

आरोग्य विभाग, जिल्हा परिषद सांगली.

महाराष्ट्र शुश्रूषागृह नोंदणी (सुधारित) नियम, २०२१ (मुंबई शुश्रूषागृह नोंदणी अधिनियम, १९४९)

Online Process of Taluka Health Officer Level

1) Website Link

<https://www.zpsanglimnhrr.com/index.php>

The screenshot shows the homepage of the website. At the top, there are logos for the Government of India, Maharashtra, and the Taluka Health Officer Level. Below the logos, there are navigation links: मुख्यपृष्ठ, कागदपत्रे, नोंदणी करा. The main heading is 'आरोग्य विभाग, जिल्हा परिषद सांगली.' followed by 'महाराष्ट्र शुश्रूषागृह नोंदणी (सुधारित) नियम, 2021 (मुंबई शुश्रूषागृह नोंदणी अधिनियम, 1949)'. Below this, there are four login options: प्रशासक लॉगिन, जिल्हा लॉगिन, तालुका लॉगिन, and वापरकर्ता लॉगिन. At the bottom, there is contact information: आरोग्य विभाग जिल्हा परिषद, सांगली-मिर्जा रोड. ता-मिर्जा, जि-सांगली, पिन कोड नंबर: 416416, Contact: 0233-2373032.

2) Guidelines & Documents

All GR's, Guideline's & Format's file has been uploaded in "कागदपत्रे" Option on right side corner of website

The screenshot shows the navigation bar of the website. It includes logos for the Government of India, Maharashtra, and the Taluka Health Officer Level. Below the logos, there are navigation links: मुख्यपृष्ठ, कागदपत्रे, नोंदणी करा. An arrow points to the 'कागदपत्रे' link.

3) Taluka level ID & Password.

Already ID & Password shared with Taluka office, if not received contact district office.

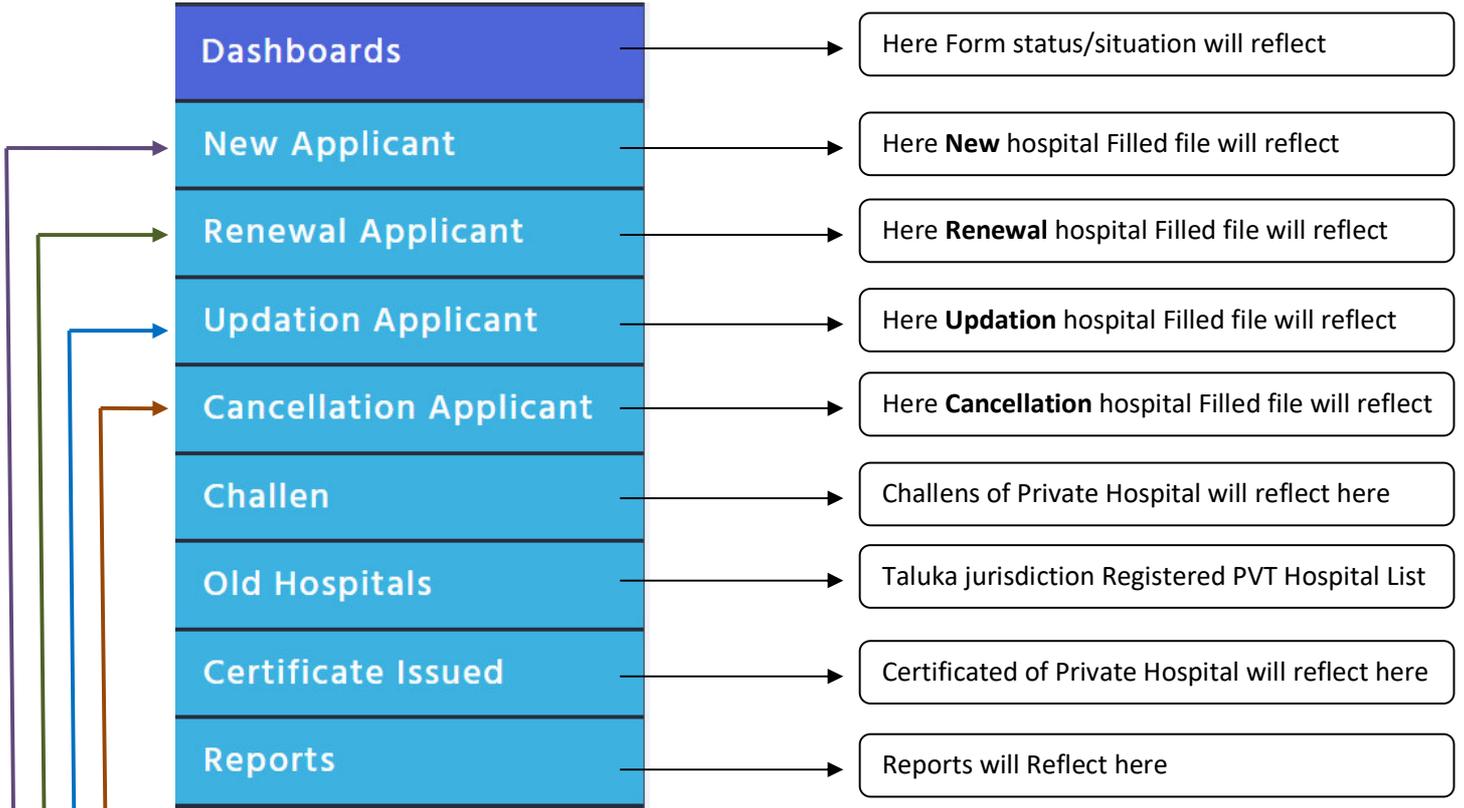
4) Checking Online Form & Uploaded Document.

* After Getting ID & Password - Open Main Page of website.

* Check the form through "तालुका लॉगिन"

The screenshot shows the homepage of the website. Below the main heading, there are four login options: प्रशासक लॉगिन, जिल्हा लॉगिन, तालुका लॉगिन, and वापरकर्ता लॉगिन. An arrow points to the 'तालुका लॉगिन' link.

* After Log In - Left side following 09 Option will Reflect, That's means



5) Filled form checking process

A) Selecting Hospital

* Select Hospital via from left side option (as per above indicated)

- 1) New Applicant (खाजगी शुश्रुषागृहांचे नवीन नोंदणी हॉस्पिटल प्रस्ताव येथे दिसेल)
- 2) Renewal Applicant (खाजगी शुश्रुषागृहांचे नूतनीकरण हॉस्पिटल प्रस्ताव येथे दिसेल)
- 3) Updation applicant (खाजगी शुश्रुषागृहांचे श्रेणीवर्धन हॉस्पिटल प्रस्ताव येथे दिसेल)
- 4) Cancellation applicant. (खाजगी शुश्रुषागृहांचे नोंदणी रद्द हॉस्पिटल प्रस्ताव येथे दिसेल)

* After Selecting any option from above - the filled hospital data will reflect as per shown down. if there is no any data reflecting, that mean no file received for respective option.

Showing Names Of Person Registered under section 5 of the Bombay Nursing Homes Registration Act, 1949

NAME OF THE APPLICANT	FULL ADDRESS OF APPLICANT	NATIONALITY	NAME AND OTHER PARTICULARS OF THE NURSING HOME IN RESPECT OF WHICH THE APPLICATION IS REGISTERED	PLACE WHERE THE NURSING HOME IS SITUATED	TOTAL NUMBER OF PATIENTS FOR WHOME THE NURSING HOME	NUMBER AND DATE OF REGISTRATION	DATE OF RENEWAL OF REGISTRATION	STATUS	ACTION
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Resubmitted	View Documents
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending	View Documents
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending	View Documents
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending	View Documents

B) STATUS & ACTION Option

- * After reflection hospital name (from any 04 option mentioned above)
- * Drag Cursor Right side - then Status & Action option will reflect.
- * In Status Option - Dropdown list of **Pending, Forwarded, Rejected, Queried, Resubmitted** will reflect here.

STATUS	ACTION
Pending	View Documents
Forwarded	View Documents
Rejected	View Documents
Queried	View Documents
Resubmitted	View Documents
Pending	View Documents

This option indicates has following,

- **Pending** - File is pending at your level.
 - **Forwarded** - File to be forward from here to District level.
 - **Rejected** - File to Reject from this option.
 - **Queried** - If any query from filled file of Private hospital. from here to District level
 - **Resubmitted** - After resolving query & Resubmitted file of private hospital. at that time "Resubmitted" option will reflect.
- * In Action Option - **View & Document** Option will reflect.
- **View** - here Basic details & file filled will reflect.
 - **Document** - here Document uploaded will reflect.

C) PROCESS OF CHECKING FORM & DOCUMENT (In 2 Stages)

1st Stage :- Select [View](#) option and view form as following Heading points for New & Renewal file,

* **First Page** - BASIC INFORMATION :-

- ✓ It includes information of Doctor / Hospitals/ Last Registration data.
- ✓ Here all Columns should be filled.
- ✓ After checking all columns, if it's found ok, then First Page Status to select as "Verified" if any query occurs then status should be "Query" and Query should mention in "Enter Query" Option & click on "Next Step" for checking Page No. 02.

First Page Status

Verified

Verified

Query

Enter Query

[Back](#) [Next Step](#)

* **Second Page** - DOCTOR INFORMATION :-

- ✓ It includes information of Doctor's Working in hospital.
- ✓ Here all Columns should be filled.

DOCTOR INFORMATION												
#	NAME	AGE	GENDER	ADDRESS	MOBILE	QUALIFICATION	ADD. QUALIFICATION	MMC/MCIN COUNCIL NO	MMC/MCIN COUNCIL CERTIFICATE EXPIRY DATE	POST IN HOSPITAL	WORK NATURE	VIEW DOCUMENT
1												<div style="border: 1px solid #ccc; padding: 2px;"> <p style="background-color: #007bff; color: white; padding: 2px;">Show</p> <p>Verified</p> <p>Query</p> </div>

- ✓ Doctors Document should be Verified by Checking Uploaded File about respective Doctors in VIEW DOCUMENT - [Show](#) Option.

✓ If all Document Uploaded as per Norms then Status to be change as **Verified**, if Not Then status to be done as **Query** & Mention Query in reflected Box.

✓ **While Mentioning Query - Doctors Name should Mention at starting & then use this :- sign and start mentioning Query.**

Example :-

डॉ.अमर विश्वास सावंत :- यांचा Maharashtra Medical Council (MMC) कडील नूतनीकरण स्लीप जोडलली नाही.

✓ Check the Doctors Availability as per Hospital Health Services. if it fulfills same as first page downward Verified / Query option should click on “Next Step” for checking Page No. 03.

*** Third Page - NURSING STAFF INFORMATION:-**

- ✓ It includes information of Nurse’s Working in hospital.
- ✓ Here all Columns should be filled. NURSING STAFF INFORMATION

#	NAME	AGE	GENDER	ADDRESS	MOBILE	QUALIFICATION	MMC/MCIN COUNCIL NO	MMC/MCIN COUNCIL CERTIFICATE EXPIRY DATE	POST IN HOSPITAL	WORK NATURE	ACTION
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Fulltime	<input type="button" value="Show"/> <input type="button" value="Verified"/> <input type="button" value="Query"/>

✓ Nurse’s Document should be Verified by Checking Uploaded File about respective Nurse’s in VIEW DOCUMENT - Option.

✓ If all Document Uploaded as per Norms then Status to be change as **Verified**, if Not Then status to be done as **Query** & Mention Query in reflected Box.

✓ **While Mentioning Query - Nurse’s Name should Mention at starting & then use this :- sign and start mentioning Query.**

Example :-

श्री.अमर विश्वास सावंत :- यांचा Maharashtra Nursing Council (MNC) कडील नूतनीकरण स्लीप जोडलली नाही.

✓ Check the Nurse’s Availability as per Hospital Health Services & on Availability of bed. If it fulfills same as Second page downward Verified / Query option should click on “Next Step” for checking Page No. 04.

*** Fourth Page - OTHER STAFF INFORMATION :-**

- ✓ It includes information of Other Staff Working in hospital. E.g. Receptionist, Record keeper, Accountant, Helper, Sweeper, Electrician-On call, Plumber-On call, etc....
- ✓ Here all Columns should be filled. OTHER STAFF INFORMATION

#	NAME	AGE	GENDER	ADDRESS	MOBILE	QUALIFICATION	POST IN HOSPITAL	WORK NATURE	ACTION
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="Show"/> <input type="button" value="Verified"/> <input type="button" value="Query"/>

✓ Other Staff Document should be Verified by Checking Uploaded File about respective Other Staff in VIEW DOCUMENT - Option.

✓ If all Document Uploaded as per Norms then Status to be change as **Verified**, if Not Then status to be done as **Query** & Mention Query in reflected Box.

✓ **While Mentioning Query - Other Staff Name should Mention at starting & then use this :- sign and start mentioning Query.**

Example :-

श्री.अमर विश्वास सावंत :- यांचा शिक्षणिक अर्हता प्रमाणपत्र जोडलेली नाही.

- ✓ Check the Other Staff Availability as per Hospital Health Services & on Availability of bed. If it fulfills same as Third page downward Verified / Query option should click on “Next Step” for checking Page No. 05.

*** Fifth Page - FEES DETAILS :-**

- ✓ It includes information of fees of various services in hospital.
- ✓ Check the Fees Details as per Hospital Health Services. If it fulfills same as Fourth page downward Verified / Query option should select click on “Next Step” for checking Page No. 06.

*** Sixth Page - EQUIPMENT DETAILS:-**

- ✓ It includes information of Equipments available in hospital.
- ✓ Check the Equipments Details as per Hospital Health Services & on Availability of bed. If it fulfills same as Fifth page downward Verified / Query option should click on “Next Step” for checking Page No. 07.

*** Seventh Page - MINIMUM ESSENTIAL DETAILS:-**

- ✓ It includes information of Minimum Essential available in hospital.
- ✓ Check the Minimum Essential Details as per Hospital Health Services & on Availability of bed. If it fulfills same as Sixth page downward Verified / Query option should click on Next Step for checking “Documents”.

2nd Stage :- Document Verification.

*** Document Page - DOCUMENTS VERIFICATION:-**

DOCUMENTS VERIFICATION
नर्सिंग होम ची नोंदणी / नूतनीकरण

- ✓ It includes Document upload by Private doctor Hospital. (Total 23 Documents to be check)

#	DOCUMENT NAME	VIEW	ACTION	REASON
1	नोंदणी / नूतनीकरण होऊन मिळणेबाबत डॉक्टरांच्या लेटर पॅडवरील पत्र (जिल्हा आरोग्य अधिकारी जि. प. सांगली आणि तालुका आरोग्य अधिकारी, पं. स.)	View	<input type="text"/>	<input type="text"/>
2	विहित नमुन्यातील नोंदणी / नूतनीकरण करणासाठीचा अर्जबॉम्बे नर्सिंग होम्स अक्ट १९४९ न. च्या कलम न. ५ अन्वये - नियम क्र. ४ व ६ अन्वये	View	Verified Query	<input type="text"/>
3	सुधारित नोंदणी नियमानुसार मूळ डॉक्टरांचे रु. १०० च्या बॉडपेपरवरील हमीपत्र / प्रतिज्ञा पत्र	View	<input type="text"/>	<input type="text"/>
4	नूतनीकरण करणेस विलंब झाल्यास त्या अनुषंगाने खुलासा	View	<input type="text"/>	<input type="text"/>
5	ग्रामपंचायत / कडील शुश्रूषागृह चालवण्यास ना हरकत दाखला	View	<input type="text"/>	<input type="text"/>
6	मालकीबाबत जागेचा उतारा. (८ अ चा उतारा)	View	<input type="text"/>	<input type="text"/>

- ✓ While Checking the Document use “Document List & Description” file which is uploaded on website.
- ✓ Check the entire Document separately as per Hospital Health Services & on Availability of bed.

- ✓ While checking document if document found correct as per norms then click on Box of Action and select "Verified" and go to next document. If any query regarding uploaded file/Document found then select "Query" option and then mention Query Reason in "Reason" Column.

✓ **While Mentioning Query in reason column - Document Name should Mention at starting & then use this :- sign and start mentioning Query.**

Example :- for Sr.No 01 Document,

नोंदणी / नुतनीकरण होऊन मिळणेबाबत डॉक्टरांच्या लेटर पॅडवरील पत्र (जिल्हा आरोग्य अधिकारी जि. प. सांगली आणि तालुका आरोग्य अधिकारी, पं. स.) :- कागदपत्रे जोडलेले दिसून येत नाही.

- ✓ After checking all Document downward "SAVE/NEXT" button will reflect, click on it then main page will open.

16	Fire NOC / Audit Report (ज्या संस्थेकडून ऑडीट करून घेतले आहे त्या संस्था व व्यक्तीचे अधिकृत नोंदणी प्रमाणपत्र)	View		
17	अग्निशामक यंत्र (Fire Extinguisher) प्रमाणपत्र	View		
18	Electric Audit Report (ज्या संस्थेकडून ऑडीट करून घेतले आहे त्या संस्था व व्यक्तीचे अधिकृतनोंदणी प्रमाणपत्र)	View		
19	हॉस्पिटल नोंदणी / नुतनीकरण प्रमाणपत्राची (Original Copy) मूळ प्रत	View		
20	रुग्णालयामध्ये तक्रार निवारण कक्षाची माहिती व दूरध्वनी क्रमांक प्रदर्शित केले आहे	View		
21	रुग्णालयामध्ये दर्शनी भागामध्ये रुग्ण हक्क संहिता माहिती प्रदर्शित केलेला फोटो डॉक्टरांसहित अपलोड करणे	View		
22	रुग्णालयामध्ये दर्शनी भागामध्ये आरोग्य सेवांचे दर प्रदर्शित केलेला फोटो डॉक्टरांसहित अपलोड करणे	View		
23	संस्था अंतर्गत हॉस्पिटल असल्यास मूळ डॉक्टरांची संस्थेकडून नियुक्ती केलेला आदेश, संस्थेचे कागदपत्र, इत्यादी.	View		

[Save](#)

For Cancellation File

(Rather than above process)

- **View** - here only page - file filled will reflect.
- **Document** - here only 3 Document uploaded will reflect.

DOCUMENTS VERIFICATION

नर्सिंग होम ची नोंदणी / नुतनीकरण

#	DOCUMENT NAME	VIEW	ACTION	REASON
1	रद्द होऊन मिळणेबाबत डॉक्टरांच्या लेटर पॅडवरील पत्र (जिल्हा आरोग्य अधिकारी जि. प. सांगली आणि तालुका आरोग्य अधिकारी, पं. स.)	View	Verified	
2	डॉक्टरांचे रु. १०० च्या बाँडपेपरवरील हमीपत्र / प्रतिज्ञा पत्र	View	Verified	
3	हॉस्पिटल नोंदणी / नुतनीकरण प्रमाणपत्राची (Original Copy) मूळ प्रत	View	Verified	
				Save

D) PROCESS OF Forwarding & Querying.

After opening main page right side STATUS option will reflect, where already Pending will reflect, click on that then 5 option will reflect.

STATUS	ACTION
Pending	View Documents
Pending	
Forwarded	
Rejected	
Queried	
Resubmitted	

*** Forwarded -**

- ✓ After Completion of File, while submitting file to District level Select **Forwarded** option then following tab will open,

UPLOAD CHECK LIST & SHIFARAS PATRA

Upload Shifaras Patra

[Choose Files](#) N...en [Upload](#) [Show](#)

Upload Checklist

[Choose Files](#) N...en [Upload](#) [Show](#)

- ✓ In this THO शिफारस पत्र & THO Visit Checklist - Signed Hard Copy to upload.

- ✓ THO शिफारस पत्र & THO Visit Checklist - Format Uploaded on Website.

*** Queried -**

- ✓ After checking file & Visiting hospital, if any query found then select **Queried** option then following tab will open,

QUERY OUTWARD LETTER

Outward Date

Outward No.

[Save](#)

- ✓ In this Outward Number & Date to fill, then automatic letter will generate and reflect to respective Private hospital's.

- ✓ Generated Automatic Letter - in this letter query mention in above View (7 Pages) & Document's pages will reflect.

Highlight Of MNHRR 2021 Online Process

Private Hospital Level Process

- * Form Filling & Document Upload.
- * Rectifying the Queries Received by Taluka & District Office.
- * Paying the Challan Fees.

Taluka Level Process (Taluka Health Officer (Panchayat Samiti))

- * Online Form & Document Verification
- * Visit to Private Hospital
- * If Any Query occurs, Informing to Private Hospital.
- * Otherwise Forwarding to District Office with Visit Report.

District Level Process (District Health Officer (ZP Sangli))

- * Online Form & Document Verification.
- * Visit to Private Hospital (Randomly).
- * If Any Query occurs, Informing to Taluka / Private Hospital.
- * Otherwise Generating Challan, After Confirmation of paid challan issuing Certificate.