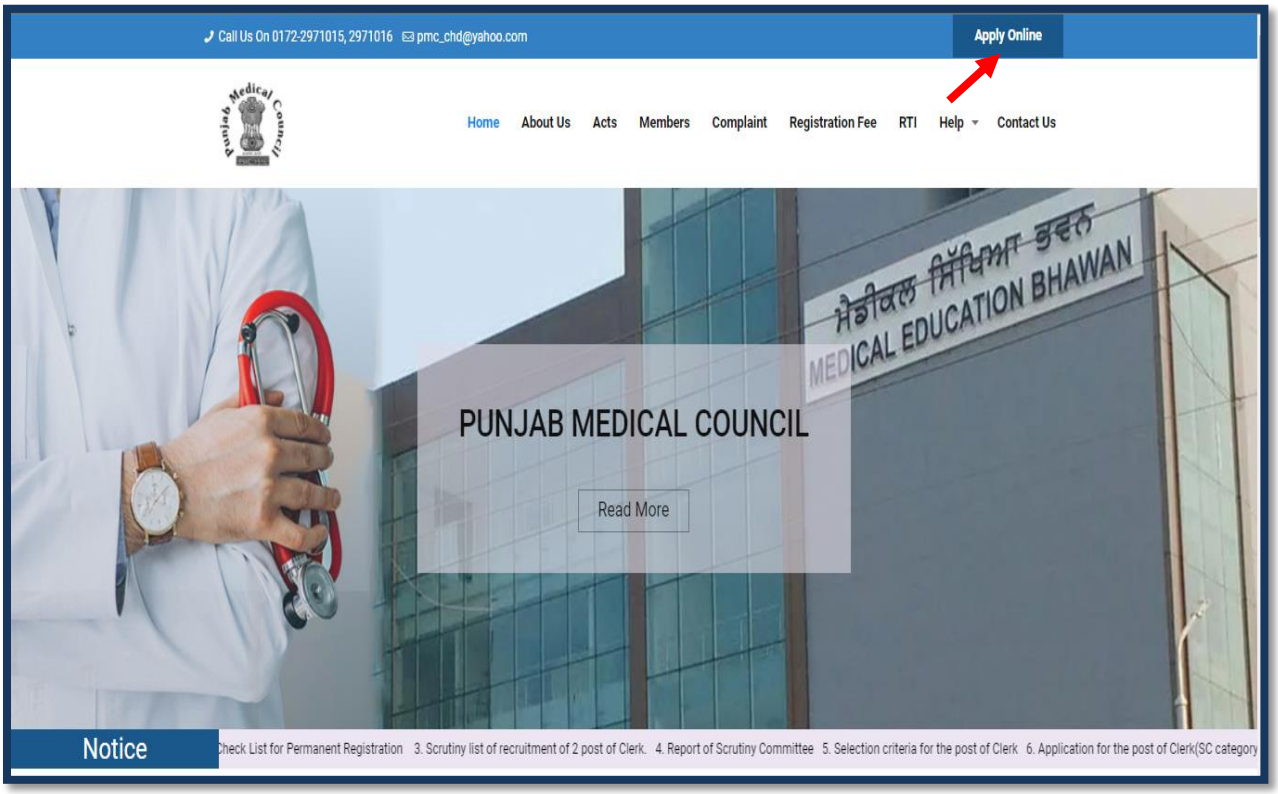
User Manual for Renewal Registration

Keep the following documents ready before registration of renewal:

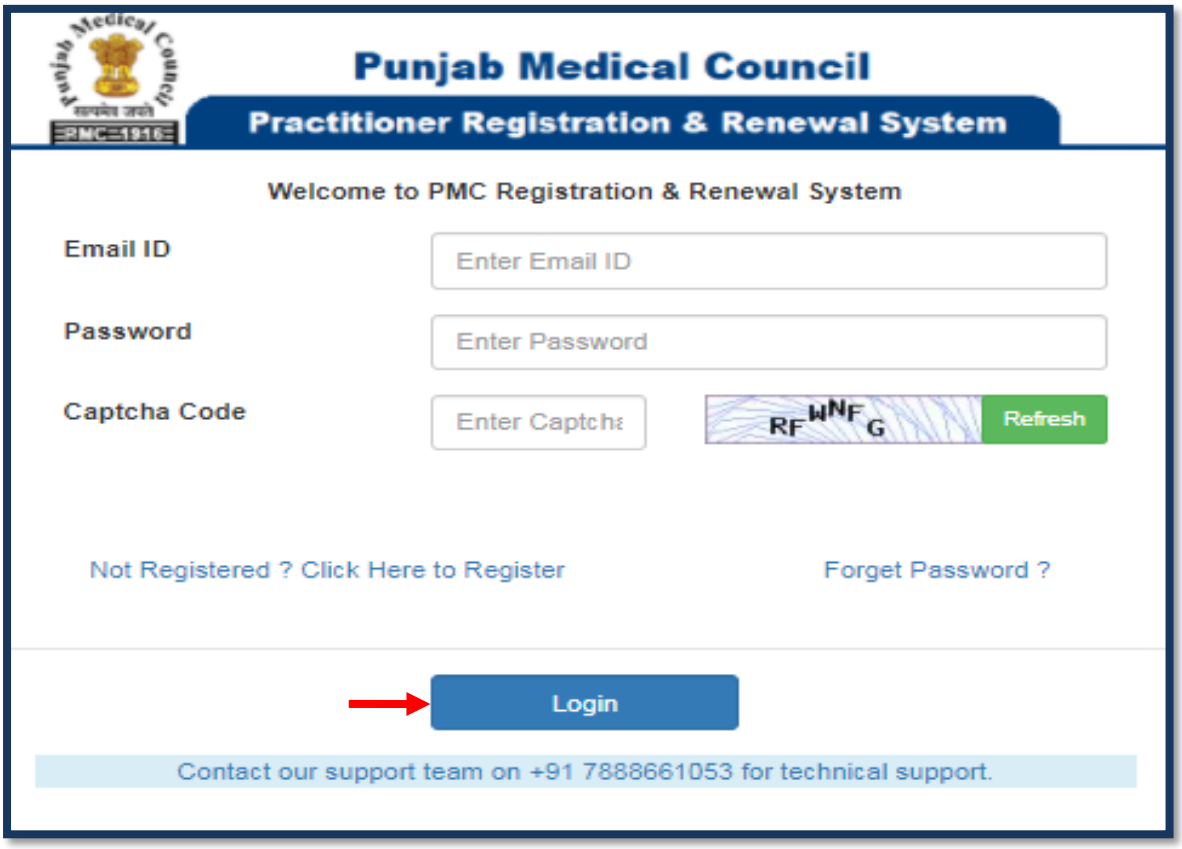
- Passport size Non-attested Photograph
- Stamp Size Signature
- Domicile Certificate/Residence Proof/Aadhaar Card
- Permanent Registration Certificate
- Additional Qualification Registration Certificate if any
- Renewal Registration Certificate in Original for 2nd or subsequent Renewal if any
- Self-Attested copies of 50CME Hours along with index or undertaking for one-year Renewal if do not have CME Hours
- Form of self-declaration for gap in original (2) (if applying after Grace Period of 2 months)

Note: Maximum allowed size of each document is 2MB.

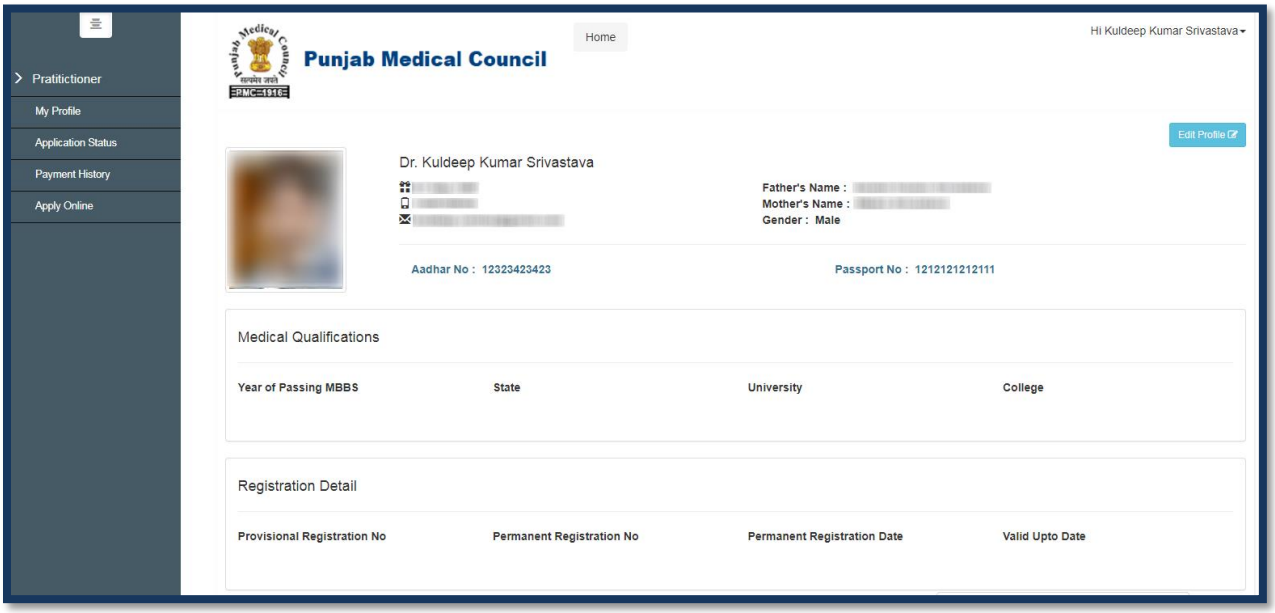
Step 1: Go to the URL https://punjabmedicalcouncil.in. Click on the **"Apply Now"** button.



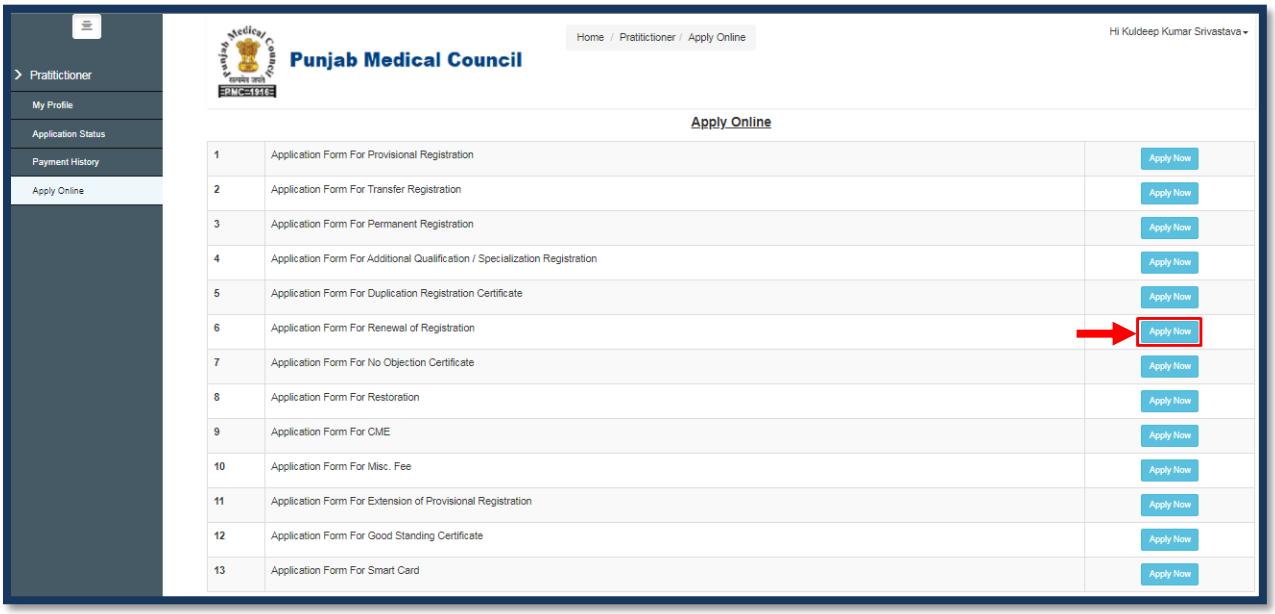
Step 2: A **Login** screen will open. Fill out your login details, click on the **"Login"** button.



Step 3: After login, the Applicant's **Profile** will display on the screen.

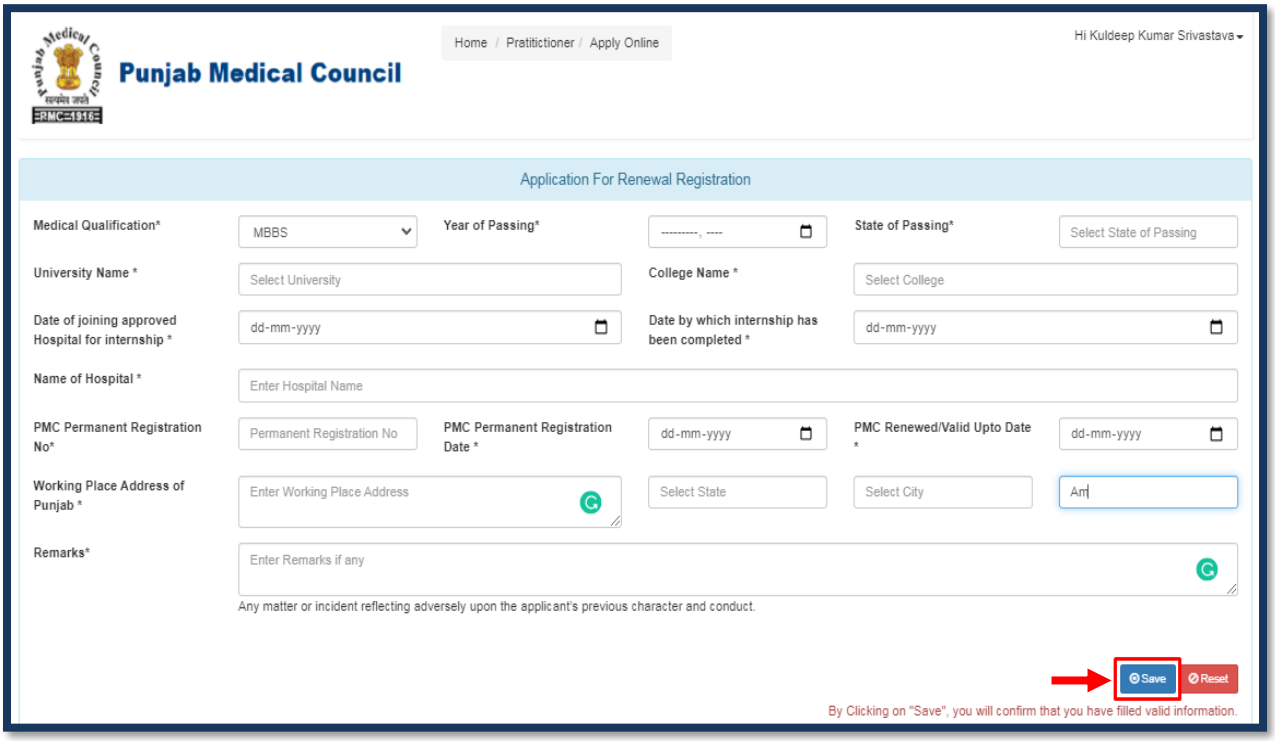


Step 4: Now click on the **"Apply Online"** tab to get the list of applications that are available for applying. The applicant will click on **"Apply Now"** option of the **Application Form for Renewal of Registration** from the listed applications.

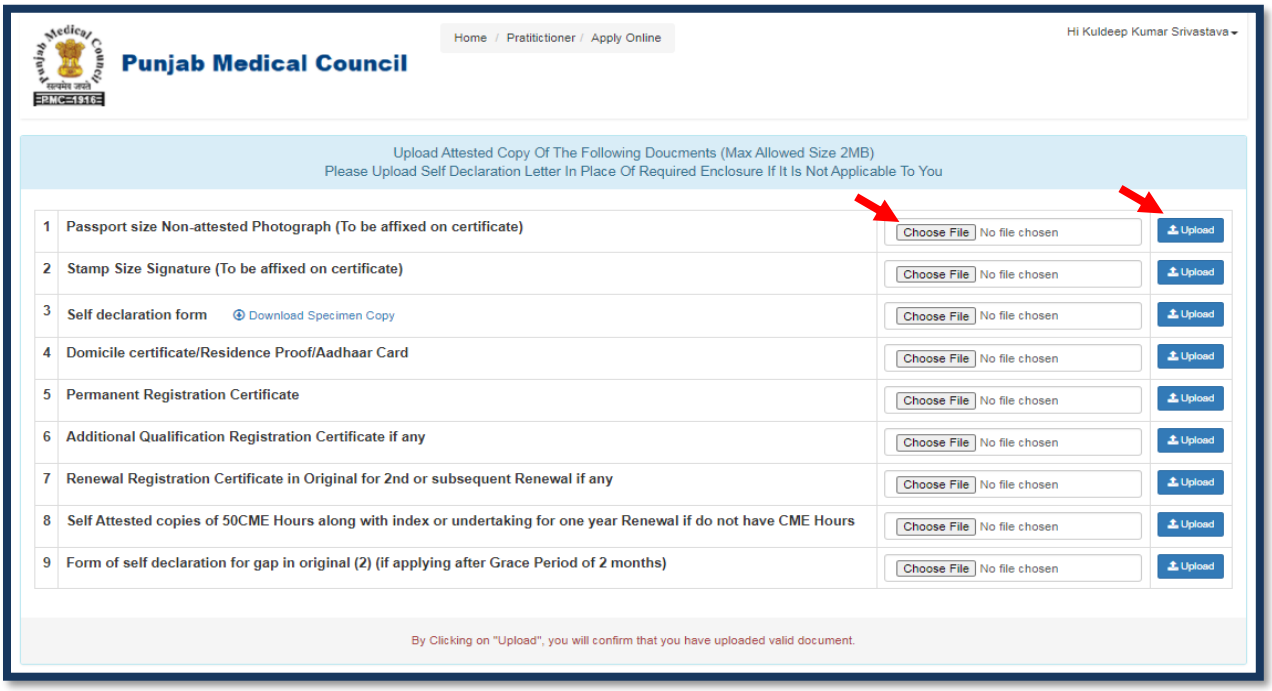


Step 5: A form will appear. Fill in the required details & click on the **"Save"** option.

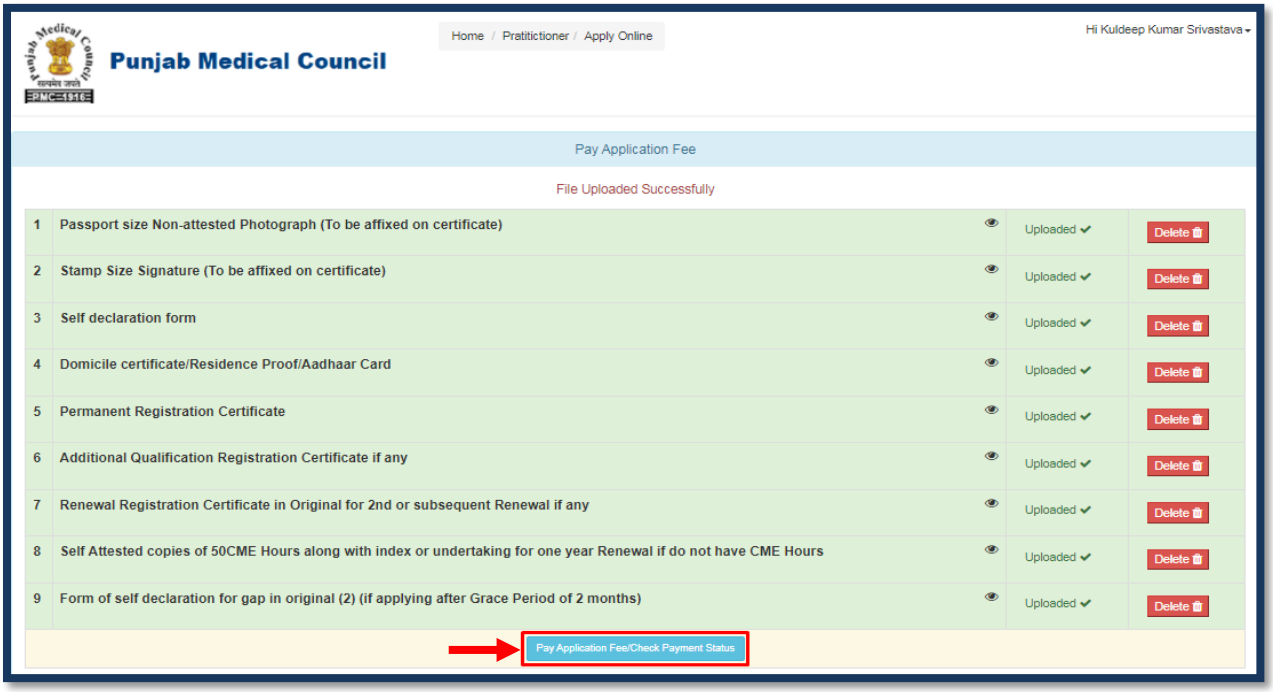
Note: Fields marked with * are mandatory.



Step 6: Here, the applicant has to upload the listed documents. In case any document is not applicable or not required then, you can simply upload the self-declaration for the same.
Every time you select the button **"Upload"**, the **"Record Added Successfully"** will pop-up on the screen. Click **"OK"** & proceed



Step 7: Once the document has been uploaded. You can view the same by clicking on the eye icon & delete by clicking on the delete button. After uploading all listed enclosures **"Pay Application Fee/Check Payment Status"** button will be displayed.
Click on **"Pay Application Fee/Check Payment Status"** to pay or check the last payment status for the same application.

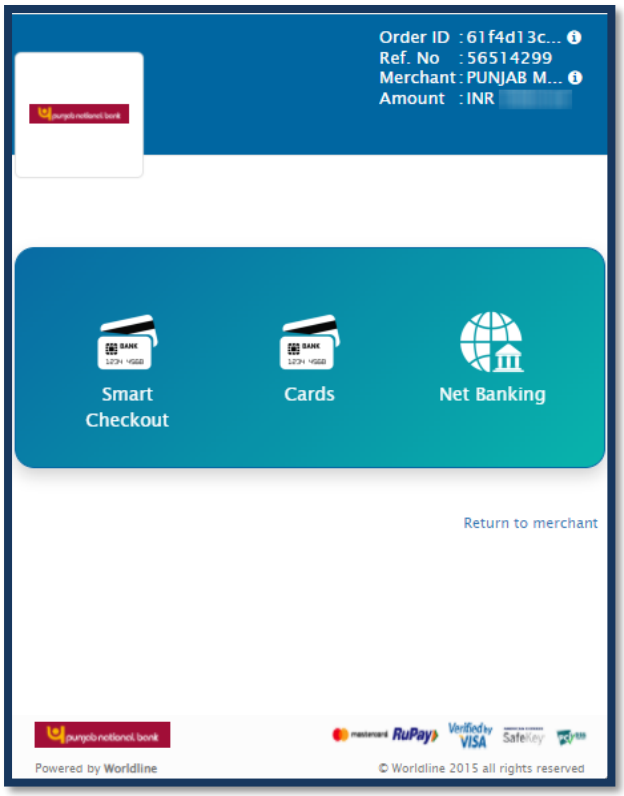


Step 8: Thereafter, Payable amount will display on the screen. Click on the **"Pay Now"** option to continue with the Payment.

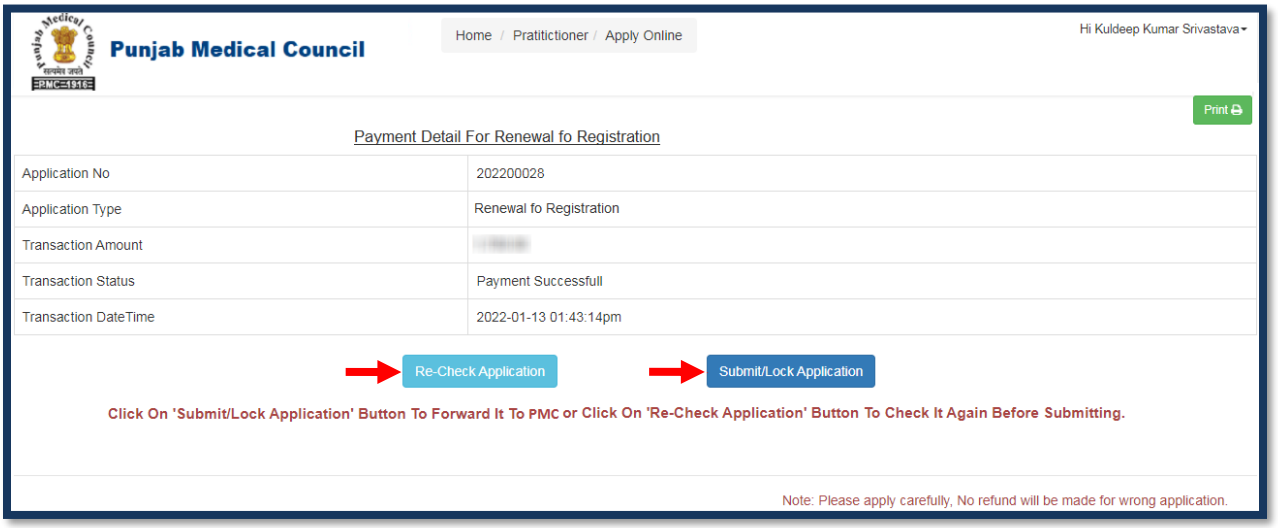
Note: Please apply carefully. No refund will be made for the wrong application.



Step 9: The applicant will be redirected to the Payment Gateway. Pay the application fee by using **Smart Checkout, Cards, & Net banking.**

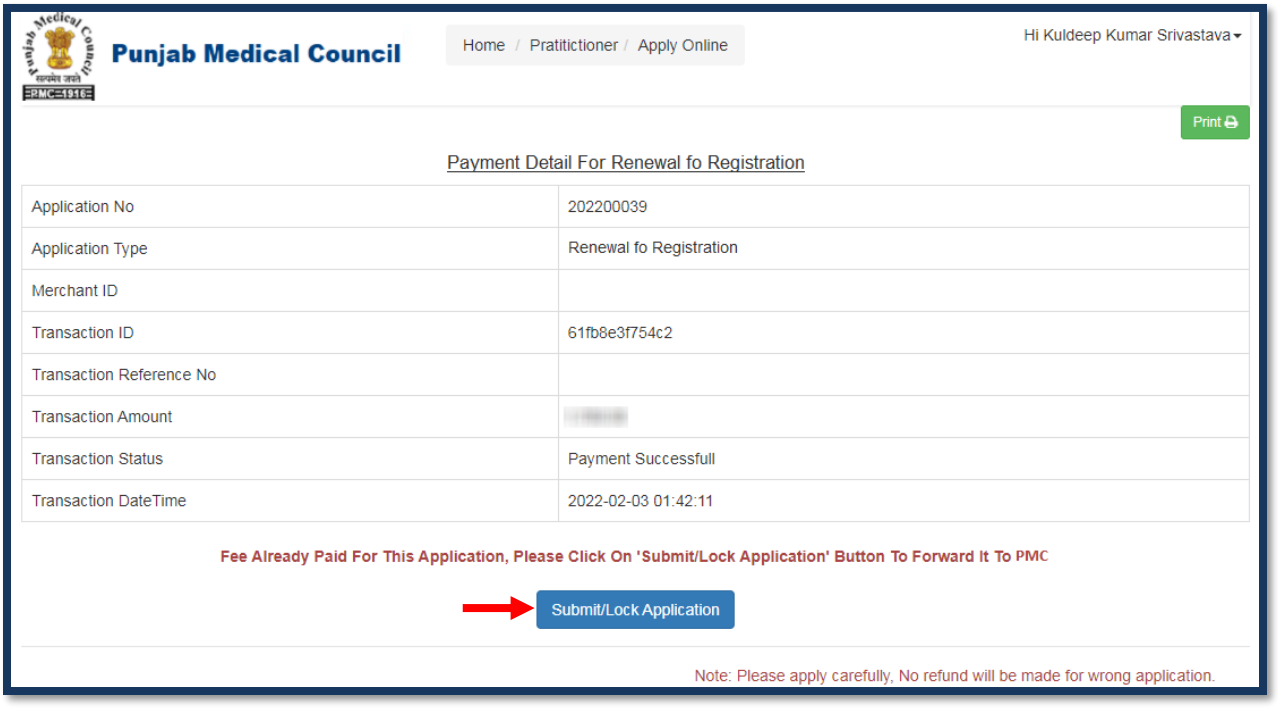


Step 10: After Submitting the Fees, the **Payment Details of that Application** will appear on the screen.
Click on the **"Re-Check Application"** button in case of any doubt. Simply take a printout of payment detail & then, click on **"Submit/Lock Application"** option to take printout of your application report as mentioned in **Step 13.**

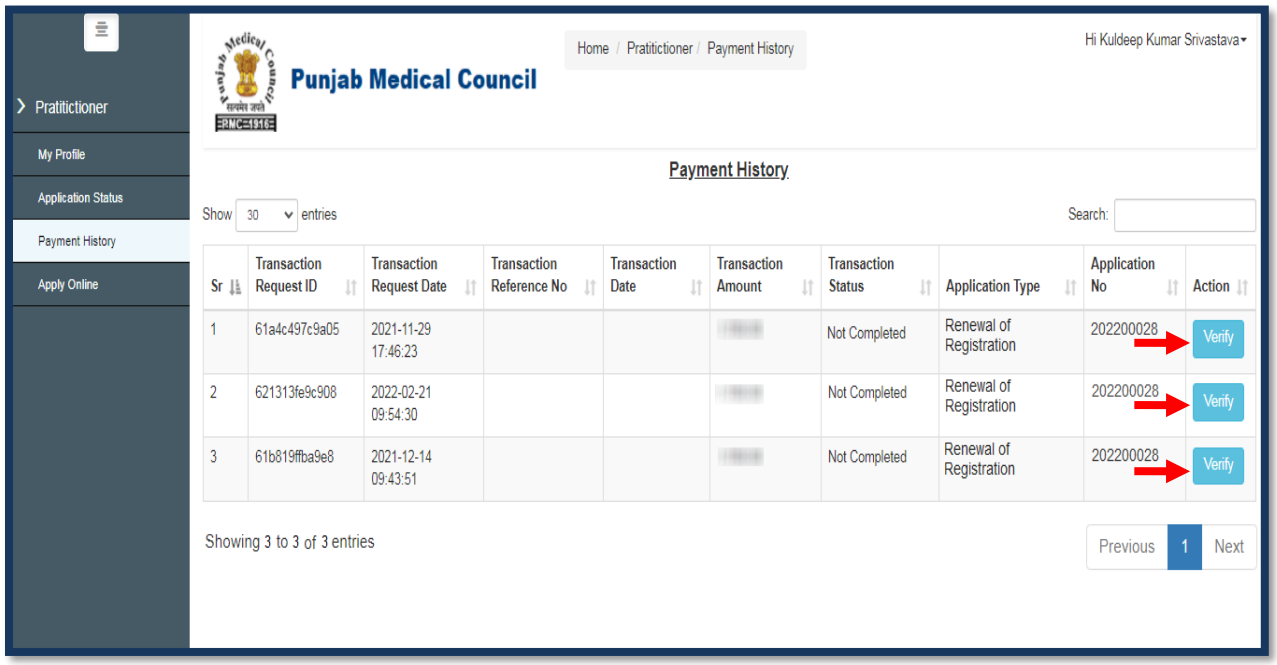


Step 11: If the applicant has clicked on the **"Re-Check Application"** option. It will repeat the same **Process** as mentioned in **Step No. 5, 6, 7** where the applicant can make the required changes by editing the incorrect information.

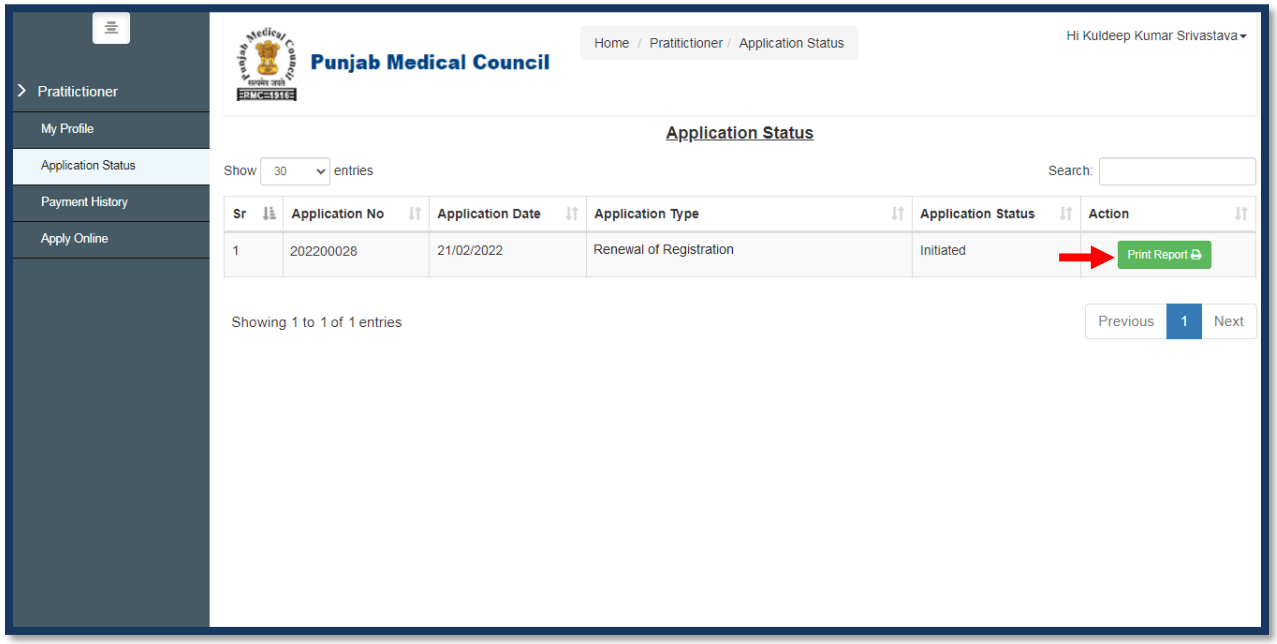
After re-checking the application, the applicant can take a printout of payment detail & click on **"Submit and Lock the Application"** option to take printout of your application report.



Note: In case the payment gets deducted from the bank side & the applicant doesn't receives confirmation then go to the **"Payment History"** tab & click on the "**Verify Payment"** button to check the status for the same.

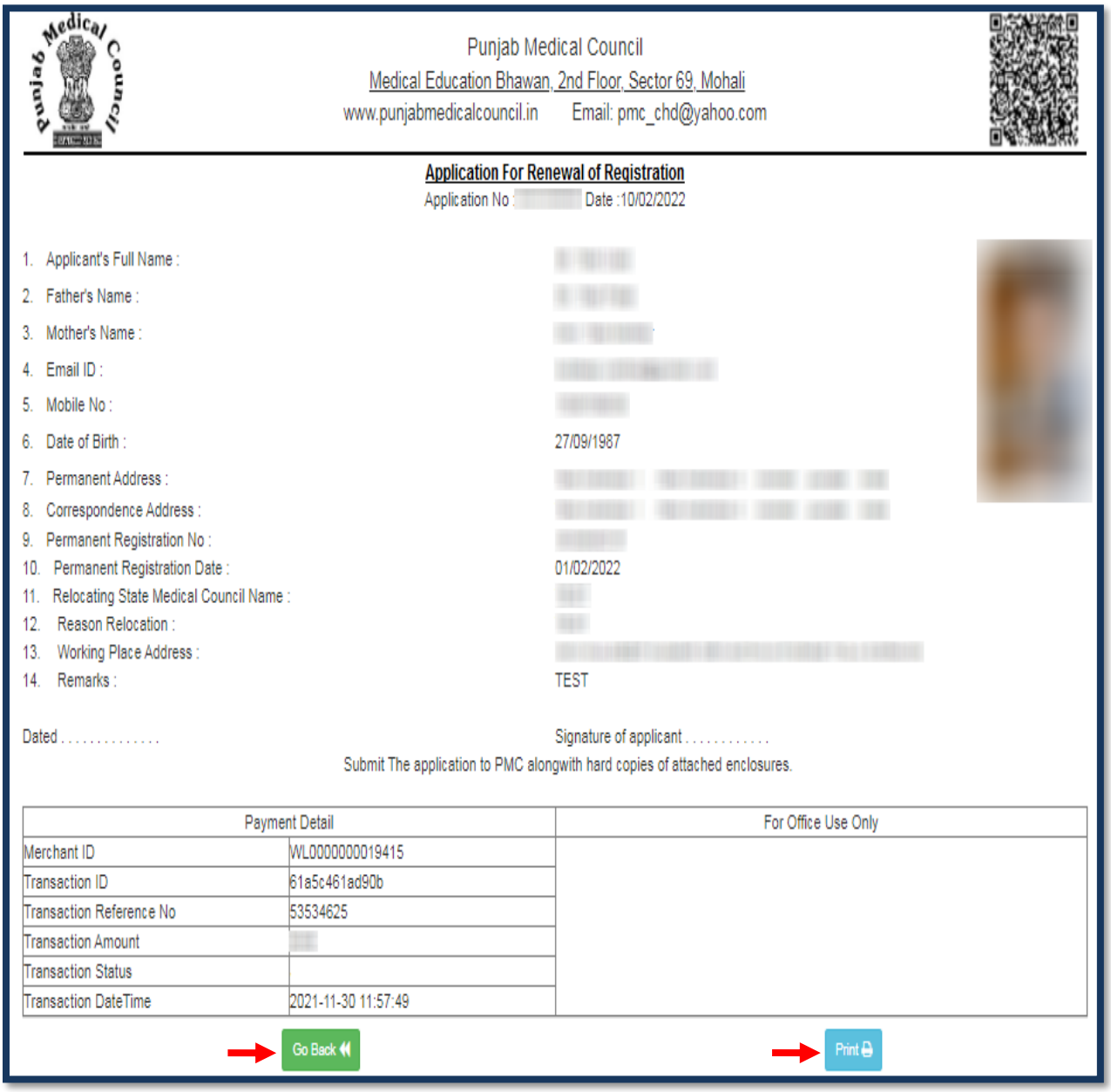


Step 12: Now click on the **"Application Status"** Tab to view the status of the application i.e Approved/Objected/Rejected. Click on **"Print Report"** to view your complete application.



Step 13: By clicking on the **"Print "** button, the applicant can take a printout of their application report.
Click on the **"Go Back"** button to access the application status page.

Note: The Renewal of Registration Certificate will be delivered to you by post at your registered address & intimation will sent on registered email address or the applicant can physically visit the PMC to collect it.



Punjab Medical Council
Medical Education Bhawan, 2nd Floor, Sector 69, Mohali
www.punjabmedicalcouncil.in Email: pmc_chd@yahoo.com

Application For Renewal of Registration

Application No : Date :10/02/2022

1. Applicant's Full Name :
2. Father's Name :
3. Mother's Name :
4. Email ID :
5. Mobile No :
6. Date of Birth : 27/09/1987
7. Permanent Address :
8. Correspondence Address :
9. Permanent Registration No :
10. Permanent Registration Date : 01/02/2022
11. Relocating State Medical Council Name :
12. Reason Relocation :
13. Working Place Address :
14. Remarks : TEST

Dated . . . . . Signature of applicant . . . . . .

Submit The application to PMC alongwith hard copies of attached enclosures.

Payment Detail		For Office Use Only
Merchant ID	WL0000000019415	
Transaction ID	61a5c461ad90b	
Transaction Reference No	53534625	
Transaction Amount		
Transaction Status		
Transaction DateTime	2021-11-30 11:57:49	

Go Back Print

For the verification process, the applicant has to follow the guidelines as mentioned in the Application Report after that only the applicant would be provided with the concerned Certificate.

Step 15: The applicant can resume the application anytime and re-edit the application until final submission is not done by clicking on the "Application Status" tab from the menu bar and select the **"Resume Application"** button to continue the **Process** as mentioned in **Step 5, 6**.

Payment is not required if already paid & take a printout of your application after submitting your application by clicking on **"Submit/Lock Application"** button as mentioned in **Step 13**.

