



CORPORATION OF CHENNAI
PUBLIC HEALTH DEPARTMENT
(Application for Registration of Nursing Homes/Hospitals/Clinics)

From :

To:
The Commissioner,
Corporation of Chennai,
Ripon Buildings,
Chennai – 600 003.

Sir,

Please register / renew my / our name as Nursing Home / Hospital / Clinics. I / We furnishing the information required below:-

1.	Name and Address of Nursing Home / Hospital / Clinics	:	
2.	Name of Applicant & Address	:	
3.	Name of the Propertior / Medical Director	:	
4.	T.N. Medical Council Registration No.	:	
5.	Total Number of rooms & beds the dimensions of each rooms and the purpose of each room is proposed to be used	:	
6.	The dimensions of other spaces such as Verandas, Open spaces and yards available in the Building.	:	
7.	Plan of the N.H/Hospitals / Clinics (if any) mention addition / alteration from the previous plan	:	
8.	Nature of construction	:	
9.	a. No. of windows, Ventilators & Doors in each room (Not applicable if the room is Air Conditioned)	:	
	b. If the rooms are air conditioned whether the indicator for Temperature & humidity is fixed in each floor to know effective ventilation	:	Yes / No
	c. Whether any alternative arrangements made when Air-Condition fails	:	
10.	Height of the Buildings	:	
11.	In case of fire ; What is the arrangements provided for emergency exit ?	:	
12.	Is there any blue print of building plan displayed with specialty services offered, operation theatre, special Medical equipments and negative pressure rooms' details, emergency exits and availability of fire extinguishers?	:	
13.	Are persons employed and their Qualification, specialty, register number of all medical / Paramedical personnel is displayed for the public in Tamil and English for public and the inspecting authorities to ensure authenticity and to eliminate quackery.	:	
13.	Is the microbiological sterility test result of the operation theatre carried out once in 15 days maintained in the prescribed register for inspection purposes?	:	
14.	Whether all the Births and Deaths occurred in the Nursing Home / Hospital is reported with in 21 days to the Local Health Authority as required under sec 8(1) (b) of Registration of Birth & Death Act 1969?(annexure. I)	:	
15.	Whether all infectious and notified diseases are reported without delay to the Local Health Authority , the Health Officer as per Chennai City Municipal Corporation Act 1919 sec 349(22c) (23),(25),(29) & Madras Corporation Code Section 19(835) and section 56 and 64 of Tamil Nadu Public Health Act 1939? (Annexure II)	:	

16.	Whether Monthly Report of mortality, morbidity is sent to the Local Health Authority/Health Officer on or before 5th of every month? (Annexure. III)	:
17.	Are there any arrangements for disposal of Bio medical wastes, (segregated and scientifically disposed) through common facility as per the guidelines of TNPCB? (Register should be maintained) a. Whether Garbage collection centre have been provided b. Whether willing to pay for private conservancy charges or private arrangements made?	:
18.	Is there an effective drainage arrangement for Effluents of the Nursing Home / Hospital in treatment chamber as per the TNPCB guidelines before letting into the CMWSSB sewer line?	:
19.	Is the Laboratory maintained internal and external quality assurance program with registers for scrutiny?	:
20.	Is there protected Portable Water Supply?	:
	a. Water Analytical report obtained from Corporation of Chennai	:
	b. Hermitical ceiling of well,. Scientific closure of Over-Head Tank, Cistern, Sump certified by Entomological Assistant of Corporation of Chennai	:
21.	Is there any canteen is available inside the Nursing Home / Hospital / Clinic?	:
	A. Whether Licence obtained from Corporation of Chennai under the provisions of CCMC Act 1919?	:
	B. Whether P.F.A. Rules have been followed?	:
22.	Are a Consent letter enclosed for not refuse to admit / treat patients during calamities or sudden out break of infectious diseases?	:
23.	Is a register kept for recording 10% of the total beds should be used to admit poor patients free of cost as per the guidelines of Private hospitals and nursing homes regulatory act? (Periodical monthly reports should be submitted to the Health Officer in this regard)	:
24.	Is the premise painted and repaired?	:
25.	Is the flooring impervious and drained properly?	:
26.	Are arrangements provided for washing of cloths of the patients?	:
27.	Is Bed, Mattresses, Pillows used by one patient is thoroughly cleaned, aired and disinfected before used by another patient?	:
28.	Arrangements made for cleaning toilets and bath rooms twice daily	:
29.	Property Tax paid up-to date?	:
30.	Previous year registration certificate No and date (for renewal only)	:

I / we here by declare that all the information given above are true to the best of my / our knowledge.

Chennai :

Yours faithfully,

Date:

Signature of Proprietor /
Medical Director