



**Government of West Bengal**  
**Health & Family Welfare Department**  
**GN 29, Sector V, Salt Lake City, Kolkata-700091.**

Memo No. SBTC/BS-01-2023/ 240

Date: 17/10/2023

**ORDER**

Blood Transfusion Services is a vital part of the Health Care delivery system in any country. Transfusion of blood and components is a life saving procedure for patients in accidents, emergency obstetric services, other surgeries and in non emergency situations especially for children suffering from Blood disorders like Thallasaemia, Sickle cell anaemia etc.

In order to make adequate blood and blood components available for the community with proper quality, safety and efficacy, it is extremely crucial to have well equipped Blood Centres with proper infrastructure and trained Human Resources as well as a robust system of monitoring and supportive supervision of the whole network of RBTCs, Blood centres, and TCUs.

With this end in view, a hierarchy of monitoring committees is hereby formed at the State, District, and facility levels with the Composition and ToR of such committees as underneath:

**A. State Level Blood Transfusion Committee with its ToR.**

- i) Dr. G. K. Dhali, Prof. & HOD, Gastroenterology (SDLD), IPGME&R, Kolkata – as Chairperson
- ii) Project Director, WBSAP&CS and Member Secretary, SBTC - Member Secretary
- iii) Joint Director (Blood Safety), WBSAP&CS - Member
- iv) HOD, Dept. of IHB, MCH, Kolkata - Member
- v) Director, IBTM&IH, Kolkata – Member
- vi) Deputy Director (Medical Education) – Member
- vii) Technical Advisor, State Blood Cell, NHM – Member
- viii) Assistant Director (Medical), SBTC, WB - Member

**ToR:**

- i) To review overall blood transfusion services of the state.
- ii) To review and analyze periodically the reports of District Blood Transfusion Committee and Hospital Transfusion Committees at the facility level (MCH and other than MCH).
- iii) To ensure rational use of blood and monitor appropriate blood utilization and best practice standards in the state.
- iv) To monitor Hemovigilance activities of the state.
- v) To monitor the implementation of national guidelines in the state.
- vi) To implement patient blood management (PBM) initiatives, i.e. reviewing transfusion alternatives and making recommendations for their use.
- vii) To review quality indicators and transfusion service performance metrics of the state ensuring that all important indicators of relevance are included to improve the system.
- viii) The meeting of the committee will be convened half yearly.

  
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**B. District Level Blood Transfusion Committee with its ToR:**

- i) District Magistrate - Chairperson
- ii) Addl. District Magistrate Health - Member
- iii) Superintendent of Police/Commissioner of Police or his/her representative -Member
- iv) Chief Medical Officer of Health - Member
- v) Dy. Chief Medical Officer of Health-IV - Member Secretary
- vi) Medical Superintendent-cum-Vice Principal of the MCH - Member
- vii) Superintendents of the Hospitals within the District - Members
- viii) Representative of IMA - Member
- ix) President /Secretary of Voluntary Blood Donors Association by turn - Member
- x) Two Representatives of Clubs/NGOs as decided by District Magistrate - Members

**ToR:**

- i) To review the overall functioning of Blood Transfusion Services in the district.
- ii) To ensure rational use of blood in the facilities.
- iii) To take appropriate action to ensure sufficient blood donations to meet the demand of the whole population of the District.
- iv) To facilitate periodic training/orientation (as per latest Technical Manual on Transfusion Medicine published by DGHS, MoH&FW, GOI) of all MO, MT/LT other than Blood Centres of the District for their service utilization in time of need.
- v) To ensure operationalisation and functionality of Blood Storage Units (BCUs)
- vi) To arrange for quarterly meeting with Voluntary Blood Donors Associations for continuity of Blood Donation Camp Organisation.
- vii) To ratify the minutes of the Hospital Blood Transfusion meetings.
- viii) The meeting of the committee should be convened quarterly.

**C. Hospital Level Blood Transfusion Committee (Medical College &Hospitals) with its ToR:**

- i) Principal - Chairperson
- ii) Medical Superintendent-cum-Vice Principal - Vice Chairperson
- iii) Addl. Medical Superintendent - Member Secretary
- iv) Dy. Chief Medical Officer of Health-IV/Representative of Chief Medical Officer of Health - Member
- v) Director, Regional Blood Transfusion Centre (RBTC)/Medical Officer In-Charge, Blood Centre - Member
- vi) HoDs of all faculties - Members
- vii) Nursing Superintendent/Dy. Nursing Superintendent - Member
- viii) Asst. Superintendent in charge of Blood Centre - Member
- ix) Pharmacist of the Blood Centre - Member
- x) Technical Supervisor/Medical Technologist of the Blood Centre - Member

**ToR:**

- i) To review the overall blood transfusion services in the facility.
- ii) To ensure rational use of blood and periodical Blood Auditing.
- iii) To assess the disparity between demand and collection of blood units and to take appropriate action to meet the demand by enhancing collection.
- iv) To run the Blood Centre 24X7 by appropriate measures.
- v) To supply of PRBC to all the Thalassemic patients in required frequencies as per Order No. 330-Secy (HFW)/2022 Dated 28/11/2022 of Secretary H&FW Dept.
- vi) To ensure liaison with District Blood Transfusion Committee for intervention of District Authorities, if any.
- vii) Periodic training/sensitization of Internee/ House Staff/PGT (as per latest Technical Manual on Transfusion Medicine published by DGHS, MoH&FW, GOI)
- viii) The Meeting of the committee should be convened monthly.
- ix) Minutes to be sent to CMOH of the District for any intervention.



**D. Hospital Level Blood Transfusion Committee (other than Medical College & Hospital) with its ToR:**


- i) Superintendent - Chairperson
- ii) Dy. Chief Medical Officer of Health-IV / concerned Asstt. Chief Medical Officer of Health as representative of Chief Medical Officer of Health - Member
- iii) Director, Regional Blood Transfusion Centre (RBTC)/Medical Officer In-Charge, Blood Centre - Member Secretary.
- iv) Sr. Medical Officer of each unit - Member
- v) Nursing Superintendent/Dy. Nursing Superintendent - Member
- vi) Asst. Superintendent In-Charge of Blood Centre - Member
- vii) Pharmacist of the Blood Centre - Member
- viii) Technical Supervisor/Medical Technologist of the Blood Centre - Member

**ToR:**

- i) To review the overall blood transfusion services in the facility.
- ii) To ensure rational use of blood and periodical Blood Auditing.
- iii) To assess the disparity between demand and collection of blood units and to take appropriate action to meet the demand by enhancing collection.
- iv) To run the Blood Centre 24X7 by appropriate measures.
- v) To supply of PRBC to all the Thalassaemic patients in required frequencies as per Order No. 330-Secy (HFW)/2022 Dated 28/11/2022 of Secretary H&FW Dept.
- vi) To ensure liaison with District Blood Transfusion Committee for intervention of District Authorities, if any.
- vii) Periodic training/sensitization of Internee/House Staff/PGT (as per latest Technical Manual on Transfusion Medicine published by DGHS, MoH&FW, GOI)
- viii) The Meeting of the committee should be convened monthly.
- ix) Minutes to be sent to CMOH of the District for any intervention.

The formation and functioning of the aforesaid Committees have to be initiated immediately.

All concerned are informed accordingly.

  
12/10/2023  
**Principal Secretary**  
**Health & Family Welfare Department**

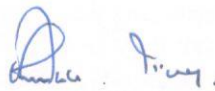


Memo No. SBTC/BS-01-2023/ 2401 (34)

Date: 12/10/2023

Copy forwarded for information and taking necessary action to the:

1. DHS, Swasthya Bhawan
2. DME, Swasthya Bhawan
3. MD. NHM, Swasthya Bhawan
4. Member Secretary, SBTC, WB
5. AMD, NHM
6. Director, Public Health
7. Jt. DHS & SFWO
8. Jt. DHS (PH&CD)
9. Jt. Director (Finance), WBSAP&CS and SBTC, WB
10. Jt. Director (Blood Safety), WBSAP&CS
11. Jt. Director, NCD
12. Principal/MSVP,.....MCH (All)
13. Dy. Director (Blood Safety), WBSAP&CS
14. Dy. Director, Hospital Administration
15. Dy. Director, NCD-I
16. Asstt. Director, NCD-I
17. SPO, State Blood Cell, NHM
18. SPO, NVHCP
19. Technical Advisor, State Blood Cell, NHM
20. Asstt. Director (Medical), SBTC, WB
21. CMOH, .....District (All)
22. Addl. Superintendent, .....MCH (All)
23. Dy. CMOH-I/II/III/IV, ..... District (All)
24. DTO (All)
25. Director, RBTC (All)
26. Superintendent, .....DH/SDH/SSH /SGH (All)
27. BMOH, ....RH/BPHC (All)
28. MOIC, .....Blood centre (All)
29. MO, TCU/BSU (All)
30. Asstt. Director (VBD), WBSAP&CS
31. Asstt. Director (Quality Manager-Blood Safety), WBSAP&CS
32. Consultant, State Blood Cell, NHM
33. System Coordinator, IT Cell, Swasthya Bhawan
34. Office copy.

  
Spl. Secretary & PD, WBSAP&CS  
Health & Family Welfare Department