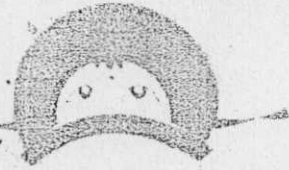


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Government of Rajasthan  
Directorate of Medical Health & Family Welfare  
State P.C.P.N.D.T. Cell  
Rajasthan, Jaipur

बेटी बचाओ  
Save the girl Child

State PCPNDT Cell/2010/Cir/ 347

Date 20/8/10

CIRCULAR NO 3/2010

Subject:-Maintenance of Register Performa "H" by the Appropriate Authority  
— Accordance with PCPNDT Act 1994

1. The undersigned is directed to invite attention to provision contained in PCPNDT Act 1994 (hereinafter called The Act) which provide maintenance of records, Register Performa "H" for applications received for grant, and regulation to registration certificates of centres under the Act.
2. It has been brought to the notice of the Directorate that presently the Appropriate Authorities are not maintaining the records; Register Performa "H" for applications rejected/ registered centres, as per requirement of the Act.
3. It is understood that maintenance of register Performa "H" which is known as a master register of records, for applications rejected and certificates issued, thereafter on the part of regulation by the Appropriate Authority are most essential as prescribed by the Act and any deficiency or inaccuracy found there in shall, amount of be treated as violation of Section 25 of the Act on the part of the Appropriate Authority, for maintenance of records.
4. It has been also found during Inspection of records that complete Make and Model No of Sonography Machine is neither available on records and nor mentioned on Certificate issued. It is necessary to mention here that equipment can be identified by only its specific identification number, which is called body No. of machine, mentioned in bill or installation report. Hence regulation of equipments could be possible only by checking of body No of machine rather than only make and model.
5. In this context it is entirely appropriate to mention Legal scenario as follows:-  
PCPNDT Act 1994, under Rule 1996 [See Rule 9(5)]

CIRCULAR NO 3/2010

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Rule 9 Maintenance and preservation of records

(5) The Appropriate Authority shall maintain a permanent record of applications for grant or renewal of certificate of registration as specified in Form H. Letters of intimation of every change of employee, place, address and equipment installed shall also be preserved as permanent records.

Copy of Form "H" is enclosed herewith circular, for compliance as per intention of the Act. It is understood that, Guidance of the Appropriate Authority as mentioned in Form "H" should be followed strictly. Each column of Form and guidelines to the Appropriate Authority shall maintain as per requirement of the Act.

6. Maintenance of Register Performa "H" by the Appropriate Authority  
Accordance with the Act:-


With a view to all applications received, grant and regulation of certificates about maintenance of records Register Performa "H", the matter has been examined and it has been further decided that register Performa "H" should be put in order, accordance with the Act, as follows:-

(A) The Appropriate Authority may review all files of registration applications received/rejected/certificates issued and be examining, if maintenance of register Performa "H" is not accordance with the Act. Then reconcile the issue accordance with the Act. It is understood that all columns are perform "H" should be completed with information concerned, any deficiency or inaccuracy of the records shall be rectified under authentication of the Appropriate Authority, if it's not maintained & taken in accordance with the Act.

(B) Model and Make along with body No of equipments should be verified for each equipment and taken in account on records, in furtherance of this follow up should be made in the regulation of each equipment in case of sale, transfer or change of place or otherwise, so pin pointed information could be ascertained and made available, on the event of as and when required by legal agencies, as per requirement of the Act.

It has been further decided that the Appropriate Authority shall send compliance report within two months, along with certification, that Register Performa "H" for all applications /certificates are maintained in the office of the Appropriate Authority, accordance with the Act.

This order shall take effect immediately.

  
(Dr. M.L. Jain)

State Nodal Officer (PCPNDT)  
& Director (FW)  
Medical and Health Services  
Rajasthan, Jaipur.

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CIRCULAR NO 3/2010

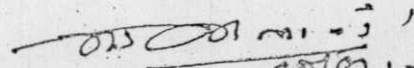
State PCPNDT Cell/2010/Cir/ 347

Date 20/08/10

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Copy to information and necessary action:-

1. PS to Principal Secretary, Medical Health & FW, Rajasthan Jaipur.
2. PS to Spl. Secretary Health & Chairperson, State App. Auth. Raj. Jaipur.
3. All Dist Appropriate Authorities & Dist Collectors Rajasthan.
4. All. JD's Zone Medical & Health Services Rajasthan.
5. Addl. Director (RCH) Medical & Health Services, Rajasthan Jaipur.
6. Deputy Director (RCH) Medical & Health Services, Rajasthan Jaipur
7. All Dist. Nodal Officers & CMHO's Rajasthan.
8. All Sub-District Appropriate Authorities, Rajasthan.
9. Health Manager/LA , State PCPNDT Cell, Rajasthan Jaipur.
10. Central Server Room, HQ Jaipur, Rajasthan.

  
(Dr. M.L. Jain) 20/8/10

State Nodal Officer (PCPNDT)  
& Director (FW)  
Medical and Health Services  
Rajasthan, Jaipur

CIRCULAR NO 3/2010

FORM H  
[See Rule 9(5)]

PERMANENT RECORD OF APPLICATION FOR REGISTRATION, GRANT OF REGISTRATION  
REJECTION OF APPLICATION FOR REGISTRATION AND RENEWALS OF REGISTRATION

1. Sl. No
2. File number of Appropriate Authority.
3. Date of receipt of application for grant of registration.
4. Name, Address, Phone/Fax etc. of Applicant:
5. Name and address (es) of Genetic Counselling Centre\*/Genetic Laboratory\*/Genetic Clinic\*.
6. Date on which case considered by Advisory Committee and recommendation of Advisory Committee, in summary.
7. Outcome of application (state granted/rejected and date of issue of orders).
8. Registration number allotted and date of expiry of registration.
9. Renewals (date of renewal and renewed up to)
10. File number in which renewals dealt.
11. Additional information, if any.

Name, Designation and Signature of  
Appropriate Authority

Guidance for Appropriate Authority

- (a) Form H is a permanent record to be maintained as a register, in the custody of the Appropriate Authority.
- (b) \* Means strike out whichever is not applicable.
- (c) Against item 7, record date of issue of order in Form B or Form C.
- (d) On renewal, the Registration Number of the Genetic Counselling Centre/Genetic Laboratory/Genetic Clinic will not change. A fresh registration Number will be allotted in the event of change of ownership or management.
- (e) No registration number shall be allotted twice.
- (f) Each Genetic Counselling Centre/Genetic Laboratory/Genetic Clinic may be allotted a folio consisting of two facing pages of the Register for recording Form H.
- (g) The space provided for 'additional information' may be used for recording suspension, cancellations, rejection of application for renewal, change of ownership/management, outcome of any legal proceedings, etc.
- (h) Every folio (i.e. 2 pages) of the Register shall be authenticated by signature of the Appropriate Authority with date, and every subsequent entry shall also be similarly authenticated.

<sup>111</sup> Strike out whichever is not applicable or not necessary. All enclosures are to be authenticated by signature of the applicant.

<sup>122</sup> Strike out whichever is not applicable or necessary.

<sup>133</sup> Strike out whichever is not applicable or not necessary.

CIRCULAR NO 3/2010