

**Documents (Whichever applicable) to be attached with consent letter**

1. Copy of certificate or memo of Director, Health Services, registering the hospital/diagnostic centre.
2. Renewal of Registration for the year 2012-13 in case of hospitals/nursing homes.
3. Agreement in Double Space on plain paper (later on to be finally executed on Rs. 100/- Non-judicial Stamp).
4. Copy of License for running blood bank/diagnostic lab. if any.
5. PNDT and/or MTP registration certificate, if required.
6. Rate list of **charges of Hospital** and **CGHS**.
7. Certified copy of partnership deed/society registration/**memoranda of association of Society**/trust or declaration regarding proprietorship if proprietorship concern.
8. **Resolution/Decision** of Board/Society/Partners for authorized Signatory to sign on the Agreement in regard of empanelment of hospital/diagnostic centre under DGEHS.
9. Certified copies of **audit balance sheets**, profit loss account for the preceding 3 years.
10. Latest Income Tax Clearance Certificate / **ITR** and Photocopy of **PAN** Card.
11. Name and Address of the **Bankers** along with account details.
12. Undertaking regarding no **criminal conviction** in court of law or Medical Councils.
13. Undertaking in respect of Laboratories that these labs will get accreditation with NABL within 6 months on Rs. 100/- Non-judicial Stamp Paper if already not accredited.
14. Security of **Rs. 2 lac/ 10 lac** in the form of **bank draft / fixed deposit** or **Bank Guarantee** from a commercial bank in an acceptable form as per clause 18 of the draft agreement on the name of " Director, Health Services" Government of National Capital Territory of Delhi.
15. Photocopy of **latest CGHS notification** for empanelment of the hospitals/diagnostic centers with empanelled specialties.
16. Undertaking that the institution is **still on the panel of CGHS** for the specialties mentioned in the notification of empanelment. Further the undertaking shall have to be submitted on six monthly basis.
17. Copy of **vetting fee** of Rs. 32/- deposited with the personal branch of Secretary (law & Justice). Law Department, 8<sup>th</sup> level, Delhi Sachivalay, Delhi - 110002.
18. Any other relevant information

Encl: Copy of agreement to be signed.