1. There are two forms:

a) PMS -1 Form (Personnel Monitoring Service Form) – For Registration of Institutes.
b) PDF-2 Form (Personal Data Form) – For Registration of Radiation Workers.

2. New Institute must send both the forms.

3. Only single or one PMS-1 Form is required for whole institute and One PDF Form is to be filled for each person/worker.

4. A covering letter on PRINTED LETTER HEAD of the Institute and E-LORA certificate should be attached.

5. PDF form requires a recent color photograph of exact size (mentioned on the form) and copy of any Govt. Approved Photo ID.

6. It is mandatory to mention e-LORA Institution Registration Number in the form and Institution Number if the Institute is already registered.

7. Forms should be completed by affixing Rubber Stamp & Signatures on required places.

8. Two copies of each form i.e. one original copy & one photocopy of the original is to be sent preferably by Speed Post to our address. It is advisable to keep one photocopy of each form in your records.

9. Soft copies of these forms may be sent by email to utechlab@rediffmail.com if there is any difficulty in filling up these forms.

10. **With Application form Advance payment should be done.**

11. An account payee multicity or payable at par cheque for requisite fees should be sent with the applications or you can visit our website and click on "Pay Now" button for online payment options. Please visit (charges to pay) section of this web site for calculation of charges.

12. Alternatively the forms can be filled from our web site and after receipt of approval from Lab the printout can be taken, copied and sent by SPEED POST to the Lab as explained in point no. 7 or 8.

13. After receipt, all the correct & complete forms are forwarded to the BARC by the Lab for further processing and allotment of Institution ID Number & Personnel Numbers.

14. After receipt of clearance from the BARC, the TLD Cards are dispatched to the Institutes.