



## Basic Document Checklist – Hospital Registrations (Uttarakhand)

### 1. Uttarakhand Pollution Control Board (UKPCB)

(Uttarakhand Pollution Control Board)

**Required Documents:**

- Land ownership / Lease agreement
- Building layout plan (Map)
- Project report / Hospital details
- Water consumption & waste generation details
- Bio-medical waste agreement
- STP/ETP details (if applicable) Reporting
- DG Genset details
- Electricity bill / connection proof
- Aadhaar & PAN of owner
- Passport Photo of owner
- DPR
- 143 Document
- No of Beds Affidavit
- Fire NOC
- Previous NOC (if renewal)

### 2. Clinical Establishment Act Registration

(CMO Office – Nainital)

**Required Documents:**

- Hospital building map & layout
- Fire NOC
- Pollution NOC (CTE/CTO)
- Doctor qualification certificates (MBBS/MD etc.)
- Staff details (nurses, technicians)
- Equipment list
- Address proof of hospital
- Owner ID proof
- Affidavit / declaration
- Demand Draft
- BMW Waste Certificate

### 3. Trade License

(Haldwani Municipal Corporation)

**Required Documents:**

- Application form
- Property tax receipt
- Rent agreement / ownership proof
- Aadhaar & PAN
- NOC from landlord (if rented)
- Building completion certificate
- Business details

### 4. Shops and Establishment Registration

(Labour Department)

**Required Documents:**

- Business registration proof
- Owner ID proof
- Address proof





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- Employee details
- Salary structure
- Working hours details
- Rent agreement / ownership proof

## 5. Pharmacy License

(Uttarakhand Drug Control Department)

### Required Documents:

- Pharmacist registration certificate
- Pharmacy layout plan
- Refrigerator details
- Rent agreement / ownership proof
- Aadhaar & PAN / Photo
- Affidavit
- Qualification certificates
- Electricity bill

## 6. Narcotic Drug License

(Drug Controller / Narcotics Dept.)

### Required Documents:

- Hospital registration certificate
- Doctor registration
- Drug license copy
- Storage facility details (locker)
- Indent & usage justification
- ID & address proof

## 7. Blood Bank / CDSCO License

(Central Drugs Standard Control Organisation)

### Required Documents:

- Building layout (blood bank area)
- Equipment list
- Qualified staff certificates
- Cold storage details
- Power backup details
- Hospital registration
- SOPs & protocols

## 8. Fire NOC

(Uttarakhand Fire and Emergency Services)

### Required Documents:

- Building map
- Fire safety layout
- Fire equipment bill/invoice
- Water tank & pump details
- Electrical safety certificate
- Occupancy certificate

## 9. PCPNDT Registration

(PCPNDT Authority India)

### Required Documents:

- Ultrasound machine invoice
- Doctor qualification (Radiologist)
- Room layout
- Affidavit (no sex determination) Form A
- Machine registration details





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- Address proof
- PCPNDT Book Act

## 10. EPFO Registration

(Employees' Provident Fund Organisation)

### Required Documents:

- PAN of organization
- Aadhaar of employer
- Address proof
- Bank details
- Employee details
- Salary breakup

## 11. ESIC Registration

(Employees' State Insurance Corporation)

### Required Documents:

- PAN card
- Business registration
- Employee details
- Salary details
- Bank account
- Address proof

## 12. Bio-Medical Waste Authorization

(UKPCB)

### Required Documents:

- BMW Agreement
- Waste category details
- Hospital registration
- Bed strength details
- Layout plan
- Previous authorization (if renewal)

## 13. Lift NOC

### Required Documents:

- Lift installation certificate
- Lift layout drawing
- Maintenance contract (AMC)
- Electrical safety certificate
- Building approval
- Test report

## 14. Other Required Details

### Required Details:

- Mobile Number
- Phone Number
- Mail Id
- Website
- Address
- Hospital Letter Head
- Hospital Stamp

