MOM 03 MAY 2017

1. Document upload in Raise query module
2. Document (Articles of Association) upload in Ownership tab
3. Document (Address Proof) upload in Establishment Details tab
4. Application number format
5. Inspection report for APMCE
6. Name change in Inspection report – form Checklist heading to Inspection report.
7. SPHO officers are only in Hyderabad and in other districts there will be Dy. DM&HO officers.
8. Remarks option for each officer before forwarding or returning application.
9. DLAC and DLMMAA Committee recommendations capturing and upload multiple signed documents
10. Dashboard Reports
    1. Applications beyond Time limits
    2. Deemed Licenses issued – district wise, daily, weekly and monthly
    3. Total Inspections Conducted
    4. Existing Court Cases
    5. Types of Facilities in each district
    6. How many renewals received
11. Roles
    1. Pre-Scrutiny Officer
       1. Remarks
       2. Forward
    2. Scrutiny Officer
       1. Remarks
       2. Raise Query
       3. Forward
    3. Inspecting Officer
       1. Inspection Report
       2. Raise Query (Show previous query details)
       3. Forward
    4. Issuing Authority
       1. Remarks
       2. Raise Query,
       3. Approve
       4. Reject
       5. Suspension
       6. Inspection Report view and add new
12. Resubmission of Application for rejected applications
    1. Resubmission should be based on the previously rejected application
    2. If resubmitted within 90 days from the date of rejection no additional fee is to be paid. Previously paid fees amount should be considered
    3. In Resubmission form Application submission date, Rejection date, Resubmission date
    4. Total no. of resubmissions possible should be confirmed from client.
13. For Equipment room change amendment – Changed Building blueprint document should be uploaded
14. Alerts
    1. For renewal send alerts before 30 days of expiry

MOM 02 MAY 2017

1. Facility Wise Dependency

|  |  |  |
| --- | --- | --- |
| **Facility Name** | Specific pre-natal diagnostic procedures/tests for which approval is sought | **Facilities that are or would be available in the Laboratory/Clinic for the following tests:** |
| Genetic Counselling Centre | Remarks | NA |
| Genetic Laboratory | Invasive, Non-Invasive | Tests, Studies |
| Genetic Clinic | Invasive, Non-Invasive | Tests, Studies |
| Imaging Centre | Non-Invasive | NA |
| Ultrasound centre | Non-Invasive | NA |
| Assisted Reproductive Techniques | Remarks | NA |

1. Employee Designations
   1. Gynaecologist
   2. Medical Geneticist
   3. Laboratory Technician
   4. Radiologist
   5. Registered Medical Practitioner
   6. Sonologist
   7. Cardiologist
   8. Paediatrician having 4 week experience
   9. Paediatrician having 6month training
   10. Other – Give text field to add new
2. In PCPNDT form – In Requirement tab – Only ‘Yes’ option should be there and the user should just agree with that input. Checklist pdf should also be provided there
3. Acknowledgement should be given in 1 day.
4. Inspection date should also be captured and displayed
5. If there is a large district then there will be a sub-district appropriate authority (Approving authority)
6. Amendments
   1. Change of Address (Within district) – Submit the originals /downloaded certificate of registrations to DM&HO and then
   2. Change of Address (Inter district)
      1. Applicant should cancel license then
      2. Submit the Originals/downloaded copies and
      3. apply for new license in the new district
   3. For other amendments no approval is required but the department should be intimated
   4. Change in Employees, Place and Equipment – Reissuance of Certificate of Registration from the Appropriate Authority
   5. Change of Ownership – Apply fresh for Grant of Certificate of Registration
7. For adding equipment document (Invoice) upload for each equipment.

MOM 06 May 2017

(PCPNDT)

1. Renewal
   1. Applicant can apply for renewal at any time
   2. This renewal file should be activated for the department only 30 days before of expiry.

Dashboard Requirements

1. Pending Applications drill down to
   1. State wide (Default)->District level
   2. Facility wise
   3. Applications list
   4. Department level
2. License Expiry - State wide (Default)
   1. Show only licenses expiring in 1 month.
   2. 1 week and 15 days are not necessary
3. Maps - State wide (Default)->Show district wise count of each facility
   1. Individual facilities count
   2. Combination of facilities count
   3. How many are govt. facilities
   4. How many are private facilities
4. Rejected applications
   1. State wide (Default)->District wise ->facility wise->applications till department flow
5. No. of Renewals
   1. State wide (Default)->District wise->facility wise
6. Inspections conducted
   1. For new applications - State wide (Default)->District wise->Facility wise
   2. For registered/existing licenses - State wide (Default)->District wise->Facility wise
7. No. of Advisory Committee Meetings held
   1. With dates (Inspection report uploaded date or give field to capture date)
8. Department Dashboard
   1. Scheduled Inspections for Existing centres by Appropriate Authority (DM&HO) ->Existing facilities Inspection report
9. No. of Cancellations
   1. State wide (Default)->District wise->Facility wise
      1. Since inception
      2. Month wise
10. No. of Suspensions
    1. State wide (Default)->District wise->Facility wise
       1. Since inception
       2. Month wise
11. Complaints Received
    1. State wide (Default)->District wise->Facility wise
    2. After Facility Wise show count
       1. How many complaints went to court – legal filing
       2. How many settled at Advisory level
12. Required from Department
    1. Inspection report format for Regular Inspections of Existing facilities
    2. List of documents for License holder to submit to the department
    3. Grievance registration format
13. Suspension (under section 20)

Suspension

Select Reason Category and mention remarks

Non-Compliance

Show cause Notice

Submit Documents in the specified timeline

Non-Compliance

Submitted documents and complied

Appropriate Authority (DM&HO)

Submit the report to Advisory Committee

Take Legal Action

Take Decision at their level

Documents submitted

Re-Inspection

Inspection Report