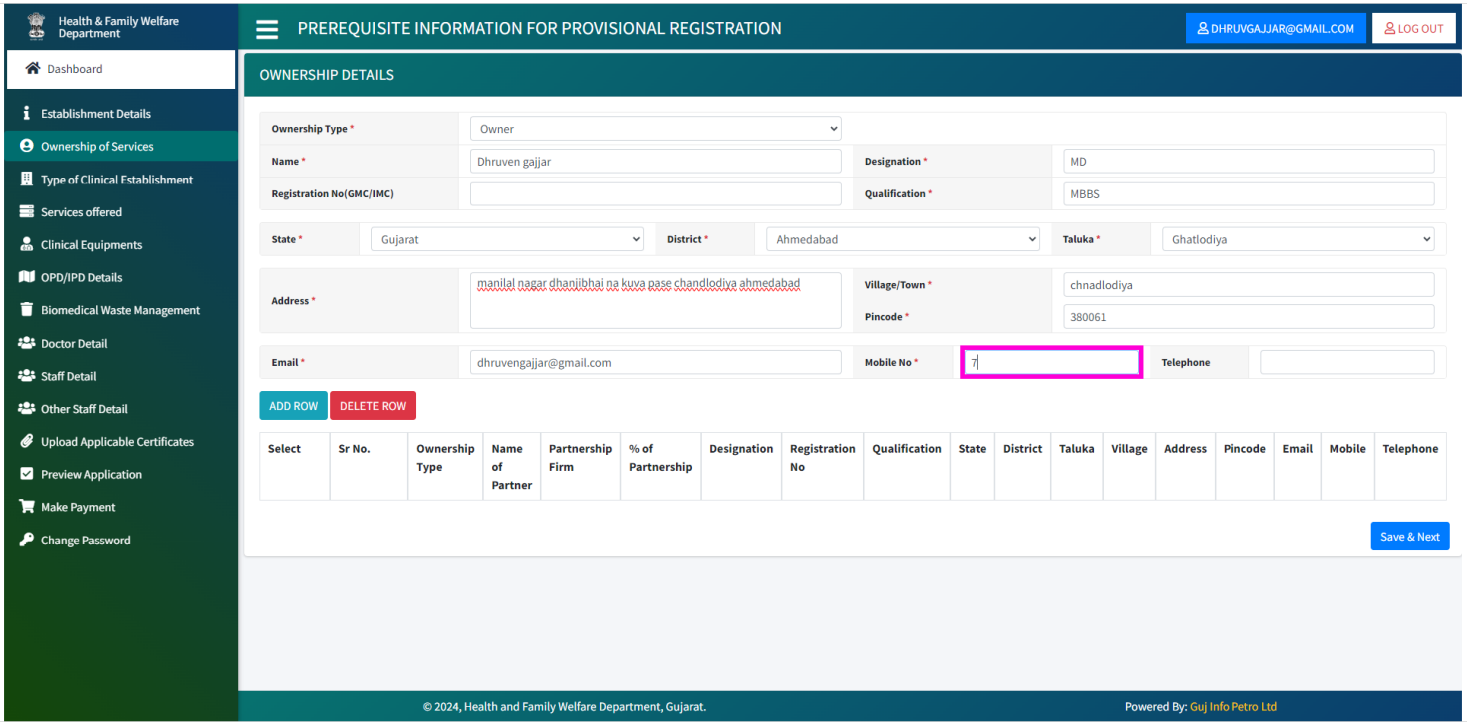
- And Type **Email ID of owner**.



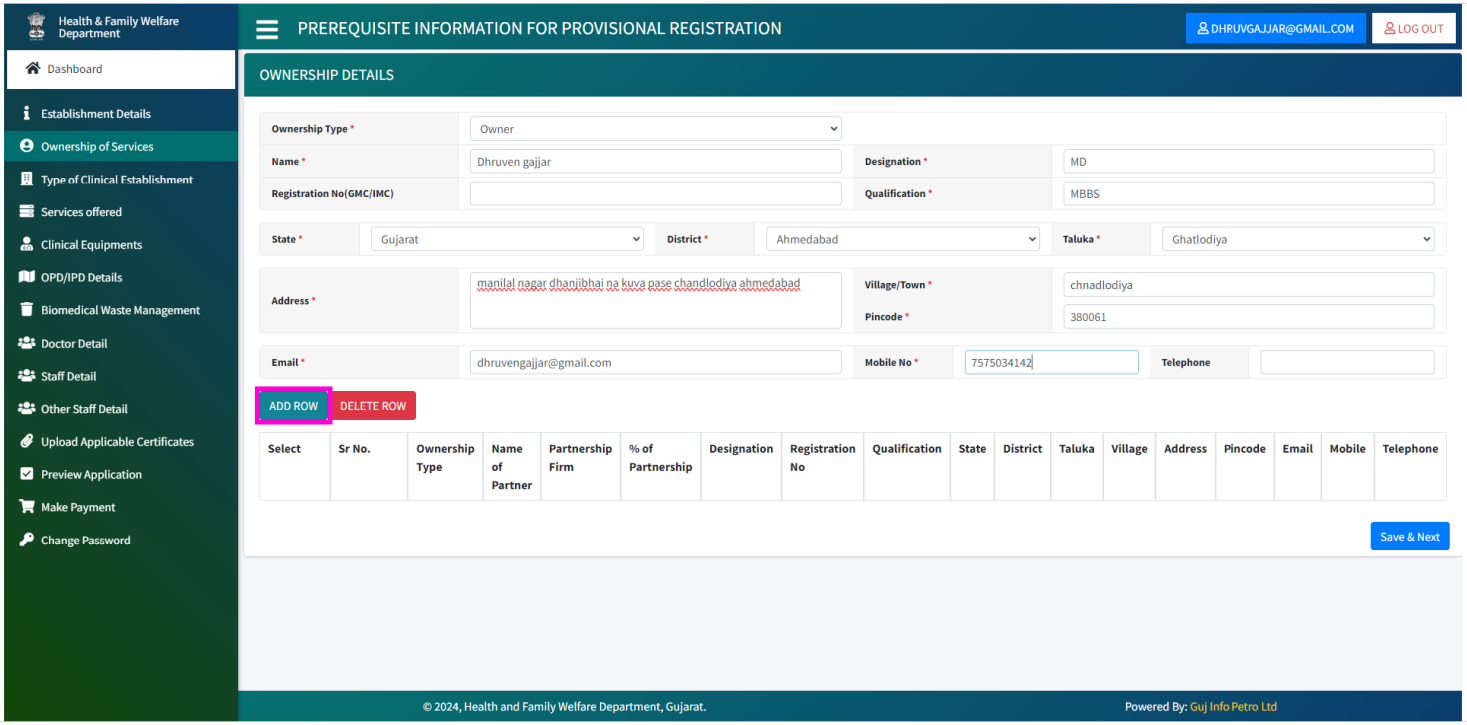
➢ Click **Mobile Number.**



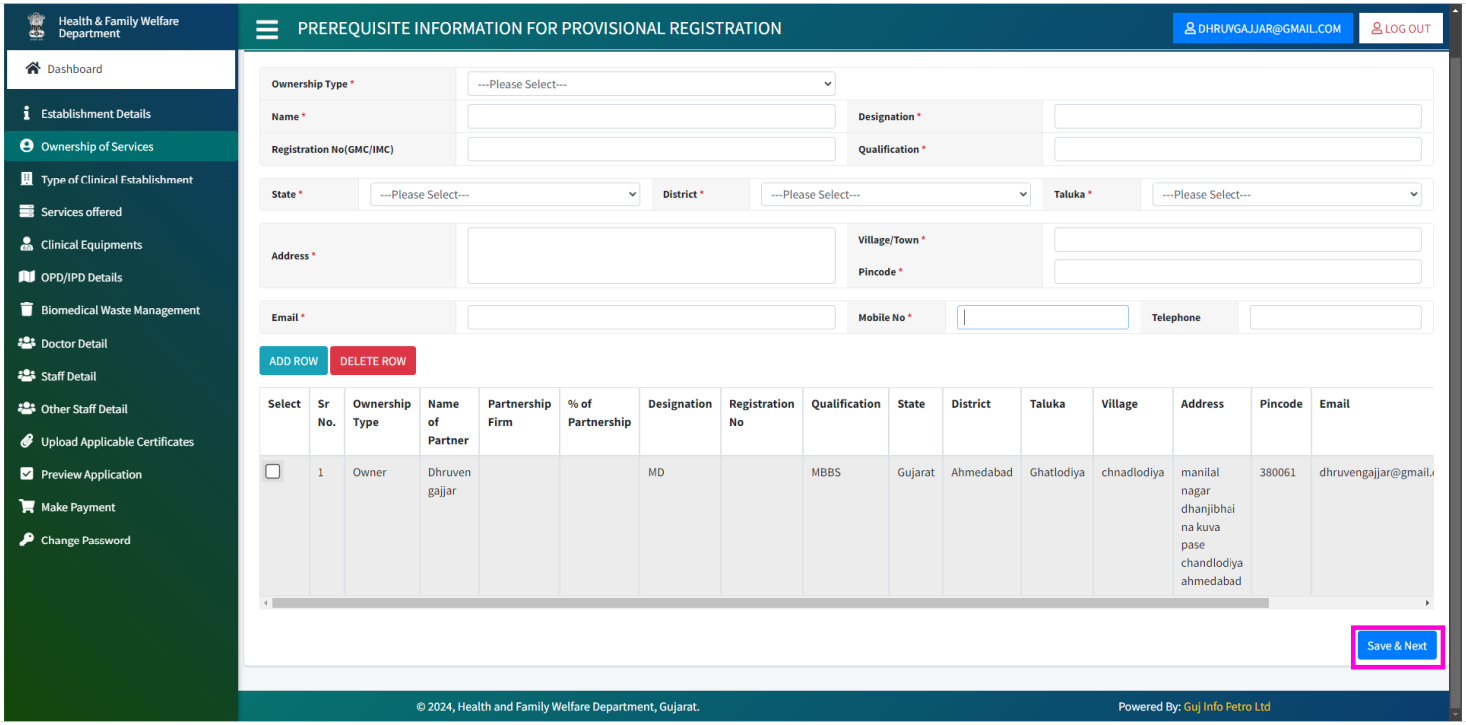
- And Type **Mobile Number of owner.**



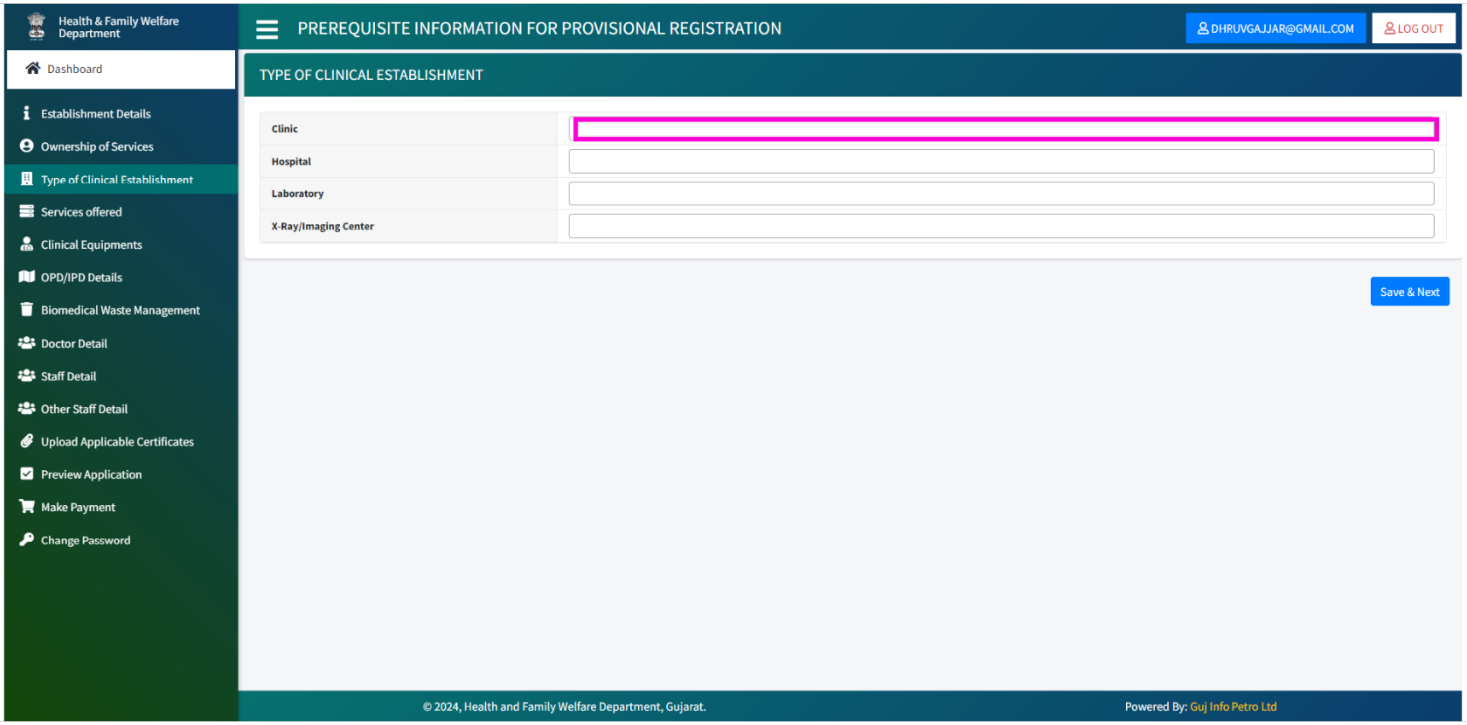
- After fill up all detail of the section Click **Add Row button.**



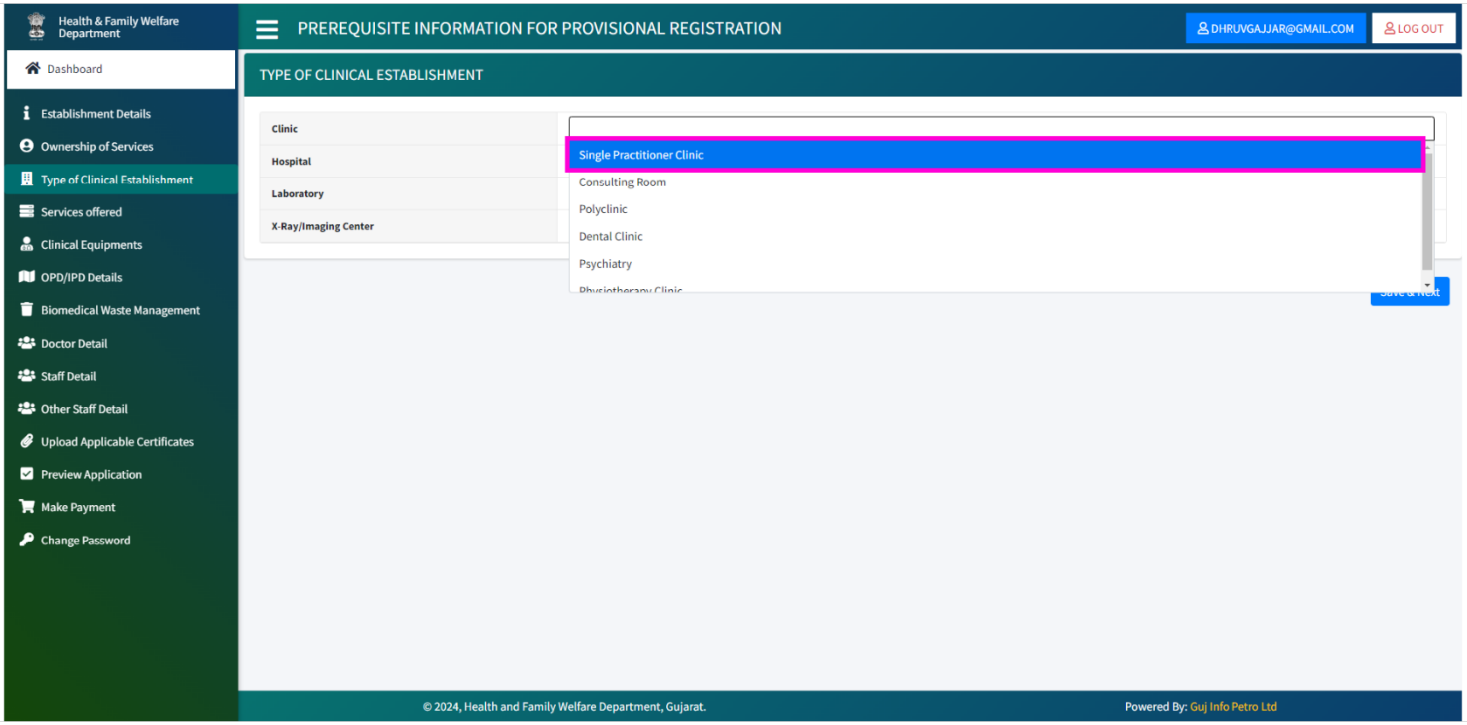
- After that Click **Save & Next button.**



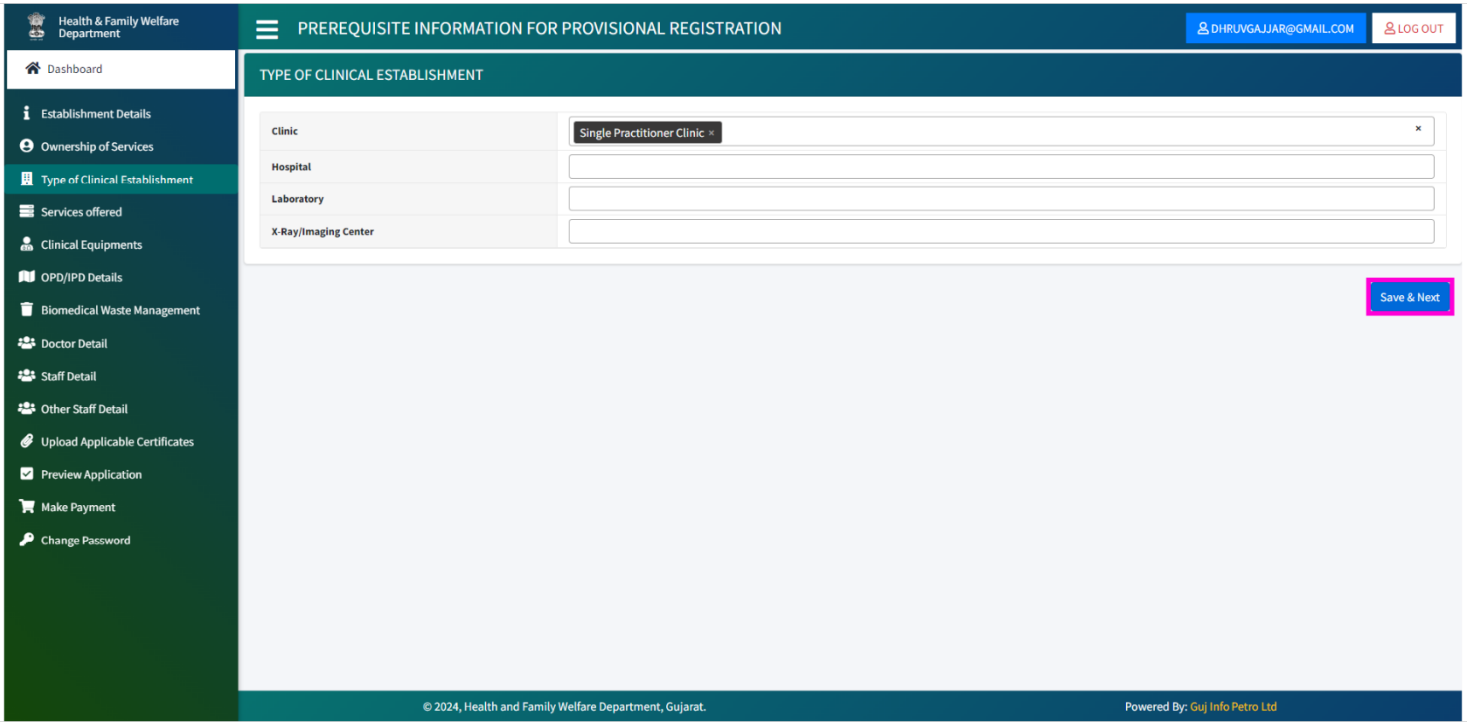
- You will notice a section on the sort of clinical facility.
- In this part, you can specify the sort of clinic, hospital, laboratory, and X-ray/imaging center you have.



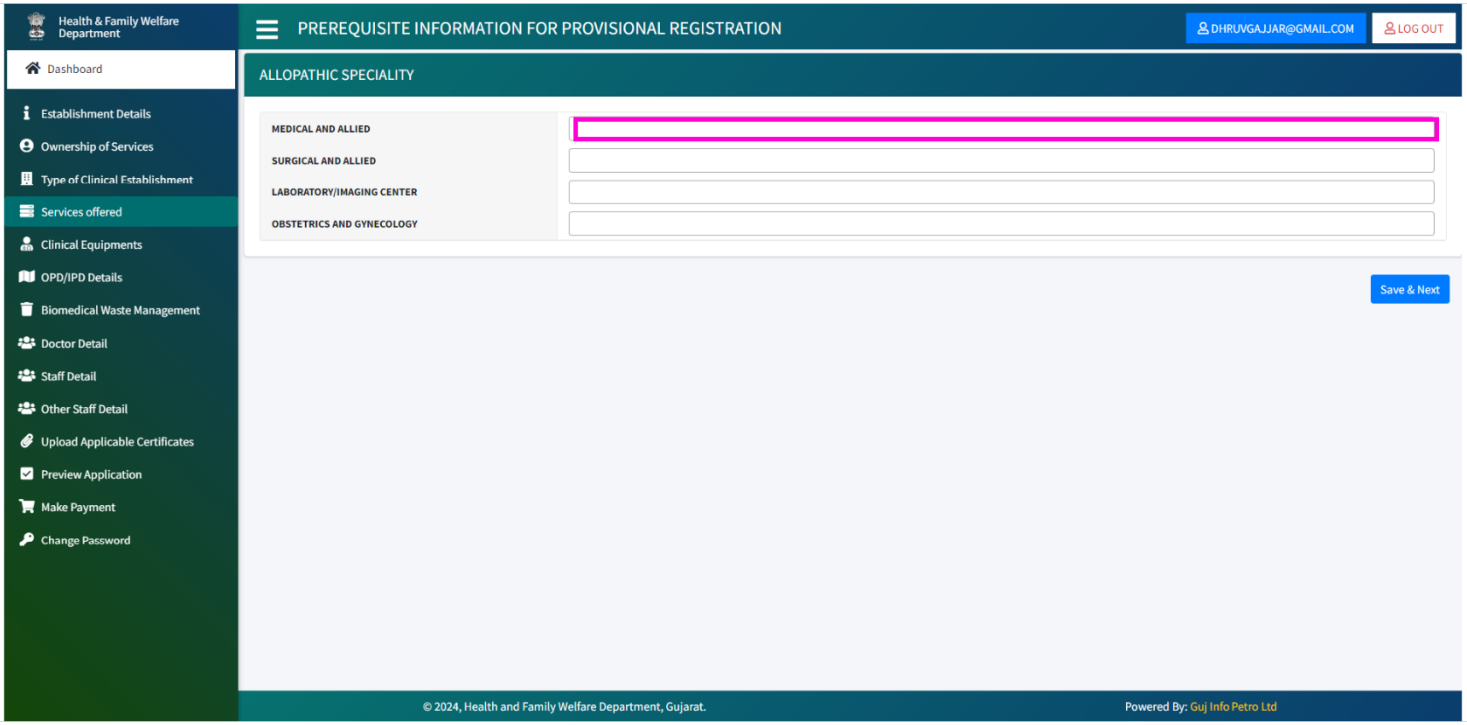
- To choose the **type of clinic** click here and select from the list.



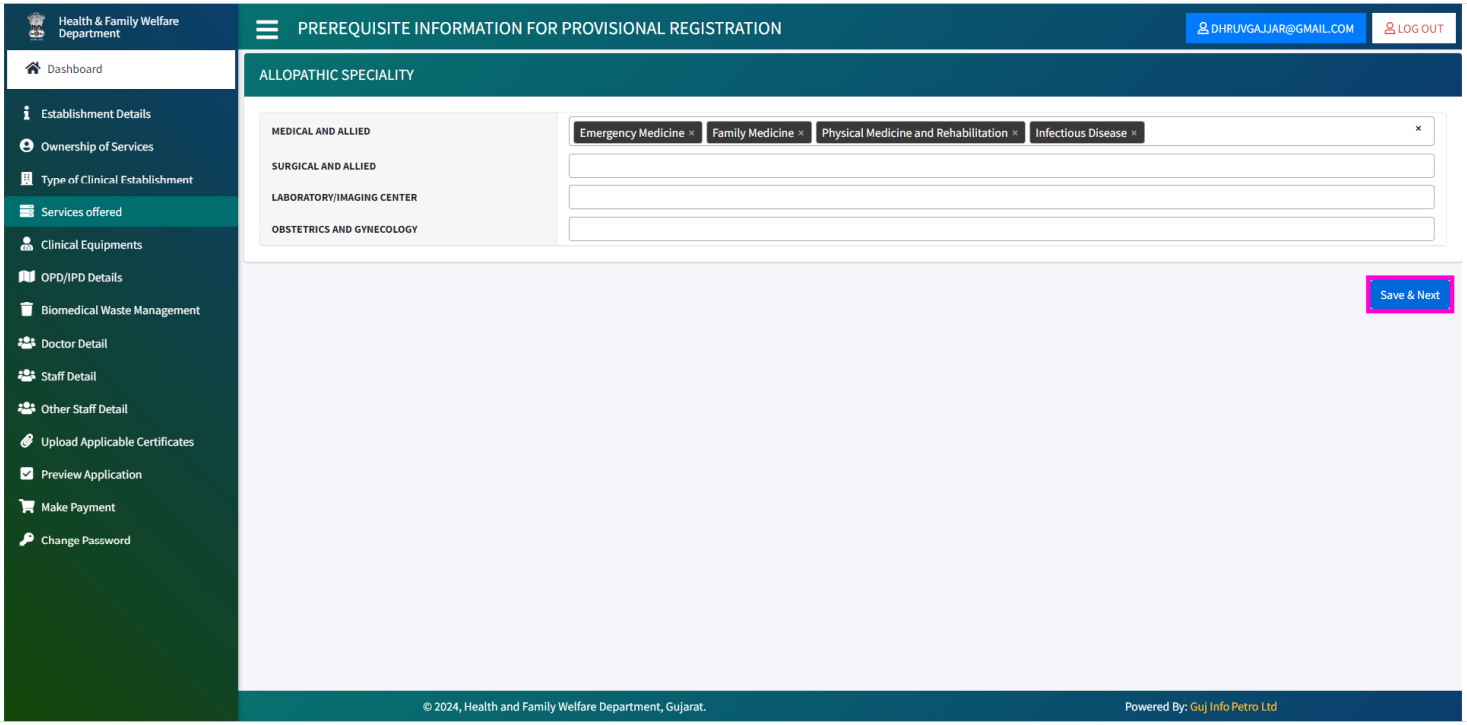
- After that click on the **save and next** button for next section.



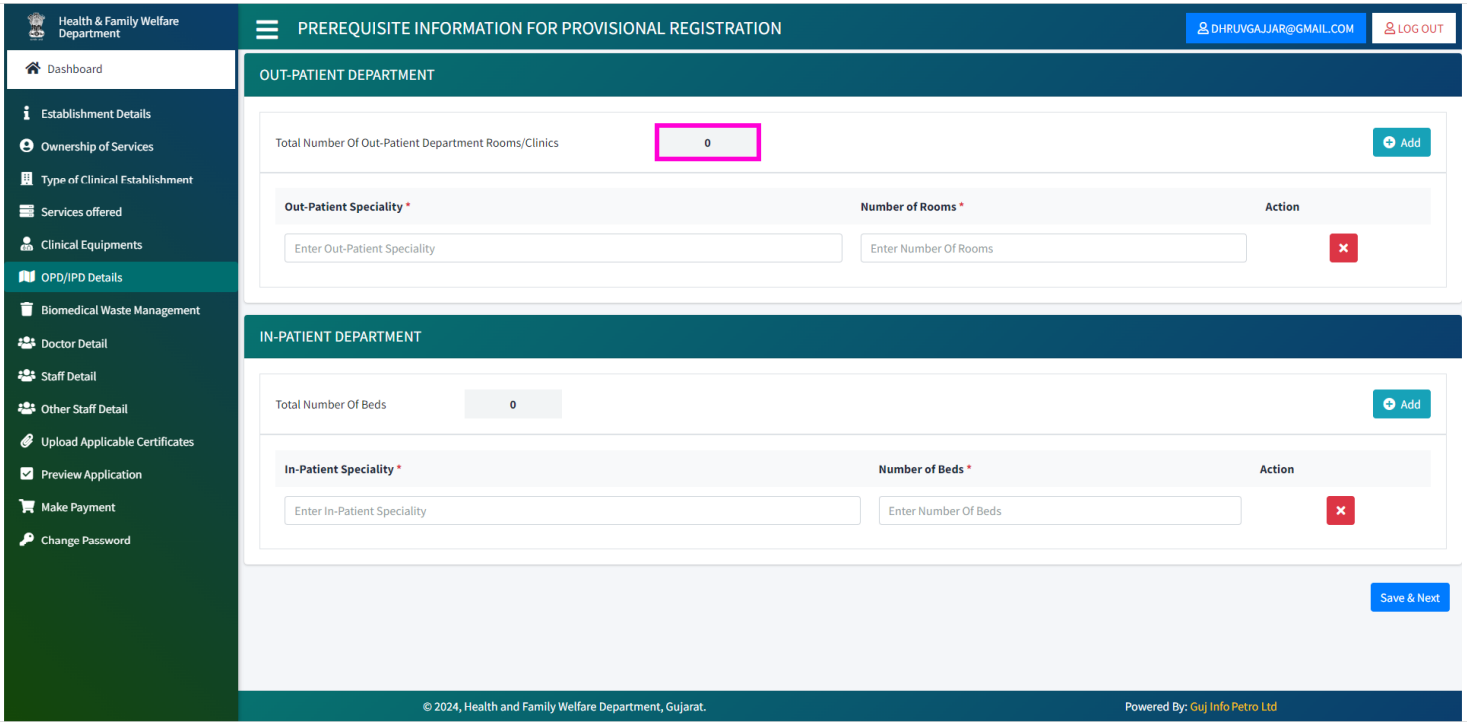
- The following section requires you to choose the **type of service you offer**.



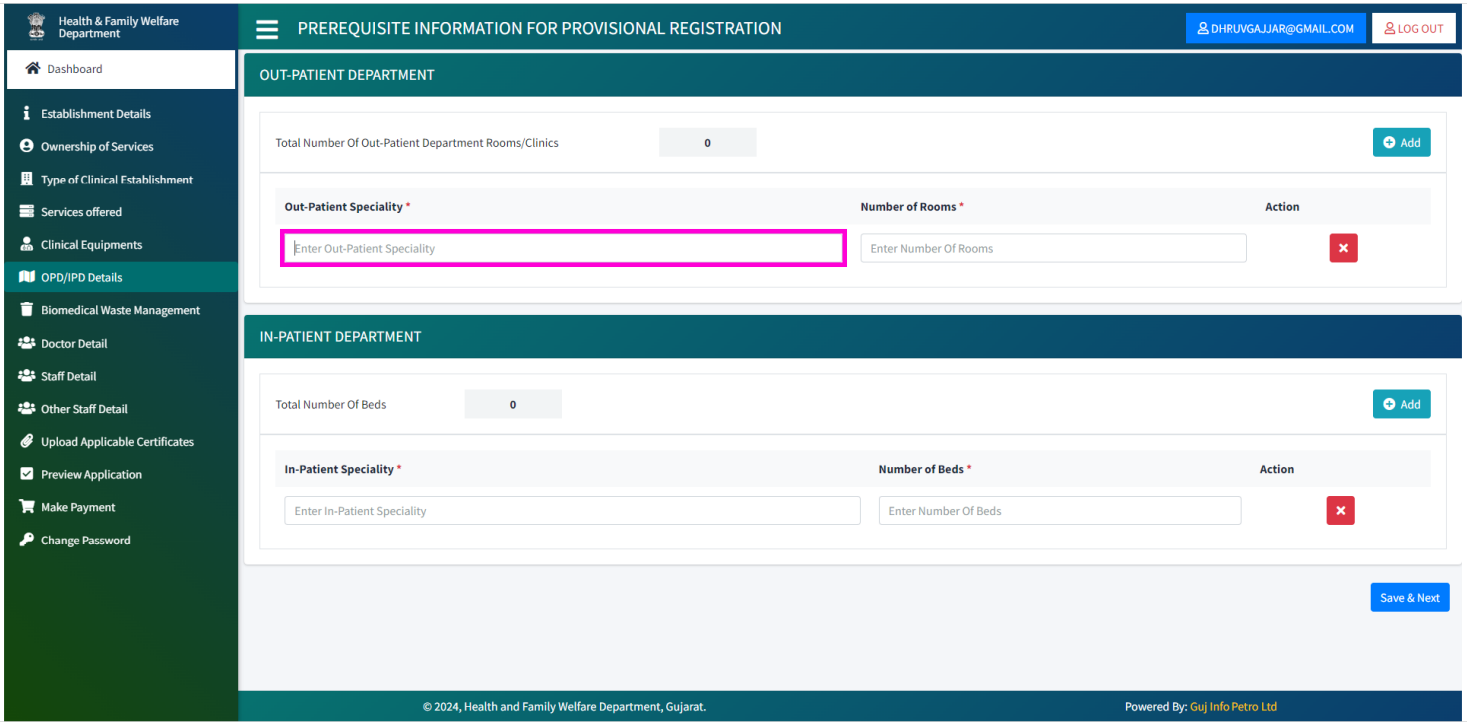
- And then click **"Save and Next".**



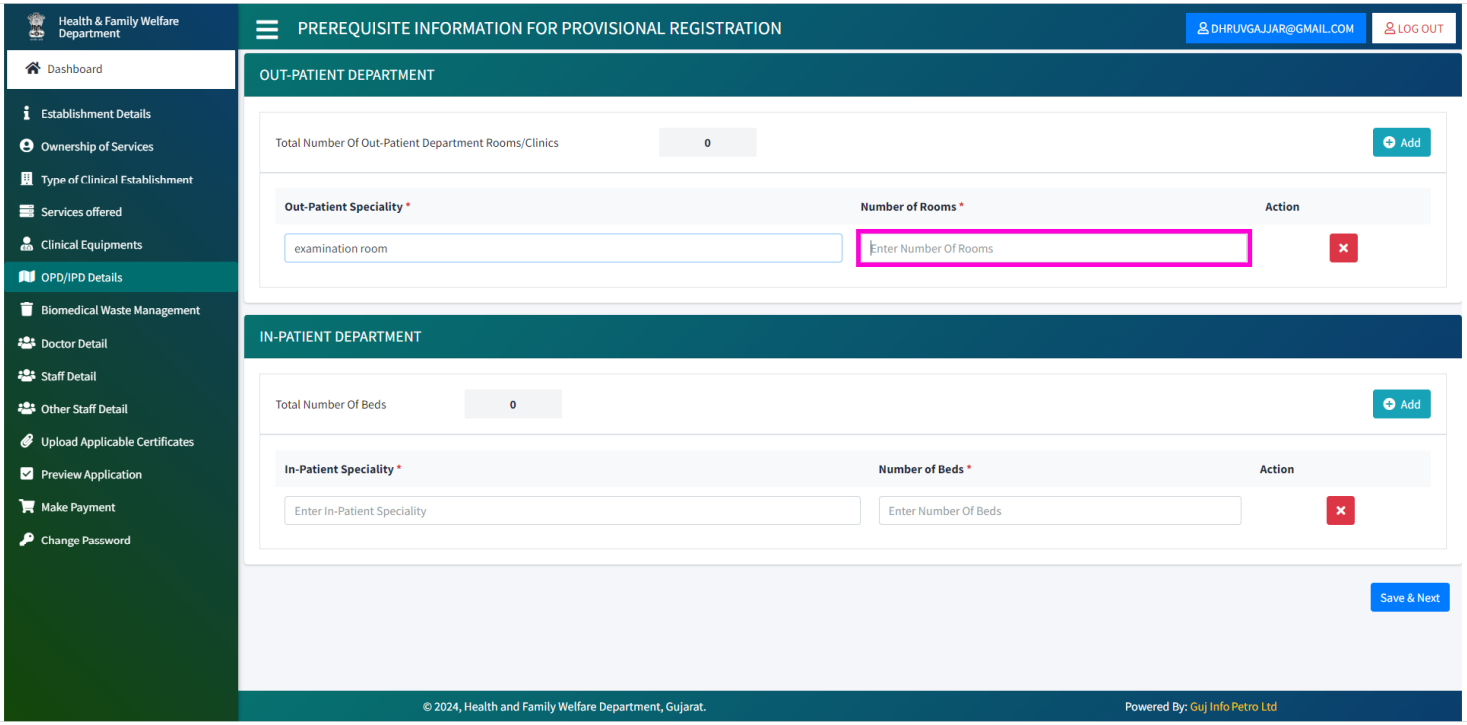
- Afterwards, the specifics of **OPD and IPD** are presented; hence, you must include OPD/IPD information in this part.



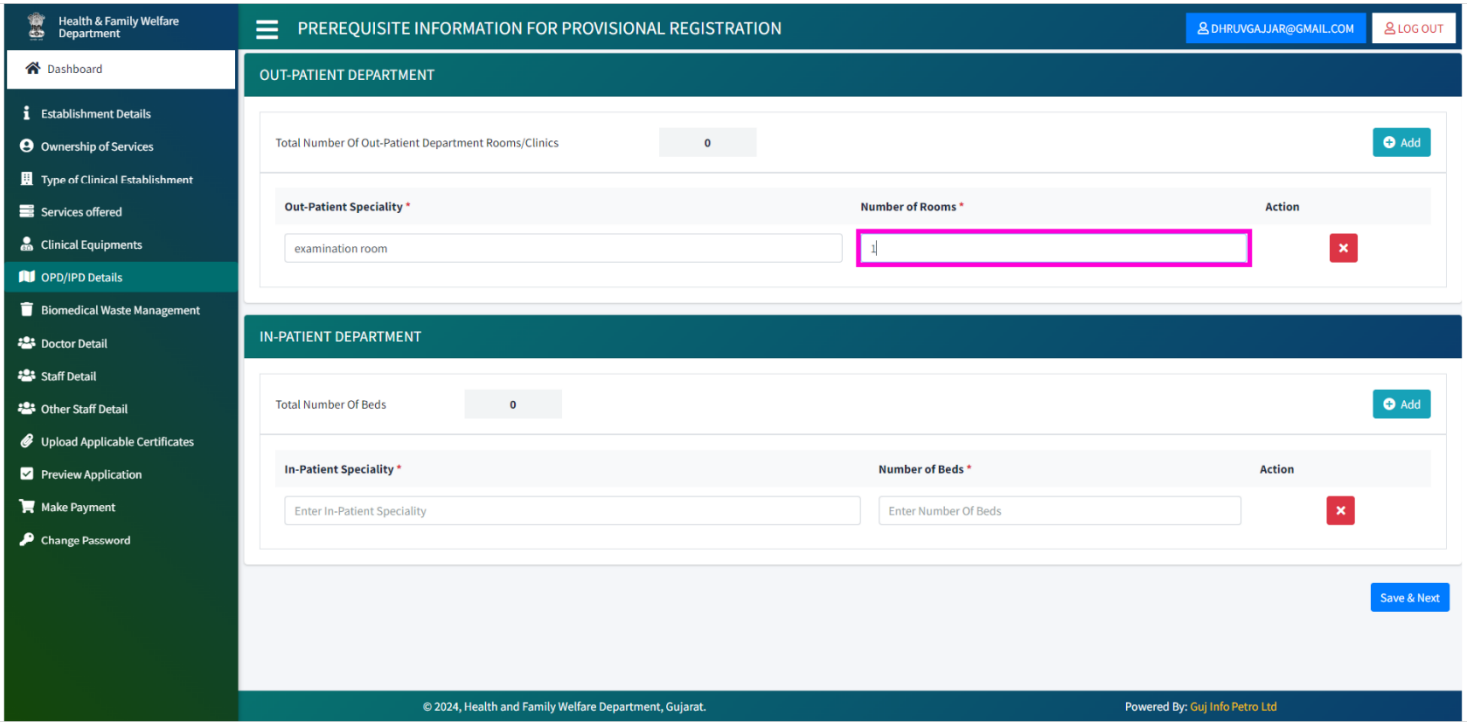
- For entering details click on the box and enter the room name.



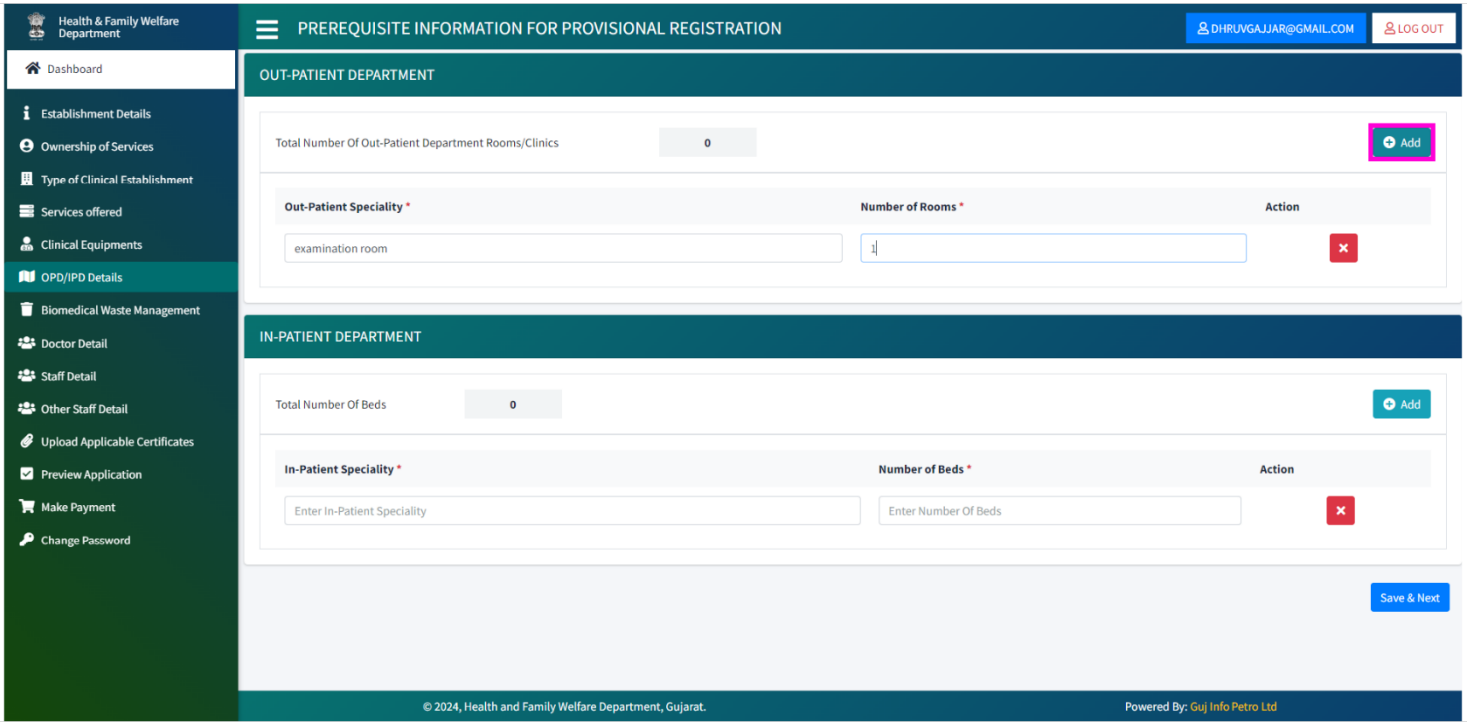
➢ and Click here to **Enter Number Of Rooms.**



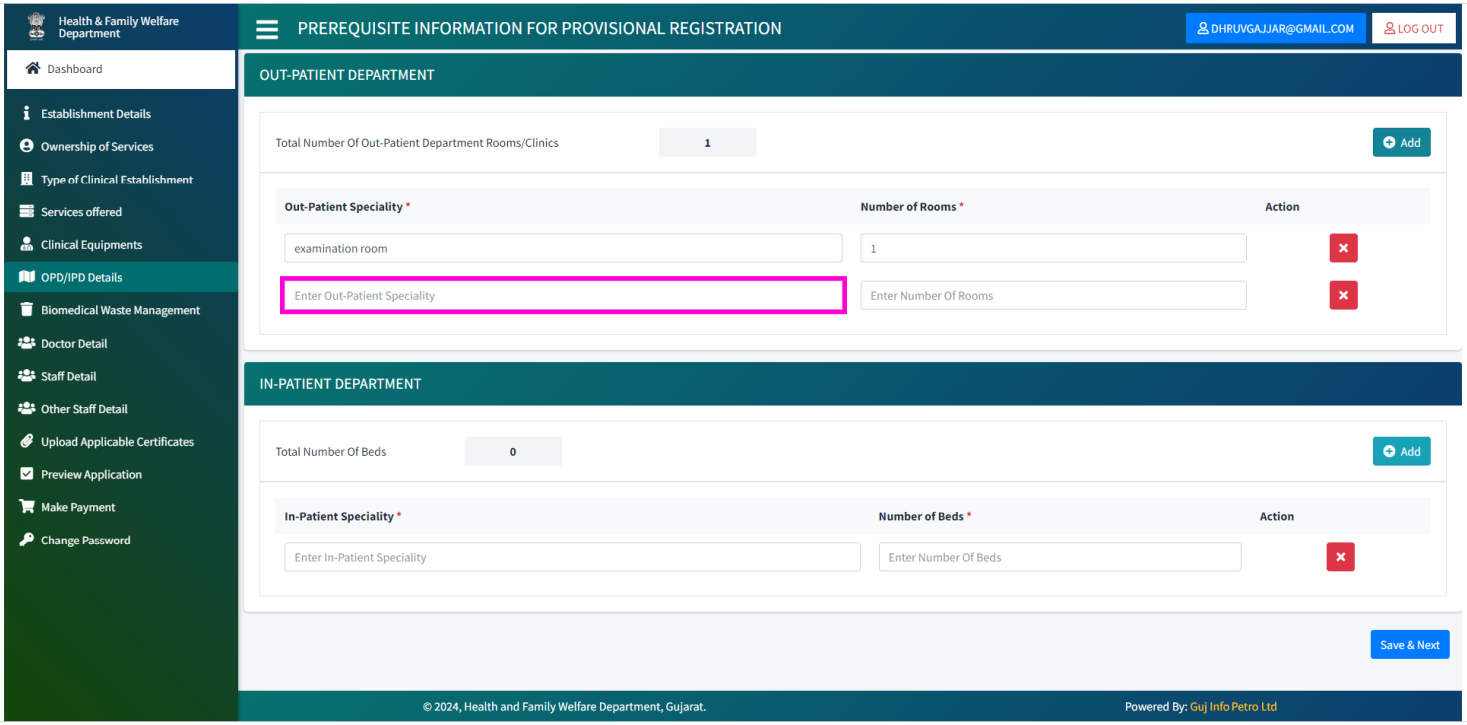
- Type **Number Of Rooms.**



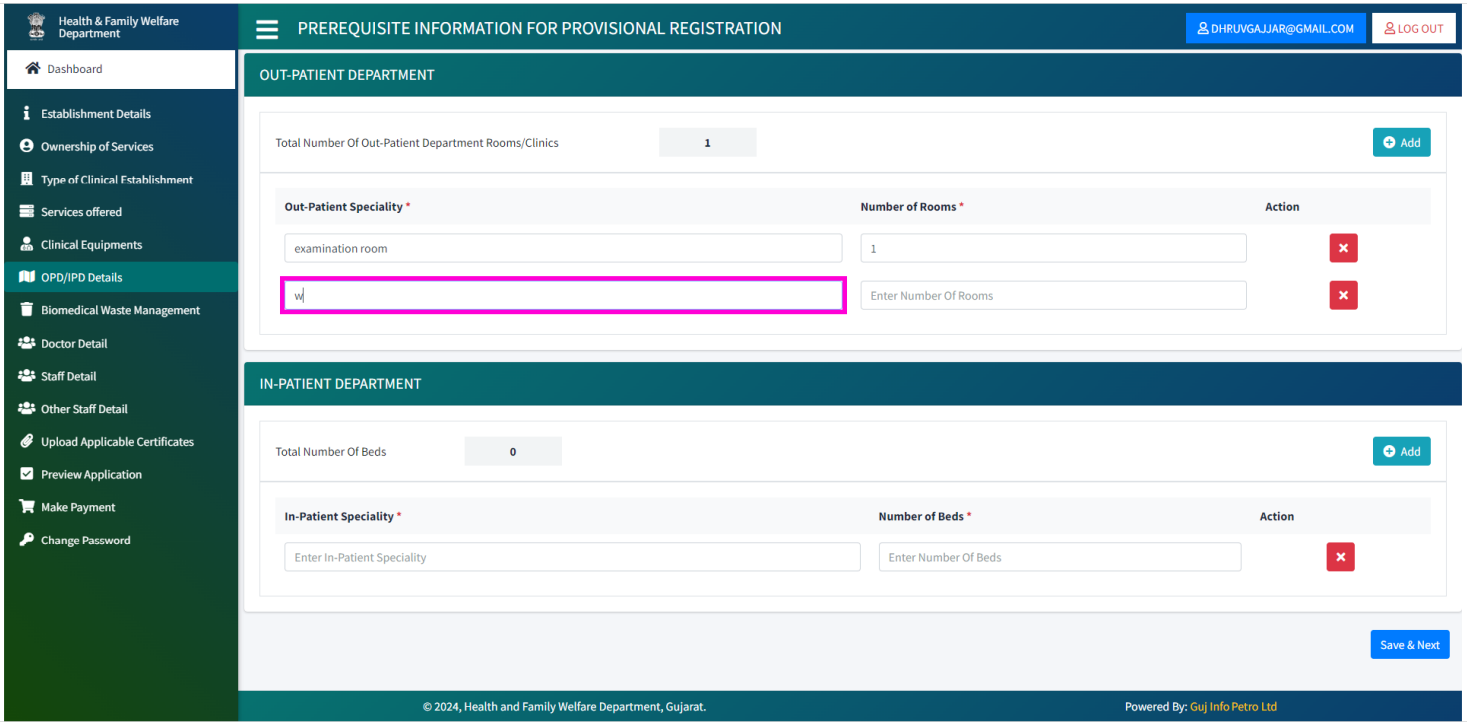
- Than for more room to add Click **Add button .**



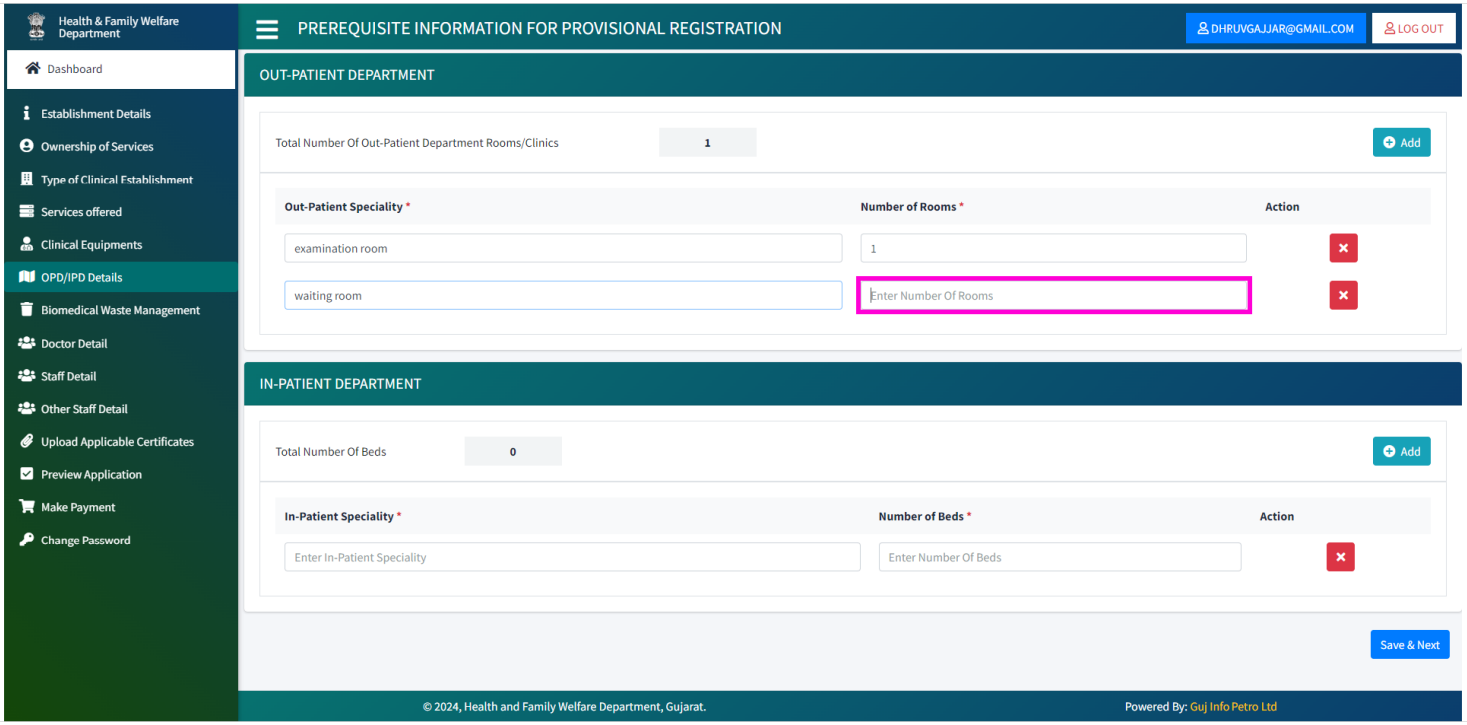
➢ Click **on the box.**



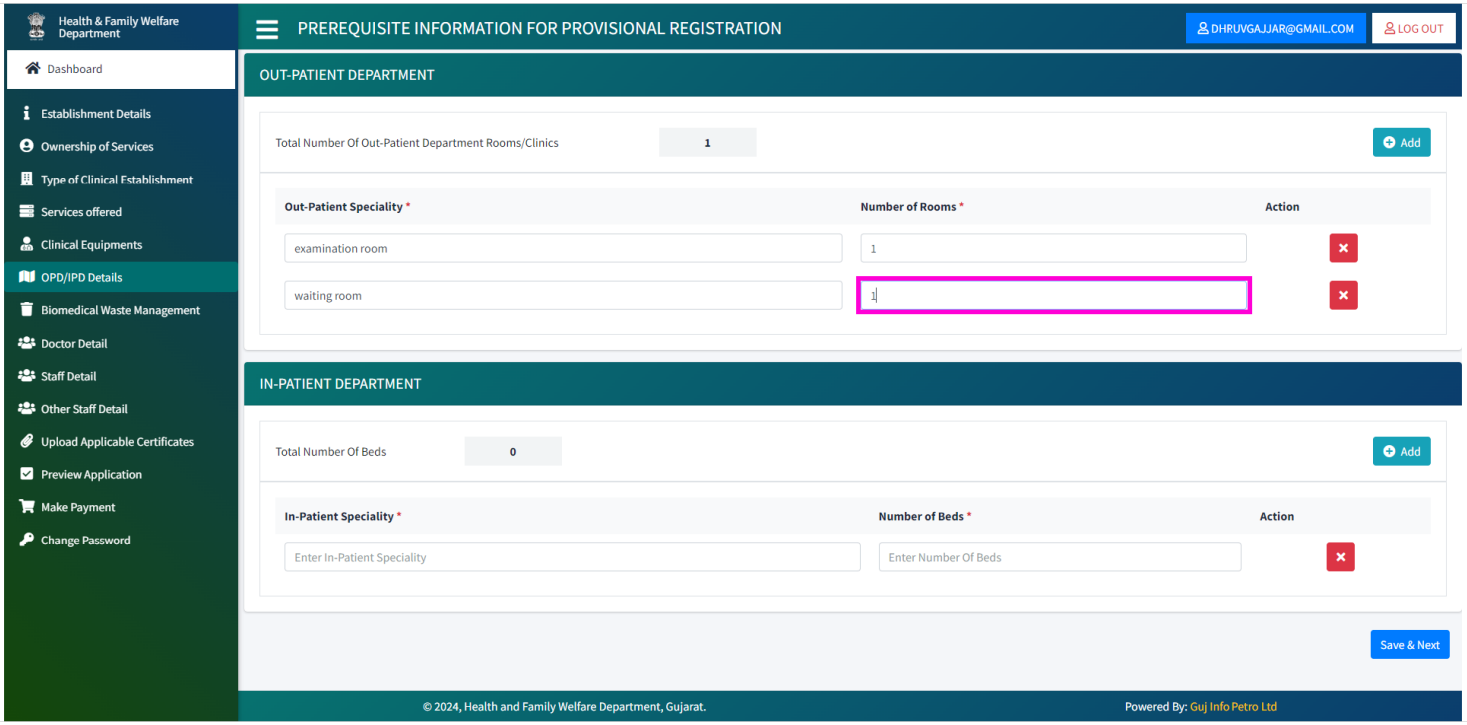
- and Type **the Room Name.**



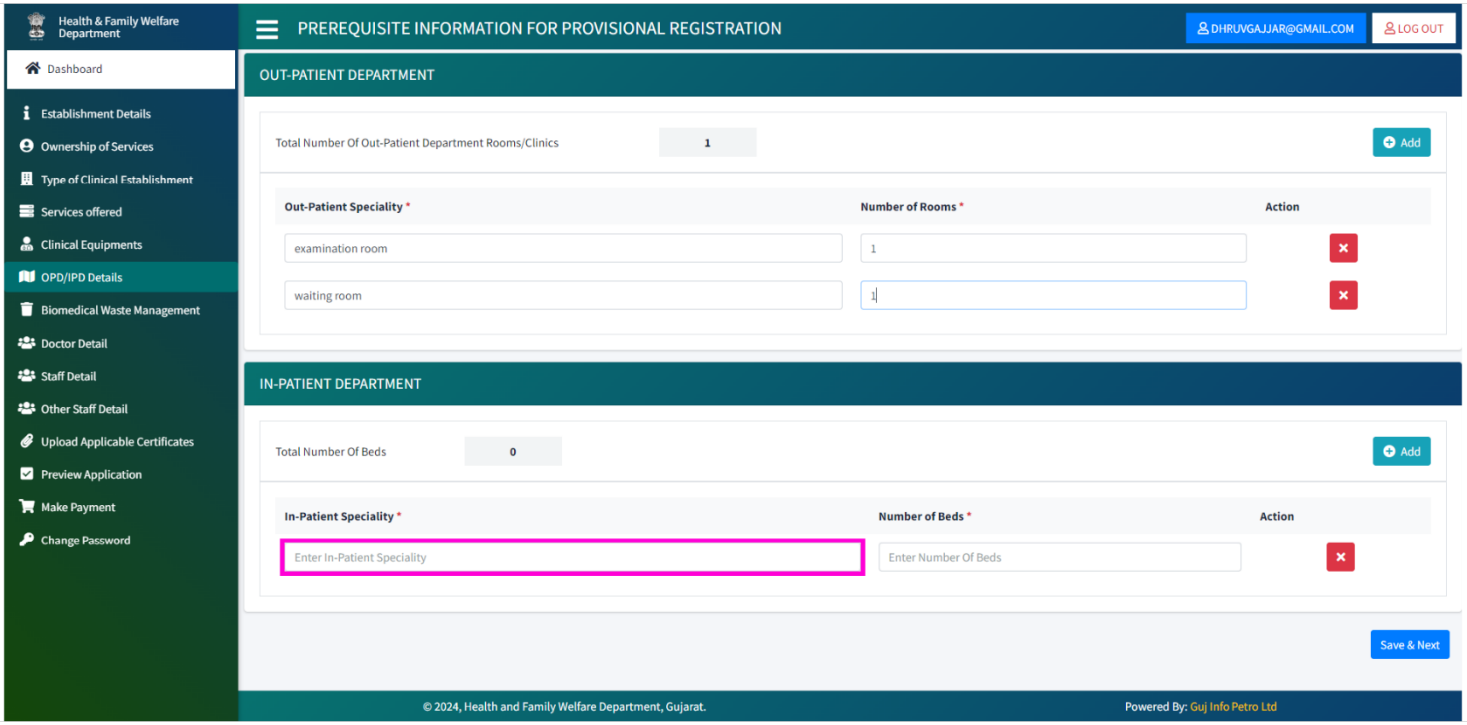
- And Click here to **Enter Number Of Rooms.**



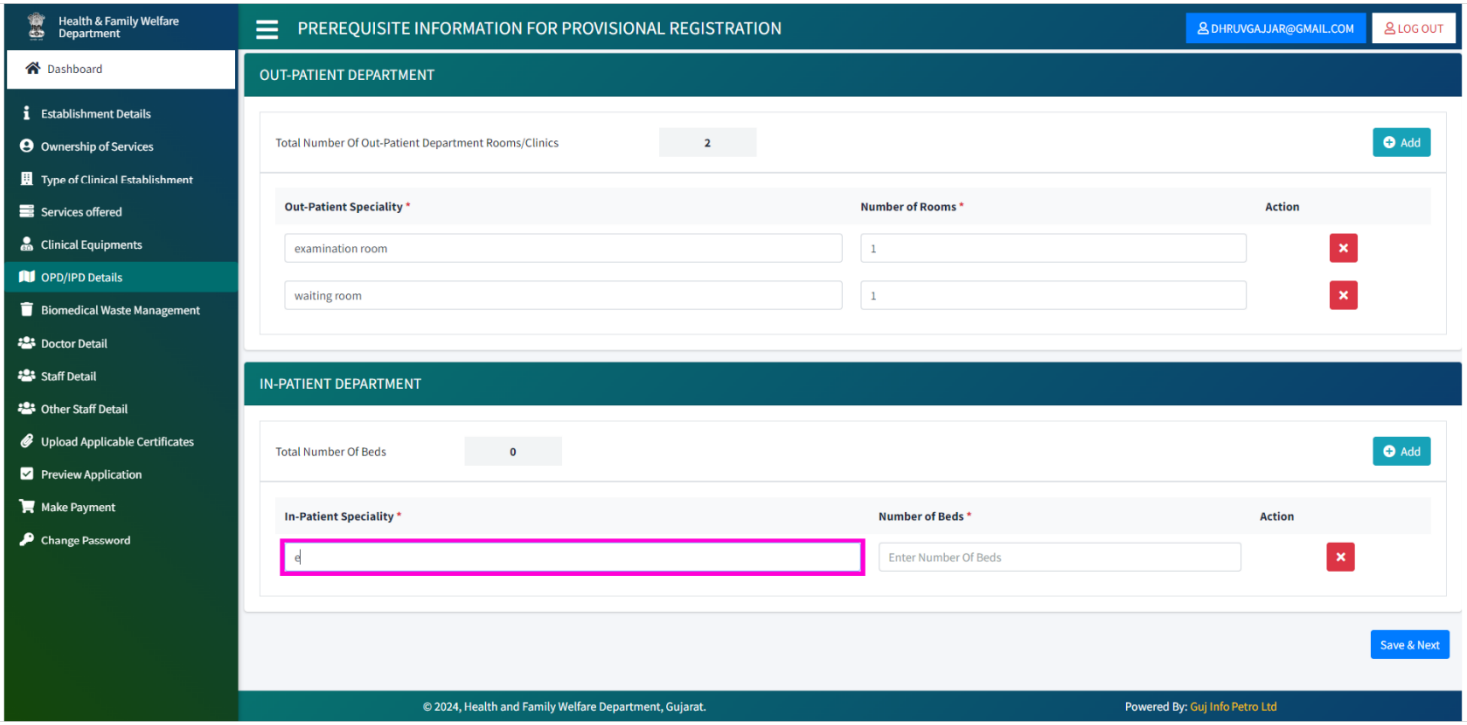
- Than type **number of room**.



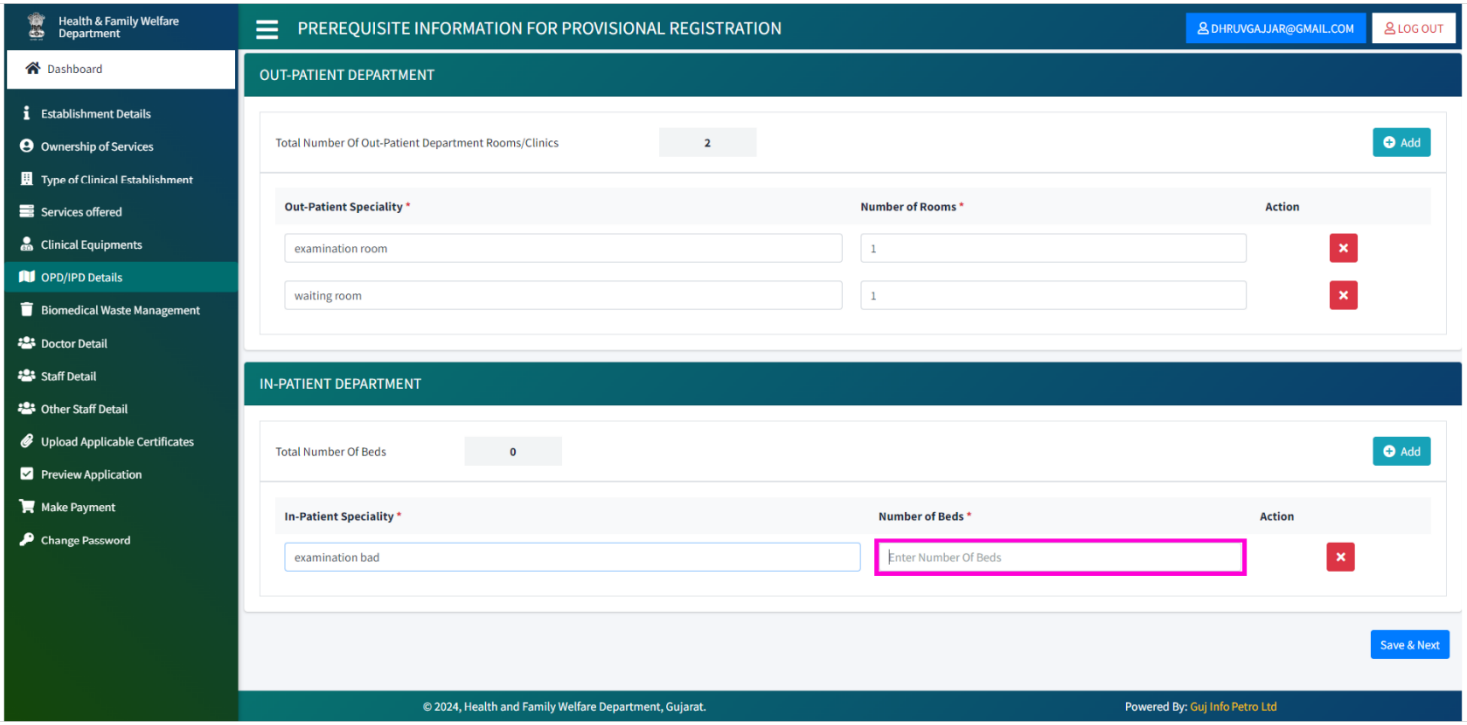
- for enter **in patient specialty** click here.



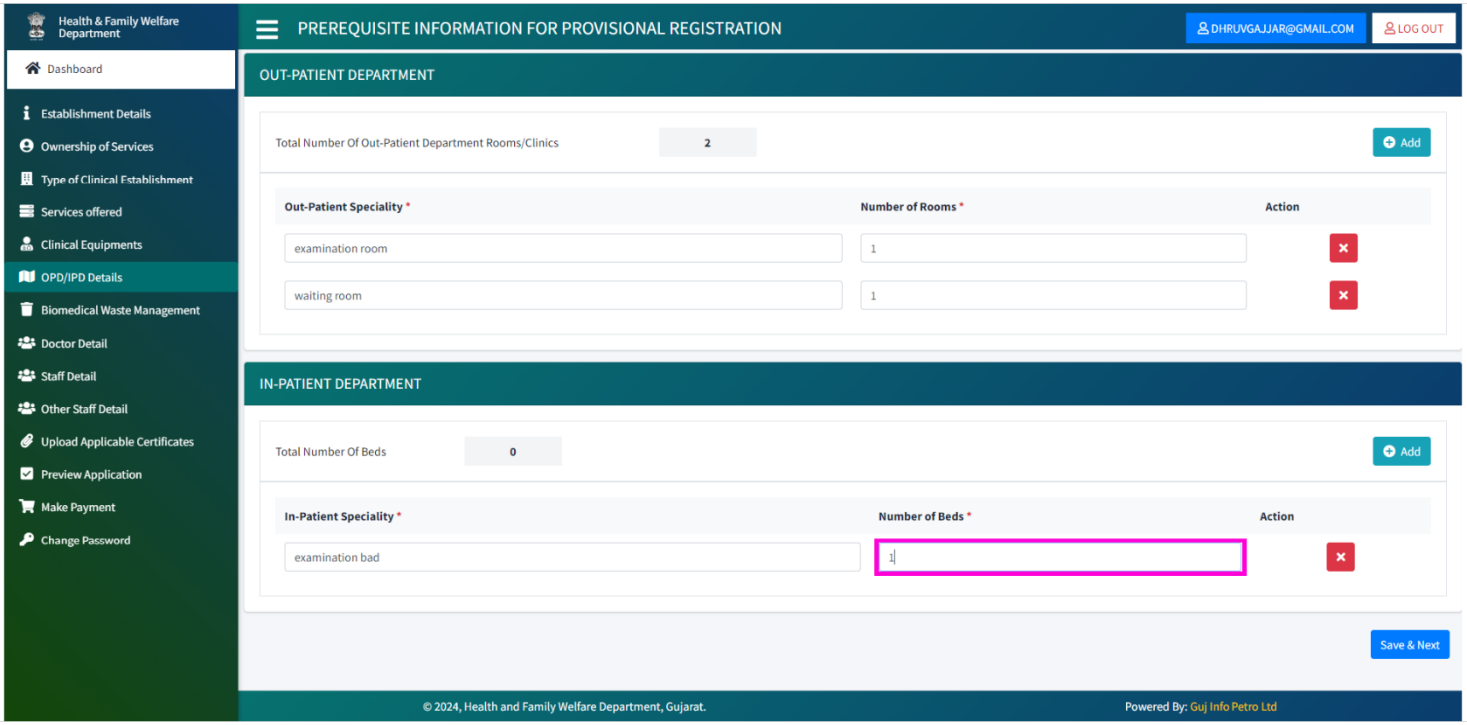
- Type **the Specialty name.**



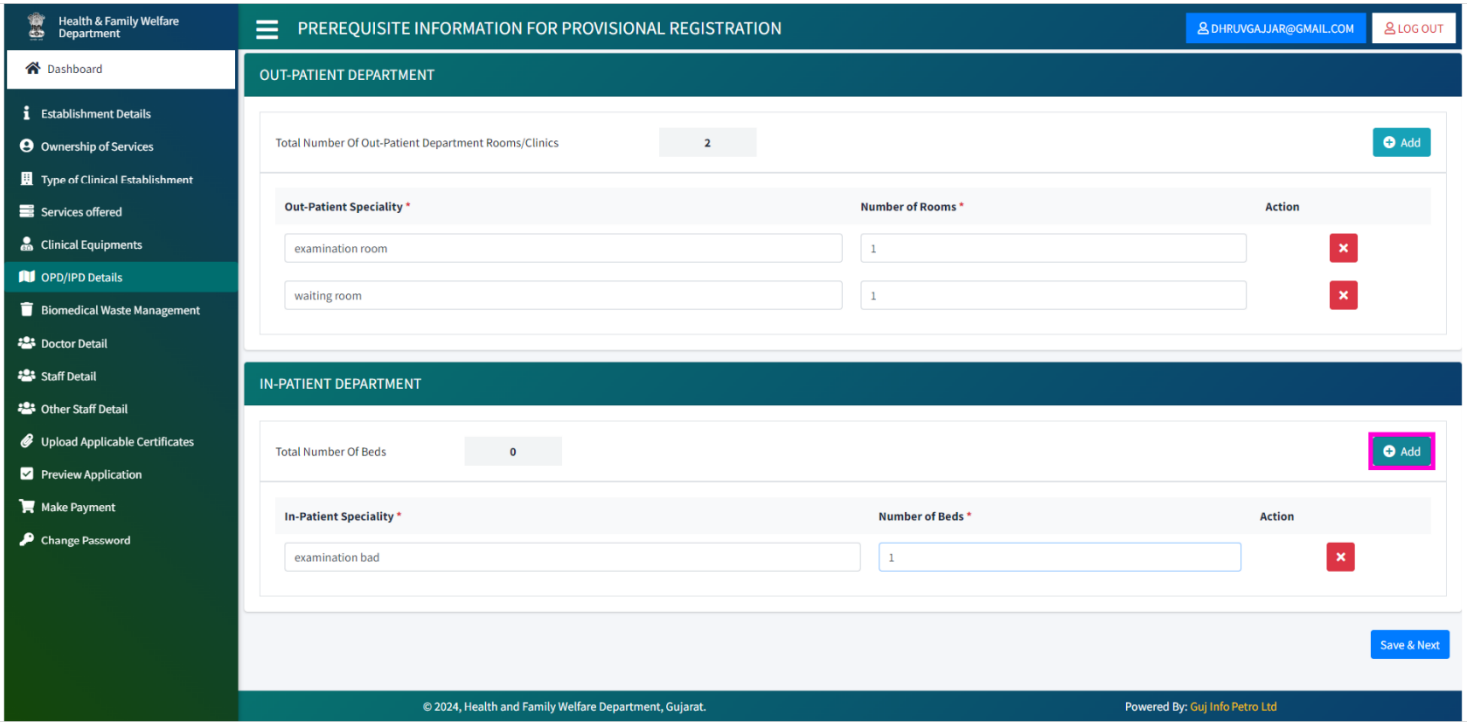
- And for enter number of bad



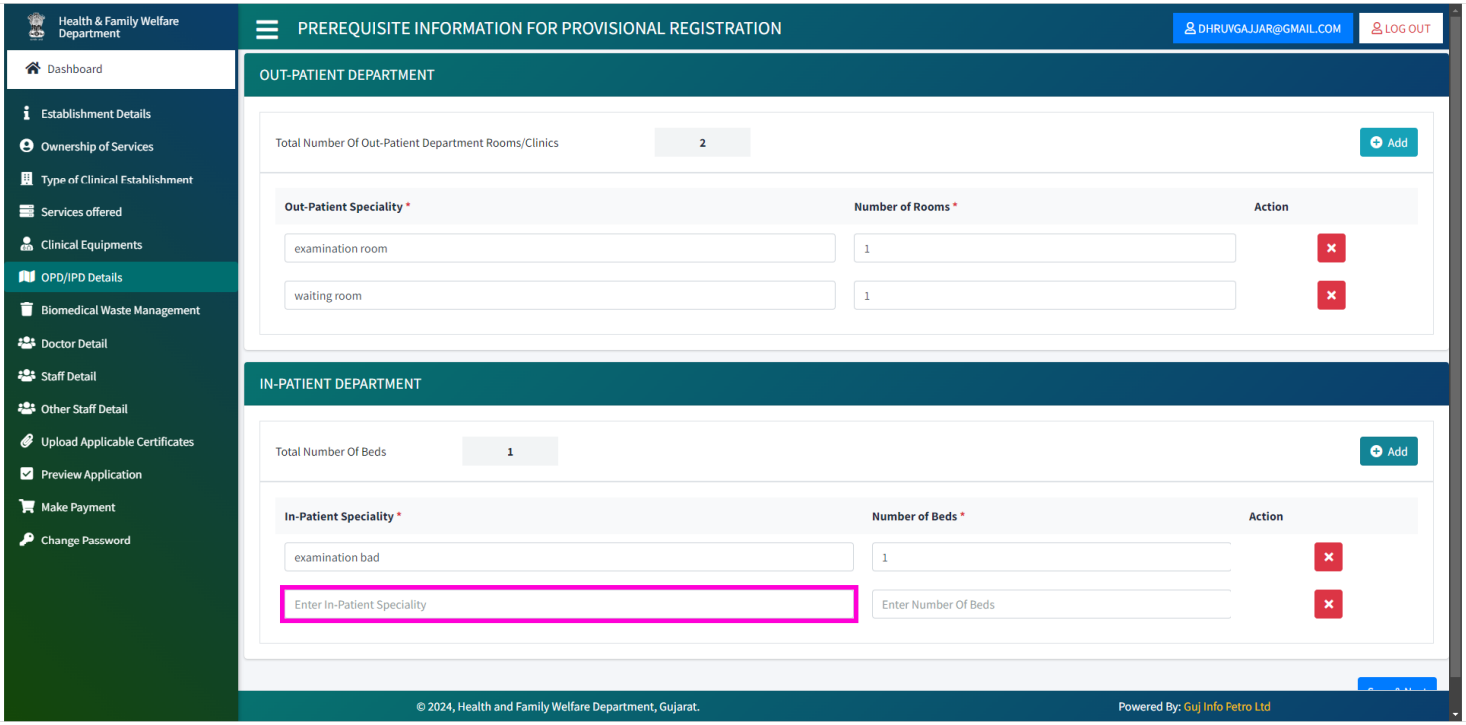
- Type **here.**


Health & Family Welfare Department
Dashboard
Establishment Details
Ownership of Services
Type of Clinical Establishment
Services offered
Clinical Equipments
OPD/IPD Details
Biomedical Waste Management
Doctor Detail
Staff Detail
Other Staff Detail
Upload Applicable Certificates
Preview Application
Make Payment
Change Password
PREREQUISITE INFORMATION FOR PROVISIONAL REGISTRATION
DHRUVGAJJAR@GMAIL.COM
LOG OUT
OUT-PATIENT DEPARTMENT
Total Number Of Out-Patient Department Rooms/Clinics
2
Add
Out-Patient Speciality *
Number of Rooms *
Action
examination room
1
waiting room
1
IN-PATIENT DEPARTMENT
Total Number Of Beds
0
Add
In-Patient Speciality *
Number of Beds *
Action
examination bad
1
Save & Next
© 2024, Health and Family Welfare Department, Gujarat.
Powered By: Guj Info Petro Ltd

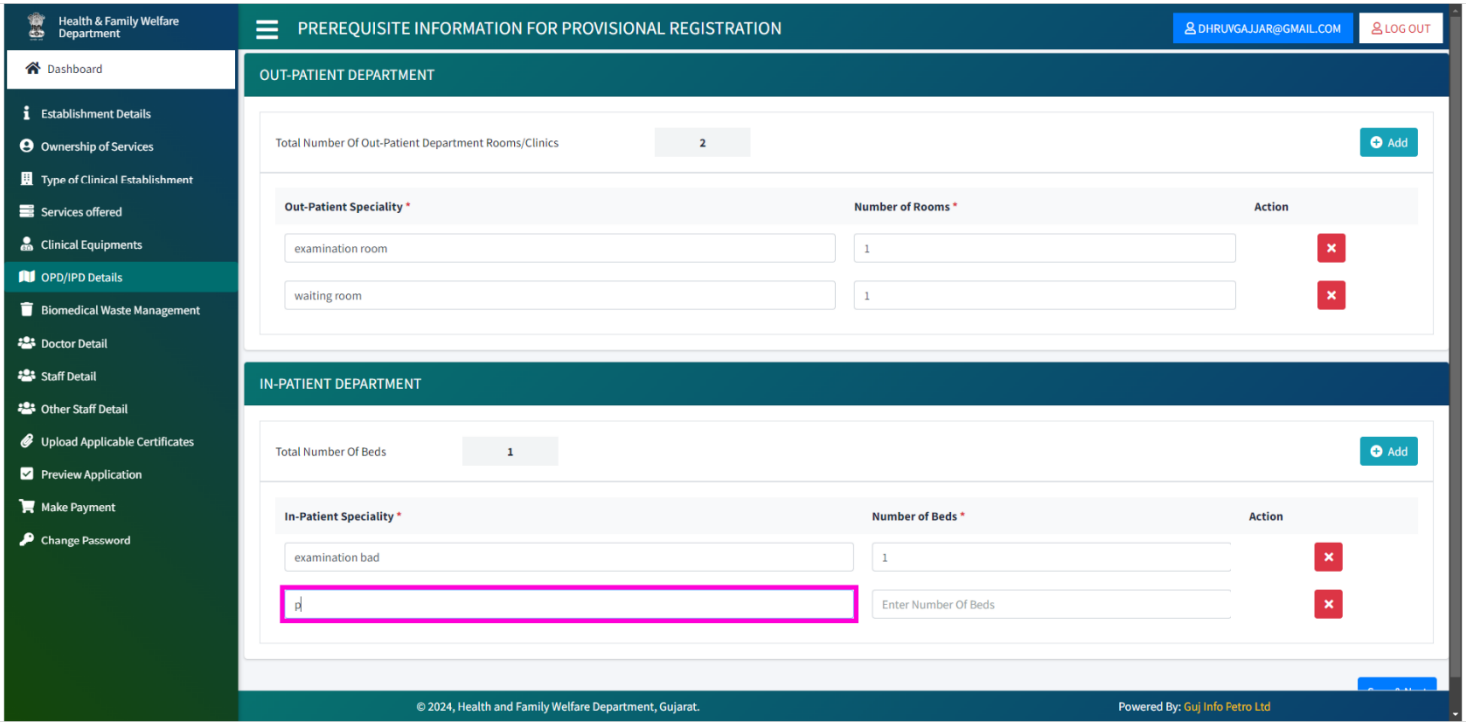
- For add more specialties click on **add button**.



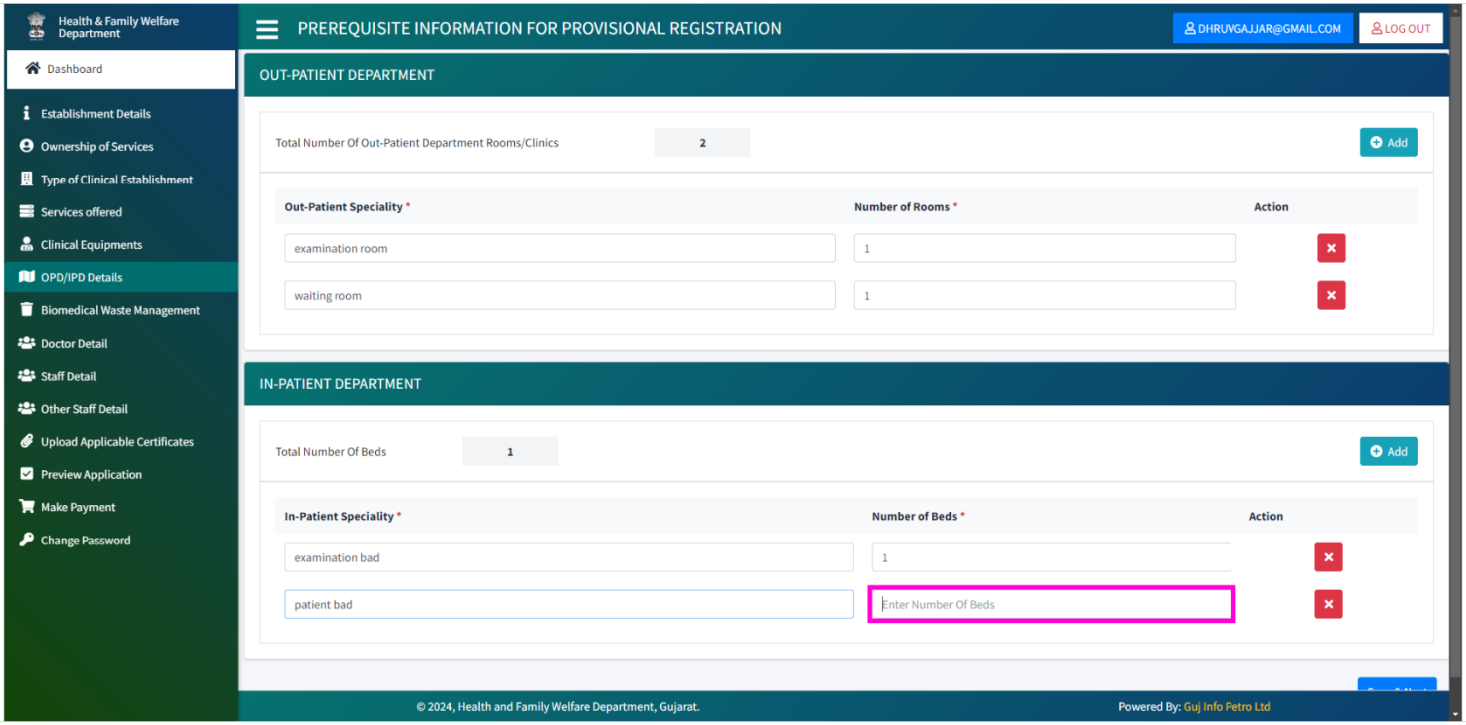
- For enter other speciality click on this box.



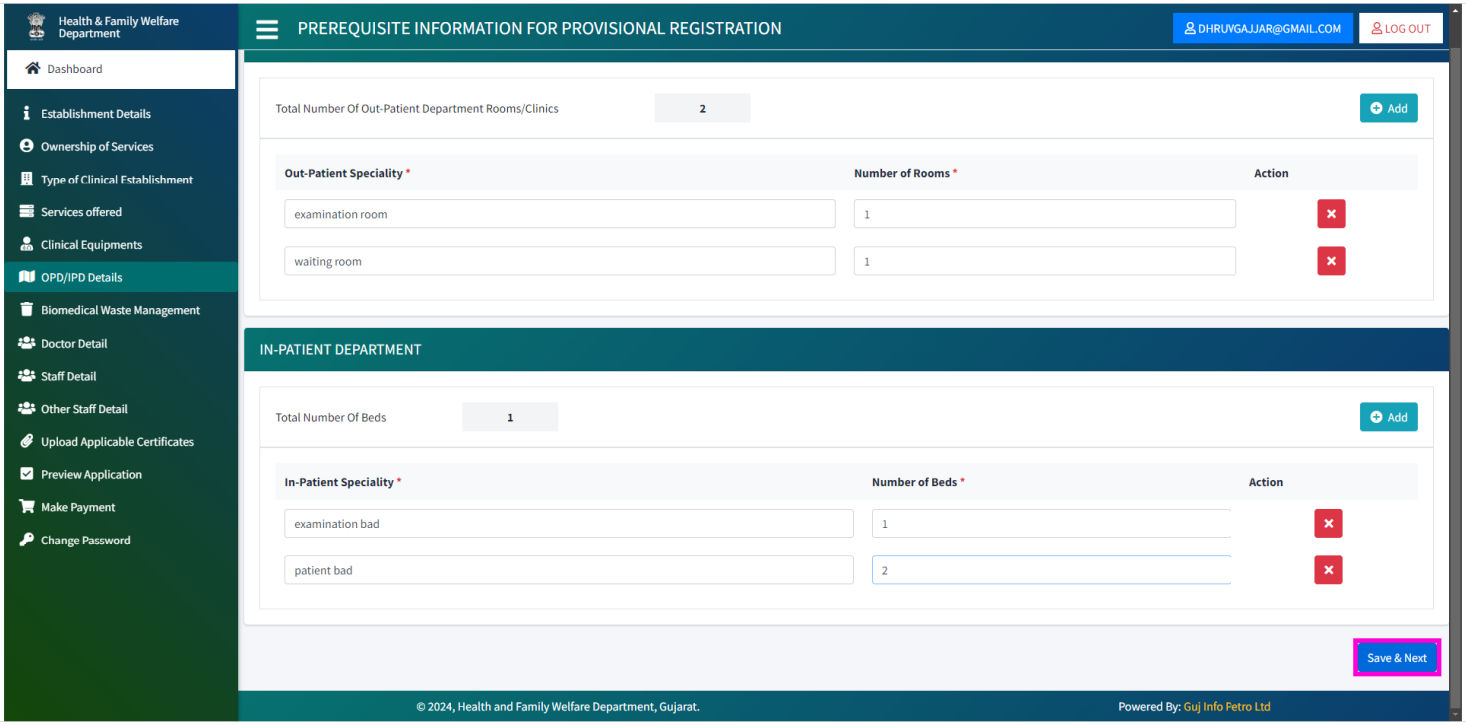
- And enter the **speciality**.



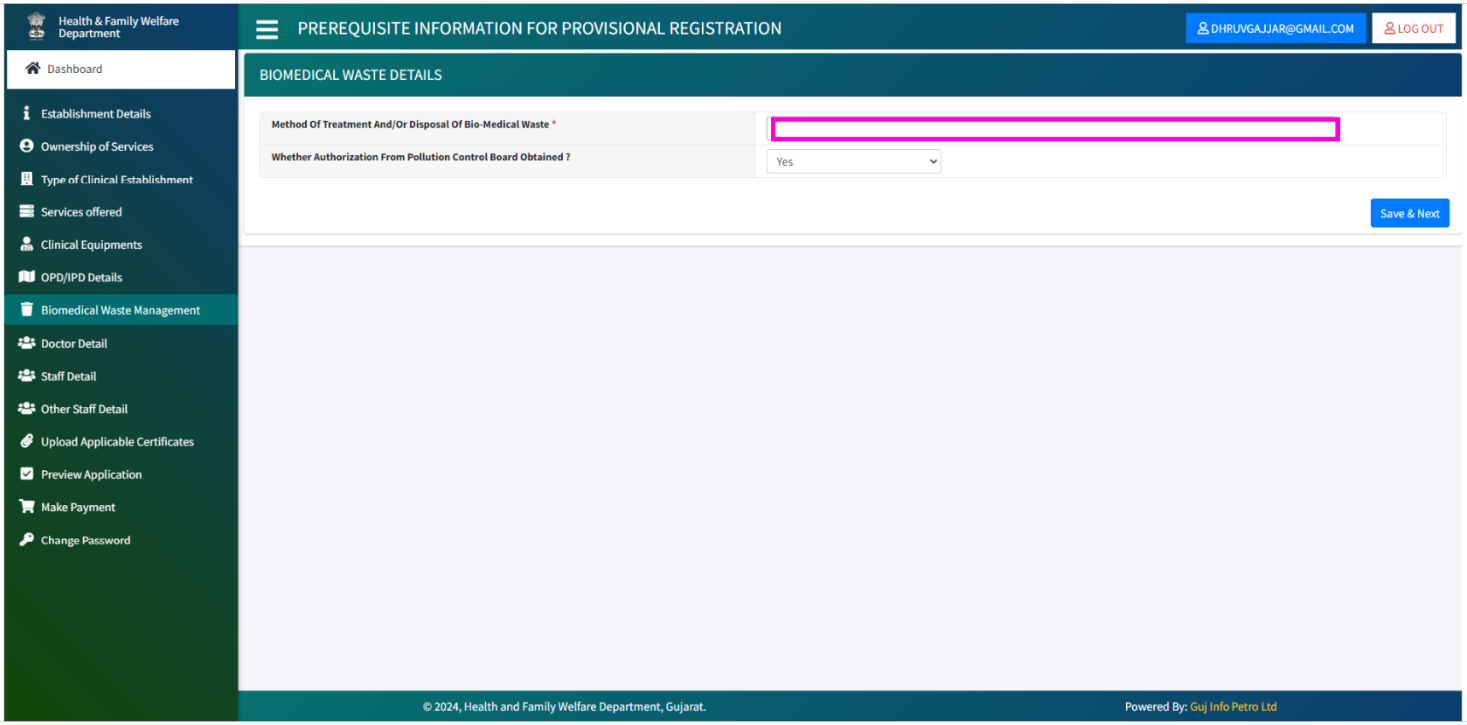
- And enter the **number of bad** you have.



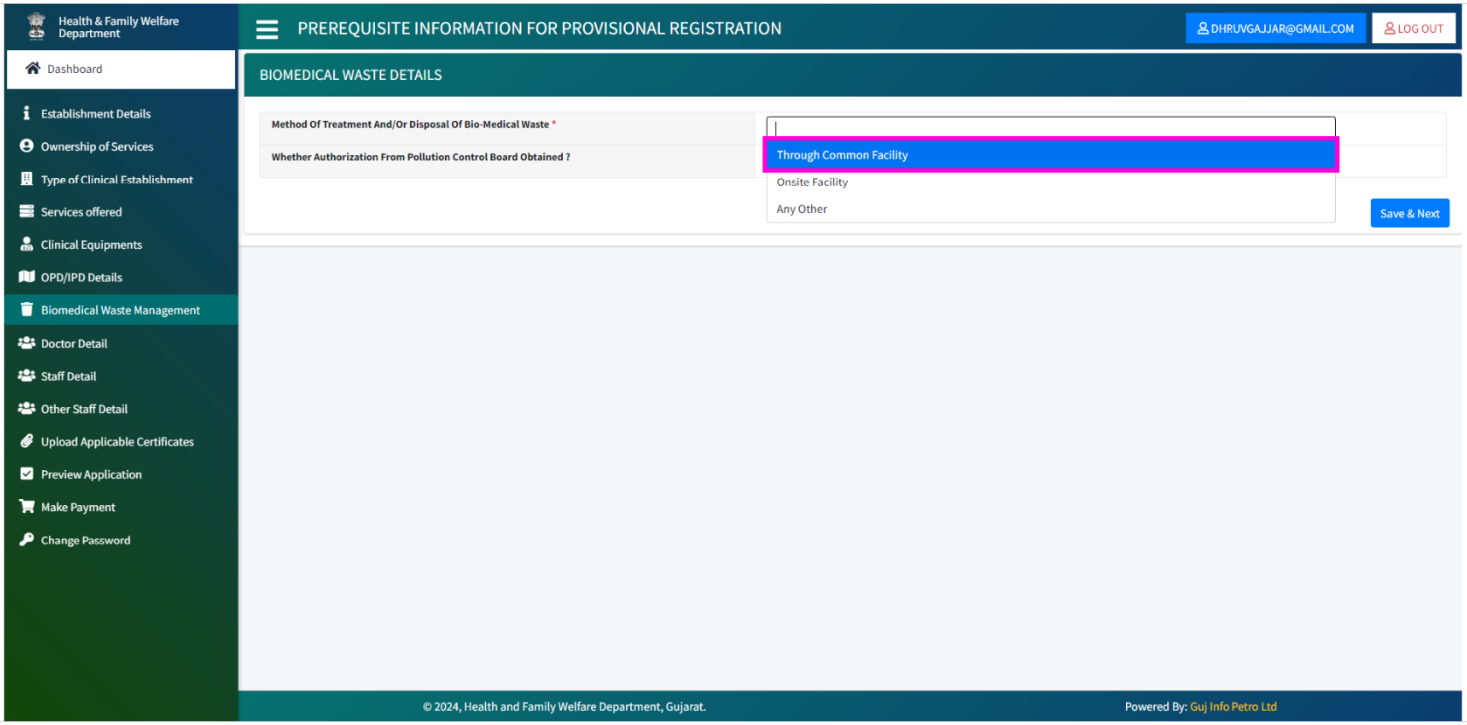
- After fill details Scroll down and click **Save & Next.**



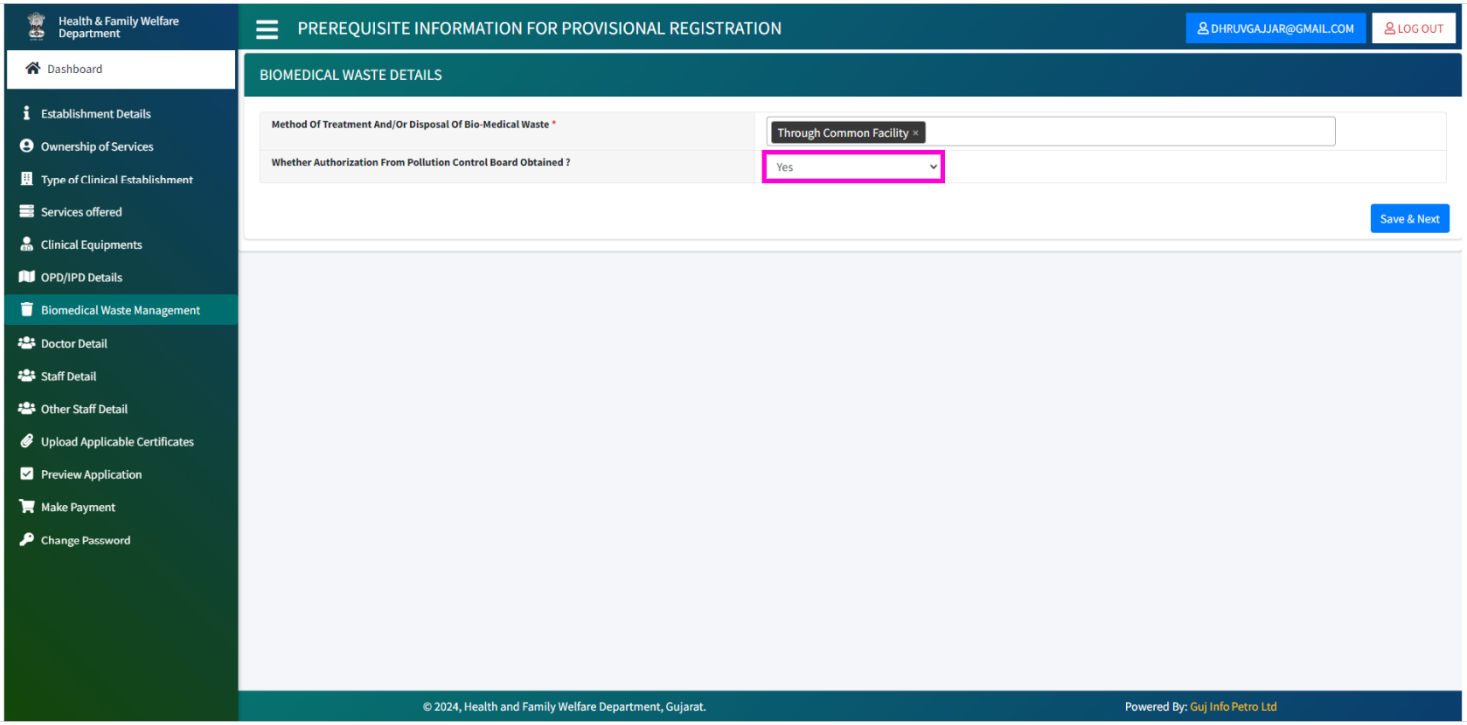
- In this part, you must provide details of your **biological waste management**.



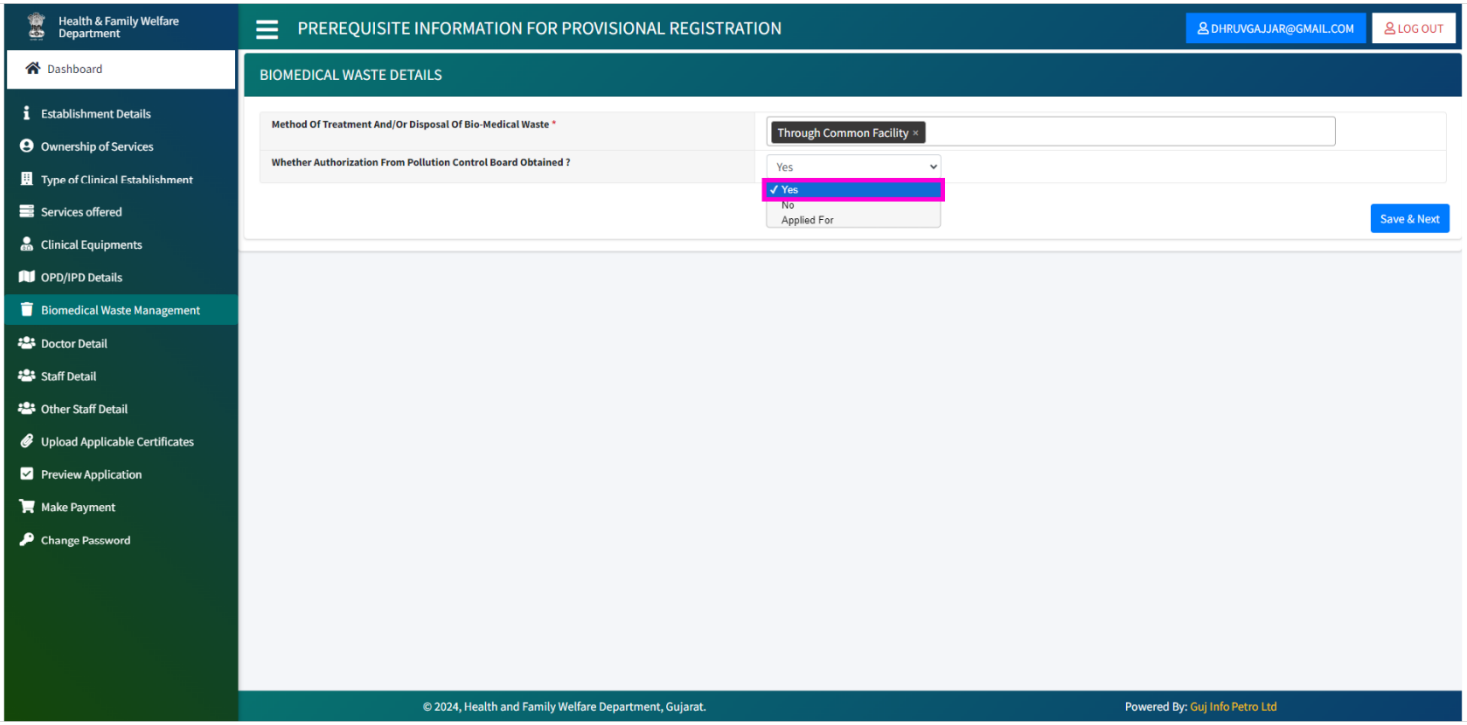
- Select **method of treatment or disposal of biomedical waste.**



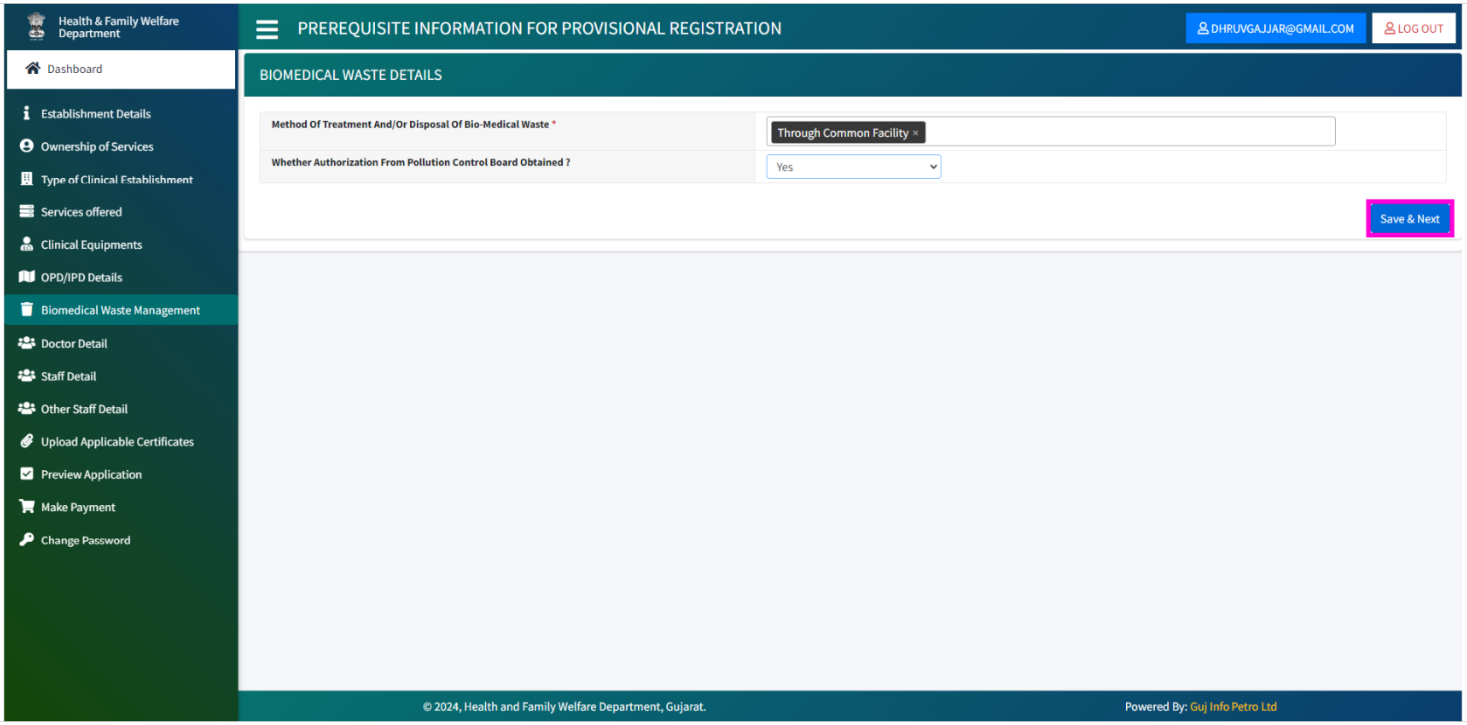
- In addition, select that **"whether Authorization from Pollution Control Board Obtained?"**



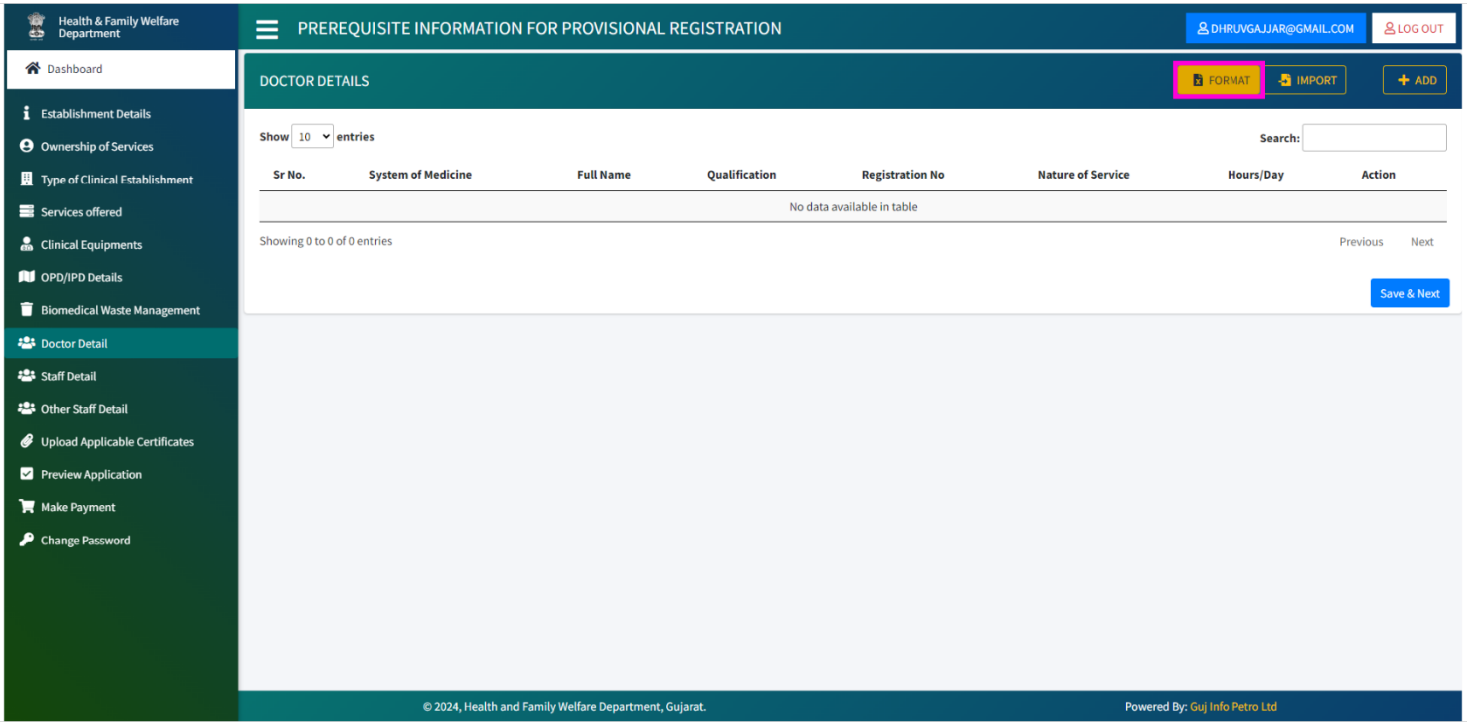
- And select your option.



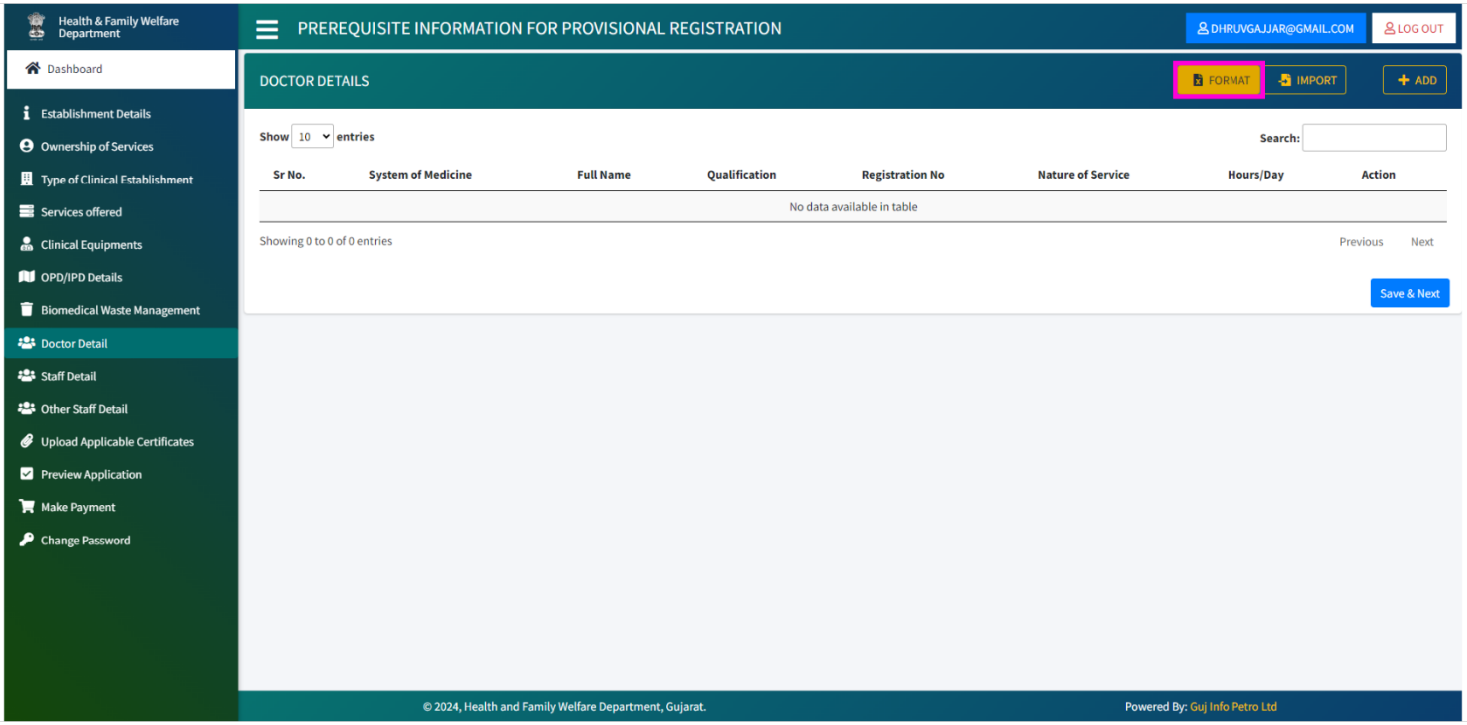
- Then Click **Save & Next button.**



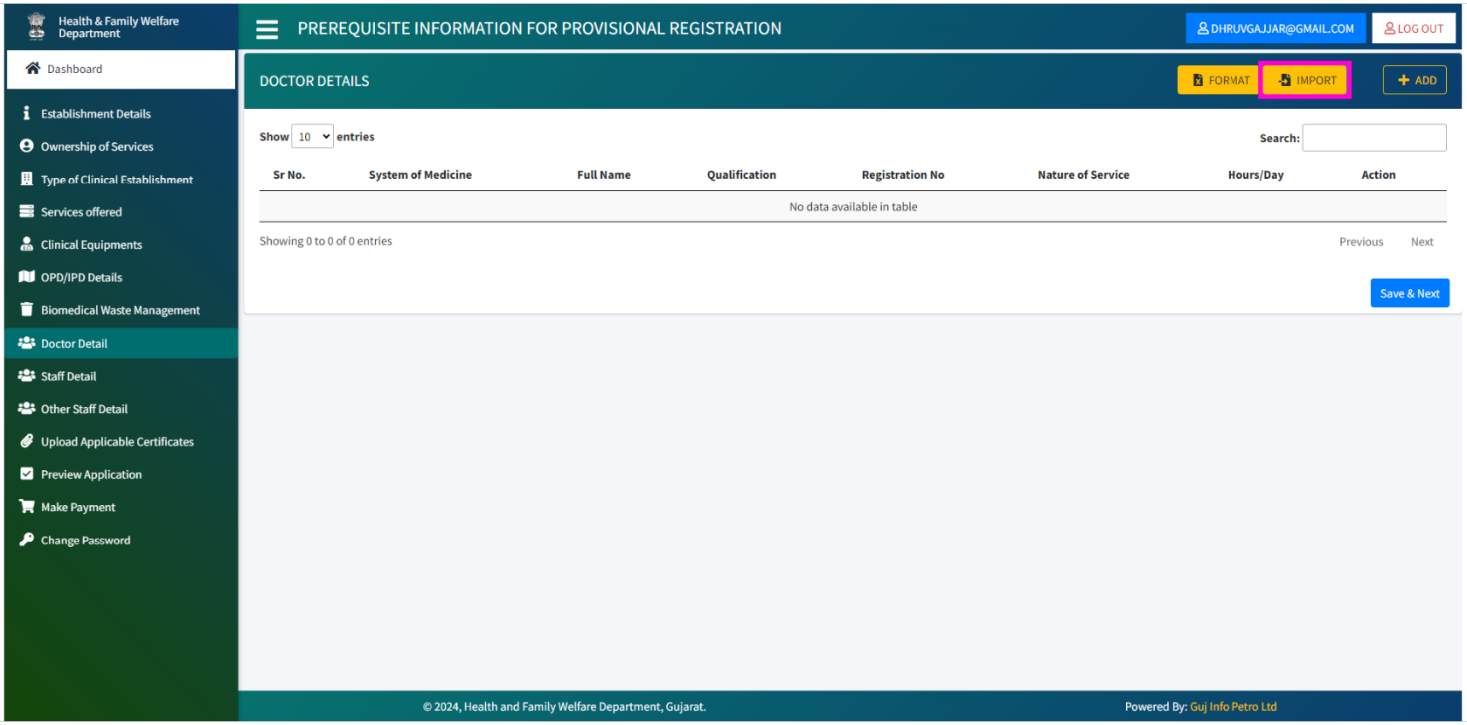
- This section contains information about doctors.
- This area requires you to provide information about the doctor in the format provided.
- To download the format, click on the format button and download the file.



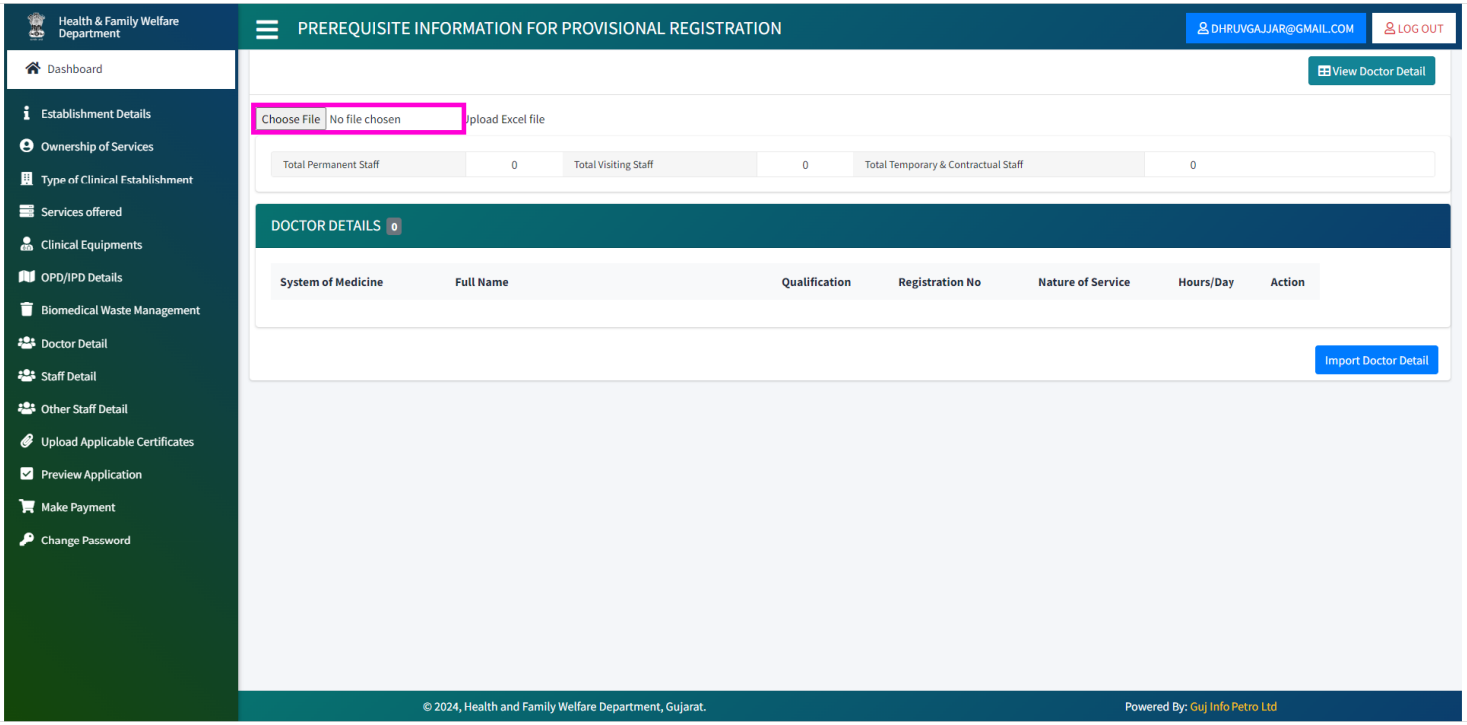
- After opening the file, you will see the format in excel. You can add your doctor's name and other details of them and save the excel sheet,



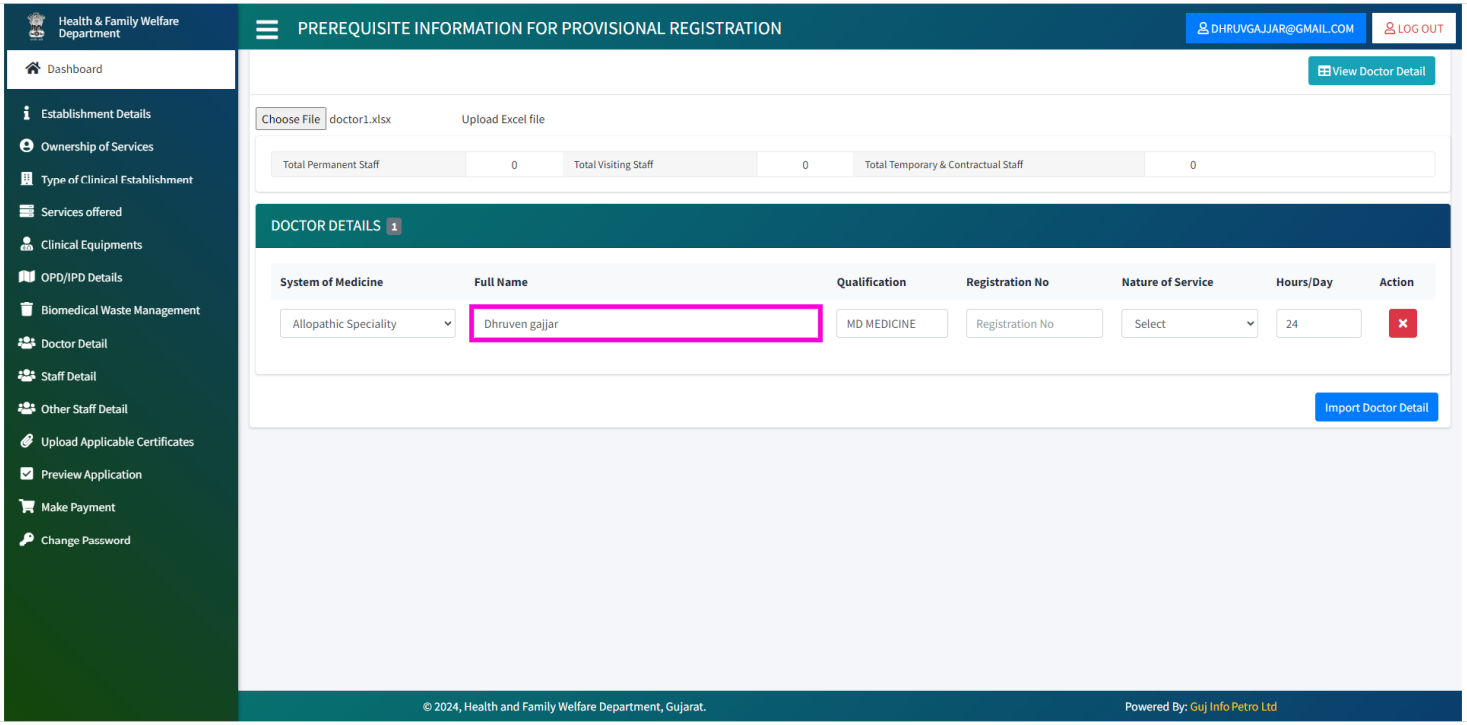
- Then click the **import button**.



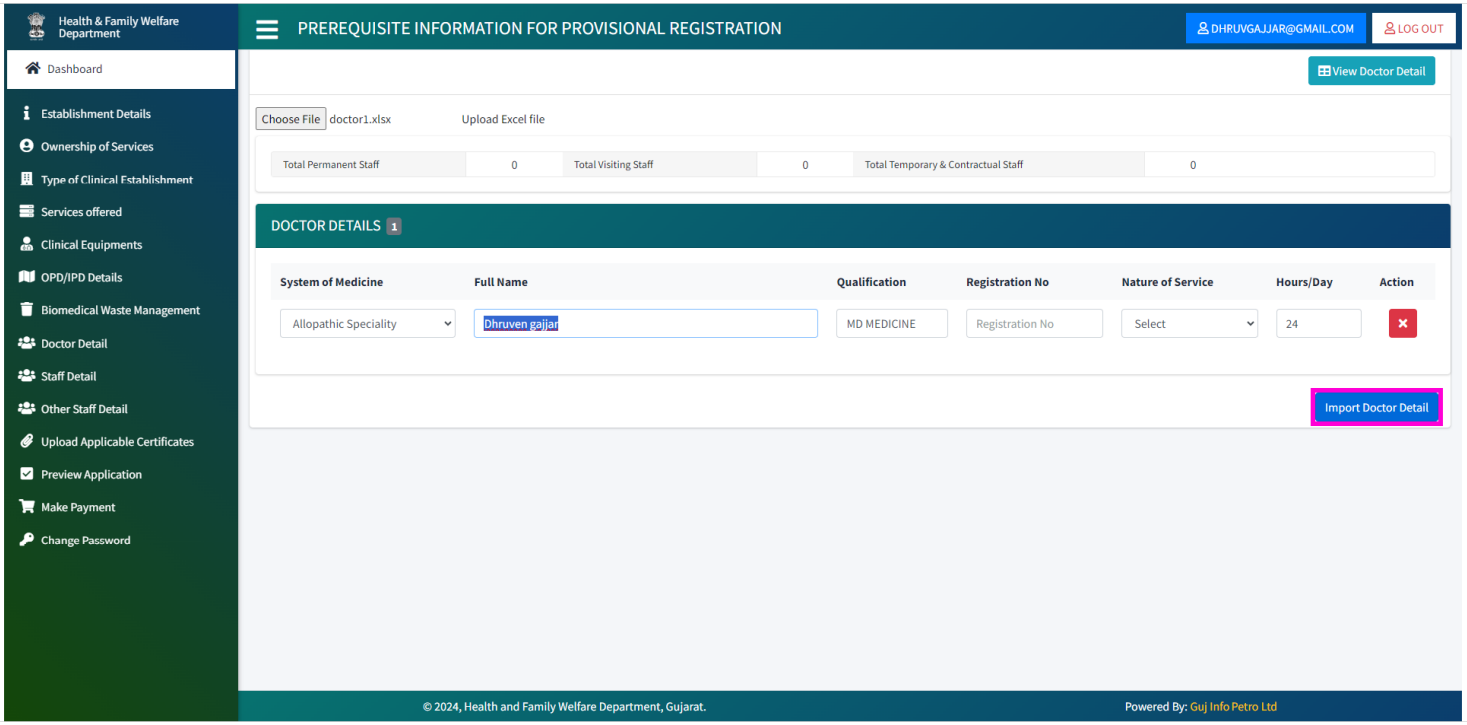
- Then choose a file to upload the excel sheet you edited from your computer.



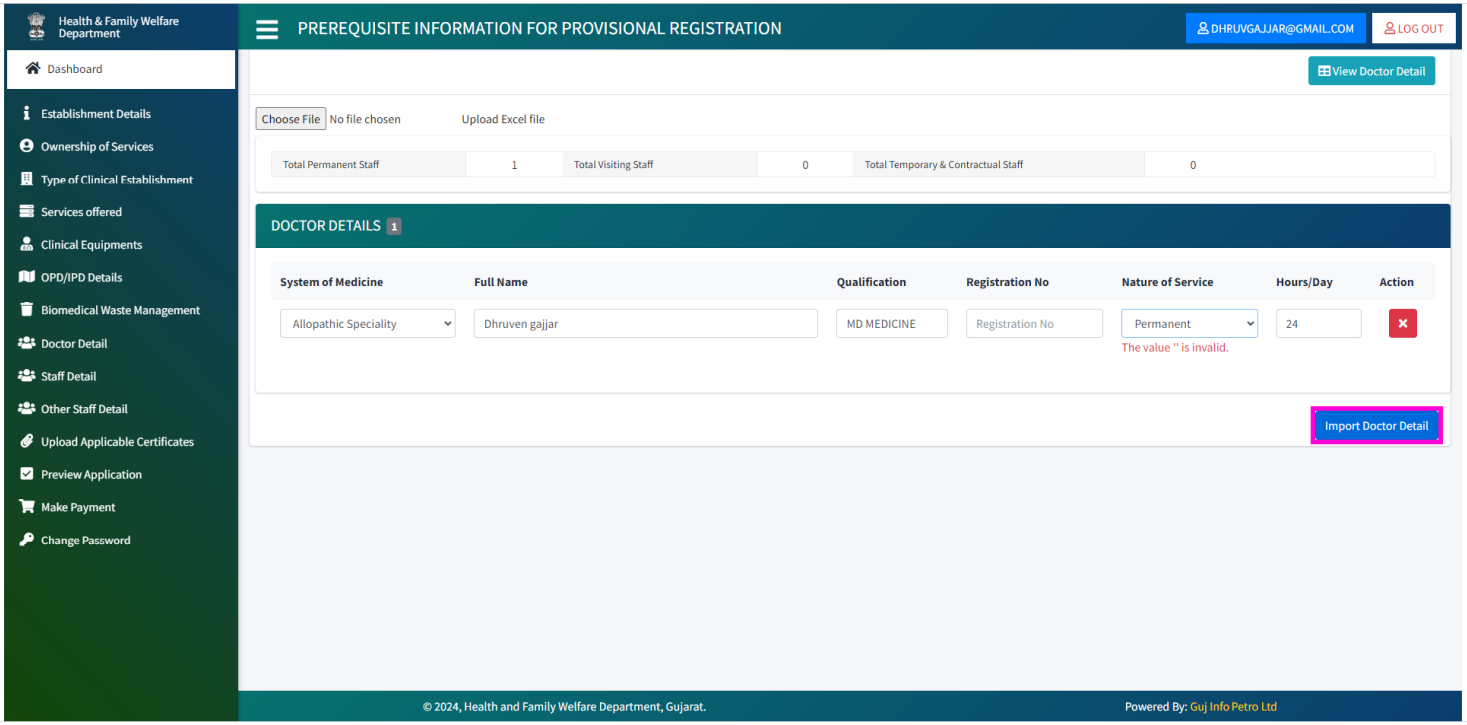
- You may now view the list you provided.



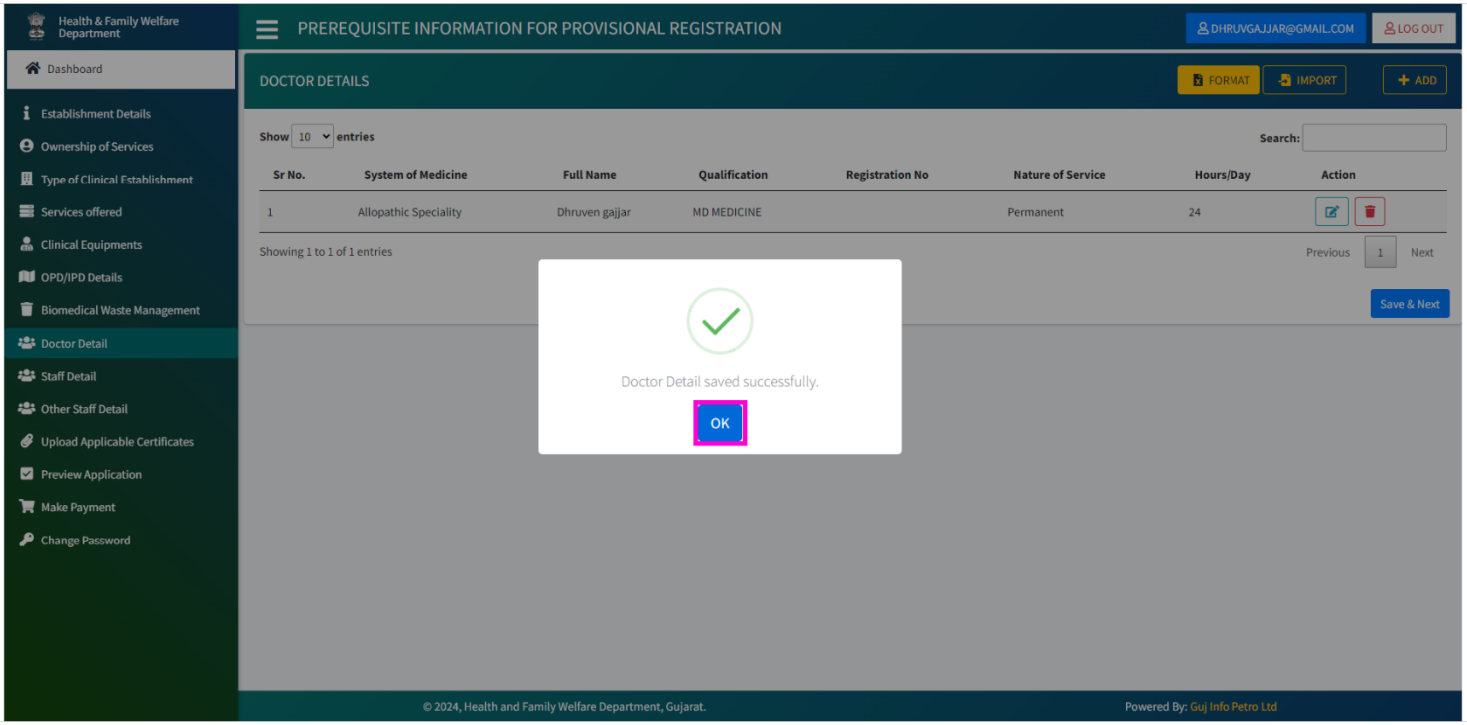
- Click **Import Doctor Detail.**



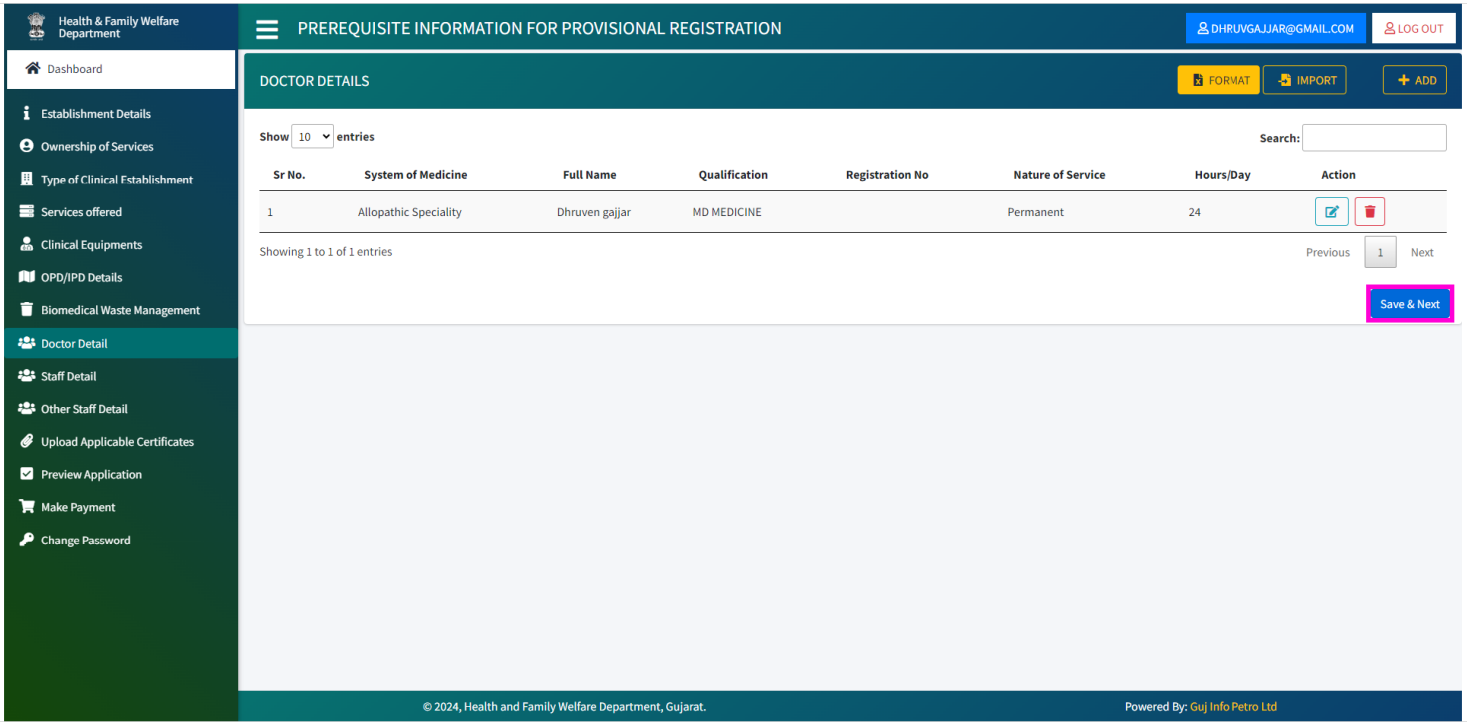
- After that, click on import doctor details.



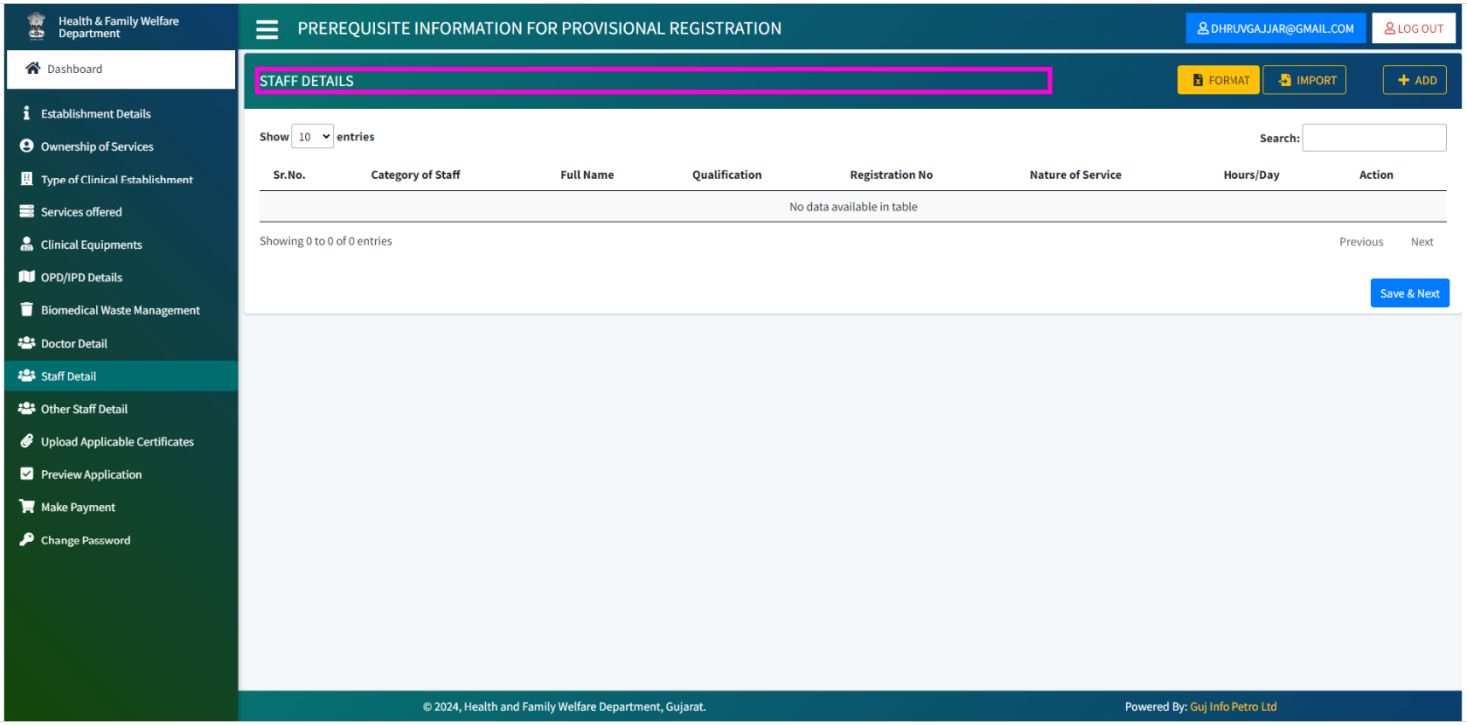
- And you'll notice that the doctor list has been **successfully upload doctor details**.



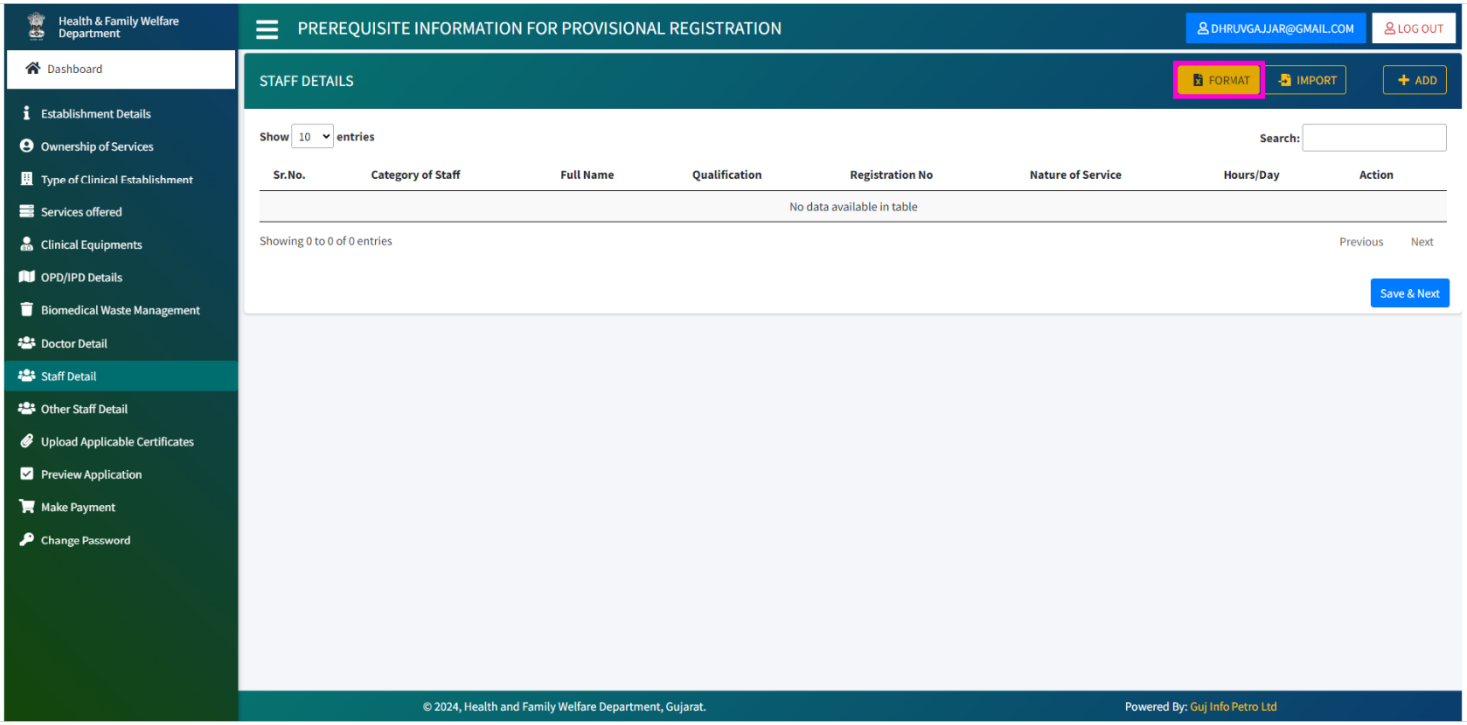
- Now, click the **save and next** button.



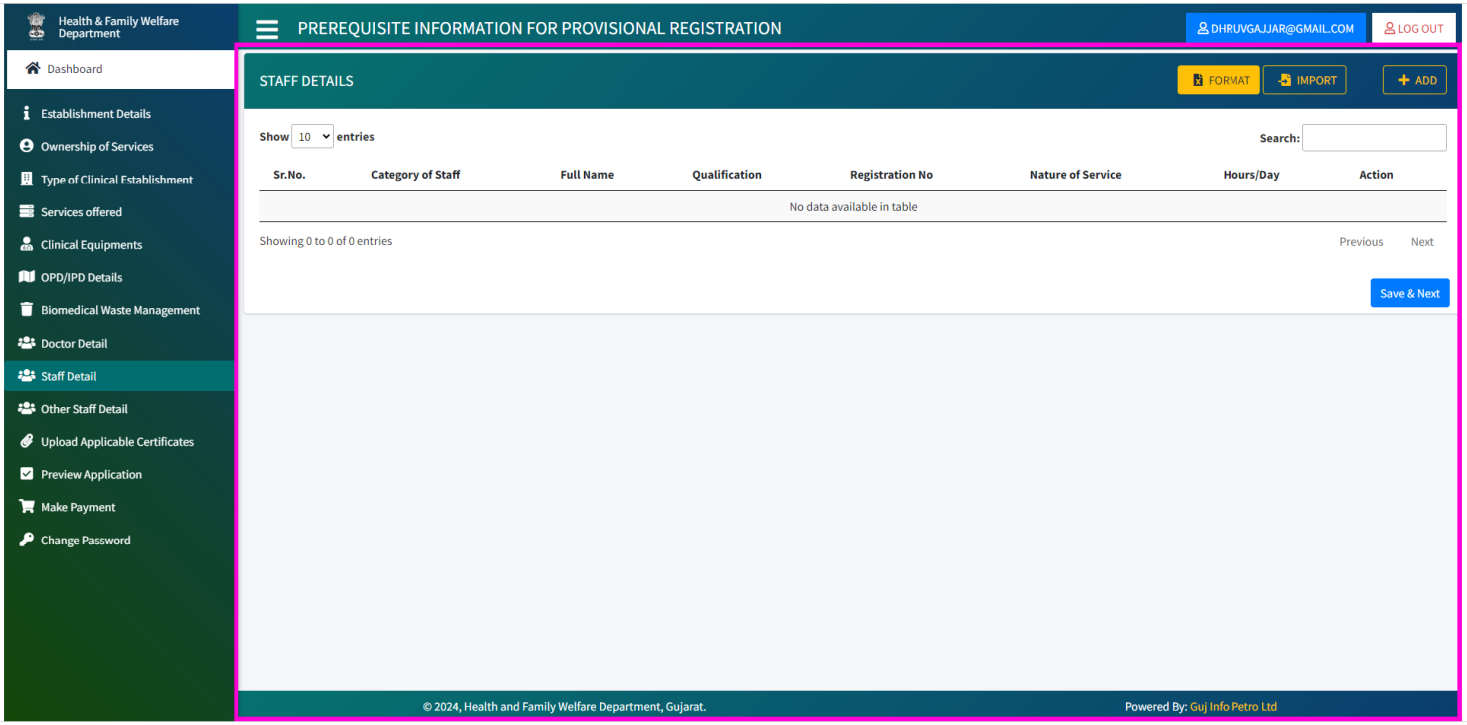
- In this section, you have to provide **details of the clinic staff**.



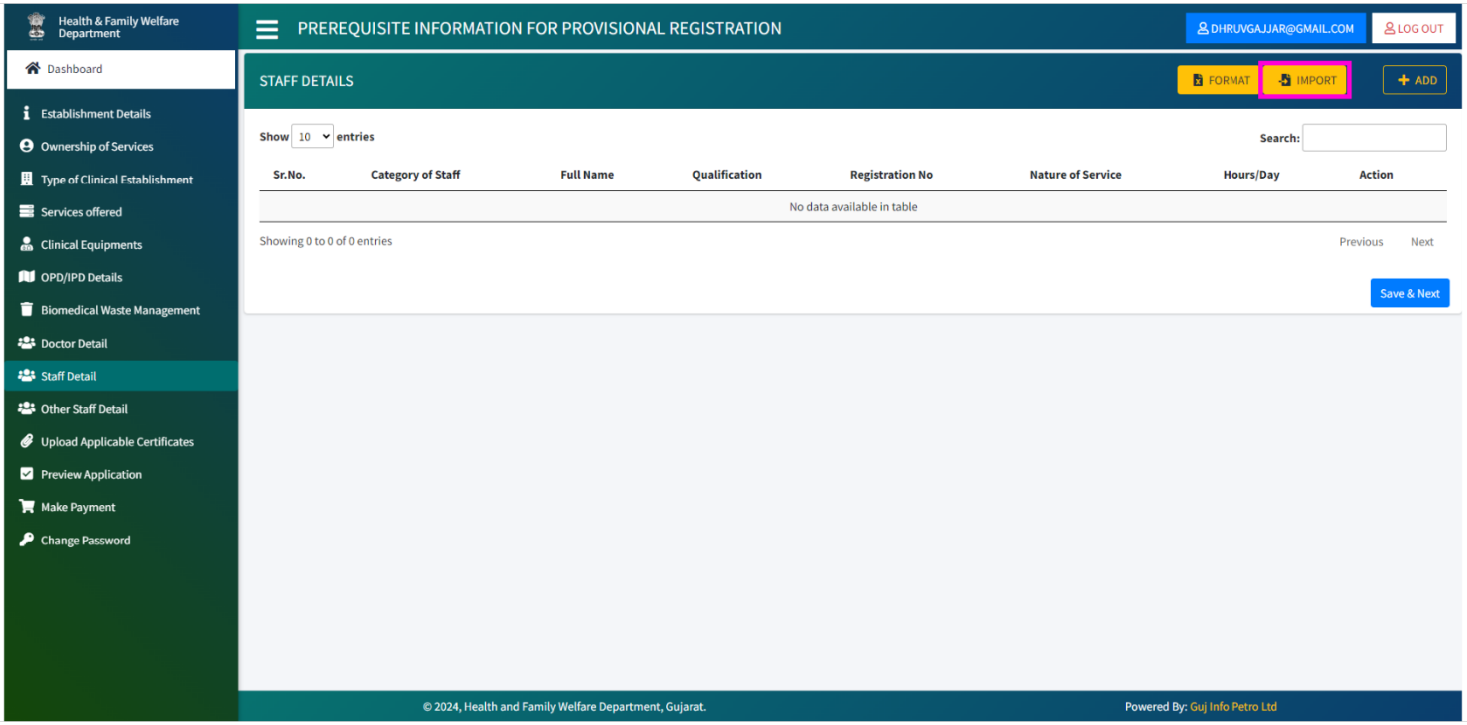
- For that, you have to download format file by clicking on the **format**. Same as doctor details.



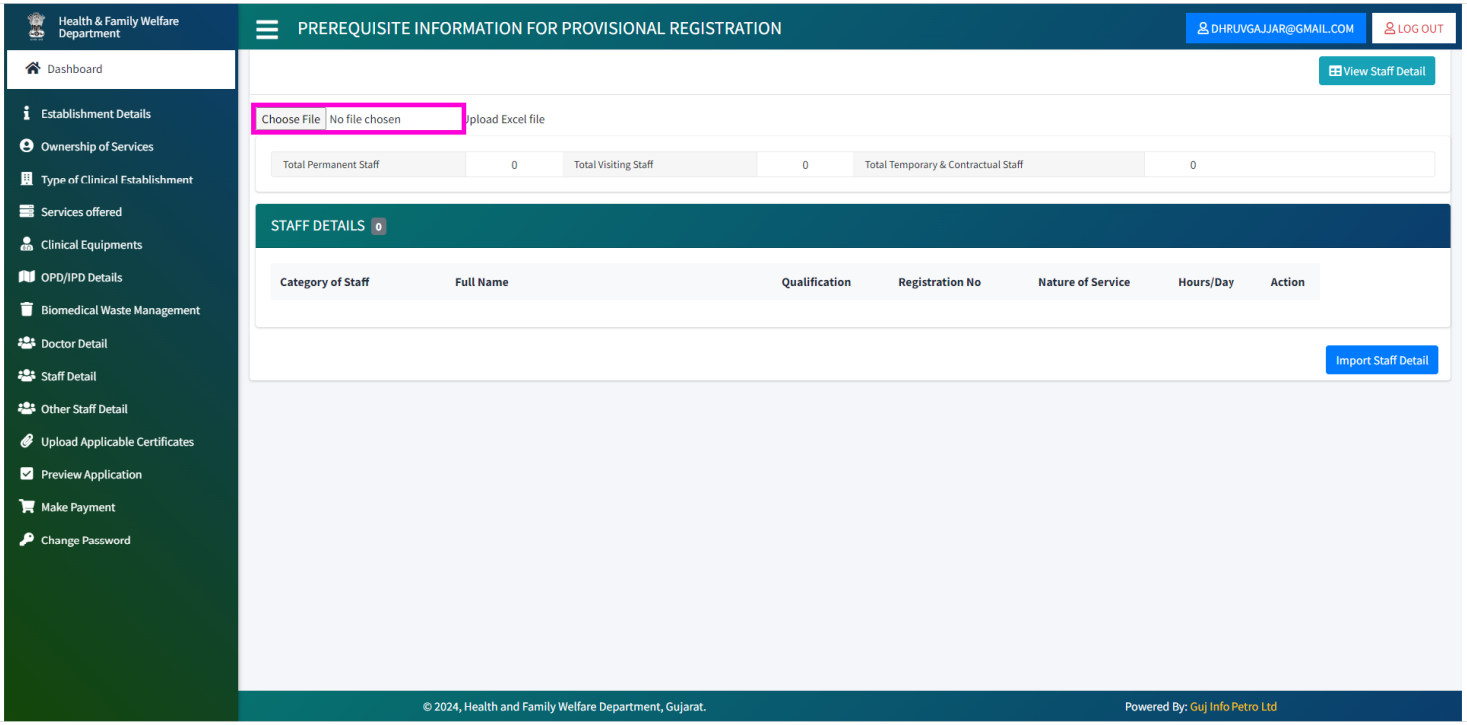
- Fill the staff details in that format file and save and upload to the portal.



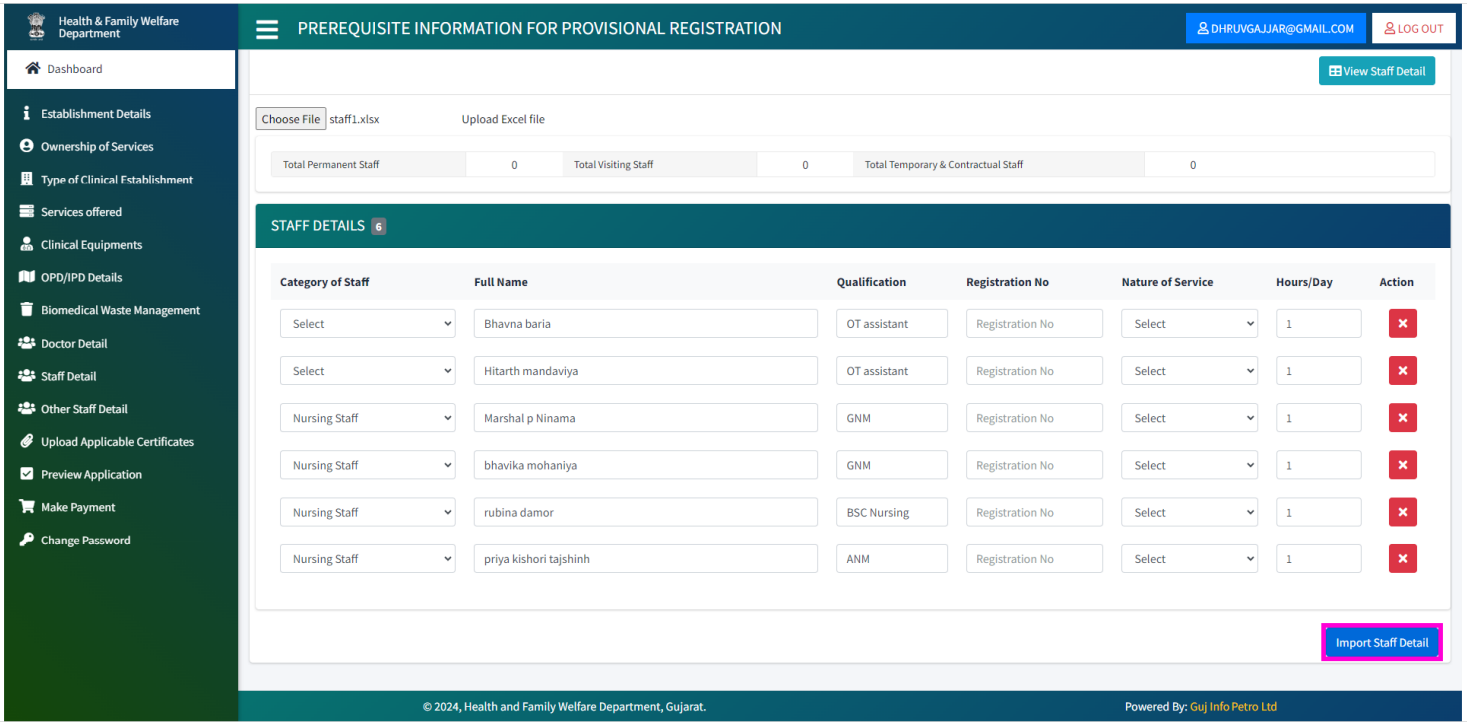
- For upload that details click on the **import** button.



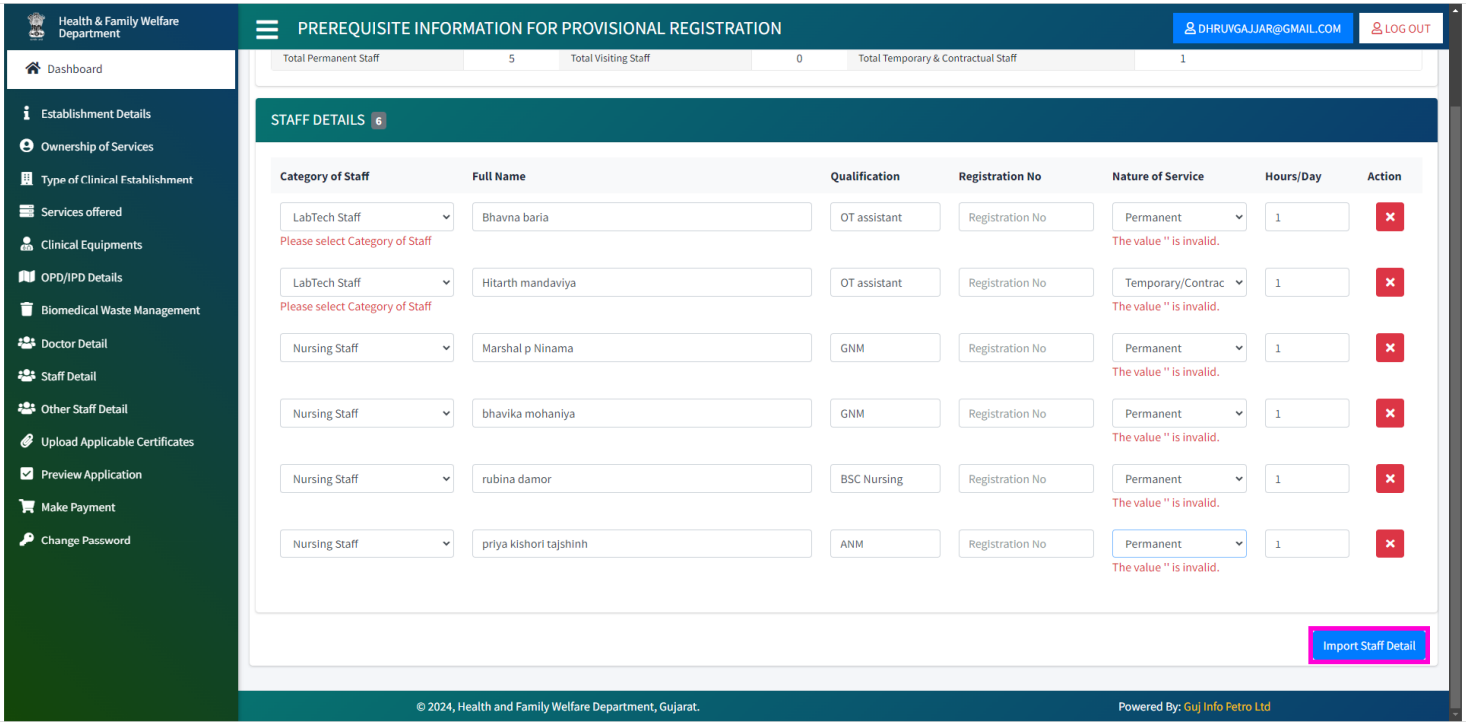
- Then click on the **choose file** option.



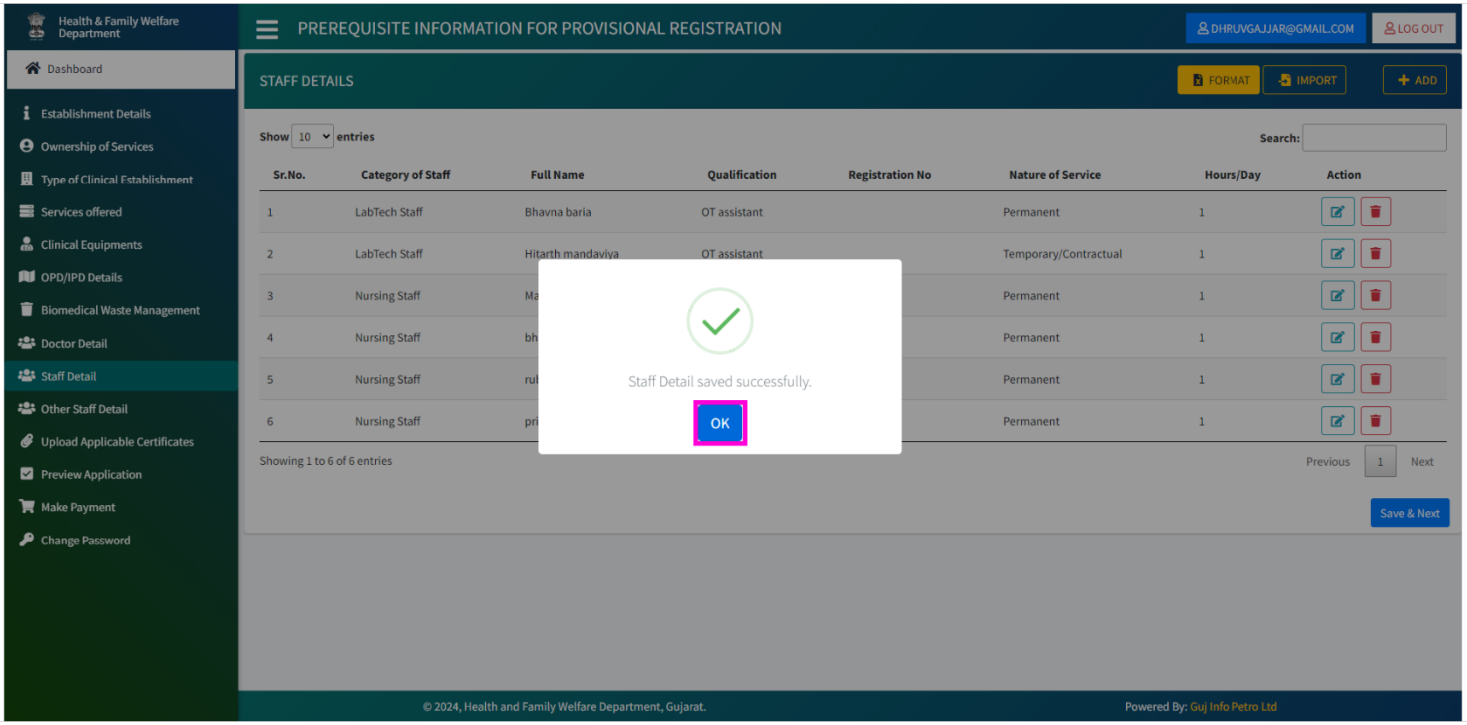
- After uploading file from your devise, the details of your staff will appear on the screen.



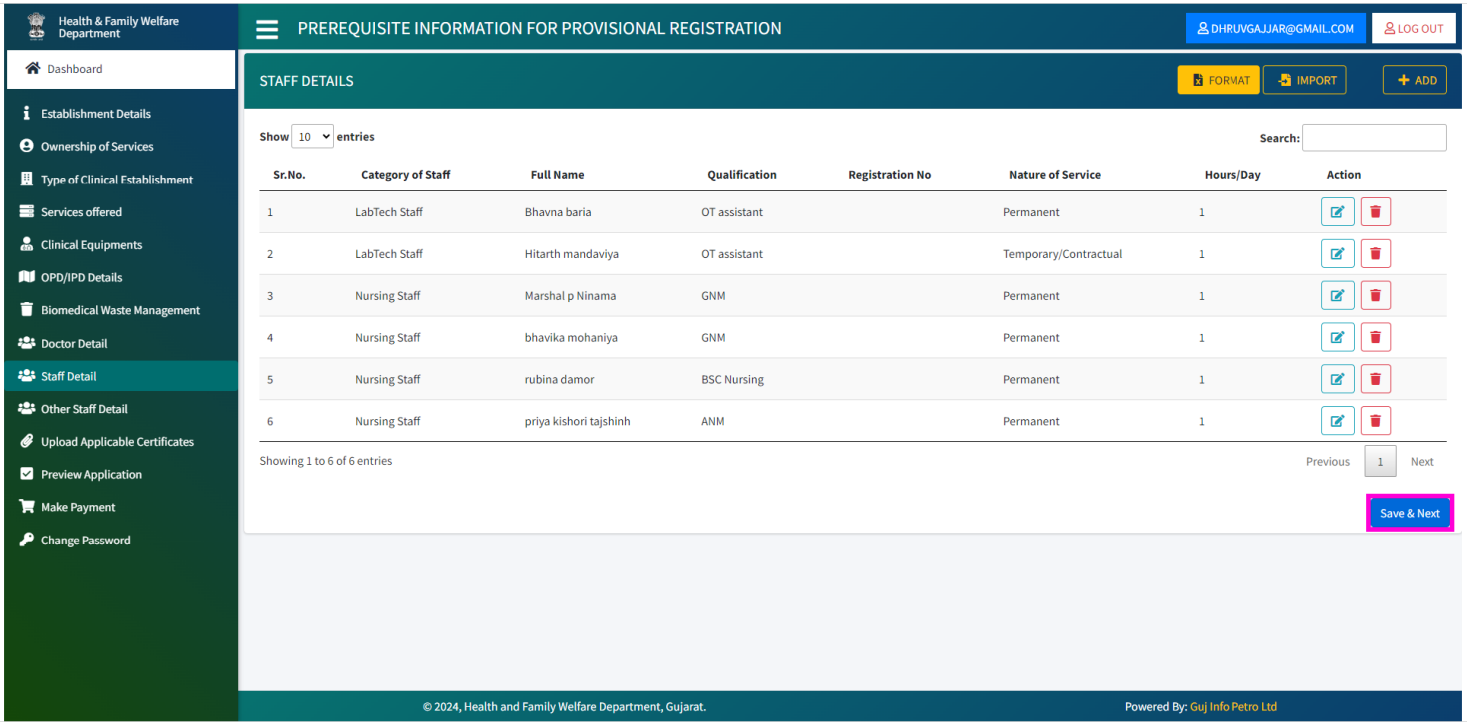
- In addition, you may then click on the **Import staff details** button.



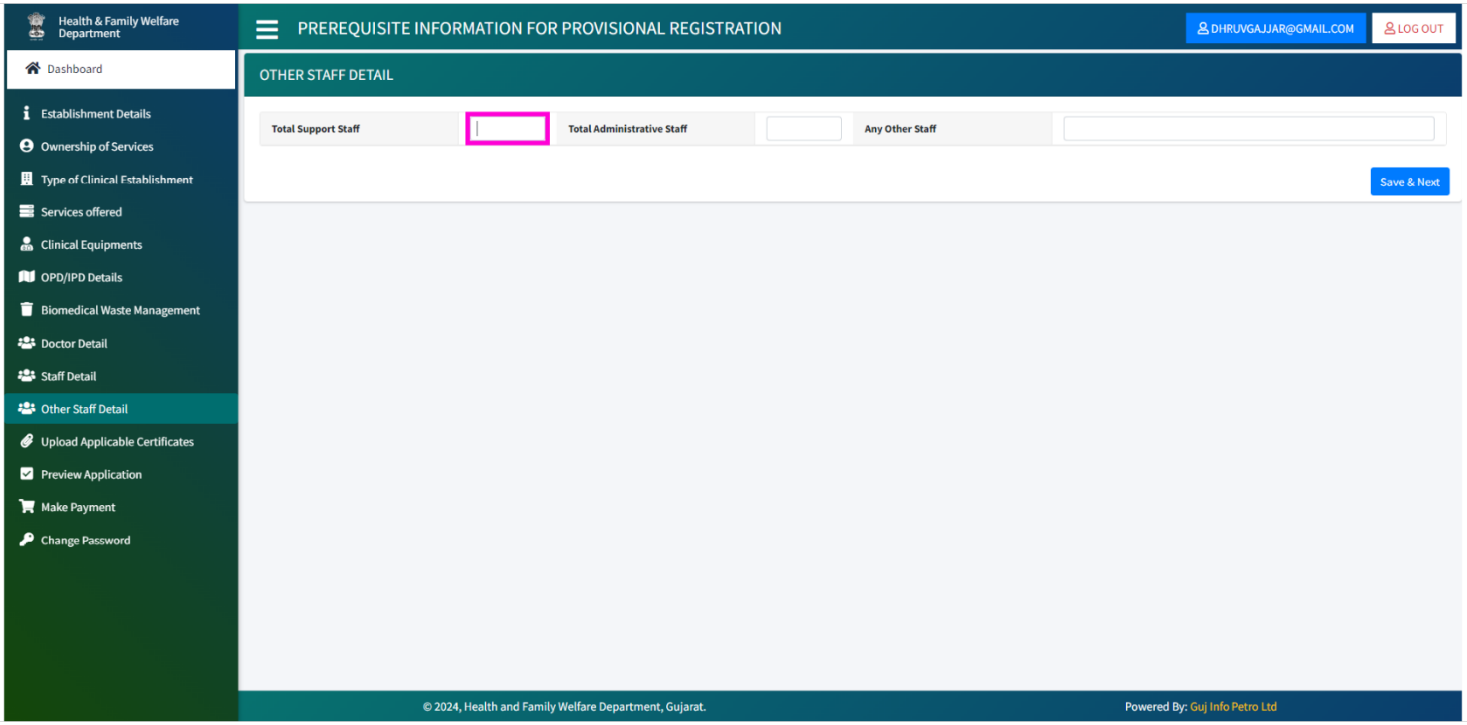
- After importing staff Information, you can see the **detail has been updated**.



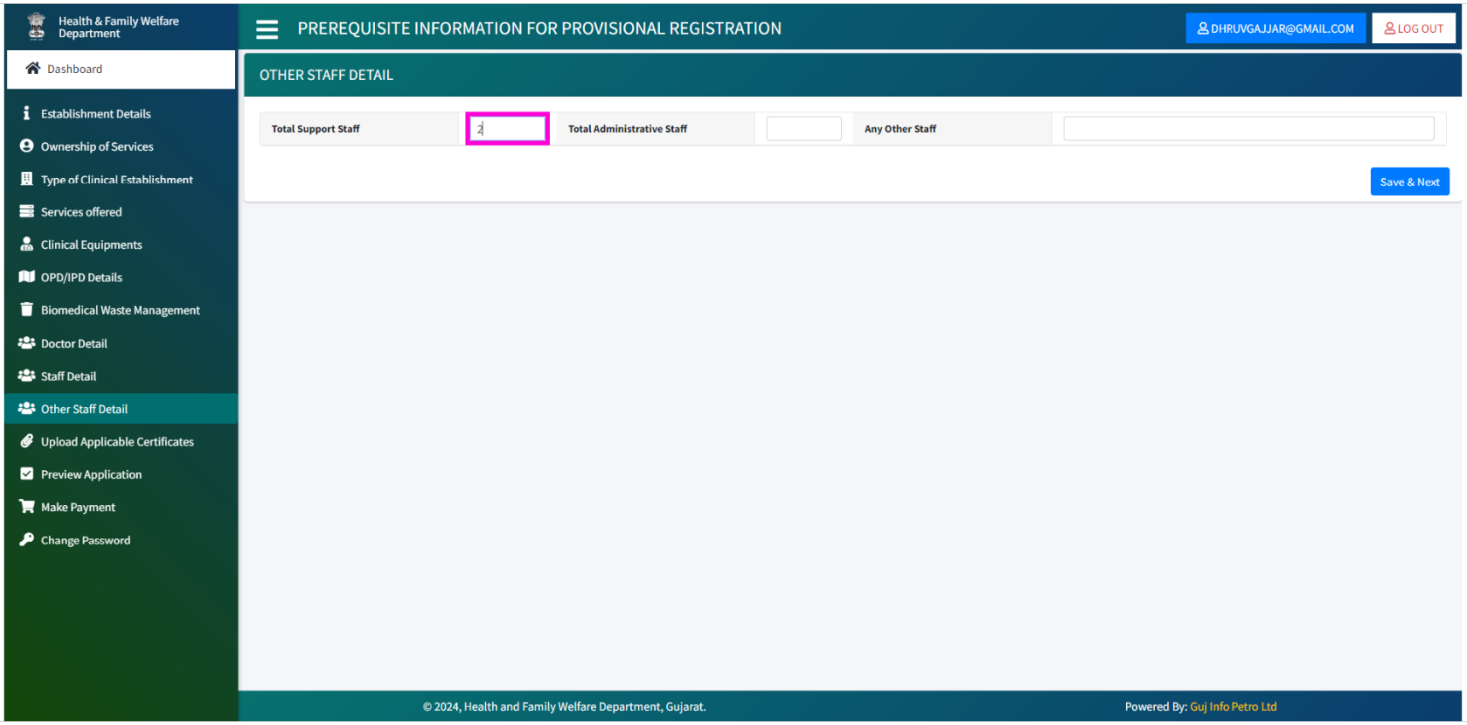
- Than now Click on **Save & Next button.**



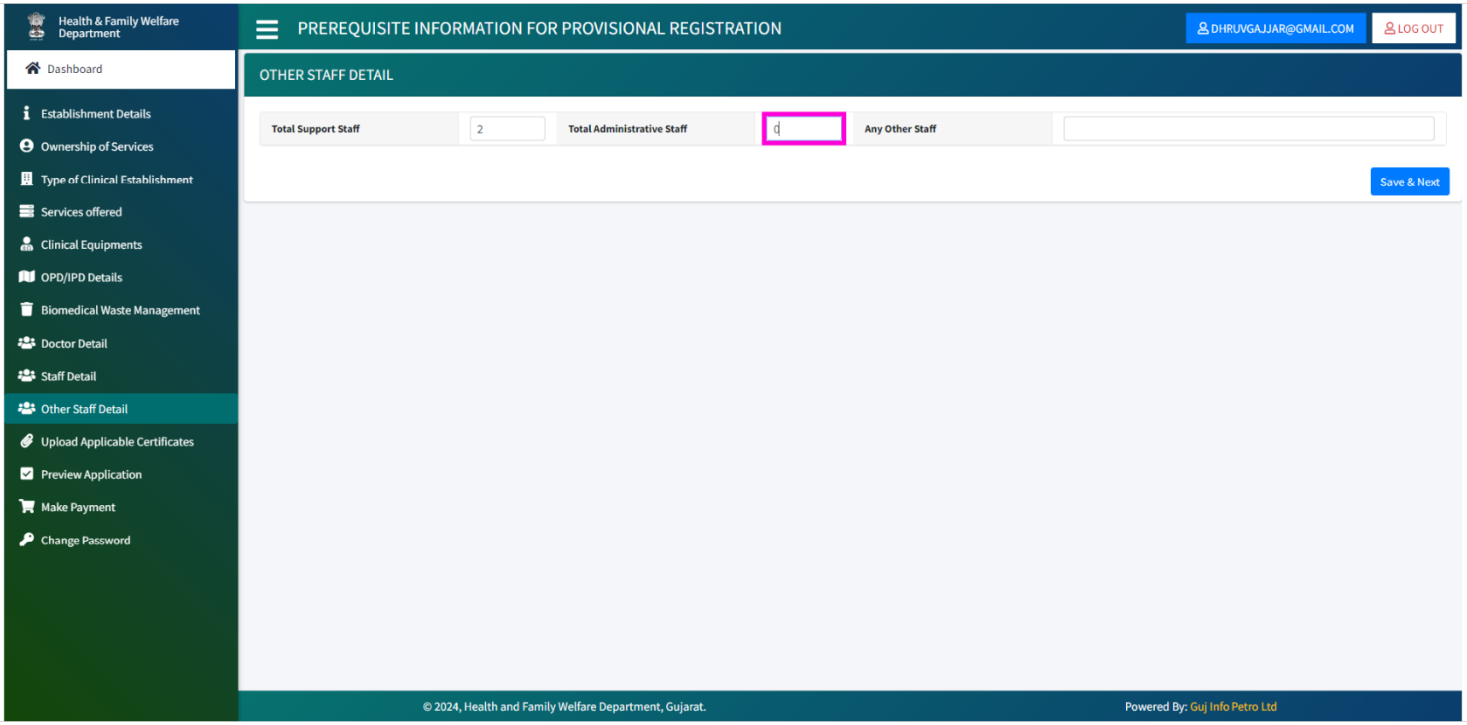
- After that, you can see the new section call **other staff detail** in a section you have to add details of other staff.



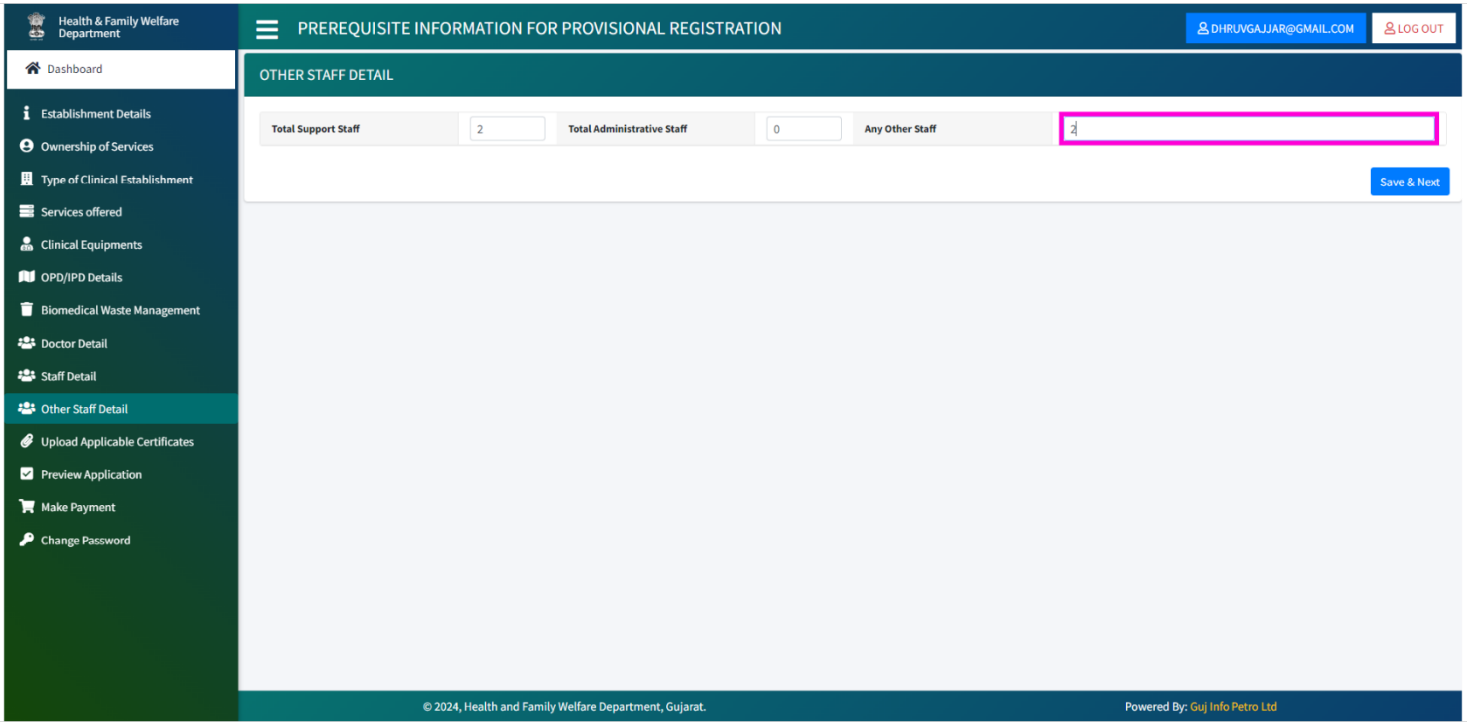
- Enter **Total Support Staff**.



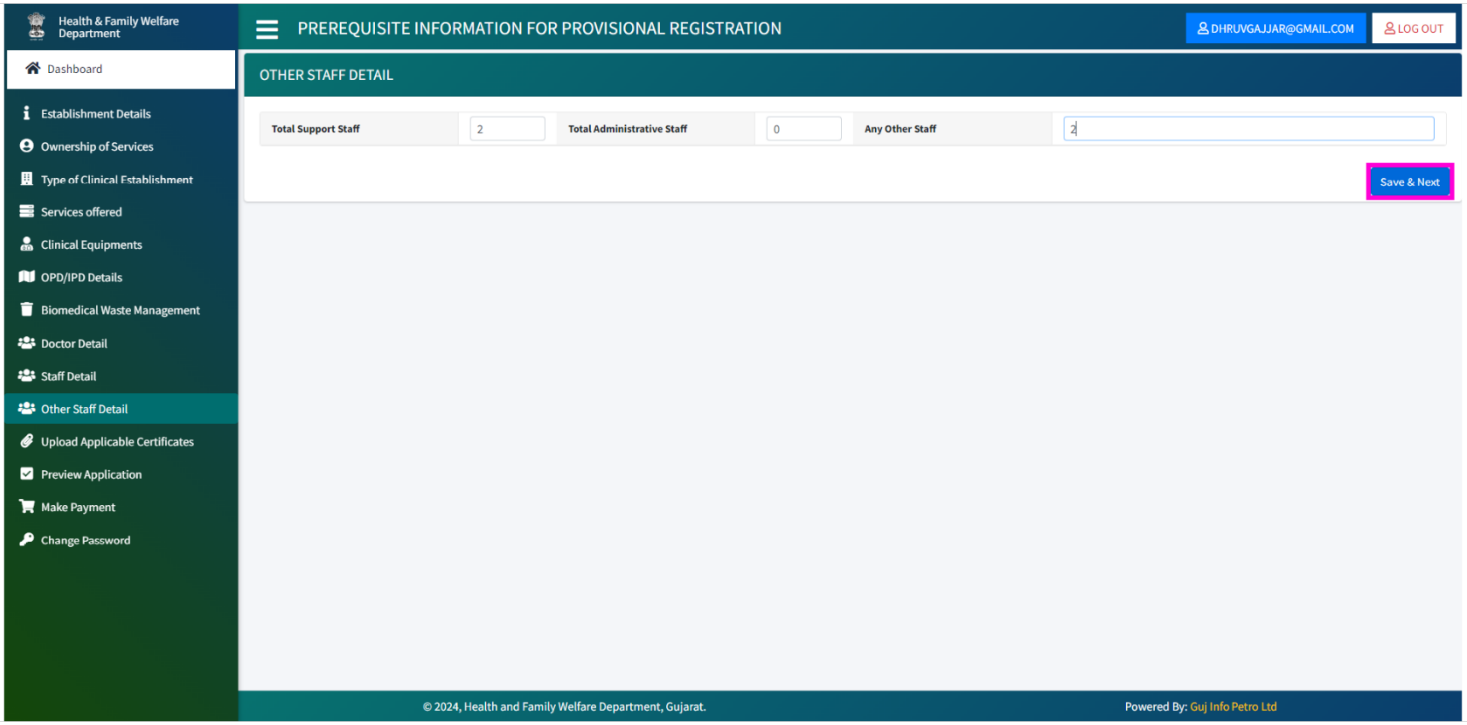
- Enter **Total Administrative Staff** number.



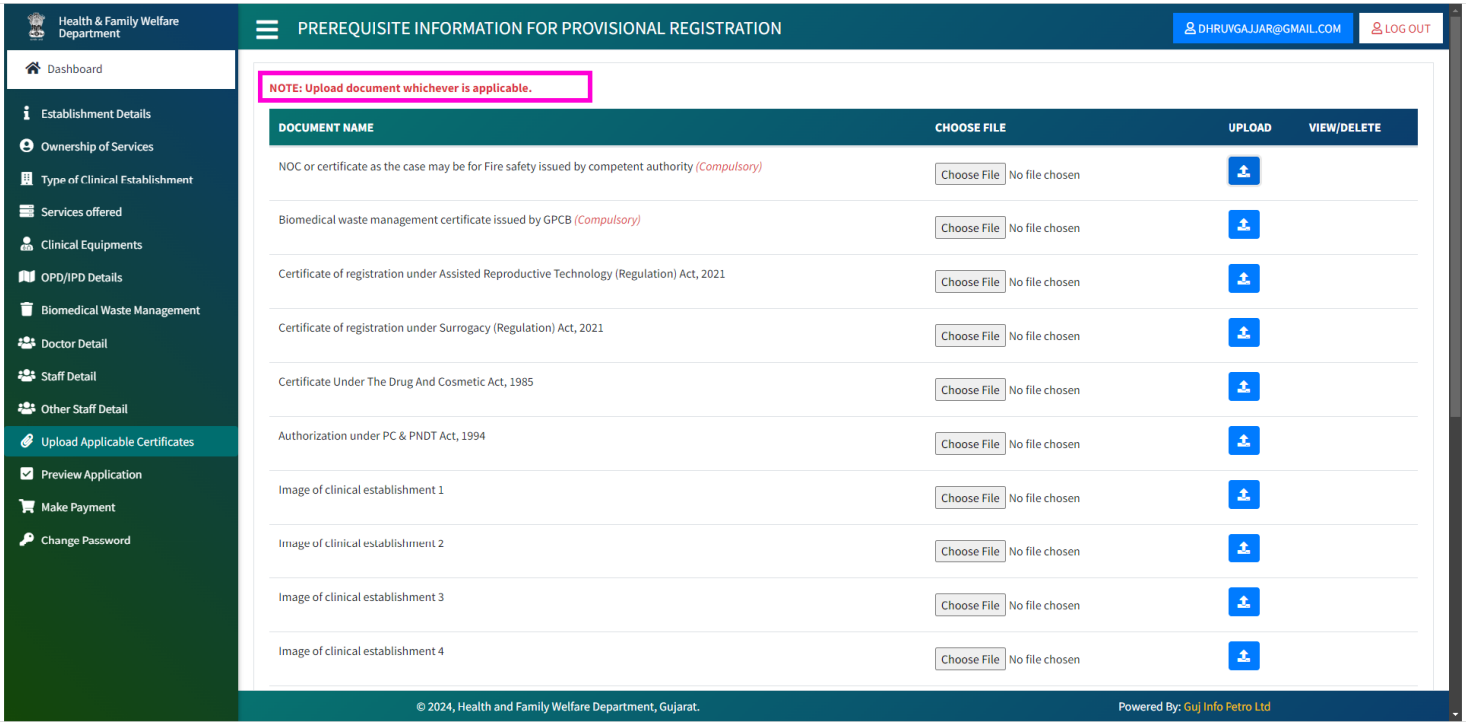
- Enter any **Other Staff** number.



- And click on the **Save & Next** button.

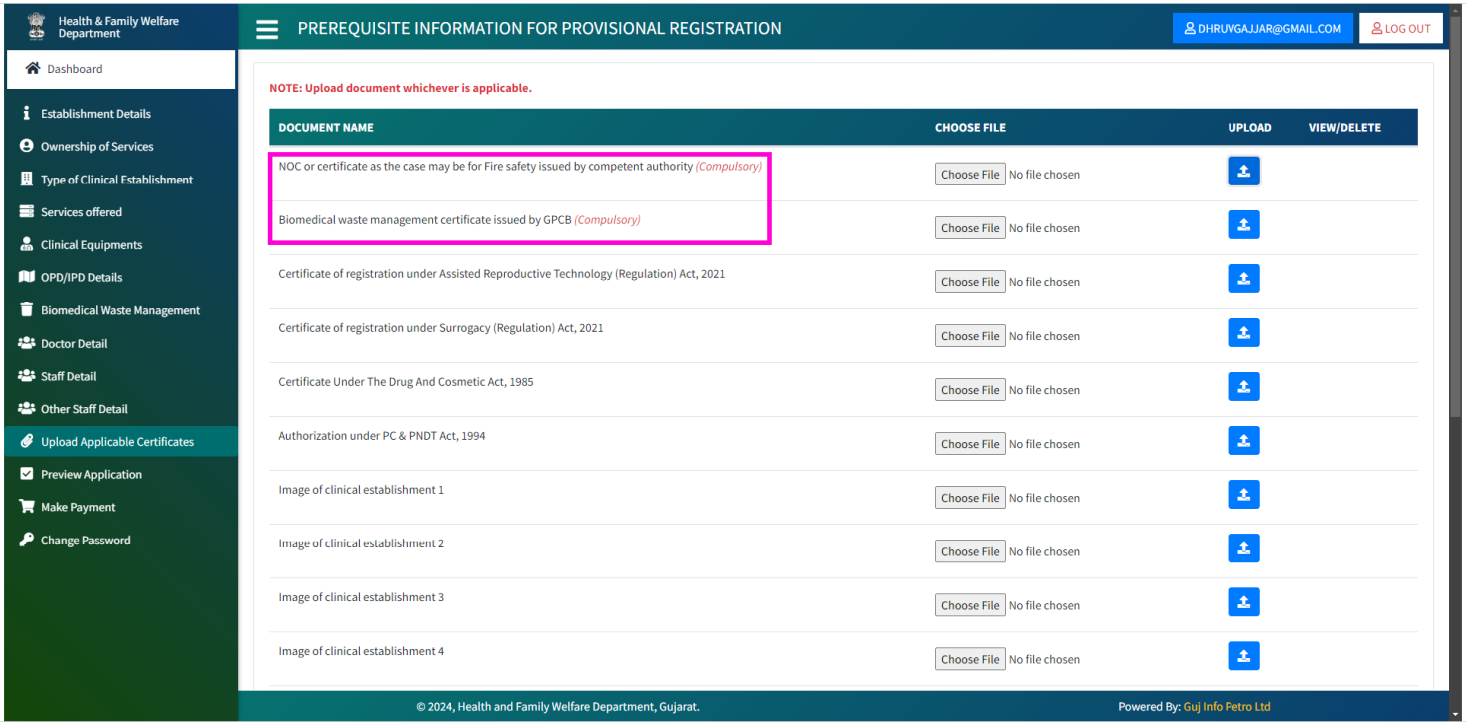


- This is the **Document uploading** part, where you must upload some required certificates as well as other photos of Clinic Establishment.

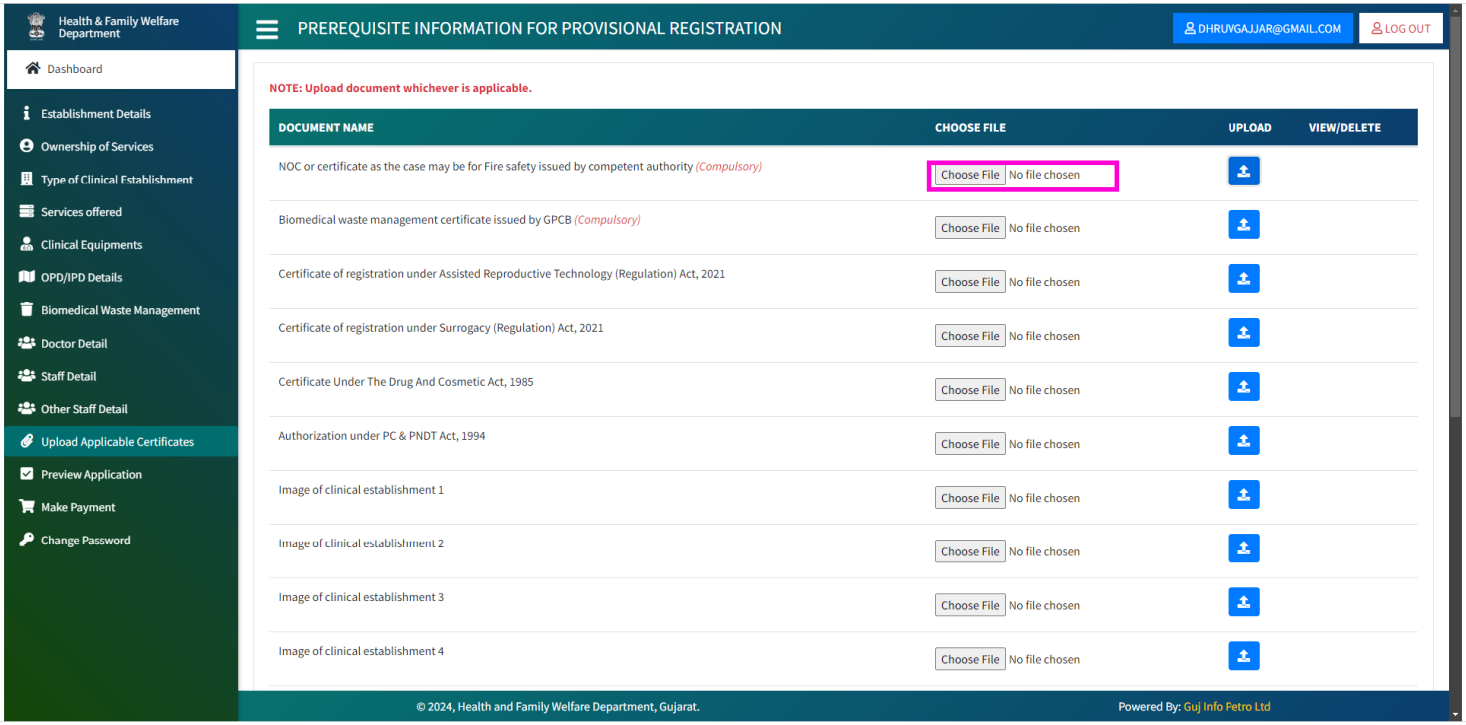


➢ In this section, there are two mandatory certificates:

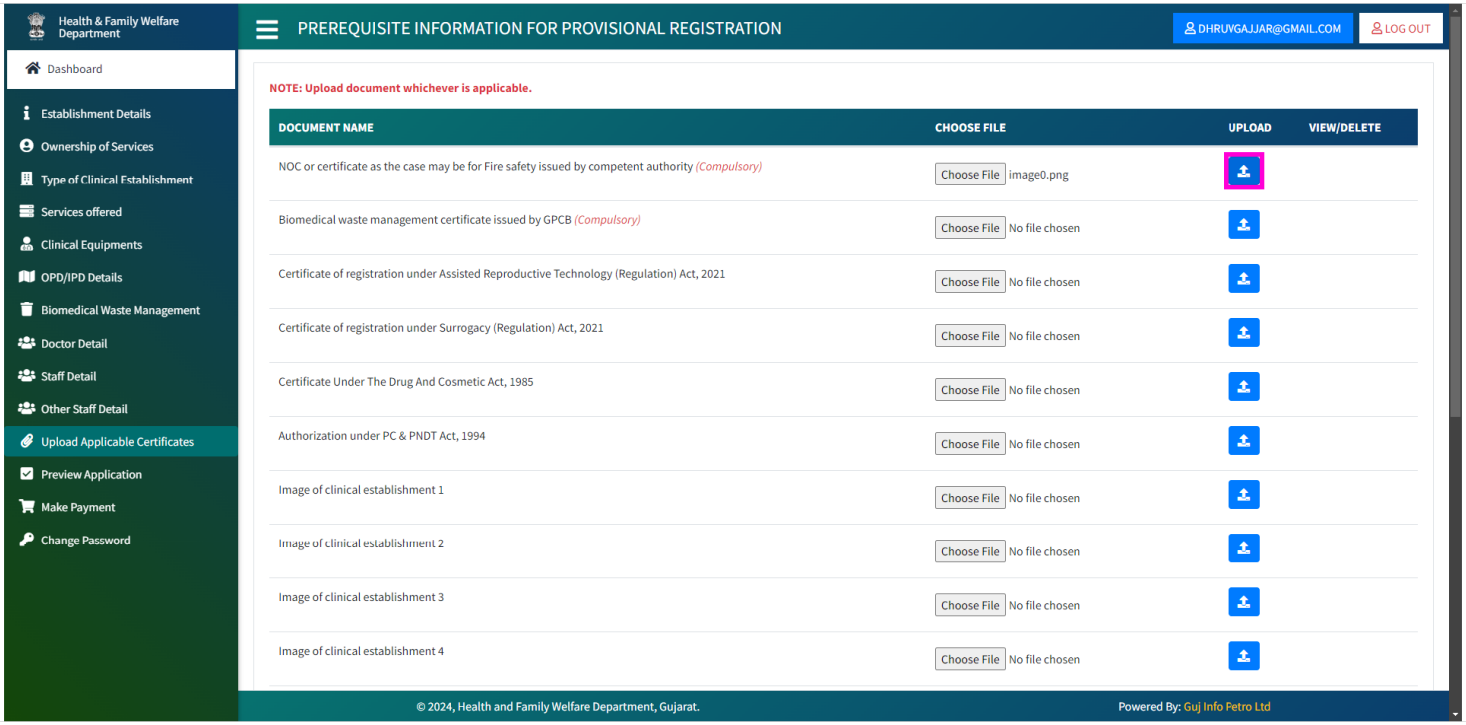
- NOC or Certificate as the case may be, for fire safety issued by the competent authority
- The biomedical waste management certificate issued by the GPCB



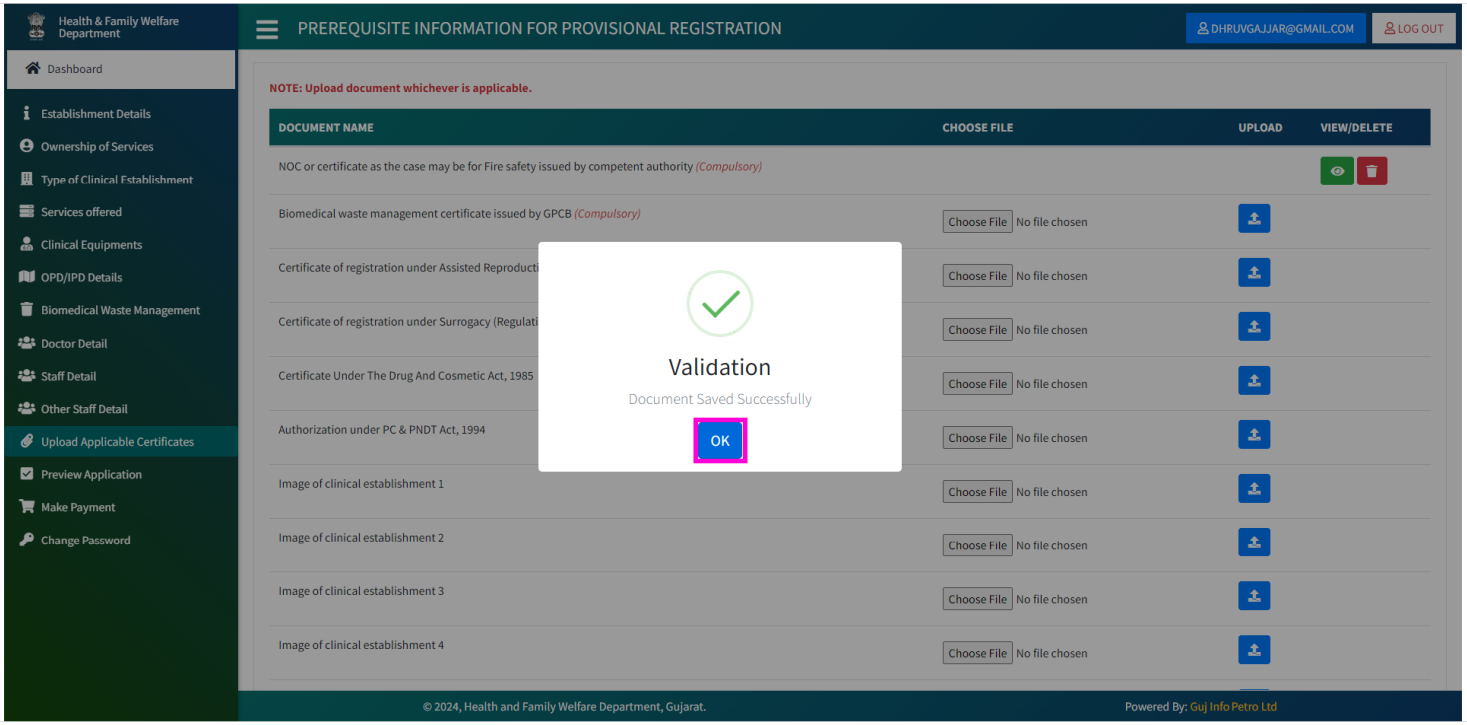
- Click on the **choose file** button to upload certificate. In addition, choose from device. In this section,
- You can only upload **pdf and image files**.



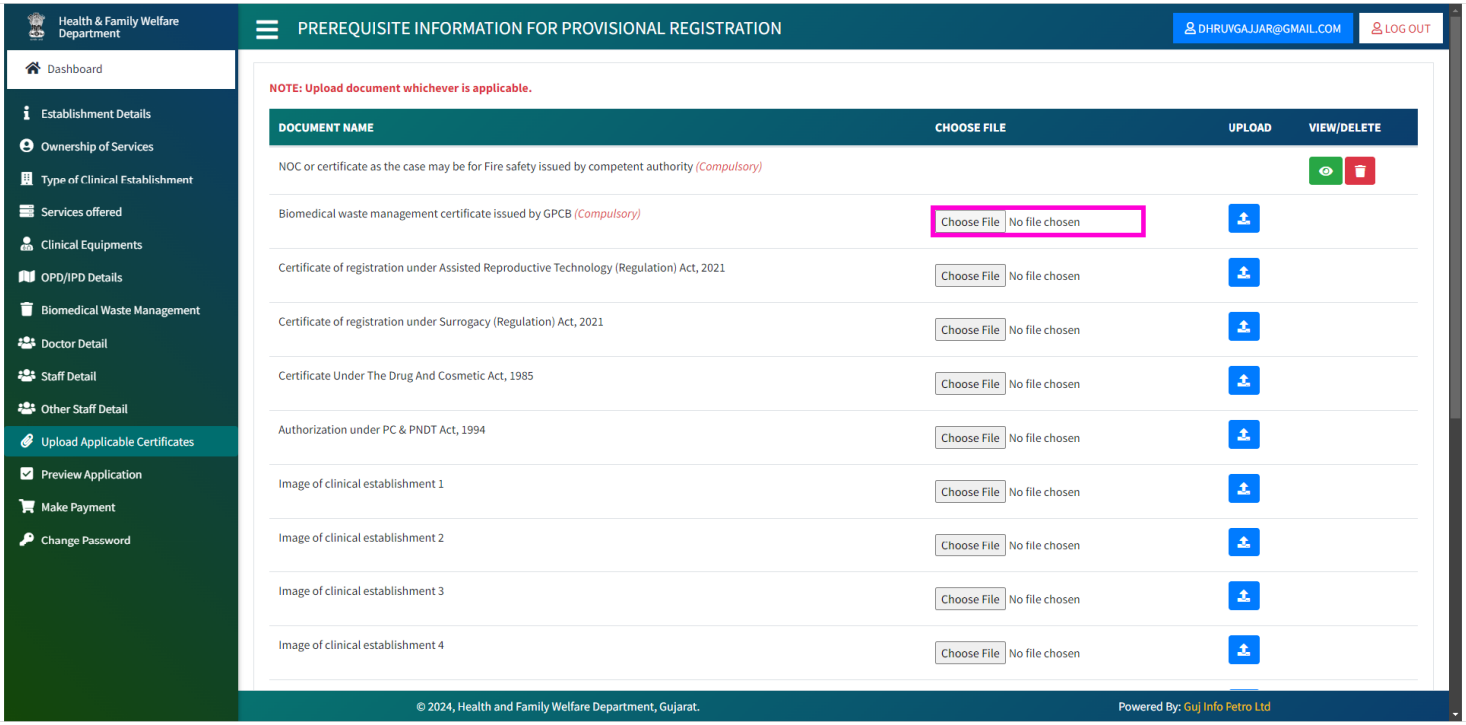
- Than selecting document click on the **blue upload button**.



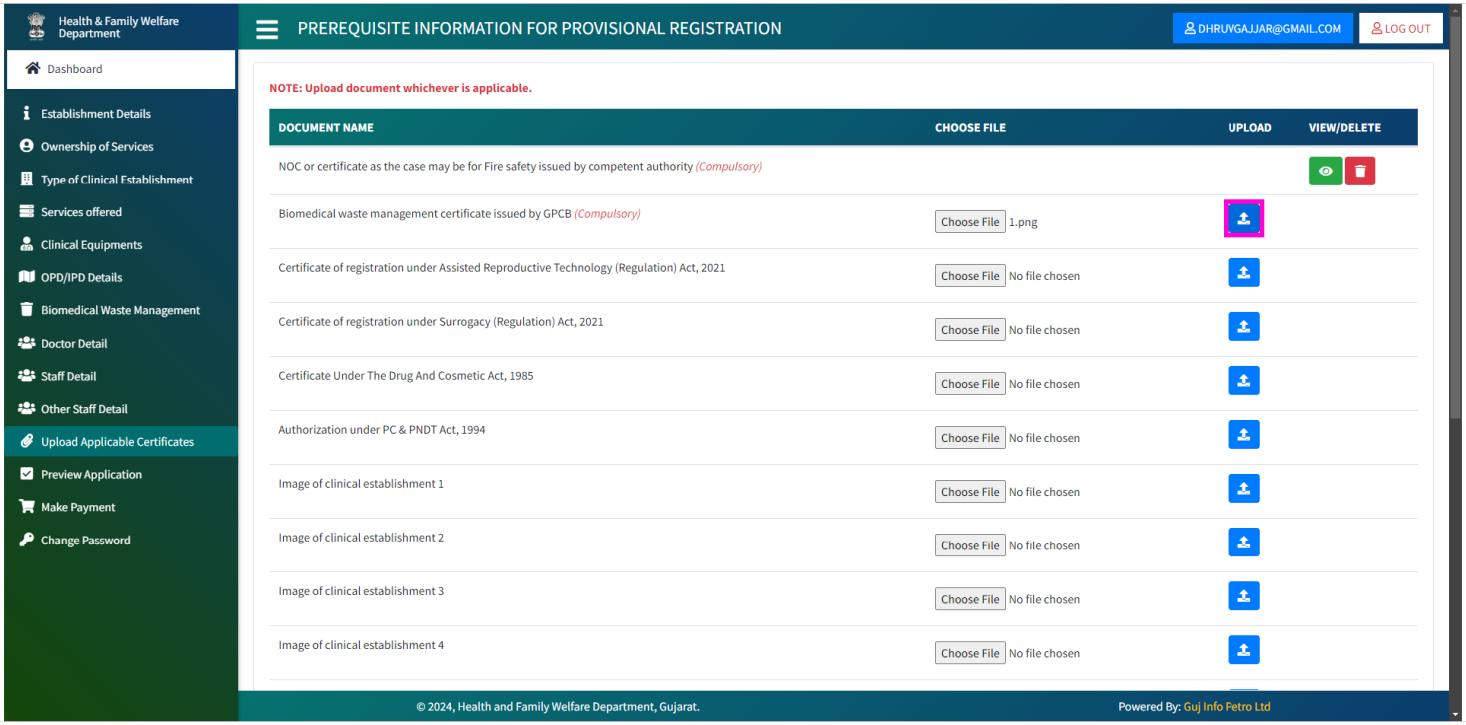
- Now you can see the pop up of **document saved successfully**. Then click on the **ok** button.



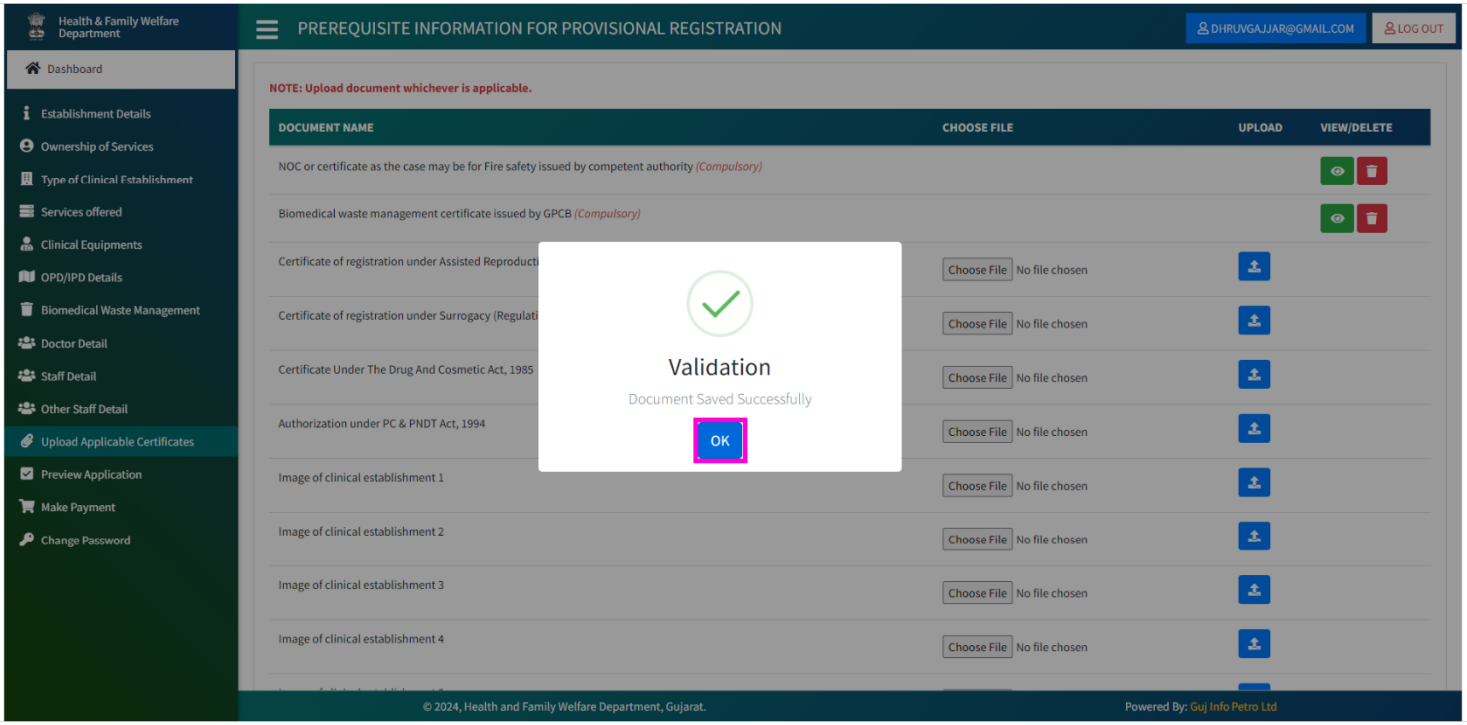
- Then click on the second choose file button to upload certificate, choose document from devise.



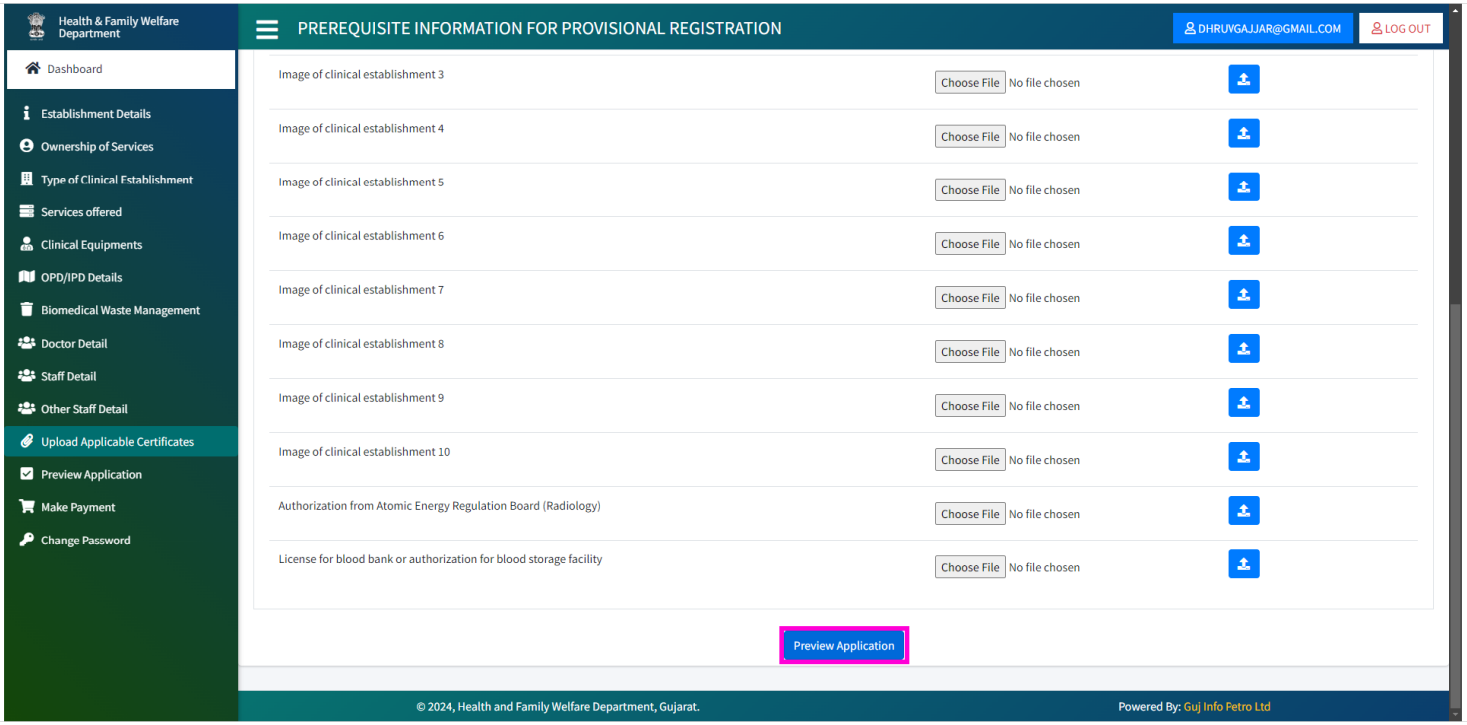
- Click on the **blue upload button** to upload that document.



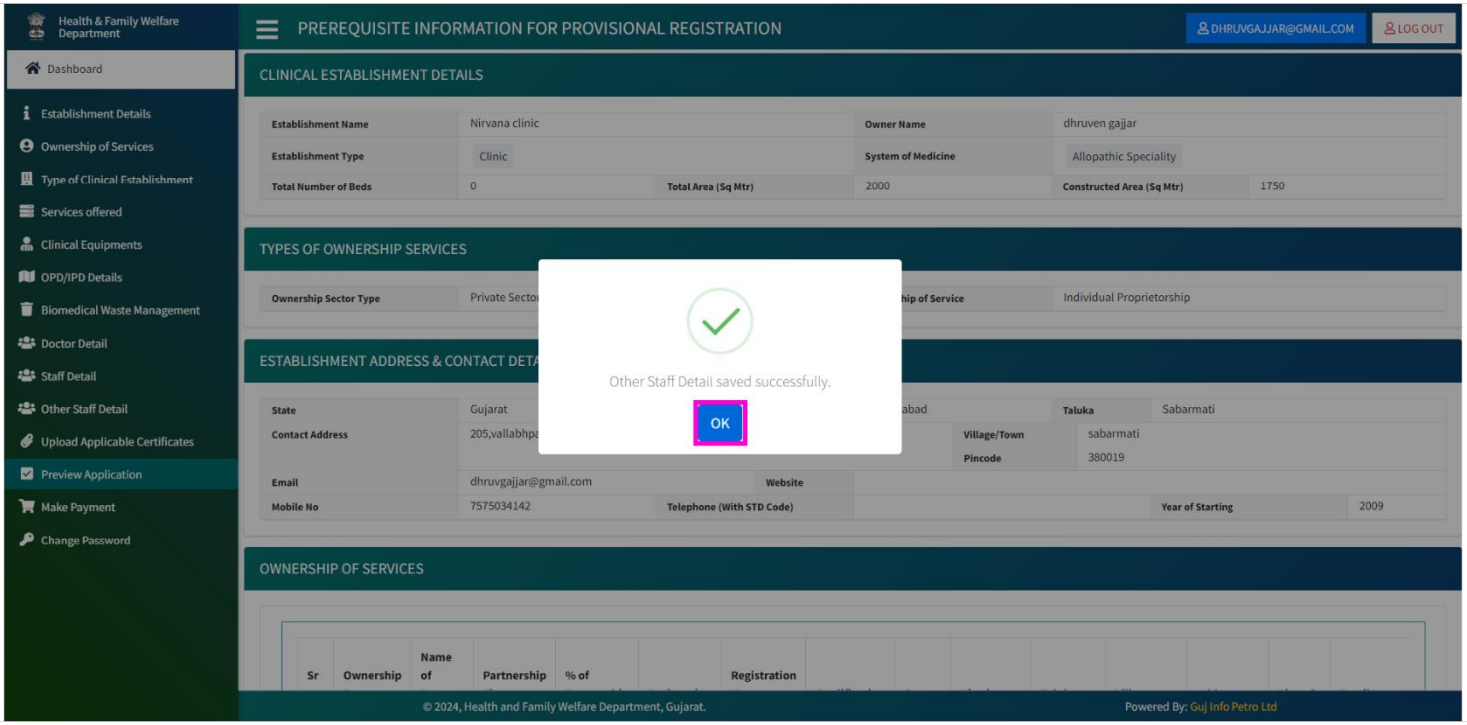
- Now you can see the pop up of **document saved successfully**. Then click on the **Ok** button.



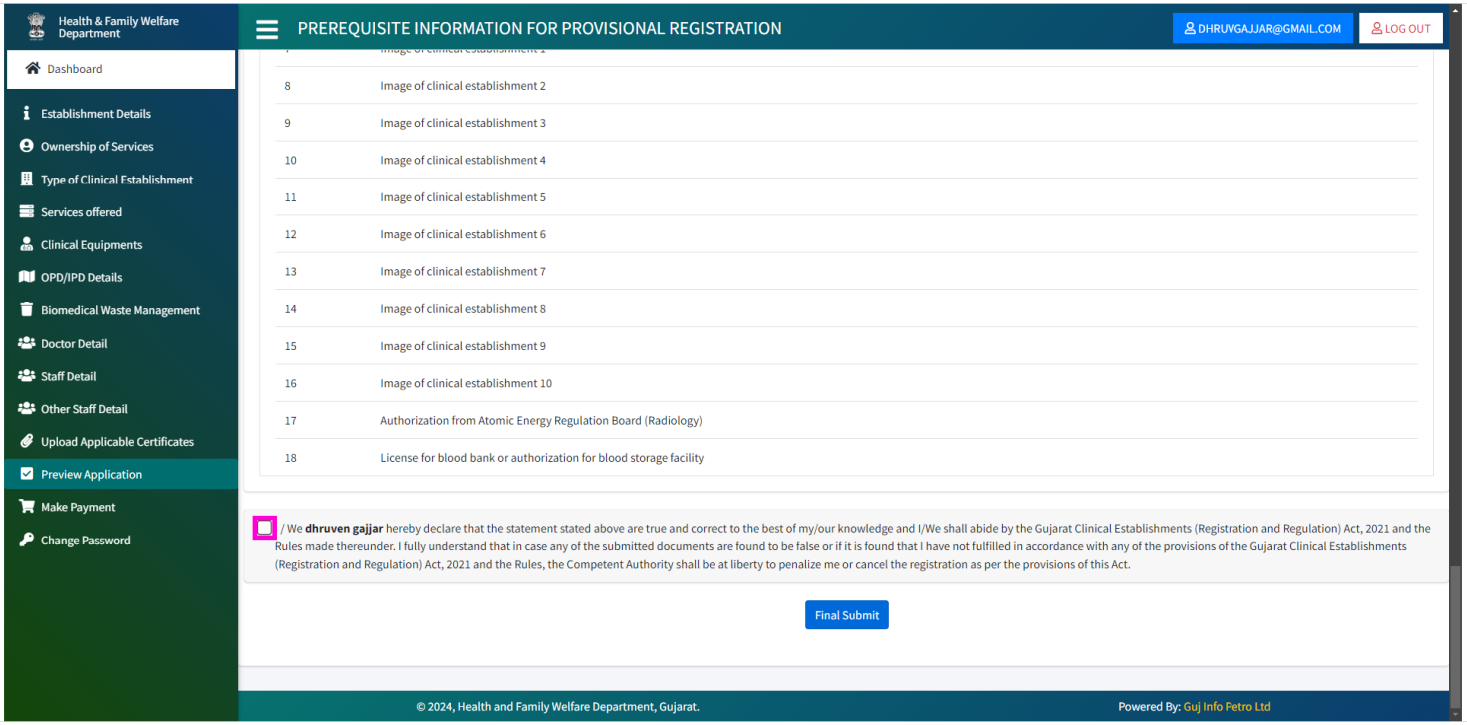
- Now upload all the document and certificates that required and then Scroll down and click **Preview Application.**



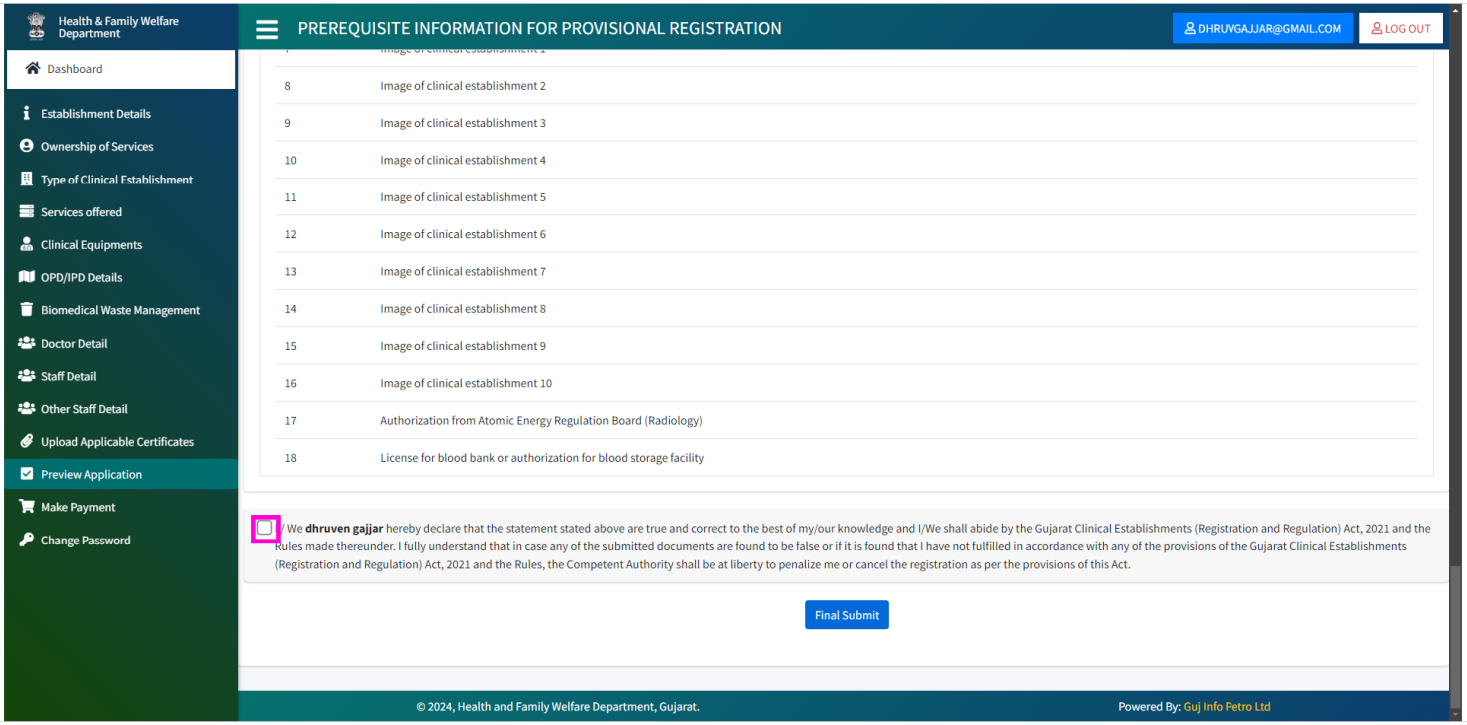
- Click **OK.**


Health & Family Welfare Department
PREREQUISITE INFORMATION FOR PROVISIONAL REGISTRATION
DHRUVGAJJAR@GMAIL.COM
LOG OUT
Dashboard
Establishment Details
Ownership of Services
Type of Clinical Establishment
Services offered
Clinical Equipments
OPD/IPD Details
Biomedical Waste Management
Doctor Detail
Staff Detail
Other Staff Detail
Upload Applicable Certificates
Preview Application
Make Payment
Change Password
CLINICAL ESTABLISHMENT DETAILS
Establishment Name
Nirvana clinic
Owner Name
dhruven gajjar
Establishment Type
Clinic
System of Medicine
Allopathic Speciality
Total Number of Beds
0
Total Area (Sq Mtr)
2000
Constructed Area (Sq Mtr)
1750
TYPES OF OWNERSHIP SERVICES
Ownership Sector Type
Individual Proprietorship
ESTABLISHMENT ADDRESS & CONTACT DETA
State
Gujarat
Taluka
Sabarmati
Contact Address
205,vallabhpa
Village/Town
sabarmati
Pincode
380019
Email
dhruvgajjar@gmail.com
Website
Mobile No
7575034142
Telephone (With STD Code)
Year of Starting
2009
Other Staff Detail saved successfully.
OK
OWNERSHIP OF SERVICES
Sr
Ownership
Name of
Partnership
% of
Registration
© 2024, Health and Family Welfare Department, Gujarat.
Powered By: Guj Info Petro Ltd

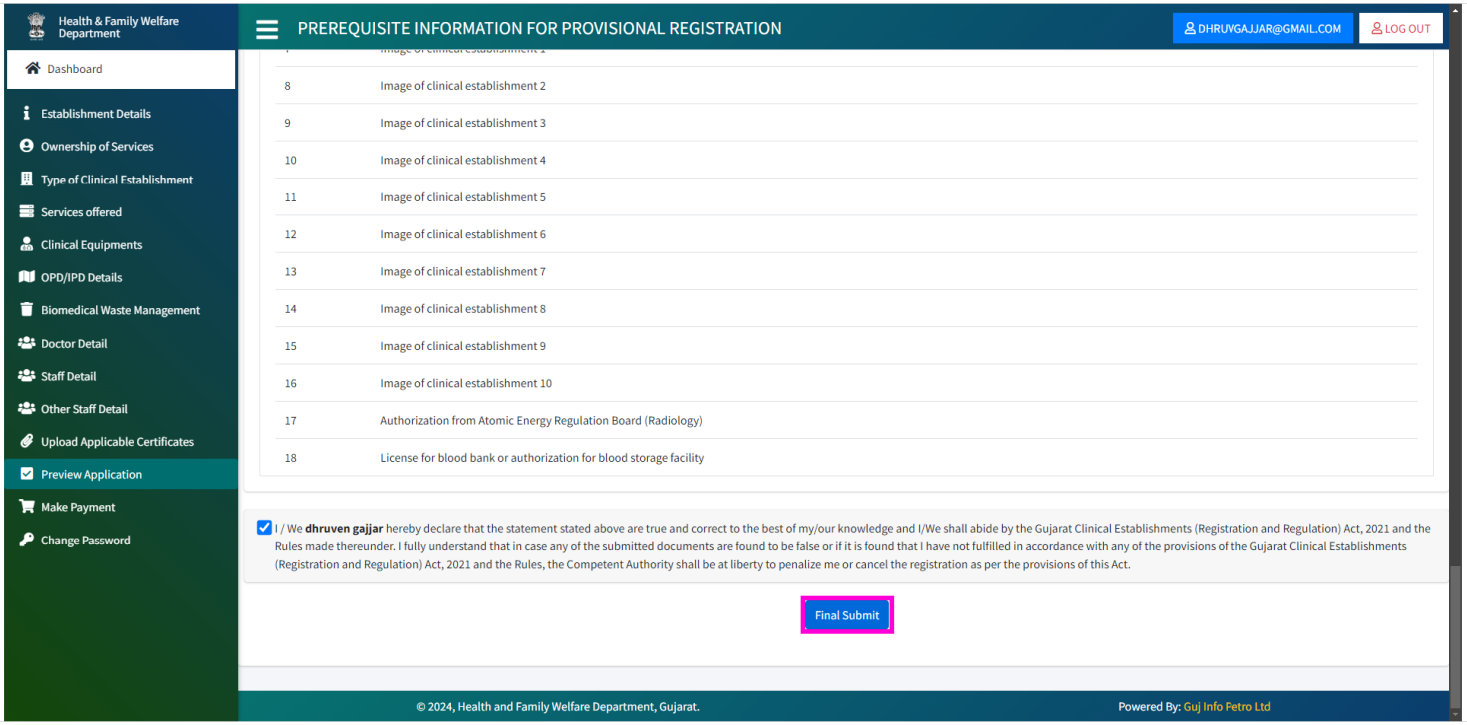
- now preview the application and scroll down to the end.



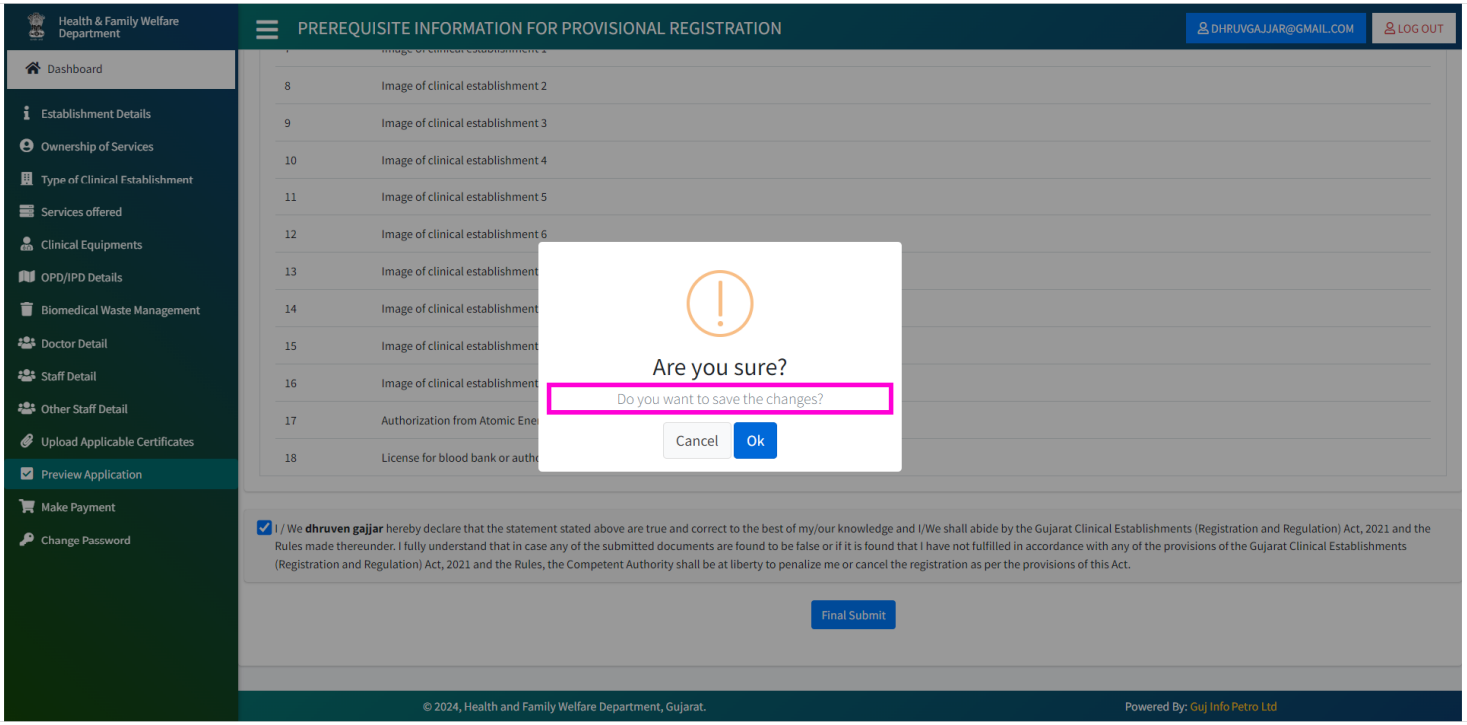
- Moreover, click the **check button to accept the terms and conditions**.



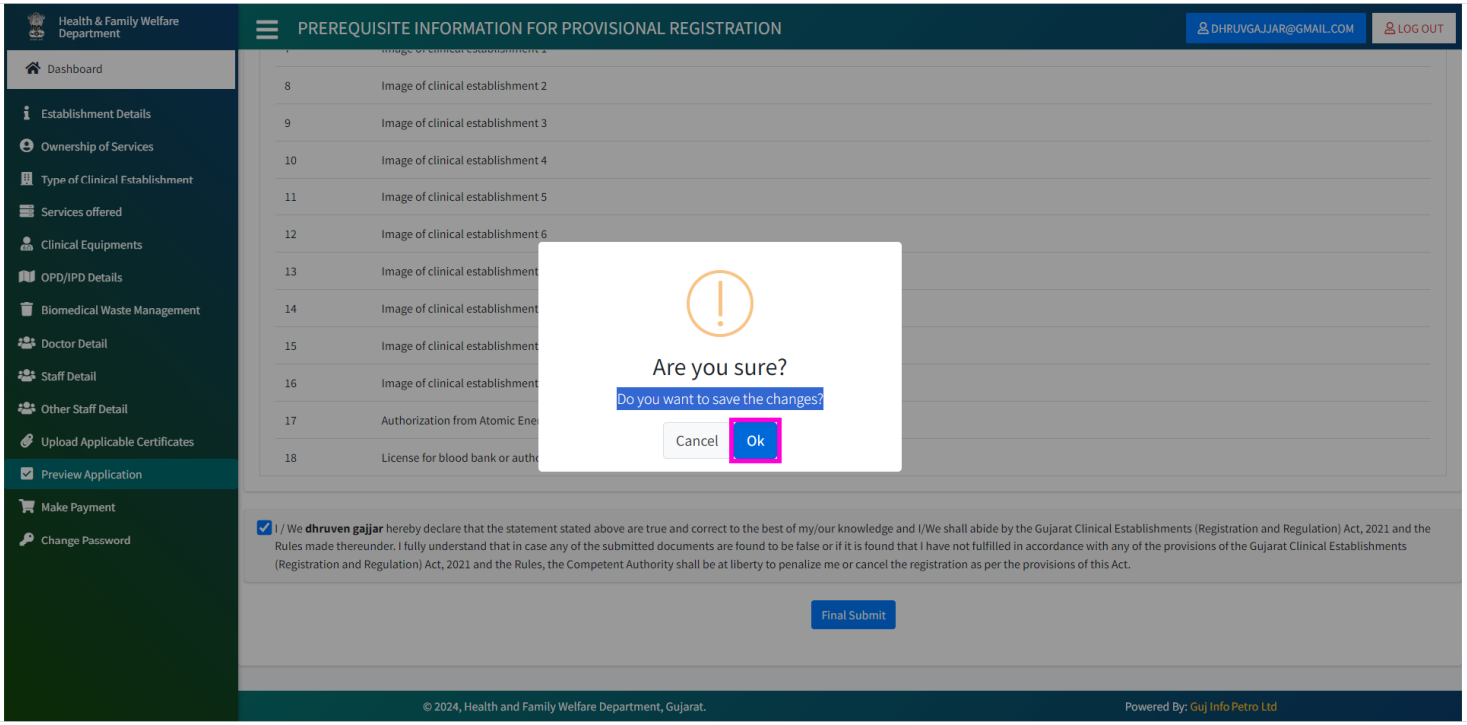
- After that Click **Final Submit button.**



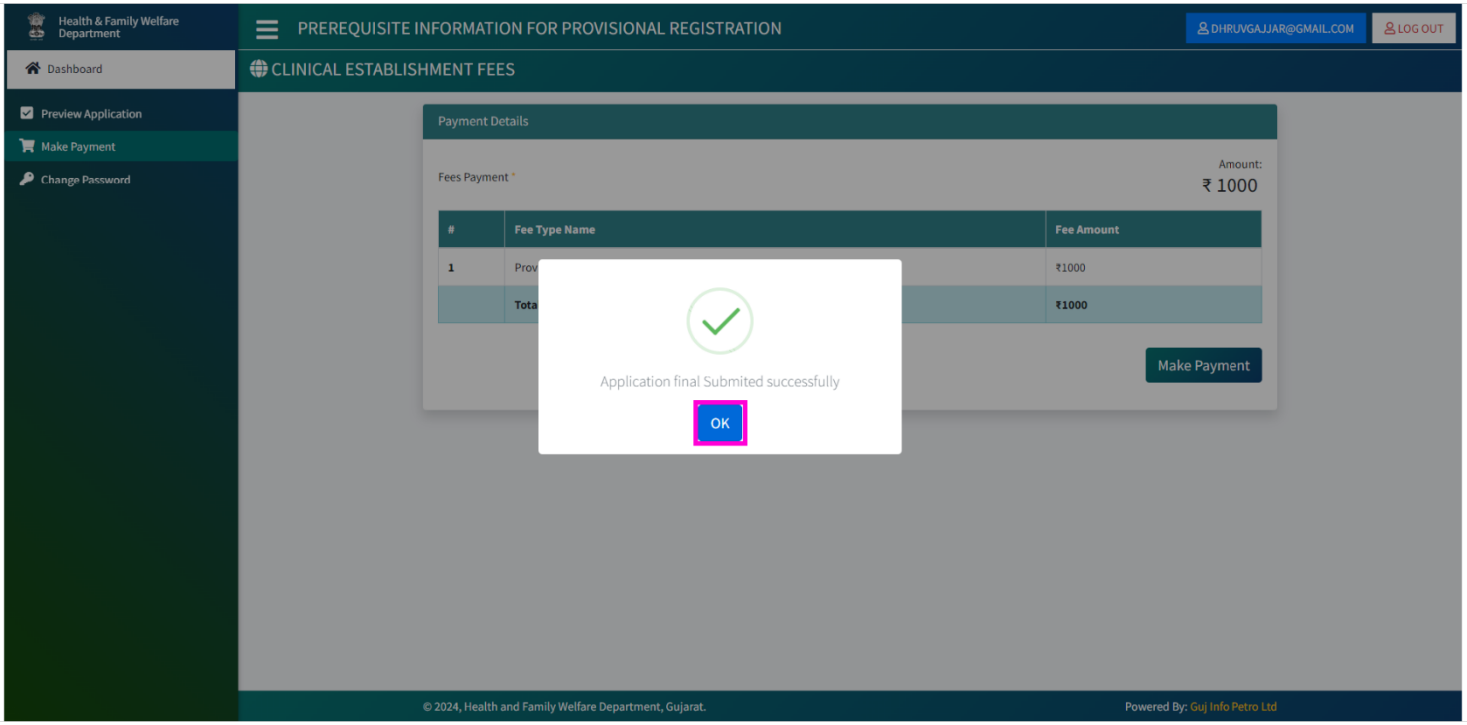
- Than new pop up show up that says, **do you want to save the changes?**



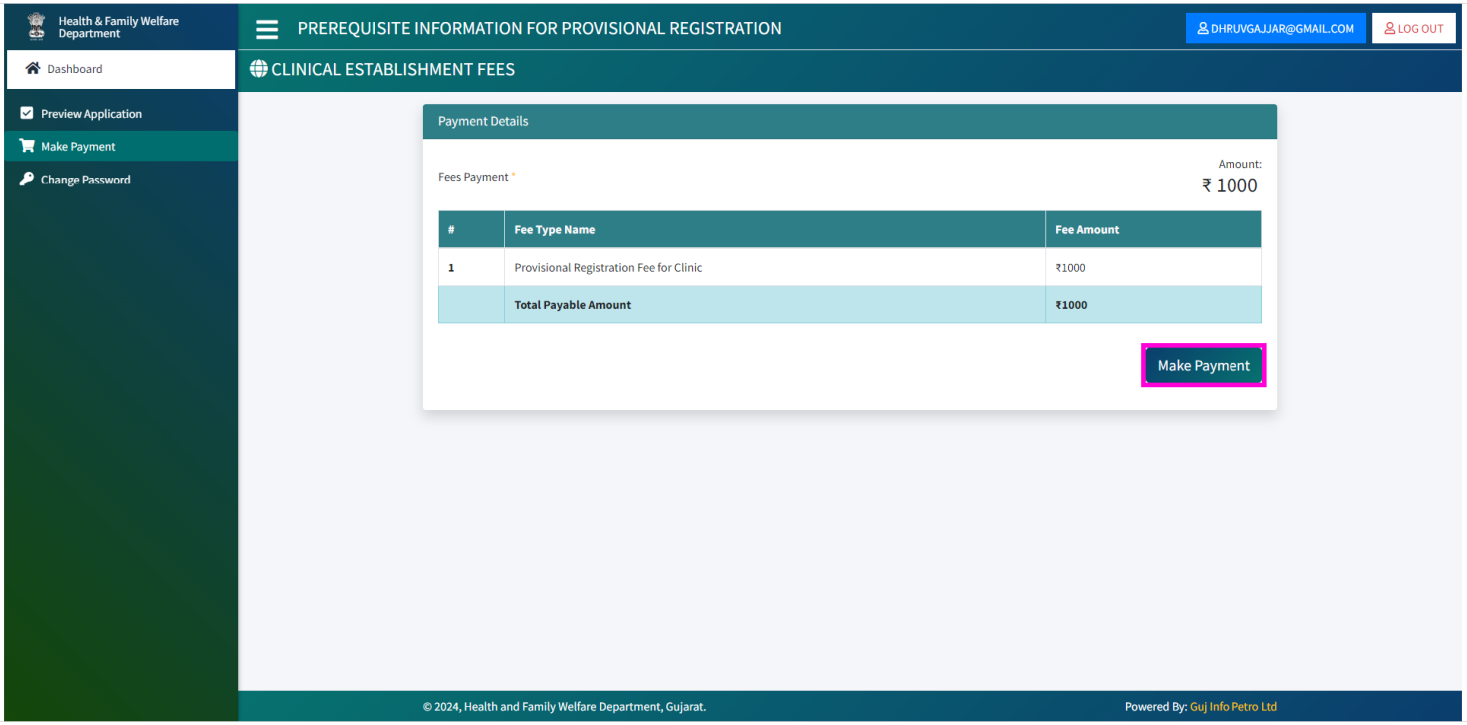
- If you want to save the change than click on the **Ok** button.



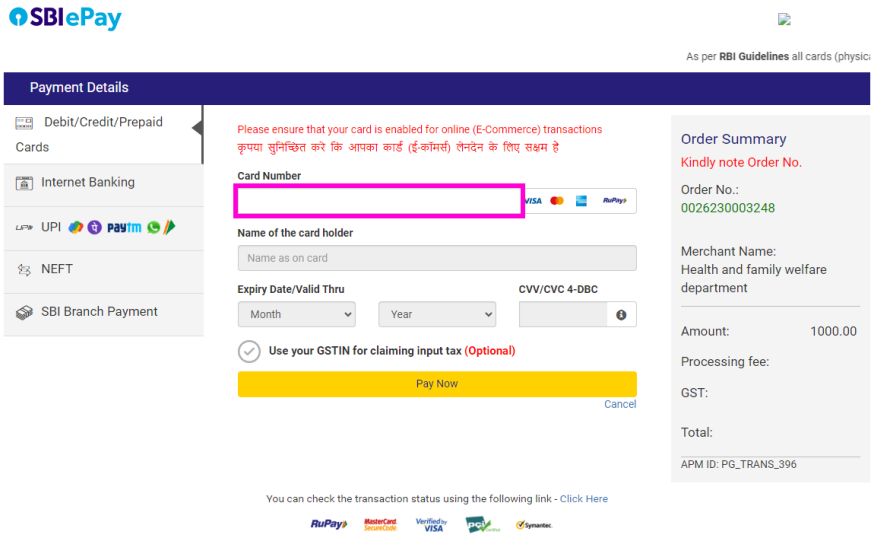
- After that, application final **submitted successfully**.



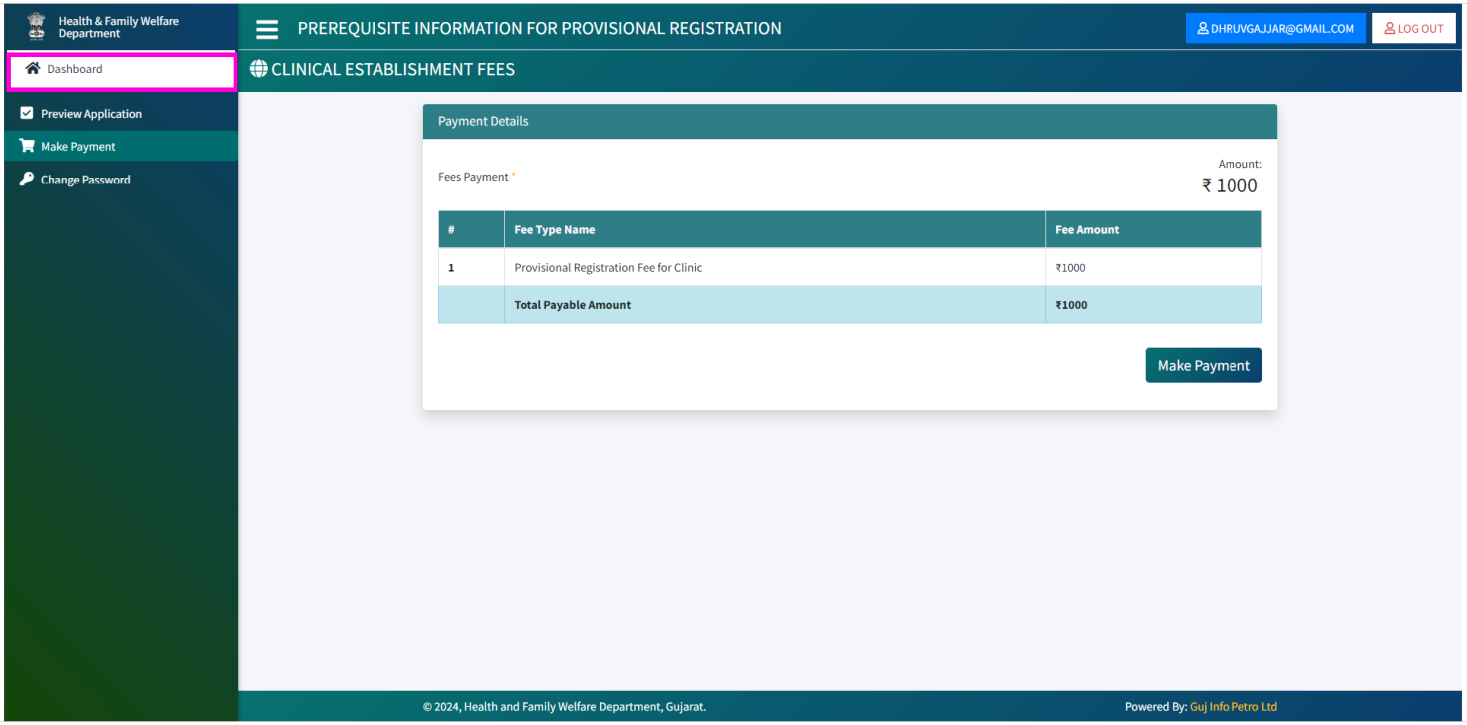
- After that, you have to make payment of **provisional registration fee for clinic**.
- For make payment click on the make **payment button**.



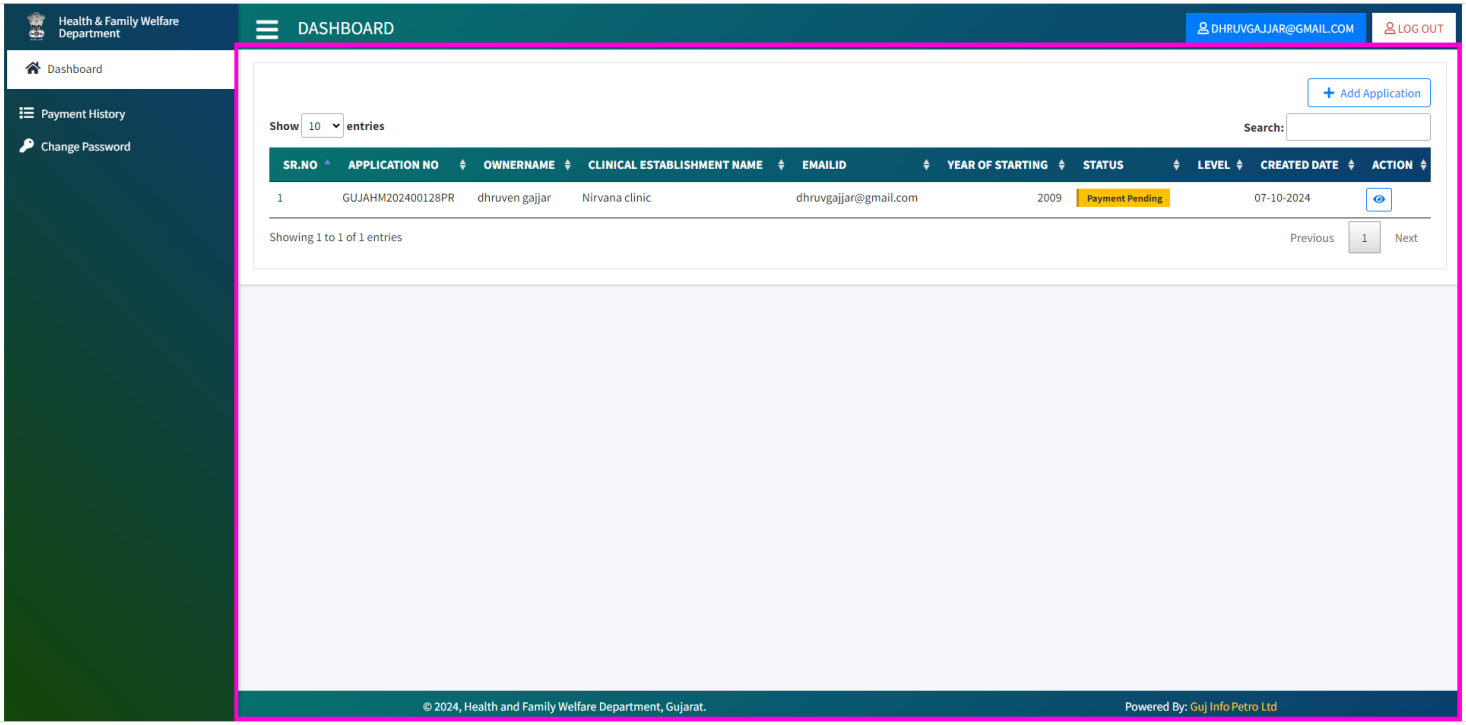
- After that you can proceed by your prefer options.



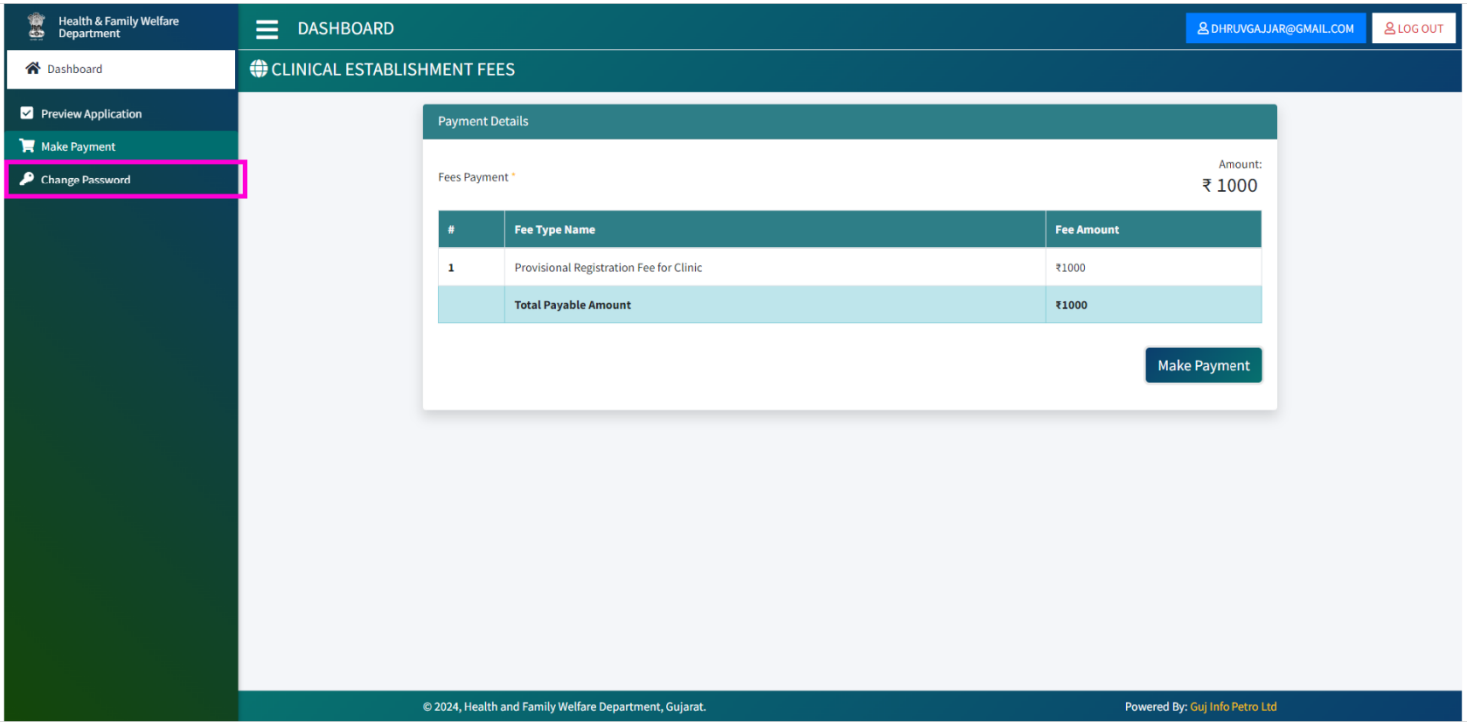
- For checking your **application status**. Go to the **dashboard**.



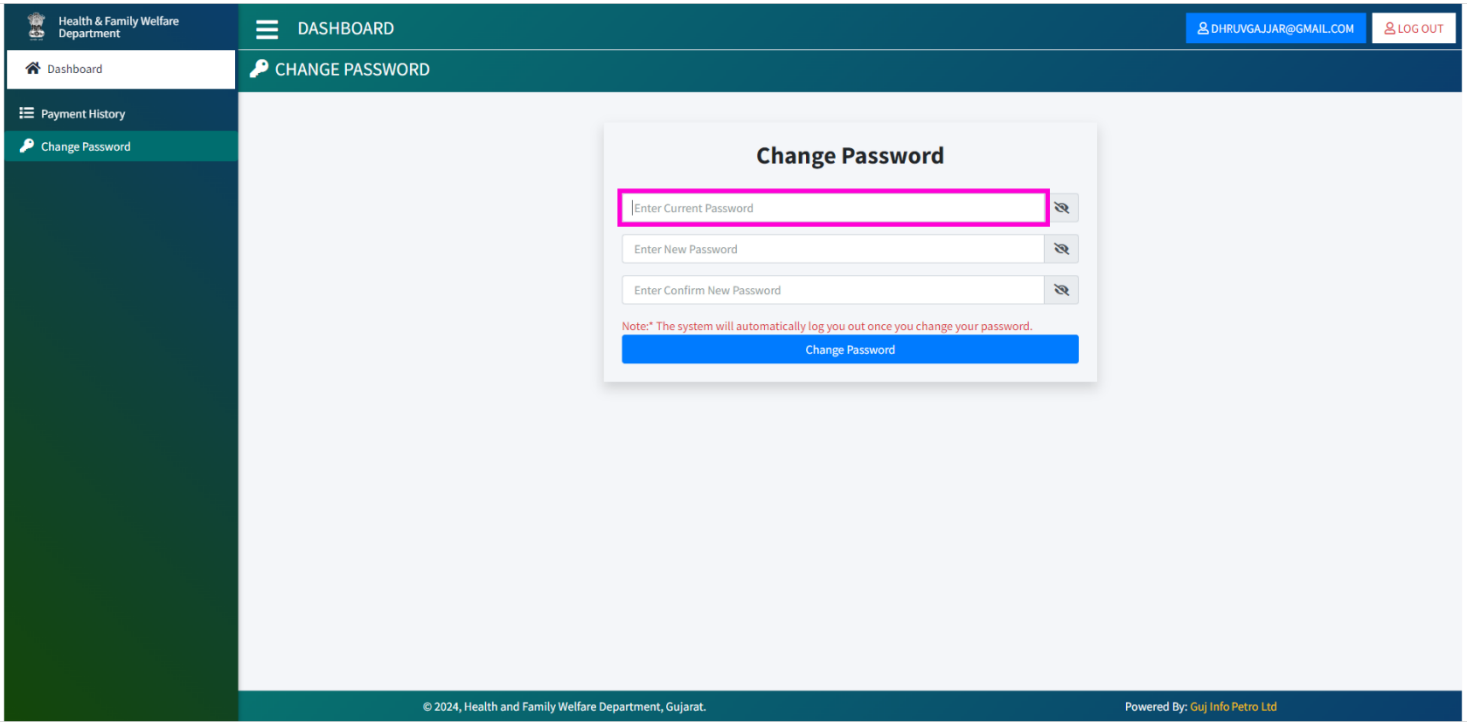
- From here, you can see the **status of the application**.



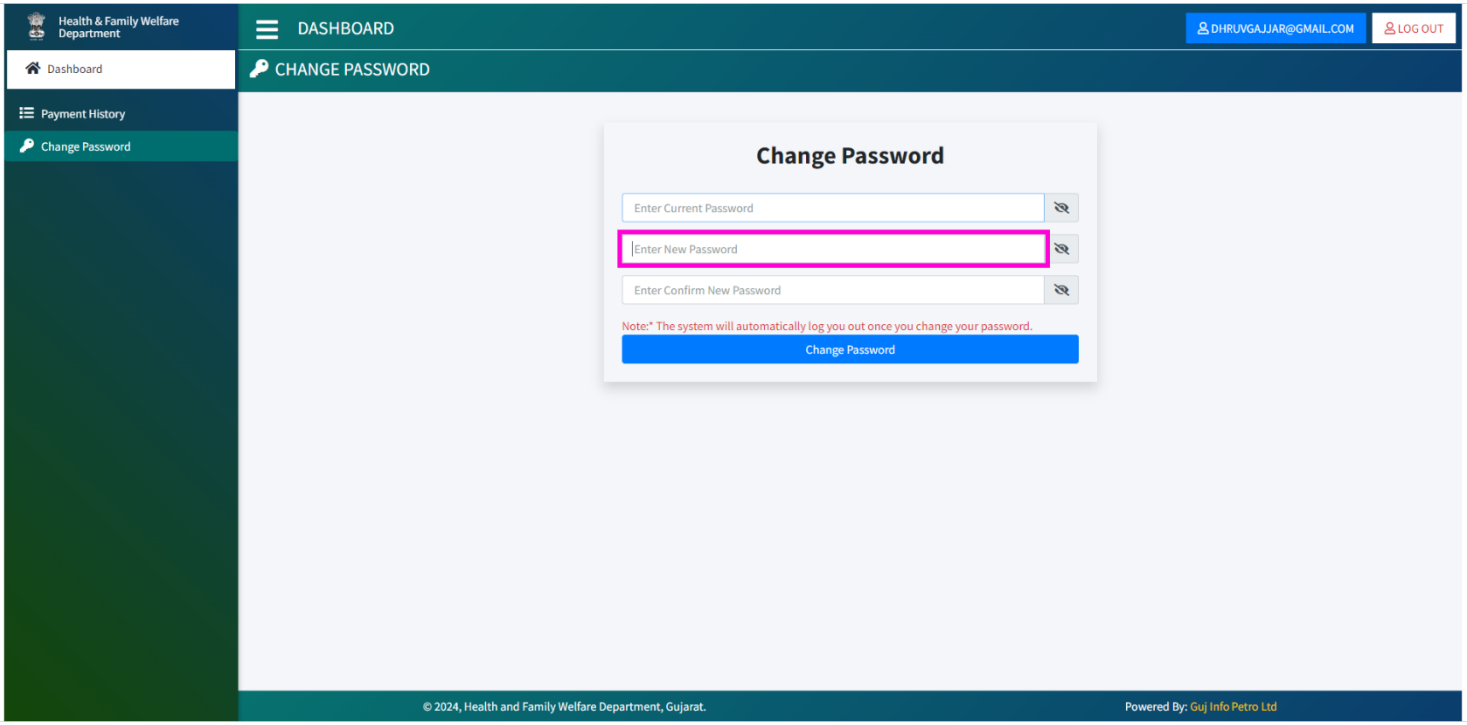
- In addition, you can change your password by going to **the change password section**.



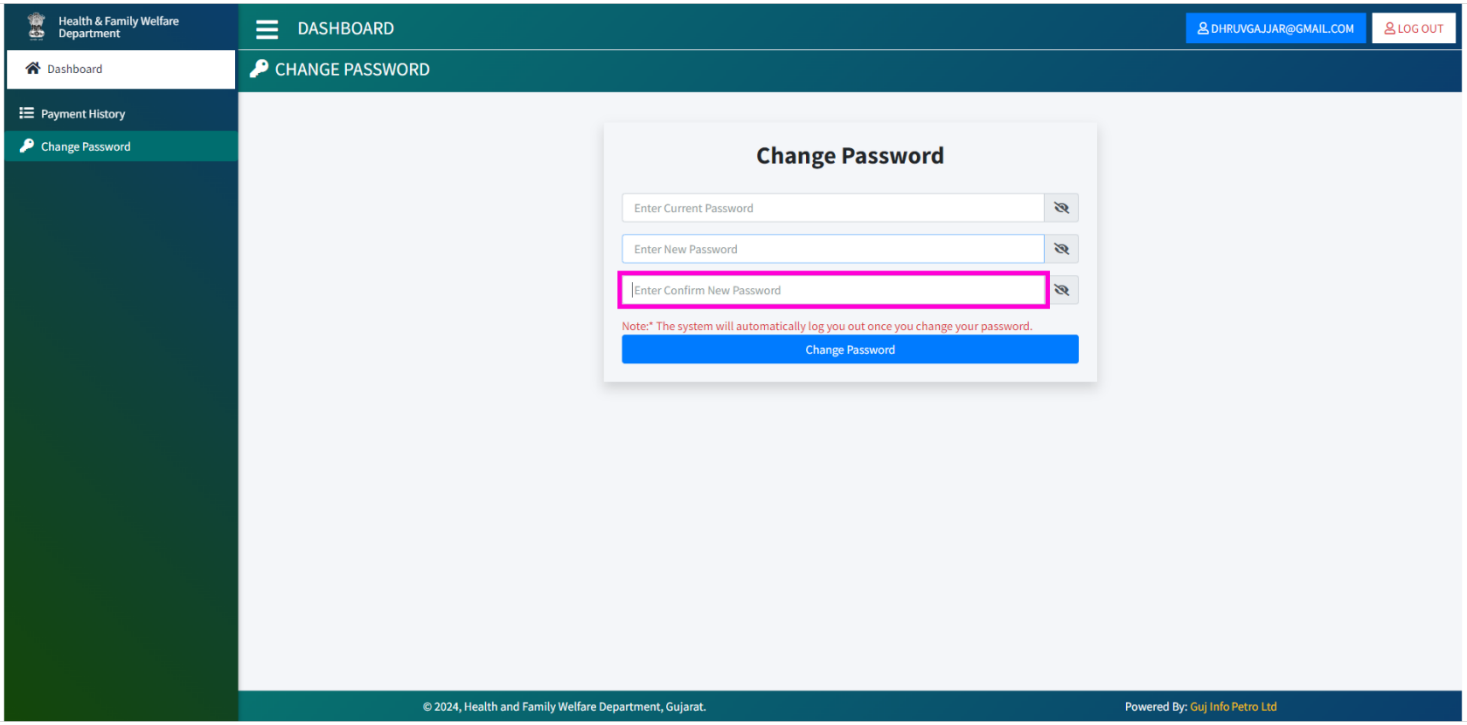
- In this section, **enter the current password**.



- Than **enter the new password**.



- And **conform the new password**.



- Then click on the **change password** button. And your password will change to the new password.

