

FOR RENEWAL OF REGISTRATION.

1. Create Account
2. Upload Photo and Signature with size less than 1 MB with .jpg & .jpeg format.
3. Fill the email and password and login.
4. After login upload the required all documents with size less than 1 MB with .jpg & .jpeg format.
5. Deposit the required fee i.e. 2100/- with 2 months grace period. (by default)
6. Fee Rs. 3100/- after complete 2 months grace period. (by default)
7. Fee Rs. 5100/- if not renewed registration after completion of 5 years of registration. (for example registration valid upto 1.3.2014 and after that never renewed). In this case Rs. 3100/- deposited by default in Renewal of Registration link and balance fee of Rs. 2000/- deposited in **Pending Payment link** which is available in **Apply Online link.**
8. Fee Rs. 7100/- if doctor registered before 1.1.2008. In this case Rs. 3100/- deposited by default in Renewal of Registration link and balance fee of Rs. 4000/- deposited in **Pending Payment link** which is available in **Apply Online link.**

9. After payment system generate the receipt in .pdf format.
10. Printout these receipts.
11. Attach the all required documents with this receipts alongwith 50 CME credit hours (prepare an INDEX of CME points).
12. If 50 CME not collected, then attach an undertaking in plain paper that non availability of CMEs.
13. Send the all documents i.e. receipts, documents, CME etc. to this office by personally or by post.
14. All documents (photo, certificates, CMEs) should be self attested. 2 photo non attested.
15. Office address is available on the website of office in **Contact Us** link.