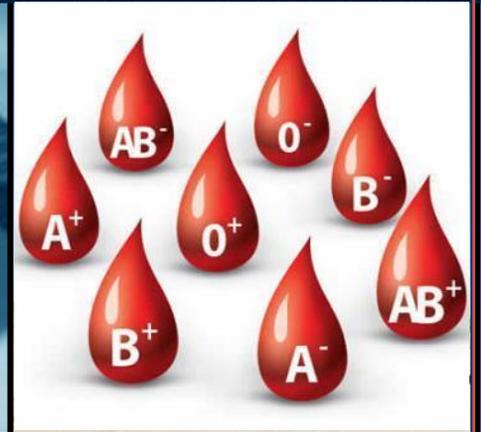


# BLOOD BANK e-LICENSING SYSTEM



User Manual for Central Licensing Authority

Health and Family Welfare Department  
Government of West Bengal



### Revision History

Date	Version	Description	Author
June-2019	1.0	User Manual for Central Licensing Authority	Sunit Sinha



## Table of Contents

1. Introduction.....	3
2. Objective.....	3
3. How to start .....	4
4. Login Screen.....	
5. New User Registration	
6. After Login Main Page	
7. Application Process	



## 1. INTRODUCTION

Blood is an intrinsic requirement for health care and proper functioning of health system. There is no substitute for human blood and its components. Blood Safety Division under Dept. of health & FW is striving relentlessly to achieve accessibility to adequate quantity of safe, quality and affordable blood and blood components to the ailing patients. The blood banking system encompasses donor management, storage of blood, grouping and cross matching, testing of transmissible diseases, rationale use of blood and distribution. In order to improve the standard of blood and its components, Government of West Bengal has formulated a comprehensive legislation to ensure better quality control system on collection, storage, listing and distribution of blood and its components.

## 2. OBJECTIVE

The Blood Bank Licensing e-Service is centralized software system with the objective to accomplish series of tasks related to licensing procedure by providing a transparent, efficient and user friendly operating software in a timely and reliable manner.

- ✚ Moving from manual system to computer based system to bring in more efficiency and transparency.
- ✚ Use of Information Technology tools for better delivery of services.
- ✚ To make blood bank license grant, renewal or amendment process more effective by providing speedy and inexpensive systems and procedures.



### 3. HOW TO START

To start using the Blood Bank e-Licensing System, the user (applicant) can open Home Page as shown below:

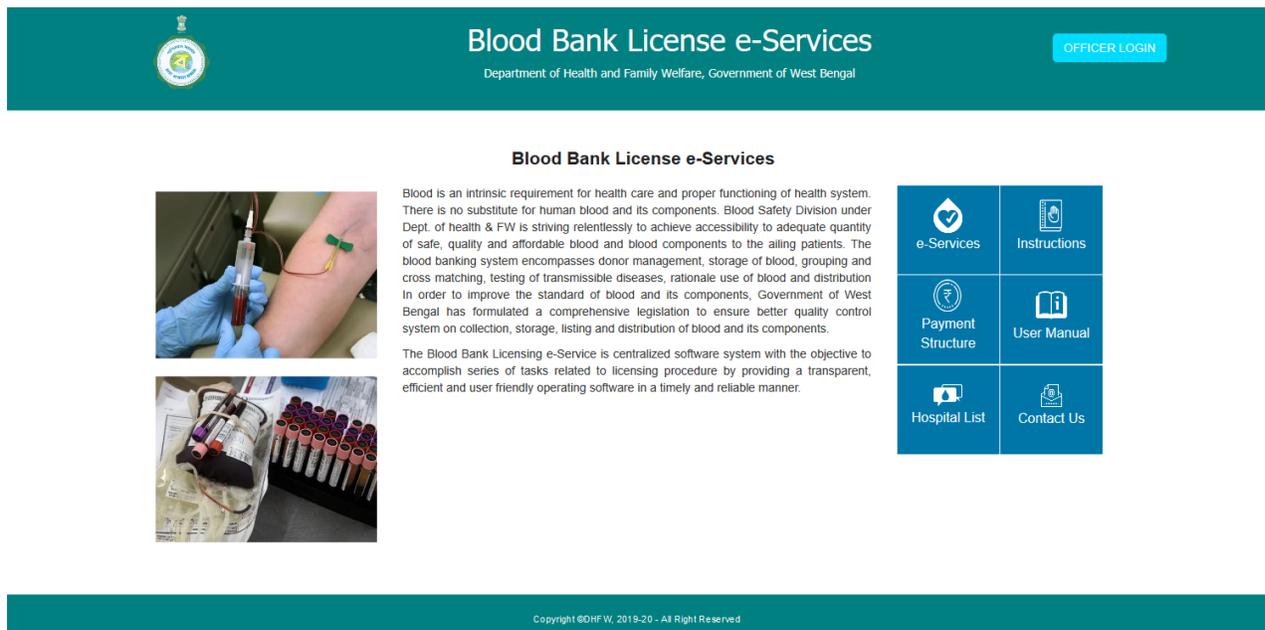


Fig 1: Home Page

The home page displays contents about blood bank licensing system with six (6) menus as follows:

- ✚ e Services
- ✚ Instructions
- ✚ Payment Structure
- ✚ User Manual
- ✚ Contact Us

3.1. e Services menu opens the login pages as follows:

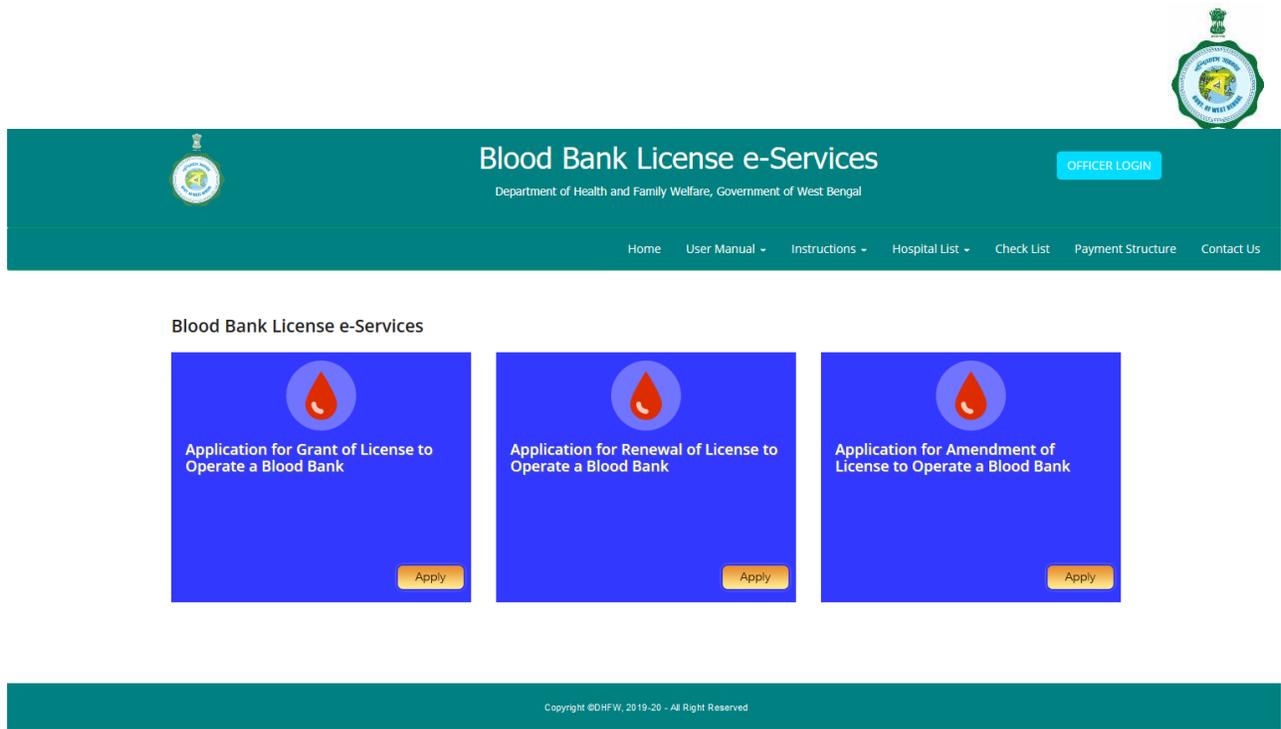


Fig 2: Login Page

3.2. Instructions menu opens the Instruction pages as follows:

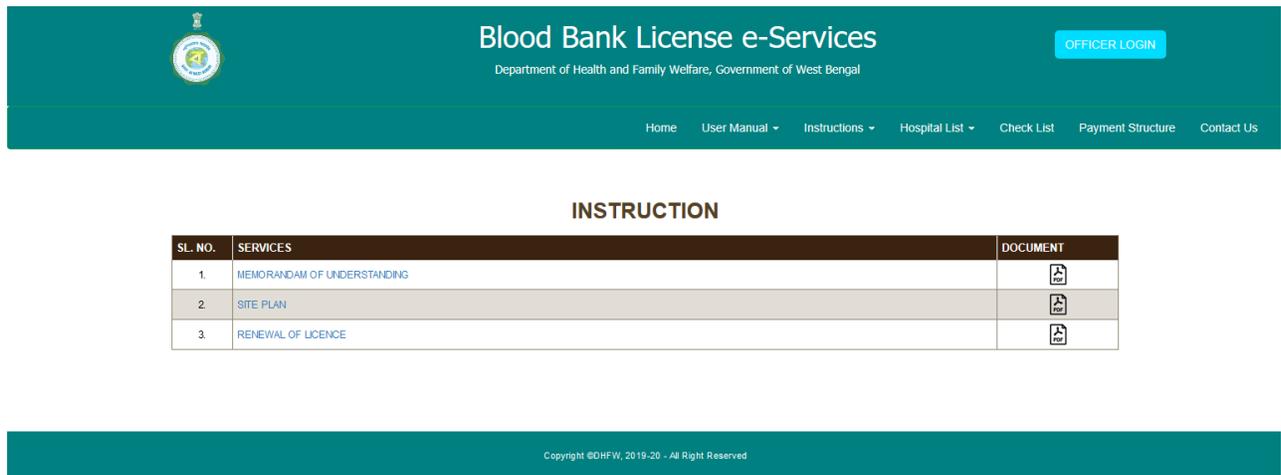


Fig 3: Instruction

On clicking on PDF icons shown in the row of instruction opens the PDF document. Following figure shows when a specific Instruction document is selected:



Fig 4: Selection of Instruction



### 3.3. Payment Structure menu opens the payment information page as follows:

Category of drugs	Fees for Grant/ Renewal	Penalty after expiry but within six months	Fees for duplicate copy of Original License	Fee for additional item for each category
Whole Human Blood & Components	License fee of Rs. 6000 + Inspection fee of Rs. 1500 for every inspection or for renewal of licence	Rs 6000 + Rs. 1000 p.m. or part thereof in addition to insp. fee of Rs.1500	Rs.1000	Rs. 300 per item

Fig 5: Payment Structure Page

The page displays that payment fee is Rs 6000 for License fee for Grant or Renewal of license with inspection fee of Rs 1500. Penalty of Rs 1000 per month or part thereof will be levied with Rs 6000 for License fee for Renewal of license in addition of inspection fees of Rs 1500. For issuance of duplicate license, a fee of Rs 1000 is required to be paid. Endorsement of additional components needs payment of Rs 300 per item.

### 3.4. User Manual menu opens the page with list of user manual as follows:

SL. NO.	SERVICES	DOCUMENT
1.	USER MANUAL FOR APPLICANT	
2.	USER MANUAL FOR DRUG CONTROL AUTHORITY	
3.	USER MANUAL FOR SBTC AUTHORITY	
4.	USER MANUAL FOR CENTRAL LICENSING AUTHORITY	

Fig 6: User Manual Page



The page shows list of User Manual as follows:

- User Manual for Applicant
- User Manual for Drug Control Authority
- User Manual for SBTC Authority
- User Manual for Central Licensing Authority

Applicant may download “User Manual for Applicant” for their convenient.

3.5. Hospital List menu opens the list of hospitals as follows:



### State Government Hospitals

Show  Entries Search:

S.No	District	Hospital Type	Hospital Name	Status
1	Alipurduar	District Hospital	ALIPURDUAR DISTRICT HOSPITAL	Blood Bank
2	Alipurduar	State General Hospital	BIRPARA SGH	Blood Bank
3	Bankura	Medical College & Hospital	BANKURA SAMMILANI MEDICAL COLLEGE & HOSPITAL	Blood Bank
4	Bankura	Sub Divisional Hospital	KHATRA SUB DIVISIONAL HOSPITAL	Blood Bank
5	Bankura	Super Speciality Hospital	BARJORA SSH	Blood Bank
6	Bankura	Super Speciality Hospital	CHHATNA SSH	Blood Bank
7	Bankura	Super Speciality Hospital	ONDA SSH	Blood Bank
8	Basirhat Health District	District Hospital	BASIRHAT DISTRICT HOSPITAL	Blood Bank
9	Birbhum	District Hospital	BIRBHUM DISTRICT HOSPITAL	Blood Bank
10	Birbhum	Sub Divisional Hospital	BOLPUR SUB DIVISIONAL HOSPITAL	Blood Bank

Showing 1 To 10 Of 113 Entries Previous **1** 2 3 4 5 ... 12 Next

Fig 7: Hospital list Page

The page shows list of hospitals with:

- District in which the hospital belongs
- Hospital Type: Category of Hospitals like District Hospital, super specialty hospital etc
- Name of Hospital
- Status which shows whether the hospital is having blood bank etc

The number of display of “Entries” can be modified by selecting from drop down. The hospital can be searched by typing in “Search” field. The “Next” button in pagination displays next set of list of hospital which can be found in following figures:



**Blood Bank License e-Services**  
Department of Health and Family Welfare, Government of West Bengal

OFFICER LOGIN

Home User Manual -> Instructions -> Hospital List -> Check List Payment Structure Contact Us

**State Government Hospitals**

Show 10 Entries Search: khaj

S.No	District	Hospital Type	Hospital Name	Status
4	Bankura	Sub Divisional Hospital	KHATRA SUB DIVISIONAL HOSPITAL	Blood Bank
74	Paschim Medinipur	Sub Divisional Hospital	KHARAGPUR SUB DIVISIONAL HOSPITAL	Blood Bank

Showing 1 To 2 Of 2 Entries (Filtered From 113 Total Entries) Previous 1 Next

Fig 8: Searching of hospital

**State Government Hospitals**

Show 10 Entries Search:

S.No	District	Hospital Type	Hospital Name	Status
1	Alipurduar	District Hospital	ALIPURDUAR DISTRICT HOSPITAL	Blood Bank
2	Alipurduar	State General Hospital	BIRPARA SGH	Blood Bank
3	Bankura	Medical College & Hospital	BANKURA SAMMILANI MEDICAL COLLEGE & HOSPITAL	Blood Bank
4	Bankura	Sub Divisional Hospital	KHATRA SUB DIVISIONAL HOSPITAL	Blood Bank
5	Bankura	Super Speciality Hospital	BARJORA SSH	Blood Bank
6	Bankura	Super Speciality Hospital	CHHATNA SSH	Blood Bank
7	Bankura	Super Speciality Hospital	ONDA SSH	Blood Bank
8	Basirhat Health District	District Hospital	BASIRHAT DISTRICT HOSPITAL	Blood Bank
9	Birbhum	District Hospital	BIRBHUM DISTRICT HOSPITAL	Blood Bank

Fig 9: Display of Entries

3.6. "Contact Us" menu opens contact details for communication as follows:

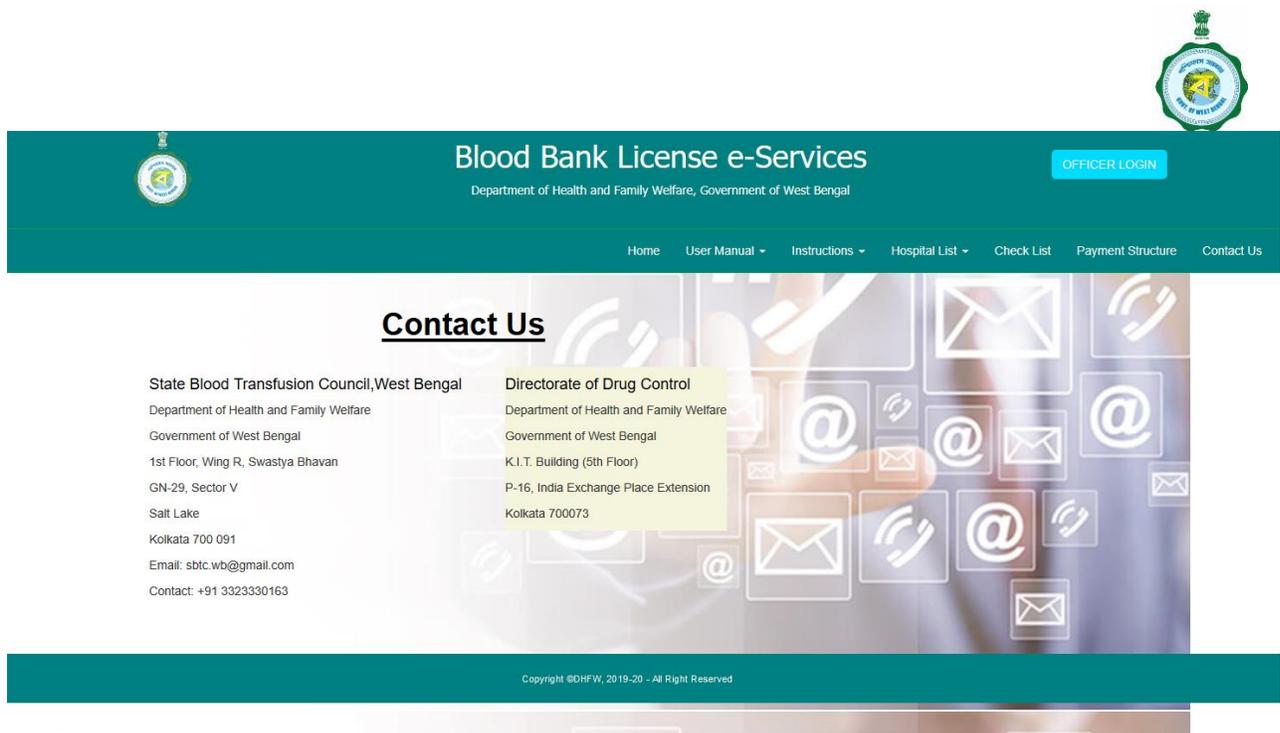


Fig 10: Contact Us

#### 4. Login Screen

The registered user (applicant) has to enter the login credentials to login into the e-Licensing System. Once the authenticate credentials have verified by system, the system will allow that user to login into system successfully.

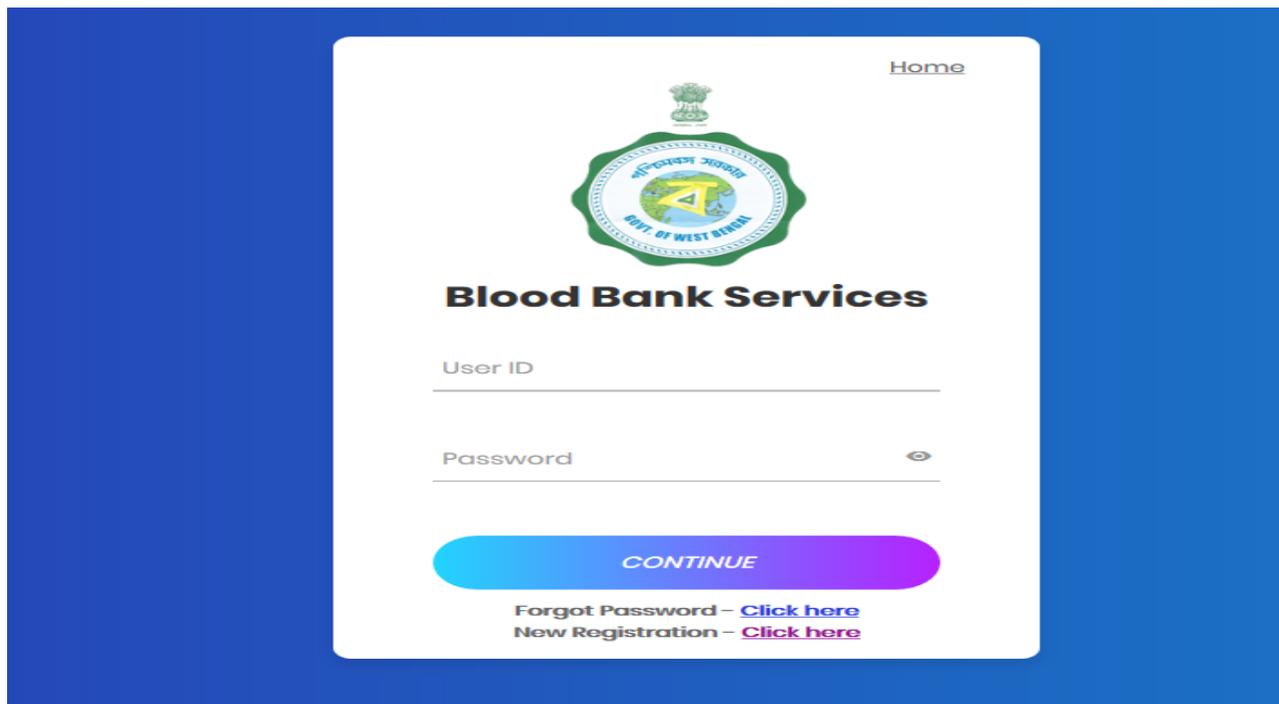


Fig 10: Login screen



These authenticate credentials are:-

- **User Id:** Should enter registered User's User Id
- **Password:** Should enter registered User's Password

Clicking the Login button opens the after login main page of the system as follows:

The screenshot shows the 'Application Form Lists' page. The header includes the logo, 'Blood Bank Services Government of West Bengal', and 'Welcome applicant'. A left sidebar contains a 'Grant of License' dropdown and a 'New Format' menu with options like 'Application Form Lists', 'Applicant Dashboard', 'SBTC Application Form', 'Competent Technical Staff', 'Download SBTC NOC', 'Download Final NOC', 'Action History', 'Update Status', and 'Payment Acknowledgement'. The main content area has a table with columns 'S.No', 'Form Name', and 'Apply Here'. The table lists four items: 1. Blood Bank Grant of License Application (Form 27c), 2. Competent Technical Staff (Click me for CTS), 3. SBTC Application Form (Click me for SBTC), and 4. To Know More about Application Status (Application Details).

S.No	Form Name	Apply Here
1	Blood Bank Grant of License Application	Form 27c
2	Competent Technical Staff	Click me for CTS
3	SBTC Application Form	Click me for SBTC
4	To Know More about Application Status	Application Details

Fig 11: After login Main Page

## 5. New User Registration

New user can be registered through New Registration Link in Login Page as follows:

The screenshot shows the 'Blood Bank Services' login page with a 'New Registration' link. The page features a 'User ID' input field, a 'Password' input field with a toggle icon, and a large 'CONTINUE' button. Below the button are links for 'Forgot Password - Click here' and 'New Registration - Click here'.

Fig 12: New Registration Link



Following fields are required for new registration:

- ✚ User Name: User name should not have special character, space or number
- ✚ Blood Bank Name: Name of Blood Bank
- ✚ Password: Password should be of minimum eight character with one number and upper case letter
- ✚ Confirm Password: should be identical to password
- ✚ E-Mail: E-Mail id once registered can't used again
- ✚ Mobile Number: Mandatory fields

Following page shows New Registration

**Blood Bank Services**

**Registration**

**User Name:**

**Blood Bank Name:**

**Password:**

**Confirm Password:**

**Email:**

**Mobile No:**

**Register**

Already a user [click here](#) to sign In

Fig 12: New Registration Page

Once registered, a registration success message will be shown as follows:

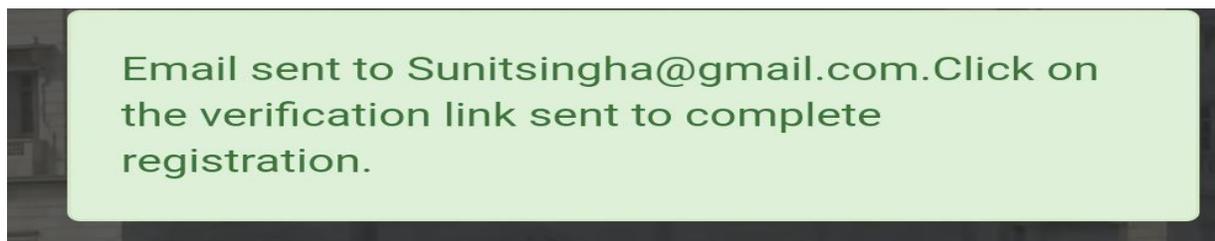


Fig 13: New Registration message



Clicking on email verification link will activate the user account as follows:

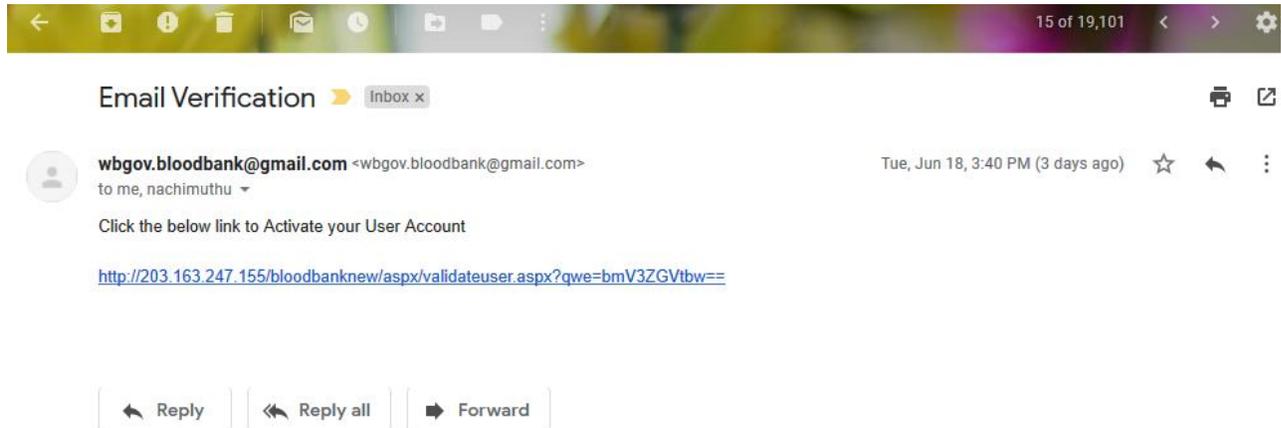


Fig 14: E-Mail verification

User can log into the system using registered user id and password.

## 6. After login main page

When a user logged into the system, the page shows following Application forms with payment option:

- ✚ Form 27C: for grant or renewal of license application
- ✚ SBTC Application: to provide required information for SBTC
- ✚ CTS Form: To provide detailed information on CTS

S.No	Form Name	Apply Here
1	Blood Bank Grant of License Application	Form 27c
2	Competent Technical Staff	Click me for CTS
3	SBTC Application Form	Click me for SBTC
4	Payment	Payment

Fig 15: After login main page

Once an application form is submitted, color of the form changes to green from orange.

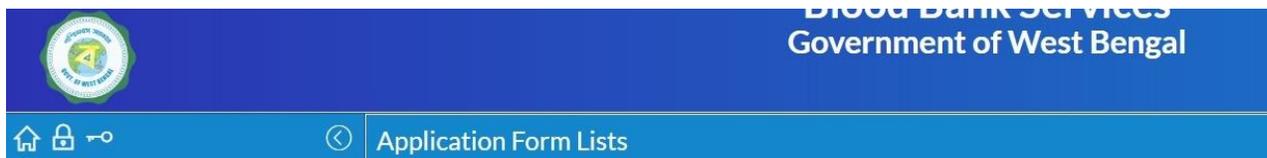


Fig 16: After login main page tools

Clicking on key icon in above figure prompts to log out message from the system as follows:

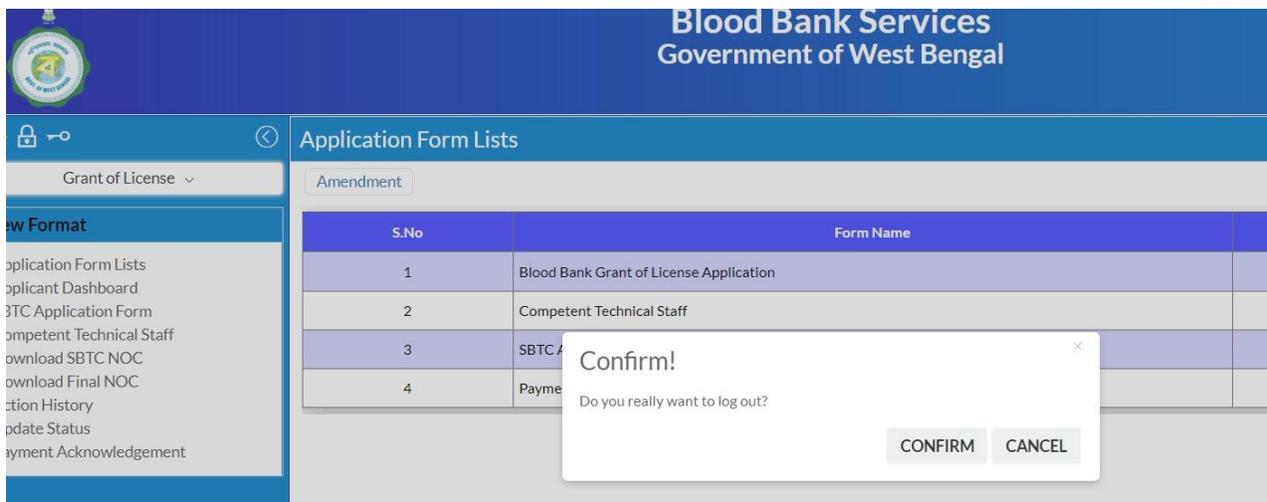


Fig 16: Log out message

Clicking on Lock icon in figure 16 prompts to password change screen as follows:



Change Password

Existing Password\*

New Password\*

Confirm Password\*

Save Cancel

Fig 17: Password change screen



## 7. Application Process

On clicking on Form 27C, a blank 27C form is populated as follows:

The submit button shows successful submission message in the software system and also in registered e-mail id.

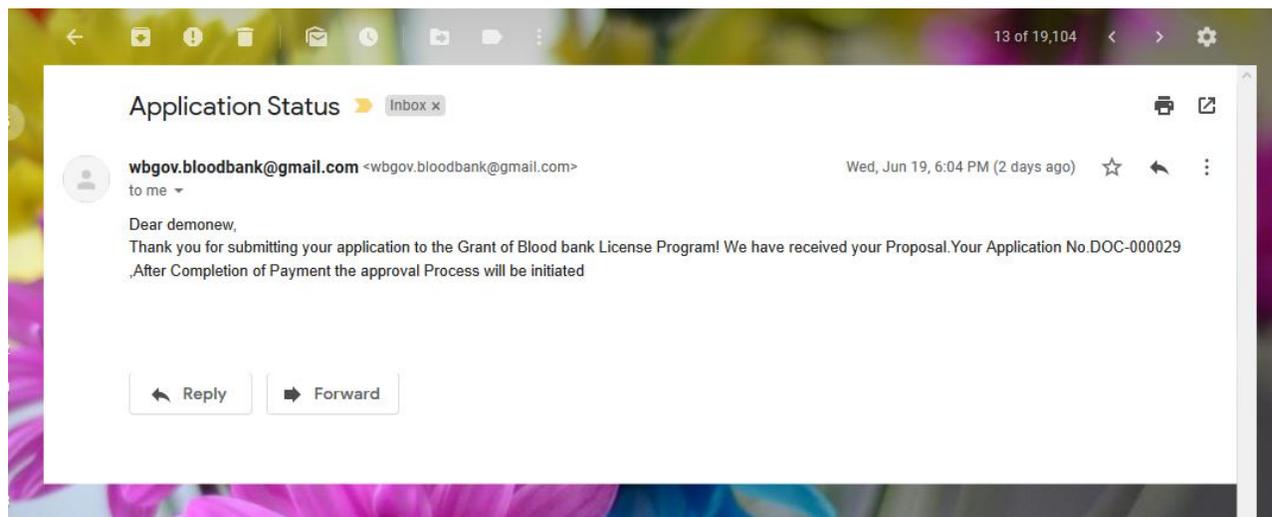


Fig 18: Application submission message

After submission of Form 27C, the PDF version of the form may be available as follows:

**Blood Bank Services**  
Government of West Bengal Welcome applicant

← Blood Bank Grant of License Application.

Form PDF

**Organization Details**

Applied For New Unit	Organisation Category* Private Hospital	Organisation Type* Ltd.Company
Name of the Organisation* MOS BLOOD BANK	Nature of Building* Commercial	My Premises will be Ready for Inspection On* [Calendar Icon]

**Form 27C Details**

Building Name COUNCIL HOUSE	Plot AS	Mouza	Road ASAS
City/Town* ASASA	District* Kolkata	Police Station* AIRPORT	Ward No/Gram Panchayat* 12
Post Office* A.J.C.BOSE ROAD S.O	Pin Code 700020	Telephone No* 89765678767876	Fax 7878767876787
Email* A@A.COM	Type* Whole Human Blood with Components	Date of Application 04/04/2019 [Calendar Icon]	

Fig 19: Read only submitted 27C Application



On clicking Form PDF, the printable and downloadable 27C is generated as follows:

**GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF DRUGS CONTROL**

---

**FORM 27C  
See Rule 122F**

**Application for the grant / renewal of licence for the operation of a Blood Bank for processing of whole blood and/or preparation of blood components.**

- I/We **Sunit Sinha** of M/s. **Demo Blood bank** here by apply for grant of licence Application No. **DOC-000023** dated **12 Jun 2019** to operate a Blood Bank for processing of whole blood and/or preparation of blood components on the premises situated at **23/2,Hindusthan building,Vidyasasr Road,KASBA,KASBA S.O (KOLKATA),Kolkata,700042**
- Name(s) of the Item(s)**  
1 Whole Human Blood I.P.
- The Names, Qualifications and Experience of the competent technical staff are as under:**

SNo	Designation	Name	Qualification	Experience in Months
1	Registered Nurse	Aruna saha	Bsc(Nursing)	30
- The premises and plant are ready for inspection/will be ready for inspection on **12 Jun 2019**
- A license fee of Rupees **7500** (Including inspection Fee Rs.1500) has been credited to the Government under the Head of Account **0210-01-107-001-13** (receipt enclosed).

**Date: 12 Jun 2019** Signature  
Name & Designation:

**\*Delete, whichever is not applicable.**

**Notes :**

- The application shall be accompanied by a plan of the premises, list of machinery and equipment for collection,processing,storage and testing of whole blood and its components, mem or andum of association/ constitution of the firm, copies of certificate relating to educational qualifications and experience of the component technical staff and documents relating to ownership or tenancy of the premises.
- A copy of the application together with the relevant enclosures shall also be sent to the Central Licence Approving Authority and to the concerned Zonal/Sub- Zonal Officers of the Central Drugs Standard Control Organization:

Fig 20: Printable and Downloadable 27C

E-Mail and SMS notification are available in successful submission of 27C form as follows:

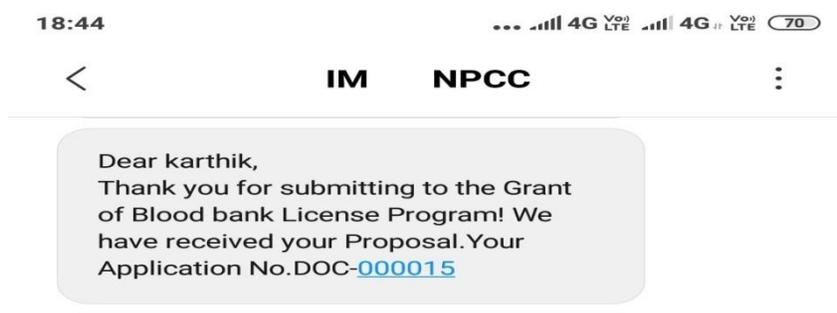


Fig 21: 27C submission success SMS



After submission of 27C, CTS forms may be opened by clicking “Click me for CTS”.

« Competent Technical Staff

Submit New

Personal Details

recid

Name of the Bloodbank

Name of the staff\*

Address\*

Job Responsibility\*

Academic qualification(start with the latest\*)

Examination Passed\*

University

Year of Passing

Subjects

Add

S.no	Examination Passed*	University	Year Of Passing	Subjects
------	---------------------	------------	-----------------	----------

Professional Experience(Start With The Latest\*)

Name of the Firm

Nature of the Work

Date of Joining

Date of Leaving

Period of Work(In Days)

Add

S.no	Name Of The Firm	Nature Of The Work	Date Of Joining	Date Of Leaving	Period Of Work(In Days)
------	------------------	--------------------	-----------------	-----------------	-------------------------

Other Details

Total Period of Experience after Graduation(In Days)

Attachments

Upload Signature(Only .jpeg file)\*

Upload Photo(Only .jpeg file)\*

Submit New

Fig 22: CTS form