

# 2020



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**(July /August Application Cycle)**

# **Information Bulletin**

for

## **Accreditation with**

# **National Board of Examinations**

for

### **◆ Diploma courses in Broad Specialties\***

- **Anesthesiology**
- **Obstetrics & Gynaecology**
- **Paediatrics**
- **Family Medicine**
- **Ophthalmology**
- **ENT**
- **Radio Diagnosis**
- **Tuberculosis & Chest Disease**

\*The above eight Diploma qualifications have been included in the First schedule of Indian Medical Council Act 1956 as per The Gazette of India notification dated 06-08-2020.

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## **IMPORTANT DATES**

<b>Start Date</b> for online submission of the application form	20.08.2020
<b>Last Date</b> for online submission of the application form	30.09.2020
<b>Last Date</b> for receipt of the Hard Copy of the application form at NBE Office.	15.10.2020

# 1. Introduction

National Board of Examinations (NBE) was established in 1975 by the Government of India with the prime objective of improving the quality of Medical Education by establishing high and uniform standards of postgraduate examinations in modern medicine on All India basis. NBE conducts post graduate and post-doctoral examinations in approved disciplines leading to the award of Diplomate of National Board (DNB) and Fellow of National Board (FNB).

The setting up of a National Body to conduct post graduate medical examination and training has provided common standards and mechanism of evaluation of minimum level of desired knowledge and competencies and fulfilment of the objectives for which postgraduate courses has been started in medical institutions.

## **RECOGNITION OF NBE DIPLOMA QUALIFICATION\***

The NBE Diploma qualifications awarded by the National Board of Examinations are recognized medical qualifications approved by the Government of India and are included in the First Schedule of IMC Act 1956 as per The Gazette of India notification dated 06-08-2020. **(Annexure-1)**

## 2. NBE Diploma Courses

National Board of Examinations will administer the following Post MBBS 2 Years NBE Diploma courses:

### Post MBBS Diploma Courses

S. No.	Specialty	Name of the Qualification
1	Anesthesiology	DA (NBE)
2	Obstetrics & Gynaecology	DGO (NBE)
3	Paediatrics	DCH (NBE)
4	Family Medicine	D Fam. Med. (NBE)
5	Ophthalmology	DO (NBE)
6	ENT	DLO (NBE)
7	Radio Diagnosis	DMRD (NBE)
8	Tuberculosis & Chest Disease	DTCD (NBE)

## **3. Applying for Accreditation with NBE**

### **A. General Instructions**

- 3.1.** National Board of Examinations (NBE) has introduced post MBBS 02 years Diploma Courses in eight Broad specialties.
- 3.2.** The hospitals/institutions willing to run any of these courses can apply for Accreditation with NBE.
- 3.3.** The grant of accreditation is solely at the discretion of NBE and subject to the fulfilment of the minimum Accreditation criteria prescribed by NBE.
- 3.4.** Mere online registration of the applicant hospital/ online submission of the application form/ payment of accreditation fee/ fulfilment of the prescribed accreditation criteria does not render an applicant hospital/institute eligible for the grant of accreditation or imply that NBE must accredit the applicant hospital/institute.
- 3.5.** NBE reserves its absolute rights to alter/modify/delete/amend any or all of the criteria as given in this information bulletin at any stage during the process.
- 3.6.** Applicant hospital/institute shall have no rights or equity in their favour merely because they have submitted their application seeking accreditation with NBE.
- 3.7.** Applicant hospitals/institutes are required to study the information bulletin and instructions for fulfilment of eligibility criteria before submitting the application form.
- 3.8.** Instructions in this information bulletin are liable to be changed based on the decision(s) taken by NBE from time to time. Please refer to the NBE website **[www.natboard.edu.in](http://www.natboard.edu.in)** for updates.
- 3.9.** The existing schedule, pattern, policy and guidelines for accreditation are for ready reference only but are not to be treated as if the NBE is bound to follow the same in future. In case of any ambiguity in interpretation of any of the instructions/terms / rules / criteria regarding the determination of eligibility / grant of accreditation/any of the information contained in the information bulletin, the interpretation of NBE shall be final and binding on all the parties.

NBE reserves its rights to relax any of the criteria/clause if so deemed appropriate in case of grant of fresh/renewal accreditation.

- 3.10.** Submission of false information or fabricated records for the purpose of seeking accreditation may lead to disqualification for accreditation and debarment from seeking accreditation in future as well.
- 3.11.** Applications of applicant hospitals/institutes seeking accreditation with NBE which do not fulfil the minimum criteria prescribed, may be summarily rejected by NBE at Pre - Assessment stage.
- 3.12.** The grant of accreditation by NBE is purely provisional and is governed by the terms and conditions as stated in the accreditation agreement. A copy of the same will be sent across to the hospital after it has been accredited by NBE.
- 3.13.** Applicant hospital/institute may kindly note that use of any agent or agency or any party who is not an employee or office bearer of the applicant hospital/institute for the purpose of preparing, drafting, submitting and/or representing the applicant hospital/institute is strictly prohibited. In the event of such an instance being brought to the notice of NBE, NBE reserves its absolute right to summarily reject the application besides further action as may be deemed appropriate including but not limited to debarment from filing application seeking accreditation in future.
- 3.14.** Statements made by the applicant hospital shall be certified by the Head of the Institute at appropriate place and the claims made in the application shall be supported by relevant document(s).
- 3.15.** Applications submitted by the hospital/institute not found to be compiled in accordance with the prescribed guidelines will not be processed.
- 3.16.** The applicant hospitals are required to provide correct, updated and factual information at the time of online submission of the application form. Additional information is required to be furnished by the applicant hospitals whenever sought by NBE or if there are changes in the faculty or infrastructure of the applicant hospitals pursuant to the submission of the application form.
- 3.17.** Request for change in the specialty/clubbing of applications will not be considered under any circumstances.
- 3.18.** The application form has to be submitted as per the guidelines for application forms completion, printing and submission as contained in this information Bulletin and **Online Accreditation Application Portal**.



**3.19.** The applications for accreditation of a hospital/institute for NBE Diploma courses shall be invited twice a year as per the following schedule:

- January/February Application Cycle
- July/August Application Cycle

**3.20.** The jurisdiction for any dispute shall be at New Delhi only.

## **B. Online Accreditation Application Portal**

**3.21.** Applicant hospitals/institutes shall be required to submit the application form online through *Online Accreditation Application Portal (OAAP)* as per the steps indicated below.

- **Create a User – Online** ([\*Click here for details\*](#))



- **Create a profile of the applicant hospital – Online** ([\*Click here for details\*](#))



- **Fill the online application form –** ([\*Click here for details\*](#))



- **Complete the application form and upload Annexure - Online**



- **Fee payment through online payment portal – Online**



- **Print and submit the hard copy of the Application form – Offline**

## **C. Application Compilation & Submission**

**3.22.** The application submission is a two-step process comprising of:

- Online submission of the application form as indicated in para 3.21
- Submission of hard copy of the application form as indicated in para 3.23, 3.24 & 3.25

**3.23.** On successful online submission of the application form, the hospital shall be able to take print outs of the application form and the annexures that have been uploaded.

**3.24.** The applicant hospital shall be required to submit the duly signed & stamped hard copy print-outs of the application form along with the necessary annexures, covering letter and the payment receipt.

- 3.25.** The hard copy of the application form should reach NBE office at the following address latest by **15.10.2020**. Applications received thereafter shall not be considered.

To,  
The Additional Director  
Accreditation Department  
National Board of Examinations,  
Medical Enclave,  
Ansari Nagar, New Delhi -110029

Mere online submission of the application form without submission of the hard copy shall render the application as '**unsubmitted**'.

## **D. Accreditation Fee**

- 3.26.** Applicant hospital/institute seeking fresh accreditation or renewal of accreditation in any specialty are required to pay an accreditation fee of Rs. 2,00,000/- **Plus GST @18%** for **each** specialty. The online application form fee for each specialty is Rs. 3,000/- **Plus GST @5%**.

The application fee to be paid for each application form is tabulated below:

Accreditation Fee for each Specialty	Rs 2,00,000/-*
GST @ 18% on Accreditation fee	Rs. 36,000/-
Application Form Fee	Rs. 3,000/-
GST @ 5% on Accreditation fee	Rs. 150/-
Total fee to be paid per specialty	Rs. 2,39,150/-

\*Defence Institutions are exempted from submitting Accreditation Fees of Rs. 2,00,000/-. However, the Application Form Fees of Rs. 3,000/- + GST @ 5% shall be required to be paid.

- 3.27.** Applicant hospital/institute shall be able to pay the above-mentioned fee only through Online Payment Portal of NBE. Payment made through any other portal shall not be accepted.
- 3.28.** The application form shall only be considered as successfully submitted only if the accreditation fees has been paid successfully to NBE. NBE shall not be responsible for any transaction failure or delay in processing of transaction.

**3.29. Partial refund of Accreditation Fee** is admissible under following conditions:

Refund of Accreditation Fee admissible*	Terms & Conditions
<b>90% of total fee<sup>#</sup></b>	<ul style="list-style-type: none"> <li>If the application is withdrawn by the applicant hospital/institute within <i>4 weeks of the last date of online application submission</i> to NBE.</li> <li>Incomplete application which is summarily rejected without subjecting it to a detailed "Pre-assessment processing".</li> </ul>
<b>50% of total fee<sup>#</sup></b>	<ul style="list-style-type: none"> <li>If the application is withdrawn by the applicant hospital / institute after <i>4 weeks of the last date for online application submission</i> to NBE but before the assessment of the applicant department by NBE appointed assessor.</li> <li>If the application is rejected at pre-assessment level (prior to assessment of the department by NBE appointed assessor) due to non-fulfilment of minimum accreditation criteria and/or the hospital fails to submit definite compliance within stipulated time (if so required) to the Pre - Assessment deficiencies communicated to the hospital by NBE.</li> </ul>
<b>No refund shall be admissible</b>	<ul style="list-style-type: none"> <li>Once the assessment of the applicant department has been conducted by NBE</li> </ul>

\* Application Form Fee of Rs. 3,000/- + GST @ 5% on Application Form Fee (i.e. a total of Rs. 3150/-) is non-refundable under any circumstance.

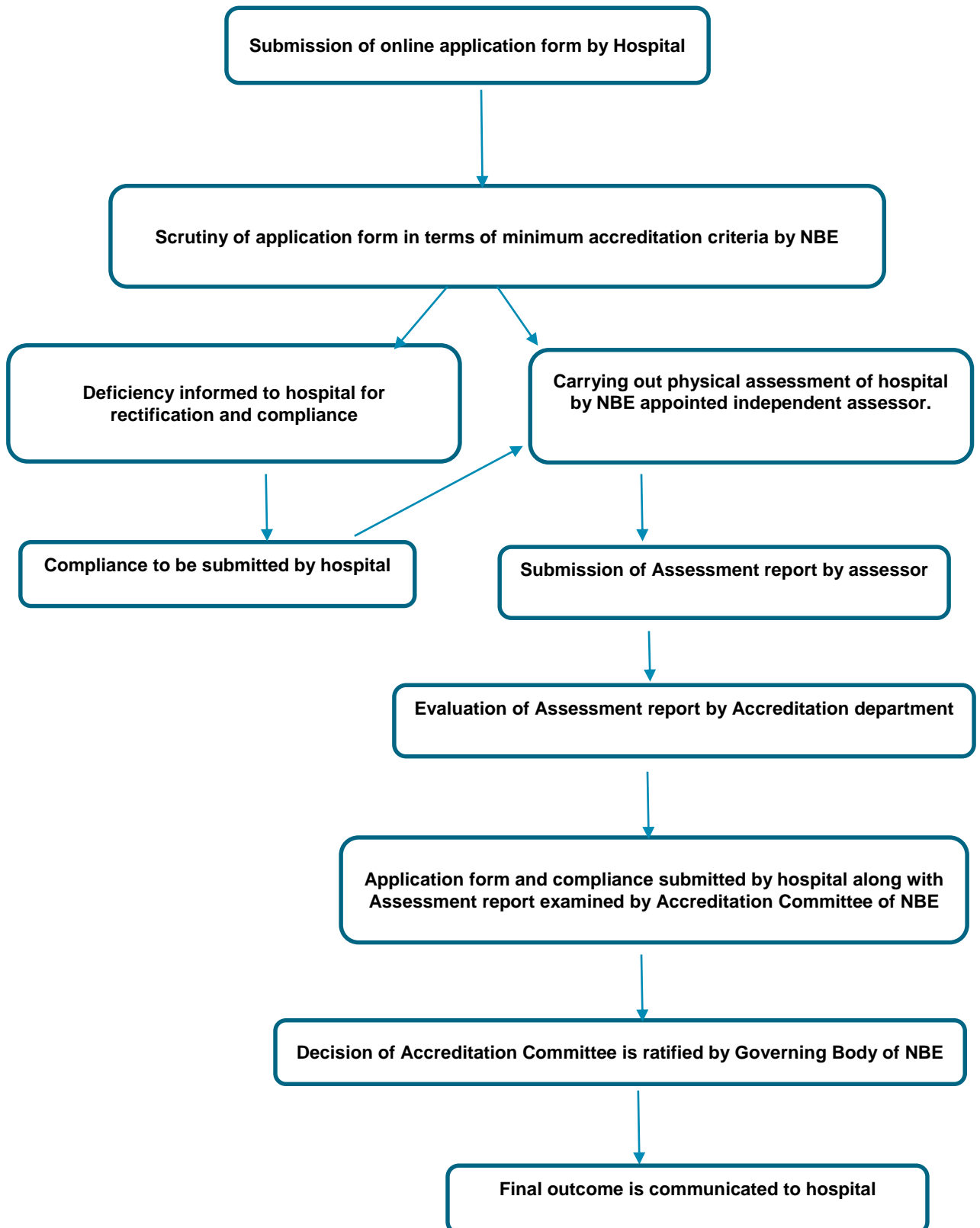
# GST paid by the hospital shall be refunded proportionately. For Example:

Refundable Fee	Amount	GST Refundable	Total Refund
<b>90% of Accreditation fees</b>	Rs.1,80,000/-	Rs.32,400/-	Rs.2,12,400/-
<b>50% of Accreditation fees</b>	Rs.1,00,000/-	Rs.18,000/-	Rs.1,18,000/-

- 3.30.** The fees for accreditation will not be carried forward to a future date and/or for another application.
- 3.31.** Application form submitted to NBE without payment of Accreditation Fees including GST shall not be processed.

## E. Processing of Application:

3.32. The application processing sequence is shown as follows:



- 3.33.** Grossly incomplete applications or applications not fulfilling the minimum accreditation criteria shall be closed at Pre assessment level i.e. without undertaking any physical assessment/ inspection of the applicant hospital.
- 3.34. Compliance submission to Pre - Assessment Deficiencies:** The applicant hospital shall be permitted to submit to NBE the compliance to deficiencies noted in pre-assessment processing of the applications.
- 3.35. Assessment of the applicant hospital:** NBE shall be appointing an assessor to undertake the physical assessment /inspection of the hospital with regards to infrastructure, facilities, faculty, patient load and other related information. The assessment schedule will be intimated to the applicant hospital 2 weeks in advance. The exact date of physical assessment along with the details of NBE appointed assessor shall be informed to the applicant hospital 1-2 days prior to the date of assessment/inspection.
- 3.36. Post Assessment Processing:** Application form and the documents submitted by the hospital along with the assessment report of NBE appointed assessor shall be placed before the NBE Accreditation Committee for deciding the matter.
- 3.37.** The decision of the Accreditation committee shall be communicated to the hospital after it is approved by Governing Body of NBE.

## 4. Minimum Accreditation Criteria

### (I). The Applicant Hospital

#### A. Clinical establishment:

- 4.1. The applicant Hospital/Institute should be a clinical establishment having requisite infrastructure of minimum prescribed beds providing comprehensive OPD and IPD based medical services *in a single campus*. Any clubbing of infrastructure, facilities and faculty of multiple hospitals/units of the applicant hospital is not permitted for seeking accreditation in the name of the applicant hospital.
- 4.2. The applicant hospital should have a minimum of 02 years of standing in clinical establishment before it can be considered for commencement of NBE Diploma courses. However, the hospital can apply for seeking accreditation with NBE after completing 01 year in clinical operations. Years in clinical operation should be substantiated with supportive documents such as certificate of registration of the applicant hospital under applicable acts & rules. Failure to substantiate the minimum required period in clinical operations (i.e. at least 01 year by the last date of application submission) with supportive documents shall invite closure of the application.
- 4.3. Mandatory regulatory / licensing approvals and all statutory requirements / clearances should have been obtained from appropriate administrative authorities / State Government / Central Government / Pollution Control Board Certificate / Municipal corporations and various councils. It shall be the responsibility of the hospital to obtain the necessary clearances and NBE shall not be responsible if the hospital fails to obtain or comply with any required mandatory certifications such as, but not limited to:
  - *Certificate of Registration of the hospital under applicable Acts and Rules\**
  - *Pollution Control Board Certificate issued by State Government for Bio-medical waste Management\**
  - *Valid Fire Safety Certificate from State Fire Department*
  - *Building Complex Occupancy Certificate*
  - *Certificate of Incorporation of Parent Company/ Certificate of Registrar of Society (if applicable)*
  - *AERB approval for operations of Medical Diagnostic Equipments (X-rays, CT Scan, MRI, PET Scan, Linear Accelerator etc.)*
  - *Certificate issued by State Government to the agency which is authorised for Bio-Medical waste management of the applicant hospital*
  - *Other regulatory approvals which may be specific to the specialty applied for seeking accreditation*

## B. Bed strength of the applicant hospital

- 4.4. Hospitals having a minimum of 100 operational beds are eligible to seek accreditation with NBE for Diploma courses.
- 4.5. The **total number of operational beds** in the hospital (as claimed to be authorized for commissioning) has to be certified with supportive documents such as “*Consent to Operate*” authorization from State Pollution Control Board (SPCB).
- 4.6. The *consent to operate* for claimed total beds **should have been granted by SPCB before the last date of application submission**. Applications submitted to SPCB for seeking consent for expansion of beds or consent granted by SPCB for expansion shall not be considered in lieu of *consent to operate* certificate issued by SPCB. Failure to substantiate the claimed number of total operational beds in the hospital with supportive documents shall invite closure of the application.

## (II). Requirements in applicant departments

### A. Beds in the applicant department/specialty of the hospital:

- 4.7. The requirement of beds in the specialty/department for each of the eight NBE diploma courses is tabulated below:

#### Beds & other Infrastructural requirement for NBE Diploma courses

Departments	Minimum Beds required in the department
• Obstetrics & Gynaecology	20 Beds
• Tuberculosis & Chest Disease	20 Beds
• Paediatrics	20 beds



Departments	Minimum Beds required in the department
<ul style="list-style-type: none"> <li><b>Family Medicine</b></li> </ul>	<p>40 Beds</p> <ul style="list-style-type: none"> <li>• 10 beds each in General Medicine, General Surgery, Obstetrics &amp; Gynaecology, and Paediatrics.</li> <li>• Beds for Family Medicine Diploma courses may overlap with other specialties. For example: 150 bedded hospital with 20 beds each in General Medicine, General Surgery, Paediatrics and Obstetrics &amp; Gynaecology may seek accreditation for diploma courses in all the respective specialties and also in Family Medicine.</li> <li>• The Paediatrics or General Medicine Department shall be the nodal department for Family Medicine.</li> </ul>
<ul style="list-style-type: none"> <li><b>Anaesthesiology</b></li> <li><b>Ophthalmology</b></li> <li><b>Radio Diagnosis</b></li> </ul>	<p>Reference is made to optimal case load in clinical disciplines and associated labs and facilities.</p> <p>Essential equipments and specialty specific modalities required should be available. In certain disciplines, access to IPD services and operative infrastructure shall be assessed.</p> <p>For NBE Diploma in Radio Diagnosis, the department of Radio Diagnosis should be an integral part of the hospital and must have the following imaging modalities:</p> <ul style="list-style-type: none"> <li>• CR/DR</li> <li>• Ultrasound including colour Doppler</li> <li>• Spiral / multi slice CT</li> </ul> <p>The department of Radio Diagnosis should be in possession of all regulatory clearances namely AERB / Bio-medical radioactive waste management / radiation physics and radiology workstation.</p>
<ul style="list-style-type: none"> <li><b>ENT</b></li> </ul>	<p>10 Beds</p>

## B. Faculty in the applicant department/specialty

**4.8.** The applicant hospital should have minimum required faculty in each applicant department.

**4.9.** The applicant department should have **01 Senior Consultant** or **02 Junior Consultants** for being considered eligible for Diploma courses.

- **Sr. Consultant:** Should have a minimum of 5 years of experience after qualifying MD / MS/ DNB or equivalent in the specialty concerned.
- **Jr. Consultant:** Should have a minimum of 2 years of experience after qualifying MD/ MS/ DNB or equivalent in the specialty concerned.
- The qualification in the specialty should be a recognized qualification as per the provisions of IMC Act.

**4.10.** The minimum eligible qualifications & experience to qualify as Senior or Junior consultants for different NBE Diploma courses is tabulated as below:

Minimum Eligible Qualification & Experience of Faculty for Diploma courses			
Specialty	Minimum Eligible Qualification(s)	Minimum Experience after PG in Minimum Eligible Qualification	
		Senior Consultant	Junior Consultant
Anaesthesiology	DNB/MD (Anaesthesiology) or equivalent	5 Years	2 Years
Obstetrics & Gynaecology	DNB/MS/MD (Obstetrics & Gynaecology) or equivalent	5 Years	2 Years
Ophthalmology	DNB/MS/MD (Ophthalmology) or equivalent	5 Years	2 Years
ENT	DNB/MS (ENT) or equivalent	5 Years	2 Years
Paediatrics	DNB/MD (Paediatrics) or equivalent	5 Years	2 Years
Radio Diagnosis	DNB/MD (Radio Diagnosis) or equivalent	5 Years	2 Years

Minimum Eligible Qualification & Experience of Faculty for Diploma courses			
Specialty	Minimum Eligible Qualification(s)	Minimum Experience after PG in Minimum Eligible Qualification	
		Senior Consultant	Junior Consultant
<b>Tuberculosis &amp; Chest Disease</b>	DNB/MD (Tuberculosis & Respiratory Diseases /Respiratory Diseases/ Pulmonary Medicine) or equivalent	5 Years	2 Years
<b>Family Medicine</b>	DNB / MD / MS (Family Medicine, General Medicine, Paediatrics, General Surgery or Obstetrics & Gynaecology) or equivalent	5 Years	2 Years

- 4.11.** All the applicant hospitals/Institutes for Family Medicine Diploma course shall have at-least one faculty each in General Medicine, General Surgery, Paediatrics and Obstetrics & Gynecology. Faculty with MD/DNB –Family Medicine may replace one of the faculty of General Medicine or Paediatrics.
- 4.12.** Faculty counted for the purpose of accreditation in Family Medicine, shall also be counted for as faculty for accreditation in their respective specialties also. Overlapping of faculty is allowed for Family Medicine Diploma courses. For eg: The faculty counted for the purpose of General Medicine Diploma course shall also be eligible as faculty for Family Medicine Diploma Course.
- 4.13.** Proposed faculty in the applicant department shall be required to submit a declaration form in the prescribed format while submitting application to NBE. The format of declaration form can be seen at **Annexure - 2**. The duly filled declaration form has to be uploaded at the time of online submission of the application form.
- 4.14.** The applicant hospital shall be required to verify the correctness and veracity of each content of faculty declaration forms and endorse the same as true and correct. The applicant hospital shall be equally responsible besides the faculty himself/herself for any misdeclaration or misstatement, in the event of declaration turning out to be either incorrect or any part of this declaration subsequently turning out be incorrect or false.

- 4.15. Full time status of Faculty:** As per NBE criteria, the applicant hospital shall be the principal place of working of the consultant who is proposed as part of the faculty for the programme. Every faculty member should declare that he is working 'full time' in the applicant hospital and the same has to be confirmed in the faculty declaration form.
- 4.16.** Part time and visiting consultant shall not be considered as a faculty for Diploma courses and shall not be counted towards minimum required faculty for the purpose of accreditation of the applicant department.
- 4.17.** NBE shall verify the full-time status of faculty in the hospital concerned through a set of documents including but not limited to, declaration form of the faculty, Form-16/16A, Form-26AS of faculty, Salary/Bank statements, HIS data or any other document as deemed fit by NBE.
- 4.18. Changes in Faculty Status:** The applicant department once accredited with NBE is required to maintain the minimum required faculty position at all times. However, under extreme circumstances if the Faculty present at the time of accreditation is to be replaced, the same has to be carried out within 3 months, under intimation to the NBE.
- 4.19.** In case of any change in faculty during the accredited period, it shall be required to induct only eligible faculty as a replacement of faculty who has left. Lack of faculty due to any reason would be communicated to NBE within 15 days. Failure to appoint alternative faculty shall lead to withdrawal of accreditation and relocation of the ongoing trainees. This situation would also 'red flag' the hospital/institute for further accreditations.
- 4.20.** Newly introduced faculty in the accredited department shall be required to submit his/her declaration form in the prescribed format with supportive documents such as Additional Qualification Registration Certificate (AQRC), Form 26AS, letter of appointment issued by the accredited hospital and relieving letter from last employer, if any.
- 4.21.** The applicant hospital shall maintain details of its full-time faculty for NBE Diploma courses on its official website indicating their designations and time period of availability in the hospital.

## C. Patient Load in the applicant department/specialty

- 4.22.** The applicant department should have minimum required patient load in OPD registrations and/or IPD admissions as tabulated below. The hospital shall be required to furnish the total patient load in the department for last 02 years in the application form.
- 4.23.** In surgical disciplines, details of surgical case load shall be required for the last 02 years in terms of major and minor surgeries performed by the department, as mentioned in the application form for the concerned specialty. Spectrum of clinical/surgical diagnosis available in the department for last 02 years shall be required to be furnished in the application form.
- 4.24.** NBE may verify the patient load data furnished in application submitted with supportive documents such as HIS records, OT registers etc.

### Patient Load requirements for Diploma courses:

Departments	Minimum Patient Load per year
<ul style="list-style-type: none"><li>• Paediatrics</li><li>• Tuberculosis &amp; Chest Disease</li><li>• ENT</li></ul>	<ul style="list-style-type: none"><li>• Total OPD: 2500</li><li>• Total IPD: 500</li></ul>
<ul style="list-style-type: none"><li>• Obstetrics &amp; Gynaecology</li></ul>	<ul style="list-style-type: none"><li>• Total OPD: 2500</li><li>• Total IPD: 500</li><li>• A total of 500 procedures (Major and Minor combined) per annum should be performed in the applicant department. Out of 500 procedures, obstetrical component shall be 300 per year &amp; gynecological component shall be 200 per year.</li><li>• The applicant department shall have minimum of 150 normal vaginal deliveries per annum.</li></ul>

Departments	Minimum Patient Load per year
•Ophthalmology	<ul style="list-style-type: none"> <li>• Total OPD: 2500</li> <li>• IPD: Primarily Day Care/ Consultation based Specialty; Department should have adequate surgical case load and spectrum of diagnosis to support PG teaching &amp; training.</li> <li>• The applicant department shall perform minimum of 500 major surgeries per year.</li> </ul>
•Family Medicine	<ul style="list-style-type: none"> <li>• Total OPD: 5000</li> <li>• Total IPD: 1000</li> </ul> <p>(This is inclusive of OPD &amp; IPD load in General Medicine, General Surgery, Paediatrics and Obstetrics &amp; Gynecology)</p>
•Anaesthesiology	<ul style="list-style-type: none"> <li>• The department shall have adequate number of operation theatres.</li> <li>• The following departments shall be available In-house: <ol style="list-style-type: none"> <li>1. Obstetrics &amp; Gynaecology</li> <li>2. General Surgery/Orthopaedics (Any one)</li> <li>3. ICU – Minimum 10 beds ICU inclusive of all specialties</li> <li>4. Ophthalmology/ENT (Desirable)</li> <li>5. Pain clinic (Desirable)</li> </ol> </li> <li>• Departments should have adequate case load and case mix (spectrum of diagnosis) in all essential modalities to support PG teaching &amp; training.</li> </ul>
•Radio Diagnosis	<p>The department of Radio Diagnosis should be an integral part of the hospital and must have the following imaging modalities:</p> <ul style="list-style-type: none"> <li>• CR/DR</li> <li>• Ultrasound including colour Doppler</li> <li>• Spiral / multi slice CT</li> </ul>

## D. Physical Facilities & Supportive Services

**4.25. Out Patient Department:** The applicant hospital should possess adequate space for:

- Registration of patients along with facilities for centralized & computerized record keeping with proper indexing (such as HIS data etc.)
- Adequate number of rooms for examining the patients in privacy.
- Case conference room/teaching room in OPD area

**4.26. In-Patient Department:** The hospital should possess adequate space for doctor's duty room with adequate facilities for toilet, adequate space for each bed and in between, for side laboratory, for clinical investigations and separate room for clinical conference (ward teaching) etc.

**4.27. Emergency Medical/ Critical Care:** The applicant hospital should have 24 hours emergency and critical care services having adequate number of beds with supportive facilities for resuscitation and good medical cover, including Emergency Surgery O.T., ICU etc.

**4.28. OT Complex:** Hospitals seeking accreditation with NBE in surgical specialties should have:

- Adequate number of operation theatres: Modular/Major/Minor
- Essential Surgical & Anaesthesia equipments in OT, Post Op Care area and Intensive Care units
- Anesthesiologists both for the hospital service and training of candidates
- Other Allied Health/Para medical staff
- Intensive Care Unit for surgical emergencies/critical care of patients
- Post-operative ward/Recovery Area.
- Simulation/Skill Lab based hands on training provisions for training of NBE trainees

**4.29. Supportive Services:** The applicant hospital should have provisions for necessary supportive services for patient care as well as for training of NBE Diploma trainees such as:

- Radiology & Essential Imaging modalities
- Clinical Biochemistry
- Clinical Haematology
- Clinical Microbiology
- Surgical Pathology/Histopathology, Cytology
- Blood Bank/Storage
- Dietetics department with qualified dietician
- CSSD
- Medical Record Department
- Any special diagnostic or therapeutic support service required for the applicant department

## 5. Guidelines for Accredited Hospital

### A. Fee to be paid by the Trainee:

- 5.1. The fee shall be collected annually and has to be paid by the trainee at the start of each academic year.
- 5.2. In any circumstances the fee shall be non-refundable to the candidates, if he/she leaves Diploma training after joining the course.
- 5.3. The accredited hospital cannot charge any other fees like capitation fees, security deposit, security bond, and caution bond in the form of cash, fixed deposit, bank guarantee, and agreement by any instrument whatsoever. However, State Govt. owned District Hospitals applying under NBE Diploma course can implement a service bond as per the applicable state government directives, with prior approval of NBE.
- 5.4. It is not mandatory or binding on the hospital to charge maximum fees or any part thereof from the trainee resident doctors.
- 5.5. The accredited hospital cannot charge any fees or an amount in any form, over and above the ceiling amounts prescribed by NBE.
- 5.6. The maximum fee that can be collected from a Trainee annually is tabulated below:

Heads	Charges * (in INR) per year
Academic fee	75,000/-
Library fee	15,000/-
Annual Appraisal fee	15,000/-
Accommodation Charges	20,000/-
Total	1,25,000/-



## B. Stipend Guidelines

- 5.7. Paying stipend to the Diploma Trainees is compulsory.
- 5.8. According to the NBE stipend policy, **the hospital shall have to pay the Diploma Trainee a basic stipend prescribed by NBE or basic stipend according to State Government policy (whichever is higher):**

**Minimum stipend prescribed by NBE for Post MBBS Diploma:**

Year of DNB Training	Stipend (in INR) per month
First Year	35,000/-
Second Year	37,000/-

- 5.9. The phrase “*basic stipend according to state government policy*” in para 5.8 should be interpreted for different states as tabulated below:

Categories of States	The phrase “ <i>basic stipend according to state government policy</i> ” in NBE stipend guidelines should be interpreted as under:
	For NBE Diploma courses
States where the stipend to MD/MS and DM/MCh trainees of State Govt Medical Colleges is paid as a <b><i>consolidated sum</i></b> (without any break-up of basic pay and allowances)	The consolidated sum paid to MD/MS trainees of State Govt Medical Colleges
States where the stipend paid to MD/MS and DM/MCh trainees of State Govt Medical Colleges is structured as a “ <b><i>Basic pay plus various allowances</i></b> ” and paid as per recommendations of 7 <sup>th</sup> CPC	<p>Pay level 10 of 7th CPC*</p> <p>The 1<sup>st</sup> &amp; 2<sup>nd</sup> Year Diploma Trainees should be treated at par with the 1<sup>st</sup> &amp; 2<sup>nd</sup> Year DNB Trainees for the purpose of Trainees.</p> <p>Cell 1 &amp; 2 of pay level 10 in Pay matrix of 7<sup>th</sup> CPC correspond to 1<sup>st</sup> &amp; 2<sup>nd</sup> year of training respectively.</p>

\* *This does not include any kind of allowances as may be paid to MD/MS candidates in respective states. It is at liberty to the accredited hospitals to pay any allowances over and above the minimum sum prescribed by NBE.*

- 5.10. Parity with the *basic stipend* paid by respective State Government should be maintained and rates of stipend may be periodically revised.
- 5.11. NBE accredited hospitals are at liberty to pay Diploma trainees a monthly stipend more than the minimum stipend prescribed by NBE.
- 5.12. It is also desirable that the hospital provides accommodation to their trainees in addition to their stipend. However, the hospital shall not reduce the stipend of the trainees in lieu of providing accommodations.

## **C. Functionaries of the applicant hospital**

- 5.13. The applicant hospital shall designate the following authorities from its staff for diploma courses:
- 5.14. **Head of the Institute/ Chief Medical Superintendent / Medical Superintendent / CMO In-charge /Civil Surgeon/ Director:** Nodal officer for compliance of the rules and guidelines governing the programme as prescribed by NBE.
- 5.15. **NBE Programme Co-ordinator (Single Point of Contact- SPoC):** He/She shall be the resource person either from the management or academic staff who shall communicate with NBE pertaining to smooth running of the Diploma courses. The communication from NBE shall be sent to SPoC. SPoC shall be responsible for filling up of the application form for accreditation with NBE in consultation with the hospital functionaries indicated at 5.14 and 5.16
- 5.16. **Head of the Department / Senior Faculty/ In-charge:** Designated head of the applicant department/Senior faculty/In-charge shall be responsible for all administrative formalities (such as verifying faculty declaration forms, signing applications/ various documents on behalf of the applicant department etc.) with NBE related to NBE Diploma courses. He/She shall be deciding the academic & duty/posting roster of NBE trainees.
- 5.17. It is mandatory that the applicant hospital nominates the aforesaid functionaries for the NBE Diploma courses and indicate the same prominently with contact telephone no, mobile no and email-ID at the hospital's Notice Board for the benefit of NBE trainees.

## D. Grievance Redressal Committee (Accredited Hospital)

**5.18.** To address work-place based issues between the NBE trainees and NBE accredited hospitals, a Grievance Redressal Committee has to be mandatorily constituted at each of the accredited hospital.

**5.19.** The accredited hospitals shall be required to constitute this committee as per composition detailed below and widely notify the provisions made for addressing grievances of the DNB, FNB and Diploma trainees.

S. No.	Members	Role
1	Head of the Institute/ Chief Medical Superintendent / Medical Superintendent /CMO In-charge /Civil Surgeon/ Director.	Chairman
2	Senior Faculty from Medical Specialty (In-House).	Member
3	Senior Faculty from Surgical Specialty (In-House).	Member
4	NBE programme Coordinator/SPoC of the hospital.	Member
5	Medical Superintendent/ HOD or equivalent in the hospital.	Member
6	Representative of NBE trainees of the hospital.	Member
7	External Medical Expert of the Rank of Professor of a Govt. Medical College (or equivalent) with Basic Science background.	Member

**5.20.** The Terms of Reference for this committee shall be as under:

- To attend to grievances of registered NBE candidates related to NBE training against the hospital.
- To attend to disciplinary issues related to Diploma training against registered NBE trainees of the hospital.
- To submit an action taken report to NBE in matters which are escalated for redressal at NBE level.

**5.21.** Any grievance related to Diploma training shall be attended by this committee. Such matter shall not ordinarily be entertained by NBE, however, if the complainant is not satisfied with the decision of the hospital Grievance Redressal Committee, such matters shall be forwarded for further adjudication by NBE.

## **E. Reservation for In-service candidates**

50% of the Diploma seats in the District hospitals shall be reserved for in-service candidates of the concerned State. The remaining 50% seats in the District hospitals shall be open seats to be filled on all India basis. Statutory reservation for SC, ST, OBC & PWD candidates shall be applicable for the Diploma seats in the Govt. hospitals. The District hospitals accredited for Diploma seats shall be required to maintain the reservation roster for SC/ST/OBC candidates at their own level / State level.

## 6. Communication Protocol for Accreditation Purposes

- 6.1.** The preferred mode for handling the accreditation related query shall be by email. The emails may be sent to [accr@natboard.edu.in](mailto:accr@natboard.edu.in)
- 6.2.** Ordinarily, telephonic query will not be entertained; in case of the telephonic query the following information shall not be revealed under any circumstances:
- Internal movement of file
  - Decision of NBE regarding grant/non-grant of accreditation
  - Any claim/counter claim thereof
  - Dates & venue of NBE meetings or name of the NBE officers or office bearers
  - Any information which in the opinion of NBE cannot be revealed.
- 6.3.** Communication shall only be processed if the same is issued by:
- Head of the Institute/ Chief Medical Superintendent / CMO In-charge /Civil Surgeon/ Director
  - SPoC. In case of any changes in the SPoC, the hospital shall be required to first update the details of new SPoC on OAAP, before correspondence with new SPoC can be accepted by NBE.
- 6.4.** Queries shall not be entertained from persons claiming themselves to be representative, associates or officiates of the applicant institute/ hospital.
- 6.5.** Contact details:

<b>Email ID:</b>	<b>accr@natboard.edu.in</b>
<b>Phone No:</b>	011-45593060
<b>Postal Address</b>	National Board of Examinations, Medical Enclave, Ansari Nagar, New Delhi -110029

- 6.6.** Queries related to registration of trainees and counselling related matters are to be sent at **reg@natboard.edu.in** and **counseling@natboard.edu.in** respectively.



## **National Board of Examinations**

Medical Enclave, Mahatma Gandhi Marg  
Ring Road, New Delhi-110029

PH: 011-45593000, Fax: 011-45593009

Email: [accr@natboard.edu.in](mailto:accr@natboard.edu.in) ; Website: [www.natboard.edu.in](http://www.natboard.edu.in)



# भारत का राजपत्र The Gazette of India

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स्वास्थ्य और परिवार कल्याण मंत्रालय  
(स्वास्थ्य और परिवार कल्याण विभाग)  
अधिसूचना

नई दिल्ली, 6 अगस्त 2020

**का.आ. 2629(अ).**—भारतीय चिकित्सा परिषद् अधिनियम, 1956 ( 1956 का 102 ) को धारा 11 को उप - धारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए केंद्र सरकार एतद्वारा उक्त अधिनियम की प्रथम अनुसूची में आगे और निम्नलिखित संशोधन करती है, अर्थातः

राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा अनुदत्त निम्नलिखित व्यापक विशेषज्ञता डिप्लोमा पाठ्यक्रमों (एमबीबीएस के बाद दो वर्षीय पाठ्यक्रम) को अंतर्विष्ट किया जाएगा, अर्थातः-

एनेस्थेसियोलॉजी में डिप्लोमा: डी.ए. (एन.बी.ई.)	यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी।
प्रसूति एवं स्त्री रोग में डिप्लोमा: डी. जी. ओ. (एन.बी.ई.)	यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी।
बाल चिकित्सा में डिप्लोमा: डी. सी. एच्. (एन.बी.ई.)	यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी।
पारिवारिक चिकित्सा में डिप्लोमा:	यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान

डी. एफ. ऍम. (एन.बी.ई.)	किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी ।
नेत्र विज्ञान में डिप्लोमा: डी. ओ. (एन.बी.ई.)	यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी ।
ईएनटी में डिप्लोमा: डी.एल.ओ. (एन.बी.ई.)	यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी ।
रेडियो डायग्नोसिस में डिप्लोमा: डी. एम. आर. डी. (एन.बी.ई.)	यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी ।
क्षय रोग और छाती रोग में डिप्लोमा: डी. टी. सी. डी. (एन.बी.ई.)	यह अगस्त, 2020 के बाद राष्ट्रीय परीक्षा बोर्ड, नई दिल्ली द्वारा प्रदान किये जाने पर मान्यता प्राप्त चिकित्सा अहर्ता होगी ।

[सं.वी.11025/19/2014-एमईपी]

निपुण विनायक, संयुक्त सचिव

**MINISTRY OF HEALTH AND FAMILY WELFARE****(Department of Health and Family Welfare)****NOTIFICATION**New Delhi, the 6<sup>th</sup> August, 2020

**S.O. 2629(E).**—In exercise of the powers conferred by sub-section (2) of section 11 of the Indian Medical Council Act, 1956 (102 of 1956), the Central Government after consulting the Board of Governors in supersession of Medical Council of India, hereby makes the following further amendments in the First Schedule of the Act, namely:

The following Broad Specialty Diploma Courses (two year courses at post MBBS level) granted by the National Board of Examinations, New Delhi shall be inserted, namely

Diploma in Anesthesiology: DA(NBE)	This shall be recognized medical qualification when granted by National Board of Examinations, New Delhi after August, 2020.
Diploma in Obstetrics & Gynecology : DGO (NBE)	This shall be recognized medical qualification when granted by National Board of Examinations, New Delhi after August, 2020.
Diploma in Pediatrics: DCH (NBE)	This shall be recognized medical qualification when granted by National Board of Examinations, New Delhi after August, 2020.
Diploma in Family Medicine: D Fam. Med. (NBE)	This shall be recognized medical qualification when granted by National Board of Examinations, New Delhi after August, 2020.
Diploma in Ophthalmology: DO (NBE)	This shall be recognized medical qualification when granted by National Board of Examinations, New Delhi after August, 2020.
Diploma in ENT: DLO (NBE)	This shall be recognized medical qualification when granted by National Board of Examinations, New Delhi after August, 2020.
Diploma in Radio Diagnosis: DMRD (NBE)	This shall be recognized medical qualification when granted by National Board of Examinations, New Delhi after August, 2020.
Diploma in Tuberculosis & Chest Disease: DTCD (NBE)	This shall be recognized medical qualification when granted by National Board of Examinations, New Delhi after August, 2020.

[No.V.11025/19/2014-MEP]

NIPUN VINAYAK, Jt. Secy.



## ANNEXURE- 2

### DECLARATION FORM – FACULTY

- It shall be the responsibility of Head of the Institute and designated Head of the Applicant Department that faculty declarations are completed and submitted only for those faculty in the department who are employed on “FULL TIME” basis. Please do not submit faculty declarations for Part time/Visiting/Adjunct faculty in the department.
- The maximum eligible age to qualify as faculty for NBE courses, at the time of application submission, is 75 years. Please ensure that faculty declarations are not submitted for faculty who have attained an age of 75 years at the time of application submission.
- The proposed faculty shall be in possession of minimum eligible qualifications as prescribed by NBE which is duly recognized as per provisions of IMC act.

Faculty Declaration for seeking NBE Accreditation in the specialty of \_\_\_\_\_ at \_\_\_\_\_ (Hospital / Institute).

#### 1. PERSONAL INFORMATION:

1.	Name of the faculty:			<b>Photo</b>
2.	Designation in the applicant hospital/Institute:			
3.	Date of Birth (DD-MM-YYYY):			
4.	PAN Number:			
5.	Photo ID Proof issued by Government Authorities PAN Card/Adhaar Card/Passport etc.	<b>Photo ID</b>	<b>Photo ID Number</b>	<b>Issuing Authority</b>
6.	Present Residential Address of Faculty:			
7.	Permanent Residential Address of Faculty:			

#### 2. Contact Particular

<b>Telephone (Office) (With STD Code)</b>	<b>Mobile Number</b>	<b>Alternate Mobile Number</b>	<b>Email ID</b>

#### 3. PROFESSIONAL QUALIFICATIONS (In Chronological Order MBBS onwards):

Course Name (eg. MBBS, DNB/MD/MS/ DM/ MCh etc.)	Area of specialization	Year of Passing	Name of the Medical College/Hospital/Institute with City & State	Qualification Registration Number	Name of the Medical Council	Registration Valid upto (month & Year)

#### 4. EXPERIENCE AFTER PG DEGREE QUALIFICATION

Post PG Degree Experience (in Years):								
Period of Employment Present/Past			Designation Held	Hospital/Institute Name with City & State	Department	Employment Status	Hours Spent per Day (approx.)	Whether associated with DNB/FNB programme
Present / Past	From (Month -Year)	To (Month -year)						

Before joining present institution, I was working at \_\_\_\_\_ as \_\_\_\_\_ and relieved on \_\_\_\_\_ (dd-mm-yyyy) after resignation /retiring .

**5. Please indicate significant contributions of faculty to academic activities of NBE or other universities in earlier years: (Maximum in 1000 characters)**

--

**6. The faculty has drawn total emoluments from the applicant hospital / institute in current financial year as under:**

Month & Year	Remuneration drawn from the Applicant Hospital / Institute	TDS

**I hereby declare that:**

1. I, \_\_\_\_\_ am working as \_\_\_\_\_ in the department of \_\_\_\_\_ at \_\_\_\_\_ (Hospital / Institute) and do hereby undertake that I am a faculty at above mentioned hospital / institute and working full time on daily basis at this hospital / institute.
2. I have not presented myself as faculty to any other hospital / institute / Medical college concurrently for the purpose of accreditation for any academic programme.
3. I am not having Private Practice anywhere, OR  
I am practicing at \_\_\_\_\_ (Address of Private Practice) in the city of \_\_\_\_\_ in an independent set up. My hours of private practice are \_\_\_\_\_ to \_\_\_\_\_.
4. It is also to confirm that the above-mentioned department at this Institution/ Hospital is my principle place of practice and I have no other institutional attachment / affiliation (except my own private practice in a non-academic independent setup, if so, indicated above.). Further, I have not proposed / applied / counted as a faculty for any other MD / MS / DM / MCh / Equivalent programme in this hospital / institute or any other hospital concurrently.

5. Further, I state that I am not working in any hospital / institute other than the applicant hospital / institute in any capacity viz Regular / Contractual / Adhoc / Full time / Part time / Honorary etc.
6. Complete details with regard to work experience have been provided and nothing has been concealed by me.
7. It is declared that each statement and/or contents of this declaration and/or documents, certificate submitted along with declaration form, by the undersigned are absolutely true, correct and authentic.
8. In the event of any statement made in this declaration subsequently turning out to be incorrect or false, the undersigned has understood and accepted that such misdeclaration in respect to any content of this declaration shall also be treated as a gross misconduct thereby rendering the undersigned liable for necessary disciplinary action (including removal of name from Indian Medical Register).
9. I have gone through the Information Bulletin for Accreditation with NBE and hereby agrees to impart DNB/FNB training to DNB/FNB trainees as per prescribed NBE guidelines.

**Date:** \_\_\_\_\_ **Signature of the Faculty:** \_\_\_\_\_

**Place:** \_\_\_\_\_ **Name of the Faculty:** \_\_\_\_\_

**ENDORSEMENT BY HEAD OF THE DEPARTMENT & HEAD OF THE INSTITUTE:**

This endorsement is the certification that the undersigned has satisfied himself / herself about the correctness and veracity of each content of this declaration and endorse the above mentioned declaration as true and correct. I have verified the certificates/documents submitted by the faculty with original certificate/documents as submitted by the faculty to the hospital / institute / medical college and found them to be correct and authentic.

I also confirm that \_\_\_\_\_ is not practicing or carrying out any other activity during hospital / institution / medical college working hours, since he / she has joined the institute.

The faculty has undertaken that He/She is not working at any hospital / institute other than this hospital and other than his/her private practice in an independent setup.

In the event of this declaration turning out to be either incorrect or any part of this declaration subsequently turning out to be incorrect or false it is understood and accepted that the undersigned shall also be equally responsible beside the declarant himself / herself for any such misdeclaration of misstatement.

**Signature of Head of the  
Department**

\_\_\_\_\_

**Signature of Head of the  
Institute with official Stamp**

\_\_\_\_\_