

From

Director General,  
Social Justice, Empowerment, Welfare of Scheduled Castes & Backward Classes  
and Antyodaya (SEWA) Department. Haryana, SCO No.20-27, Sector-17A,  
Chandigarh.

To

All Deputy Commissioners  
in the State.

Memo No./SEWA/ De-addiction/2023/ 15045-66

Dated: 19-09-2023

Subject:-

**Regarding implementation of Standard Operating Procedure for Drug De-addiction Centers (including registered Psychiatric Nursing Homes)/ Counseling-cum-Rehabilitation Centers as per Haryana De-Addiction Centers Rules, 2010 and Haryana De-Addiction (Amendment) Rules, 2018.**

Please refer to the subject cited above.

In this regard, it is intimated that in order to regulate the functioning of the Drug De-addiction Centres /Counseling-cum-Rehabilitation Centres/ Psychiatric Nursing Homes (Registered) under Haryana De-Addiction Centers Rules, 2010 and Haryana De-Addiction (Amendment) Rules, 2018 the State Government has decided to issue Standard Operating Procedure (copy enclosed for ready reference).

It is requested to implement the Standard Operating Procedure (SOP) in your district in letter and spirit.

  
Joint Director (DDA)

 for Director General, Social Justice, Empowerment,  
Welfare of Scheduled Castes & Backward Classes and  
Antyodaya Deptt. Haryana, Chandigarh

Endt. No : SEWA/ De-addiction/2023/ 15067-15113

Dated 19-09-2023

A copy of the above is forwarded to the following for information & necessary action:

1. Additional Chief Secretary to Govt. Haryana, Health and Family Welfare Department.
2. Commissioner and Secretary to Govt. of Haryana, Social Justice, Empowerment, Welfare of Scheduled Castes & Backward Classes and Antyodaya Department.
3. Director General Health Services, Health Department, Haryana.
4. All Civil Surgeons in the State.
5. All District Social Welfare Officers in the state with directions to circulate the Standard Operating Procedure with all centers operational in their respective district.

  
Joint Director (DDA)

 for Director General, Social Justice, Empowerment,  
Welfare of Scheduled Castes & Backward Classes and  
Antyodaya Deptt. Haryana, Chandigarh

## **Standard Operating Procedure for Drug De-addiction Centers (including registered Psychiatric Nursing Homes)/ Counseling-cum-Rehabilitation Centers as per Haryana De-Addiction Centers Rules, 2010 and Haryana De-Addiction (Amendment) Rules, 2018**

The following Standard Operating Procedure shall be followed by all the licensed Drug De-addiction Centres (including registered Psychiatric Nursing Homes)/ Counseling-cum-Rehabilitation Centers in their day to day operations. Any violation of these guidelines/instructions shall be viewed seriously.

### **I. Regarding Physical Standards:**

1. There shall be adequate accommodation and proper spacing between the beds, that is, a minimum of 3 ft. distance between beds shall be maintained. The center shall have requisite number of beds (one for each patient).
2. There shall be sufficient ventilation and the premises shall be free from any pollution which may be detrimental to the health of the admitted patients.
3. The centre shall have proper sanitation facilities in terms of clean and adequate number of bathrooms, toilets, and sink. The minimum requirements are given below:

#### **OPD Complex:**

- a) Wash – 1
- b) Toilet – 1

#### **IPD:**

- a) Washbasins – 2
  - b) Urinals – 2
  - c) Lavatory – 2
  - d) Bathing room – 1
4. The centre shall provide clean bed linen, utensils and articles for personal hygiene of the patients. Each patient should be given individual bed. Bed sheet and other bedding items should have different colour for different day. In this regard, pattern of colour coding as followed by Health Department, Haryana should be followed.
  5. The centre shall provide fresh, nutritious and adequate meals to the admitted patients. There should be a 2 weeks' diet chart compounding to a total of at least 2400 K/Cal per day displayed at notice board at all times.
  6. The centre shall have adequate recreational facilities for the patients. There should be one Yoga-cum-mediator area, board games area (at least 3), and entertainment-cum-television area.
  7. The following additional facilities shall be available in every centre:
    - a) Reception enquiry/registration counter/waiting space with seating arrangements for a minimum of 5 persons (Appropriate space for 5 persons to sit)
    - b) Cubicle/room for providing individual counselling, group therapy and family counselling (at least 100 sq. ft.)
    - c) Space to store records of patients to ensure confidentiality and a system of easy retrieval. (Since, substance dependence is seen as a chronic non-communicable disease, the patients who report to a centre like this usually expected to have a prolonged outpatient follow up and along with a few in-patient treatment episodes.

The type of numbering system proposed is the unit numbering system, which covers all patient records in a single number and files records of subsequent visits to the hospital under the same number.

- d) Related educational material such as posters to be prominently displayed at strategic points in the centres.
- e) Pamphlets, handbills and other educational material in vernacular shall be made freely available for the public.

## **II. Regarding Medical Standards**

1. No patient shall be coerced to undergo detoxification treatment without explaining the range of treatment options available to him/her including substitution/ maintenance therapy and psycho social interventions and his consent for undergoing treatment for drug de-addiction.
2. Treatment protocol of centers shall follow established and evidence based medical practice and guidelines published by the World Health Organization (WHO), Govt. of India, Indian Psychiatry Society (IPS), Health Department Haryana including the harm minimization practices advocated from time to time.
3. Each centre shall furnish and prominently display an undertaking/arrangements from the management in charge of a Government/Private Hospital for providing support and emergency services to in-patients. (Information to be displayed on a notice board).
4. It shall ensure that there is adequate transport/ambulance for patients by the centre. (Contact details of the driver along with vehicle registration number shall be displayed on the notice board)
5. It shall be ensured that there is round the clock medical nursing care to the addict by the centre. This shall be displayed at a prominent location along with duty roster of the nursing staff.
6. There shall be adequate and readily available stock of medicines required and related to physical and psychiatric co-morbidities. (Prescription along with detailed case note by psychiatrist. Availability of medical prescription of each indoor and the prescribed medicines.)

## **III. Regarding Staff Requirements:**

### **A. For Drug De-Addiction Centre**

1. There shall be one part-time (4 hours a day) doctor MD Psychiatry (preferably) or a doctor with at least three months of trainings in de-addiction treatment from a recognized institution.
2. There shall be two social workers/counselors – M.Phil/M.A. in Psychology, Sociology or Social Worker (preferably with training in de-addiction treatment from a recognized institution as the per following criteria
3. Four staff nurse for round the clock services B.Sc. or Diploma in Nursing with training in drug treatment from a recognized institution.
4. There shall be 3 wards attendants having 10+2 education (to be deployed in shifts).
5. There shall be 3 security personnel (to be deployed in shifts).

6. There shall be 2 safai karamcharis.
7. There shall be one cook-cum-helper or regular arrangement for fresh and nutritious food from outside.
8. There may be peer educators as well.
9. Where an MBBS Doctor manages a centre, it shall have a psychiatrist on its roll visiting the center at least once a week.

#### **B. For Counselling-cum-Rehabilitation Centre**

1. Project Director/Programme Officer -01
2. 03 Social workers/counsellors with basic qualification of MA in Psychology, Sociology, or Social work preferably with training in de-addiction treatment from a recognized institution.
3. 3 ward attendants – basic qualification 10+2 (to be deployed in shifts)
4. 2 security guards/chowkidars
5. 2 safai karamcharis.
6. Peer educators (optional)
7. One cook-cum-helper or regular arrangement for fresh and nutritious food from outside.
8. Centre in-charge for a counseling-cum-rehabilitation centre shall be a person with qualifications of MA Psychology/Social Work or any persons who is a Doctor (MBBS) [license is granted in the name of the person in-charge along with the Institution]

**Note:** The Drug De-addiction Centers (including registered Psychiatric Nursing Homes)/ Counseling-cum-Rehabilitation Center shall be maintained with the specified manpower for bed strength of only fifteen:

Provided that in case of License exceeding a bed strength of 15 beds, the requisite manpower multiples of prescribed norms except for a doctor or psychiatrist shall be employed.

#### **IV. Regarding Support Services**

1. There shall be a provision for having a hospital on board for emergency medical care.
2. There shall be a provision for recreational/rehabilitation facilities and outdoor activities.
3. For drug de-addiction centers, there shall be a provision for daily outpatient services.
4. There shall be a provision for referral linkage for specialist medical services, laboratory services with respect to HIV/AIDS centres, RNCTP centres.
5. There shall be adequate transport facilities for patient for the purpose of linkage activities and emergency medical care.

#### **V. Regarding Record Maintenance and Dissemination**

1. It shall be mandatory for all the centers to maintain personal and treatment record of all the patients. All details of the patients of OPD as well as IPD be maintained.
2. The records shall be kept confidentially and available only to the authorized persons on request with the discretion of Officer in charge of the centre.

3. All the data on activities of the centre shall be sent on Drug Abuse Monitoring System (DAMS) performance developed by the Union Ministry of Health and Family Welfare, to the Director General Health and Family Welfare Government of India on the quarterly basis for the purpose of information and compilation of State and National data. The same shall be shared with Social Justice & Empowerment Department, Haryana via email.

In addition to this, SEWA Department has developed a portal namely: Haryana Drug Abuse Monitoring System (HDAMS) and all centers are required to upload the data on this portal i.e. HDAMS on daily basis.

4. Admissions to the Centre shall be made only with the informed consent of the patient, after discussing risks, benefits and alternatives to treatment to be recorded in writing. Copy of the consent form shall be provided to the patient. The patient shall be informed about his/her/its right to refuse and discontinue treatment at any time (Consent by the patients only and not of the guardians).
5. Centre shall admit the patients protecting the human rights of the admitted patients as per the Universal Human Rights and is not engaging in unlawful activities with the patients i.e. solitary confinement, forced labour, punishment, beating, psychological torture, chaining or lock in up. The patients' liberty shall be protected at all times. The centre shall allow private interaction with family and provide communication to the inmates under supervision of the authorized person of the centre. The centre shall ensure confidentiality of medical and counselling records of the patients except to caregivers and in judicial proceedings.
6. No patient shall be admitted to a Centre till he undergoes detoxification from a Psychiatric Nursing Home/Hospital. This fact shall be on record as a certificate.

#### **VI. Instructions for District Level Committee/Center where license has been cancelled/surrendered/suspended/revoked**

- (i) It shall be the responsibility of center to transfer the patients/addicts to nearby Government/private institution(s) as per requirement. Shifting of said patients shall be done under supervision of District Level Committee. District Level Committee shall be required to submit a compliance report to State Licensing Authority within 15 days.
- (ii) The center will be required to return the provisional license/regular license/registration certificate to the State Licensing Authority under intimation to DLC of respective district.
- (iii) The centre has to return the stock of medicines (if any) to the respective company under supervision of District Level Committee.
- (iv) If any Drug De-Addiction center would like to surrender the license and the center was never operational then the head/In-charge needs to submit an undertaking by way of an affidavit that no medicines/drugs have been procured on the basis of the issued license.

## VII. General Instructions

- (i) The centre within a year of grant of license shall get NABH accreditation for such centres as and when developed by "Ministry of Social Justice and Empowerment, Government of India".
- (ii) Staff Nurses employed in the said centers shall be duly qualified and registered under Haryana Nurses and Nurse-Midwives Council as per The Haryana Nurses and Nurse-Midwives Act, 2017. All the existing centers shall have to submit/provide copy of registration certificates to the State Licensing Authority and to Civil Surgeon-cum-Member Secretary of District Level Committee of their respective district within 03 months from the issuance of this SOP.
- (iii) Change of any staff member in the center shall immediately be brought in the notice of State Licensing Authority and Civil Surgeon-cum-Member Secretary of District Level Committee.
- (iv) No Organization/Society/Trust/Hospital etc. is allowed to change the premises of the center without permission of State Licensing Authority. Permission to change the premises shall only be permitted after receiving recommendation of District Level Committee of respective district.
- (v) No person/institution shall start/operate the Drug De-addiction Center (including registered Psychiatric Nursing Homes)/ Counseling-cum-Rehabilitation Centre under provisional licence.
- (vi) A center shall be operated in the State of Haryana only after issuance/renewal of regular license/registration certificate.
- (vii) The center after obtaining licence shall start operations within 30 days of the receipt of licence and inform the licencing authority about the commencement of its operation.
- (viii) If a center is not operational after issuance of regular license/registration certificate then the intimation regarding the same shall be sent to State Licensing Authority under intimation to DLC of respective district.
- (viii) In order to complete timely inspections/other formalities for renewal of registration/license, all centers are advised to apply before 06 months of expiry of the license.

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