

**LIST OF PARTICULARS REQUIRED TO BE KEPT READY TO
PRODUCE BEFORE ANY INSPECTION TEAM**

Sl No	Particulars
1	Name of the Clinical Establishment displayed (must match with as applied)
2	Registration/Renewal certificates/OSPCB authorization letter/PCPNDT certificate/AERB Certificate/Trade License/Fire Certificate/ Rate Chart/Staff on duty chart (must be displayed in a conspicuous space for viewing of all.)
3	In clinical establishments having admission facility the following must be available. Number of Beds (Must tally with as applied) In-charge Doctor Staff Nurse (1 for 3 beds + 1 Leave reserve) In ICU (1 Nurse for 1 bed) Attendant Peon If having pharmacy one pharmacist is a must. Bills and other register of stock of different drugs/saline/injections with their MRP/MF Date/ Expiry date/
4	For pathology/bio-chemical diagnostic centers Lab Technician -1 Pathologist/Biochemist/Microbiologist -1
5	For imaging centers Radiology Technician -1 Radiologist -1
6	All the staff must be present as per application submitted
7	Fire safety measures available as per guideline of Fire Service department.
8	Measures taken for disposal of waste including bio-medical waste.
9	Overall management of clinical establishment regarding cleanliness, sanitation, electricity supply, water supply, waiting areas, reception areas etc.
10	Qualification and verification of the certificates of all staff (direct interaction with staff and cross checking with certificates shall be done)
11	Any other document as per OCE(C & R) Act and Rules there under must be kept ready.

Sl No	Records
1	OPD patient register showing Name, address, date, provisional diagnosis and advice given. (applicable for all types of clinical establishments)
2	IPD register showing, Name Age, Address, Referred from, Date & Time of Admission, Provisional diagnosis, Treatment plan, Date of Discharge.
3	Operation Register showing name , age, address, operation done, name of Operating Surgeon and team of staff.
4	Vital statistic ledgers showing all deaths, births
5	Medico legal case register (Name, Age, Sex, Address, time of receive, condition of patient, time of discharge, cause of discharge, time of police information)
6	Register of staff engaged, deployed, on call and consultants.
7	Aquitance Ledger showing payment to Doctors, and paramedical staff.
8	Register showing the list of Govt. doctors/staff attending the Clinical Establishment (Name Address, Designation, Place of Posting, Time of such attendance)
9	Ledger showing the list of IPD and OPD patients under BPL category given free treatment. (Name, Age, Sex, Address, Disease, treatment given)
10	Ledgers related to accounts (Receipts, expenditures, income tax etc)