

THE SINDH TRANSFUSION OF SAFE BLOOD RULES, 2003.

Contents

Rules.

1. Short title and commencement.
2. Definitions
3. Application for registration.
4. Proceedings for registration.
5. Certificate of registration.
6. Licence.
7. Inspection.
8. Cancellation or Suspension of licence.
9. Appeal.
10. Annual Report.
11. Meetings.
12. Quorum.
13. Decisions.
14. Proceeding of the meeting.
15. Committees.

FORM "A" (See rule 3)-- Application for Registration.

FORM "B" (See rule 6)-- Certificate of registration under the Sindh Transfusion Safe Blood Act, 1997.

FORM "C" (See rule 6)—Registration of certificate of registration.

FORM "D" (See rule 7)-- Licence under Sindh Transfusion of Blood Rules, 2003.

NOTIFICATION

NO.PA/AST/SBTA/2003. In exercise of the powers conferred by section 11 of the Sindh Transfusion Safe Blood Act, 1997, the Government of Sindh are pleased to make the following rules.

PREIMINARY

1. (1) These rules may be called the Sindh Transfusion of Safe Blood Rules, 2003. **Short title and commencement.**
 - (2) They shall come into force at once.
2. In these rules, unless there is anything repugnant in the subject or context- **Definitions.**
 - (a) "Act" means the Sindh Transfusion Safe Blood Act, 1997;
 - (b) "Chairman" means the Chairman of the Authority;
 - (c) "Certificate of registration" means a certificate granted under these rules;
 - (d) "Committee" means committee appointed under these rules;
 - (e) "existing blood bank means a blood bank existing on the commencement of these rules;
 - (f) "form" means a form appended to these rules;
 - (g) "license" means a license granted to a blood bank registered under these rules;
 - (h) "license" means the blood bank to whom a license is granted;
 - (i) "meeting" means a meeting of the authority;
 - (j) "secretary" means the Secretary of the Authority;
 - (k) "section" means a section of the Act.

3. (1). For the purpose of section 4, a blood bank shall be registered and granted license in accordance with these rules. **Application for registration.**
- (2) Any person intending to establish a new blood bank or continue any existing blood bank shall make an application to the Authority in form "A" accompanied by such documents and fee fixed by the Authority with the approval of the Government.
- (3) An existing blood bank may continue to function without registration, for a period not exceeding 90 days from the commencement of these rules and where an application is made under sub-rule (1), until the application is rejected or any appeal is preferred under rule 10, until the decision of the appeal.
- (4) Every blood bank or its branch running under the same name or management at different premises shall be registered and granted licence separately.
4. (1) The Authority may, on receipt of an application under rule 3, constitute a committee to make enquiry if the blood bank concerned fulfills and complies with the conditions mentioned in section 7 and in respect of such other matters as may be specified by it. **Proceedings for registration.**
- (2) The Committee shall submit its report to the Authority within a fortnight of the receipt by it of the application under sub-rule (1).
- (3) The Authority shall after considering the report of the committee in a meeting and after making such further enquiry as it considers necessary wither grant or reject the applications.
- (4) The Authority shall record reasons for grant or rejecting the application.
5. (1) Where the Authority grants application it will register the blood bank and issue a certificate of registration in form "B" to it. **Certificate of registration.**
- (2) The Authority shall maintain a register in form "C" containing such particulars of the blood bank which is registered and granted certificate of registration.
6. (1) The blood bank to whom the certificate of registration is issued may, on an application be granted a licence in form "D" on payment of fee fixed **Licence.**

by the authority with the approval of the Government.

(2) The licensee shall be responsible for due compliance of the provisions of the Act, rules, the terms and conditions of licence and orders, if any, passed by instructions issued from time to time by the Authority.

(3) A licence unless cancelled earlier shall be valid for one year from the date of its commencement.

(4) A licence may be renewed on payment of the fee fixed by the Authority with the approval of the Government.

7. (1) The working of the licensee shall be subject to monitoring by the Authority and for the purpose the Authority or any person authorized by it may enter and check the blood bank concerned to satisfy itself if it is functioning satisfactorily in accordance with the Act and rules. **Inspection.**

(2) The licensee shall allow inspection of the blood bank with or without notice without any hindrance.

(3) The Authority or the authorized person after inspection may pass such orders and the orders so passed shall be binding on and complied with by the licensee.

8. (1) Where the Authority is satisfied that the licensee is not working properly, it may after giving an opportunity of being heard to the licensee suspend or cancel the license: **Cancellation or Suspension of licensee.**

Provided that where the default is capable of being remedied no order shall be made unless an opportunity is provided to the person concerned to rectify such default within the specified period.

(2) On the cancellation or suspension of the licensee, the Authority may make such orders as it may consider necessary.

9. Where the Authority rejects an application for registration or suspends or cancels the licensee, the aggrieved person may, within 30 days from the date of the order of the authority, prefer an appeal to Government and the order passed by Government shall be final. **Appeal.**

10. The licensee shall furnish to the authority each **Annual Report.**

year a report on annual audit and accounts, on the activity of the licensee during the preceding year and such information relating to its activities as may be required by the Authority.

11. (1) All business of the authority shall be disposed in a meeting which may be held in accordance with the provision herein contained. **Meetings.**
- (2) Meetings shall be held as often as may be necessary but not less than once a month.
- (3) The Secretary under the instructions of the Chairman shall convene an ordinary meeting on such date and time is fixed by the Chairman.
- (4) Meeting shall ordinarily be held in the office of the Chairman but the Chairman may, if he so thinks fit, hold a meeting at any other place.
- (5) Ordinarily not less than two days notice accompanied by an agenda shall be given for each meetings.
- (6) The Secretary shall cause the agendas prepared in the following order-
- (i) confirmation of minutes of previous meeting.
 - (ii) all matters deferred in the previous meeting.
 - (iii) business to be transitioned at the meeting including the direction of the Government, if any.
 - (iv) reports of the Committee.
- (7) The Chairman shall preside over every meeting and in his absence by the member elected by members present at the meeting from amongst themselves and the person so elected exercise all the powers of Chairman under these rules during a meeting.
- (8) Unless otherwise directed by the Chairman no meeting shall be adjourned till the business agenda is disposed of.
- (9) Any person, expert or advisor by invitation may attend a meeting but he shall not be entitled to cast a

vote.

12. (1) The quorum of a meeting shall be one half of the total number of members, fraction being counted as one. **Quorum.**
- (2) If there is no quorum the meeting shall be adjourned to such date and time as the presiding member may fix, but no quorum shall be necessary for meeting held in lieu of the meeting adjourned for want of quorum.
13. (1) All decision in meeting shall be taken by majority of votes by show of hands. **Decisions.**
- (2) In the case of equal voting the Chairman shall have a second or casting vote.
- (3) Actions on the decision in a meeting shall be taken after confirmation of the relevant minutes, save in the exceptional cases where the Chairman may, by an order in writing otherwise direct.
14. (1) Minutes of the proceeding of each meeting shall be drawn by the Secretary. **Proceeding of the meeting.**
- (2) The minutes shall comprise of only the names of members present at the meeting and the number of items and their brief notes and the decisions taken.
- (3) The minutes shall be submitted to the chairman for approval and signed by the Chairman and thereafter a copy thereof shall be supplied to every members.
- (4)A copy of the minutes of the proceedings of each meeting duly confirmed shall be recorded in a minutes book maintained for the purpose by the Secretary.
15. (1) The Authority may appoint any number of committees as may appear to it to be necessary advice on matters referred to and perform such other functions as may be assigned to it by the Authority. **Committees.**
- (2) The business of every committee shall be conducted in such manner as it may decide.
- (3) Every committee shall be headed by a convener

appointed by the Chairman.

(4) The convener, if present, shall preside at the meeting of the committee.

(5) In the absence of the convener, the members of the committee shall elect one of them to preside and the member so elected shall exercise all powers of the convener under these rules.

(6) The proceedings or report of the committee shall be submitted to the Chairman as early as possible for placing it before the Authority.

**ASHIQ HUSSAIN MEMON
SECRETARY HEALTH**

No.PA/AST/SBTA/2003 Karachi, dated the 26th February,2004.

A copy is forwarded to the Superintendent, Sindh Government Printing Press, Karachi for publication in extra ordinary Sindh Govt. Gazette, with the request to supply 100 copies to this department.

(DR.MUHAMMAD JAMIL MUGHAL)
SECTION OFFICER (TECH-I)
For SECRETARY TO GOVT.OF SINDH

A copy is forwarded for information and necessary action to:-

1. The Principal Secretary to Governor, Sindh, Karachi.
2. The Principal Secretary to Chief Minister, Sindh.
3. The Deputy Secretary (Staff) to Chief Secretary, Sindh.
4. The Director General, Health Services Sindh, Hyderabad.
5. The Executive District Officer (Health), All in Sindh.
6. The Civil Surgeons, All in Sindh.
7. The Secretary, Sindh Blood Transfusion Authority, Karachi, she is requested to forward the copy of rules to all concerned.
8. The Section Officer (Legislation),Law Department, Govt.of Sindh, with reference to his letter No. S.REG. 4(7)/2003/4366 dated 15th October, 2003.
9. The office order file.

SECTION OFFICER (TECH-I)

FORM "A"

(See rule 3)
APPLICATION FOR REGISTRATION

1. Name of the Blood Bank: _____
2. Location of the Institution: _____
3. Telephone No. _____
4. Fax: _____
5. E-Mail: _____
6. Postal Address: _____

7. Date of establishment of the Blood Bank: _____
8. Name, address and Educational Qualification of the persons working in the Blood Bank

9. Details of Fees during the last and the current financial year.
10. Income and Expenditure Statement of the Last Financial Year.
11. Details of all (Assets, plot, furniture, labs, libraries etc.)
12. Details of the building of the blood bank with a sketch map: (Enclosed copy).
13. If the building is Owned, the property documents and other details ownership:
(Enclosed copy)
14. If the building is Rented, the copy of the rent Agreement and the documentary evidence of the Landlord-ship/Ownership of the Owner entering into Rent Agreement with the Institution: (Enclosed copy).
15. State, if the building or a part/portion of it is used for other purposes as well, during /after the working hours of the blood bank. If so, submit details alongwith documentary evidences: _____
16. Any other information about the blood bank that the applicant desires to submit: _____
17. **DECLARATION**

We, the undersigned declare that the information provided/enclosed in respect of the above named blood bank is correct to the best of our knowledge.

Secretary of the Managing Body.
NIC NO. _____

Administrator/Owner of
the Blood Bank.
NIC No. _____

FORM "B"
(See rule 6)
CERTIFICATE OF REGISTRATION UNDER THE SINDH
TRANSFUSION SAFE BLOOD ACT, 1997.

It is hereby certified that _____ the blood bank located at _____ and managed by _____ has been registered under the Sindh Transfusion Safe Blood Act, 1997 on the following terms and conditions:-

1. The Blood Bank shall run in accordance with the Sindh Transfusion Safe Blood Act, 1997 and rules there under.
2. The management of every registered blood bank shall be responsible to provide.
 - (a) professionally trained and qualified staff in the blood bank;
 - (b) all basic amenities to all the students and staff members of the institution without any discrimination whatsoever.

Secretary
Sindh Blood Transfusion
Authority

Chairman
Sindh Blood Transfusion Authority

FORM "C"
(See rule 6)
REGISTER OF CERTIFICATE OF REGISTRATION

1.	2.	3.	4.	5.
Sr. No.	Name of the Blood Bank granted certificate of registration.	Location and Postal address with Telephone No. of the Blood Bank.	Details of the owner and Management of Blood Bank	Remarks.

FORM "D"
(See rule 7)
LICENCE UNDER SINDH TRANSFUSION OF BLOOD RULES 2003.

This licence is hereby granted to _____ who is granted certificate of registration under the Sindh Transfusion of Blood Rules 2003 hereinafter referred to as the licensee on payment of the prescribed fee on the following terms and conditions:-

1. A licence shall be valid for one year commencing from _____ and ending on _____.
2. The licence is renewable on payment of prescribed fee by the Provincial Transfusion Blood Authority hereinafter referred to as the Authority.
3. The licensee shall—
 - (a) function in accordance with the Sindh Transfusion Safe Blood Act, 1997 and rules frame there under and the instruction issued from time to time by the Authority.
 - (b) ensure compliance of bio-safety measures specified by the Authority.
 - (c) charge service charges as may be fixed by the Authority.
 - (d) ensure that the blood bank is managed and run by the professionals having qualification prescribed by the Authority;
 - (e) provided facilities of storage, refrigeration Unit for blood by binocular, microscopes, autoclaves;
 - (f) provide alternate electricity to avoid adverse affect on the blood;
 - (g) provide arrangements of testing of donated blood or blood products to be used for transfusion according to the standard, screening and test methods prescribed by the World Health Organization;
 - (h) observe bio-safety measures by the World Health Organization;
 - (i) ensure that the bloods is not acquired on commercial basis from professional blood donors.
 - (j) ensure arrangements for serving refreshments to the donors after phlebotomy;
 - (k) furnish such reports, information as may be required by the Authority;
 - (l) provide that licence shall continue to function till the decision on his application for renewal of licence.

