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| **Name of Department** | **Health Services Department**  |

**Standard Operating Procedure and Checklist**

**PCPNDT**

1. **Standard Operating Procedure for Applicant**

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| **Application for** | Form A : APPLICATION FOR REGISTRATION OR RENEWAL OF REGISTRATION OF A GENETIC COUNSELLING CENTRE/ GENETIC LABORATORY/GENETIC CLINIC/ ULTRASOUND CLINIC/IMAGING CENTRE[Refer rules 4 (1.) and 8 (1)]  |
| **Mandatory supporting documents required** | 1. Application form in Duplicate : Form A 2. Type of ownership of Organization (individual ownership/ partnership/ company/ co-operative/any other to be specified). In case type of organization is other than individual ownership, furnish copy of articles of association and names and addresses of other persons responsible for management, as enclosure3. Equipment available with the make and model of each equipment (List to be attached on a separate sheet)4. Declaration5. Documentary proof of requisite qualifications and experience as specified under the PNDT Act and rules of persons employed by the facility should be annexed with the application for registration6. Affidavit containing undertakings from owners that they shall not conduct any test or procedure for selection of sex before or after conception and they shall prominently display a notice saying they do not conduct such tests7. Particulars about fee paid 8. Site plan of place9. If a society/trust – registration certificate from Competent Authority and a copy of Rules and Regulations10. Quotation/proforma invoice for sonography machine from authorized dealer/ manufacturer (if relevant)11. Certified photostat copy/copies of educational qualifications of the person operating the machine (wherever applicable)12. Certified photostat copy/copies of training/experience certificate of the person operating the machine (wherever applicable)13. Registration under Clinical Establishment Act (wherever applicable)14. Any other additional documents/papers as considered necessary by Appropriate Authorities |
| **Process description** | 1. Every application for registration shall be made District Medical Officer of the district. 2. Every application shall be made in duplicate in Form A 3. Every application shall be duly accompanied by an Affidavit and supporting documents 4. The Appropriate Authority or any authorised person will acknowledge the application in the acknowledgement slip provided at the bottom of Form A on the very same day if personally delivered, otherwise on the next day by post 5. Every application form shall be submitted along with an application fee 6. The application fee shall be paid by way of a demand draft, drawn in favour of the Appropriate Authority. 7. The fees collected by the Appropriate Authority for registration shall be deposited by the Appropriate Authority concerned in a bank account opened in the name of the official designation of the Appropriate Authority concerned   |
| **Procedure for Fees payment** | The application fee shall be paid by way of a demand draft, drawn in favor of the Appropriate Authority. The fees collected by the Appropriate Authority for registration shall be deposited by the Appropriate Authority concerned in a bank account opened in the name of the official designation of the Appropriate Authority concerned(As per the PCPNDT rules section 5: (2) *The application fee shall be paid by a demand draft drawn in favour of the Appropriate Authority, on* ***any scheduled bank*** *payable at the headquarters of the Appropriate Authority concerned. The fees collected by the Appropriate Authority for registration of Genetic Counseling Centre, Genetic laboratory Genetic Clinic, Ultrasound Clinic and Imaging Centre or any other body or person under sub-rule (1), shall be deposited by the Appropriate Authority concerned* ***in a bank account opened in the name of the official designation of the Appropriate Authority*** *concerned and shall be utilized by the Appropriate Authority in connection with the activities connected with implementation of the provisions of the Act and these rules.)*  |
| **List of Reference Documents** | 1. The Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 19942. The Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Rules, 1996  |
| **Time line for completing the process** | 90 days  |
| **Checking of Application Status** |  |
| **Key Contact Person from department** | 1. District Medical Officer (Health) : Appropriate Authority 2. District RCH Officer : Nodal Officer  |

1. **A. Standard Operating Procedure for Approver (Registration)**

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| **Application for** | Form B : CERTIFICATE OF REGISTRATION[Refer rules 5 (2),5 (5) and 8 (2)] |
| **Mandatory supporting documents required** | 1. Every application for registration shall be made District Medical Officer of the district. 2. Every application shall be made in duplicate in Form A 3. Every application shall be duly accompanied by an Affidavit and supporting documents 4. The Appropriate Authority or any authorised person will acknowledge the application in the acknowledgement slip provided at the bottom of Form A on the very same day if personally delivered, otherwise on the next day by post 5. Every application form shall be submitted along with an application fee 6. The application fee shall be paid by way of a demand draft, drawn in favour of the Appropriate Authority. 7. The fees collected by the Appropriate Authority for registration shall be deposited by the Appropriate Authority concerned in a bank account opened in the name of the official designation of the Appropriate Authority concerned  8. The fees so collected by the Appropriate Authority shall be utilized by the Appropriate Authority in connection with the activities connected with implementation of the provisions of the Act and these rules 9. There are different minimum requirements for different bodies as regards minimum qualifications of the employees and the minimum equipment for each of the bodies under the PNDT Act. All the requirements relating to qualifications and equipment are mandatory . Documentary proof of requisite qualifications and experience as specified under the PNDT Act and rules of persons employed by the facility should be annexed with the application for registration 10. Every application received by the appropriate authority will firstly be scrutinized by it and an enquiry into whether such body fulfills all the requirements under the PNDT Act shall be done.11. An enquiry by the Appropriate Authority includes an inspection of the premises after giving due notice to the applicant.12. After the appropriate authority is satisfied that the applicant has fulfilled all minimum requirements, the application will be placed before the Advisory Committee.13. The Advisory Committee shall thereafter scrutinize the application and give its advice on the same to the appropriate authority14. The Appropriate Authority after considering the advice will grant a certificate of registration. 15. The certificate of registration shall be given in duplicate and in the form as prescribed in Form B annexed to the rules under the PNDT Act16. The grant of certificate of registration shall be communicated within 90 days from the date of receipt of application for registration17. It is mandatory for everybody registered under this Act to display the certificate of registration at a conspicuous place in such centre, laboratory or clinic.18. In the event of change of ownership or change of management or when the centre, laboratory or clinic ceases to function as one both copies of certificate of registration shall be surrendered to the Appropriate Authority.19. Each new owner or manager of a centre, laboratory or clinic has to apply afresh for grant of certificate of registration20. All centers, laboratories and clinics registered under the PNDT Act shall give an affidavit affirming that they will not indulge in pre-natal determination of sex as mandated by the Supreme Court21. The Registration Certificate must mention the number of ultrasound machines in the centre. Further the registration certificate must also mention all the portable ultrasound machines in thesaid centre. In case of registration certificates already issued, the list of ultrasound machines portable or otherwise must be mentioned on another paper and the said paper must also be displayed along with the registration certificate at a conspicuous place in the centre.**Rejection** If after enquiry and after giving an opportunity of hearing to the applicant and after taking advise from the Advisory Committee the Appropriate Authority has come to a conclusion that the applicant has not complied with the requirements of the Act then the said application will be rejected.The reasons for the rejection shall be given in writing and as specified in Form C The rejection of registration shall be communicated to the applicant within 90 days from the date of the receipt of the registration  |
| **List of Reference Documents** | 1. The Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 19942. The Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Rules, 1996 |
| **Time line for completing the process** | 90 days |
| **Departmental Work Flow** | Tapal↓Section : File started ↓Junior Superintendent↓Senior Superintendent↓Administrative Assistant ↓DMO↓RCH Officer – Inspection and report submitted to DMO ↓DMO↓Advisory Committee – Advice to DMO based on inspection report and  verification of application ↓DMO↓Section↓ Junior Superintendent↓Senior Superintendent↓Administrative Assistant ↓DMO - Approve the certificate ↓Tapal – Certificate issued to the institution  |

1. **Verification/ Inspection Procedure:**

Every application received by the appropriate authority will firstly be scrutinized by it and an enquiry into whether such body fulfills all the requirements under the PNDT Act shall be done.

Appropriate Authority or authorized person inspect the premises after giving due notice to the applicant.

After the appropriate authority is satisfied that the applicant has fulfilled all minimum requirements, the application will be placed before the Advisory Committee.

The Advisory Committee shall thereafter scrutinize the application and give its advice on the same to the appropriate authority

1. **Checklist of Documents**

***Indicative Checklist for Registration of a Genetic Clinic, Counselling***

***Centre, USG Centre, Imaging Centre***

1. Application - Form A (two copies)

2. Affidavit containing undertakings from owners that they shall not conduct any

test or procedure for selection of sex before or after conception and they shall

prominently display a notice saying they do not conduct such tests

3. Particulars about fee paid

4. Site plan of place

5. If a society/trust – registration certificate from Competent Authority and a copy

of Rules and Regulations

6. Quotation/proforma invoice for sonography machine from authorized dealer/

manufacturer (if relevant)

7. Certified Photostat copy/copies of educational qualifications of the person operating

the machine (wherever applicable)

8. Certified Photostat copy/copies of training/experience certificate of the person

operating the machine (wherever applicable)

9. In case of a nursing home, registration under the Nursing Home Act

10. Any other additional documents/papers as considered necessary by Appropriate

Authorities