

# KERALA STATE COUNCIL FOR CLINICAL ESTABLISHMENTS

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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.

Kerala Clinical Establishments [Registration and Regulation] Act, 2018  
Department of Health and Family Welfare, Government Of Kerala

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### New Registration

Establishment Type\* **Clinical Establishment**

Name of Establishment*	<input type="text"/>	Email Id*	<input type="text"/>
Ownership*	<input type="text"/>	Contact No.*	<input type="text"/>
Address*	<input type="text"/>	Name of Person in Charge*	<input type="text"/>
Pincode*	<input type="text"/>	Person in Charge Mobile No.*	<input type="text"/>
State*	<input type="text"/>	Preferred Login Name*	<input type="text"/>
District*	<input type="text"/>	Password*	<input type="text"/>
Local body Type*	<input type="text"/>	Confirm Password*	<input type="text"/>
Local Body*	<input type="text"/>	<input type="text"/>	<input type="text"/>

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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 ,lowercase, 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.

portal.clinicalestablishments.kerala.gov.in/admin/Administration/new\_user

Kerala Clinical Establishments [Registration and Regulation] Act, 2018  
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User Registration has been Completed Successfully!!!  
Please wait for the Approval from State Admin.

**New Registration**

Establishment Type\* ☒ Clinical Establishment

Name of Establishment\*  Email Id\*   
Establishment Email Id

Ownership\*  Contact No.\*   
Establishment Contact No.

Address\*  Name of Person-In-Charge\*   
Name of Nodal Officer

Pincode\*  Person-In-Charge Mobile No.\*   
Nodal Officer Mobile No.

State\*  Preferred Login Name\*   
Preferred Login Name

District\*  Password\*   
Confirm Password\*

Local body Type\*  Confirm Password   
Enter the Captcha Here

Local Body\*

(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.”

## INSTRUCTION FOR FILLING UP ONLINE APPLICATION FORM FOR PROVISIONAL REGISTRATION

**(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 in PDF & the photo should be in 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

1. After login, select 'New Prov Application 1' in Provisional registration tab. Select the establishment to be registered under 'Applying for' the options for which are below.

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

The screenshot shows the 'Establishment Details' form. The left sidebar has a menu with 'Home', 'Provisional Registration', 'Permanent Registration', 'Scrutiny', and 'Profile'. The main content area is titled 'Establishment Details'. It has two columns. The left column lists the fields to be filled: 'Applying for', 'Name of the Establishment', 'Ownership', 'Mobile', 'Telephone', 'Email ID', 'Website', 'Address', 'Pin Code', 'State', 'District', 'Taluk', 'Village', 'Ward', 'Location Type', 'Year of Establishment', 'Latitude & Longitude', and 'Photograph of Establishment'. The right column contains the input fields for these, including dropdown menus for 'Applying for', 'Ownership', 'State', 'District', 'Taluk', 'Village', 'Ward', and 'Location Type', and text input fields for the others. At the bottom, there are 'Proceed' and 'Reset' buttons.

2. Mention the Name of the Establishment.
3. Select the Type of establishment from the drop down list under Ownership. The options available are Private and Public. Select any one applicable.
4. Select the Type of Ownership from the drop down list.
5. If selected Private, You can select the one for you from the drop down list.

(Partnership / Individual Proprietorship / Registered Company/ Trust/Charitable /Co-operative Society Government aided Any other)

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

6. If selected Public, You can select the one for you from the drop down list  
(State Government / Local Government /Central Government Employee State Insurance Co-operation / Autonomous organization under Government / Public Sector Undertaking / Police / Railways / Any other).
7. Upload scanned copy of the Ownership Certificate by clicking on Choose file. Ownership certificate should be uploaded depending on the type of Ownership. **Not applicable for Public Sector establishments.**

Type of Ownership	Documents to be uploaded
Partnership	Should upload Partnership Deed
Individual proprietorship	• If own Building, upload Building Ownership Certificate.
Registered Company	• Upload registration document as per Company's Act.
Trust/Charitable	• Upload Relevant document of registration as
Co-operative society	• Upload Document of registration as Co-operative society
Government aided	Upload Relevant Document.
Any Other	Upload Relevant Document.

8. 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).
9. Mobile Number and Email ID should be of the establishment (or the person in charge).
10. Mention the official telephone number( Number should be of the establishment)
11. Mention the Website if available
12. Mention the complete address of the Establishment.
13. Mention the area pin code
14. Select the District from the drop down list
15. Select the Taluk from the drop down list
16. Select the Village from the drop down list
17. Enter the ward number if applicable.
18. Select the location type, whether the establishment is located in a Panchayat, Municipality or Corporation.
19. Mention the year of establishment. Up to 2015, the Month need not be mentioned.
20. Mention the Latitude and Longitude.
21. 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

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.

Medical In-charge Details

Name of the Person In-Charge \*

Designation \*

Degree \*

Specialization \*

Doctor's Registration Number \*

Email ID \*

Mobile \*

Telephone (Eg: 04712645704) \*

Central/State Council Registration \*

Medical Council of India  
Transcure-Cochin Medical Councils  
Kerala State Dental Council  
Other  
Kerala Nurses and Midwives Council

Proceed >> Reset

- 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 LAB 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

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

Owner Details

Name of the Owner \*

Address \*

State \*

Pin Code \*

Telephone (Eg: 04712645704) \*

Mobile \*

Email ID \*

Proceed >> Reset

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 Primary Health Center or Community Health Centre or Family Health Centre.

System Of Medicine and Establishment Details

System of Medicine \*

--Select--

Homeopathy

Siddha

Unani

Yoga and Naturopathy

Ayurveda

Establishment \*

☐ Maternity Home

☐ Single Specialty Hospital

☐ Health Centre

☐ Multi Specialty Hospital

☐ Day Care Centre

☐ Teaching Hospital

Services Offered \*

☐ Outpatient

☐ Inpatient

☐ Any Other

Sub Speciality

Save>>

Clear>>

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

Details of Laboratory &/ Diagnostics

Level 1

☒ Basic Biochemistry

☐ Basic Microbiology

☒ Clinical Pathology/ Basic Hematology

☒ Basic Radiography- X- Ray

Level 2

☐ Specialized Hematology/ Histopathology/Cytopathology

☐ Specialized Biochemistry

☐ Specialized Microbiology and Serology

Level 3

☐ Advanced Hematology/Advanced Cytopathology

☐ Advanced Biochemistry

☐ Advanced Microbiology and Molecular Biology

☐ Interventional Radiology

☐ EEG

☐ CT

☐ ECHO

☐ Mammography

☐ MRI

☐ PET

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

The screenshot shows the 'Infrastructure Details' page for a user named 'abc123 Hospital User'. The page has a sidebar with navigation links: Home, Provisional Registration, Permanent Registration, Grievance, and Profile. The main content area has a tabbed interface with tabs for Basic Details, Incharge Details, Ownership Details, System of Medicine and Establishment Details, Laboratory and Diagnostics, Infrastructure (selected), Human Resources, and Preview. The 'Infrastructure Details' form includes fields for 'Area of establishment(in sqft)\*', 'Total number of out patient clinics\*', and 'Total number of beds\*'. Below these is a 'Collection centre Details' table with columns for 'Collection Centre Name', 'Address', and 'Mobile'. At the bottom of the form are 'Proceed >>' and 'Reset' buttons.

- 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

The screenshot shows the 'Human Resources' page for a user named 'abc123 Hospital User'. The page has a sidebar with navigation links: Home, Provisional Registration, Permanent Registration, Grievance, and Profile. The main content area has a tabbed interface with tabs for Basic Details, Incharge Details, Ownership Details, System of Medicine and Establishment Details, Laboratory and Diagnostics, Infrastructure, Human Resources (selected), and Preview. The 'Human Resources' form includes sections for 'Please furnish the details of Medical & Diagnostic Equipments\*', 'Please furnish the Fee details', and 'Please furnish the Staff details\*'. Below these are buttons for 'Equipments Details', 'Fee Details', 'Staff Details', and 'Staff Summary'. A 'Declaration' section contains a text area for the user's declaration, a 'Name of the person filling the application form:' field, a 'Designation:' field, and a date field '16-04-2025'. At the bottom is a 'SAVE' button.



## Uploading Details


Three excel sheets needs be uploaded providing details of HumanResources.

- Staff Details - This will have to be filled up in the first downloadable template.
  1. Category of Staff (Under each category e.g. Doctors, Nurses, etc.)
  2. Name (Enter the complete name of the persons in each of the category)
  3. Age
  4. Gender
  5. Qualification (Enter the highest qualification of the person)
  6. Council Registered Recognized Systems (Applicable to DoctorsNurses, Dentists, Pharmacists)
  7. Registration number (Enter the registration number - Applicable to Doctors, Nurses,Dentists, and Pharmacists)
  8. Nature of Service (Permanent / Temporary /Visiting).
  9. Email ID
  10. Mobile No
- Fees and Charges: This will have to be filled up in the second downloadable template.
  1. The first sheet is of General Instructions.
  2. The second sheet should be filled up regarding the details of modernmedicine outpatient services, fees and charges
  3. The third sheet of the excel should be filled up regarding the details of modern medicine In-patient services, fees and charges
  4. The fourth sheet of the excel should be filled up regarding the details of dental services, fees and charges (May be filled up for dental services in standalone establishments and also for dental services provided in hospitals)
  5. The fifth sheet of the excel should be filled up regarding the details of laboratories, fees and charges (May be filled up for laboratory services in standalone establishments and also for laboratory services provided in hospitals)
  6. The sixth sheet of the excel should be filled up regarding the details of diagnostic imaging services, fees and charges (May be filled up for diagnostic imaging services in standalone establishments and also for diagnostic imaging services provided in hospitals)

Note: The clinical establishments which have different specifications in rates and charges can modify the excel sheet by adding the details on a fresh sheet/s in the given template
- Medical and Diagnostic Equipment's : This will have to be filled up in the third downloadable template.
  1. Category of Equipment
  2. Name of company
  3. Specifications
  4. Number
  5. Functional Status
  6. Declaration

1. In the declaration the name of the person filling in the form and designation needs to be entered
2. Kindly ensure the details, information, uploads (e.g. certificates, filled in templates) are correct before submission.
3. Click Save to proceed onto the next page on Preview.

## **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  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 15 days. Otherwise the application will be rejected.** Hence it is suggested to frequently visit the Return application tab in the Provisional 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 **45 days** of submission of the application. After the application is approved, the user can **download the Provisional Registration Certificate** by clicking on the green colored license button in the tab of the approved application section.