

संचालनालय स्वास्थ्य सेवायें  
सतपुड़ा भवन, भोपाल, मध्यप्रदेश

महत्वपूर्ण

क्र./विनियमन/2021/120

भोपाल, दिनांक 02/06/2021

प्रति,

समस्त मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी, म.प्र.।

विषय :- म.प्र.उपचर्यागृह तथा रूजोपचार संबंधी स्थापनाएं (रजिस्ट्रीकरण तथा अनुज्ञापन) अधिनियम 1973 तथा नियम 1997 के अंतर्गत पंजीकृत निजी नर्सिंग होम तथा क्लीनिकल स्थापनाओं के नियमित निरीक्षण के संबंध में।

संदर्भ :- संचालनालय स्वास्थ्य सेवायें का पत्र क्र./विनियमन/2021/49, दिनांक 06.02.2021

विषयांतर्गत लेख है कि प्रदेश में निजी नर्सिंग होम तथा क्लीनिकल स्थापनाओं के संचालन हेतु म.प्र. उपचर्यागृह तथा रूजोपचार संबंधी स्थापनाएं (रजिस्ट्रीकरण तथा अनुज्ञापन) अधिनियम 1973 तथा नियम 1997 के अंतर्गत पंजीयन एवं अनुज्ञापन अनिवार्य है। इस हेतु जिले के मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी, पर्यवेक्षण प्राधिकारी (Supervising Authority) के रूप में मनोनीत हैं।

अवगत हों कि:-

1. अधिनियम 1973 तथा नियम 1997 के अंतर्गत पंजीकृत निजी नर्सिंग होम तथा क्लीनिकल स्थापनाओं के नियमित निरीक्षण करने हेतु निरंतर निर्देश दिए गए हैं।
2. उल्लेखनीय है कि दिनांक 01 अप्रैल 2015 से निजी नर्सिंग होम तथा क्लीनिकल स्थापनाएं के नवीन पंजीयन/पंजीयन के नवीनीकरण की प्रक्रिया को एम.पी ऑनलाईन द्वारा निर्मित एन.एच.एस. पोर्टल <https://nhs.mponline.gov.in/portal/services/nhs/frmLogin.aspx> पर ऑनलाईन किया गया है।
3. इस प्रकार निजी नर्सिंग होम तथा क्लीनिकल स्थापनाएं से ऑनलाईन आवेदन प्राप्त होने पर आपकें द्वारा सूक्ष्म परीक्षण कर, पंजीयन के आवेदन के साथ अपलोड किए गए विभिन्न विभागों से जारी आवश्यक अनापत्ति प्रमाण-पत्रों व अभिलेखों के सटीक होने पर ही नवीन पंजीयन/पंजीयन नवीनीकरण संबंधी रजिस्ट्रीकरण एवं अनुज्ञापन (Registration and License) जारी किया जाना है।
4. संदर्भित पत्र का अवलोकन हो जिसमें निजी स्वास्थ्य संस्थाओं के नवीन पंजीयन/पंजीयन के नवीनीकरण तथा नियमित निरीक्षण चैकलिस्ट संबंधी प्रक्रिया स्पष्ट की गई है।
5. तदानुसार निजी नर्सिंग होम तथा क्लीनिकल के पंजीयन एवं अनुज्ञापन हेतु अन्य संबंधित अधिनियमों एवं नियमों के अंतर्गत जारी पंजीयन/अनापत्ति प्रमाण-पत्र/अभिलेखों, प्राधिकृत अधिकारी, कर्मचारियों की वैध शैक्षणिक योग्यता संबंधी अनुपालन की सूक्ष्म परीक्षण किया जाये।

पुनः निर्देशित किया जाता है कि अधीनस्थ जिले में संचालित समस्त निजी नर्सिंग होम तथा क्लीनिकल स्थापनाओं के पंजीयन/पंजीयन के नवीनीकरण/नियमित निरीक्षण हेतु संलग्न चैक लिस्ट का उपयोग किया जाये ताकि म.प्र.उपचर्यागृह तथा रूजोपचार संबंधी स्थापनाएं (रजिस्ट्रीकरण तथा अनुज्ञापन) अधिनियम 1973 तथा नियम 1997 के प्रावधानों का अनुपालन सुनिश्चित हो।

- संलग्न: 1. अनिवार्य विधिक आवश्यकताएं  
2. फॉर्म A आधारित निरीक्षण चैकलिस्ट  
3. निजी नर्सिंग होम तथा क्लीनिकल स्थापनाओं में कार्यरत कर्मचारियों की शैक्षणिक योग्यता  
4. अन्य राज्य/केन्द्रीय योजनाओं की एम्पैनलमेन्ट सूची

(आकाश त्रिपाठी)

स्वास्थ्य आयुक्त सह सचिव  
लोक स्वास्थ्य एवं परिवार कल्याण विभाग म.प्र.

पृ. क्रमांक / विनियमन / 2021 / 121  
प्रतिलिपि :-

भोपाल, दिनांक 02/06/2021

- 1 अपर मुख्य सचिव, लोक स्वास्थ्य एवं परिवार कल्याण विभाग, वल्लभ भवन म.प्र.।
- 2 मिशन संचालक, एन.एच.एम. म.प्र.।
- 3 समस्त संभागीय आयुक्त, म.प्र.।
- 4 समस्त जिला कलेक्टर म.प्र.।
- 5 उप संचालक (आई.टी.) स्थानीय कार्यालय, म.प्र. की ओर विभागीय वेबसाईट पर आदेश की प्रति अपलोड करने हेतु।

स्वास्थ्य आयुक्त सह सचिव  
लोक स्वास्थ्य एवं परिवार कल्याण विभाग म.प्र.

Directorate of Health Services  
Madhya Pradesh

IMPORTANT

No. /Regulation/49/2021/

Bhopal, Date 6/02/2021

To

All Chief Medical & Health Officers, M.P.


**Sub.:-** Regarding monitoring mandatory compliances for registration/renewal/ inspection of Nursing Homes and Clinical Establishments as per Act 1973 and Rules 1992.

**Ref.:-** The Madhya Pradesh Upcharyagrih Tatha Rujopachar Sambandhi Sthapnaye (Registrikaran Tatha Anugyapan) Adhiniyam 1973 and Rules 1992

This has reference to the subject in context. The Madhya Pradesh Upcharyagrih Tatha Rujopachar Sambandhi Sthapnaye (Registrikaran Tatha Anugyapan) Adhiniyam 1973 u/s 4 provides for registration and licensing of Nursing Homes and Clinical Establishments in the State as prescribed in Schedule II and III of Rules 1997. Furthermore, u/s 4(3) registration and license is to be issued to the Nursing Home or Clinical Establishment, if the supervising authority is satisfied that the nursing home or clinical establishment, fulfill the prescribed conditions. Additionally, the supervising authority has powers u/s 7 of the Act to inspect the premises of a nursing home or clinical establishment to ensure compliance of the Act and Rules.

In order to ensure mandatory compliance by registered/license Nursing Homes and Clinical Establishments, a comprehensive checklist is attached herewith. The checklist details the prescribed requirements, legal/regulatory compliances and health services empanelment details of the nursing homes and clinical establishments. Copy of the same may be downloaded from Department of Public Health & Family Welfare website [www.health.mp.gov.in](http://www.health.mp.gov.in).

**Enclosed: As above**

  
Health Commissioner,  
Madhya Pradesh

No./Regulation/ /2021/

Bhopal, Date / /2021

Copy to:

1. Addl. Chief Secretary, DoPHFW, Mantralay, Vallabh Bhawn, Bhopal, M.P.
2. Director, Hospital Administration, Directorate of Health Services, Bhopal, M.P.
3. All Regional Directors, Health Services, M.P.
4. All District Collectors, M.P.

/-  
Health Commissioner,  
Madhya Pradesh

**Mandatory Compliance Assessment Checklist  
for Registration/Renewal/Routine Inspection of Nursing Homes**

Sr No.	Inspection Points	Yes/No	Details (if any)	Remarks
1	<b>Location and Surroundings.</b> — The nursing homes to be established is adjacent to			
	i. Open sewer			
	ii. Drain			
	iii. Public Lavatory			
	iv. Factory emitting smoke or obnoxious smell			
2	<b>Building Compliances</b>			
	i. Municipal bye laws			
	ii. Rooms are ventilated			
	iii. Rooms are clean and hygienic			
	iv. Walls of labor room are upto a height of four feet			
	v. Wall of the operation theatre is up to a height of four feet			
	vi. Ceilings are waterproofed.			
	vii. Floors don't retain or accumulate dust			
	viii. Aseptic conditions maintained in labor room and the operation room			
	ix. Adequate arrangements made for isolating specific and infection cases.			
3	<b>Space accommodation for the patients etc</b>			
	i. Floor space per bed is 100 sq.ft.			
	ii. Floor space for additional beds is 60 sq.ft			
	iii. Labor room area is min 160 sq.ft			
	iv. Operation theatre area min 160 sq.ft			
	v. Duty room for nursing staffs			
	vi. Adequate space for storage of			
	• Medicines			
	• Food articles			
	• Equipments			
4	<b>Water Supply</b>			
	The water used in the nursing home is pure and of drinkable quality			
5	<b>Health, clothing and sanitary requirements of staff</b>			
	i. The staff do not have any contagious disease			
	ii. The staff have clean clothes			
	iii. The workers are medically examined at the time of employment and periodically			

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Sr No.	Inspection Points	Yes/No	Details (if any)	Remarks
6	<b>Equipment and linen, etc</b>			
	i. No of commodes			
	ii. Bed pans			
	iii. Slop sinks and flush			
	iv. High pressures sterilizer			
	v. Instrument sterilizer			
	vi. Oxygen cylinder			
	vii. Attachments for giving oxygen			
	viii. No of bed sheets			
	ix. No of mattresses			
	x. No of pillows			
	xi. No of blankets			
	xii. No of draw sheets			
	xiii. Almirah with lock for poisonous substances			
7	<b>Each in-patient is provided with minimum furniture and linen as below :</b>			
	i. Cot and Mattresses	One		
	ii. Bed Side Locker	One		
	iii. Chair/Stool	One		
	iv. Blanket	One		
	v. Bed Sheet/Counter Pane	Two- To be changed everyday		
	vi. Pillow with case counter pane	One		
	vii. Facility for prevention of mosquito and fly			
8	<b>Food — FSSAI registration certificate</b>			
9	<b>Nursing staff and Midwives (Qualification as annexed)</b>			
	i. Minimum 03 nurses for 10 beds nursing home			
	ii. Minimum 04 nurses for 20 beds			
	iii. One nursing sister for 50 beds or more			
	iv. 2 Midwives for 1 to 10 beds in case of maternity homes only.			
10	<b>Records — Separate stock register for equipment</b>			
11	<b>Services of Registered Medical Practitioners</b>			
	i. 01 qualified Medical Practitioner for every 15 patients			
	ii. 02 for every 30 patients bed strength			
	iii. 03 qualified medical practitioners with bed strength less than 45 beds			
	iv. 01 medical practitioner for every 40			

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Sr No.	Inspection Points	Yes/No	Details (if any)	Remarks
	new out patients every day			
v.	01 medical practitioner for every 50 old patients			
vi.	01 medical practitioner for emergency call of the indoor patients			
vii.	Pharmacist in drug store			
viii.	Qualified X Ray technicians			
ix.	Pathology lab			
x.	Physiotherapist (if available)			
xi.	Registration and license of the nursing home displayed at prominent place			
12	<b>Records and Registers</b>			
i.	Registration certificate			
ii.	License number			
iii.	Treatment charts			
iv.	Complaint book			
v.	Rate list displayed at conspicuous place			
vi.	Government servant engaged in the Hospital			
13	The nursing home not used for unsocial or immoral purpose			

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**Annexure - I**  
**Legal/Regulatory Compliances for Nursing Homes**

Sr .No.	Legal/Regulatory Compliances	Issuing Authority	Yes/No.	Registration/ License No.	Remarks
01	Registration under the Madhya Pradesh Upcharyagrih Tatha Rujopachar Sambandhi Sthapnaye (Registrikaran Tatha Anugyapan) Adhiniyam 1973 and Rules 1992	Chief Medical and Health Officer			
02	Bio-medical Waste Management Licenses	Madhya Pradesh Pollution Control Board			
	MOU with Vendor (CBWPF - Common Bio-medical Waste Treatment Facility)				
03	AERB License (In facilities with X-Ray/CT/MRI)	Atomic Energy Regulatory Board			
04	NOC from Fire department	Rural Area - District Collector Nagar Nigam - Commissioner, Nagar Nigam  Nagar Palika Nigamand Ors - Divisional Joint Director			
05	Building Completion Licenses	Madhya Pradesh Urban Development and Housing Department			
06	Food Safety Licenses (In facilities with in house /linked outsource hospital pantry services)	Designated State Food Safety and License issuing authority			
07	Narcotic Drug Licenses	Controller, Food and Drugs Administration M.P.			
08	Medical Gas License	Drug Inspector			
09	Blood Bank License (If applicable)	Drug Controller General of India			
10	Boilers License	Directorate of Boiler M.P.			
11	Spirit License	Assistant Commissioner Excise			
12	Registration under MTP Act (If applicable)	Chief Medical and Health Officer			
13	Registration under PC PNDT Act (If applicable)	District Collector			

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**Annexure - II**  
**Educational Qualification of Employee of Nursing Homes**

Sr.No.	Qualified Medical Practitioner	Registering Authority	Registration No.	Additional Qualification (if any)	Details	Remarks
		M.P. State Medical Council				
i.						
ii.						
B	Qualified Nurse Certificate (Diploma/Degree in Nursing)	Registering Authority	Registration No.	Additional Qualification (if any)	Details	Remarks
		MP Nurses Registration Council				
i.						
ii.						
C	Auxiliary Nurse Midwife	Registering Authority	Registration No.	Additional Qualification (if any)	Details	Remarks
		MP Nurses Registration Council				
i.						
ii.						
D	Pharmacist (Diploma/Degree in Pharmacy)	Registering Authority	Registration No.	Additional Qualification (if any)	Details	Remarks
		Madhya Pradesh State Pharmacy Council				
i.						
ii.						
E	Lab Technicians <sup>@</sup>	Registering Authority	Registration No.	Additional Qualification (if any)	Details	Remarks
		State Paramedical Council				
i.						
ii.						
F	Any other	Registering Authority	Registration No.	Additional Qualification (if any)	Details	Remarks
		Appropriate Act and Rules.				
i.						
ii.						
iii.						
iv.						
Iv						

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Annexure - III

Empanelment Details of Nursing Homes

Sr. No.	Scheme	Authority for Empanelment/ Accreditation	Empanelment/ Accreditation No.	Duration of Empanelment	Remarks
1	Pradhan Mantri Jan Aarogya Yojana (PM-JAY)	State Executive Committee (State Health Agency, M.P.)		03 years	
2	Employee State Insurance Corporation (ESIC)	Senior State Medical Commissioner M.P.		02 + 01 (Extendable on mutual consent)	
3	Central Government Health Scheme (CGHS)	Additional Director, CGHS Bhopal		02 years	
4	National Accreditation Board for Hospitals (NABH)	Quality Council of India		03 years	
5	National Accreditation Board for Testing and Calibration Laboratories (NABL)	Quality Council Of India		03 years	
6	Medical Reimbursement (Do PH & FW)	State Level Committee, DoPH&FW		As per duration of NABH certification	
7	Any other				

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**Mandatory Compliance Assessment Checklist**  
**for Registration/Renewal/Routine Inspection of Clinical Establishments**

Sr No.	Inspection Points	Yes/No	Details (if any)	Remarks
1	Location, building and surroundings- The Clinical Establishment is not adjacent to			
	i. Open sewer			
	ii. Public lavatory			
	iii. Factory emitting smoke or obnoxious odor			
	iv. Dingy, damp			
	v. The clinical establishment is in clean and hygienic conditions			
	vi. The building has adequate electricity supply			
	vii. The building has adequate drainage			
	viii. The building has lavatory facility			
2	Equipment			
	Diagnostic and equipment certification/approvals (as per annexure)			
3	Stock Register			
	• Equipments			
	• Instruments			
	• Articles for tests, examinations etc			
4	Services of Medical Practitioners and technicians			
	i. Qualified medical practitioners to conduct the diagnostic tests or examination			
	i. Qualified technician or technicians to operate the equipments			
	ii. Qualified physiotherapist			
5	Complaint book			
6	Rate list displayed at conspicuous place			
7	Government servant engaged in the Hospital			

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Annexure - I  
Legal/Regulatory Compliances for Clinical Establishments

Sr.No.	Legal/Regulatory Compliances	Issuing Authority	Yes/No.	Registration/ License No.	Remarks
01	Registration under the Madhya Pradesh Upeharyagrih Tatha Rujopachar Sambandhi Sthapnaye (Registrikaran Tatha Anugyapan) Adhiniyam 1973 and Rules 1992	Chief Medical and Health Officer			
02	Bio-medical Waste Management Licenses	Madhya Pradesh Pollution Control Board			
	MOU with Vendor (CBWPF - Common Bio-medical Waste Treatment Facility)				
03	AERB License (In facilities with X-Ray/CT/MRI)	Atomic Energy Regulatory Board			
04	Registration under PC PNDT Act (If applicable)	District Collector			
05	Any Other				

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Annexure - II

Educational Qualification of Employee of Clinical Establishments

Sr .No.	Qualified Medical Practitioner	Registering Authority	Registration No.	Additional Qualification (if any)	Details	Remarks
A		M.P. State Medical Council				
i.						
ii.						
B	Any other	Appropriate Act and Rules.	Registration No.	Additional Qualification (if any)	Details	Remarks
i.						
ii.						
iii.						
iv.						
iv						

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