Renewal dates

Fill in the expiry date printed on your certificate and work the other dates back from it.

Our certificate

Facility name	
Registration number (does not change on renewal)	
Category on certificate (Ultrasound Clinic / Imaging Centre / hospital, nursing home or combination)	
Date of issue of current certificate	
Date of expiry of current certificate	
Appropriate Authority (district / sub-district) and office address	

Key dates

Step	How to work it out	Our date	Done on
Start self-audit and collect documents	About 60 days before expiry (our suggestion)		
Form A and fee reach the Authority (latest)	30 days before expiry (Rule 8(1))		
Acknowledgement slip received, dated and stamped	Same day by hand, next working day by post (Rule 4(2))		
Authority expected to decide	70 days from receipt (Rule 18A(4)(i))		
Deemed renewal if no renewal or rejection	90 days from receipt (Rule 8(6))		
Renewed certificate (Form B) received; old copies surrendered	Rule 8(5)		
New expiry date	5 years from the old expiry date (Rule 8(2))		
Next renewal deadline, entered in the clinic calendar	30 days before the new expiry		

Built from the PC-PNDT Rules 1996 as amended (Rules 4(2), 5(1), 6, 7, 8, 9, 13, 18A and 19; Form A item 14). Not legal advice: forms, payment methods and document lists vary by state and district, so confirm with your Appropriate Authority. Template by MedStream · medstream.in · free to use and adapt.

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Renewal application checklist

Ask your Appropriate Authority for its current list and add anything it asks for.

File

#	Item	Ready (Y / N)	Note
1	Form A in duplicate, item 14 filled in (registration no., date of issue, date of expiry)		
2	Renewal fee: half the registration fee (Rule 8(4)): ₹12,500 or ₹17,500, in the form the district accepts		
3	Copy of current certificate (Form B) and any re-issued certificate		
4	Each ultrasound machine: make, model, serial number, purchase invoice		
5	Each doctor who scans: medical registration, qualifications, ultrasonography training or experience		
6	Employees: names, qualifications, registration numbers (Form A item 12)		
7	Affidavit and undertakings, if the district asks for them again		
8	Anything else on the district's check list		
9	Copy of the whole file kept at the clinic		

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Self-audit before you file

Renewal follows an enquiry into compliance with the Act and Rules (Rule 8(2)). Check the five years behind you.

Check

Check	Rule	OK (Y / N)	Action needed
Every machine on the premises is on the certificate, by make and serial number	Rules 4, 13		
Every machine on the certificate is still on the premises	Rule 13		
Every change of employee, place, address or equipment intimated 30 days in advance, certificate re-issued	Rule 13		
Only doctors named on the registration have scanned			
One complete PC-PNDT Form F for every obstetric scan; forms match scan and billing records	Rule 9(4)		
Monthly report sent by the 5th of each following month; acknowledgements kept	Rule 9(8)		
Case records, consents and images kept for 2 years, or until legal proceedings end	Rule 9(6)		
Certificate displayed; notice that sex determination is not done displayed	Rules 4, 6		
No court case under the Act pending against the applicant	Rule 18A(4)(ii)		

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Machines and doctors on the registration

Keep this current through the five years so the renewal file is already done.

Ultrasound machines

Make	Model	Serial no.	Installed on	Intimated on	Certificate re-issued on	Removed on

Doctors who scan

Name	Medical reg. no.	Qualification / training	Joined on	Intimated on	Left on

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Monthly report log

One row a month for five years. Report due by the 5th of the following month (Rule 9(8)).

Log

Month	Obstetric scans	Form F count	Match? (Y / N)	Report sent on	Acknowledgement ref.

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