

**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(RULES DIVISION)**

No. F. 6(4)FD/Rules/2024

Jaipur, dated:

11 SEP 2024

ORDER

Sub: Policy and procedure for change of name, location and infrastructure of an approved hospital under Rajasthan Government Health Scheme.

Vide Finance Department orders No. F.6(2)FD/Rules/2020 Pt. II dated 27-2-2024 policy and process for empanelment of private hospitals, diagnostic centres / imaging centres under Rajasthan Government Health Scheme were issued. Finance Department is receiving references for change of name, location and infrastructure of an approved hospital under Rajasthan Government Health Scheme, therefore, following policy and procedure is laid down :

A. CHANGE OF NAME OF EMPANELLED HOSPITAL :

1. Procedure for change in Name/ Legal Identity under same ownership :

(i) Already empanelled hospital under RGHS, can apply for the name change through RGHS portal along with relevant documents (such as legal identity/ resolution, registration order issued by local/state authority etc.) and upload all the mandatory documents with changed name as required by Finance Department order No. F.6(2)FD/Rules/2020 Pt. II dated 27-2-2024 (as amended time to time) with an application fees of Rs 10,000/-.

(ii) If the documents are found satisfactory; RGHS shall issue approval with new name.

(iii) The effective date of issue of order shall be the date of approval from the competent authority and the validity of empanelment shall remain the same as that of the previous order.

(iv) The provisions shall not be applicable to the requests submitted to RGHS post expiry of period of empanelment of hospitals.

(v) Fresh MOA shall be executed between CEO, RSHAA and the concerned hospital after the process of change of name of the hospital is completed.

2. Procedure for change of name of the approved hospitals which are approved under RGHS on the basis of NABH accreditation / CGHS empanelment :

(i) Those hospitals which are empanelled under RGHS on the basis of NABH accreditation / CGHS empanelment and apply for change of name of the approved hospitals, have to submit the new NABH accreditation certificate / CGHS empanelled certificate on RGHS portal for change in name as per NABH accreditation / CGHS empanelment only for the scope of work as mentioned in these accreditation / empanelment certificate without any application fees and RGHS shall issue approval with new name.

(ii) The effective date of issue of order shall be the date of approval from the competent authority and the validity of empanelment shall remain the same as that of the previous order.

(iii) The provisions shall not be applicable to the requests submitted to RGHS post expiry of period of empanelment of hospitals. In this case the empanelled hospitals will be required to apply afresh and request for the change in name shall not be considered.

(iv) Fresh MOA shall be executed between CEO, RSHAA and the concerned hospital after the process of change of name of the hospital is completed.

3. Procedure for name change in case of Acquisition, Merger, De-Merger, Take-over, Amalgamation and Purchase / Selling of empanelled hospital

(i) On completion of acquisition, amalgamation or merger, the original empanelled hospital/ business entity shall inform RGHS with respect to change in name/ legal status within 30 days' time and shall discontinue all claims related to RGHS empanelment. However, the treatment of the admitted patients shall be continued in this period.

(ii) The new firm/ company/ entity acquiring the empanelled hospital or merging with the accredited/ certified empanelled hospital, desires to continue RGHS approval of the empanelled hospital; the new top management shall submit online application on RGHS portal alongwith following documents and the declaration (Appendix - A) within 30 days:

- a. Copy of document/ agreement specifying the nature and mode (Acquisition, Merger, De-Merger, Take over, Amalgamation and Purchase / Selling of empanelled hospital) of change in new empanelled hospital Document citing the current Legal status of the empanelled hospital and post change.
- b. Order of registration/ Incorporation or Memorandum and Articles of Association of the new empanelled hospital. (As Applicable).
- c. Copy of undertaking by Authorised Signatory specifying that the new empanelled hospital shall accept all liabilities arising out of the activities of the existing empanelled hospital/ entity.
- d. Registration order with the local/state authority with changed name.
- e. Application Fee of Rs 10,000/-
- f. all the mandatory documents with changed name as required by Finance Department order No. F.6(2)FD/Rules/2020 Pt. II dated 27-2-2024 (as amended time to time)

(iii) If the documents are found satisfactory after their scrutiny and verification, RGHS shall issue approval with new name.

(iv) The effective date of issue of order shall be the date of approval from the competent authority and the validity of empanelment shall remain the same as that of the previous order.

(v) The provisions shall not be applicable to the requests submitted to RGHS post expiry of period of empanelment of hospitals.

(vi) Fresh MOA shall be executed between CEO, RSHAA and the concerned hospital after the process of change of name of the hospital is completed.

(vii) If the new firm/ company/ entity fails to submit application within prescribed time the empanelment status of the empanelled hospital shall be withdrawn and empanelled hospital file shall be closed by RGHS. If the new firm/ company/ entity desires to get their empanelled hospital to be empanelled under RGHS; they may apply afresh. In such cases, PD, RGHS shall process the application as a fresh application.

(viii) The new entity shall be responsible for clearing all the applicable and outstanding dues of RGHS, if any.

4. In case when empanelled hospital is closed or partnership with the empanelled hospital is dissolved

In case it comes into notice of RGHS that empanelled hospital is closed or partnership with the empanelled hospital is dissolved, RGHS will have right to terminate the agreement in the name of the hospital shall be deleted from empanelment list of RGHS. Termination shall not relieve the hospital or their heirs and legal representative from the liability in respect of the service provided by hospital during the period then the agreement was in-force.

B CHANGE OF LOCATION OF THE HOSPITAL :

1. Change of location of the approved hospitals which are approved under RGHS on the basis of NABH accreditation / CGHS empanelment :

(i) Those hospitals which are empanelled under RGHS on the basis of NABH accreditation / CGHS empanelment and apply for change of location of the approved hospitals, have to submit the new NABH accreditation certificate / CGHS empanelled certificate on RGHS portal for change in location as per NABH accreditation / CGHS empanelment only for the scope of work as mentioned in these accreditation / empanelment certificate without any application fees and RGHS shall issue approval with new location.

(ii) The effective date of issue of order shall be the date of approval from the competent authority and the validity of empanelment shall remain the same as that of the previous order.

(iii) The provisions shall not be applicable to the requests submitted to RGHS post expiry of period of empanelment of hospitals. In this case the empanelled hospitals will be required to apply afresh and request for the change in name shall not be considered.

(iv) Fresh MOA shall be executed between CEO, RSHAA and the concerned hospital after the process of change of location of the hospital is completed.

2. Procedure for change of location of the approved hospitals which are non-NABH accredited / non-CGHS hospitals :

(i) If an empanelled hospital desires to change its location, it may apply to RGHS about the location change through RGHS portal along with all the mandatory documents as required by Finance Department order No. F.6(2)FD/Rules/2020 Pt. II dated 27-2-2024 (as amended time to time) with an application fees of Rs 10,000/-

(ii) The existing procedure for scrutiny of the proposal as prescribed in Finance Department order No. F.6(2)FD/Rules/2020 Pt. II dated 27-2-2024 (as amended time to time) shall be applicable. If after inspection documents are found satisfactory, after their scrutiny and verification, RGHS shall issue approval of new location.

(iii) The effective date of issue of order shall be the date of approval from the competent authority and the validity of empanelment shall remain the same as that of the previous order.

(iv) Fresh MOA shall be executed between CEO, RSHAA and the concerned hospital after the process of change of location of the hospital is completed.

(v) Empanelled hospital shall not claim to be RGHS empanelment order in the new location and shall not use RGHS mark with the new location till the new location is approved by RGHS.

(vi) The provisions shall not be applicable to the requests submitted to RGHS post expiry of period of empanelment of hospitals. In this case the empanelled

hospitals will be required to apply afresh and request for the change in location shall not be considered

C. ACTION PLAN AND TIME-LINE FOR PHASING OUT THE EARLIER NAME AND LOCATION :

For point No. 1 to 3 of A and B, the empanelled hospital shall also submit to RGHS the action plan and timeline for phasing out the earlier name from all its printed and public display material (including but not limited to, website, hoardings, all stationery, patient formats, visiting cards, envelopes, letterheads, writing pads, prescription pads, calendars and other marketing material etc.), advertising and other promotional material.

D. THE CHANGE OF INFRASTRUCTURE, SPECIALISTS AND OTHERS OF THE EMPANELLED HOSPITAL :

For any change in the existing infrastructure, specialist, machines and others, the concerned competent authority of the empanelled hospital shall apply directly to CEO, RSHAA alongwith relevant documents. CEO, RSHAA after inspection and examination shall take a decision for any change as requested by the concerned hospital. PD, RGHS should make the necessary action / amendments after the decision of CEO, RSHAA.

By order of the Governor,



(Debashish Prusty)
Secretary, Finance (Budget)

Copy forwarded to the: -

1. Secretary to Hon'ble Governor.
2. ACS to Hon'ble Chief Minister.
3. Special Assistant to Hon'ble Dy. Chief Minister (Finance Minister)
4. All Special Assistants / Private Secretaries to Hon'ble Ministers / State Ministers.
5. All Additional Chief Secretaries/ Principal Secretaries/Secretaries/Special Secretaries to the Government.
6. Joint Secretary to Chief Secretary.
7. Accountant General Rajasthan, Jaipur
8. All Sections of the Secretariat.
9. All Heads of the Departments.
10. Director, Treasuries & Accounts, Rajasthan, Jaipur
11. Director, Information and Public Relations, Rajasthan, Jaipur
12. Chief Executive Officer, Rajasthan State Health Assurance Agency
13. Deputy Director (Statistics) Chief Ministers' Office
14. All Treasury Officers.
15. Administrative Reforms (Gr. 7) Department
16. Vidhi Rachana Sangthan, for Hindi translation.
17. Technical Director, Finance Department (Computer Cell).
18. Guard File.

Copy also to the -

1. Principal Secretary, Rajasthan Legislative Assembly, Jaipur
2. Registrar General, Rajasthan High Court, Jodhpur / Jaipur.
3. Secretary, Rajasthan Public Service Commission, Ajmer.
4. Secretary, Lokayukta Sachivalaya, Jaipur.


(S.Z. Shahid)
Joint Secretary-II, FD (Rules)

(RSR - 19 / 2024)

DECLARATION

Note: The declaration is to be printed on a Stamp Paper of Rs. 100/- and uploaded on RGHS portal (physical copy shall be submitted to office of PD, RGHS)

Name of the new empanelled hospital:	
Address of the new empanelled hospital:	
Order No. and date (as applicable) of empanelment of hospital	
Validity period of empanelled hospital	
Nature/ mode/ manner of the change in name and legal status of the empanelled hospital (Acquisition, Merger, De-Merger, Take over, Amalgamation and Purchase / Selling of empanelled hospital)	

I/We, _____ (name), _____ (Designation) /

Authorised Signatory of (.....name of new entity.....), having office at _____ (address) _____ hereby confirm, agree and declare that:

1. There is no change in the scope of empanelment, key managerial and technical personnel, responsibilities, authorities, or any other specific changes affecting existing empanelment and functioning of the empanelled hospital post change of its name/ status.
2. I undertake to bear all the responsibilities and liabilities pertaining to existing empanelled hospital.
3. I undertake to accept responsibility for any complaints that RGHS is investigating with respect to the existing empanelled hospital.
4. I certify that there is no pending prosecution or litigation against the existing empanelled hospital before any Court or any other authority with respect of its empanelment and services.
5. I undertake to comply with and abide by all contractual, legal, financial and other obligations pertaining to the empanelment and services of the existing empanelled hospital.



6. I undertake to duly abide with and adhere to the Terms and Conditions for maintaining RGHS empanelment as specified in 'RGHS-MOA'.
7. I ensure that there have been no changes other than the changes indicated above.
8. I ensure that RGHS shall be duly notified in case of subsequent change of status and composition of the management of the Entity, if any.
9. I declare and undertake that all the information given in this Form are true, updated and correct and no information has been withheld or concealed in this respect.
10. I acknowledge that in case any information provided here is found to be false, incomplete or misleading, RGHS shall reserve the right to reject the application and/or take appropriate legal action against the entity.
11. I certify and declare that I am authorised and competent to verify and sign this undertaking/ declaration on behalf of (.....name of new entity.....).

Name & Designation of Top Management

.....

Signature & Date.....

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