

# KERALA STATE COUNCIL FOR CLINICAL ESTABLISHMENTS

THYCAUD, THIRUVANANTHAPURAM -14, PHONE: 0471-2966523, 9495991262

E MAIL: [feedback.kcea@kerala.gov.in](mailto:feedback.kcea@kerala.gov.in), [kscce2018@gmail.com](mailto:kscce2018@gmail.com)

Website: [www.clinicalestablishments.kerala.gov.in](http://www.clinicalestablishments.kerala.gov.in)

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## GENERAL INSTRUCTION FOR FILLING UP ONLINE REGISTRATION FORM

Please read the instructions carefully before filling up the online application form for registering Clinical Establishments.

- 1) The application should be submitted along with the prescribed documents and prescribed fees.
- 2) Submission of an application does not constitute a claim for issue of a registration. It remains a request/requisition for a registration, which may be approved/returned/rejected due to deficiency in the provided details, supporting documents, not following the prescribed procedures or any other reason as per provisions of the Act and Rules.
- 3) The person filling up the application form will be the authorized person identified by the clinical establishment who would have access to the web portal of the clinical establishment.
- 4) The person filling in the application should be well versed with the details of the clinical establishment and could be the Person-In-charge or the Owner.
- 5) Kindly keep ready the below documents and photographs.
  - Ownership Certificate
  - Certificate of Registration
  - Photograph of the Establishment
- 6) The Application Form consists of Establishment Details, In-charge Details, Ownership Details, System of Medicine, Infrastructure Details, Human Resource, Preview and Payment sections.
- 7) **\* Indicates mandatory fields.**
- 8) Kindly check the amount of fees to be paid as per category in Schedule 1- Fees for Registration, Renewal, Late Application, Appeals in the Kerala Clinical Establishment Rules, 2018.
- 9) In case of any queries or difficulties while filling the application form, you may contact through:
  - Number: 0471-2966523 / 9495 991 262 (All working days - from 10 AM to 5PM) .
  - Email: [feedback.kcea@kerala.gov.in](mailto:feedback.kcea@kerala.gov.in) / [kscce2018@gmail.com](mailto:kscce2018@gmail.com)
- 10) **Only online payments are accepted and must be done through E-treasury. Kindly note that Fees once paid will not be refunded.**

## **SIGN UP AS NEW USER**

(The user who has got PROVISIONAL REGISTRATION does not need to sign up. They can login with their old ID)

1. To apply for a new registration the applicant needs to sign up as a new user.
2. Once a user id is created the same could be used for login and for checking the status of application and other aspects. To create a New user ID, Click the login button in the Home page from where select the '**New User**' tab. A new window will appear. Fill all the mandatory columns for setting new Registered User ID and password.

The screenshot shows the 'New Registration' form on the Kerala Clinical Establishments portal. The form is titled 'New Registration' and includes a header with the Kerala state emblem and the text 'Kerala Clinical Establishments [Registration and Regulation] Act, 2018' and 'Department of Health and Family Welfare, Government Of Kerala'. The form fields are organized into two columns. The left column includes: 'Establishment Type' (dropdown menu), 'Name of Establishment' (text field), 'Ownership' (dropdown menu), 'Address' (text area), 'Pincode' (text field), 'State' (dropdown menu), 'District' (dropdown menu), 'Local body Type' (dropdown menu), and 'Local Body' (dropdown menu). The right column includes: 'Email Id' (text field), 'Establishment Email Id' (text field), 'Contact No.' (text field), 'Establishment Contact No.' (text field), 'Name of Person In Charge' (text field), 'Name of Nodal Officer' (text field), 'Person In Charge Mobile No.' (text field), 'Nodal Officer Mobile No.' (text field), 'Preferred Login Name' (text field), 'Password' (text field), 'Confirm Password' (text field), and 'Enter the Captcha Here' (text field). At the bottom of the form are 'Proceed >>' and 'CLEAR' buttons. The footer of the page contains logos for data.gov.in, india.gov.in, Kerala HEALTH, ICMR, DME (Directorate of Medical Education), and the National Health Mission.

3. Create a username (username contain only characters in lower case and digits. Should not contain any special character (!#%~^&8 \$) including space)

4. Create an appropriate Password (Password Should have minimum 8 Characters with contain minimum 1 Uppercase ,1 lowercase, 1 digit and special Character (!#%~^&8 \$) including space and start with Alphabets and Not allowed Consecutive Digits )

5. Confirm the password by re-entering the above password. **(Please note down the Username and Password for future use)**

6. Enter Image text, **CAPTCHA** (Image is case sensitive)

(If the CAPTCHA shows error, please use the following link.

[https://portal.clinicalestablishments.kerala.gov.in/admin/Administration/new\\_user](https://portal.clinicalestablishments.kerala.gov.in/admin/Administration/new_user) )

7. After completing the mandatory fields, click on the Proceed button.

(After successful registration, the following message will be shown, **“User registration has been completed successfully!!!”**. Please wait for the Approval from the State Admin.” **(Approval within 24 hours)**)

□ After providing the same, user can login with User ID and password. **Notification by message or e-mail will not be generated on receipt of State Admin's approval. Please try to login.** If Login is not successful even after 24 hours, the user can contact the Council through the e-mail [feedback.kcea@kerala.gov.in](mailto:feedback.kcea@kerala.gov.in) for getting the approval.

## LOGGING IN

- Please enter the created Username and Password in the login page.
- Enter the CAPTCHA mentioned. Captcha is case sensitive.
- Click on the 'Sign in' button to login and proceed to the next page on Establishment Details

If the registration of the user is not approved by State Admin, the following message will be shown as **“This username is not approved by the State admin.”**

# PERMANENT REGISTRATION

## GENERAL INSTRUCTIONS (Fill all the mandatory fields.)

Please note that you can logout at any point of time after selecting the 'proceed/reset' button at the bottom of each page to save the application as a draft. However, you need to fill the complete information in one section to proceed to the next one.

For uploading, the format of the **certificates should be a PDF & the photo should be a JPG format** with a maximum **size of 500 KB** each. The **file name does not allow space** also. If there is any space between the words kindly remove it before uploading.

### Establishment Details

After login, select 'New perm Application2' in Permanent registration tab. Mention Application ID or Provisional Registration Number if you have any provisional registration number or select the "No" button.

Select the establishment to be registered under 'Applying for' the options for which are below.

- Hospital / Dental Hospital / Dental Clinic with attached Laboratory & / Diagnostic Imaging Centre
- Hospital/Dental Hospital/Dental Clinic without attached Laboratory & / Diagnostic Imaging Centre
- Laboratory & / Diagnostic Imaging Centre.

CLINICAL

keyardc@gmail.com  
Hospital User

Basic Details Incharge Details Ownership Details System of Medicine and Establishment Details Laboratory and Diagnostics Infrastructure Human Resources Preview

Home  
Provisional Registration  
Permanent Registration  
Grievance  
Profile

### Establishment Details

Applying for \*

☐ Hospital / Dental Hospital / Dental Clinic with attached Laboratory & / Diagnostic Imaging Centre  
☒ Hospital / Dental Hospital / Dental Clinic without attached Laboratory & / Diagnostic Imaging Centre  
☐ Laboratory & / Diagnostic Imaging Centre

Name of the Establishment \*

Ownership \*

Private Sector Individual Proprietorship

Ownership Certificate \*

Choose File No file chosen

Registration Certificate \*

Choose File No file chosen

Building type \*

Rented

Accreditation Status \*

Choose File No file chosen

Mobile \*

9447861347

Telephone (Eg: 04712645704) \*

94682311602

Email Id \*

keyardc@gmail.com

Website

Keyar Diagnostic Centre, vattamoodiyil building, district hospital road, kozhenchery

Pin Code \*

689641

1. Mention the Name of the Establishment.
  2. Select the Type of establishment from the drop down list under Ownership. The options available are Private and Public. Select any one applicable.
  3. Select the Type of Ownership from the drop down list.
- If selected **Private**, You can select the one for you from the drop down list (Partnership / Individual Proprietorship / Registered Company/ Trust/Charitable/Corporation)

Society Government aided Any other)

- In case of Trust, upload relevant document.
- in case of partnership, provide the details of all partners.

- If selected **Public**, You can select the one for you from the drop down list

(State Government / Local Government /Central Government Employee State Insurance Corporation / Autonomous organization under Government / Public Sector Undertaking / Police / Railways / Any other).

4. Upload scanned copy of the Ownership Certificate by clicking on Choose file. Ownership certificate should be uploaded depending on the type of Ownership.

Type of Ownership	Documents to be uploaded
Partnership	Should upload Partnership Deed
Individual Proprietorship	<ul style="list-style-type: none"><li>• If own Building, upload Building Ownership Certificate.</li><li>• If Rented, Rent Deed has to be uploaded.</li></ul>
Registered Company	<ul style="list-style-type: none"><li>• Upload registration document as per Company's Act.</li></ul>
Trust/Charitable	<ul style="list-style-type: none"><li>• Upload Relevant document of registration as Trust/Charitable.</li></ul>
Co-operative society	<ul style="list-style-type: none"><li>• Upload Document of registration as Co-operative society</li></ul>
Government aided	Upload Relevant Document.
Any Other	Upload Relevant Document.

5. Upload scanned copy of the Registration Certificate by clicking on **Choose file**.

**\*Not applicable for Public Sector establishments.**

Registration certificate/License obtained from LSGI (Local Self Government Institutions) or any other government body e.g. Shops and Establishment Act.

6. Upload scanned copy of the Agreement by clicking on **Choose file**. (If the type of building is leased or rented, the agreement certificate should be uploaded).

7. Upload scanned copy of the Accreditation Certificate(s) by clicking on Choose file or select Nil

- NABH : National Accreditation Board For Hospitals & Healthcare Providers
- NABL : National Accreditation Board for Testing and Calibration Laboratories
- NQAS : National Quality Assurance Standards

8. Mobile Number and Email ID should be of the establishment (or the person in charge).
9. Upload a photograph of the establishment by clicking 'Choose file'. (The photo should be a front view of the establishment in JPG format upto 500 kb).

Select the **Proceed >>** button to go to the next page on Incharge Details

(Please note that after selecting the proceed button in the 'Establishment details' section, the user should manually select the 'Incharge Details' section)

## In-charge Details

The screenshot displays the 'Medical In-charge Details' form within the CLINICAL system. The form is organized into a grid-like structure with the following fields:

- Name of the Person In-Charge \***: Includes a 'Name' text input field.
- Degree \***: A dropdown menu with '--Select--' as the current selection.
- Doctor's Registration Number \***: A text input field.
- Mobile \***: A text input field.
- Designation \***: A text input field.
- Specialization \***: A dropdown menu with '--Select--' as the current selection.
- Email ID \***: A text input field.
- Telephone (Eg: 04712645704) \***: A text input field.
- Central/State Council Registration \***: A group of radio buttons for selection:
  - ☐ Medical Council of India
  - ☐ Travancore-Cochin Medical Councils
  - ☐ Kerala State Dental Council
  - ☐ Other
  - ☐ Kerala Nurses and Midwives Council

At the bottom of the form, there are two buttons: a green 'Proceed >>' button and a blue 'Reset' button. The left sidebar contains a 'MAIN NAVIGATION' menu with links to Home, Provisional Registration, Permanent Registration, Grievance, and Profile. The top header shows the user's email 'keyardc@gmail.com' and the role 'Hospital User'.

Person In-charge of the establishment will be the one responsible for the day-to-day functioning of the Clinical Establishment such as an official in medical field.

- In case of private Sector establishments,
  1. Mention the details of doctor's registration number and specify the registration is under which council & specialization
  2. While applying under Laboratory and Diagnostic imaging center, mention the details of doctor's registration number and specify the registration is under which council, specialization and upload qualification certificate.
- Select the **Proceed >>** button to go to the next page on Owner Details

## Ownership Details

The screenshot shows the 'Owner Details' form in the CLINICAL portal. The form is titled 'Owner Details' and is part of the 'Ownership Details' section. It contains fields for Name of the Owner, Address, State, Pin Code, Telephone Number, Mobile Number, and Email ID. There are 'Proceed >>' and 'Reset' buttons at the bottom.

- In case of Public sector establishments, the ownership details will be disabled.
- In case of Private Sector establishments, the names of the owners need to be specified as per the type of ownership.

Select the **Proceed >>** button to go to the next page on System of Medicine.

## System of Medicine

- Depending on the type of system selected, the appropriate Specialty options appear which are multiple-choice. Select those that are applicable.
- Day Care center will be any center wherein surgical procedures take place with a stay of less than 24hrs.
- Health Centre means Clinic / Polyclinic/ Primary Health Center / Community Health Centre / Family Health Centre.

The screenshot shows the 'System Of Medicine and Establishment Details' form in the CLINICAL portal. The form is titled 'System Of Medicine and Establishment Details' and is part of the 'System of Medicine and Establishment Details' section. It contains fields for System of Medicine, Type of Establishment, Services Offered, and Sub Specialty. There are 'Save >>' and 'Clear >>' buttons at the bottom.

Select the **Save >>** button to go to the next page on Laboratory and diagnosis Details

- In case of selecting **Hospitals with laboratory &/ Diagnostic services** or **laboratory &/Diagnostic services** on the first page, proceed to the Laboratory & Diagnostic services section after system of medicine section. Otherwise go to the next page on infrastructure details

## Laboratory and diagnostics

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Basic Details Incharge Details Ownership Details System of Medicine and Establishment Details Laboratory and Diagnostics **Infrastructure** Human Resources Preview

Details of Laboratory &/ Diagnostics

Level 1

☒ Basic Biochemistry ☐ Basic Microbiology ☒ Clinical Pathology/ Basic Hematology

☒ Basic Radiography- X- Ray ☒ ECG

Level 2

☐ Specialized Hematology/ Histopathology/ Cytopathology ☐ Specialized Biochemistry ☐ Specialized Microbiology and Serology

☐ Specialized X- ray Techniques and Ultrasound

Level 3

☐ Advanced Hematology/ Advanced Cytopathology ☐ Advanced Biochemistry ☐ Advanced Microbiology and Molecular Biology

☐ Interventional Radiology ☐ EMG ☐ ECHO

☐ EEG ☐ CT ☐ PET

☐ Mammography ☐ MRI

Save >> Clear >>

- Select the applicable services provided under Level1, Level 2 and Level 3.
- Select **Save >>** button to go to the next page on Infrastructure Details.

## Infrastructure Details

abc123 Hospital User

Basic Details Incharge Details Ownership Details System of Medicine and Establishment Details Laboratory and Diagnostics **Infrastructure** Human Resources Preview

Infrastructure Details

Area of establishment(in sqft)\*  Total number of out patient clinics\*

Total number of beds \*

Collection centre Details

Collection Centre Name	Address	Mobile	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proceed >> Reset

- Depending on the specialty and super specialty services selected, the total number of beds under each specialty appears.
- The term collection centre refers to any institution that is used to collecting samples for the institution. Details of such institutions should be provided.
- Select the **Proceed>>** button to go to the next page on Human resource.

# Human Resources

- Mention the details of the Medical Diagnostic Equipment's, fees and staffs provided by the establishment. When you click on the **Equipment details** tab, the following window will appear, enter the details in it. The data provided can be added and if there is a mistake, it can be removed and corrected. After entering all the data, click Save. When entering Equipment's details, make sure to save each Equipment's after entering it.

- When you click on the **Fee details** tab, the following window will appear, enter the details in it. The data provided can be added and if there is a mistake, it can be removed and corrected. After entering all the data, click Save. When entering fees details, make sure to save each fees details after entering it.

- When you click on the **Staff details** tab, the following window will appear, enter the details in it. The data provided can be added and if there is a mistake, it can be removed and corrected. When entering employee details, make sure to save each employee's data after entering it.

## Declaration Form

Before filling out a declaration form, it's crucial to gather all necessary information and documentation, and ensure the information provided is accurate and complete.

- Select the **Save >>** button to go to the next page on Preview page.

## Preview

A preview of the details entered in the application will be shown on this page. Kindly check and ensure the details entered are correct and make the necessary changes if required by going to the particular section. Click **Submit** to proceed onto the next page on Fee Details

## Fee Details

The fees are calculated by the system based on:

- Type of registration (Provisional /Permanent)
- Number of Beds
- Location (Panchayath, Municipality or Corporation).
- Assessment Fee

❖ In case of Hospital with attached Laboratory or Diagnostic center, the calculation will be based on the number of beds.

❖ In case of Dental establishment's the fees will be calculated on the basis of number of Chairs in the establishments.

❖ In case of Dental services being provided attached with multispecialty Hospitals the number of beds will be calculated.

- ❖ In case of Dental colleges, Hospital the amount will be separate.
- ❖ In case of stand-alone Laboratory &/ Diagnostic centers the level of services being provided will be calculated. Kindly note in case of any one service provided the higher level will be taken into consideration for calculation of fees.

Click 'Pay Fee' to proceed to the payment gateway. The registration Fee details are provided in Schedule 1 of the KCE rules 2018. **Kindly note that Fees once paid will not be refunded.**

### **Payment**

The payment will lead to the treasury page where in the amount will be displayed. Click onto it. There will be two options shown Net banking Credit / Debit card details.

Select the appropriate payment method and pay the amount.

- A Government Receipt Number (GRN) will be generated, please note for future reference.
- The page will automatically redirect to the site of selected bank.
- After successful payment the page will again be redirected onto the Clinical Establishment Portal.
- Acknowledgement receipt will be generated which can be downloaded and used for future reference.

### **User Dash Board**

After the application is filled in, the user can view the progress of the application in the dashboard. Once the application is approved/rejected/returned by the DRA, the matter will be shown as and when the user log in the portal. Also the Permanent Registration Certificate can be downloaded.

### **Resubmission of a Returned Application**

In case an application is returned by the District Registering Authority, the applicant can view the same under the 'Returned' tab on the Dashboard. **(The application should be resubmitted within 30 days. Otherwise the application will be rejected.** Hence it is suggested to frequently visit the Return application tab in the Permanent Application section)

**Notification by message or e-mail will not be generated on the event of Approve/return/reject of Application by the DRA.**

1. Click on the 'Returned application' tab on the dashboard.
2. Details on the Status and the Reason/Remarks can be viewed.
3. Click on 'View' and make the appropriate changes.
4. Click **Resubmit** on the **preview** page to submit the required changes demanded by DRA.

Note: **Resubmission is possible only once** and if found incomplete again by the District Registering Authority, the application will be rejected and the applicant will have to apply afresh.

## Approval of Application

The application will be approved within **60 days** of submission of the application based on the report of assessment by the assessors. After the application is approved, the user can **download the Permanent Registration Certificate** by clicking on the green colored license button in the tab of the approved application section.

< — — — — — — — — — — THANK YOU — — — — — — — — — — >