

## **Step by Step Procedure for Submission of PC & PNDT reports Online**

**Step 1:** Login in to you web portal by typing the below given URL in any browser(Internet Explorer, Mozilla Firefox, Google Chrome, Opera etc.) installed in your computer.

**Website URL:** [www.pcpndtbangalore.in](http://www.pcpndtbangalore.in)

### **Step 2:**

Please enter the username and password given to you during registration(Online) for submission of reports in the Login Form box (You can find the Login form in the bottom right of the Home Page/ You can click the link Online facility to submit reports, Registered Users Login Here! (You can find this link at the bottom of the Home Page).

### **Step 3:**

On entering the correct username and password, click Login to enter in to your private area in the website which will lead you to “Edit you Details” page.

Click on the Upload your report button to submit the report which is placed in the bottom of this page.

Step 4:- You will be in the Upload your report page now, Please fill up the format and then click Log out.

### **Important points to be noted:**

- a) You will have to submit the report for the previous month before 05<sup>th</sup> of the Succeeding month, else you will get an email remainder to the registered email id on 06<sup>th</sup> of every month and you will have four more days to submit the report after remainder.
- b) The “Upload your report” button will be disabled on 11<sup>th</sup> Of Every month and after that you will not be able to submit the report for that month and your center/organization will be under defaulters’s list.
- c) If the report has not been submitted for three months in year (Apr to Mar) either continuously or intermittently, then your account on the site will be deleted automatically, and then you will have to go for new registration by paying Rs.1150/- in order to activate the same again.

Note: If you still have issues in submitting report kindly mail us at [info@pcpndtbangalore.in](mailto:info@pcpndtbangalore.in)