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Part III—Section 2

(Supplement)

NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

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NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

TAMIL NADU STATE MENTAL HEALTH AUTHORITY, CHENNAI

Tamil Nadu State Mental Healthcare Regulations, 2026

(R.No.773/A2/SMHA/2025)

No. SRO C-28/2026.

In exercise of the powers conferred sub-section (1) of section 123 of Mental Healthcare Act, 2017 (Central Act 10 of 2017), Tamil Nadu State Mental Health Authority hereby makes the following Regulations, namely.

CHAPTER – I

1. Short title, extent, and commencement: –

These regulations may be called the “Tamil Nadu State Mental Healthcare Regulations, 2026” applicable to the whole of the State of Tamil Nadu and commencement from the date of publication in the *Tamil Nadu Government gazette*.

2. Definitions: –

- (1) In these regulations, unless the context otherwise requires, –
- (a) “Act” means the Mental Healthcare Act, 2017 (10 of 2017).
 - (b) “Form” means a Form appended to these regulations.
 - (c) “Section” means section of the Act.
 - (d) “Schedule” means the Schedule appended to these regulations.
 - (e) “State Authority” means Tamil Nadu State Mental Health Authority constituted under Section 45 of the Act.
 - (f) “Sheltered accommodation” means a safe and secure accommodation option for persons with mental illness, who want to live and manage their affairs independently, but need occasional help and support.
 - (g) “Supported accommodation” means a living arrangement whereby a person, in need of support, who has a rented or ownership accommodation, but has no live-in caregiver, gets domiciliary care and a range of support services from a caregiver of an agency to help him live independently and safely in the privacy of his home.
 - (h) The words and expressions used herein and not defined, but defined in the Act or, the rules in so far as they are not inconsistent with the provisions of the Act shall have the meanings as assigned to them in the Act or the rules.

CHAPTER – II

Tamil Nadu State Mental Health Authority

3. Meetings of the State Authority: –

- 1) The meetings of the Tamil Nadu State Mental Health Authority shall ordinarily be held at the headquarters of the State Authority on such dates and time as the chairperson may fix.
- 2) A notice calling for a meeting of the Authority specifying the place, date, and time of the meeting shall be served upon every member of the Authority not less than 15 days in the case of annual meeting and 10 days in the case of other meetings, before the day of the meeting.
- 3) Conduct of Meetings. - A meeting shall be called to order by the Chairperson or, in his absence, the Senior most official Member will be chairing the meeting.
- 4) The Chairperson or the member who presides over the meeting shall decide the sequence of the agenda items for consideration.
- 5) The first meeting of the Authority to be held in any calendar year shall be the annual meeting for that year.
- 6) The Chief Executive officer shall prepare and circulate to the members along with the notice of the meeting, an agenda for such meeting listing the business to be transacted with the approval of the Chairperson.

- 7) A member who wishes to move any motion not included in the agenda shall give notice thereof to the Chief Executive Officer not less than seven days before the date fixed for the meeting.
- 8) A member may join the meeting using mandatory tele-video conferencing during the specified time. The members attending the video-tele-conference shall have equal rights and responsibility like the members attending the meeting physically. The members attending the meeting through video-tele-conference shall constitute the quorum.
- 9) The Chairperson of Tamil Nadu State Mental Health Authority may call a special meeting at any time to deal with an urgent matter.
- 10) The Chairperson may call a special meeting if he/she receives a requisition in writing signed by not less than one third of the members, stating the purpose for which they desire the meeting to be called.
- 11) One-third of the total members of the State Authority shall form the quorum for the meeting.
- 12) If the quorum is not present at the time of the meeting, the chairperson may adjourn the meeting for half an hour. If the quorum is still not present after half an hour, the meeting is adjourned to a date not later than seven days with fresh notice, even then if quorum is not present, the meeting may start as if the quorum is present.
- 13) All questions which come up before any meeting of the Authority shall be decided by a majority of votes by the members present and voting and in the event of an equality of votes, the chairperson or in his absence the member presiding over shall have a second or casting vote.
- 14) The Chief Executive Officer may invite a non- member to the meeting as a special invitee, with the permission of the Chairperson. The special invitee will not be voting.
- 15) Attendance and proceedings at Meetings. - The Chief Executive Officer shall record the attendance of members at the meeting in the attendance register maintained for the purpose by the secretariat of the Authority.
- 16) The Chief Executive Officer shall record the attendance of non-members in the minutes of the meeting.
- 17) The Authority may grant leave of absence to a Member does not present in the meeting and the Chief Executive Officer shall record such leave of absence in the minutes of the meeting.
- 18) Minutes of the meetings. - The Chief Executive Officer shall record the minutes of the meeting of the Authority.
- 19) The Chairperson or the Member presiding the meeting shall approve the minutes of the meeting recorded by the Chief Executive Officer, and the Chief Executive Officer shall circulate the same to the members within a fortnight of the meeting.
- 20) The Chief Executive Officer shall cause the approved minutes of the meeting pasted in the Minutes Book and every page of the minutes shall be authenticated by signatures of the Chairperson or the Member who chaired the meeting.
- 21) A meeting shall be called to closure by the Chairperson or the Member chairing the meeting.
- 22) The Chief Executive Officer shall communicate the relevant extracts of the decision of the Authority to all the members for necessary follow-up action.
- 23) The Chief Executive Officer shall submit an action taken report on the decisions of the last meeting in the next meeting.
- 24) Any business which may be necessary for the Authority to transact may be carried out by circulation among all members and any resolution so circulated and approved by a majority of members, shall be valid and binding as if such resolution had been passed at the meeting of the Authority.
- 25) The Chief Executive Officer shall forward copies of the proceedings of the Authority to the State Government.

CHAPTER – III

Terms and Conditions of Service of Officers and Employees of the State Authority

4. A. Chief Executive Officer: –

- 1) There shall be a Chief Executive Officer of the State Authority, not below the rank of the Deputy Secretary to the State Government, to be appointed by the State Government.
- 2) The service of the Chief Executive Officer is on deputation on Foreign Service under Fundamental Rules 110 of the Tamil Nadu Government.

- 3) The Chief Executive Officer will hold the office for a term of three years and the Selection Procedure shall be done every three years. The Chief Executive Officer is eligible for reappointment, and he / she shall not hold office after he / she has attained the age of superannuation.
- 4) He/she shall execute the decisions of the Authority and carry out its directions relating to implementation of such decisions in the day-to-day performance of his duties. He/she shall be directly responsible for the function and mandate of the Authority.
- 5) The Chairperson of the State Authority shall have administrative control over the Chief Executive Officer and disciplinary proceedings on Chief Executive Officer shall be referred to the Health and Family Welfare Department.

B. Officers and other employees: –

- 1) The State Authority, with the approval of the State Government, appointed such officers and other employees under sub-section (2) of section 52, as deemed necessary to fulfill the obligations of the Act.
- 2) The Officers and other employees on deputation shall be governed by parent cadre rules. On contract staff shall be governed by contract terms consistent with government norms.

CHAPTER – IV

Mental Health Establishments (MHE)

5. Minimum quality Standards of Mental Health services: –

All mental health establishments (MHE) shall follow the minimum standards of facilities and services as provided in the schedule, under clause (a) of sub-section (4) of Section 65 of the Act. The standards specified in the schedule shall be reviewed and amended, if necessary, by the authority, every two years.

6. The minimum qualifications for personnel engaged in mental health Establishment: –

Mental Health Professional as per the Act, Section 2 (1) Clause “r” subclause (i), (ii), and (iii).

Psychiatrist as per section 2 (1) Clause “y”

Doctor: M.B.B.S., Degree with registration In Tamil Nadu Medical Council

Clinical Psychologist as per section 2 (1) Clause “g” subclause (i) and (ii)

Psychiatric social worker; as per section 2 (1) Clause “x”

Nurse: A Diploma in Nursing / B.Sc., Nursing with Registration in Tamil Nadu Nurses and Midwives council

7. Maintenance of records: –

- (1) Mental Health Establishments shall keep a basic Medical Record as in Form-I and Admission and Discharge Register as in Form-II. Individual case sheets must be maintained for individual patients.
- (2) Records so maintained shall be shown to the Authority at the time of the audit or when requested by the Mental Health Review Boards/Authority.

8. Application to be made by the mental health establishment for Permanent Registration: –

- (1) Every mental health establishment in a State, except the mental health establishment under the control of the Central Government, shall be registered with the State Authority.
- (2) Every mental health establishment referred to in sub-rule (1) shall apply for permanent registration to the State Authority in Form-III, containing details as specified therein, along with a fee of Rupees Twenty Thousand by way of a demand draft drawn in favor of the Chief Executive Officer of Tamil Nadu State Mental Health Authority payable at Chennai for up to fifty beds. For Mental Health establishments above fifty beds and up to two hundred beds shall pay Rs Forty Thousand as registration fees. For Mental Health establishments above two hundred beds shall pay Rs One lakh as registration fees. The Sheltered accommodation and supported accommodation are exempted from the registration fee of Rupees Twenty thousand and the sheltered accommodation and supported accommodation shall pay Rupees One Hundred as registration fees. All the fees can be paid through online portal once the Authority Starts facility for online applications.

9. Manner of submitting evidence: – A mental health establishment while applying for permanent registration with the Authority shall enclose therewith details regarding Standard-wise compliance as per Schedule with documentary evidence and camera Pictures in support of the claim.

10. Filing of Objections against Grant of Permanent Registration to a Mental Health Establishment: –

- (1) Any objection against grant of permanent registration to a mental health establishment may be filed by any individual or organization in response to public notice within a period of thirty days from the date of issue of such notice in Form-IV.

- (2) The manner of filing objections: In response to a public notice issued by the Authority regarding grant of permanent registration to a mental health establishment, an individual or a body may file an objection with valid reasons, against grant of permanent registration to a mental health establishment within a period of thirty days from the date of issue of such notice.

11. Grant of Permanent Registration to a Mental Health Establishment: –

- (1) The State Authority shall, on being satisfied that the mental health establishment fulfills all the requirements as specified in section 66, grant to such mental health establishment, a permanent registration certificate in Form-V.
- (2) Issue of duplicate certificate: – Where a certificate of registration granted to a mental health establishment is destroyed, lost, mutilated, or damaged, the State Authority may issue a duplicate certificate on an application made by such establishment along with a fee of rupees one hundred by way of a demand draft drawn in favor of Chief Executive Officer of State Mental Health Authority payable at Chennai or by online payment.

CHAPTER – V

Register of Mental Health Professionals

12. (1) State Authority shall maintain a register of practicing mental health professionals in the state, in digital form which will contain their names, professional qualifications, and contact details. The list will be available on the Authority's website and shall be updated every month.
- (2) All the existing mental health professionals in the State shall get registered with the State Authority under clause (d) of Sub-section (1) of Section 55, by applying in Form-VI accompanied with details called for therein along with a fee of Rs.500/- by way of a Demand Draft drawn in favor of Chief Executive Officer, Tamil Nadu State Mental Health Authority payable at Chennai or by online payment. The Certificate of Registration will be issued in Form VII.
- (3) Every year, as on 1st January, the State Authority shall publish district-wise, a state list of Mental Health Professionals and it shall be displayed on Authority's website.

THE SCHEDULE

[See regulations 5 and 9]

MINIMUM STANDARDS FOR MENTAL HEALTH ESTABLISHMENTS

As per the Central Mental Health Authority Notification dated 12.8.2025 F.No.V.15012/26/2025/CMHA (E) in exercise of the powers conferred by section 122 of the Act, the Central Mental Health Authority has made amendments in the Mental Healthcare (Central Mental Health Authority) Regulations 2020, as per the amendments the MHEs shall consist of the following classifications and categories as mentioned in the table below, namely:

TABLE

<i>Serial Number</i>	<i>Classification</i>	<i>Category</i>
1	Standalone MHEs	Category A
2	Psychiatric Department of Medical Colleges	Category B
3	Psychiatric Wards of Multi-specialty Hospitals	Category C
4	Standalone De-addiction Centres	Category D
5	Centres for Psychosocial Rehabilitation	Category E

I. Common Minimum Standards (All Categories of Mental Health Establishments)

The following common minimum standards are applicable to all categories of MHEs (Category A, B, C, D, E) excluding sheltered accommodation and supported accommodation.

1. All premises shall be well maintained and have proper living conditions:

- 1.1. Each MHE should have a building of its own or leased or rented with a rental agreement.

- 1.2. MHEs should apply for fresh registration when the location is changed. The registration is location specific.
- 1.3. The building/s shall be approved by local authority for public use.
- 1.4. Concrete structures should be there in living rooms.
- 1.5. Structures should be seepage free.
- 1.6. Functional windows and doors shall be present in all structures.
- 1.7. Buildings with more than two floors shall have a lift with a generator back-up. Already existing Establishments shall have lift and Generator back-up within 24 months. New Establishments shall have lift and Generator back-up from the beginning.
- 1.8. Sufficient ventilation and natural lighting should be there in the buildings.
- 1.9. Sufficient illumination after sunset that is appropriate for reading without causing strain to the eyes should be there.
- 1.10. Inverters are functional for emergency lights during power failures and load shedding should be there.
- 1.11. Periodic painting of doors, windows and walls, should be made
- 1.12. Information board displaying the name and category of the MHEs and the contact details including address and telephone numbers of the concerned Board in both Tamil and English should be there. Display the registration certificate, Display of patient's right charter and tariff of charges (Tamil & English).
- 2. The living conditions shall be comfortable:**
 - 2.1. Separate cots with mattresses, pillows, bed sheets, and blankets shall be provided.
 - 2.2. Provision of mosquito repellents in sleeping areas should be provided.
 - 2.3. Ratio of fans to beds should be not less than 1:2 ratios with inverter back-up.
 - 2.4. Sleeping cots shall not be placed in passages, verandas, under staircase or anywhere else except ward /dorms/rooms.
 - 2.5. Hot water for baths should be available.
 - 2.6. Lockable personal storage facilities for clothing and possessions shall be provided.
 - 2.7. Minimum distance between two parallel beds should be 1 meter.
- 3. The premises shall have adequate floor space available.**
 - 3.1. Dormitories and wards should be separate for Women, Men, Girls and Boys. The minimum area in wards/ dormitories shall be 6 Sq. meters per bed. Children below 3 years could not ordinarily be separated from the mother.
 - 3.2. A gender-neutral ward and dormitory for inpatients who don't wish to be kept in either male or female ward.
 - 3.3. Door width is minimum 1.2 meters. Main door, Ward door and Corridor doors shall have a minimum width of 1.2 meters. Other doors shall have a minimum clear width of 0.9 meters.
 - 3.4. Common room should have television, newspapers, magazines and indoor games. Chairs should be provided.
- 4. Hygiene, cleanliness and sanitation shall be maintained:**
 - 4.1. Daily sweeping, swabbing and dusting of the entire premises.
 - 4.2. Sanitation should be maintained in all areas including toilets and bathrooms using disinfectants.
 - 4.3. Number of toilets should be at a ratio of 1:8 and bathrooms should be at the ratio of 1:10.
 - 4.4. Separate toilets and bathrooms for males and females, gender neutral toilet and toilet for persons with disabilities should be there.
 - 4.5. Round the clock water should be available in bathrooms and toilets.
 - 4.6. Service users dress should be washed and changed daily.
 - 4.7. Weekly change of bed linen should be there.
 - 4.8. Periodic pest control should be done.
 - 4.9. Articles of personal hygiene like soap, toothbrush, toothpaste, oil shall be made available to all the inpatients.

- 4.10. Female patients shall be made available with sanitary napkins.
- 4.11. Toilets for female inpatients shall have disposal facilities for sanitary napkins.
- 4.12. The bathing and toilet facilities shall allow privacy.

5. Wholesome and nutritious food and potable drinking water shall be provided/available in comfortable settings:

- 5.1. Well cooked, fresh, hot and hygienic food, appropriate to local food habits, shall be provided without any restriction on quantities of the food served.
- 5.2. Food should be served on dining tables with chairs.
- 5.3. No adulteration and contamination in food provisions.
- 5.4. Special meals should be served as advised for patients who have physical illness.
- 5.5. Breakfast, morning and evening tea or coffee, lunch and dinner shall be served at proper timings.
- 5.6. Food menu should be changed daily.
- 5.7. Food menu should be displayed with timetables.
- 5.8. Food should be served in a respectable and comfortable manner.
- 5.9. Safe drinking water along with provision of a water dispenser shall be provided.
- 5.10. Food safety norms should be followed, and food safety certificates should be obtained.

6. Facilities shall be provided for social, cultural, leisure and recreational activities:

- 6.1. Entertainment programs, socials and excursions shall be organized for inpatients.
- 6.2. Furnished visitors' room for families coming to meet the inpatients.
- 6.3. Facilities shall be provided for the inpatients for communication and freedom to receive visitors.

7. Human rights and dignity of the people should be respected.

- 7.1. There shall not be any physical, mental, sexual abuse or violence.
- 7.2. Physical restraint to be used if it is the only means available to prevent imminent and immediate harm to the person concerned or to others and it should be approved by the Psychiatrist and the circumstances, duration of restraint shall be recorded in the case sheet and a separate register kept for the purpose.
- 7.3. The family member / nominated representative of the person shall be informed about every instance of restraint within a period of twenty-four hours.
- 7.4. Remuneration should be paid for the work given to the patients, who shall be engaged, only with consent.
- 7.5. The inpatients should have the freedom to meet their family any day during the visiting hours.
- 7.6. The inpatients should be discharged on request in accordance with the provisions of the Act applicable to the mode of admission.
- 7.7. The Centers should provide mechanism for grievance redressal.
- 7.8. Minimum Wages Act shall be followed.

8. Record Maintenance.

- 8.1. Maintain personal and treatment records of all the patients, and records in paper or electronic format shall be preserved for at least ten years.
- 8.2. Patients' case histories and records shall be confidential and available only to the person/persons authorized by the State Mental Health Authority (SMHA) or by the Mental Health Review Board (MHRB) on request.
- 8.3. The following records shall be readily available.
 - 8.3.1. Admissions register.
 - 8.3.2. Nominal register of the patients.
 - 8.3.3. Treatment register (case sheet). The records shall be maintained in paper and shall be preserved for a period of Ten years. The medico-legal records shall be preserved until disposal of proceedings or Ten years whichever is longer.
 - 8.3.4. Drug register.
 - 8.3.5. Injuries register.

- 8.3.6. Patient weight monitoring register.
- 8.3.7. Physical restraints register.
- 8.3.8. Absconded patients register.
- 8.3.9. Emergency call register attended by the Psychiatrist.
- 8.3.10. Dangerously ill / seriously ill patient register.
- 8.3.11. Attendance registers for all the staffs.
- 8.3.12. Inventory register (Stock register)
- 8.3.13. Discharge register.
- 8.3.14. Deaths register.
- 8.3.15. Visitor register.
- 8.3.16. Grievance/Feedback register.
- 8.4. The following documents shall be maintained in the medical records:
 - 8.4.1. Patient capacity assessment report
 - 8.4.2. Signed informed consent
 - 8.4.3. Doctor's evaluation and prescription
 - 8.4.4. Medications related records
 - 8.4.5. Psychologists report
 - 8.4.6. Psychiatric social workers report

9. Fire safety, pollution control and waste management:

- 9.1. Necessary procedures shall be provided to meet fire and non-fire emergencies and safe exit of inpatients and others.
- 9.2. Directional fire exit signage shall be appropriately displayed in Tamil and English languages.
- 9.3. All fire safety measures shall be taken including fire prevention, detection, mitigation, evacuation, containment and mock drills.
- 9.4. All MHEs shall have a fire safety certificate and Sanitary certificate

10. CCTV monitoring

- 10.1. CCTV cameras should be installed in entrance, exit, shared areas, dining hall and common wards.
- 10.2. Digital video recordings of CCTV cameras should be preserved and retrievable for a minimum period of 3 month with due importance to the dignity and confidentiality of the people.

II. Specific Minimum Standards for Mental Health Establishments of Category A, B, and C.

11. Adequate Health Professionals shall be employed to provide proper treatment:

- 11.1. Inpatients shall be seen daily by a Psychiatrist with documentation.
- 11.2. A medical practitioner shall be available daily in the morning for examination and documentation and on call 24 hours to meet emergencies.

12. Other medical and Allied Healthcare-staff shall be engaged as per specified requirements:

- 12.1. Tie up with a local hospital shall be ensured for admitting patients if required.
- 12.2. Treatment for general health problems, including vaccinations, should be made available to service users at the facility or by referral.
- 12.3. Other Specialist doctors shall be available on call for emergency. (Gynecologist on call for women and Pediatrician for minors).

13. Equipment and articles shall be provided and used for inpatients as per requirements:

- 13.1. Medical equipment and instruments shall be commensurate with the scope of services and the number of beds.
- 13.2. Equipment and inventory shall be kept in good usable condition.
- 13.3. Sufficient sets of basic equipment consisting of blood pressure apparatus, stethoscope, weighing machine, thermometer etc. is available.
- 13.4. Anesthesia equipment and muscles relaxants shall be provided in cases of electro-convulsive therapy in the MHE.

13.5. Oxygen cylinders with flow meter shall be available.

13.6. Sufficient stock of drugs, medical devices and consumables, drugs in the Essential Drugs List and psychotropic drugs shall be made available in sufficient quantity.

13.7. Emergency life-saving equipment shall be always made available

14. All Category A, B, and C, MHEs should have a certification for biomedical waste management from Tamil Nadu Pollution control Board under the 2016 rules.

III. Specific Minimum Standards for Mental Health Establishments of Category D and E, excluding sheltered accommodation and supported accommodation.

15. Admission criteria

15.1. All persons before being admitted to a Standalone De-addiction Centre (Category D) should be evaluated by a psychiatrist for any necessity for acute care and the psychiatrist should recommend fitness or otherwise for admission in a Standalone De-addiction Centre in Form VIII”

15.2. All people while admitted to a Centre for psychosocial rehabilitation (Category E) could be evaluated by a psychiatrist for any necessity for acute care and the psychiatrist could recommend fitness or otherwise for admission in a Centre for psychosocial rehabilitation in Form VIII” within 24 hours of admission.

15.3. Persons who are severely mentally ill or violent or with suicidal tendency, or persons who are severely medically ill shall not be admitted in a Standalone De-addiction Centre or a Centre for psychosocial rehabilitation.

When service users who are already admitted in a Standalone De-addiction Centre or a Centre for psychosocial rehabilitation, develops such severe mental illness or medical illness, based on the assessment of the psychiatrist of that Centre such persons could be immediately transferred to a MHEs of Category A, or B, or C, or in a Registered Clinical establishment for medical illnesses respectively

After improvement in the clinical condition as certified by the treating doctor, the person can be readmitted in a MHE of Category D Standalone De-addiction Centre or Category E, Centre for psychosocial rehabilitation.

IV. Specific Minimum Standards for Sheltered accommodation and Supported accommodation

16. Requirements

16.1. Application for registration of sheltered accommodation and supported accommodation shall be made in FORM – IX.

16.2. One Professional Social worker shall visit every week.

16.3. The accommodation should have a rental agreement.

16.4. Resident register shall be maintained with consent letter from the residents.

16.5. Not more than 5 residents in one unit.

16.6. Display the registration certificate, Display of patient's right charter and tariff of charges (Tamil & English).

16.7. Incidents and death shall be reported to the family members, in case of service users without a family, incidents and death shall be reported to the Police.

Human Resources requirements (Category-wise)

Staffing Norms in Ratio (Cadre-wise)							
Category of MHE	Psychiatrist	Medical Officer	Nurse*	Clinical Psychologist/ Trained Psychologist*	Psychiatric Social Worker*	Psychiatric support worker/ Attendants	House-keeping staff
Category A,	1:30 Daily	1:30 Daily	Nurse: 1:10 Round the clock	1:50 Twice Weekly	1:50 Twice Weekly	1:15 Round the clock	1:10
Category B, (As per NMC Norms)	1:30 Daily	1:30 Daily	Nurse: 1:10 Round the clock	1:50 Daily	1:50 Daily	1:15 Round the clock	1:10

Staffing Norms in Ratio (Cadre-wise)							
Category of MHE	Psychiatrist	Medical Officer	Nurse*	Clinical Psychologist/ Trained Psychologist*	Psychiatric Social Worker*	Psychiatric support worker/ Attendants	House-keeping staff
Category C,	1:30 Daily	1:30 Daily	Nurse: 1:10 Round the clock	1:50 As required	1:50 As required	1:15 Round the clock	1:10
Category D,	1:50, Visiting Psychiatrist (On alternate days and on need basis)	1:50, Daily and on need basis	Nurse: 1:15 Round the clock	1:50 Daily	1:50 Daily	1:15 Round the clock	1:10
Category: E (Excluding sheltered accommodation and supported accommodation.)	1:50, Visiting Psychiatrist (Should be available twice weekly and on need basis)	1:50, Should be available twice weekly and on need basis	Nurse: 1:20 Round the clock	1:50 (once a week)	1:50 Daily	1:15 Round the clock	1:10

*Provided that if no qualified mental health professionals such as clinical psychologist or psychiatric social worker or psychiatric nurse is available, then psychologist or social worker or general nurses trained in mental health services may be posted. A minimum of three months training in an approved Centre for the said purpose.

FORM-I

[See regulation 7 (1)]

1. Basic Medical Record*

a) Name of the mental health establishment/doctor:

b) Date:

c) Hospital registration number:

d) Patient's Name:

e) Age: Sex:

f) Father's/Mother's name:

Address:

Mobile No:

g) Patient accompanied by (Name, age and nature of relationship):

- h) Identification marks:
- i) Nominated representative:
(Contact and Assessment dates)
- j) Advance Directive – Yes or No, If yes salient features of the content:
- k) Date of admission: Date of discharge:
- l) Mode of admission (section under Mental Healthcare Act, 2017):
Independent/ Supported/ Minor
- m) Chief complaints:
- n) Summary of Medical Examination Laboratory investigations:
- o) Salient behavioral observations:
- p) Psychological Assessment Report:
- q) Psychiatric Social workers report:
- r) Provisional/differential/final diagnosis:
- s) Course in the hospital (Treatment and Progress):
- t) Condition at discharge or discharge at request or leave against medical advice or person with mental illness absconding or others:
- u) Treatment advice at discharge:
- v) Follow-up recommendations:
- w) Signature:

Seal

FORM-II
[See regulation 7 (1)]
Admission and Discharge Register of Patients

S. No.	Name of the Patient and address	Mobile No.	Age	Sex	Hospital IP No.	Date of Admission	Provisional Diagnosis	Investigations if any	Final diagnosis	Treatment	Date of Discharge	Result Cured / Same condition / Referred / Expired	Additional information if any	Initial of the medical officer
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.														
2.														
3.														
4.														

The hospital shall maintain individual case sheets for the patient in Form I

TAMIL NADU STATE MENTAL HEALTH AUTHORITY
Institute of Mental Health Campus, Medavakkam Tank Road, Kilpauk, Chennai-600 010.

✓ Please tick for category applying for			
S. No	Category	Types of Centres	Tick
1	Category A	Standalone MHEs	
2	Category B	a) Psychiatric Department of Medical Colleges Government	
		b) Psychiatric Department of Medical Colleges Private	
3	Category C	Psychiatric Wards of Multi-Specialty Hospitals	
4	Category D	Standalone De-addiction Centre	
5	Category E	Centre for Psychosocial Rehabilitation	

Recent Photograph of the in-charge person of the establishment

[illegible][illegible][illegible][illegible]

5	No. of Beds				
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6	Past/Current Registration No		Attach a Copy
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7. Services Provided (Provide details and evidence)

(a) Out-patient		(b) In-patient		(c) Emergency	
(d) Day Care		(e) ECT		(f) Imaging	
(g) Psychological testing		(h) Investigation and laboratory		(i) Any other (Specify)	

8. Staff (Numbers):

(a) Psychiatrists	
(b) Medical officers and other specialists	
(c) Qualified Nurses	
(d) Psychologists	
(e) Social workers	
(f) Attenders	
(g) Others (Specify)	

Details of registration fee: Demand draft for Rs.20,000/- (Rupees Twenty Thousand Only) drawn on Chennai in favor of the Chief Executive Officer, Tamil Nadu State Mental Health Authority, Kilpauk, Chennai - 600 010.

Declaration: We hereby undertake to abide fully by the provisions of the Mental Health Care Act, 2017 and rules and regulations laid down under it.

Confirmation: We confirm that our establishment complies with the specified minimum standards [Section 65 (4)] and evidence in this regard [section 66(13)].

We request for permanent registration of our Mental Health Establishment with the Authority.

Date:

Place:

Signature of the authorized Authority
(Stamp of the Mental Health Establishment)

The Demand Draft for Registration fees as per rule no: 8 should be enclosed.

Copies of the following documents to be submitted:

- Public Building license from Tahsildar.
- Building Structural Stability Certificate from Chartered Engineer.
- Local body Approved plan for the building.
- Sanitary Certificate from District Health Officer.
- Living space for the service users to be mentioned in square meter.
- No Objection Certificate from Fire and Rescue Services Department.
- Food Safety Certificate for Kitchen (FFSAI).
- Evidence of Ownership of the building or valid rental agreement for the building.
- Staff Qualification Certificates including Psychiatrist and consent letters to work with the Mental Health Establishments.
- Photographs of the front and rear side of the building including the name board and photograph of the bed's arrangement, kitchen, bathroom and toilet rooms.
- MHEs should have a certification for biomedical waste management from Tamil Nadu Pollution control Board under the 2016 rules (For category A, B, C).

FORM-IV (see regulation 10)

**FILING OBJECTIONS AGAINST GRANT OF PERMANENT REGISTRATION TO A
MENTAL HEALTH ESTABLISHMENT**

To

The Chief Executive Officer,

State Mental Health Authority

It is in my knowledge that the Mental Health Establishment (name*)
situated atdoes not fulfill the following requirements for registration under
section 65 (4) of the Mental Health Care Act 2017 and the Rules and Regulations made there under.

1. _____
2. _____
3. _____

I enclose the following in support of what is stated above:

- 1.
- 2.
- 3.

Please take necessary action accordingly.

Address:

Mobile Number:

E-mail:

Signature.....

Name

Date:

Encls.

* On request the confidentiality of the objector can be preserved.



FORM-V (see regulation 11)

CERTIFICATE OF PERMANENT REGISTRATION

The State Authority, after considering the application dated _____ submitted by _____ under sub-section (12) of section 66 of the Mental Healthcare Act, 2017, hereby accords **PERMANENT REGISTRATION** to the Mental Health Establishment in terms of sub-section (17) and (18) of section 66 of the Mental Healthcare Act, 2017 as per the details given hereunder:

Type :1

Name :

Address:

No. of beds:

The permanent registration certificate issued, is subject to the conditions laid down in the Mental Healthcare Act, 2017 and the rules and regulations made there under.

Place:

Date:

Seal of the Registration Authority

Registration Authority

FORM-VI [see regulation 12(2)]

APPLICATION FOR REGISTRATION OF MENTAL HEALTH PROFESSIONALS

✓ <u>Please tick the category</u>		Recent Photograph		
a	Clinical Psychologist as mentioned in clause (g) of sub section 1 of Section 2 of Mental Healthcare Act,2017		b	Mental Health Nurse as mentioned in clause (q) of sub section 1 of Section 2 of Mental Healthcare Act,2017
c	Psychiatric Social Worker as mentioned in clause (x) of sub section 1 of Section 2 of Mental Healthcare Act,2017			

1) Name:

2) Nationality:

3) Date of Birth:

4) Gender: Male ☐ Female ☐ Others ☐

5) Contact Address:

Pincode:

Tel: Office: Res:

Mobile: E-mail:

6) GENERAL INFORMATION:

1: Certificate Registration: Provisional ☐ Original ☐ Duplicate ☐ Change of Name ☐2: Type of Registration : Basic ☐ Additional ☐3: Course Completed at : Tamil Nadu ☐ Others ☐

7) DESCRIPTION OF QUALIFICATION:

a. For Clinical Psychologists: M. Phil ☐ PhD in Clinical Psy. ☐b. For Mental Health Nurses: DGNM ☐ PB Dip. in Psy. Nursing ☐M.Sc (Psy. Nursing) ☐ Ph.D specialization in Psy. Nursing. ☐

c. For Psychiatric Social Workers:

MSW in Medical Psy. ☐ MSW in Medical & Psychiatric ☐

Photocopies containing details of name of the institution/University in which trained and year, month date of entrance and date of completion of the course should be specified separately for basic qualification, Degree and Post – Graduate qualification.

- 8) Name of the College / Institution and address where the candidate underwent the course

- 9) Date, Month & Year of Passing _____

From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Period of
the Course

Name of the Council, Registration No. & Date with which the candidate registered his/her name

Attach Photocopy of Registration Certificate (Relevant Council Registration Certificate is mandatory)

- 10) BANK DETAILS:

a) Name of the Bank and Branch:

b) D.D Number: date

Rs.500 Fees should be paid as Demand Draft in favor of Chief Executive Officer,
Tamil Nadu State Mental Health Authority, Chennai

Declaration

Certified that the information given in the application are true and complete.

Place:

Signature:

Date:

Name



FORM VII
[see regulation 12(2)]
TAMIL NADU STATE MENTAL HEALTH AUTHORITY
CERTIFICATE OF REGISTRATION
FOR MENTAL HEALTH PROFESSIONAL

MHP. No:
(C.P/ P.S.W/ M.H.N)

Photo

The Tamil Nadu State Mental Health Authority, after considering the application dated _____ submitted by _____ residing at (address) _____ under section 55 (1) clause (d) of Mental Healthcare Act, 2017, hereby accords Registration of the applicant as a _____ under Mental Health Professional category.

The Registration Certificate issued is subject to the conditions laid down in Mental Healthcare Act, 2017 and Rules and Regulation made there under.

Registration Authority
CHIEF EXECUTIVE OFFICER
Tamil Nadu State Mental Health Authority
Kilpauk, Chennai-10.

PLACE : CHENNAI

DATE :

FORM VIII (Standard 15.1 and 15.2 in the Schedule)

CERTIFICATE* BY A PSYCHIATRIST PRIOR TO ADMISSION IN A STANDALONE DEADDICTION CENTRE (Category D) or A CENTER FOR PSYCHOSOCIAL REHABILITATION (Category E)

I Dr _____, a psychiatrist, have examined Mr./Ms. _____
 residing at _____ on _____ with a request
 for admission in a Center for Psychosocial Rehabilitation (Category E) _____
 _____ (Name, address and
 registration number of the center) by the above individual

The said person has the following history and examination findings.

Based on the history and examination, a diagnosis of _____ is made and the person,

1. Requires admission in a Standalone De-addiction Centre (Category D) or a Center for Psychosocial Rehabilitation (Category E)

OR

2. Requires acute care and admission in a Mental Health Establishment/Health Establishment other than a Standalone De-addiction Centre (Category D) or a Center for Psychosocial Rehabilitation (Category E), and reasons for making such a decision are _____

Date _____ Time _____

N.B.: - Please strike off those which are not required

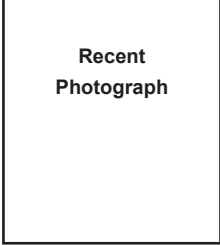
Signature,

Name of the Psychiatrist and
 Seal with State Medical
 Council Registration Number

*** This certificate is issued for treatment purposes only and it cannot be used for other purposes.**
 And the certificate is valid for 72 hours from the time of issue.

FORM - IX (Schedule 16.1 to 16.7)

APPLICATION FOR REGISTRATION OF SHELTERED ACCOMMODATION AND SUPPORTED ACCOMMODATION



Recent
Photograph

1. Name of the Applicant :
2. Address with the revenue district
and Pin code :
3. Contact No: Mobile: Landline:
4. Email ID :
5. Name of the Professional Social worker
with Qualification :
6. Rental Agreement Copy :

Details of registration fee: Sheltered accommodation and supported accommodation shall pay Rupees One Hundred as registration fees drawn on Chennai in favor of the Chief Executive Officer, Tamil Nadu State Mental Health Authority, Kilpauk, Chennai - 600 010.

Declaration: We hereby undertake to abide fully by the provisions of the Mental Health Care Act, 2017 and rules and regulations laid down under it.

Signature of the applicant

Chennai - 600 010.
18th August 2026.

DR. DAREZ AHAMED,
Chairperson,
Tamil Nadu State Mental Health Authority.