

**Government of Bihar**  
**Health Department**  
**NOTIFICATION**

File No.-18/विधि-09/2008- 1845(18)

/स्वा0, पटना, दिनांक 28/11/2013

**Bihar Clinical Establishments (Registration and Regulation) Rules, 2013**

In exercise of powers Conferred under section 54 of Clinical Establishments (Registration and Regulation) Act, 2010 the State Government of Bihar makes the following Rules for the implementation of the subject matters other than referred to in section 52 of the Act.

**1 Short title, description and commencement:**

(1) This rule shall be called Bihar Clinical Establishments (Registration and Regulation) Rules, 2013.

(2) This shall extend to the whole state of Bihar and shall be applicable to all the Clinical Establishments in the state of Bihar.

(3) This shall come in to force from the date of publication in Bihar Gazette.

This shall be applicable to various categories of Clinical Establishments as notified from time to time in a phase manner.

**2 Definitions:** In these rules, unless the context otherwise requires:

(a) "Act" means the Clinical Establishments (Registration and Regulation) Act 2010

(b) "Rules" means the Bihar Clinical Establishments (Registration and Regulation) Rules, 2013.

(c) "Authority" means the district registering authority setup under Section 10 of the Act.

(d) "Certificate" means certificate of permanent registration issued under section 30 of the Act;

(e) "Clinical Establishment" means-

(i) a hospital, maternity home, nursing home, dispensary, clinic, sanatorium or an institution by whatever name called that offers services, facilities requiring, diagnosis, treatment or care for illness, injury, deformity, abnormality or pregnancy in any recognized system of medicine established and administered or maintained by any person or body of persons, whether incorporated or not; or

(ii) a place established as an independent entity or part of an establishment referred to in sub-clause (i), in connection with the diagnosis or treatment of diseases where pathological, bacteriological, genetic, radiological, chemical, biological investigations or other diagnostic or investigative services with the aid of laboratory or other medical equipment, are usually carried on, established and administered or maintained by any person or body of persons, whether incorporated or not, and shall include a clinical establishment owned, controlled or managed by

- (a) the Government or a department of the Government;
- (b) a trust, whether public or private;
- (c) a corporation (including a society) registered under a Central, Provincial or State Act, whether or not owned by the Government;
- (d) a local authority ; and
- (e) a single doctor,

but does not include the clinical establishments owned, controlled or managed by the Armed forces constituted under the Army Act 1950, the Air Force Act 1950 and the Navy Act 1957.

(f) 'Emergency Medical Condition' means a medical condition including any illness and/ or intentional or accidental injury of any nature that may manifest itself by acute symptoms of sufficient severity (including severe pain) of such a nature that the absence of immediate medical attention could reasonably be expected to result in:

- (i) placing the life or health of the individual or with respect to a pregnant women, the life or health of the woman or her unborn child, in serious jeopardy;
- (ii) serious impairment to bodily functions; or

(iii) serious dysfunction of nay organ or part of a body

(g) '*National Council*' means the National Council for clinical establishments established under section 3 of the Act

(h) '*Prescribed*' means prescribed by rules made under the Act by the Central Government or, as the case may be, the State Government;

(i) '*Recognized System of Medicine*' means Allopathy, Yoga, Naturopathy, Ayurveda, Homoeopathy, Siddha and Unani System of medicines or any other system of medicine as may be recognized by the Central Government from time to time;

(j) '*Register*' means the register maintained by the authority, State Government and the Central Government under sections 37, 38 and 39 respectively of the Act containing the number of clinical establishments registered;

(k) '*Registration*' means to register under section 11 and the expression registration or registered shall be construed accordingly;

(l) '*Standards*' means the conditions that the Central Government prescribes under section 12, for the registration of clinical establishments from time to time;

(m) '*State Government*', in relation to a Union Territory without Legislature means the Administrator thereof appointed under article 239 of the Constitution; and

(n) '*To stabilise*' (with its grammatical variations and cognate expressions) means, with respect to an emergency medical condition specified in clause (f), to provide such medical treatment of the condition as may be necessary to assure, within reasonable medical probability, that no material deterioration of the condition is likely to result from or occur during the transfer of the individual from a clinical establishment.

The words and expressions used herein and not defined but defined in the Act shall have the same meanings respectively assigned to them in the Act.

### **The State Council for Clinical Establishments**

**3 Establishment of State Council for Clinical Establishments-** Every State Government shall be notification constitute a State Council/ Union Territory Council for clinical establishments, as the case may be.

**4 Functions of the State Council-** The State Council or the Union Territory Council shall perform the following functions, namely:-

- (a) compiling and updating the State Registers of clinical establishment;
- (b) sending monthly returns for updating the National Register (including in the digital format);
- (c) representing the State in the National Council;
- (d) hearing of appeals against the orders of the authority;
- (e) publication on annual basis a report on the state of implementation of standards within their respective States
- (f) monitor the implementation of the provisions of the Act and rules in the State;
- (g) recommend to the Government, any modifications required in the rules in accordance with changes in technology or social conditions;
- (h) perform any other function as may be outlined by the National council of Clinical Establishments

(i) Any other function as may be prescribed by the Central Government.

**5 Disqualification for appointment as member-** A person shall be disqualified for being appointed as a member of the State Council if he-

(a) has been convicted and sentenced to imprisonment for an offence which, in the opinion of the State Government, involves moral turpitude; or

(b) is an undischarged insolvent; or

(c) is of unsound mind and stands so declared by a competent court; or

(d) has been removed or dismissed for the service of the Government or a Corporation owned or controlled by the Government; or

(e) has, in the opinion of the State Government, such financial or other interest in the Council as is likely to affect prejudicially the discharge by him of his functions as a member.

**6 Conduct of Business-** Every meeting of the State Council shall be presided over by the Chairperson

**7 Time & Place for Meetings of the State Council-** The meetings of the State Council shall ordinarily be held at State Capital on such dates as may be fixed by the Council. The State Council shall meet at least once in three months.

**8 Notice of Meeting-** Notice of every meeting other than a special meeting shall be issued by the Member Secretary to each member of the Council not less than one week before the date of the meeting.

**9 Quorum, Call for Meeting, Minutes-** One – third of the total number of members of the State Council shall form a quorum and all actions of the Council shall be decided by a majority of the members present and voting.

The notice and agenda of every such meeting of the State Council shall ordinarily be given 7 – 10 days before the meeting by the Member Secretary of the Council.

The proceedings of the meetings of the Council shall be preserved in the form of minutes which shall be authenticated after confirmation by the signature of the Chairperson.

A copy the minutes of each meeting of the State Council shall be submitted to the Chairperson within 5-7 days of the meeting and after having been approved by him/her shall be sent to each member of the Council within 15 days of the meeting. If no objection to their correctness is received within 10 days of their

dispatch, any decisions therein shall be given effect to, provided that the Chairperson may, where in his opinion it is necessary or expedient so to do, direct that action be taken on the decision of the meeting.

**10 Resignation and Filling of Casual Vacancies-** (1) A member desiring to resign his seat on the State Council shall send his resignation in writing to the Chairperson and every such resignation shall take effect from the date mentioned by him in this behalf or in case no such date is mentioned, from the date of the receipt of his letter by the Chairperson after confirmation from the member concerned about his resignation.

(2) When a casual vacancy occurs by reason of death, resignation or otherwise of a member, a report shall be made forthwith by the Chairperson to the state Government which shall take steps to have the vacancies filled by nomination or election, as the case may be.

**11 Finance and Accounts-** The Accounts of the Council shall be audited annually by a Chartered Accountant, who is to be appointed from a panel approved by the Comptroller and Auditor General of India. Any expenditure incurred in connection with such audit shall be payable by the Council.

#### **The District Registering Authority**

**12 Establishment of District Registering Authority-** The State Government shall, by notification under Section 10 of the Act and in accordance with the rules framed by Central Government in this behalf set up an authority to be called the District Registering Authority for each district for registration of clinical establishments.

**13 Functions of the District Registering Authority-** (a) to grant, renew, suspend or cancel registration of any clinical establishments

(b) to enforce compliance of the provisions and rules of the Clinical Establishments (Registration and Regulation) Act 2010

(c) to investigate complaints of breach of the provisions of this Act or the rules made there under and take immediate action;

(d) to prepare and submit on quarterly basis report containing details of related to number and nature of provisional and permanent registration certificates issued; included those cancelled, suspended or rejected to the State Council;

(e) to report to the State Council on a quarterly basis on action taken against non-registered clinical establishments operation in violation of the Act

(f) perform any other function as may be prescribed by the central government and/or the state government from time to time.

**14 Powers of the District Authority-** The district authority shall, for the purposes of discharging of discharging its functions under this Act, have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908, in respect of the following matters, namely:-

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of any document or other electronic records of the material objective producible as evidence;
- (c) receiving evidence on affidavits;
- (d) requisitioning of any public record;
- (e) issuing commission for the examination of witnesses or documents;
- (f) reviewing its decisions, directions and orders;
- (g) dismissing and application for default or deciding it expert;
- (h) any other matter which may be prescribed.

**15 Time and Place of and Preparation of Business for Meetings of the District Registering Authority-**The meetings of the District Registering Authority shall be held at least once in a month at a stipulated date and time.

**16 Conduct of Business of District Registering Authority-** Every meeting of the District Registering Authority shall be presided over by the Chairperson.

**17 Notice of Meeting-**Notice of every meeting other than a special meeting shall be issued by the Convener to each member not less than one week before the date of the meeting.

**18 Quorum, Minutes-** (1) One-third of the total number of members of the District Registering Authority shall form a quorum and all actions of the Authority shall be decided by a majority of the members present and voting.

(2) The proceedings of the meetings of the District Registering Authority shall be reserved in the form of minutes which shall be authenticated after confirmation by the signature of the Chairperson.

(3) A copy the minutes of each meeting of the District Registering Authority shall be submitted to the Chairperson by the Member Secretary with in 5-7 days of the meeting and after having been attested by him shall be sent to each member of the Council within 15 days of the meeting. If no objection to their correctness is received within 10 days of their dispatch, any decisions therein shall be given effect to, provided that the Chairperson may, where in his opinion it is necessary or expedient so to do, direct that action be taken on the decision taken in the meeting.

**19 Resignation and filling of casual vacancies-**If a casual-vacancy occurs in the office of any other members, whether by reason of death, resignation or inability to discharge, functions owing to illness or any other incapacity, such vacancy shall be filled by the District Collector by making a fresh appointment and the member so appointed shall hold office for the remaining term of office of the person in whose place s/ he is so appointed.

**20 Registration of Clinical Establishments Application for registration-** (1) The applicant shall apply to the District Registration Authority for provisional registration, either in person, or by post or through web based online facility with the necessary information in a format as per SG AR Annexe under Section 14(1) and 14 (3) of the Act.

(2) The applicant shall apply to the District Registration Authority for permanent registration, in person, or by post or through web based online facility with the necessary information filled and with evidence of having met the requirements of minimum standards and personnel for different categories of Clinical Establishments in a form and format that shall be prescribed by the National council under Section 14(1) and section 30 of the Act. However, if laboratory or diagnostic center is a part of an establishment provide out patient/ inpatient care, no separate registration will be required.

**21 Acknowledgement of Application-** The Registration authority, or any person in his office authorized in this behalf, shall acknowledge receipt of the application for registration, in the acknowledgement, slip provide as per SGAA Annexe immediately, if delivered at the office of the authority, or not later than the next working day if received by post and by online acknowledgment to be generated automatically by the system.

**22 Grant of registration-** The authority shall not undertake any enquiry prior to the grant of provisional registration and shall within a period of ten days from the date of receipt of such application, grant to the applicant a certificate of provisional registration containing particulars and information as per SGR Annexe either by post or electronically under Section 15, read with Section 17 of the Act.

**23 Certificate of registration-** The district Registration Authority shall grant the application a certificate of permanent registration **as per as format developed by National Council** either by post or

electronically after satisfying itself that the applicant has complied with all the requirements and criteria, including provision of minimum standards and personnel required to run the clinical establishment.

In case of permanent registration, under Section 29 of the Act, the authority shall pass an order within 3 1/2 months-

- (a) allowing the application for permanent registration; or
- (b) disallowing the application:

Provided that the authority shall record its justification and reason, if it disallows an application, for permanent registration.

**24 Fees to be charged-** (1) The various fees charged for provisional and permanent registration, renewal, late application, duplicate certificate, change of ownership, management or name of establishment is prescribed in **SGF Annexe** under section 14(1) read with Section 19, Section 20(2), Section 22, Section 24, Section 35 of the Act.

(2) Clinical establishments owned, controlled and managed by the government (Central, State or local authority) or department of government, shall be exempt from payment of fees for registration.

(3) The fees prescribed for various categories of clinical establishments may be revised by the State Council through a notification issued by the State Government.

(4) The fee shall be paid by a demand draft drawn/ online transaction in favour of the Registration Authority concerned as specified under Section, 14(1) and Section 30 of the Act.

(5) The fee collected by the Authorities for registration of the Clinical establishments shall be, deposited by the Authority concerned in a Nationalized scheduled bank account opened in the name of the official designation of the Registration Authority concerned and shall be utilized by the Authority for the activities connected with the implementation of the provisions of the Act and these rules as approved by the District Registration Authority.

(6) There shall be constituted a fund called State Clinical Establishments council Fund and all district authorities shall credit two percent of the total amount collected by them by way of fees and penalties.

(7) The Accounts shall be maintained as per the Financial Code and shall be audited by a qualified Chartered Accountant empanelled by CAG. The annual Audit reports shall be submitted to the concerned State Council.



(8) In the event of any change of ownership or management, the establishment shall intimate to the District Registration in writing within one month of such change along with the fee prescribed in SG G Annexe for issue of a revised certificate of Provisional or Permanent registration, as the case maybe, incorporating the changes and or surrendering the old certificate under Section 20(2) and Section 30 of the Act.

(9) In the event of certificate of registration (Provisional or Permanent) being lost or destroyed, the owner shall apply to the District Registration Authority to issue a duplicate certificate upon payment of the fee prescribed in SGF Annexe under Section 19 and Section 30 of the Act.

**25 Renewal of Registration-** (1) The Clinical establishments shall apply for renewal of provisional registration thirty days before the expiry of the validity of the certificate do provisional registration. In case the application for renewal is not submitted within the stipulated period, the authority shall allow for renewal of registration on payment of the renewal amount as prescribed in **SGF Annexe** and penalty of Rs. 100 per day till the ate of application for renewal under section 22 of the Act.

(2) For renewal of permanent registration, the clinical establishments shall apply three (3) months before expiry of the registration period of five (5) years. The renewal will be granted by the Authority within 3 months of receipt of the application failing which it will be deemed to have been renewed. If the clinical establishment does not apply within one month of expiry of registration period, the registration will be deemed to have been suspended.

(3) Under Section 30(4) of the Act the clinical establishments shall apply for renewal of permanent registration six months before the expiry of the validity of the certificate of permanent registration. In case the application for renewal is not submitted within the stipulated period, the authority will allow for renewal of registration of payment of the renewal amount as prescribed in **SGF Annexe** and penalty of Rs. 100 per day till the date of application for renewal is accepted.

### **Registers to be maintained, furnishing of returns and display of information.**

**26 Registers to be maintained-** (1) Every District Registration Authority shall within a period of two years from ist establishment, compile, publish and maintain in digital format a register of Clinical establishments registered by t and it shall enter the particulars of the certificate so issued in a register containing particulars as developed by National Council.

(2) Every District Registration Authority including any other authority set up for the registration of clinical establishments under the law for the time being in force shall supply in digital format to the State Council of Clinical establishments a copy of every entry made in the District register of clinical establishments for a particular month by the 15 th day of the following month in keeping with Section 37(2) of the Act.

**27 Display of Information-** (1) The District Registering Authority shall, within a period of forty-five days from the rant of provisional registration, mandatorily cause to be published in the public domain either through two local newspapers or any there public forums and of the website, which the District Registering Authority will launch, the name of the Clinical establishments, Address, ownership, Name of person in charge, System of Medicine offered Type and Nature of Services offered and details of the Medical staff (Doctors, Nurses, etc) of under section 16(2) of the Act.

(2) The State council could make changes in the nature of information to be provided in the Public Domain through a notification, except in the case of the mandatory information to be provided under Section 16(2) of the Act.

(3) The District Registering Authority shall, within a period of 7 days cause to be published in the public domain either through two local news papers or any other public forums and on the website, which the District Registering Authority will launch, the name of the clinical establishments, Address, ownership, Name of person in charge, System of Medicine offered Type and Nature of Services offered and details of the Medical staff (Doctors, Nurses, etc) and the details and information related to having complied with the minimum standards and personnel prescribed for the particular category of clinical establishments as under Section 26 of the Act.

(4) The District Registration Authority shall cause to be displayed the above information in public domain for a period of 30 days for filing objections before granting permanent registration (Annexe SGO)

(5) If any person has any objection to the information published regarding the clinical establishments they shall give in writing the reasons and evidence of objection or noncompliance to the District Registration Authority.

(6) The District Registration Authority shall, within a period of 15 days cause to be published in the public domain the name of the clinical establishments whose (Provisional or Permanent) registration has expired as under Section 21 and Section 30 of the Act.

**28 Information to be provided by Clinical establishments-** (1) The Clinical establishments shall maintain medical records of patients treated by it and health information and statistics in respect of national programmes and furnish the same to the district authorities in form of three monthly reports. The minimum medical records to be maintained and nature of information to be provide by the clinical establishments will be as per the formats developed by the National Council.

(2) Copies of all records and statistics shall be kept with the clinical establishments concerned for at last 3 years or in accordance with any other relevant Act in force for the time being or under Section 12(1) (iii) of the Act. All clinical establishments shall be responsible for submission of information and statistics in the time of emergency or disaster or epidemic situation.

(3) The government may notify from time to time, the nature of information that needs to be furnished by the Clinical establishments including other disease notified for this purpose along with the prescribed interval.

(4) In addition to the specific provisions of the Clinical Establishments (Registration & Regulation) Act 2010, all establishment shall comply and maintain information and statistics in keeping with other applicable Acts and Rules which are in force in the country.

**29 Power to Enter-** (1) Entry and search of the clinical establishment can be done by the District Registering Authority or an officer or team duly authorized by it or subject to such general or special orders as may be made by the authority. Such a decision will be required to be taken by majority of members of the District Registration Authority.

(2) Such entry and search of clinical establishments can be conducted if anyone is carrying on a clinical establishment without registration or does not adhere to the prescribed minimum standards or has reasonable cause to believe the CE is being used for purposes other than it is registered or contravenes any of the provisions of this Act & Rules, shall at all reasonable times enter and inspect any record, register, document, equipment and articles as deemed necessary under the provisions of section 34 of the Act.

(3) The inspection team shall intimate the establishment in writing about the date of visit and reasons for the inspection. The team shall examine all portions of the premises used or proposed to be used for the clinical establishment and inspect the equipments, furniture and other accessories and enquire into the professional qualifications of technical staff employed or to be employed and shall make any such other enquires as they consider necessary to verify the statements made in the application for registration and grant of license. All persons connected with the running of the establishment shall be bound to supply full and correct information to the inspection team.

(4) The officer and/ or inspection team so constituted by the Registering Authority shall submit a report as per **SGIR Annexe** within a week of the inspection to the District Registration Authority with a copy to the State council.

(5) If, at any time after any clinical establishment has been registered, the authority is satisfied that,-

(a) The conditions of the registration are not being complied with; or

(b) The person entrusted with the management of the clinical establishment has been convicted of an offence punishable under this Act, it may issue a notice to the clinical establishment to show cause within three month' time as to why its registration under this Act should not be cancelled for the reasons to be mentioned in the notice.

(6) If after giving a reasonable opportunity to the clinical establishment, the authority is satisfied that there has been a breach of any of the provisions of this Act or the rules made thereunder, it may, by an order, without prejudice to any other action that it may take against such clinical establishment, cancel it registration.

(7) Every order made under sub-section (2) shall take effect-

(a) Where no appeal has been preferred against such order immediately on the expiry of the period prescribed for such appeal; and

(b) Where such appeal has been preferred and it has been dismissed from the date of the order of such dismissal:

Provided that the authority, after cancellation of registration for reasons to be recorded in writing, may restrain immediately the clinical establishment from carrying on if there is imminent danger to the health and safety of patients.

### **Penalties & Appeals**

**30 Penalties-** (1) In keeping with the provisions of Section 41 (1) (2) (3) and Section 42 (1) (2) (3) the Act, whoever carries on a clinical establishment without registration or whoever willfully disobeys any direction, or obstructs any person or authority or withholds any such information or provides false information shall be liable for a monetary penalty.

(2) Whoever carried on a clinical establishment without registration, shall, on first contravention be liable to a monetary penalty upto fifty thousand rupees, for second contravention to a monetary penalty which may extend to two lakh rupees and for any subsequent contravention to penalty which may extend to five lakh rupees.

Whoever knowingly serves in clinical establishment which is not duly registered under this Act, shall be liable to a monetary penalty which may extend to twenty five thousand rupees.

(3) The penalty fees collected by the authorities shall be, deposited by the Authority concerned in a Nationalized bank account opened in the name of the official designation of the State Council concerned and shall be utilized by the Council and authority for the activities connected with the implementation of the provisions of the Act and approved by the Council.

**31 Appeals** (1) In keeping with Section 36, 41 (4) (5) (6) (7) and Section 42 (4) (5) (6) (7), any person or clinical establishment, if aggrieved by the decision of the Authority under Sections 29 and 34 of the Act, may file an appeal in the format SGA Annexe to the State Council within thirty (30) days from the date of receipt of such order along with a fee of Rs.5000/-

(2) The appeal against a public healthcare establishment shall be filed in form SGA and shall be sent to the state council by registered post or in person.

(3) Every appeal shall be accompanied by a fee of rupees one thousand.

(4) After receipt of the appeal, the State Council shall fix the time and date for hearing and inform the same to the appellant and others concerned by a registered letter giving at least 15 days time for hearing of the case.

(5) The appellant may represent by himself or authorized person or a Legal practitioner and submit the relevant documentary material if any in support of the appeal.

(6) The State Council shall hear all the concerned, receive the relevant oral/ documentary evidence submitted by them, consider the appeal and communicate its decision preferably within 90 days from the date of filing the Appeal.

(7) If the State Council considers that an interim order is necessary in the matter, it may pass such order pending final disposal of the appeal.

(8) The State Council will have authority to stay the operation of the order of the district authority till such time as it deems necessary.

(9) The decisions of State Council shall be final and binding.

(10) If no appeal is filed against the decision of the Registering Authority in prescribed period (i.e.) within 30 days from the date of receipt of the order, the orders of the Authority Shall be final.

(11) The appeal fees collected by the authorities shall be deposited by the Authority concerned in a Nationalized bank account opened in the name of the official designation of the state Council concerned and shall be utilized by the Council and authority for the activities connected with the implementation of the provisions of the Act as approved by the Council.

**SG AR Annexe**

**Application form for Provisional Registration of Clinical Establishments**

1. Name of the establishment: \_\_\_\_\_

2. Address: \_\_\_\_\_

Village/Town: \_\_\_\_\_ Block: \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_ Pin code: \_\_\_\_\_

Tel No(With STD code): \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax \_\_\_\_\_

Email ID: \_\_\_\_\_ Website (if any) \_\_\_\_\_

3. Year of starting: \_\_\_\_\_

4. Location: Rural Urban Metropolitan

5. Ownership

Public Sector

Central government state Government Local government-please specify: \_\_\_\_\_

Public Sector Undertaking Railways Employee State Insurance Corporation (ESIC)

Autonomous organization Any other(please specify): \_\_\_\_\_

Private Sector

Individual Proprietorship Registered Partnership Registered Company Co-operative society

Trust/ Charitable registered under a central, Provincial or State Act (Please specify): \_\_\_\_\_

Any other (please specify): \_\_\_\_\_

6. Name of the owner of Clinical Establishment: \_\_\_\_\_

Educational Qualification \_\_\_\_\_

Address: \_\_\_\_\_

Village/Town: \_\_\_\_\_ Block: \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_ Pin code: \_\_\_\_\_

Tel No(With STD code): \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax \_\_\_\_\_

Email ID: \_\_\_\_\_

7. Name of person in-charge of the Clinical Establishment: \_\_\_\_\_

Disignation: \_\_\_\_\_

Address: \_\_\_\_\_

Village/Town: \_\_\_\_\_ Block: \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_ Pin code: \_\_\_\_\_

Tel No(With STD code): \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax \_\_\_\_\_

Email ID: \_\_\_\_\_

8. Systems of Medicine offered:(please tick whichever is applicable)

Allopathy Ayurveda Unani Siddha Homeopathy Yoga & Naturopathy

**9. Type of Establishment: (please tick whichever is applicable)**

**Providing Out Patient Care**

Single practitioner      Polyclinic      Sub-Centre      Physiotherapy Clinic  
Occupational Therapy      Infertility      Dental clinic  
Dispensary      Dialysis Centre  
Integrated Counseling and Testing Centre(ICTC)      Willness/fitness centre  
Any other (please specify): \_\_\_\_\_

**Providing In Patient Care**

Hospital      Nursing Home      Maternity Home      Primary Health Centre  
Community Health Centre      Sanatorium  
Any other (please specify): \_\_\_\_\_

**Providing Testing & Diagnostic Services:**

**Laboratory**

Pathology      Haematology      Biochemistry      Microbiology      Genetics      Collection  
Centre      Any other (please specify): \_\_\_\_\_

**Diagnostic and Imaging Centre**

X Ray centre      Mammography      Bone Densitometry      Sonography  
Color Doppler      CT Scan      Magnetic Resonance Imaging(MRI)  
Positron Emission Tomography (PET) Scan  
Electro Myo Graphy (EMG)  
Any other (please specify): \_\_\_\_\_

**Any other (please specify):** \_\_\_\_\_

**10. Nature of Services (please tick whichever is applicable)**

**For all Systems of Medicine**

General      Single Specialty      Multi Specialty      Super Specialty      Mobile

**a) Allopathy**

General Practice      Out-patient      In-patient      Day care centre  
Emergency/Casualty      ICU      ICCU  
Special care Services for challenged persons      Blood Bank  
Organ/Tissue Bank  
Any other (please specify): \_\_\_\_\_

**b) Ayurveda**

Ausadh Chikitsa      Shalya Chikitsa      Shodhan Chikitsa      Rasayana      Pathya

**Vyavastha**

Any other (please specify): \_\_\_\_\_

**c) Unani**

Matab      Jarahat      Ilaj-bit-Yadbeer      Hiffzen-e-Sehat  
Any other (please specify): \_\_\_\_\_

d) Siddha

Maruthuvan Sirappu Maruthuvan Varman Thokknam & Yoga

Any other (please specify): \_\_\_\_\_

e) Homeopathy

General Homeopathy

Any other (please specify): \_\_\_\_\_

f) Naturopathy

External Therapies with natural modalities Internal therapies

Any other (please specify): \_\_\_\_\_

g) Yoga (please specify): \_\_\_\_\_

### INFRASTRUCTURE DETAILS

12. Area of the establishment (in sq. meters) :

a) Total Area : \_\_\_\_\_ b) Constructed area : \_\_\_\_\_

13. Out Patient Department :

13.1 Total no. of OPD Clinics : \_\_\_\_\_

13.2 Specialty-wise distribution of OPD Clinics

S.No.	Specialty	No. of Rooms

14. In Patient Department :

14.1 Total no. of beds : \_\_\_\_\_

14.2 Specialty-wise distribution of beds] please specify :

S.No.	Specialty	No. of Rooms

15. Whether Clinics Waste Disposal Licence obtained from Panchayat/ Municipality/ Municipal Corporation etc?

Yes

No

Applied For

16. Whether clearance from Pollution Control Board/ Authority obtained?

Yes

No

Applied For



## HUMAN RESOURCES

17 Total number of Staff (as on date of application):

No. of permanent staff: \_\_\_\_\_ No. of temporary staff \_\_\_\_\_

Please furnish the following details:-

Category of staff	Name	Qualification	Registration Number (Where applicable)	Nature of service Temporary/Permanent
Doctors				
Nursing staff				
Para-medical staff				
Pharmacists				
Support Staff				
Others, please specify				

Separate annexure may be attached.

18. Payment options for Registration Fees:

Online payment \_\_\_\_\_ Demand Draft \_\_\_\_\_ Postal Order \_\_\_\_\_

Any other (please specify): \_\_\_\_\_

Amount (in Rs): \_\_\_\_\_

Details: \_\_\_\_\_

Receipt No: \_\_\_\_\_

I, .....on behalf of myself and the company/ society/association/body hereby declare that the statements above are correct and true to the best of my knowledge and I shall abide by all the rules and declarations under the Clinical Establishment (Registration and Regulation) Act 2010.

I undertake that I shall intimate to the appropriate registering authority any change in the particulars given above.

Place:

Signature of the Authorized Signatory

Date:

Office seal

SGAA Annexe

**ACKNOWLEDGEMENT  
REGISTRATION OF CLINICAL ESTABLISHMENT**

The application in Form\_\_\_\_\_ for Gant/ Renewal of Provisional/Permanent registration of the Clinical Establishment submitted by\_\_\_\_\_ (Name and address of Owner) has been received by the District Registration Authority on \_\_\_\_\_ (date) and found to be

Complete

Or

Incomplete

This acknowledgement does not confer any rights on the applicant for grant or renewal of registration.

Signature and Designation of Registration Authority or authorized person in the Office of the Appropriate Authority.

SEAL

Designation of the issuing Authority  
Place & Date:

**SG F Annexe**  
**Fees to be Charged**

Description	Urban		Rural		Metro	
	Provisional	Permanent	Provisional	Permanent	Provisional	Permanent
Out Patient Care	100	500	50	250	200	1000
<b>In Patient Care</b>						
1 to 30 beds	100	500	50	250	200	1000
30 to 100 beds	200	1000	100	500	400	2000
Above 100 beds	300	1500	150	650	600	3000
<b>Testing &amp; Diagnostic Laboratories</b>						
Diagnostic & Imaging Centre	200	1000	100	500	400	2000
	300	1500	150	650	600	3000

**Other Fees**

- For Renewal half the amount of registration fee (Provisional/ Permanent)
- For Late Application the amount would be double of the registration fee (Provisional/ Permanent)
- For Duplicate Certificate the amount would be Rs. 200
- For change of ownership, management or name of establishment would be Rs 100
- For any appeal the amount would be Rs. 100

\* If a laboratory of diagnostic center is a part of a establishment providing out patient/ inpatient care no separate registration is required.

**SG R Annexe**  
**PROVISIONAL CERTIFICATE**  
**FOR REGISTRATION OF CLINICAL ESTABLISHMENT**

Provisional registration no:

Date of issue:

Valid up to:

1. Name of the Clinical Establishment: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Owner of the Clinical Establishment: \_\_\_\_\_
4. Name of Person in Charge: \_\_\_\_\_
5. System of Medicine: \_\_\_\_\_
6. Type of Establishment: \_\_\_\_\_

Is hereby provisionally registered under the provisions of Clinical Establishment(Registration and Regulation) Act 2010 and the Rules made there under. This authorization is subject to the conditions as specified in the rules in force under the Clinical Establishment (Registration and Regulation) Act 2010 and the Rules made there under.

Designation of the issuing Authority

Place & Date:

District Registration Authority

Address:

Phone number in case of Grievances

*Annexe SGO*  
*(SEC. 26)*

**Display of registration status for filing objections**

I,.....being the authority under the Clinical Establishments Act, 2010 after considering the applications received during the period; from..... to..... under Sec. 24 satisfying the provisions of the clinical establishments act, 2010 and the clinical establishments rules, 2011 made their under, hereby publish the list of Clinical Establishments; within the jurisdiction of..... district.

Serial no	Name of Clinical Establishment with address	Ownership/ in charge	System of medicine	Date of which application was submitted	Category & standards complied with

Objection if any, in writing to the published list may be addressed in duplicate to.....,.....(address of the authority) within 30 days, from the date of this notification, as required under S. 26 of the act)

Place:

Signature:

Date:

Name

(seal of the authority)

## SG IR Annexe

### Suggested Format for Submission of Inspection Report

Number of visits made with dates

Names and details of members of inspection team

Name of clinical establishment visited

Address and contact details of clinical establishment visited

Process followed for inspection (e.g. kindly outline who was met with, what records were examined, etc)

Salient Observation/ Findings

Conclusions

Specific Recommendations:

(1) To the Clinical Establishment

(2) To the District Registering Authority

*\* in case of lack of consensus amongst members of the inspection team, the same may be kindly indicated*

Signature (of all members of the inspection team)

Place

Date

*Annexe A*  
(See S. 36(2))  
**Application for Appeal**

To

The State council,  
Government of.....

Sir,

I, Dr....., of..... had applied for registration/ is a valid license holder with registration number..... Under clinical establishments act, 2010 for my ..... located at.....

I was Communicated by the district authority as per letter no..... dated.....that either,

- ii) That my application was rejected
- iii) That my registration is cancelled
- iv) That I am restrained from carrying on with the running of clinical establishment
- v) That I am charged with a penalty for an offence under the act
- vi) Any other.....

The above decision of the district authority appears to be not valid. I request you to consider my application as per the justifications mentioned below;

- i) .....
- ii) .....
- iii) .....

I am willing to appear before you for a personal hearing, if necessary. I am enclosing here with a draft of Rs. 1000/-

Thanking you,

Place:

Signature:

Date:

Name

By order of The Governor of Bihar,

(Shankar Jha)

Special secretary to the Govt. of Bihar.

ज्ञापांक:-18/विविध-09/2008- 1845(18)

/स्वा0,पटना,दिनांक:28/11/2013.

प्रतिलिपि:- अधीक्षक, राजकीय मुद्रणालय, गुलजारबाग, पटना को बिहार राजपत्र के असाधारण अंक में प्रकाशनार्थ प्रेषित।

उनसे अनुरोध है कि प्रकाशित अधिसूचना कि सौ प्रतियाँ स्वास्थ्य विभाग, विकास भवन, नया सचिवालय, बिहार, पटना को उपलब्ध कराई जाय।

सरकार के विशेष सचिव।

ज्ञापांक:- 1845(18)

/स्वा0,पटना,दिनांक:28/11/2013.

प्रतिलिपि:- माननीय मुख्यमंत्री के प्रधान आप्त सचिव/मुख्य सचिव के प्रधान आप्त सचिव/सभी विभागों के प्रधान सचिव/सचिव/कार्यपालक निदेशक, राज्य स्वास्थ्य समिति, शेखपुरा, पटना/निदेशक प्रमुख, स्वास्थ्य सेवाएँ, बिहार, पटना/सभी प्रमंडलीय आयुक्त/सभी जिला पदाधिकारी/सभी क्षेत्रीय उप निदेशक, स्वास्थ्य सेवाएँ, बिहार/सभी सिविल सर्जन, बिहार/प्राचार्य/अधीक्षक, सभी मेडिकल कॉलेज एवं अस्पताल, बिहार/निदेशक आई0जी0आई0एम0एस0 एवं स्वास्थ्य विभाग के सभी पदाधिकारी/अध्यक्ष, आईएम0ए0, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

सरकार के विशेष सचिव।