

ખાનગી લેબોરેટરીઓને માન્યતા
આપવાની કાર્યપદ્ધતિ.

ગુજરાત સરકાર,
માર્ગ અને મકાન વિભાગ
પરિપત્ર ક્રમાંક:—પરચ/૧૦/૨૦૦૫/૩૩/પાર્ટ/૩/સી.
સરદાર ભવન, સચિવાલય, ગાંધીનગર
તા.૧૬/૮/૨૦૧૫.

વંચાણે લીધા:—(૧) પરિપત્ર ક્ર:પરચ/૧૦૨૦૦૦/ગુ.નિ.જ.ન./૫૩/(૧૨)/સી., તા.૨૧/૦૨/૨૦૦૦
(૨) પરિપત્ર ક્ર:પરચ/૧૦૨૦૦૦/ગુ.નિ.જ.ન./૫૩/(૧૨)/સી., તા.૨૪/૦૮/૨૦૦૧

આમુખ:—

સંદર્ભીત પરિપત્રોથી તથા ત્યારબાદના સમયાંતરે કરવામાં આવેલ વહીવટી નિર્ણય અનુસાર નિવિદ્યા થી ડેન્ડર મંગાવી ખાનગી લેબોરેટરીઓને માન્યતા આપવા અંગેની કાર્યપદ્ધતિ માર્ગ અને મકાન વિભાગમાં હાલ અમલી છે. આ કાર્યપદ્ધતિમાં વિવિધ વહીવટી તબક્કા પસાર કરવામાં વણો સમય વ્યતિત થાય છે. ભવિષ્યમાં કામગીરીના વ્યાપને ધ્યાને રાખતાં હવે નીચે દર્શાવ્યા મુજબ કાર્યપદ્ધતિ અપનાવવામાં આવે છે.

પરિપત્ર:—

જે તે કેલેન્ડર વર્ષમાં જાન્યુઆરીથી જુન માસમાં આવેલ અરજીઓ માટે જુલાઈ માસમાં તથા જુલાઈ થી ડીસેમ્બર માસમાં આવેલ અરજીઓ માટે જાન્યુઆરી માસમાં રજીસ્ટ્રેશન કરવાની પદ્ધતિ અપનાવવામાં આવશે.

આ પદ્ધતિ પ્રથમવાર અપનાવવામાં આવનાર હોય, ચાલુ વર્ષે તા.૦૧-૦૮-૨૦૧૫ થી તા.૩૧-૦૮-૨૦૧૫ સુધીમાં લેબોરેટરી માટે આવનાર અરજી ઉપર રજીસ્ટ્રેશનની કામગીરી હાથ ધરવામાં આવશે. વર્ષ ૨૦૧૬ થી બીજાણમાં જણાવેલ કાર્યપદ્ધતિ અનુસરવામાં આવશે.

બિહાણ:—અરજીનું નિયત ફોર્મ
તથા કાર્યપદ્ધતિની વિગતો.

(એ. એન. મિસ્ત્રી)
ઉપ સચિવ (રા.ર.)—૨
માર્ગ અને મકાન વિભાગ

REGISTRATION

The following procedure shall be followed for entertaining applications for registrations;

In order to enable the registering authorities to have sufficient time for scrutiny and calling for additional information, if necessary, the application for the registration as approved laboratory shall be received at any time during the year and shall be considered only once in six months i.e. at the end of June and at the end of December.

Application for registration of laboratory shall be made to Executive Engineer R&B State Division, Nadiad No application should be received direct in the Head office. Registration fees of Rs. 2000.00 is to be paid along with application. If any application is so received, it must be passed on, on the date of receipt, to the Executive Engineer R&B State Division, Nadiad for scrutiny and further disposal at his end. Registered laboratory can do testing of material at the rates approved/can submit tender when tender is invited. Registered lab can do testing work for tests which are approved for the laboratory.

The laboratory shall not be registered during the currency of the period of punishment of black listing etc.

RENEWAL

The laboratory approval will be valid for three calendar years.

After initial registration, on payment of renewal fee as Rs. 2000.00 which will be non-refundable and subject to the production of the necessary documents every third year.

APPEAL

The laboratory, whose request for the registration / renewal of registration made for, has not been accepted at the respective level shall have the right of appeal to the next higher authority for reconsideration of his case.

Any laboratory black listed or removed from the approved list of laboratory with any other punishment by an officer, who is competent to do so, shall have the right of appeal to the authority at the level of Government against the orders of punishment awarded; and the decision of Government on the appeal shall be final.

DISQUALIFICATIONS

On receiving the report of specific failure of or default by a laboratory and if the registering Authority considers that the Financial circumstances have or technical capacity of a laboratory has so deteriorated that he ought to be awarded with the punishment like removal from the register etc. he (i.e. Registering Authority) may proceed to do so after calling on the laboratory to state within a stated time as to why the action, as proposed, should not be taken against him. Action as taken should be intimated to all concerned. Whenever a laboratory is removed from the approved list or black listed etc. he will not be entitled to any refund or registration fees.

The name of laboratory, who have not tendered for a period of three years in Divisional office should be removed from the register of approved laboratory. The registering authority should review the registration effected by him every year for taking action for removal of laboratory.

If a laboratory whose name has been so removed desires to take up testing subsequently, he should apply for re-enrolment on payment of the prescribed fees. Such an application shall be considered on its merits.

TERMS AND CONDITION

1.0 The validity period of registration for conducting the specified tests will be for three years initially. Laboratory registered during validity of earlier approval rates, earlier approved shall be binding to all approved/registered laboratories. Rates may be invited by Executive Engineer, R&B state division, Nadiad as per policy.

* The approved laboratory shall have to submit their I.S.O. Audit report every year.

2.0 For branch laboratory separate registration is required.


3.0 Testing Personnel & Technical Staff

Testing personnel must be well experienced and technically competent in the laboratory & field testing for which the laboratory has opted for the testing. Key personnel must be full time technical person in the laboratory. **It is mandatory to submit the CVs of all staff with color photograph as shown in annexure-III for minimum requirement of staff.**

- The testing staff of the laboratory must be employed as full time job only in their laboratory. For this, purpose Laboratory owner has to submit Affidavit (**Affidavit proforma is attached**). They must submit the undertaking of the testing staff that they are working only with this laboratory submitted. Any fraud in the matter will leads to Ban on the registration of the laboratory for a period of Three years. (**during the physical verification all staff must be present in the laboratory; if any shortage found in manpower & equipment, the approval for the testing of particular material will not be given**)

5.0 Attach necessary documents related to formation i.e. date / month of the laboratory and registration in any govt. body, telephone bill, IT returns etc. or as per availability.

6.0 Provide the details about any fraud or black listing action taken by any of the department or Agency/Owner of the laboratory or applicant or his partners or share – holders been black-listed etc. in past by any Govt. Dept. or any other body. Any hiding of such information shall be considered for deregistration of the laboratory.

 7.0 **At the time of application for registration the Laboratory must accredited with ISO : 9001-2008 with latest amendment & shall be accredited with the National Accreditation Board for Testing & Calibration Laboratories (NABL) accordance with the standards ISO-IEC-17025-2005. The copy of the NABL or equivalent accreditation certificate shall be submitted to the Executive Engineer, Kheda (R&B) Division Nadiad.**

8.0 Equipment:

8.1 Equipments shall be updated, and in working condition.

8.2 Equipments shall be as per I.S. Norms