

भोपाल, दिनांक 23, जुलाई 1997

क्र.एफ 2-3-97-सत्रह-मेडि-2.-भारत के संविधान के अनुच्छेद 348 के खण्ड (3) के अनुसरण में, इस विभाग की अधिसूचना क्रमांक एफ 2-3-97-सत्रह-मेडि-2, दिनांक 23 जुलाई 1997 का अंग्रेजी अनुवाद राज्यपाल के प्राधिकार से एतद्वारा प्रकाशित किया जाता है.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
पी.के. मेहरोत्रा, प्रमुख सचिव

**Bhopal, the 23rd July 1997**

No F-2-3-97-XVII-M-2 .— In exercise of the powers conferred by section 14 of Madhya Pradesh Upcharyagriha Tatha Rujopchar Sambandhi Sthapnaye (Registrikaran Tatha Aungyapan) Adhiniyam, 1973 (No. 47 of 1973), the State Government hereby makes the following rules, the same have been previously published as required by sub-section (1) of section 14 of the said Act and the same now published as required by the said sub-section there of namely : —

## **RULES**

### **1. Short title, extent and commencement .—**

- (1) These rules may be called the Madhya Pradesh Upcharyagriha Tatha Rujopchar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Rules, 1997.
- (2) These rules shall apply in local areas as defined herein.

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

- (a) 'Act' means the Madhya Pradesh Upcharyagriha Tatha Rujopchar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Adhiniyam 1973 (No 47 of 1973) ;
- (b) 'Form' means a form appended to these rules;
- (c) 'Infectious Disease' mean a disease which a Registered Medical Practitioner is required to notify to the Medical and Health Officer of his area under the law for the time being in force;
- (d) 'Keeper or Owner of Nursing Home or Clinical Establishment' means a person who has been duly registered by the supervising authority in respect of Nursing Home or a Clinical Establishment under sub-section (3) of Section 4 of the Act and whose registration has not been cancelled under Section 5 of the Act;
- (e) 'Local area' means the area comprised within the local limits of a Municipal Corporation or a Municipality or a Nagar Panchayat constituted under the Madhya Pradesh Municipal Corporations Act, 1956 or the Madhya Pradesh Municipalities Act, 1961, as the case may be or any other area declared to be a local area for the purposes of this Act by the State Government by notification in the official Gazette.
- (f) 'Section' means of section of the Act;
- (g) 'Schedule' means a Schedule appended to these rules.

### **3. Application for the registration and license .— Any person intending to start or carry on a nursing home or a Clinical Establishment shall make an application to the supervising authority in Form 'A' a least one month before the date on which he intends to start or carry on such nursing home or Clinical Establishment.**

4. **Acknowledgement of application .—**
- (1) Where an application for the grant of renewal of a registration is delivered personally, its receipt shall be acknowledged forth with.
  - (2) Where such application is received by registered post, its receipt shall be acknowledged on the same day.
  - (3) In any other case, the receipt of such application shall be acknowledged within three days of its receipt.
5. **Grant of certification of registration and license .—** The supervising authority, after making such enquiry including inspection of the premises intended to be used for the nursing home of clinical establishment, as deemed necessary shall if satisfied that there is no objection to registration, register the applicant and issued to him a certificate of registration, in Form 'B' and a license in Form 'BB'. The supervising authority shall as far as possible, dispose of every application received under these rules within one month from the date of receipt of application.
6. **Renewal of registration and license .—**
- (1) An application for the renewal of registration shall be made every three year <sup>1</sup> in advance in Form 'A' at least one month before the date on which the registration and the license are to expire and shall be accompanied by the fee prescribed in rule 7.
  - (2) On receipt of an application made under sub-rule (1) the supervising authority shall, if satisfied that the application is in order, issue a fresh certificate in Form 'B' and a license in Form 'BB'.
7. **Fees .—** The fee for grant of certificate of registration and license and for issue of duplicate certificate of registration and license shall be as specified in the Schedule I and shall be credited to the receipt Head 0210- Medical. The fee chargeable for renewal of certificate of registration and license shall be the same as for grant of a fresh certificate of registration and license.
8. **Refusal of application for registration and license .—** The supervising authority may, after giving an opportunity of being heard and for reasons to be recorded in writing and communicated to the applicant refuse to grant or renew the certificate of registration and license.
9. **Refund of fee .—**
- (1) Where an application for the grant or renewal of a certificate of registration is refused, the fee paid by the applicant shall be refunded to the applicant.
  - (2) Notwithstanding any thing contained in sub-rule (1), where an application for grant or renewal of certificate of registration is refused on account of the any lapse on the part of the applicant in suppressing any material information or in not-furnishing any material information asked for by the Supervising Authority the fees paid by the applicant shall be forfeited.
10. **Register .—** The supervising authority shall maintain a register in Form 'C' showing the names of persons registered under sub-section (3) of Section 4 of the Act.
11. **Change of address .—** The keeper or owner of Nursing Home of Clinical Establishment shall communicate to the supervising authority any change in its address or in the situation of the nursing home or clinical establishment in respect of which he is registered not later than thirty <sup>2</sup> days after such change.
12. **Change in staff .—** Changes in the Medical, Nursing, Midwifery or Technical Staff together with the dates on which such changes have taken place shall be communicated to the supervising authority immediately and in any case not later than sixty days <sup>3</sup> of such change.

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Vide notification no. F-13-3-05-17-Med-2 dated 17-1-2007, the Department of Public Health and Family Welfare Govt. of M.P., has published in the Madhya Pradesh Gazette (extra-ordinary) dated 17-1-2007, amendment in M.P. Upcharyagriha Tatha Rujopachar Sambandhi Sthapnaye ( Registrikaran Tatha Anugyapan ) Rules, 1997 .

<sup>1</sup> In rule 6, in sub-rule (1) for the words "every year", the words "every three years" are substituted by amendment vide supra.

<sup>2&3</sup> In rule 11, for the words "three days", the words "thirty days" and in rule 12, for the words "three days", the words "sixty days" are substituted by amendment vide supra.

13. **Loss of certificate of License** .— In the event of a certificate or registration or license or both being lost or destroyed, the holder may apply to the supervising authority for issue of a duplicate certificate of registration or license and the supervising authority, if it thinks fit, issue such certificate and/or license upon payment of a fee specified in Schedule-1. A certificate of registration of license issued under this rule shall be marked 'Duplicate'.

14. **Record of patients admitted or children born in the Nursing Home** .—

(1) The keeper of a nursing home shall keep :—

(a) in Form 'D' a register of patients admitted into the nursing home;

(b) a correct <sup>1</sup> index of the names of the patients admitted to the nursing home;

(c) record of health case sheet of every patient containing the following information in addition to any other information, that may be required by the supervising authority; —

(i) Year \_\_\_\_\_

(ii) Register No. \_\_\_\_\_

(iii) Name \_\_\_\_\_

W/o, S/o, D/o \_\_\_\_\_

(iv) Occupation \_\_\_\_\_

(v) Sex \_\_\_\_\_

(vi) deleted.<sup>2</sup>

(vii) Age \_\_\_\_\_

(viii) Date of Admission \_\_\_\_\_

(ix) Date of discharge \_\_\_\_\_

(x) Disease \_\_\_\_\_

(xi) Result of treatment \_\_\_\_\_

(xii) Date \_\_\_\_\_ History and treatment

\_\_\_\_\_ Diet \_\_\_\_\_.

(2) Where an entry made in the register referred to in clause (a) of sub-rule (1) relates to a woman who has been admitted for delivery, and where a child born to such woman is removed with the consent of the keeper of nursing home and of the parents, or mother or near relative, the keeper of such nursing home shall in addition to the particulars specified in sub-rule (1) also specify in the register the name and address of the person to whose custody and the date on which and the reasons for which the child was so removed.

15. **Record of patients examined or treated in the clinical establishment** .— The keeper or owner of a clinical establishment shall prepare and keep in from 'E' a register of patients examined or treated or in respect of whom any tests are carried out.

<sup>3</sup>“Provided that it shall not be necessary to write the patient's name in alphabetical order.”.

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<sup>1</sup> In clause (b) of sub-rule (1) of Rule 14, has been omitted vide the words “ alphabetical” by amendment dated 16 November 2007, published in the M.P.Gazette (Extra-ordinary) no. 548, dated 16 November 2007 vide Department of Public Health & F.W., Govt. of M.P. No. F-13-2-2005-XVII-Med.-2 dated 15.11.2007.

<sup>2</sup> The sub-clause (vi) of clause (c) of sub-rule (1) of Rule 14 has been omitted by amendment vide supra.

<sup>3</sup> In rule 15, this provisio is inserted vide amendment in the M.P. Upcharayagriha Tatha Rujopachar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Rules, 1997 published in the M.P. Gazette (extra-ordinary) dated 17-1-2007 (see foot note on page 2)

16. **Intimation of death of a patient occurring in nursing home** .— If any death occurs in the nursing home, the keeper or the nursing home shall within 24 hours from the occurrence of the death furnish the following information in respect of such death to the supervising authority together with any other information that may be required by it and to the Medical and Health Officer having jurisdiction over the area in which as nursing home is situated :—
- (i) Date of death
  - (ii) Name of deceased (in block letters)
  - (iii) Male or female
  - (iv) Name of father or of the husband of the deceased (in block letters)
  - (v) Age of deceased
  - (vi) Occupation of the deceased
  - (vii) Cause of death
- <sup>1</sup> 17. (1) **Requirements of Nursing Home** .— The keeper or owner of the nursing home shall fulfill at all times the requirements of a nursing home as specified in Schedule–II :
- Provided that the nursing homes already registered prior to the date of commencement of these rules shall fulfill the requirements within a period of ninety days from the date of coming into force of these rules.
- (2) Subject to the conditions specified in sub-section (1) of section 7 of the Act, any officer authorized to inspect nursing home & clinical establishment, shall do so normally between 08.00 & 18.00 hour:
- Provided that if there is any exigencies to make essential inspection in the opinion of authority, he may do so after taking prior permission from District Collector .
- (3) No Nursing Home, Private Hospital or Clinical Establishment shall deny necessary first aid and /or such other life saving or stabilizing emergency measures, appropriate to that establishment, on the ground that police/statutory formalities are not completed to any accident victim, seriously injured, burn and the cases of criminal assault and poisoning.
18. **Requirements of Clinical Establishment** .— The keeper or owner of the Clinical establishment shall fulfill at all times the requirements of a Clinical Establishment as specified in Schedule-III.
- <sup>2</sup> 19. <sup>3</sup>(1) **Immediate report about contagious or communicable/notifiable diseases.** - The keeper of the nursing home or clinical establishment shall submit a report immediately to the Chief Medical and Health Officer of the district and/or the Chief Medical Officer of the Hospital, if any, maintained by the Municipal Corporation or Municipal Council as the case may be, and the supervising authority as soon as it comes to his notice that any person, who has been admitted or examined as an indoor or outdoor patient in the nursing home or the clinical establishment, is suffering from or has been attacked with Tetanus, Gas Gangrene, Chickenpox, Cholera, Gastro-enteritis (in the event of reporting of at least 5 cases in 24 hrs.), Measles, Infective Hepatitis (in the event of reporting of at least 5 cases in 24 hrs.), Poliomyelitis or Meningitis or such communicable/notifiable diseases and the premises shall be disinfected in a proper manner;
- (2) **Monthly report of contagious or communicable/notifiable diseases.** - The keeper of the nursing home or clinical establishment shall submit monthly report of communicable/notifiable diseases on the prescribed proforma to the Chief Medical and Health Officer of the district and/or the Chief Medical Officer of the Hospital, if any, maintained by the Municipal Corporation or Municipal Council, as the case may be, and the supervising authority ;
- (3) **Report of National Programs.** - The keeper of the nursing home or clinical establishment shall submit on the prescribed proforma, the reports of such National Health Program in which their participation is desired such as Vaccination, Family Welfare etc.: to the Chief Medical and Health Officer of the District concerned.";

<sup>1</sup> For Rules 17 of the principal rules, new rule 17 with sub-rule (1), (2), & (3) has been substituted vide amendment dated 16.11.2007 published in MP Gazette (Extra-ordinary) No. 548 dated 16.11.2007 (see foot note 1, page 3)

<sup>2</sup> For rule 19 of the principal rules, new rule 19 sub rule (1), (2) and (3) and has been substituted vide amendment in the M.P. Upcharayagriha Tatha Rujopachar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Rules, 1997 published in the Madhya Pradesh Gazette (extra-ordinary) dated 17-1-2007 ( see foot note on page 2)

<sup>3</sup> The subrule (1) of the amended Rule 19(supra), new modified has been substituted vide amendment dated 16.11.2007 published in MP Gazette (Extra-ordinary) No. 548 dated 16.11.2007 (see foot note 1, page 3)

20. **Application for appeal** .— (1) Any person aggrieved by an order made by the supervising authority in exercise of the powers conferred on it by the Act or these rules may within sixty days from the date of communication of the order to him, appeal to the state Government by filing the same in triplicate against the order. The application for appeal should be accompanied by a treasury receipt showing that fee of Rs. 100/- has been paid into a Government treasury to the credit of State Government and a copy of the order against which the appeal is made:

Provided that any such application may be entertained after the said period of sixty days, if the applicant satisfies the State Government that he has sufficient cause for not making the application within time.

21. **Order on appeal application** .—

- (1) One receipt of an application for appeal, and after considering the records referred therein the State Government may confirm, modify or set aside the order or pass such other order in relation thereto as it may deem just and proper.
- (2) Pending final Disposal of an appeal the State Government may, for sufficient cause, stay the execution of the order against which appeal has been made.

<sup>1</sup>'SCHEDULE - I'  
(See- Rule-7)  
Schedule of Fees

| S. No<br>(1) | Item<br>(2)  | Registration<br>fee<br>(in Rupees)<br>(3) | Fee for issue of a duplicate<br>certificate of registration & license<br>(in Rupees)<br>(4) |
|--------------|--|---|---|
| (1)          | For Nursing home and<br>Maternity Home-<br>(i) up to 10 beds<br>(ii) above 10 beds but up to<br>20 beds<br>(iii) above 20 beds but up to<br>30 beds<br>(iv) for each additional bed<br>above 30 beds | 600.00<br>1050.00<br>1350.00<br>45.00     | 100.00  |
| (2)          | For Physio-Therapy<br>establishment  | 600.00                                    | 100.00  |
| (3)          | For out-Door Clinics   | 600.00                                    |   |
| (4)          | For Clinical Laboratory  | 600.00                                    |   |

<sup>1</sup> For Schedule I of the principal rules, new modified Schedule I has been substituted vide amendment in the M.P. Upcharayagriha Tatha Rujopachar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Rules, 1997 published in the Madhya Pradesh Gazette (extra-ordinary) dated 17-1- 2007 ( see foot note on page 2)

**SCHEDULE II**  
**(See rule-17)**

**Requirement of Nursing Home**

- <sup>1</sup>(a) **Location and Surroundings.** — The nursing homes to be established shall not be adjacent to on open sewer, drain or public lavatory or to a factory emitting smoke or abnoxious odour.”;
- (b) **Building** .— (i) The building used for the nursing home shall comply with the relevant municipal bye-law in force from time to time.
- (ii) The rooms of the nursing home shall be well ventilated and lighted and shall be kept in clean and hygienic conditions.
- (iii) The wall of the labor room and operation theatre up to a height of four feet from the floor shall be of such construction as to render in water proof. The flooring shall be such as not to permit retention or accumulation of dust. There shall be no chinks or crevices in the walls or floors.
- (iv) Aseptic conditions shall be maintained in labor room and the operation room.
- (v) Adequate arrangements shall be made for isolating specific and infections cases.
- (c) **Space accommodation for the patients etc .—**
- (i) The floor space in nursing home shall be 100 square feet for one bed and additional 60 square feet <sup>2</sup> for every additional bed in the room.
- (ii) A labor room/operation theatre shall be provided with minimum floor space of 160 sq. feet <sup>3</sup>.
- (iii) A duty room shall be provided from the nursing staff on duty.
- (iv) Adequate space for storage of medicines, food articles, equipments etc. shall be provided.
- (d) **Water Supply** .— The water used in the nursing home shall be pure and of drinkable quality.
- (e) **Health, clothing and sanitary requirements or staff** .— (i) The staff, employed shall be free from any contagious disease and shall be provided with clean uniforms suitable to the nature of their duties.
- (ii) The workers shall be medically examined at the time of employment and periodical so
- (f) **Equipment and linen, etc.**— The nursing has shall provide and maintain :—
- (i) Adequate number of commodes, bed-pans and slop sinks with flushing arrangements;
- (ii) High pressure sterilizer and instrument sterilizer;
- (iii) Oxygen cylinder or cylinders and necessary attachment for giving oxygen;
- <sup>4</sup> (iv) omitted
- (v) Adequate equipments, instruments and apparatus;
- (vi) Adequate quantity of bed-sheets, mattresses, pillows, blankets, draw sheets and other linens; and
- (vii) An almirah under lock and key for poisonous substances ;

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<sup>1</sup> The Clause (a) of schedule II of principal Rules 1997 has been substituted vide amendment in the M.P. Upcharayagriha Tatha Rujopachar Sambandhi Sthapanaye (Registrikanan Tatha Anugyapan) Rules, 1997 published in the Madhya Pradesh Gazette (extra-ordinary) dated 17-1-2007( see foot note on page 2)

<sup>2&3</sup> In sub clause (i) of clause (c) of Schedule II of principal rules 1997, for the figures and words “75 sq. feet”, the figures and words “60 sq. feet”, and in sub clause (ii) of clause (c)of Schedule II, for the figures and words “180 sq. feet”, the figures and words “160 sq. feet” has been substituted by amendment vide supra.

<sup>4</sup> In sub-clause (iv) of clause (f) of Schedule II the words “ Apparatus for transfusion” has been omitted by amendment dated 16.11.2007 published in MP Gazette (Extra-ordinary) no. 548 dated 16.11.2007 (see foot note page 3)

(viii) The in-patients shall be provided with minimum furniture and linen as below :—  
For each in-patient :—

|                               |                                |
|-------------------------------|--------------------------------|
| Cot with mattress             | One                            |
| Bed Side-locker               | One                            |
| Chair/Stool                   | One                            |
| Blanket                       | One                            |
| Bed Sheet/Counter pane        | Two to be changed<br>every day |
| Pillow with case counter pane | One                            |

<sup>1</sup> “Deleted”

<sup>2</sup> “(ix) Proper arrangement of prevention of mosquitoes and fly etc. shall be provided by nursing homes.”

(g) **Food** .— If the nursing home provides diet to the patients, it shall be prepared and served under hygienic condition.

(h) **Nursing staff and Midwives** .— (i) Services of nurse shall be provided at the scale of four nurses for 20 beds with a minimum of three nurses in a nursing home/maternity home of 10 beds. In case of a nursing home having 50 beds or more services of one nursing sister for every 50 beds or part thereof shall also be provided.

(ii) 2 Midwives for 1 to 10 beds in case of maternity homes only.

(i) **Records** .— Separate stock register shall be maintained by the nursing home for (i) equipment,

(j) Services of Registered Medical Practitioners shall be provided at the scale indicated below :—

<sup>3</sup> (i) One qualified Medical Practitioner for every 15 patient bed strength or part thereof, Two for every 30 patients bed strength or part thereof with a minimum of 3 qualified medical practitioners in a nursing home having less than 45 beds.”;

(ii) One Medical Practitioners for every forty new out-patients or part thereof per day.

(iii) One Medical Practitioner for every 50 old patients or part therefore per day.

(k) Services of one Medical Practitioner on duty shall be available at all time for attending to emergency call of the indoor patients.

(l) Services of one pharmacist if drug store is maintained.

(m) Services of one qualified Medical Practitioner and X-ray Technician if X-ray facility is provided.

(n) Services of qualified Medical Practitioner and Technician if pathological and laboratory facility is provided.

(o) Services of physiotherapist if physio-therapy facility is provided.

(p) Certificate of Registration and License shall be displayed in the nursing home at a prominent place.

(q) All records and registers maintained shall bear Registration and License number of the nursing home. Similarly all documents and stationery including treatment charts, reports, cash memos, bills etc., used by the nursing home shall bear this number.

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<sup>1</sup> In sub-clause (viii) of clause (f) of Schedule II of principal rules 1997, under the heading “for each in patient” the words “Mosquito net one” are omitted vide amendment in the M.P. Upcharayagriha Tatha Rujopachar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Rules, 1997 published in the Madhya Pradesh Gazette (extra-ordinary) dated 17-1-2007( see foot note on page 2 )

<sup>2</sup> After sub-clause (viii) of clause (f) of Schedule II of principle rules 1997, a new clause “(ix)” has been added by amendment dated 17.1.2007 vide supra

<sup>3</sup> For subclause (i) in Caluse (j) of Schedule II of principal rules 1997, modified sub-clause (i) has been substituted by amendment dated 16.11.2007 published in MP Gazette (Extra-ordinary) no. 548 dated 16.11.2007 (see foot note page 3)

- (r) The keeper of the nursing home shall maintain a complaint book and make it available to the complainant for recording complaint. The complaint book shall be made available to the supervising authority or a person authorized on this behalf of inspection.
- <sup>1</sup> (s) Rate list of various medical services being provided by the nursing home shall be kept compulsorily on the counter and on demand it shall be shown to the patient or his/her family member. <sup>2</sup> The information to this effect shall also be displayed prominently at registration counter. The supervising authority shall also be kept informed of the rate list and of the amendments, if, any, made therein.
- (t) The keeper of the nursing home shall not engage any government servant for any work including consultation without express permission of the Government obtained by such government servant in this behalf and in the event of engagement of any government servant in the nursing home the keeper thereof shall furnish to the supervising authority details of engagements of such government servant on full-time/part-time basis along with the emoluments paid to him by the nursing home.
- (u) The keeper of the nursing home shall take care and ensure that the nursing home or the clinical establishment is not used for unsocial or immoral purposes or both.

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<sup>1</sup> The clause (s) of Schedule II of principal rules 1997 is substituted by new modified clause (s) vide amendment in the M.P. Upcharayagriha Tatha Rujopachar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Rules, 1997 published in the Madhya Pradesh Gazette (extra-ordinary) dated 17-1-2007( see foot note on page 2 )

<sup>2</sup> in the substituted clause (s) (vide supra), for the words “ the rate list so available shall be displayed on the notice board also”, the words “ The information to this effect shall also be displayed prominently at registration counter” has been substituted by amendment dated 16.11.2007 published in the MP Gazette (Extra-ordinary) no. 548 dated 16.11.2007 (see foot note on page 3)



**SCHEDULE III**  
**(See Rule 18)**

**Requirements of Clinical Establishment**

- (1) **Location, building and surroundings** .— <sup>1</sup> (i) The Clinical Establishment shall not be adjacent to an open sewer, drain or public lavatory or to a factory emitting smoke or abnoxious odour.
- (ii) The Clinical Establishment shall not be located in a dingy, damp or otherwise unsuitable building. The building used for clinical establishment shall be kept in clean and hygienic conditions.
- (iii) The building used for clinical establishment shall have adequate water and electricity supply arrangements. Drainage shall be so provided as not to pose any risk or danger to any person.
- (iv) The building shall have lavatory facility with flushing arrangements.
- (2) **Equipment** .— (1) The equipment used in the clinical establishment shall be maintained in safe working condition. Where any testing or diagnostic or other equipment requires certification/approval from a statutory or executive agency appointed by government of India or the state Government no equipment without such certification/approval shall be installed and/or used.
- (3) **Stock Register**.— Stock register shall be maintained in the clinical establishment for equipments, instruments and other articles used in carrying out tests, examination etc.
- (4) **Services of Medical Practitioners and technicians**.— (i) The clinical establishment shall be provided with the services of a Medical Practitioner having recognized qualification <sup>3</sup> in the field in which diagnostic tests or examination are carried out. Having regard to the work load in the clinical establishment, services of adequate number of such qualified medical practitioners shall be provided.
- (ii) Services of qualified technician or technicians to operate the equipments or to carry-out tests/examination shall be provided.
- (iii) In case the clinical establishment provides physio-therapy facilities, services of a qualified physio-therapist shall be provided.
- (5) (i) The keeper or owner of the clinical establishment shall maintain a complaint book and make it available to the complainant for recording complaint. The complaint book shall be made available to the supervising authority or a person authorized on his behalf for inspection.
- <sup>2</sup> (ii) Rate list of various medical services being provided by the clinical establishment shall be kept compulsorily on the counter and on demand shall be shown to the patient or his/her family members. <sup>3</sup> The information to this effect shall also be displayed prominently at registration counter. The supervising authority shall also be kept informed of the rate list and of the amendments, if any, made therein.
- (6) The keeper or owner of the clinical establishment shall not engage any government servant for any work including consultation without express permission of the Government obtained by such a government servant in this behalf and in the event of engagement of any government servant in the clinical establishment, the keeper or owner thereof shall furnish to the supervising authority details of engagement of such government servant on full-time/part-time basis along with the emoluments paid to him by the clinical establishment.

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<sup>1</sup> In Clause (1) of Schedule III of Principal Rules 1997, the sub-clause (i) is substituted vide new modified sub-clause (i) vide amendment in the M.P. Upcharayagriha Tatha Rujopachar Sambandhi Sthapanaye (Registrikanan Tatha Anugyapan) Rules, 1997 published in the Madhya Pradesh Gazette (extra-ordinary) dated 17-1-2007( see foot note on page 2 )

<sup>2</sup> In clause (5) of Schedule III of principal rules 1997, the sub-clause (ii) is substituted by new modified sub-clause (ii) by amendment dated 17.1.2007 (vide supra)

<sup>3</sup> in the substituted clause (ii) (vide supra) of clause (5) of Schedule III, for the words “ the rate list so available shall be displayed on the notice board also”, the words “ The information to this effect shall also be displayed prominently at registration counter” has been substituted by amendment dated 16.11.2007 published in the MP Gazette (Extra-ordinary) no. 548 dated 16.11.2007 (see foot note on page 3)

**FORM – ‘A’**  
**(See rules 3 and 6)**

**Application for Registration/Renewal of registration under sub-section (1) of Section 4 of  
Madhya Pradesh Upcharyagriha Tatha Rujopchar Sambandhi Sthapanaye (Registrikaran  
Tatha Anugyapan) Adhiniyam, 1973**

**PART- A - GENERAL**

- (1) Full name of the applicant \* \_\_\_\_\_
- (2) Full residential address of the applicant \* \_\_\_\_\_
- (3) Technical qualifications if any, of applicant \_\_\_\_\_
- (4) Nationality of the applicant \_\_\_\_\_
- (5) Situation of the registered or principal office\*\* of the Company, Society, Association or other body corporate. \_\_\_\_\_
- (6) Name and other particulars of the nursing home or the clinical establishment in respect of which the registration is applied for. \_\_\_\_\_
- (7) Place where the nursing home/clinical establishment is situated. \_\_\_\_\_
- (8) Whether the applicant is interested in any other nursing home/clinical establishment or business and, if so, the place where such nursing home/clinical establishment is situated or where such business is conducted. \_\_\_\_\_

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\* In case application is made on behalf of a Company, Society, Association or other body corporate, the name and residential address of the person in charge of the management of such Company, Society, Association or Body Corporate should be given.

\*\* This item is applicable only when the application is made on behalf of a Company, Society, Association or other Body Corporate.

**PART - B - NURSING HOME**

- (9) Brief description of construction, site and equipment of the nursing home or any premises used in connection therewith as detailed below:—
- (i) Floor space of bed rooms provided for patients giving number of beds. \_\_\_\_\_
- (ii) Arrangement made for medical check-up and for immunization of the employees. \_\_\_\_\_
- (iii) Floor space of kitchen, servants rooms and other rooms giving details of user and area of each room. \_\_\_\_\_
- (iv) Details of arrangements made for sanitary convenience for patients and employees giving their numbers. \_\_\_\_\_
- (v) Details of arrangements made for storage and service of food. \_\_\_\_\_

- (10) Whether the nursing home or any premises used in connection therewith are used or are to be used for purposes other than that of carrying on a nursing home. \_\_\_\_\_
- (11) (a) Number of beds for maternity patients.  
(b) Number of beds for other patients. \_\_\_\_\_
- (12) Names, ages and qualifications of the members of the nursing staff in the nursing home. \_\_\_\_\_
- (13) Place where the nursing staff is accommodated. \_\_\_\_\_
- (14) Names, ages and qualifications of the resident or visiting physicians or surgeons in the nursing home. \_\_\_\_\_
- (15) (a) Whether the nursing home is under the supervision of a qualified medical practitioner and if so his or her name, age and qualifications. \_\_\_\_\_
- (b) omitted <sup>1</sup> \_\_\_\_\_
- (16) (a) Whether the maternity home being maintained within the nursing home is under the supervision of a qualified nurse or a midwife and if so, their names, age and qualifications. \_\_\_\_\_
- (b) Whether any unregistered medical practitioner or unqualified nurse, unqualified midwife is employed for nursing of patient in the nursing home. \_\_\_\_\_
- (17) Whether any person of alien nationality is employed in the nursing home and if so, his name and other particulars. \_\_\_\_\_
- (18) Fees charged to patients. \_\_\_\_\_

<sup>2</sup> *Note: The desired information under various clauses shall be attached as annexure in appropriate clause.*

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<sup>1</sup> In Clause (15) of Part –B of Form A of principal rules 1997, the sub-clause (b) has been omitted vide amendments dated 16.11.2007 published in the Madhya Pradesh Gazette (extra-ordinary) no. 548 dated 16-11-2007( *see foot note on page 3*)

<sup>2</sup> After clause 18 of Part-B of Form A, this note has been added by amendment dated 16.11.2008 (vide supra)

**PART - C CLINICAL ESTABLISHMENT**

- (19) Description, location, size and type of the building to be used for clinical establishment. \_\_\_\_\_
- (20) Type of clinical establishment. \_\_\_\_\_
- (21) Facilities for carrying out tests/examination or giving treatment available in the clinical establishment. \_\_\_\_\_
- (22) Details of equipment. \_\_\_\_\_
- (23) Name/s, age/s and qualifications of the medical practitioner under whose overall charge the clinical establishment shall function. \_\_\_\_\_
- (24) Name/s, age/s and qualifications of the technicians employed in the clinical establishment. \_\_\_\_\_
- (25) Fees charged from patients. \_\_\_\_\_

<sup>1</sup> Note: The desired information under various clauses shall be attached as annexure in appropriate clause

**PART- D (FOR RENEWAL)**

- (26) No and date of expiry of the certificate of registration. \_\_\_\_\_
- (27) Details of the fee deposited. \_\_\_\_\_

I solemnly declare that the above statements are true to the best of my knowledge and belief.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of the applicant

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<sup>1</sup> After clause 25 of Part-C of Form A, this note has been added vide amendments dated 16.11.2007 published in the Madhya Pradesh Gazette (extra-ordinary) no. 548 dated 16-11-2007( see foot note on page 3)

FORM 'B'  
(See rule 5 and 6)

**Certificate of Registration under Sub-Section (3) of Section 4 of the Madhya Pradesh Upcharyagriha Taha  
Rujopchar Sambandhi Sthapanaye (Registrikanan Tatha Anugyapan) Adhinyam, 1973**

No .....

This is to certify that Shri/Smt. .... has been registered under the Madhya Pradesh Upcharyagriha Taha Rujopchar Sambandhi Sthapanaye (Registrikanan Tatha Anugyapan) Adhinyam, 1973 in respect of ..... (here insert the name of Nursing Home/Clinical Establishment) situated at ..... and has been authorized to carry on the said Nursing Home/Clinical Establishment <sup>1</sup> under the-----  
----- (here insert the name of recognized system of medicine viz: Allopathy/Ayurvedic/Homoeopathy/Unani/Siddha/Naturopathy) system of medicine.

Registration No. ....

Name of Registration .....

Place .....

Date of issued of certificate .....

This certificate of registration shall be valid up to 31st March, .....

.....  
Signature of the Supervision Authority

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<sup>1</sup> In form -B, after the words Nursing Home/Clinical Establishment, he words “ under the ----- (here insert the name of recognized system of medicine viz: Allopathy/Ayurvedic/Homoeopathy/Unani/Siddha/Naturopathy) system of medicine.” Has been added vide amendments dated 16.11.2007 published in the Madhya Pradesh Gazette (extra-ordinary) no. 548 dated 16-11-2007( see foot note on page 3)

FORM 'B B'  
(See Rule 5 and 6)

**Form the License under Section 4 of the Madhya Pradesh Upcharyagriha Tatha Rujopchar  
Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Adhiniyam, 1973**

No.....

License is hereby granted to Shri/Smt.....  
Registered vide No.....dated..... under rule..... of the Madhya Pradesh  
Upcharayagrah Tatha Rujopchar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Rules,  
1997 in respect of ..... to carry on the said Nursing Home/Clinical  
Establishment <sup>1</sup> under the------(here insert the name of recognized system of  
medicine viz: Allopathy/Ayurvedic/Homoeopathy/Unani/Siddha/Naturopathy) system of  
medicine, for a period from ..... to 31st March, ..... subject to  
terms and conditions specified in Schedule - II of the said rules.



.....  
Supervising Authority

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<sup>1</sup> In form –BB, after the words Nursing Home/Clinical Establishment, he words “ under the ----- (here insert the name of recognized system of medicine viz: Allopathy/Ayurvedic/Homoeopathy/Unani/Siddha/Naturopathy) system of medicine.” Has been added vide amendments dated 16.11.2007 published in the Madhya Pradesh Gazette (extra-ordinary) no. 548 dated 16.11.2007( see foot note on page 3)

<sup>1</sup> FORM- 'C'  
(See rule 10)

Registration under section (3) of Section 4 of the Madhya Pradesh Upcharyagriha Tatha Rujopchar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Adhiniyam, 1973

| Name (in full) of the applicant<br>(1) | Full address of the applicant<br>(2) | Nationality of the applicant<br>(3) | Name and other particulars of the nursing home/clinical establishment in respect of which the applicant is registered.<br>(4) | Place where the nursing home/clinical establishment is situated<br>(5) |
|--|--------------------------------------|-------------------------------------|---|--|
|  |                                      |                                     |   |  |

| Institution's bed strength & its distribution |                             |     |     |             |                |                    | Number and date of registration<br>(13) | Date of renewal of registration<br>(14) |
|---|-----------------------------|-----|-----|-------------|----------------|--------------------|---|---|
| Maternity<br>(6)                              | Specialty wise distribution |     |     | ICU<br>(10) | Others<br>(11) | Total Beds<br>(12) |   |   |
|   | (7)                         | (8) | (9) |             |                |                    |   |   |
|   |                             |     |     |             |                |                    |   |   |

FORM – 'D'  
(See rule 14)

Registration patients admitted to ..... nursing home

| S.No.<br>(1) | Reference No. of patient<br>(2) | Full name and Address of patient<br>(3) | Date of admission<br>(4) | Nature of disease at the time of admission<br>(5) |
|--------------|---------------------------------|---|--------------------------|---|
|              |                                 |   |                          |   |

| If the patient suffered from an infections disease during his stay in the home, the nature of such disease and action taken<br>(6) | Additional particulars to be filled in respect of                           |  | Maternity Cases the name and address of persons attending to delivery<br>(9) |
|--|---|--|--|
|  | Date and hour of delivery/miscarriage or abortion as the case may be<br>(7) | Sex of child whether born alive or dead<br>(8) |  |
|  |   |  |  |

| Method of feeding of each child in the nursing home and the period<br>(10) | In the case of patient of child the date and hour of the death<br>(11) | Date of discharge of the patient from the nursing home<br>(12) | Remarks<br>(13) |
|--|--|--|-----------------|
|  |  |  |                 |

<sup>1</sup> For Form-C of principle rules 1997, this modified form –C has been substituted vide amendments dated 16.11.2007 published in the Madhya Pradesh Gazette (extra-ordinary) no. 548 dated 16-11-2007( see foot note on page 3)

**FORM – ‘E’**  
**(See rule 15)**

**Registration of patients examined or treated or in respect of whom any test is carried out in**  
..... **(Clinical Establishment)**

| S.No. | Reference No. of patient | Full name and Address of patient | Date or dates when examined or test carried out | Name and other particulars of the Doctor or hospital by whom/which referred for test |
|-------|--------------------------|----------------------------------|---|--|
| (1)   | (2)                      | (3)                              | (4)   | (5)  |

| Type of test carried out | Fee charged for test/Examination | Additional particulars to be filled in respect of physio-therapy clinic |                           |                   | Remarks |
|--------------------------|----------------------------------|---|---------------------------|-------------------|---------|
|                          |                                  | Particulars of the disease/ailment for which treated                    | Total period of treatment | Total fee charged |         |
| (6)                      | (7)                              | (8)   | (9)                       | (10)              | (11)    |

By order and in the name of the Governor of Madhya Pradesh  
**P.K. MEHROTRA, Principal Secy.**



**<sup>1</sup> Bhopal, the 17th January 2007**

In exercise of the powers conferred by sub-section (1) of Section 7 of Madhya Pradesh Upcharyagriha Tatha Rujopchar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Adhiniyam, 1973 (No. 47 of 1973), the State Government, hereby, authorizes the following officers as specified in column (2) to exercise powers within their respective jurisdiction as specified in column (3) of the Table below for the purpose of said Act and the rules made there under : –

TABLE

| <b>S.No.<br/>(1)</b> | <b>Designation of Authorized Officer<br/>(2)</b>   | <b>Jurisdiction<br/>(3)</b>      |
|----------------------|--|----------------------------------|
| 1.                   | Principal Secretary/Secretary, Health  | Whole of State of Madhya Pradesh |
| 2.                   | Health Commissioner  | Whole of State of Madhya Pradesh |
| 3.                   | Director, Public Health & Family Welfare   | Whole of State of Madhya Pradesh |
| 4.                   | Director, Medical Services   | Whole of State of Madhya Pradesh |
| 5.                   | Regional Director of Health Services   | Respective Region/Zone           |
| 6.                   | All Joint Directors, Health Services (Head Quarter)  | Whole of State of Madhya Pradesh |
| 7.                   | Regional Joint Director, Health Services   | Respective Region/Zone           |
| 8.                   | All Deputy Directors, Health Services (Head Quarter)   | Whole of State of Madhya Pradesh |
| 9.                   | Chief Medical & Health Officer   | Respective District              |
| 10.                  | Civil Surgeon-Cum-Chief Hospital Superintendent  | Respective District              |
| 11.                  | Specialist (Any Discipline of Modern System of Medicine Allopathy) duly authorized by the Chief Medical & Health Officer | Respective District              |

By order and in the name of the Governor of Madhya Pradesh  
**R.A. KHANDELWAL, Dy. Secy.**

<sup>1</sup> Vide amendment in the M.P. Upcharayagriha Tatha Rujopachar Sambandhi Sthapanaye (Registrikaran Tatha Anugyapan) Rules, 1997 published in the Madhya Pradesh Gazette (extra-ordinary) dated 17-1-2007 (*see foot note on page 1*), this new table has been added.