

**No. U-14021/01/2024-UGMEB (e-  
8264469)  
Government of India  
National Medical Commission**

Sector-8, Dwarka  
New Delhi-110075  
Date: 05-11-2024

To

The Principal/Dean,  
All the Medical Colleges/Medical Institutions of India

**Subject: Submission of annual declaration on NMC's Annual Declaration Portal by 15<sup>th</sup> November, 2024- regarding.**

Reference is cited to Public Notice no. U-15024/9/2023-UGMEB dated 01-11-2024 issued by the Under Graduate Medical Education Board (UGMEB) on the subject mentioned above enclosed herewith. All concerned stakeholders are requested to kindly take note of the same.

Encl.: As above

Yours sincerely,

**Signed by B Srinivas**

**Date: 05-11-2024 11:06:28**

DR B SRINIVAS  
SECRETARY

Copy to:

- i. ACS/ PS/ Secretaries/ Department/s of Medical Education in all States/ Union Territories
- ii. PPS to Chairman, NMC
- iii. PPS to President (UGMEB)
- iv. DMMP-I System Integrator- for uploading of NMC Website
- v. Guard File



**No. U-15024/9/2023-UGMEB**  
**Government of India**  
**National Medical Commission**  
**(Under Graduate Medical Education Board)**



**Pocket- 14, Sector- 8,**  
**Dwarka, Phase-1, New Delhi-77**  
**Date: 1st November, 2024**

### **PUBLIC NOTICE**

All Medical Colleges/Institutes having valid Letter of Permission (LoP) for MBBS admission are hereby directed to fill in the details/data of respective Institutions on NMC portal for annual declaration as required in the NMC Act, 2019 and various regulations issued by NMC from time to time. Submission of duly completed Annual Declaration Form of each College on NMC Portal is mandatory for annual renewal of permission of UG-MBBS seats. **No seat shall be permitted in case the College/Institution fails to submit the Annual Declaration within the specified time period.**

2. It is hereby intimated that colleges/Institutes which have not registered their AEBAS with NMC will not be able to access the portal. The username and the password of each medical college has already been shared with Nodal Officers of concerned colleges. A self-explanatory user manual is provided on the Portal for step by step guidance to the users.

3. Further, following additional information have been incorporated in the Annual Declaration Portal for the AY 2025-26 which is mandatory and to be followed by Medical Colleges:

- i. Upload of Letter of Recognition/Continuation of Recognition grant to the Medical Colleges by MCI/NMC from the grant of permission to establish the Medical college - (Year wise renewal granted for five years immediately after the LOP for Establishment need not be uploaded).
- ii. Upload the last renewal letter issued for the 2024-25.
- iii. In column 14 of college details in the portal, it is mandatory to intimate the name of the competent authority as mentioned at column 13.
- iv. A new TAB has been created in the portal where the medical colleges need to upload the details of the videography of the examination conducted and FORM C.

4. All the required information provided by the colleges on the assigned portal should be factual/sacrosanct and there should not be any mismatch between the data/details shared with different Boards of NMC. The Colleges will not be able to edit the data once the application is submitted on Portal. The data/details

submitted by the Colleges may be subject to public disclosure, if decided by NMC.

5. The Portal for annual declaration by the colleges may be accessed at URL <https://msmer.nmc.org.in>

6. All Medical Colleges/Institutes are hereby informed that the requisite fee i.e. Rs. 3,54,000/- (including 18% GST) must be paid on-line through **payment gateway of the portal only** along with application for permission of admission of seats for UG courses for the year 2025-26. No mode of payment other than payment gateway is acceptable.

7. The last date to submit the details along with requisite fee including GST on NMC Portal is **15th November, 2024**.

8. Technical information/queries may be sought from [websupport@nmc.org.in](mailto:websupport@nmc.org.in).

9. Please treat this as most urgent and important.

10. This issues with the approval of the Competent Authority.

Signed by

Shambhu Sharan Kumar

Date: 01-11-2024 16:32:30

**(Shambhu Sharan Kumar)**  
**Director-UGMEB**