

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HEALTH & FAMILY WELFARE  
SWASTHYA BHABAN,  
G.N. -29, SECTOR -V, SALT LAKE CITY, KOLKATA- 700091.

No. CE-0078-2021/ A 4392

Dated, Kolkata, The 2<sup>nd</sup> September, 2021

**NOTIFICATION**

As per the West Bengal Clinical Establishments (Registration Regulation and Transparency) Rules 2017, following formalities are used to follow at the time of renewal of CE license:

1. Online submission of application for renewal of CE License.
2. To mention the Number & Date of Previous CE license.
3. Name, Address, with ID proof and Affidavit of declaration of the present applicant.
4. Resolution of the partners/Board members / Directors approving the name of present applicant as the situation arises.
5. Online documentation of premises, all staff details, and all registers as maintained by establishment.

Now, in order to ease the process of issuing renewal of CE license, auto-renewal of CE license is permitted, provided previous services remain the same.

Further, existing CE license should be valid and the following documents should be updated and uploaded in WB CE portal.

- (i) Trade License,
- (ii) NOC of Fire & Emergency Services,
- (iii) NOC from WBPCB,
- (iv) Agreement of Bio-medical Waste management,
- (v) Property tax receipt, and
- (vi) Rent receipt (if any).

Formal inspection of the concerned establishment will be conducted later on.

All concerned are hereby informed accordingly.



Secretary  
to the Govt. Of West Bengal