

DRUGS CONTROL DEPARTMENT
GOVERNMENT OF KERALA

Standard Operating Procedure and Checklist –Blood Bank/Centre Licence

| Application for | Blood Bank/Centre Licence |
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| Mandatory supporting documents required | <ol style="list-style-type: none"> 1. Application in Form 27C 2. Licence fee via online payment receipt of Rs. 7500/- 3. Constitutional details of the firm (Proprietorship/Partnership including Limited Liability Partnership/ Private or Public company/ Society/Trust) 4. Document from local authority to prove ownership of premises 5. Plan of the premises 6. Declaration of technical staffs 7. Documents to prove the qualification and experience of technical staffs 8. List of equipment provided 9. List of blood components required 10. Details of labels 11. Standard operating procedures for processing of whole blood/ preparation & testing of blood components 12. In the case of renewal of licences the previous renewal certificate in original/ copy of original Blood Bank Licences are to be attached. |
| Process description | <ol style="list-style-type: none"> 1. Submission of hardcopy of entire application to the Assistant Drugs Controller Office, Drugs Controller Office & Office of Deputy Drugs Controller (India), CDSCO, Chennai 2. Verification of the documents by concerned Regional/Senior Drugs Inspector of Office of State Drugs Controller & CDSCO 3. Pre-licensing joint inspection by concerned Regional/Senior Drugs Inspector of Office of State Drugs Controller & CDSCO 4. Issue of blood bank licence by Central & State Licensing Authority |
| Procedure for Fees payment | Payment can be done through e-treasury |
| List of Reference Documents | Drugs & Cosmetics Act, 1940 & Drugs Rules, 1945 |
| Time line for completing the process | 28 days |
| Checking of Application Status | Online provision is currently not available |
| Key Contact Person from department | Drugs Controller |

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