

**NATIONAL TEST HOUSE
MANAGEMENT INFORMATION SYSTEM
USER MANUAL, Version 1.0**



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1. Introduction

The MIS Laboratory Data Acquisition System (LDAS) is designed to automate laboratory workflows, manage test reports, and streamline sample processing.

2. Purpose

This system helps laboratory staff manage sample testing, report generation, approvals, and machine integration efficiently

3. Scope

These manual covers:

3.1 User/Organization Registering

To register on the NTH MIS Portal, users need to visit the official portal:

<https://mis.nth.gov.in>

After opening the portal homepage, users will see the “Register” button on the top of right side of the screen.



Once the **Register** button is clicked, the user will be redirected to the **Registration Page**.

On the Registration Page, the user is required to fill in all the mandatory details requested in the registration form to complete the account creation process.

The user must also select the appropriate **Customer Type** from the available options:

- * **Customer**
- * **Organization**

Users should choose the option that best matches their registration requirement before proceeding further.

After entering all the required information, the user can submit the registration form to complete the registration process successfully.



Register

Customer Name *
test

Customer Type (select from below) *

Email * test@nth.gov.in Mobile S100000000

Password * ***** Retype Password * *****

Enter OTP (One Time Password) Send OTP

This field is required

Captcha *

Have an Account? [Login](#)

Once the registration is completed user need to complete and setup the profile and submit.



woren95598@noyavip.com

Profile

First Name *

Address *

Country *

State *

District/Area *

City *

Pin/Area/ZIP Code *

Registered Mobile Number

Registered Email / Username *
woren95598@noyavip.com

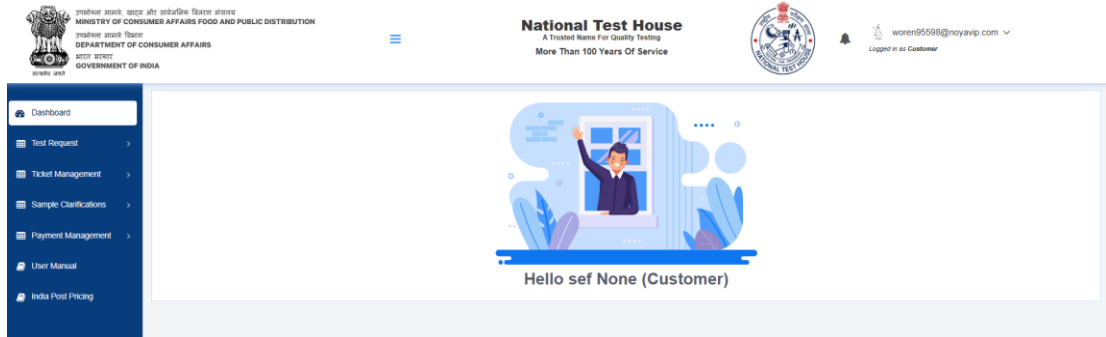
PAN/TAN (* International user may please provide any Unique Identification Number)

PNV Document
Choose file...

GST Number

I do not have GST No

Once the user successfully submits the login credentials, the user will be redirected to the **Customer Dashboard**.



3.2 Login

To Login on the NTH MIS Portal, users need to visit the official portal:

<https://mis.nth.gov.in>

After opening the portal homepage, users will see the “Login” button on the top of right side of the screen.



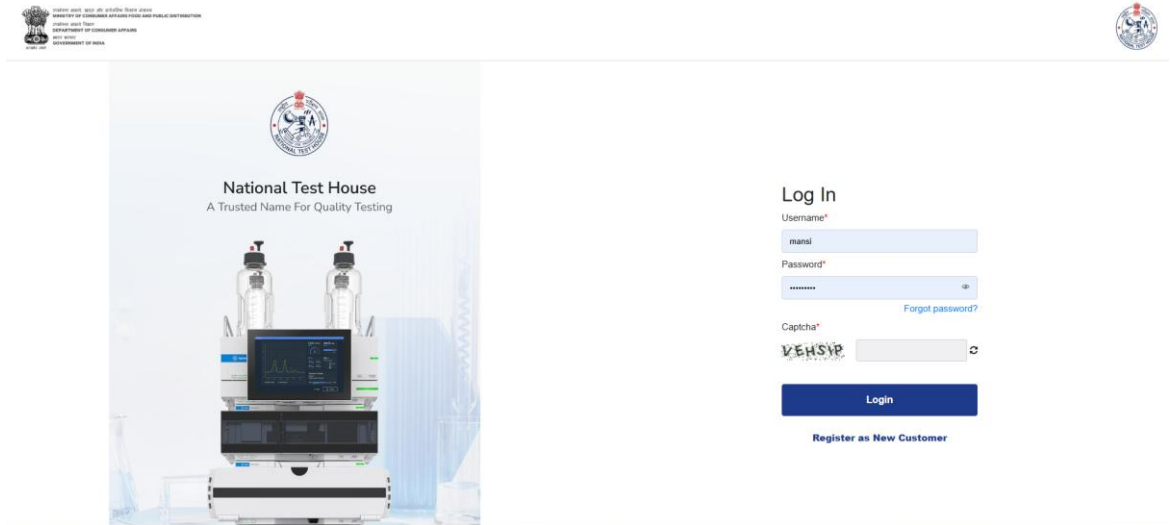
Once the user clicks on the **Login** button, the user will be redirected to the **Login Page**.

On the Login Page, the user is required to enter their registered credentials, such as:

- * Username / Email ID
- * Password

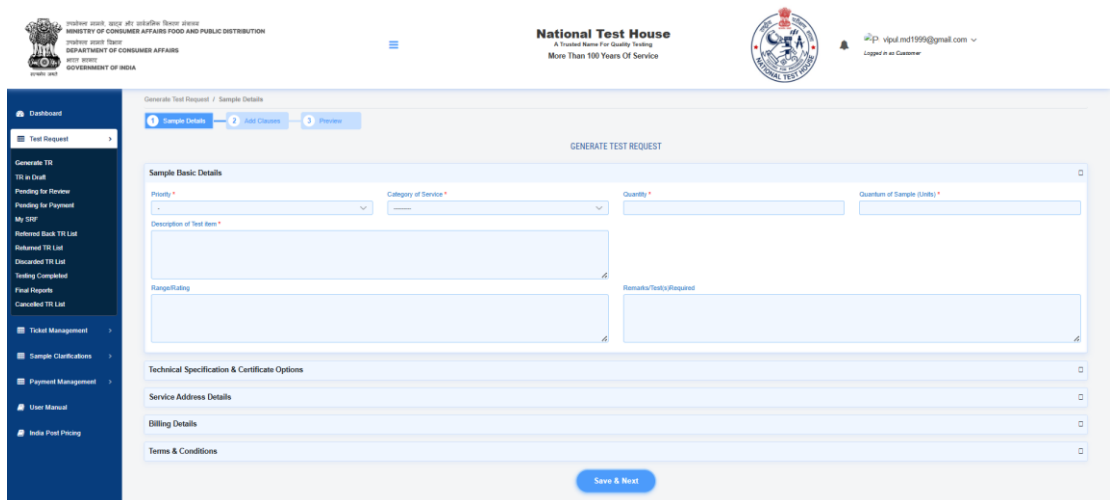
After entering the valid login credentials, the user can click on the “Login” button to securely access the NTH MIS Portal.

If the user enters incorrect credentials, an appropriate error message will be displayed. In such cases, the user should verify the entered information and try again.



3.3 Test Request Creation

In the **Customer Dashboard**, expand the **“Test Request”** section from the navigation menu. The first available option under this section is **“Generate TR”**.



Input Fields:

- Service Party Name
- Service Address
- Mobile Number
- Email Address
- GST Number
- Service Party same as Billing Party checkbox
- Billing Party Name
- Billing Address
- Billing Mobile Number

- Billing Email
- Billing GST Number
- Priority
- Category of Service
- Quantity
- Quantum of Sample (Units)
- Description (Make/Model/Type/SI.No./ID Mark/Brand)
- Range/Rating
- Remarks/Test(s)Required
- Service required
- Basis of Test –Standard Number / Non-IS Number / Custom
- IS Number
- Laboratory
- Terms & Conditions Checkbox

Generate Test Request / Sample Details

1 Sample Details 2 Add Clauses 3 Preview

GENERATE TEST REQUEST

Sample Basic Details

Priority * Normal Category of Service * Testing in NTH Lab Quantity * 2 Quantum of Sample (Units) * liter

Description of Test Item *
Water sample collected for physical, chemical, and microbiological testing analysis.

Range/Rating Remarks/Test(s)Required

Technical Specification & Certificate Options

Supporting Documents/Technical Specification of Item
Choose file... Browse Customer Letter Ref No / Date

Certificate to Party Bill To Party Service To Party

Service required *
Sample Testing

Basis of Test (Select as appropriate) *
 IS Number Non-IS Number Custom

Standard
IS 10500 (2012) - Drinking Water - Specification (Second Revision)

Laboratory *
-- Select Laboratory -- Sealed status *
Not Applicable

Conformity Statement Required Yes No Calibration interval period (in months)

Service Address Details

Service to Party

Service Party Name *

Note: Please enter correct GST number & Correct State in the "Bill to party" section, as the tax components (CGST+SGST / IGST) are calculated as per the details entered by you.

Service Address * Service Country * Service State *

Service District * Service City * Service Pin Code *

Service Mobile Number * Service Email * Service GST Number

Billing Details

Bill to Party

Service party same as Billing party

Billing Party Organization Type *

Billing Party Name *

Note: Please enter correct GST number & Correct State in the "Bill to party" section, as the tax components (CGST+SGST / IGST) are calculated as per the details entered by you.

Address *

Billing Country *

Billing State *

Billing District *

Billing City *

Billing Pin Code *

Billing Mobile Number *

Billing Email *

Billing GST Number

Terms & Conditions

Terms & Conditions :

- The minimum acceptable charge for Testing/Calibration is Rs 500.-
- Supplementary requests can be generated in a pre-defined window. i.e. After the sample is accepted by Sample Call but before testing is started by testing section.
- Testing/Calibration charges for the samples received on express basis shall be twice the normal testing fee.
- The charges for "Witness Test" shall be Rs. 500/- per test.

I hereby agree to all the terms & conditions *

Save & Next

Once the user clicks on the **“Save & Next”** button, the user will be required to select the desired **Clause Type** from the following options:

* Full Test

Generate Test Request / Select Clauses

1 Sample Details 2 Add Classes 3 Add Witness Testing 4 Preview

SELECT CLAUSES

IS 10500 (2012) - Drinking Water - Specification (Second Revision)

Search by Clause No. / Parameter Search by Clause Group

S.NO.	CLAUSE NUMBER	PARAMETER	DESCRIPTION	MARK COVERED	ACCEPTANCE	CLAUSE GROUP	TESTING TYPE
1	4	Odour - IS 3025 (Part 5) : 2016	Organoleptic and Physical Parameters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
2	4	Total Chromium (as Cr) - IS 3025 (Part 52) : 2003	Parameters Concerning Toxic Substances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
3	4	Total Arsenic (as As) - IS 3025 (Part 37) : 2022	Parameters Concerning Toxic Substances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
4	4	Nickel (as Ni) - IS 3025 (Part 54) : 2003	Parameters Concerning Toxic Substances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
5	4	Molybdenum (as Mo)	Parameters Concerning Toxic Substances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
6	4	Mercury (as Hg) - IS 3025 (Part 48) : 1994	Parameters Concerning Toxic Substances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
7	4	Lead (as Pb) - IS 3025 (Part 47) : 1994	Parameters Concerning Toxic Substances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
8	4	Cadmium (as Cd) - IS 3025 (Part 41) : 2022	Parameters Concerning Toxic Substances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
9	4	Zinc (as Zn) - IS 3025 (Part 49) : 1994	General Parameters Concerning Substances Undesirable in Excessive Amounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
10	4-TH	Total Hardness (as CaCO ₃) - IS 3025 (Part 21) : 2009	General Parameters Concerning Substances Undesirable in Excessive Amounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
11	4-alk	Total alkalinity as Calcium carbonate - IS 3025 (Part 23) : 2023	General Parameters Concerning Substances Undesirable in Excessive Amounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
12	4	Sulphate (as SO ₄) - IS 3025 (Part 75) : 2022	General Parameters Concerning Substances Undesirable in Excessive Amounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)
13	4	Silver (as Ag) - Annex J of IS 13428 : 2005	General Parameters Concerning Substances Undesirable in Excessive Amounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	Chemical (General, Standard, Metal, Oil Fuel)

* Custom

Input Fields

* Checkbox to select **Clauses**

Generate Test Request / Select Classes

1 Sample Details 2 Add Classes 3 Add Witness Testing 4 Preview

SELECT CLAUSES

IS 10500 (2012) - Drinking Water - Specification (Second Revision)

Full Text Confirm

Search by Clause No. / Parameter Search by Clause Group Show All

S.NO.	CLAUSE NUMBER	PARAMETER	DESCRIPTION	NABL COVERED	ACCEPTANCE	CLAUSE GROUP	TESTING TYPE	
1	4	Odour - IS 3025 (Part 5): 2018	Organoleptic and Physical Parameters	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input checked="" type="checkbox"/>
2	4	Total Chromium (as Cr) - IS 3025 (Part 52): 2003	Parameters Concerning Toxic Substances	✔	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input checked="" type="checkbox"/>
3	4	Total Arsenic (as As) - IS 3025 (Part 37): 2022	Parameters Concerning Toxic Substances	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input checked="" type="checkbox"/>
4	4	Nickel (as Ni) - IS 3025 (Part 54): 2003	Parameters Concerning Toxic Substances	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>
5	4	Molybdenum (as Mo)	Parameters Concerning Toxic Substances	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>
6	4	Mercury (as Hg) - IS 3025 (Part 46): 1994	Parameters Concerning Toxic Substances	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>
7	4	Lead (as Pb) - IS 3025 (Part 47): 1994	Parameters Concerning Toxic Substances	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>
8	4	Cadmium (as Cd) - IS 3025 (Part 41): 2022	Parameters Concerning Toxic Substances	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>
9	4	Zinc (as Zn) - IS 3025 (Part 49): 1994	General Parameters Concerning Substances Undesirable in Excessive Amounts	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input checked="" type="checkbox"/>
10	4-TH	Total Hardness (as CaCO ₃) - IS 3025 (Part 21): 2009	General Parameters Concerning Substances Undesirable in Excessive Amounts	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>
11	4-alk	total alkalinity as Calcium carbonate - IS 3025 (Part 23): 2023	General Parameters Concerning Substances Undesirable in Excessive Amounts	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>
12	4	Sulphate (as SO ₄) - IS 3025 (Part 75): 2022	General Parameters Concerning Substances Undesirable in Excessive Amounts	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>

Next Tab is to **Add Witness Testing** option (Optional with upper limit 5)

Generate Test Request / Add Witness Testing

1 Sample Details 2 Add Classes 3 Add Witness Testing 4 Preview

Maximum 5 clauses should be selected for Witness Testing

ADD WITNESS TESTING

I want Witness Testing to be done

S.NO.	CLAUSE NUMBER	PARAMETER	DESCRIPTION	NABL COVERED	ACCEPTANCE	CLAUSE GROUP	TESTING TYPE	
1	4	Odour - IS 3025 (Part 5): 2018	Organoleptic and Physical Parameters	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input checked="" type="checkbox"/>
2	4	Total Chromium (as Cr) - IS 3025 (Part 52): 2003	Parameters Concerning Toxic Substances	✔	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>
3	4	Total Arsenic (as As) - IS 3025 (Part 37): 2022	Parameters Concerning Toxic Substances	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>
4	4	Zinc (as Zn) - IS 3025 (Part 49): 1994	General Parameters Concerning Substances Undesirable in Excessive Amounts	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	<input type="checkbox"/>

No. of Personnel who will be witnessing the test:

Save & Next

After clicking on the **“Save & Next”** button, the user will be able to view the **Preview Page** containing all the entered Test Request details before final submission.

S.NO.	CLAUSE NUMBER	PARAMETER	DESCRIPTION	NABL COVERED	ACCEPTANCE	CLAUSE GROUP	TESTING TYPE	WITNESS TESTING REQUIRED
1	4	Odour - IS 3025 (Part 5): 2018	Organoleptic and Physical Parameters	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	✔
2	4	Total Chromium (as Cr) - IS 3025 (Part 52): 2003	Parameters Concerning Toxic Substances	✔	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	✘
3	4	Total Arsenic (as As) - IS 3025 (Part 37): 2022	Parameters Concerning Toxic Substances	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	✘
4	4	Zinc (as Zn) - IS 3025 (Part 49): 1994	General Parameters Concerning Substances Undesirable in Excessive Amounts	✘	✔	-	Chemical (General, Standard, Metal, Oil Fuel)	✘

Testing Charges: ₹ 2500.00

Witness Testing Charges: ₹ 0

Total Charges For India Post: India Post is not selected to send sample

Total Charges: ₹ 5900.00 (inclusive of GST) & (twice due to Express priority)

Discount: Will be added by Lab

Total Charges after Lab Discount: ₹ 5900.00 (inclusive of GST)

Remarks by QC Testing: No referred back remarks available

Decision Rule for Testing: "conformity statement" is based on the limiting values of the product specification without considering measurement of uncertainty

Remarks:

Submit for Verification

After reviewing the Preview Page, the user needs to click on the **“Submit for Verification”** button to submit the Test Request for verification by the NTH

Officials.



Your Test Request is received :)

We are in the process of reviewing your Test Request. Please note down your Test Request No.

TR/NR/26/218

You will be notified of any change in your Test Request status on your registered email or mobile number.

Once the **TR Number** is generated, the Test Request will be visible under the “**Pending for Review**” section of the Customer Dashboard. From this section, the user can:

- **Cancel Request** – Cancel the submitted Test Request before further processing.
- **Create Duplicate** – Create a duplicate copy of the existing Test Request.

Once a duplicate request is created, a new **TR Number** will be generated. The user may edit the duplicated Test Request, and it will be available under the “**TR Draft**” section.

3.4 Test Request Review

Once the Test Request (TR) is submitted for review, it will be reviewed by the Officer In-Charge (OIC) for verification and validation of the submitted details. If any discrepancy or incorrect information is identified during the review process, the necessary corrections may be made by the OIC before further processing.

3.5 Test Request Payment

Once the Test Request (TR) is successfully reviewed and approved by the OIC, it will be visible under the “**Pending for Payment**” section for payment processing.





Dashboard

Test Request

- Generate TR
- TR in Draft
- Pending for Review
- Pending for Payment
- My SRF
- Referred Back TR List
- Returned TR List
- Discarded TR List
- Testing Completed
- Final Reports
- Cancelled TR List

Ticket Management

Sample Clarifications

Payment Management

User Manual

India Post Pricing

Test Request

1. You can make individual Test Request payment by selecting "Finalize Test Request" Button available on Pending Payment menu.
2. For making Bulk Payment maximum 25 TRs can be selected, click on "Bulk Payment" button available on top of this page. From the new page, select lab and then select maximum 25 Test Requests for making payment.
3. For Bulk Payment > Select Relevant Test Requests (Maximum 25 Test Requests) using checkboxes. Then click on Bulk Payment button. A pop up will open containing Total Payable Amount for all the selected Test Requests. Select mode of payment and proceed. (Wallet can only be credited by the Lab on case to case basis).
4. Bulk Payment (Maximum 25 Test Requests) can be made for the Test Requests that belongs to the Same Lab. Further, Bulk Payment can only be made for those Test Requests where "Bill To Party" Details are same (make sure that the Party Name, Address are same with no extra spaces, symbols etc.)
5. It is advised to keep a record of Test Request Nos. for which you are making Bulk Payment.
6. For any payment issues please contact on NTH Mobile Number - 9412223590

If any Test Request status didn't change after making bulk payment, then it is kindly advised to wait for atleast 15-20 minutes. After that please refresh the page.

[Click here for Bulk Payment](#)

S.NO.	TEST REQUEST NO.	SERVICE REQUIRED	STANDARD	BILL TO PARTY	PRIORITY	SUPPLEMENTARY EXISTS	LOGS	MESSAGE	ACTION
1	TRNR/26/218	Sample Testing -	IS 10500 (2012)		Express	✖			View Request Finalize Test Request Duplicate Cancel Request Modify Request
2	TRNR/26/134	Sample Testing -	FCO : 1985 (-)		Express	✖			View Request Finalize Test Request Duplicate Cancel Request Modify Request
3	TRNR/26/76	Sample Testing - IS Number	IS 10500 (2012)		Normal	✖			View Request Finalize Test Request Duplicate Download QRCode (Payment ignores. Please check after 3 hour.) Cancel Request Modify Request
4	TRNR/26/135	Sample Testing - IS Number	IS 10500 (2012)		Normal	✖			View Request Finalize Test Request Duplicate Cancel Request Modify Request

Under the "Pending for Payment" section, the user will be able to perform multiple actions in respect to each TR, including:

- * View Request – View complete Test Request details.
- * Duplicate – Create a duplicate copy of the existing Test Request.
- * Cancel Request – Cancel the Test Request before further processing.
- * Modify Request – Update or modify the Test Request details.
- * Finalize Test Request – Finalize the Test Request for payment and further processing.

The user can complete the payment using any of the following payment methods:

- **Online Payment**
- **Offline Payment**
- **Wallet Payment**

Payment Details	
Any excess payment made by the customer will not be refunded. Therefore, recheck the total payable amount.	
Customer Name	Nand kishore
Test Request No.	TR/NR/26/218
Amount	₹ 5000
GST Amount	₹ 900
Total Amount	₹ 5900
Payment Mode	<input type="radio"/> Online <input type="radio"/> Offline <input type="radio"/> Wallet
<input type="checkbox"/> Wallet (Pay - ₹5900.0 from wallet balance ₹136556.50)	

For further information regarding payment methods and payment-related instructions, users may visit:

https://mis.nth.gov.in/payment_info

3.6 My SRF

Once the payment is completed successfully, the Test Request will be visible under the “**My SRF**” tab.

From this section, the user will be able to perform the following actions:

- **View Request** – View complete Test Request details.
- **Duplicate TR** – Create a duplicate copy of the Test Request.
- **Download QR Code** – Download the QR Code associated with the Test Request.

Downloaded QR Code:



QR Code : NTH260094972

TR No. : TR/NR/26/218

Sample Code : NTH(NR)/CH(G)/26/17288

Dear Customer, Kindly take print of QRCode and paste it on the sample.

S. NO.	TEST REQUEST NO.	SERVICE REQUIRED	STANDARD	SUPPLEMENTARY EXISTS	STATUS	REPORT STATUS	MESSAGE	ACTION
1	TR/NR/26/235	Sample Testing - IS Number	IS 10500 (2012)	✗	Testing Completed	Not Sent		View Request Duplicate Download CRCCode Add Supplementary Samples
2	TR/NR/26/218	Sample Testing -	IS 10500 (2012)	✗	Open	Not Sent		View Request Duplicate Download CRCCode
3	TR/NR/26/215	Sample Testing - IS Number	IS 10500 (2012)	✗	Testing Completed	Not Sent		View Request Duplicate Download CRCCode Add Supplementary Samples
4	TR/NR/26/142	Sample Testing - IS Number	IS 10500 (2012)	✗	Forwarded for Testing	Not Sent		View Request Duplicate Download CRCCode Add Supplementary Samples
5	TR/NR/26/141	Sample Testing - IS Number	IS 10500 (2012)	✗	Testing in Progress	Partial Report Issued		View Request Duplicate Download CRCCode Reports Add Supplementary Samples
6	TR/NR/26/140	Sample Testing - IS Number	IS 10500 (2012)	✗	Testing in Progress	Complete Report Issued		View Request Duplicate Download CRCCode Reports Add Supplementary Samples

Some additional Options are there for:

- **Add Supplementary Samples:** In case any clause is missed after the payment is completed for testing, the user may add the missed clauses by updating the Test Request with the required additional clauses for testing.
- **Reports:** Once the Test Certificate (TC) is generated for a particular Test Request, clicking on the “**Report**” button will redirect the user to the **Final Report Page**.

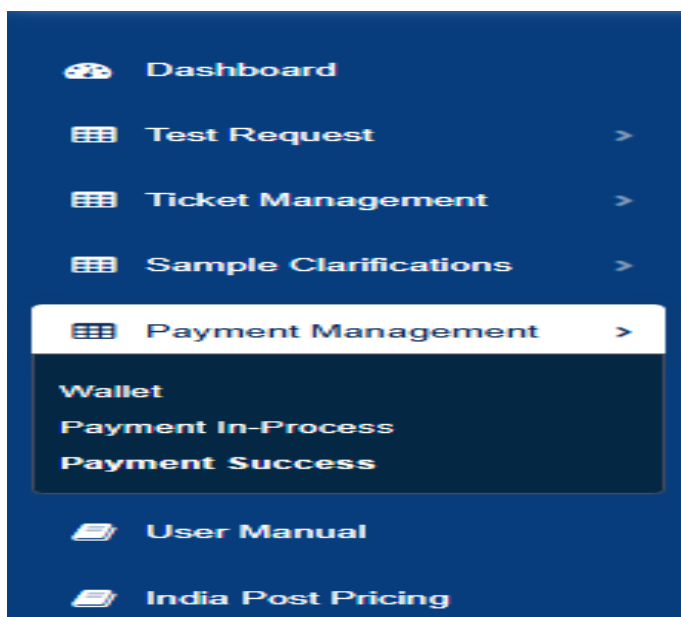
3.7 Test Certificate Download

Once the testing process is completed and the report is issued, the Test Request will be visible under the **“Testing Completed”** section along with a downloadable **Test Certificate (TC)**.

S. NO.	TEST REQUEST NO.	SERVICE REQUIRED	STANDARD	BILL TO PARTY	PRIORITY	SUPPLEMENTARY EXISTS	MESSAGE	ACTION
1	TR/NR/26/140	Sample Testing - IS Number	IS 10500 (2012)		Normal	✗		View Request Duplicate Download QR Code Reports Add Supplementary Samples
2	TR/NR/26/139	Sample Testing - IS Number	IS 10500 (2012)		Normal	✗		View Request Duplicate Download QR Code Reports Add Supplementary Samples
3	TR/NR/26/38	Sample Testing -	IS 10500 (2012)		Normal	✗		View Request Duplicate Download QR Code Reports Add Supplementary Samples
4	TR/NR/26/37	Sample Testing - IS Number	IS 10500 (2012)		Normal	✗		View Request Duplicate Download QR Code Reports Add Supplementary Samples
5	TR/NR/26/13	Sample Testing - IS Number	IS 10500 (2012)		Normal	✗		View Request Duplicate Download QR Code Reports Add Supplementary Samples
6	TR/NR/26/12	Sample Testing - IS Number	IS 10500 (2012)		Normal	✗		View Request Duplicate Download QR Code Reports Add Supplementary Samples

3.8 Invoice Download

The invoice can be downloaded from the **“Payment Management”** section under the **“Payment Success”** tab.



***For any kind of assistance related to
NTH MIS Application, kindly contact us: -***

Helpdesk email id – helpdesk@nth.gov.in

Mobile no. (WhatsApp No.)- 9412223550

Landline -0120-278 7853