STATE DENTAL COUNCIL U. T. OF PUDUCHERRY

ONLINE RENEWAL PROCESS

GENERAL INSTRUCTIONS

1. The steps given below are for first time online renewal users. Dentists who have already received online renewal certificates kindly refer 'Subsequent Renewal' section given below.
2. Use Laptop/Desktop for online renewal process. All the features in the SDC website may not appear on mobile screen.
3. Use E-Payment gateway available in SDC website for Payment of fees. The E-Payment process is explained below.
4. All images should be clear and complete.
5. The passport size photograph should be clear, recent, represent the Dentist in decent formal dress and preferably in white background as the same will be reflected in the renewal certificate. Selfies and sub-standard photographs will be rejected.
6. The registration date and seal of SDC in the uploaded Registration certificate shall be clearly visible.
7. Read all instructions carefully before filling up the details.
8. Only masked AADHAAR downloaded within three months from the date of application submission will be accepted.
9. While checking messages in mail make sure to check in all inboxes including Spam.
10. Dentists with renewals pending for 5 years or more shall contact SDC Office.
11. Notarised affidavits have to be submitted in original to the SDC office in person or by post and scanned copies can be uploaded during application
12. Registration of BDS degree and Endorsement of MDS Degree require verification of certificates in original and the dentist has to appear in person.
13. Online renewal process requires 15 working days normally for verification and adequate measures are being taken by SDC for swift approvals and timely renewals.
14. The Registrar has the right to convene online meetings with the applicant for verification if necessary and the same will be intimated via mail.
15. The online process is designed to be user friendly and dentists are instructed to login and operate personally rather than sharing the login credentials with others considering the confidentiality and data security.
16. For further queries contact SDC Office/mail to registrarsdcpuducherry@gmail.com.

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State Dental Council U.T. of Puducherry has introduced online renewal facilities for the benefit of Dentists. In three simple steps dentists can now renew their registration online.

I Step: Authentication of E Mail Address

1. Go to User Registration and click on 'Registration' tab
2. Enter the details and submit
3. Enter OTP received in Mail ID.

II Step: Authentication of SDC Registration and Domiciliary Status

1. Select 'Already Registered' tab
2. Enter the required details
3. Enter your 4-digit Registration number.
4. Uploading payment receipt is not mandatory at this stage.
5. Upload registration certificate front and backside images and submit for approval. Once verified and approved, you will receive login credentials in your registered mail ID

III Step: Filling up the details and uploading of required documents

1. Upon receiving Username and password select 'Login' and enter the credentials.
2. Enter all the details and upload the documents including payment receipt and submit.
3. In case more than one receipt have to be uploaded, multiple files can be merged into one single file and uploaded.
4. Upon receiving approval mail you can login with the Username and password and access your profile page for renewals.
5. For first time online process, after verifying the payment details you will receive Renewal certificate by mail.

Subsequent Renewals

1. 'Login' with your Username and Password. The access to your profile page is restricted to the validity period for data security reasons.
2. If Login expired, then click login extension option, fill the details and post message the reason for extension and submit. Upon approval you will receive mail extending the validity. 'Login' with your Username and Password.
3. Use 'View & Edit' option to update the profile page.
4. In the 'Upload' section, update the previous AADHAAR document with recent AADHAAR document downloaded within three months from the date of submission of renewal request.
5. Select 'Payment' tab in the profile page, click 'Renewal', upload payment receipt for the year of renewal and submit.

E-Payment Gateway

1. Select E-Payment Gateway in the SDC website
2. In the State Dental Council Puducherry account, select 'Renewal' for payment of fees
3. Separate payments have to be made for each corresponding year and payment receipts have to be downloaded for each corresponding year.
4. Select 'Late fee' for paying late fees @ Rs. 100 per each lapsed year and pay the amount in single payment.
5. Save all E- payment receipts for uploading and for future reference.

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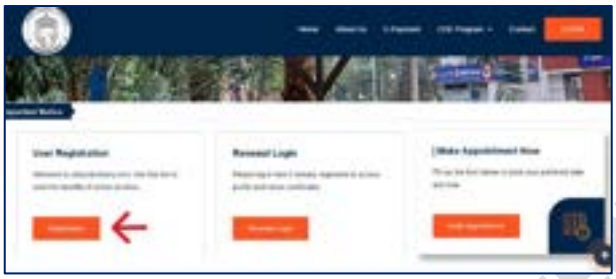
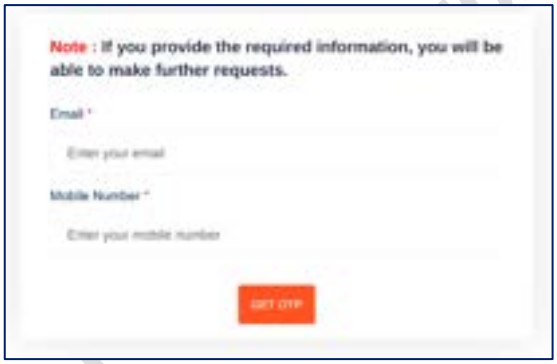
ILLUSTRATION

<table>
<tr><td colspan="2">I Step: Authentication of E Mail Address</td></tr>
<tr><td>Go to User Registration and click on ‘Registration’ tab</td><td></td></tr>
<tr><td>Enter the details and submit</td><td>
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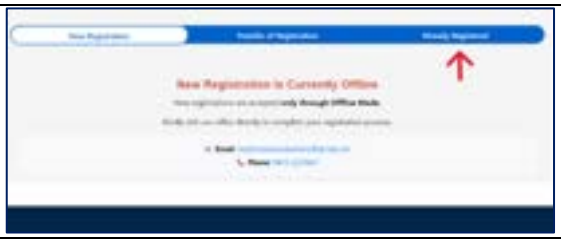
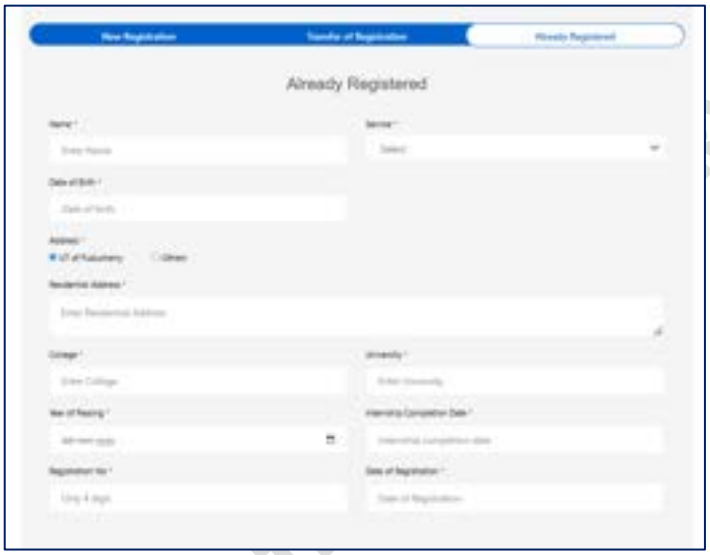
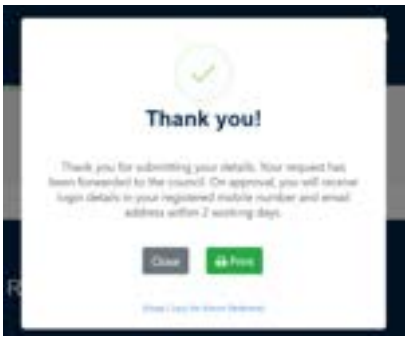
STATE DENTAL COUNCIL PUDUCHERRY

	
Enter the required details. Enter your 4-digit Registration number.	
Uploading payment receipt is not mandatory at this stage. Upload registration certificate front and backside images and submit for approval. On submission, you will receive thank you message in mail.	 

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Once verified and approved by SDC, you will receive login credentials in your registered mail ID.	
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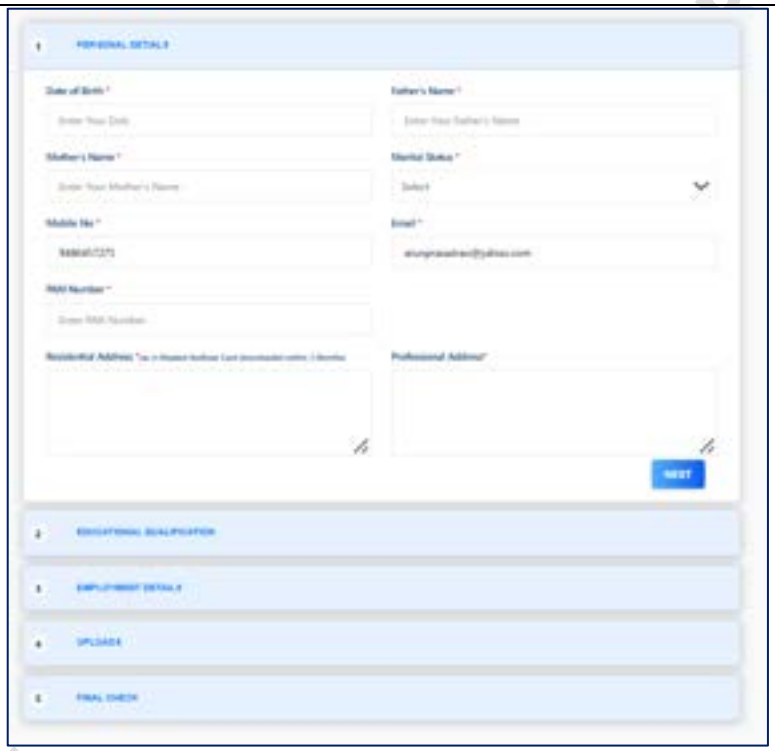
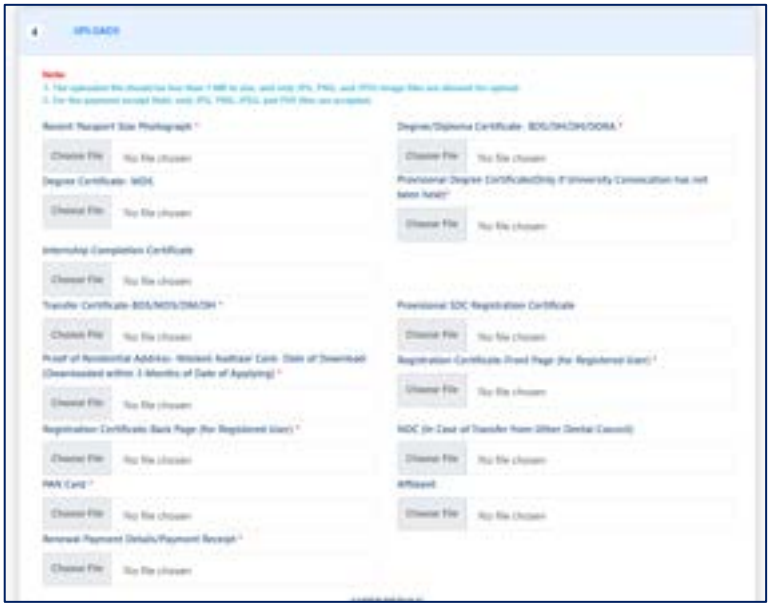
Enter all the details and upload the documents including payment receipt and submit. In case more than one receipt have to be uploaded, multiple files can be merged into one single file and uploaded. On submission you will receive a thank you mail.	 

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	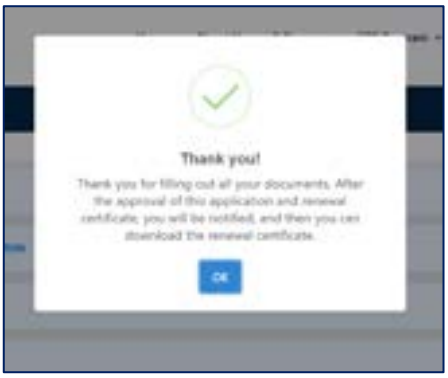 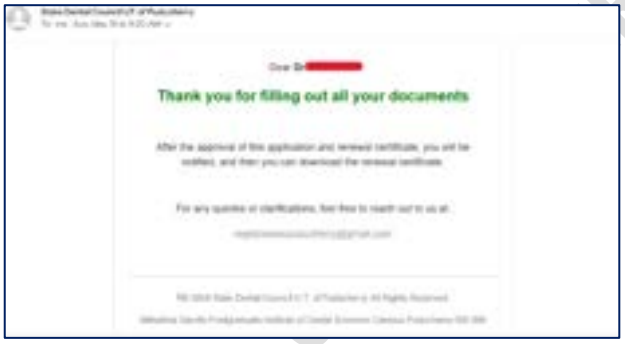
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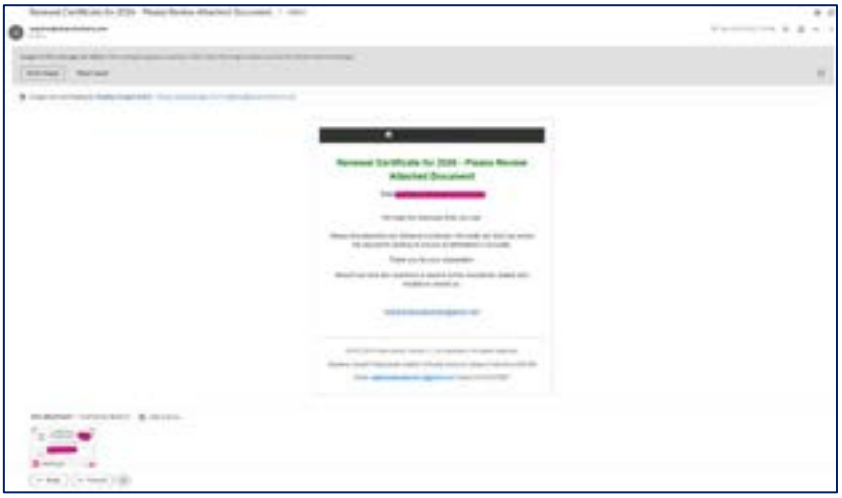
For first time online process, after verifying the payment details you will receive Renewal certificate by mail.	

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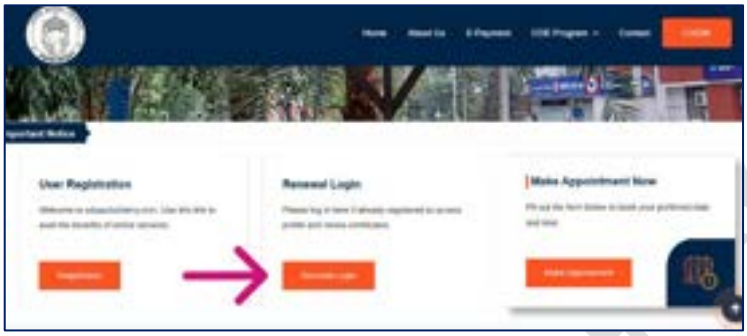
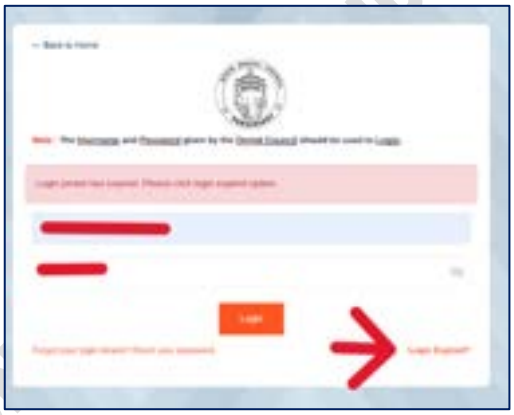
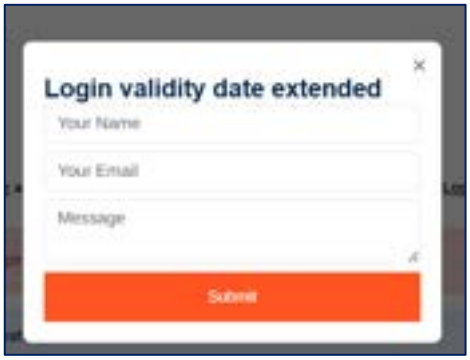
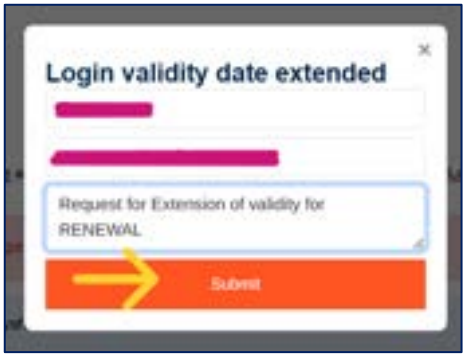
‘Login’ with your Username and Password. The access to your profile page is restricted to the validity period for data security reasons.	
If Login expired, then click login extension option, fill the details and post message the reason for extension and submit.	

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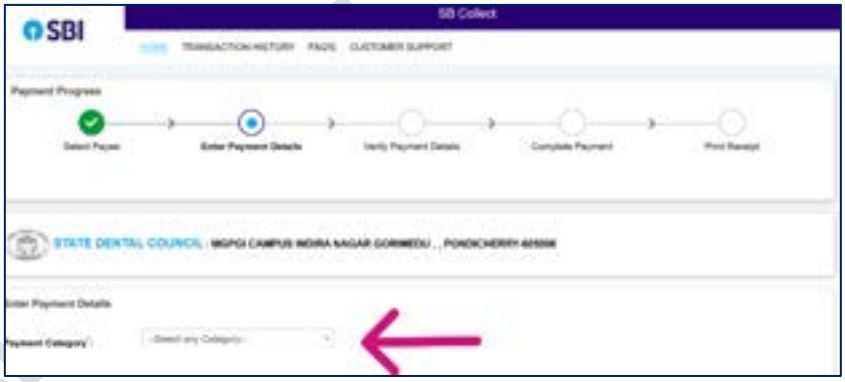
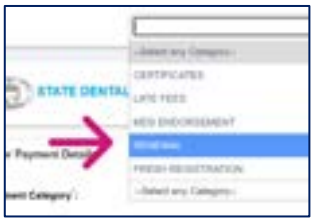
Select E-Payment Gateway in the SDC website	  
In the State Dental Council Puducherry account, select 'Renewal' for payment of fees. Separate payments have to be made for each corresponding year and payment receipts have to be downloaded for each corresponding year.	 

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