

From

The Chief Administrator,
Haryana Urban Development Authority,
Sector-6, Panchkula.

To

The Administrators, HUDA
All the Estate Officers, HUDA.

Memo No. A-Pwn-2008/UB-II/26053-75

Dated:21.07.08

Sub:- Policy for regularization of Nursing Homes running from residential premises.

This is in supersession of the earlier guidelines on the subject circulated vide HUDA (HQ's) memo No. A-6/2005/27527 dated 21.10.05 on the subject as cited above.

2. In the context of representations received for regularization of nursing home, which came into existence on or after 01.01.1992, after deliberations, a decision had been taken that the policy may further be reviewed. As a follow up to the above decision, keeping in view the background of the discussions / deliberations to improve the medical care facilities in the Urban Estates developed by HUDA, the matter after examination was placed before the Authority in its 101st meeting held on 11.06.08. It has been decided that use of residential buildings in Urban Sectors developed by HUDA, which fulfills the prescribed eligibility criteria may be allowed for setting up Nursing Homes, provided:

(i) The residential premises are owned by the Doctor(s) who are applying for permission to set up Nursing Homes or their family members i.e. Spouse/Parents/Children on payment of requisite conversion charges. However, the permission can also be given to tenant doctors provided they fulfill other requirements but in their case, they will have to pay annual fee equivalent to 10% of conversion charges.

(ii) Permission shall be granted for only those residential premises which are having a minimum size of plot equal to 500 Sq. Yds. and are located on roads having a width of at least 30 mtrs.

(iii) Each building in respect of which permission is sought should have a parking space for 'four wheeled' vehicles atleast equal to the number of indoor beds plus two. Parking space may be inside or outside of the building or both. The parking space outside the building will be public parking space which will be maintained by HUDA or Municipal Council/Corporation/Local Body which will be at liberty to charge fee from Nursing Home owners or from those who park their vehicles thereupon or both.

3. Procedure:

The application for granting permission to the Nursing Home shall be made on the prescribed Performa to the respective Estate Officer, HUDA along with the following documents/Charges:-

- **One Time Conversion Charges :-**

(i) In the cases where premises are owned by the doctor(s) or their family members i.e. spouse / parents / children.

- Hyper Potential Zone consisting of Urban Estate Gurgaon @ Rs.3,000/- per sq. yd.
- High Potential Zone (HPZ) consisting of Urban Estate Faridabad and Panchkula @ Rs.2,000/- per sq. yd.
- Medium Potential Zone (MPZ) consisting of Urban Estates Ambala, Bahadurgarh, Hisar, Jagadhri, Karnal, Kurukshetra, Panipat, Rewari & Rohtak. @ Rs.1,000/- per sq. yd.
- Low Potential Zone (LPZ) consisting of rest of Urban Estates @ Rs.500/- per sq. yd.
- Conversion charges will be recovered in two annual installments which will carry an interest @ 10% compounded annually. In case, the 2nd installment of conversion charges is not paid within 90 days of the due date, the permission may be withdrawn by the Estate Officer after issuing a Show Cause Notice. In addition, delayed interest @ 15% compounded annually will have to be charged instead of 10% compound interest for delayed payments.
- The complete project report containing therein the activities / functions proposed to be carried out in full details, especially Surgeries, Lab tests. etc.
- An affidavit duly attested by the Judicial/Executive Magistrate of First Class undertaking that he will abide by all the terms and conditions of this Policy shall be submitted by the applicant.

ii) In case of a tenant Doctor:-

- One year's annual conversion charges equal to 10% of conversion charges, thereafter, the same will have to be paid in advance every year before start of the new Financial Year beginning 1st April every year failing which the permission will lapse automatically. If the doctor continues with the Nursing Home operations beyond the permissible period, he will have to pay conversion Charges for the unauthorized period along with 15% compound interest. The year for annual conversion charges will be from April to March next year. Full annual conversion charges will have to be paid for first year irrespective of date of application in the financial year.
- A deed of rent agreement from the owner of the residential premises in the name of the doctor applying for permission at least for three years duly registered as per law.
- Scrutiny of the applications shall be carried out by following Committee:-

(i)	Civil Surgeon of the District.	Chairman
(ii)	Deputy Commissioner or his Representative.	Member
(iii)	Concerned Estate Officer, HUDA	Member Secretary

- This Committee shall scrutinize the applications vis-à-vis the laid down criteria / legislations / policy guidelines circulated by HUDA/Central/State Governments from time to time. The number of beds, needs and the availability of parking space shall also be examined by this Committee.
- Concerned Estate Officer of HUDA will convene the meetings of the Committee. The Committee will meet in a maximum period of one month from the date of receipt of application and will send its recommendations to the Zonal Administrator. The Authority to approve the running / functioning of a Nursing Home from residential plot / building shall lie with the Zonal Administrator, HUDA. The formal approval shall be circulated by respective Estate Officer, HUDA.

4. Other Terms & Conditions:-

- (i) No Nursing Home shall be allowed to function from a residential building except with the prior written permission of the Estate Officer, HUDA. The usage of plot/building shall be as per HUDA covered area, FAR norms pertaining to residential premises subject to Zoning Plans and a permission to occupy the building issued by the competent authority.
- (ii) The Building Plan of Nursing Home shall also have to be got sanctioned.
- (iii) Adequate arrangements for disposal of hospital waste must be made by the owner. The applicant should be registered with the Health Department for usage of incinerators installed / to be installed in the concerned district.
- (iv) No commercial activities including chemist shop shall be allowed in the building premises.
- (v) The Nursing Home shall be open to inspection by the Committee/Officers of HUDA / Health Department at regular intervals. It shall be lawful for officers of the Estate Office or any other officers authorized by the Chief Administrator to inspect the premises at all reasonable hours to ensure that the conditions of permission are being complied with. In case of infringement of any condition of permission, the Estate Officer, HUDA, may, after such inquiry as deemed necessary, cancel the permission after giving a reasonable opportunity of being heard.
- (vi) The Nursing Home shall be liable to pay taxes, cesses and further parking charges (outside the premises) if any, levied by HUDA/concerned Local Bodies.
- (vii) The Nursing Home shall have to make adequate arrangements for the drainage / disposal of the effluents, cleanliness of the area. It should be ensured that no-nuisance or hardship is caused to the nearby residents of area.
- (viii) It shall be obligatory to observe formalities / follow directions / meet the norms of the laid down guidelines circulated / amended from time to

time by HUDA/State Govt. in the Department of Health & other statutory bodies, concerning running of a Nursing Home.

- (ix) The permission shall also be governed by the provisions of HUDA Act, 1977, Rules and Regulations framed hereunder from time to time.
- (x) The permission shall be liable to be withdrawn if the Nursing Home violates any of the conditions of approval.
- (xi) The applicant will give his e-mail address for sending all communications including changes in the Policy from time to time and all communications sent by HUDA to his e-mail address shall be deemed to have been conveyed to him. Likewise, he can send his communications to HUDA to its e-mail address huda@hry.nic.in.
- (xii) An affidavit duly attested by the Judicial/Executive Magistrate of First Class undertaking that he will abide by all the terms and conditions of this Policy shall be submitted by the applicant.

You are requested to examine and decide the cases pertaining to the Urban Estates falling within your jurisdiction accordingly. The follow up / status report may also be sent to (HQ) from time to time.

(Nadim Akhtar)
Incharge Urban Branch-I,
For Chief Administrator, HUDA

Endst. No. A-Pwn/2008/UB-I/26076-106

Dated 21.07.08

A copy of the above is forwarded to the following for information and necessary action.

- 1. All Deputy Commissioners of Haryana State.
- 2. The Director General, Health Services, Sector-6, Panchkula / All Civil Surgeons of Haryana State.
- 3. The Chairman, Haryana State Pollution Control Board, Sector-6, Panchkula.
- 4. The Chief Town Planner, Haryana, Town and Country Planning Department, Sector-18, Chandigarh.
- 5. The Chief Town Planner, HUDA, Panchkula.
- 6. The Chief Engineer, HUDA, Panchkula.
- 7. The Chief Controller of Finance, HUDA, Panchkula.
- 8. The Legal Remembrancer, HUDA, (HQ) Panchkula.
- 9. The Deputy ESA HUDA (HQ), Panchkula.
- 10. The President, Indian Medical Association, Haryana State Branch.
- 11. All Assistants / Record Keeper of Urban Branch, HUDA, (HQ).

(Nadim Akhtar)
Incharge Urban Branch-I,
For Chief Administrator, HUDA

From

The Chief Administrator,
Haryana Urban Development Authority,
Sector-6, Panchkula.

To

The Administrators, HUDA
All the Estate Officers, HUDA.

Memo No. A-Pwn-2008/UB-II/26367

Dated: 23.07.08

Sub:- Allotment of Nursing Home and Clinic Sites through auction – modification therein.

This is in partial modification of earlier guidelines circulated vide HUDA (HQ's) memo No. A-14-97/16291-311 dated 12.05.97 on the subject as cited above.

The matter cited as subject has been re-examined and placed before the Authority in its 101st meeting held on 11.06.08. It has been decided to amend the earlier auction policy with regard to Nursing Homes / Clinic Sites provided by HUDA in various Urban Estates and in future the auction of such sites shall be restricted to only doctors i.e. who practice the profession in following manner :-

- (a) Nursing Home site shall be auctioned only to the specialists i.e. postgraduates in the field i.e. MD/MS/M.D.S. etc.
- (b) Clinic Sites shall be auctioned only to those persons who are having Bachelor Degree in Medicine, Dental Surgery, Unani or Ayurvedic Medicines etc.

The other terms and conditions of auction shall remain the same. This policy shall be applicable from the date of issue of this letter.

(Nadim Akhtar)
Incharge Urban Branch -I,
For Chief Administrator, HUDA

Endst. No. A-Pwn/2008/UB-I/26368-75

Dated 23.07.08

A copy of the above is forwarded to the following for information and necessary action.

- 1. The Director General, Health Services, Sector-6, Panchkula.
- 2. All Civil Surgeons of Haryana State.
- 3. The Chief Town Planner, HUDA, Panchkula.
- 4. The Chief Engineer, HUDA, Panchkula.
- 5. The Chief Controller of Finance, HUDA, Panchkula.
- 6. The Legal Remembrancer, HUDA, (HQ) Panchkula.
- 7. The Deputy ESA HUDA (HQ), Panchkula.
- 8. All Assistants / Record Keeper of Urban Branch, HUDA, (HQ).

(Nadim Akhtar)
Incharge Urban Branch -I,
For Chief Administrator, HUDA