

Government of West Bengal
Office of the Chief Medical Officer of Health
North 24-Parganas, Barasat.

List of documents to be submitted for New Licence or Renewal of Licence in respect to Clinical Establishment and also different Establishment and also different Establishment Acts.

1. The Application Form No. II - Properly filled.
2. Original copy of previous License (for Renewal case).
3. Original Challan.
4. Affidavit by the First Class Magistrate.
5. Total staff list category wise in concern pad.
6. Radiologist/ R.M.O./ Sonologist/ X-Ray Technician/ Pathologist/ Lab. Technician/ Physiotherapist/ Staff Nurse Certificate and registration No. from recognized Institution/ Authority which ever is applicable and also Xerox copy of the certificate should be attached.
7. Consent Letters and appointment letters of all staff concerned.
8. Current Trade Licence for the purpose from the Municipality or Panchayet.
9. Professional Tax clearance certificate for the current year.
10. Original of attested duplicate Blue Print of the building approved by the Municipality / Panchayet (for new and extension cases only) earmarking area to be utilized as per present clinical instruction by the Unit.
11. In case of owner - ownership towards the premises must be supplied by deeds, records or tax documents.
12. In case of lease deed with landlord a no objection certificate must be produced, current receipt of rent payment to the land lord in case of rented building is required in case of renewal of Licence.
13. Copy of Annual Report with Renewal receipt of company/ society/ etc. where applicable.
14. Certificate form Chairman / Panchayet Prodhan regarding maintenance of the rules of Hazardous Waste Disposal where applicable.
15. Certificate from West Bengal Pollution Control Board where applicable.
16. A list of attending doctors with attested copy of their qualification certificate and Registration No. and consent letter including Anesthetist.
17. Rate Chart & Fees.
18. Approval of A.E.R.B., Niyamak Bhaban, Anushaktinagar, Mumbai - 400094 where applicable (for X-Ray/ C.T. Scan/ MRT etc.)
19. Instrument List.
20. Performance report (Month wise only for renewal cases) of previous year where applicable.
21. Declaration for Fire Safety measures.



Bidhannagar Municipal Corporation

License Department

Self attested Photo Copy of following Documents to be submitted together with Application Form for obtaining Certificate of Enlistment

For operating commercial activity in lease hold residential Plot.

1. No objection Certificate, of Urban Development Department, Govt. of West Bengal, at Plot No.8, DF Block , Beside Purto Bhawan & Water Tank No.6, Nagarayan, (Not required in case of Commercial Plot)
2. Lease Deed provided by Govt. of West Bengal duly self attested by Plot owner
3. Clearance Certificate (C.C.) issued by Bidhannagar Municipal Corporation duly self attested by Plot owner.
4. Sanctioned Site Plan issued by Bidhannagar Municipal Corporation (Both side Xerox) duly self attested by Plot owner.
5. Possession Certificate, (if available) duly self attested by Plot owner
6. Mutation Certificate (Incase of proof of legal heir required. If more than one heir NOC of other heirs should be furnished) duly self attested by Plot owner
7. Latest paid Property Tax Bill with clearance of Assessment Deptt. duly self attested by Plot owner.
8. Rent Receipt & Rent Agreement -2 (two) Copies (in case a certain portion or whole of the plot is rented out by the Plot owner) duly self attested by Plot owner and applicant.
9. Memorandum & Article of Association issued by ROC (in case of Limited or Public Limited Company). Board of Directors Resolutions are to be submitted with regard to List of Directors and authorised signatories who will sign in all documents on behalf of the Ltd. or Private Ltd. company with company's seal.
10. PAN Card of the Plot owner & Applicant should be submitted duly self attested by respective holder.
11. Partnership Deeds should be submitted (In case of Partnership business) duly attested by the Partners.

For operating commercial activity in Malls and Commercial Complexes

1. Lease/Sale Deed of owner of the Module duly self attested by Plot owner.
2. Mutation Certificate (Amendment & Alteration) issued by Bidhannagar Municipal Corporation duly self attested by Plot owner.
3. Property Tax Bill issued by Bidhannagar Municipal Corporation duly self attested by Plot owner.
4. Rent Agreement with Rent receipt duly self attested by Plot owner and applicant.
5. Maintenance Bill to be issued by the authority of the concerned commercial complex / Mall (if business already started).
6. Floor Plan with demarcation of business location in red colour duly self attested by Plot owner and applicant.
7. Partnership Deeds should be submitted (In case of Partnership business) duly attested by the Partners.

For operating commercial activity In Free Hold Residential Plots & under ward No.28 to 41

1. Registered Sale Deed/ Lease Deed or any other document (if any, as proof of ownership of the plot /land)
2. Mutation Certificate issued by BL&LRO or concerned Appropriate Authority.
3. Possession Certificate issued by U.D. Deptt., Govt. of West Bengal, or any other Appropriate Authority.
4. Porcha of the Plot.
5. Sanctioned Building Plan, if any, issued by the Competent Authority.
6. Completion Certificate (C.C.) together with Sanctioned Plan issued by the Competent Authority
7. Latest paid Property Tax Bill issued by the concerned Municipal Authority.
8. Latest paid Tax Bill issued by L & LR Deptt. Govt. of West Bengal (in case of added areas)
9. Rent Receipt & Rent Agreement (in case of certain portion or whole of the plot is rented out by the plot owner)
10. Memorandum & Article of Association issued by ROC (in case of Limited or Public Limited Company)
11. Partnership Deeds should be submitted (In case of Partnership business)
12. PAN Card of the Plot Owner & Applicant should be submitted

For operating commercial activity in Municipal Markets

1. Possession Certificate/ Allotment Letter of actual allottee
2. Agreement of the allotted Shops/ Stalls /Chatals
3. Last paid Rent Bill of the allotted Shops/ Stalls /Chatals duly stamped by Banker
4. PAN Card of the allottee of the allotted Shops/ Stalls /Chatals should be submitted

NOTE

- The Municipal Authority reserves the right to cancel the issued Certificate of Enlistment at any point of time, if any misrepresentation made by the Applicant and also as per applicable laws or any rules made thereunder.
- If any problem with regard to any matter related to obtaining Certificate of Enlistment, please contact the License Deptt. at Bidhannagar Municipal Corporation directly.
- NOC of Pollution Control Board, if & as applicable depending on the nature of trade, is to be submitted
- Drug License / Clinical license issued by the Directorate of Drug Control or by the Appropriate Authority, if & as applicable depending on the nature of trade, is to be submitted.
- NOC of the Fire Deptt., if & as applicable depending on the nature of trade, is to be submitted.
- Food & Health Deptt. NOC, if & as applicable depending on the nature of trade, is to be submitted.