User Operation Guide for NRTS - Primary Registration



# NRTS PRIMARY REGISTRATION

User Manual for Nursing Institute

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#### User Operation Guide for NRTS -Primary Registration



## Introduction

NRTS – Nurses Registration and Tracking System is a web based application designed for Indian Nursing Council, New Delhi to enable creation of live register of the nurses across the country.

Indian Nursing Council Nurses Registration & Tracking System				
Enrollm	nent Registration	Primary Registration	Reciprocal Registration	
987337 Enrolled	963915 Identity Verified Q 285488	Objectives of Nurses Registration & Tracking System (NRTS)     Free Enrolment of Nurses - Hassel free registration and linked with     Aadhaar based biometric authentication.     Simplified Registration and has integrated uniform system across the     country.     Empower Nurses with National Unique Identity Number (NUID).     Renewal of licence once in five years linked with 150 hours of Continuing     Nursing Education (CNE).	Login UserID(Username) UserID Password Password	
Approved	Quick Links	<ol> <li>Candidates getting NUID Card will get the incentive of 30 hours of CNE for the first time.</li> <li>Facilitate for effective manpower planning for policy makers at State and National level.</li> <li>Uniform issuance of Nurse Passbook comprising of complete history of Nurse Midwifery</li> </ol>	i 1k m 9 € Enter Capici login Reset	
C Down	etails and Contact details click here nload User Manuals I - Indian Nursing Council (Nurses	Important 1. Enrolment Agency M/s. FINO PayTech will visit all CHCs, PHCs and the hospitals (both public and private) for enrolling Nurses Data. 2. Nurses who have enrolled themselves through internet at http://nrts.indiannursingcouncil.gov.in will have to visit respective State	FAQs on NRTS HELP-DESK Reset Password	

Institute primary registration is the process of submitting records in bulk by the head of the institute.

## **Types of Registration**

- There are two different types to register.
  - Institute Registration
  - Registration by Admin
- The process remains the same for both the logins.

#### **Institute Registration**

- Click on New User to register.
- A page appears as shown:

C Enrolment Registration	O Primary Registration
Reciprocal/Renewal/Additional Registration	O Institute Registration

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• A page appears as shown:







Nurses	naten Nu Registratio	nsing council D & Tricking	System
	Select Which M	lodule You Want to Register	
	<ul> <li>Enrolment Registration</li> <li>Reciprocal/Renewal/Additional Registration</li> </ul>	<ul> <li>Primary Registration</li> <li>Institute Registration</li> </ul>	
		Register	
	State	ANDHRA PRADESH 🗸	
	District	Krishna 🗸	
	Institute	Charitha School of Nursi 🗸	
	Board/University	NURSING BOARD	
	Туре		
	Password		
	Retype-Password	Strong!	
	Head of the Institute	Strongl	
	Name	Test Institute	
	Email	test@gmail.com	
	Mobile	8976123655	
	m <sup>3</sup> t <sup>2 9</sup>	m3t29	
	Subr	mit Reset	

- Click Submit.
- Click back to Login.

#### **Registration by Admin**

- State Admin logs in to the website using credentials.
- State Admin also have the provision to create institute credentials.
- From the left-menu, select Institute credentials.

Login	
UserID(Username)	
APADMIN@test.in	
Password	
•••••	
d 309 f C d309f	
login Reset	
📥 New User	
Successfully Logged Out	
FAQs on NRTS HELP-DES	к
Reset Password	

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				USER N	NAME:Andhra Pr	adesh <mark>(</mark> Adr	nin),ANDI	HRA PRADESH
2			Creating Institute Usernames/Ap	provals				
ute/College Master								
//University Master	List	t of Districts	East Godavari	~				
t Master			Submit					
al / Block Master			Casini					
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ed State Course	÷		Institute Master					<b>~</b>
	how	10 🗸 entries						Advanced Search
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e Master					Institution	Year	year	
e Credentials	1	Academy Of Medical Sciences, Mphw Fema	le Training Inistitute, Rajahmundry, E.Godavari		Private	1986	2008	288617854 Create Successfully
Hospital / Institute	2	Aditya College Of Nursing, Sri Nagar, Kakina	ada		Private	2004	9999	Update Contact
	3	Aditya College Of Nursing, Venkat Nagar, Ka	akinada		Private	2003	2017	Update Contact
	4	Anuradha Mphw Female Training Inistitute, H	Kakinada, E.Godavari		Private	1989	2013	Update Contact
	5	Bharat School Of Nursing, Dowleswaram, E.	Godavari		Private	2004	9999	Update Contact
	6	Christial Medical Centre, School Of Nursing,	Pitghapuram		Private	1952	9999	Update Contact
	7	Christian Medical Centre School Of Nursing			Private			Update Contact
	8	Christian Medical Centre, Pithapuram, East C	Sodavari Distict		Private	1950	9999	Update Contact
	9	Christian Medical Centre, Pithapuram, East C	Godavari District		Private	1950	9999	Update Contact
			f Nursing S Atchutapuram Kakinada		Private	2011	2014	Update Contact

- Select on Update Contact.
- A popup appears:

•





User Operation Guide for NRTS -Primary Registration



Jpdating Contact Def	ails of Institute	3
Name of In-charge	Test Incharge	
Contact Number	8173645466	
Email	testincharge@gmail.com	
		Submit Close

- mini

NI RESENT

Click on Submit.





## **SNRC**

- SNRC logs in to website using the credentials.
- Page appears as shown:

ATTOERABAD	Andhra Pradesh Nursing Council NUISES REGISTITION & TRICKING SUSTEM	
	USER NAME:Superintendent, Andhra Pradesh	4
Home Primary Registration Enrolments Search & Edit Approval Renewals Reciprocal Registration Additional Qualification User Profile Legacy Data Check Slot Adjustment		
	menu, select Institute Credentials. of the Institute.	
Tryperand	Andhra Pradesh Nursing Council NURSES Registration & Tracking System	
Home	Nurses Registration & Tracking System	
Home Dashboard Primary Registration Dashboard Institute Credentials Bark Account Details	NURSES REGISTRATION & TRACKING SUSTEM	



#### User Operation Guide for NRTS -Primary Registration

					USER NAME:Superintendent	, Andhra Pradesh 🛛 🖁
e ashboard	1		Creating Ins	titute Usernames/Approvals		
ary Registration ashboard stitute Credentials ank Account Details Iments	Lis	t of Districts Krit	shna (	♥ Submit		
nrolments Dashboard nrol Nurse - Morpho	¢	ā.				ñ
nrol Nurse - Secuzen stitute/College Master	Show	10 v entries				Advanced Search
earch & Edit pplication History	SNO	Institute Name	Type of Institution	Email	Email Verification Status	User Id Status
ch & Edit oval Renewals procal Registration	1	Annapareddy Venkata Reddy Memorial Mphw Female Training Inistitute, Pamarru, Krishna	Private	raju@gmail.com	7889451212	User Id Not Cretaed Yet.Please Contact State Admin
rocess Reciprocal Request ional Qualification	2	Charitha School Of Nursing, Surya Rao Pet, Vijayawada	Private	test@gmail.com	8976123655	205477373 Send/Re-send Credentials
Profile cy Data Check \djustment	3	Dr. C Sobhanadri Siddhartha College Of Nursing	Private	Email Not Updated Yet.Please Contact State Admin	Mobile Not Updated Yet.Please Contact State Admin	User Id Not Cretaed Yet.Please Contact State Admin
rts ourse Wise Registration	4	Dr.Pinnamaneni Sidhartha Institute Of Medical Sciences And Research Foundation, Chinaoutapalli, Vijayawada	Private	Email Not Updated Yet.Please Contact State Admin	Mobile Not Updated Yet.Please Contact State Admin	User Id Not Cretaed Yet.Please Contact State Admin
ate Wise and Role Wise tions Report ge Group & Gender Wise	5	Florence Nightingale College Of Nursing, Edpugallu Post, Kanikipadu Mandal, Vijayawada	Private	Email Not Updated Yet.Please Contact State Admin	Mobile Not Updated Yet.Please Contact State Admin	User Id Not Cretaed Yet.Please Contact State Admin
ate Wise Course Wise	6	Florence Nightinghale School Of Nursing Vijayawada Andhra Pradesh	Private	Email Not Updated Yet.Please Contact State Admin	Mobile Not Updated Yet.Please Contact State Admin	User Id Not Cretaed Yet.Please Contact State Admin
ate Wise Report(Registrar) ate Wise Qualification	7	Florence School Of Nursing Vijayawada Andhra Pradesh	Private	Email Not Updated Yet.Please Contact State Admin	Mobile Not Updated Yet.Please Contact State Admin	User Id Not Cretaed Yet.Please Contact State Admin
ate Wise Enrolments Report ate Wise Operator Wise	8	Ganesh School Of Nursing, Gudivada	Private	Email Not Updated Yet.Please Contact State Admin	Mobile Not Updated Yet.Please Contact State Admin	User Id Not Cretaed Yet.Please Contact State Admin
ate Wise Religion Wise ate Wise Income Wise	9	Giffard Memorial Hospital Nuzvid	Private	Email Not Updated Yet.Please Contact State Admin	Mobile Not Updated Yet.Please Contact State Admin	User Id Not Cretaed Yet.Please Contact State Admin
	10	Giffard Menorial Hospital, Nuzvid.	Private	Email Not Updated Yet.Please Contact State Admin	Mobile Not Updated Yet.Please Contact State Admin	User Id Not Cretaed Yet.Please Contact State Admin

- Select the Institute and click on Send/Re-send Credentials to activate the Institute credentials.
- Credentials are sent to Institute head Mobile and Email.
- A message appears as follows:

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• Click on OK.

## **Institute Login**

- Secured credentials are sent to Institute head's mobile and Email.
- Using the provided credentials login to the website for further process.
- A page appears as shown:



• A page appears as shown:

	Andhra Pradesh Nursing Council Nurses Registration & Tracking System	
	USER NAME:Charitha School of Nursing, Surya Rao Pet, Vijayawada	4.5
Home		
Admission Entry		
Registration		
Applicants		
Payments & Forwarding		
Payment Receipts		
Rejected		
NRTS – A product	for Indian Nursing Council by INFORMATICS CENTRE Hyderabad Page	10



#### **Admission Entry**

- From the left-menu, select Admission Entry.
- A page appears as shown:

THINK TOERABAD		Andhra Prado Ses llegislifi		Council King System 🛒	and the second second
				USER NAME:Charitha School of Nursing, Surya Rao Pet, Vijay	awada 🔺 🕶
Home Admission Entry			Bulk Admission Entry F	or Final Year Passed Outs	
Registration Applicants		Course		B.Sc. N 🗸	
Payments & Forwarding		Admission Year		2011-2012 🗸	
lejected		Course Duration		01-01-2011 01-01-2015	
		Exam Month/Year		MARCH ~ 2016 ~	
		Total Admissions		100	
		Total Passed Outs		100	
				DD	
	Show 10	✓ entries			
	SNO	Course Year	Total Passed outs	Total Admissions	Edit
				Total Admissions	Luit
This site is designed, develop	ed, hosted and maintained	by National Informatics Centre (NIC), Ministry of El	ectronics & Information Technology, Governmen		claimer
Click on AD	D to add t	he course.	desh Nursir	nt of India for Indian Nursing Council, New Dethi. Der	
	D to add t	he course.	desh Nursir	nt of India for Indian Nursing Council, New Delhi. Der	clamer
	D to add t	he course.	desh Nursir	n of India for Indian Nursing Council, New Deht. Dev Deg Council ICHING SUSTERN	samer

1 B.Sc. N 2011 100

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## Registration

- From the left-menu, select Registration.
- Select Admission year and Course.

ALL PROPERTY OF	Andhra Pradesh Nursing Council Nurses Registration & Tracking System	and the second sec
Home Admission Entry Registration Applicants Payments & Forwarding Payment Receipts Rejected	USER NAME: Charitha School of Nursing, Surya Rao Pet, Vijay Registration of Nurse Admission Year 2011-2012  SEARCH	awada 🚨 💌
<ul> <li>Click Search</li> <li>A registration</li> </ul>	form appears. ils and submit the application.	



NO OF ADMISSIONS.	Entry Go Back n INSTITUTE NAME: & Forwarding NO OF ADMISSIONS:	Charitha School of N Pet, Vijayawada 100	lursing, Surya Rao	ADMISSION YEAR:		2	
Image: Registration will be restricted to the total number of passed and     Image: Asp Pare Class 10th Memory"   Date of binth"   Gender"   TextCine   17.05.2000   Fermale   V   Personal Address   Relation"   WO   Personal Address   Relation"   WO   Relation"   WO   Personal Address   Relation"   Notice States   Relation"   Nationality"   Nationality   Nationality   Nationality <th>teceipts</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	teceipts						
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10th Class     ANDHRA PRADESF >     UNIV >     1962 >       12th Class     12th Class     Image: Class >     Image: Class >			EDUCATIO	NAL DETAILS			
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12th Class ANDHRA PRADESF V COMMON BOARD ( V 1966 V	10th Class A	NDHRA PRADESE V		UNIV ~		1962	~
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NOTE: PRESCRIBED REGISTRATION FEE Do not Enter institutional email id and mobile no	Residential Address is man All error messages will be d	latory for any future corresponder splayed on the screen Fields mar	ked with asterisk(*) are ma	indatory.			
Do not Enter institutional email id and mobile no Residential Address is mandatory for any future correspondence All error messages will be displayed on the screen Fields marked with asterisk(*) are mandatory.	Select date of birth usi	ng the calendar provided.		cation. Please ensure yo	u enter a valid one.Do	not enter Institu	tional e-ma
Do not Enter institutional email id and mobile no Residential Address is mandatory for any future correspondence All error messages will be displayed on the screen Fields marked with asterisk(*) are mandatory. Do not pre-fix title to your name e.g.: Mr., Miss, Mrs, etc. Select date of birth using the calendar provided.	and mobile no						
Do not Enter institutional email id and mobile no Residential Address is mandatory for any future correspondence All error messages will be displayed on the screen Fields marked with asterisk(°) are mandatory. Do not pre-fix title to your name e.g. Mr., Miss, Mrs, etc. Select date of birth using the calendar provided. Candidate email and mobile number will be used for all future communication. Please ensure you enter a valid one.Do not enter Institutional e-ma							
Do not Enter institutional email id and mobile no Residential Address is mandatory for any future correspondence All error messages will be displayed on the screen Fields marked with asterisk(*) are mandatory. Do not pre-fix title to your name e.g. Mr., Miss, Mrs, etc. Select date of birth using the calendar provided. Candidate email and mobile number will be used for all future communication. Please ensure you enter a valid one. Do not enter Institutional e-ma	gned, developed, hosted and maintained by National Inform	atics Centre (NIC), Ministry of Electronic	s & Information Technology, Go	overnment of India for Indian Nursin	g Council, New Delhi.	Disclaimer	
Do not Enter institutional email id and mobile no Residential Address is mandatory for any future correspondence All error messages will be displayed on the screen Fields marked with asterisk(") are mandatory. Do not pre-fix title to your name e.g. Mr., Miss, Mrs, etc. Select date of birth using the calendar provided. Candidate email and mobile number will be used for all future communication. Please ensure you enter a valid one. Do not enter Institutional e-ma and mobile no							

## **Applicants**

- Select Applicants from the Left-menu.
- Select Admission year and course.
- Click Search.
- List of courses registered in the year appears:

				USER NAME:	Charitha School of Nursing, Surya	Rao Pet, Vijayawada
Home Admission Entry				Registration of Nurse		
Registration	Admission	2011-2012	~	Course	SELECT	
Applicants Payments & Forwarding	Year	2011-2012			SELECT	· .
Payment Receipts				SEARCH		
Rejected						A
	Show 10 v entries					*
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	1	B4Y	2	2011-2	2012	17-06-2020
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## Authentication

• Select each application, click on Click here to Authenticate.

10	USER NAME:Charitha School of Nursing, Surya Rao Pet, Vijayawada	
		0
APPLICATION NO NAME (AS PER CLASS 10TH MEMO)	649 TESTONE	
DATE OF BIRTH	17-06-2000	
GENDER	FEMALE	
MARITAL STATUS	UNMARRIED	
RELATION	W/O	
FATHER/ MOTHER /SPOUSE NAME SOCIAL STATUS(AS DECLARED BY CANDIDATE)	TEST FATHER BC A	
RELIGION	HINDU BC A	
STATE (WHERE YOU BELONG TO)	ANDHRA PRADESH	
DISTRICT	RANGAREDDI	
NATIONALITY	INDIA	
PASSPORT NO AADHAAR NO	XXXXXXX8203	
		(
ADDRESS LINE-1	TEST	
ADDRESS LINE-2	TEST	
ADDRESS LINE-3	TEST	
LOCALITY	TEST	
STATE	ANDHRA PRADE SH	
DISTRICT BLOCK/MANDAL/TALUKA	KHAMMAM ENKUR	
VILLAGE	BURADARAGHABAPURAM	
ZIP/PIN CODE	873742	
IS THE PRESENT ADDRESS SAME AS PERMANENT ADD	RESS YES	
LANDLINE NUMBER MOBILE NUMBER	8237236464	
ALTERNATE MOBILE NUMBER		
EMAIL ADDRESS	TESTHEAD@GMAIL.COM	
ALTERNATE EMAIL ADDRESS		
	<b>↓10th Details</b>	
		C
STATE	ANDHRA PRADESH	
NAME.OF THE BOARD YEAR OF PASSING	UNIV 1962	
TEAR OF PASSING	↓12th Details	
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STATE UNIVERSITY/BOARD	ANDHRA PRADESH COMMON BOARD OF EXAMINATION FOR MPHW( F)ANM	
ONIVERSITIBOARD	2YEARSDIPLOMACOURSE OF THE GOVERNMENT OF ANDHRAPR	ADESH
YEAR.OF PASSING	1966	
NURSE		
STATE	ANDHRA PRADESH	
NAME OF THE INSTITUTE	CHARITHA SCHOOL OF NURSING, SURYA RAO PET, VIJAYAWADA	
TYPE OF THE INSTITUTE	PRIVATE	
NAME OF THE UNIVERSITY / BOARD		
COURSE FROM DATE TO DATE	01-01-2011 01-01-2015	
EXAM HELD IN THE MONTH/YEAR	MAR 2016	
Photo Capture		
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CLASS-X CERTIFICATE/PROOF OF DOB		ک
CLASS-XII CERTIFICATE		
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PROVISIONAL CERTIFICATE		
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PROVISIONAL CERTIFICATE COURSE COMPLETION CERTIFICATE 1ST YEAR MARK SHEET 2ND YEAR MARK SHEET 3RD YEAR MARK SHEET 4TH YEAR MARK SHEET Authentication Status:	Authenticate with Morpho Close	





• Select either Authenticate with Secuzen or Authenticate with Morpho for authenticating the candidate.

Aadhaar	Authentication.
	Aadhaar Status::Pending Aadhaar No*
Capture Finger	512266458203
Subm	it Close
Capture the Finger and click o	n Submit.

#### **Photo Capture**

• Click on click here to photo capture.





	Photo Capture
Photo Capture Details	Here is your image:
	Take Snapshot SUBMIT
• Click on Submit.	The Day of the
Photo Captured Succes	sfully ОК
Click Ok.	
<ul> <li>tificates Upload</li> <li>Click on Certificates to</li> </ul>	be uploaded to upload the certificates.
S – A product for Indian Ni	ursing Council by INFORMATICS CENTRE Hyderabad Page   17

User Operation Guide for NRTS - Primary Registration







NRTS – A product for Indian Nursing Council by INFORMATICS CENTRE



• Do the same to all the applications.

#### **Payment**

• Select the applications ready for payment process.

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ents & Forwarding	<ul><li>✓ S</li></ul>	IO Regid	Applicant Name	Course	Date of Birth	Aadhaar Status	Photo Status	Certificates Status
led	2 1	649	TestOne	B4Y	17-06-2000	Authenticated Successfully	Captured Successfully	Certificates Uploaded Success
	2	650	TestTwo	B4Y	17-06-2000	Authenticated Successfully	Captured Successfully	Certificates Uploaded Success
		Proceed 1	for Payment	]				

• Click on OK to proceed.







#### **Payment**

There are 4 different payment modes.

- 1. Cash
- 2. DD
- 3. Cheque
- 4. Payment-gateway

#### Cash

- Select Cash in Payment mode.
- Accept the Terms& Conditions by checking the checkbox.

PAYMENT DETAILS	
Name of the Candidate / Institute	PrimaryTest
Email	primaryyy@gmail.com
Mobile	9384737623
Amount in Rs	Rs 500 INR.
Service	Primary 🗸
Payment Mode	Cash 🗸
By proceeding I/We agree to the Terms & Conditions and hat Cancellation & Refund Policy and Privacy Policy.	ve read and understood the

Note \*: Don't Refresh/Reload the Page

• Click on Submit to pay.

#### Demand draft- DD

- Select DD in the payment mode.
- Provide DD number and DD date.
- Accept the Terms& Conditions by checking the checkbox.







User Operation	Guide for	NRTS – Primary	Registration
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PAYMENT DETAILS	
Name of the Candidate / Institute	PrimaryTest
Email	primaryyy@gmail.com
Mobile	9384737623
Amount in Rs	Rs 500 INR.
Service	Primary 🗸
Payment Mode	
DD/CHEQUE Number *	7384/293
DD/CHEQUE Date *	17-06-2020
By proceeding I/We agree to the Terms & Conditions and Cancellation & Refund Policy and Privacy Policy.	have read and understood th
Submit	

Note \*: Don't Refresh/Reload the Page

• Click on Submit to complete the payment.

#### Cheque

- Select Cheque in payment mode.
- Provide Cheque number and date of the cheque.
- Accept the Terms& Conditions by checking the checkbox.

Name of the Candidate / Institute	PrimaryTest
Email	primaryyy@gmail.com
Mobile	9384737623
Amount in Rs	Rs 500 INR.
Service	Primary
Payment Mode	DD
DD/CHEQUE Number *	7384/293
DD/CHEQUE Date *	17-06-2020
By proceeding I/We agree to the Terms & Conditions Cancellation & Refund Policy and Privacy Policy.	and have read and understood
Submit	

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• Click on Submit to complete the Payment.

#### Payment gateway

- Select Payment gateway in the payment mode.
- Accept the Terms& Conditions by checking the checkbox.

PAYMENT DETAILS	
Name of the Candidate / Institute	PrimaryTest
Email	primaryyy@gmail.com
Mobile	9384737623
Amount in Rs	Rs 500 INR.
Service	Primary ~
Payment Mode	Payment-Gatew: 🗸
By proceeding I/We agree to the Terms & Conditions and hat Cancellation & Refund Policy and Privacy Policy.	ave read and understood the
Note *: Don't Refresh/Reload the Page Click on Submit to complete the Payment.	7







	PAYMENT RECEIPT DETAILS	
Pa	ayment Transaction Status	S
Or	rder Id	PRI20200617075710
Cu	ustomer ID	BULB4Y150
An	mount in Rs	Rs 1000 INR.
Ba	ankTransactionNo	
Sta	atus of the Transaction	Success
Da	ate & Time of the Transaction	17-06-2020 07:57:10
Re	emarks	

## **Payment Receipts**

• Click on Payment receipts from the left-menu.

1

			desh Nursing ( Itāliun & Itācii		and the second second				
			USE	ER NAME:Charitha School of Nursing, Sury	a Rao Pet, Vijayawada 🛛 💄 👻				
Home									
Admission Entry	Go Ba	ck							
Registration	Payment Receipts								
Applicants									
Payments & Forwarding	Show 10	✓ entries							
Payment Receipts	S.NO	Bulk Reference ID	Net Amount Paid in (Rs)	Admission Year	Created Date				
Rejected	1	BULB4Y150	1000	2011	17-06-2020				

• Click on Reference ID to get the receipts.

NRTS – A product for Indian Nursing Council by INFORMATICS

User Operation Guide for NRTS - Primary Registration



## Forward the applications

• To forward the applications, select Payments& Forwarding from the left-menu.

				USER NAME:Charitha Scho	ol of Nursing, Surya Rao Pet, Vijay	awada 🔺
ome dmission Entry egistration oplicants	•	BSC - 0 GNM - 0 ANM - 0 TOTAL - 0	•	BSC - 4 GNM - 0 ANM - 0 TOTAL - 4		
ayments & Forwarding	Pending	0	Pending	•		
ejected	Pending Applications For Payme	ent	Pending Apllications After Pa	yment		
Select <b>Pend</b>	ing applications a	ifter paymen	<b>it</b>			
Select the Co		nter paymen				







OK

Cancel



Are you sure you want to Forward the selected applications to the Superintendent

- Confirm the message by clicking OK.
- Successfully applications are forwarded to SNRC.

## **Contact Us**

Share your feedback/ Queries with us, please write to us at:<u>mailto:inctechhelp@gmail.com</u>



