

National Programme for Control of Blindness

USER MANUAL

1. [NGO REGISTRATION](#)
2. [Camp/ Satellite centre Registration](#)
3. [Patient Registration](#)

NGO REGISTRATION

Pre requisites:

- Must have Darpan number (in case Darpan number is available and you are still not able to login , check Darpan application registration status at <http://ngodarpan.gov.in>). Refer to <https://ngodarpan.gov.in/index.php/home/faq> in case of any other doubt on Darpan number.
- Keep the following documents handy before registering at NPCB portal.
 - ✓ Society/Charitable public trust registration certificate.
 - ✓ Minimum 3 years of experience certificate.

Enter the URL <http://npcbvi.gov.in> in the browser. Click on Login button at the top-right corner.

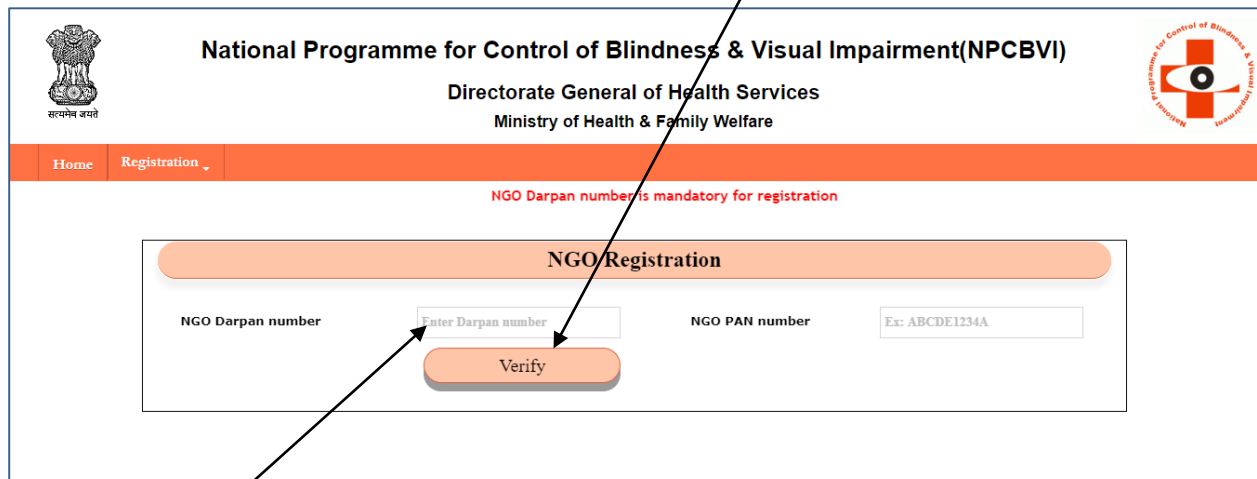
Step1.

Click on the '**Registration**' link in the menu bar and select NGO from drop down for NGO registration.

NOTE: Registration for all NGOs is must at <http://npcbvi.gov.in>.

The screenshot shows the homepage of the National Programme for Control of Blindness & Visual Impairment (NPCBVI). The header includes the Government of India logo and the text "National Programme for Control of Blindness & Visual Impairment (NPCBVI) Directorate General of Health Services Ministry of Health & Family Welfare, Government of India". A navigation menu at the top right contains "Home", "About Us", "Gallery", "Site Navigation", "Contact Us", "Archive Data", "Registration", and "Login". A callout bubble points to the "Registration" link with the text "Click here to Register". Below the menu, there are eight statistics cards: Patients (14), Doctors (0), Hospitals (10), NGOs (27), Satellite Centres (0), Camps (0), SPO (26), and DPM (122). On the left, there is an "About NPCBVI" section with text describing the program's history and goals. On the right, there is a "GUIDELINES" section with a list of topics: Eye Banking, Eye Ward OT, Presbyopia, Operationalization of MDMOU, and RIO.

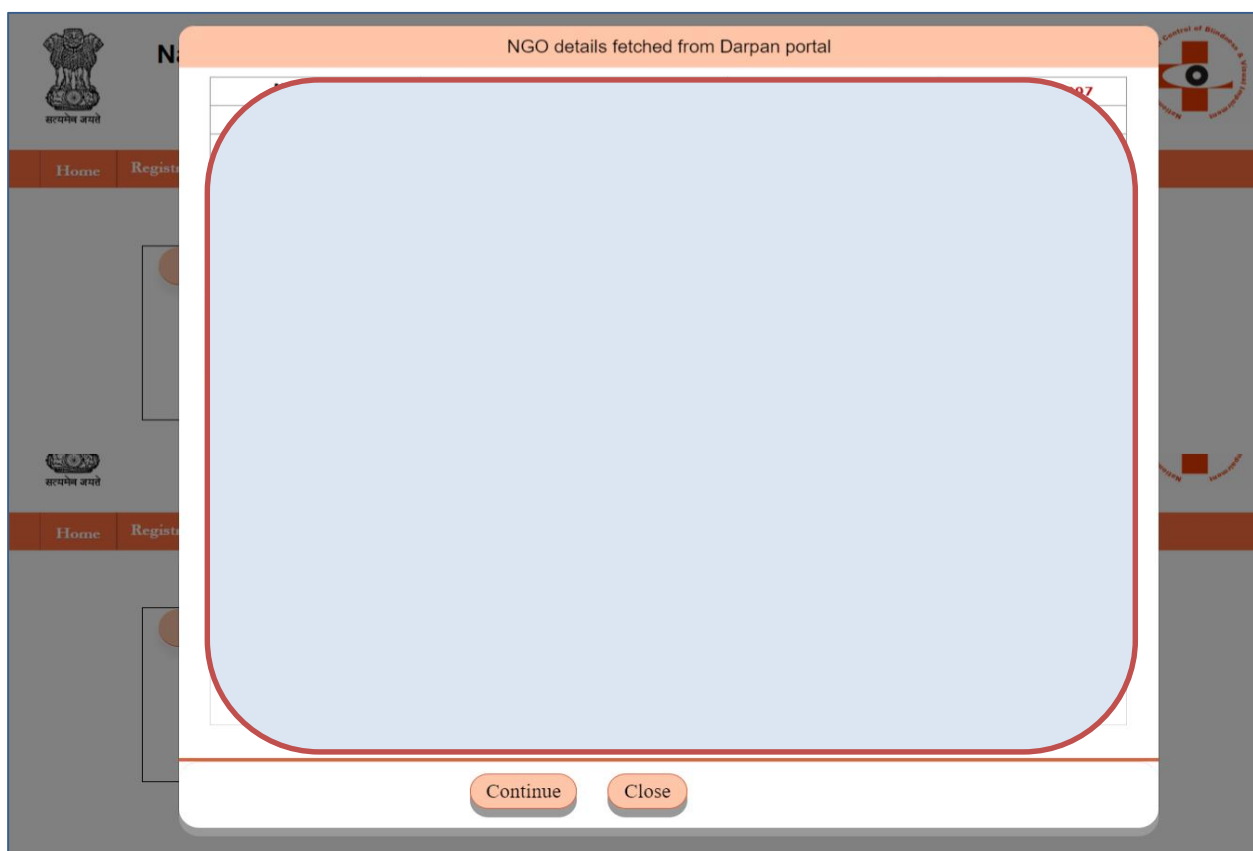
Enter the darpan number and pan number. Click on Verify button.



The screenshot shows the 'National Programme for Control of Blindness & Visual Impairment (NPCBVI)' website. The header includes the Government of India logo and the text 'Directorate General of Health Services, Ministry of Health & Family Welfare'. A navigation bar has 'Home' and 'Registration' (with a dropdown arrow). A red banner states 'NGO Darpan number is mandatory for registration'. The main form is titled 'NGO Registration' and contains two input fields: 'Enter Darpan number' and 'NGO PAN number' (with an example 'Ex: ABCDE1234A'). A 'Verify' button is positioned below the Darpan number field. Two arrows point from the text above to the 'Enter Darpan number' field and the 'Verify' button.

While entering Darpan No replace '/' with '_'. Eg. If Darpan no is AP/2016/0096775 then enter AP_2016_0096775 in the text box.

The details as registered with darpan portal will be populated. Click on continue button to proceed with registration process. Click on close button to close the pop up screen.



The screenshot shows a pop-up window titled 'NGO details fetched from Darpan portal'. The window has a light blue background and a red border. At the bottom, there are two buttons: 'Continue' and 'Close'. The background of the page is dimmed, showing the same website header and navigation as the previous screenshot.

After clicking on continue button scroll to the bottom of the page and enter NGO Bank account details like mobile number, Bank name, account number, ifsc code. Upload the documents as mentioned in the document checklist and click on submit button.



National Programme for Control of Blindness & Visual Impairment(NPCBVI)

Directorate General of Health Services
Ministry of Health & Family Welfare



Home

Registration

Category for registration

NGO Registration

NGO Bank Account Details

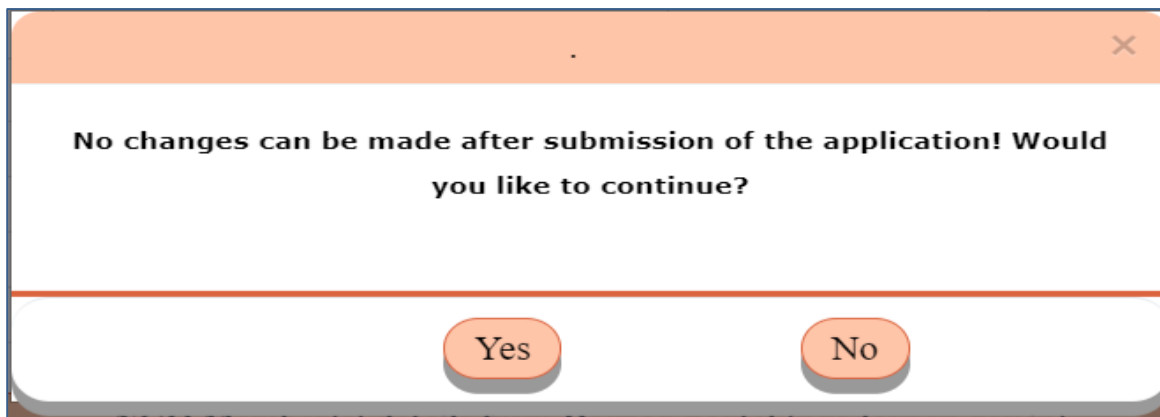
Mobile No*	<input type="text" value="1111111111"/>	Bank Name*	<input type="text" value="ANDHRA BANK"/>
Account No.*	<input type="text" value="4563333333333333"/>	IFSC Code*	<input type="text" value="ANDB0000084"/> IFSC Code

Checklist of Document to be uploadd (only pdf, jpg allowed. Maximum file size allowed 50 kb.)

1. Minimum 3 years of experience certificate.
2. Society/Charitable public trust registration certificate.

Note : (*) Remark mandatory fields.


A confirm dialogue box appears. After you confirm, an email is sent on the email id registered with darpan portal.




Check your email after submitting the information.

You can then create password through link sent via email.

Now click on Home link and enter the log in id (sent in mail) and password(created by you).



National Programme for Control of Blindness & Visual Impairment(NPCBVI)
Directorate General of Health Services
Ministry of Health & Family Welfare



NPCBVI Home

number is mandatory for registration

General Instructions

- Darpan Number is must for NGO registration. If you don't have Darpan number ,Please go to Darpan portal for registration <https://ngodarpan.gov.in/>.
- Registration process is mandatory for all users (Old and New).
- Equipment details are mandatory .
- Documents Check list : Scanned copies of following documents need to be uploaded as supportive documents:
 - i.) Society/Charitable public trust registration certificate
 - ii.) Minimum 3 years of experience certificate
 - iii.) Manpower Details
 - iv.) Atleast 15 Beds facility in IPD
- Bank details like account no. , bank IFSC code and bank name are also required.

In case of any problem please drop an email :helpdesk.npcb@nic.in. Please provide mobile no in the mail.

Log-in Form

Login Id

Password

Captcha

Sign In

[Forgot/Reset Password](#) [Click here to Register](#)

After logging in , Add the States and the respective districts you will be working in.

Click on the drop down list and click the check box against the states that you want to work in. After selecting the states click on submit button.

AddWorking District Logout

Login Type:National NGO

Selection of State(s) and District(s) at NGO level

State Name Select

Select District(s)

S.No	State Name	District Name		
1	ANDHRA PRADESH	Select	<input type="button" value="Submit"/>	

Save As Draft
Next

The district drop downs will be then listed for selected states.

Select the district(s) that you will be working in. After selecting district(s) from drop down click on submit button.

AddWorking District Logout

Login Type:National NGO

Selection of State(s) and District(s) at NGO level

State Name 2 selected ANDAMAN AND NICOBAR ISLANDS, ANDHRA PRADESH,

Select District(s)

S.No	State Name	District Name		
1	ANDHRA PRADESH	Select	<input type="button" value="Submit"/>	
2	ANDAMAN AND NICOBAR ISLANDS	Select	<input type="button" value="Submit"/>	

Save As Draft
Next

After the district for all states have been selected click on Next button. You can click on Save as draft button at any point of time during data entry.

After clicking on next button, you will be required to enter the user(s) working in the district.

If a user is already working in that district check the old radio button and enter the user id. Now click on fetch details button. The details already present in the system will be populated.

AddWorking District Logout

Login Type:National NGO

District level user(s) details

S.No	State	District	Select User	Old User ID	Name	Email ID	Mobile	Action
1	ANDHRA PRADESH	ANANTAPUR	<input type="radio"/> New <input checked="" type="radio"/> Old	<input type="text"/> <small>Fetch Details</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Update
2	ANDHRA PRADESH	KRISHNA	<input type="radio"/> New <input checked="" type="radio"/> Old	<input type="text"/> <small>Fetch Details</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Update
3	ANDAMAN AND NICOBAR ISLANDS	SOUTH ANDAMANS	<input type="radio"/> New <input checked="" type="radio"/> Old	<input type="text"/> <small>Fetch Details</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Update

[Previous](#) [Submit](#)

If a new user has to be added, check the new radio button and enter the details required.

Click on Add / Update link as the case may be, to add user in the district.

After all ngo district users have been added, click on submit button.

All the users created will be intimated via email that they have been registered/added to work in xyz district of abc state.

The NGO member can now create password through link sent on the email id.

Login now using login id sent on email and password as created.

Click on Manage Users at the top menu bar. Then select NGO Hospital, then Add NGO Hospital.

Hospital Registration

Darpan No. *	<input type="text"/>	Hospital ID *	<input type="text" value="H20196816364"/>
Hospital NIN no.	<input type="text" value="NIN Number"/>	<input type="button" value="Verify"/>	HFI Name* <input type="text" value="N/A"/>
Hospital Name*	<input type="text" value="Hospital Name"/>	Email ID *	<input type="text" value="Email"/>
Phone No.	<input type="text" value="STD Code"/> <input type="text" value="Phone Number"/>	Fax No.	<input type="text" value="Fax number"/>
Address *	<input type="text" value="Address"/>	State *	<input type="text" value="ANDHRA PRADESH"/>
District *	<input type="text" value="ANANTAPUR"/>	Pin Code *	<input type="text" value="Pincode"/>

Nodal Officer Details

Officer Name *	<input type="text" value="Officer Name"/>	Mobile No. *	<input type="text" value="Mobile Number"/>
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Equipment Detail

S.No.	Equipment Name	Quantity
1	Applanation Tonometer	<input type="text"/>
2	Consumable for PhacoSx(Phacotips,sleeves cassettes & SICS Sx (blades))	<input type="text"/>
3	Operating Microscope	<input type="text"/>
4	Streak Retinoscope	<input type="text"/>
5	Surgical sets	<input type="text"/>
6	Sutures 4-0,8-0,10-0(prolene,Silk,nylon,vicryl)	<input type="text"/>
7	Viscoelastics	<input type="text"/>
8	Vision Chart	<input type="text"/>

Enter all the details (field marked * are mandatory). Click on next button to add doctors working in this hospital.

Manage Users

Login Type : District NGO Login Id : 0184011502 State : ANDHRA PRADESH District : ANANTAPUR

Doctor Registration

Darpan ID *	<input type="text"/>	Hospital *	ram(H20196816364)	
MCI Reg. No.*	<input type="text" value="MCI Number"/>	Name *	<input type="text" value="Doctor Name"/>	
Date of Birth*	<input type="text" value="DD/MM/YYYY"/>	Gender *	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	
Mobile No. *	<input type="text" value="Mobile Number"/>	Email ID *	<input type="text" value="Email Id"/>	
State*	ANDHRA PRADESH		District *	ANANTAPUR
Pin Code *	<input type="text" value="Pincode"/>	MCI Certificate	<input type="button" value="Choose File"/> No file chosen	

After adding doctor details click on Save button. Click on Add Another Doctor button to add more doctors in the same hospital.

Click on Next button to proceed. Upload the required documents and click on Next button.

Manage Users

Login Type : District NGO Login Id : 0184011502 State : ANDHRA PRADESH District : ANANTAPUR

Document Checklist (only pdf, jpg allowed. Maximum file size allowed 50kb.)

3. Memorandum of understanding *

Choose File

A. MOU Validity From Date* To Date *

Click on next button and select the services provided by NGO.

rs

District NGO Login Id : 0184011502 State : ANDHRA PRADESH District : ANANTAPUR

Select services provided by NGO

S.No.	Component	Select All
1	Cataract	<input checked="" type="checkbox"/>
2	Glaucoma	<input checked="" type="checkbox"/>
3	Squint	<input checked="" type="checkbox"/>
4	Congenital Ptosis	<input checked="" type="checkbox"/>
5	Diabetic Retinopathy	<input checked="" type="checkbox"/>
6	Corneal Blindness	<input checked="" type="checkbox"/>
7	Retinopathy of Prematurity	<input checked="" type="checkbox"/>
8	Retinoblastoma	<input checked="" type="checkbox"/>
9	Intraocular Trauma in Children	<input checked="" type="checkbox"/>

Previous Save Final Submit

Click on Save button and then Click on Final Submit button. Confirm submission of the application and check your mail.

In case of new user the application is submitted to District Program Manager for approval.

Now hospitals and doctors will be intimated via email that they have been registered with *abc* Ngo in *xyz* district.

Adding CAMPS/SATELLITE CENTRES

Click on *Add Camp Manager* link to add camp manager.

The screenshot shows a web application interface with a top navigation bar containing 'Manage Users', 'Report', and 'Logout'. Below the navigation bar, the user's session information is displayed: 'Login Type: District NGO', 'Login Id: 0184013510', 'State: ANDHRA PRADESH', and 'District: KRISHNA'. The main content area features a form titled 'Camp Manager Registration'. The form includes the following fields: 'User Name' (text input), 'Mobile No.' (text input), 'Address' (text area), 'Gender' (radio buttons for Male, Female, Transgender), 'Email ID' (text input), and 'Designation' (text input). At the bottom of the form are 'Submit' and 'Reset' buttons.

Enter the details and click on Submit button.

Then click on *screening camp* link for camp registration. The camp managers added above will be displayed in a dropdown.

The screenshot shows the same web application interface as the previous one. The main content area features a form titled 'Camp Registration'. The form includes the following fields: 'NGO Name' (text input, pre-filled with 'Aayom Welfare Society'), 'Camp Name' (text input), 'Start Date' (text input, format DD/MM/YYYY), 'End Date' (text input, format DD/MM/YYYY), 'Camp Manager Name' (dropdown menu, pre-filled with '--Select Manager--'), 'Mobile No.' (text input), 'Address' (text area), and 'Location Type' (radio buttons for Urban, Rural). At the bottom of the form are 'Submit' and 'Reset' buttons.

Similarly a Satellite Manager can be added by clicking on *Add Satellite Manager* link.

Similarly Satellite centre can be added after registration of Satellite centre.

The name of Camp Manager/ Satellite Manager can be selected from the drop down.

Hospital, Satellite centres and camp managers can now login and register patients.

PATIENT REGISTRATION

After login Click on Register Patient.

Register Patient | Low Vision Register | Send To DPM | Report | Logout

Login Type : Hospital | Login Id : H20185757362 | State : UTTAR PRADESH | District : BAGHPAT

Patient Registration

Registration Type: Screening Camp Satellite Centre Hospital Walk-in

Only jpg, png allowed .Image size 50kb allowed.

Patient Image: No file chosen

Personal Details

ID Type: --Select--

Dependency type: Self Dependent

First Name: First Name | Last Name: Last Name

Date of Birth: DD/MM/YYYY | Gender: Male Female Transgender

Communication Details

Mobile No: Mobile number | Communication Language: --Select Language--

Screening Date: 03-01-2019 | Reporting Place: dddfsh

Tentative Surgery Date: DD/MM/YYYY | Disease: --Select--

State: --Select State-- | District: --Choose District--

City: --Select City-- | Village: --Choose Village--

House/ Flat Number: House/ Flat Number | Apartment/ building/Colony /floor

Area/ Near Land Mark, etc: Area/ Near Land Mark, etc | Pin Code: Pincode

Enter the details and click on Submit button.

Click on low vision register and click on Cataract. Then fill data for Pre-operative, Operative, Post-Operative and Follow up as the case may be.

Register Patient | Low Vision Register | Send To DPM | Report | Welcome (dddfsh) | Logout


Login Type : Hospital | Login Id : H20185757362 | State : UTTAR PRADESH | District : BAGHPAT

Pre operative | Operative | Post Operative | Follow up (After 30 Days) | Search


Cataract patients (Pre operative)

S.No.	Patient Id	Name of Person	Mobile No	Address	Gender	Registration Date	Registration Type	Status	Action
1	2/2019/0212989124	fy	3333333333	eyer, ,	Male	04-01-2019	Hospital Walkin	CSR Pending	Pre Operative
2	1/2019/0212989124	test	3333333333	sfdgs, ,	Male	04-01-2019	Hospital Walkin	Sent to DPM	Pre Operative


Pre-Operative

Register Patient	Low Vision Register ▶	Send To DPM ▾	Report ▾		Logout		
Login Type :	Hospital	Login Id :	H2018575362	State :	UTTAR PRADESH	District :	BAGHPAT
Cataract Registration (Pre operative)							
Patient ID	<input type="text" value="2/2018/0212989124"/>		Patient Image				
Patient Name	erter		Date of Birth	07-12-2018			
Mobile No.	3434343434		City	Car Nicobar			
Address	fhfhfhfg, ,		District	BAGHPAT			
Pincode	0		Registered for	Cataract			
Pre Operative							
Visual Acuity(Left Eye) *	<input type="text" value="VA LEFT"/>		Visual Acuity(Right Eye)*	<input type="text" value="VA Right"/>			
Ocular Diagnosis(Left Eye)*	<input type="text" value="OD LEFT"/>		Ocular Diagnosis(Right Eye)*	<input type="text" value="OD LEFT"/>			
<input type="button" value="Submit"/>				<input type="button" value="Reset"/>			

Operative

Register Patient	Low Vision Register ▶	Send To DPM ▾	Report ▾		Logout		
Login Type :	Hospital	Login Id :	H2018575362	State :	UTTAR PRADESH	District :	BAGHPAT
Cataract Registration (Operative)							
Patient ID	<input type="text" value="2/2018/0212989124"/>		Patient Image				
Patient Name	erter		Date of Birth	07-12-2018			
Mobile No.	3434343434		City	Car Nicobar			
Address	fhfhfhfg, ,		District	BAGHPAT			
Pincode	0		Registered for	Cataract			
Screening Date	24-12-2018		Tentative Surgery Date	28-12-2018			
Pre Operative							
Visual Acuity(Left Eye)	6/5		Visual Acuity(Right Eye)	6/6			
Ocular Diagnosis(Left Eye)	Cataract		Ocular Diagnosis(Right Eye)	Phoria			
Operative / Surgery							
Place of Operation*	<input type="text"/>		Date of Operation*	<input type="text" value="DD/MM/YYYY"/>			
Eye to be Operated*	<input type="text" value="--Select Eye--"/>		Doctor Name*	<input type="text" value="--Select Doctors--"/>			
<input type="button" value="Submit"/>				<input type="button" value="Reset"/>			

Post -Operative

Register Patient	Low Vision Register	Send To DPM	Report		Logout
Login Type : Hospital	Login Id : H2018575362	State : UTTAR PRADESH	District : BAGHPAT		
Cataract Registration (Post Operative)					
Patient ID	2/2018/0212989124	Patient Image			
Patient Name	erter	Date of Birth	07-12-2018		
Mobile No.	3434343434	City	Car Nicobar		
Address	fhfhfhfg. .	District	BAGHPAT		
Pincode	0	Registered for	Cataract		
Screening Date	24-12-2018	Tentative Surgery Date	28-12-2018		
Pre Operative					
Visual Acuity(Left Eye)	6/5	Visual Acuity(Right Eye)	6/6		
Ocular Diagnosis(Left Eye)	Cataract	Ocular Diagnosis(Right Eye)	Phoria		
Operative / Surgery					
Date of Operation	17-01-2019	Place of Operation	casdsdsdda		
Doctor Name	DGASD	Operated Eye	LEFT		
Post Operative					
Visual Acuity at Discharge(LEFT)*	VA LEFT	Visual Acuity at Discharge(RIGHT)*	6/6		
Type of Operation*	<input type="text"/>				
Immediate complications*	<input type="text"/>				
Medication on discharge*	<input type="text"/>				
<input type="button" value="Submit"/> <input type="button" value="Reset"/>					

If Select Follow up Option.

Register Patient		Low Vision Register		Send To DPM		Report		Logout	
Login Type : Hospital		Login Id : H20185757362		State : UTTAR PRADESH		District : BAGHPAT			
Post Follow up (CSR)									
Patient ID		2/2018/0212989124		Patient Image					
Patient Name		erter		Date of Birth		07-12-2018			
Mobile No		3434343434		City		Car Nicobar			
Address				District		BAGHPAT			
Pincode		0		Registered for		Cataract			
Screening Date		24-12-2018		Tentative Surgery Date		28-12-2018			
Pre Operative									
Visual Acuity (Left Eye)		6/5		Visual Acuity (Right Eye)		6/6			
Ocular Diagnosis (Left)		Cataract		Ocular Diagnosis (Right)		Phoria			
Operative / Surgery									
Date of Operation		17-01-2019		Place of Operation		casdsdsdda			
Doctor Name		DGASD		Eye to be operated		LEFT			
Post Operative									
Visual Acuity at Discharge(LEFT)		6/5		Visual Acuity at Discharge(RIGHT)		6/6			
Type of Operation		Catalase							
Immediate Complications		Red eye							
Medication on discharge		Ciprofibrate product							
Follow up									
Presenting Visual Acuity (Left)		<input type="text"/>		Presenting Visual Acuity (Right)		6/6			
Follow up Place		<input type="text"/>		Follow up Date		DD/MM/YYYY			
Left Eye					Right Eye				
Sph.	Cyl.	Axis	VA		Sph.	Cyl.	Axis	VA	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Save as Draft			Final Submit			Reset			