

स्वास्थ्य एवं परिवार कल्याण मंत्रालय के तहत सांविधिक निकाय
Statutory Body under the Ministry of Health & Family Welfare

Circular

F.No.22-10/NUID/2014

Dated:- - 9 MAY 2019

To

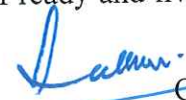
1. Registrar, All the SNRCs/Universities
2. Principal, All the Nursing Colleges/Schools

Sub:-Nurses Registration and Tracking System (NRTS)-Guidelines regarding implementation by SNRCs.

Sir/Madam

For the purpose of maintenance and operation of the Indian Nurses Live Register mandated to be maintained by the Council as per Section 15-A of the Indian Nursing Council Act (1947), the Nurses Registration & Tracking System (NRTS) has been developed after extensive consultations with all the SNRCs. NRTS is a system developed by INC and software developed in association with National Informatics Centre (NIC), Government of India, and hosted by NIC for the purpose of maintenance and operation of the Indian Nurses Register. It has standardised forms for collection of the data of Registered Nurse and Registered Midwife (RN & RM)/ Registered Auxiliary Nurse Midwife (RANM)/Registered Lady Health Visitor (RLHV) upon Aadhar based biometric authentication. Adoption of a common system and formats by all the SNRCs is a pre requisite for the maintenance of the live Indian Nurses Register. As such the NRTS system has to be adopted by all the SNRCs for authentication of data of the Live Nurses captured through the ongoing enrolment drive being under taken by the Council through the enrolment agency M/s FINO PayTech. All the future registration related issues i.e students registration, primary registration, renewal registration, reciprocal registration etc; are also to be under taken by all the SNRCs through the NRTS system.

The Council earnestly solicits the co-operation of all the SNRCs in authentication of the data of Nurses generated during the enrolment drive as well in adoption of the NRTS system in future registration of Nurses. The Council would also like to emphasize here that the proposed system is only for the use of SNRCs and the system does not in anyway affect the existing power/ role of SNRCs in the registration of nursing personnel in their jurisdiction. It is also requested that wide publicity of the NRTS system may be given to the nursing professionals in your jurisdiction whether they are in Government or private hospital or faculty in Govt/ Private Nursing Colleges/ Schools. The Council has already provided the requisite computer hardware and operating personnel free of cost to all the SNRCs. It is again requested to all SNRCs to extend whole hearted co-operation in adopting the NRTS system so that the Live Register of Nurses becomes a reality and the consequential benefits of ready and live data is available to all the stake holders.



Contd-2/-

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Statutory Body under the Ministry of Health & Family Welfare

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The Guidelines for implementation of the NRTS system, have been compiled for the ready reference of all the SNRCS and enclosed. The guidelines contain detailed instructions for various issues related to registration of nurses.

Yours faithfully,

(Rathish Nair)
Secretary

Encl:- As above

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**Sub:- Nurses Registration and Tracking System (NRTS)--
Guidelines regarding implementation by State Nurses Registration
Councils (SNRCs.)**

NRTS is a web based system developed by Indian Nursing Council (INC) and software developed in association with National Informatics Centre (NIC), Government of India, and hosted by NIC for the purpose of maintenance and operation of the Indian Nurses Register mandated to be maintained by INC as per Section 15-A of the INC Act, 1947. It has standardised forms for collection of the data of Registered Nurse and Registered Midwife (RN & RM)/ Registered Auxiliary Nurse Midwife (RANM)/Registered Lady Health Visitor (RLHV) upon Aadhar based biometric authentication. The procedure to be followed by all the SNRCs for one time authentication of the data of the existing registered nurses enrolled by the enrolment agency appointed by the INC as well as the procedure for Registration of the Nursing Personal who are freshly qualifying is being notified separately. The said notification also covers the procedure for Reciprocal Registration, Periodical Renewal of Registration and Registration of Additional/Higher Qualification. However, the detailed guidelines regarding the NRTS is set out below for ready reference of all concerned.

It is clarified at the outset that the existing powers and functions of the SNRCs for the registration of the Nursing Personal and maintenance of the Nurses Register of the State concerned will not be affected in any way by the procedure and formats for registration envisaged under the NRTS. Further, the registration process and procedures will remain with the SNRC concerned. INC has made detailed study of the Registration process adopted by different SNRCs all over the country and found that there is no similarity /commonality in the Technology, System, procedure and formats used for the Registration process of Nurses by different SNRCs which makes it impossible to compile the live data of the registered Nurses in one place for the Indian Nurses Register. It is in this context that the NRTS portal with a standard format and procedure for registration of nurses has been developed for common use by all SNRCs, so that the mandate of INC of maintaining the Live Nurses Register making the Indian Nurses Register envisaged under Section 15A of the INC Act, 1947 becomes a reality.



NRTS is web based software which has standardised forms for collection of the data of previously registered Nurses after Aadhar based verification/authentication and verifying their registration through RN/RM No. The captured data after verification by the SNRCs will be posted to the common pool of data in the central server which will hold the verified data of all live and active nurses all over the country. **INC would like to stress here that care has been taken to maintain the privacy of the data and each SNRC will be able to access the data of nurses of their jurisdiction only.** It will also contain uniform application formats, for future registration of fresh nurses, reciprocal registration and higher qualification registration and temporary registration, to be used by the SNRCs. There is also provision for online submission of application form for registration etc. by individual nurses which is expected to bring down drastically the existing procedural delay in the system. Another great advantage will be the availability of accurate and up to date data of nursing professionals which will be of great help for the Central as well as State Governments to do proper manpower planning and to take policy decisions based on accurate data.

II. Enrolment drive to capture the Live Data of Nurses

Initial one time enumeration of the data of all the active and registered nurses across the country is the first step for the creation of the Live Nurses Register. For this purpose INC has engaged an enrolment agency M/s Fino PayTech Ltd. through open tender. The agency will set up enrolment centres all over the country in close consultation with the SNRCs to capture the data of the Nurses using the NRTS. The agency will use bio-metric finger print capturing devices as per UIDAI specifications for Aadhar based authentication of the identity of the Nurse before collecting the personal and professional data in the prescribed format. The enrolment agency will collect the data of hospitals, nursing schools/colleges and based on the same prepare a region wise enrolment plan for each State. Further it is to be noted that entire process of enrolment is online and real time. In the process no data kept is stored by the enrolment agency. If internet connection fails during the enrolment no enrolment takes place. This data is stored in a real time online mode on the NIC server with a URL name <https://nrts.indiannursingcouncil.gov.in>. The data thus stored in the server is checked by the SNRC and authenticated before the data becomes part of the Live Register. This entire process is carried out for all the Nurses who are working in the Health/Nursing Establishments/Institutions both in private and public sector, in the premises of these Health/Nursing Establishment/Institution only. It is not done at the premise of enrolment agency. The enrolment agency is directed to enrol the data only by visiting these Health/Nursing Establishments/Institutions both in private and public sector where nurses are working studying.



The NRTS project and enrolment drive has been initiated by INC after several rounds of consultations with Registrars of all the SNRCs and the suggestions/views expressed by them have been invariably incorporated in the software development and enrolment drive. To facilitate the data verification and for running the NRTS for initial three years, INC has provided the requisite computer hardware and manpower to all the SNRCs. The necessary training for installation and running of the application software has also been provided by INC. Each registered nurse will be provided with the Nurses Unique Identity (NUID) Number. After the initial period of three years, while the NRTS portal will be maintained by INC, it shall be the responsibility of all the SNRCs to continue to follow the prescribed procedure and forms for registration, renewal, reciprocal registration etc. so that the Indian Nurses Register remains live, accurate and up to date. The benefits of the NRTS will be:-

- Online availability of data of active and registered nurses/midwives across the country through a computerized live register to all the stakeholders,
- Standard application form and procedures for clearances of application forms,
- Online filing and submission of registration application forms,
- Appropriate MIS reporting framework,
- Non-duplication of nurses/midwives data,
- Unique identification of nurses/midwives resulting in ease in verification process,
- Quick verification process by the hospitals/private clinics before employing any nurse/midwife, and
- Facilitate stakeholders with requisite information regarding registration services of INC.

In the NRTS portal, there will be an online provision for any type of registration related services in the SNRC. This will solve the challenges in the present system regarding availability of standard application forms, data availability in the standard format, Unique Identification of Nurses etc. The payments related to the registration will be also online and processing of application in all the SNRCs will also be online. All the successful applicants after registration will be given a Unique Identification Number known as Nurses Unique Identification No (NUID). The NUID could be used for all registration related enquires/communications in future with any of the SNRCs. The registered nurses will be provided with the identity cards containing NUID No. photograph, name etc. and Nurses and Midwife Register Passbooks containing complete details of Nurse/Midwife including employment details.



III. SNRCs to follow the Standard Procedures under NRTS for Registration Process

The NRTS software has inbuilt standard work flow/procedures to be followed for primary registration, reciprocal registration etc. which has to be strictly followed by all the SNRCs. This is very important for the future maintenance of the Live Indian Nurses Register with accurate and up to date data. Also a pan-India unique nurses ID can be generated only when the registration of all SNRCs is done through NRTS. Further, adoption of the NRTS will be of immense benefit to the individual nurses as well as the SNRCs due to quicker registration, reduced time and effort in collection, verification, tracking and elimination of delay due to lack of communication and mis-communication, reduced visit required by nurses and overall transparency. The standard procedure to be adopted by SNRCs is outlined below for the ready reference.

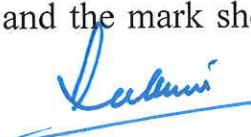
IV. Procedures for Registration by SNRCs

1. Enrolment of nursing students of various institutions in a State in the concerned SNRC

The SNRCs have to ensure the enrolment of all the nursing students of all the nursing institutions falling under their jurisdiction, within one month of their joining. No fee will be charged for enrolment from the students. It will be the responsibility of the concerned SNRC to check the eligibility criteria of the students. The NRTS software has the provision for registration of students. The enrolled students will only be registered in the concerned SNRC and they should have Aadhar registration for verification. Apart from Nursing educational institutions and Universities, SNRCs are also responsible to ensure that the qualification and eligibility for admission to nursing programs are equivalent to what has been prescribed by INC.

2. Primary Registration of Nurses at Parent SNRC

After completion of any nursing course in a particular State, it is mandatory that the candidate must register at that SNRC from where she/he has qualified. Only persons enrolled in the relevant part of the State Register can practice and be designated or employed as a nurse / nurse midwife/ auxiliary nurse midwife/ health visitor. **All the SNRCs shall charge uniform/primary registration fee i.e Rs.1000 for ANM and Rs.2000 for GNM/ B.Sc. (N) .**The SNRCs should verify the course completion certificate from the concerned institution and the mark sheet



from the concerned Board/University before registration. For verification of the attendance required (80%), the reference point should be the date of commencement of the Session and not the date of joining of the student for the course. The steps required for the registration is in built in NRTS software which has to be followed strictly. The biometric verification required for the registration is Aadhar based. The benefit of Aadhar based verification is that it reduces the verification cost/time considerably.

All the SNRCs should adopt the application format for primary registration as enclosed at Annexure-I. All the SNRCs are also to adopt a uniform format of RN&RM, RANM & RLHV certificates as given at Annexure-II.

3. Renewal Registration

In order to maintain *Live-Register* all registered nursing personnel need to renew registration after every 5 years. Renewal of Registration/License is linked with 150 hours of CNE in terms of CNE guidelines issued by the Council with object of ensuring that the nursing personnel are updated with latest knowledge and skills.

The NRTS software has a module for renewal. For renewal the applicant would be required to fill and submit online form to the concerned SNRC who will complete the process and issue the revised validity of the registration. For renewing the registration, before the expiry of 5 years duration from the initial date of the registration, every nurse should undergo continuing nursing education (CNE) of 150 hours to update herself with the latest technological developments in nursing. As an incentive for renewal, the CNE period has been reduced to 120 hours only if renewal application is made within three months of expiry of the date of previous registration. All SNRCs should charge a uniform renewal registration fee of Rs. 500 only. It should be noted here that even if a nurse is temporarily not working, renewal of the registration is a must and hence the stipulated CNE of 150 hours also is applicable. Further, the nurse should attend the INC recognised CNE programmes. The fees for the CNE programme will also be fixed by INC. It is also to be noted here that if a nurse is outside the country for part of the period of five years, the CNE programme for that part should be completed in the country where the nurse was/is working. All SNRC should adhere to the INC guidelines with regard to CNE. In case the application for renewal is received after 6 months of expiry of the 5 year period after earlier registration, a



penalty of Rs. 5000 should be charged in addition to the renewal registration fee.

4. Reciprocal Registration

The NRTS software has a reciprocal registration module to allow the nurses, who move to work from one State to a new State, to register online. The system also have provisions to enable the new State SNRC to get the required details form the previous State SNRC. This module has to be used by all the SNRCs for the reciprocal registration.

If a nurse moves from one State to another State, he/she should get himself/herself registered in the SNRC where he/she is moving in. The applicant will login to the NRTS software and submit an application to the concerned SNRC where she is moving in. The reason for moving should be mentioned in the application form. All SNRCs should note that the minimum residency period in one place should not be less than 6 months in the normal course. If an application is received for reciprocal registration with lesser residency period the reason should be carefully scrutinized. The software has provisions to get NOC form the previous SNRC. After obtaining the NOC, the biometric verification of the applicant should be done after which necessary entries should be made in the passbook maintained for every registered nurse. Once the registration in the new SNRC is done, the registration at the previous SNRC will be deleted automatically by the software. SNRCs are to note that the RN/RM No. of the applicant will not change on reciprocal registration. The new SNRC should note that the reciprocal registration should be valid only for the remaining period of the total five years of registration after which renewal is due. The entries in the passbook also should reflect only the remaining period out of five years. **A fee of Rs.1000 may be charged for reciprocal registration by all SNRCs. SNRC should also levy a penalty of Rs.5000 from an applicant if the reciprocal registration has not been done within 3 months after leaving the earlier SNRC jurisdiction.** It has been noted that some applicants come for reciprocal registration only when they get a foreign employment, where as it is necessary that if a nurse changes work place from one state to another state, then Reciprocal registration has to be done.

Those nursing professionals working as administrators in nursing bodies are exempted from the reciprocal registration and they may continue to retain the membership of their parent SNRC. Similarly nursing



professionals working in a specific project for a limited period outside their parent State are also exempted from the reciprocal registration.

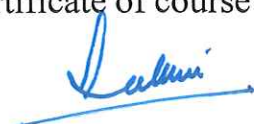
5. Additional Qualification Registration

The candidate will have to register in the respective SNRC from where higher qualification is obtained. **The local SNRC shall charge a fee of Rs. 1000 for additional qualification registration.** The candidate should submit the mark sheet and provisional certificate of course completion to the local SNRC who will verify the same from the concerned institution/board/university before issuing the registration certificate regarding the additional qualification in the prescribed format and also make necessary entries in the passbook. The software has provisions to conduct the necessary checks of the previous details of applicant from the parent SNRC and issue the relevant notification with the updated qualification with an intimation to the parent SNRC regarding the additional qualification. Thereafter the additional qualification will be registered at the parent SNRC on submission of the registration certificate from where he/she has completed higher qualification. The original registration number will remain the same. Only the additional qualification will be added.

When the candidate is leaving the jurisdiction of the SNRC for acquiring additional qualification, there is a provision in the software to notify the same so that the parent SNRC can open up the details of the candidate to the concerned SNRC for verification. If a candidate is proceeding for acquiring additional qualification without informing the parent SNRC, such qualification should not be registered by the concerned SNRC. Any candidate undergoing a course of more than 6 months duration as additional qualification should get a credit of 150 hours of CNE.

6. No Registration for Foreign Nationals

SNRCs are to note that foreign nationals (including Nepalese, Bhutanese and Bangladeshis) who undertake nursing training in India cannot be registered with any SNRC in India for employment neither on temporary basis during the study period nor after completion of study. It may be noted here that such foreign nationals (including Nepalese, Bhutanese and Bangladeshis) who are registered nurses in their own country can be admitted for higher nursing education in India i.e. P.B.BSc. (N) and M.Sc. (N). For admission to nursing programs, the equivalency to entry level i.e. 12th Standard will be obtained by Association of Indian Universities. Such foreign candidates later find it difficult to get registered in their respective country for want of verification of training. Therefore, certificate of course



completion may be filled and issued to the candidate by the concerned Principal, School/College of Nursing after verification by State Nurses Registration Council.

7. Registration for OCI/PIO Candidates

Overseas Citizens of India (OCI)/Persons of Indian Origin (PIO) card holders are entitled to practice in India and therefore can be registered with the respective SNRC where he/she will work. **A uniform fee of US \$ 100 should be charged as registration fee from such candidates.** If such candidates are holding nursing qualification from foreign countries, equivalency of such qualification should be verified before registration.

8. Registration for Tibetan Refugees

The issue of Citizenship of Tibetan Refugees born in India has been clarified by the Hon'ble High Court of Delhi in W.P. (C) 12179/2009 and has held that Tibetan Persons born in India have to be taken as India Citizens. Therefore, such candidates will be allowed to register after verifying the birth certificate.

9. Equivalency of Foreign Nursing Degree

Indian Nationals who are registered nurses and midwives in India and who have acquired additional foreign nursing degree shall obtain equivalency from Indian Nursing Council before registering their additional qualification in the respective SNRCs.

10. Temporary Registration

A nurse coming from any another country to work in India has to register online for the temporary registration. All the process required for this can also be executed through software by the concerned SNRC and INC. **A uniform fee of Rs.5000 may be charged by all SNRCs for temporary registration.**

11. Verification of change of name

For registration of changed names of applicants, the verification of name may be done from Passport, Marriage Certificate, Election Identity Card or Aadhar Card.


(Rathish Nair)
Secretary