

**REVISED DUTIES AND RESPONSIBILITIES OF STAFF UNDER PHARMACY AND  
MEDICAL SUPPLIES WING**

**DUTIES AND RESPONSIBILITIES OF PHARMACIST AND SENIOR PHARMACIST**

**INTRODUCTION**

- A) All the Pharmacist and Pharmacist Store Keeper will be under the supervisory control of Store Superintendent where ever such post exist.
- B) In institution where the post of Store Superintendent does not exist, all the Pharmacist will be under the supervisory control of Pharmacist Store Keeper.
- C) In institution where the post of Store Superintendent and Pharmacist Store Keeper do not exist, all the Pharmacist will be under the supervisory control of Senior Pharmacist.
- D) In institution where there is only one post of Pharmacist, he/she will be under the direct control of Head of the Institution.

Note: Pharmacist posted through HMC/NRHM/RSBY etc. will also comes under the supervisory control on the above lines.

I. **Assignment of duties and responsibilities of Pharmacist where the post of Store Superintendent and Pharmacist Store Keeper do not exists**

In institution where the ***post of Store Superintendent and Pharmacist Store Keeper do not exists*** and ***one or more post of Pharmacist is available***, the ***Senior Pharmacist*** will be in charge of the ***Store***, in addition to his routine duties and ***next immediate junior*** will be in charge of the ***Pharmacy***.

In institution where there is only ***one post of Pharmacist***, he will be in charge of ***both the Store and Pharmacy***.

II. **Assignment of duties and responsibilities of the Pharmacist where the post of Store Superintendent or Pharmacist Store Keeper exist**

In institution as stated above, the ***Senior Pharmacist*** will be in charge of ***Pharmacy***.

**DUTIES AND RESPONSIBILITIES OF PHARMACIST AND SENIOR  
PHARMACIST ARE CLASSIFIED AS FOLLOWS**

- I. Common duties and responsibility of the Pharmacist in institution where there is only one post of Pharmacist***

***and***

***Common duties, responsibilities and supervisory function of the Senior Pharmacist in institution where the post of Store Superintendent and Pharmacist Store Keeper do not exist.***

- II. Duties and responsibilities of the Pharmacist in store management in institution where there is only one post of Pharmacist***

***and***

***Duties and responsibilities of the Senior Pharmacist in store management in institution where the post of Store Superintendent and Pharmacist Store Keeper do not exist***

- III. Duties and responsibilities of the Pharmacist in Pharmacy management in institution where there is only one post of Pharmacist***

***and***

***Duties and responsibilities of the Senior Pharmacist in Pharmacy management in institution where the post of Store Superintendent or Pharmacist Store Keeper exist.***

- IV. Duties and responsibilities of the Pharmacist in practice of Pharmacy***

- V. Duties and responsibilities of the Pharmacist under the supervisory control of Store Superintendent/Pharmacist Store Keeper/Senior Pharmacist.***

- I. Common duties and responsibility of the Pharmacist in institution where there is only one post of Pharmacist.***

***and***

***Common duties, responsibilities and supervisory function of the Senior Pharmacist in institution where the post of Store Superintendent and Pharmacist Store Keeper do not exist.***

1. He/she will be the Technical Assistant of the Head of the institution on matters related to purchase, storage and distribution of Drugs.
2. He/she will be the member of the Local Purchase Committee, various Programme implementations Committee at the Institutional level, Committee of condemnation, Committee of Auction, and Hospital Management Committee.
3. He/ she will assist the Head of the institution or the concerned in preparing proposal for the Project of Local Self Government including the purchase under ward sanitation committee, sub centre etc. He/she will also assist in preparing the proposal for various programmes/projects being implemented by the Government from time to time. Proposal will be prepared by taking into the fact of filling up the gap in the usual supply system.

He/ She will issue Non Availability Certificate as and when required for the Local purchase and for the purchase under various programmes/schemes/project etc.

4. He/ She shall give proposal for strengthening the infrastructure required for the Store and Pharmacy to the Head of the Institution with a copy to the District Store Verification Officer. Proposal will be in concrete by taking into consideration of all the statutory guidelines, existing nature of building, storage area and availability of storage facilities. He/she shall also give proposal for installing the fire extinguishers required for the store and pharmacy to the Head of the institution with a copy to the District Store Verification Officer.
5. He/she will attend the District Conference of the Pharmacist in every month at District Medical Office (Health).
6. He/she in the capacity as the institutional Store Verification Officer will verify/inspect all the supplies made from the main store and see
  - a) Whether the supplies made from the main store are correctly accounted and properly stored under the prescribed storage condition.
  - b) Whether the distribution/issue made by the sub stock custodians are in order and properly accounted
  - c) Whether there is any, stagnant, surplus, slow moving drugs, idling equipment, if so, whether it is properly reported to the higher authorities in time. In such cases, verification report should be in detail, pointing out the exact reason for the same and the officers responsible for it.

- d) Whether the date expired, freezed, sub standard, banned drugs are kept separately with clear tag on it.
- e) Whether any action has taken to dispose off of the date expired Drugs, sub standard Drugs as per the departmental procedure.
- f) Whether any action has taken to condemn the perishable, non-perishable items as per the departmental procedure.
- g) Whether the Annual & Periodical verification of the sub stock is done by the concerned officer, wherever it is applicable.
- h) Whether there is any loss due to shortage or due to negligence or due to any other discrepancies or due to unavoidable causes like wastage, shrinkage, spilling etc. or due to improper storage condition.
- i) He/she will physically verify the stock balance in the presence of the concerned officer or in the presence of an officer authorized by the concerned officer.
- j) He/she will recommend to the Head of the institution to transfer any, stagnant, surplus, slow moving drugs wherever it is required.
- k) He/she will give guidelines for the maintenance of various sub stock registers, documents etc.
- l) Verification shall be conducted periodically and the verification report will be submitted to the Head of the institution with the following details.
  - i. Statement of stagnant, surplus, slow moving drugs and idling equipment with its cost.
  - ii. Statement of drugs bearing date of expiry within six months and its cost.
  - iii. Statement of date expired drugs with its cost.
  - iv. Statement of freezed, substandard, banned drugs
  - v. Statement of items seized
  - vi. Statement of total loss sustained to the Government by various means.
  - vii. Statement of provisional liability fixed against the officers

### **Supervisory Functions of the Senior Pharmacist**

7. All communication received from various sources, Annual indent, weekly indent received from the designated indenting officer, complaints about the quality of drugs, request for local purchase from the competent authority, material issue note, supply order, work order etc. shall be authenticated by the Senior Pharmacist with his/her dated signature. Specific direction/approval/sanction/action will be given or taken on it. The Senior Pharmacist should ensure that Pharmacist are carrying out his/her direction properly and in order.

8. He/she will convene the meeting of Pharmacist periodically in order to co-ordinate, motivate and to strengthen their professional skills.
9. He/she will forward all leave application and other application/representation of Pharmacist under his/her control to the Head of the institution. He/she will arrange duty posting of pharmacist.
10. All the student pharmacist are under his/her direct control.
11. He/she will have overall supervision and direct control over the Pharmacy.

**II. *Duties and responsibilities of the Pharmacist in store management in institution where there is only one post of Pharmacist.***

***and***

***Duties and responsibilities of the Senior Pharmacist in store management in institution where the post of Store Superintendent and Pharmacist Store Keeper do not exist***

1. He/she shall constantly monitor the flow of supplies IN and OUT of the store. In the case of short supply or any item falls below the buffer stock level, same shall be brought into the notice of the Head of the Institution and to the supplying authority well in advance with proper documentation so as to make alternative purchase at the institutional level or sort out the deficiency/short supply by other means like by procuring the stock of stagnant, surplus, slow moving drugs from other institutions, if any.
2. He/she should use Information Technology to ease/strengthen his/her work and for the benefit of the patients as a whole. He/she should have official E-mail id of the District Store Verification Officer and all the other officers in charge of the stores in the district so as to make speedy transfer /procurement of the surplus, stagnant, slow-moving drugs. However, official communication shall also be given.

He/she will constantly visit the website of the Drugs Control department, procurement authority and disseminate the information of sub-standard drugs, banned drugs etc to all the concerned and take steps to block the flow of those items in the pipeline. He/she should explore the possibility of using the Information Technology in tune up with the time.

3. He/ She will be in charge of all the Main Store and will be responsible for the preparation of annual indent, proper receipt, storage, distribution

and maintenance of all relevant stock registers, records in this regard. Name of the manufacturer, batch No. and expiry date shall be recorded in the stock register. Temporary receipt will be given by him/her for the goods received from various institutions.

4. He/ She will collect, scrutinize and consolidate the Annual indent received from the designated indenting officers of various sub store, Pharmacy, Clinical laboratory, Blood Bank, Radiology wing, various wards, various theatres etc.

***Head of the institution shall designate an officer as Annual Indenting officer*** for various department, section, unit, ward, theatre etc. For this purpose, the head of the institution shall issue a standing order. Pharmacist/Senior Pharmacist shall process only those indent received from the designated indenting officer.

Indent should be in triplicates, original copy will be submitted to the Head of the institution, duplicate to the Pharmacist/Senior Pharmacist and triplicate will be with the designated indenting officer. In case of any overwriting or correction, that shall be got authenticated by the designated indenting officer with his/her dated full signature.

In case, any anomalies are noticed in the quantity, unit size, pack size etc, he/she shall document it and place before the institutional level annual indent committee for further verification and approval.

All the decision of the meeting shall be recorded in the minutes of the meeting, including the dissenting note, if any, with regards to inclusion or exclusion of any item or with regards to the quantity etc. Copy of the minutes of the meeting shall be kept in the Annual indent file of the store.

5. All the articles received in the store, \*except stationary items, office furniture, materials for IEC activities like posters, banners, boards, various periodicals, publications etc., dietary articles and fuel shall be taken into stock by him/her with reference to the terms and condition of the supply order/work order/ material issue note.

---

\*Exception: stationary items and office furniture shall be taken into main stock register by the ministerial staff. Materials for IEC activities like posters, banners, boards, various periodicals, publications etc., shall be taken into stock by the concerned Programme Officer. Dietary articles shall be taken into stock by the Nursing Staff

Any equipment which does not conform to specification or to approved sample or which is different from those ordered for or which is damaged or defective in any respect shall not be accepted.

In order to confirm whether the major equipment, hospital furniture meets the specification or not, service of the expert from the nearby Government Engineering College, Polytechnic, ITI will be utilized.

Reason for not accepting the goods shall be documented and communicated to the Head of the institution, who will in turn report to the procurement authority/supplied authority /supplied firms/ transporter depending upon each case.

If there is any shortage in the supply of Drugs or deviation in the Batch Number, Expiry Date, Labelling with reference to the supply order/ material issue note, same shall be immediately communicated through Toll Free Number, if any or by E-mail to the concerned and to the Head of the institution, who will in turn report on the above lines.

6. He/she shall comply the storage condition as laid down in the Schedule-P of the Drugs and Cosmetic Rules – 1945 and the subsequent amendment thereof from time to time. Supply will be arranged in alphabetical order by Generic name or by Dosage form or by any system, by which the product is easily located/identified. Schedule X Drugs, Poisons, Alcohol shall be stored in the safe custody with separate lock and key.

Basic principles like FEFO, or FIFO shall be complied depends upon the item. Date expired, freezed, substandard, banned drugs shall be kept out separately with clear tag on it.

7. He/ She will be in charge of distribution of all the supplies in the institution. As a general rule, distribution will be made to those officers who are designated as Annual Indenting Officer for furnishing the annual indent ( if there is any change, head of the institution shall designate an officer as weekly indenting officer). Utility factor of the consignee, availability of stock in the main store shall be taken into account before approving the weekly indent.

He/she will make distribution to the concerned, of the supplies coming under various programmes like Family Welfare Programme, Immunization Programme, Maternal and Child Health Programme, Child Survival and Safe Motherhood Programme (CSSM), Revised National TB

Control Programme (RNTCP), National Filaria Control Programme, National Malaria Eradication Programme, National Leprosy Eradication Programme, Pain and Palliative Care Programme etc. Supplies shall not be made directly to the contract staff.

When equipments are issued, receipt of the item shall be documented in the main stock register with name, designation, signature of the consignee and page number of the sub-stock register.

Copy of the supply order/work order shall also be given to the consignees so as to note down the unit cost, make, model, serial number of the equipment/machinery in the sub-stock register and to know the terms and conditions of the warranty/AMC/CAMC etc, thereby, they can directly communicate the Head of the institution in case of any repair, maintenance, calibration etc.

8. Whenever there is any complaint about the quality of drugs, He/she shall communicate the same to the Head of the institution, who will in turn report to the Drug control authorities in the district, DMO and to the procurement authority/supplied authority.
9. He/she shall communicate the status of, stagnant, surplus, slow moving Drugs to the Head of the institution, at least eight months before the date of expiry, who will in turn report to the District Medical Officer of Health. Head of the institution shall also intimate the same to the concerned designated Annual indenting officer.
10. He/she will be responsible for preparing the survey report in KFC Form 21 for the condemnation of date expired, sub standard drugs as per the departmental procedure, departmental/Government orders issued from time to time.

In case of condemnation of non-perishable items, he/she shall scrutinize and consolidate the survey report in KFC – Form 21, received from the various sub store custodians.

Office furniture and perishable items for condemnation shall be scrutinized and consolidated in KFC – Form 21 by the head of the ministerial staff and Head of the nursing staff respectively.

11. He/she shall obtain GATE PASS from the Head of the institution for the replacement of defective goods, shifting of goods from the store.
12. He/she shall take all precautions in stocking the inflammable items.

He/she shall take necessary steps to install and maintain the fire fighting equipments like fire extinguisher and other similar devices in the store

premises so as to protect the inventory from fire and other types of damages.

13. He/she shall hand over a duplicate key of the store to the RMO/Head of the institution which will be kept under seal for use in emergency. (In institution where the post of RMO does not exist, duplicate key shall be handed over to the Head of the institution). In the absence of the custodian, Store shall be opened by the RMO/Head of the institution in the presence of two officers and separate register shall be maintained for this purpose.
14. While on conducting medical camp, Drugs shall be issued to the pharmacist, who attends the camp. He/She shall maintain separate register for accounting the same and the balance stock shall be handed over to the store with proper acknowledgement.
15. He/She shall use the Refrigerator, walk in cooler, other cold chain equipment in his custody according to the standard guidelines for its operation. In case of any break down, he/she shall immediately report to the head of the institution, who will in turn report to the DMO, HER Unit/Refrigeration mechanic or to the supplier.
16. Apart from the periodical verification of store, He/She shall conduct Annual physical verification as on March 31<sup>st</sup> in the presence of the Head of institution/RMO and certificate to that effect will be recorded in the stock register with the counter signature of the Head of the institution/RMO.
17. A period of not more than 10 days will be allowed for transfer of charge of stock. Maximum time actually required in each case along being, however, utilized for the purpose. ( vide Rule 127 Exception 2 of Part I KSR).

Relieved officer shall hand over the register of registers, concerned registers, file ( as in Annexure I )and physical stock to the relieving officer.

Handing over and taken over charge shall be recorded in the registers by the relieved officer and the relieving officer with their full signature and date.

Relieved officer shall prepare a list of all registers and files handed over to the relieving officer in triplicate. Both the relieved and relieving officer should affix their full signature with date in the list prepared.

Original copy of the list will be given to the head of the institution, duplicate will be with the relieved officer and the triplicate with the relieving officer.

18. **Responsibility**

- a. Head of the institution will personally responsible for providing the infrastructure required for the store, provided the Pharmacist/Senior Pharmacist have reported the deficiency of facilities.
- b. Loss due to overall supervisory lapses shall be recovered equally from the Head of the institution and the RMO. If the post of RMO does not exist, entire loss shall be recovered from the Head of the institution,
- c. Loss due to expired drugs shall be recovered from the designated Annual indenting officer who have not forecasted the actual need.
- d. Loss due to shortage, or due to negligence or due to other discrepancies in the store shall be recovered from the Pharmacist/ Senior Pharmacist.

***III. Duties and responsibilities of the Pharmacist in Pharmacy management in institution where there is only one post of Pharmacist.***

***and***

***Duties and responsibilities of the Senior Pharmacist in Pharmacy management in institution where the post of Store Superintendent or Pharmacist Store Keeper exist.***

1. Pharmacist/Senior Pharmacist in charge of pharmacy will be responsible of all the articles kept there. He/she shall maintain the register of indent and issue, register of Accountable and habit forming drugs, Dispensing register etc.
2. He/she shall comply the storage conditions as laid down in the Schedule – P of the Drugs & Cosmetic Rule 1945 and the subsequent amendment thereof from time to time. Supply will be arranged in alphabetical order by generic name, by dosage form, or by any system, by which the product is easily identifiable/traceable. Schedule X-Drugs, Poison and Alcohol shall be stored in safe custody with separate lock and key.

Basic principles like FEFO, or FIFO shall be complied depends upon the item. Date expired, freezed, substandard, banned drugs shall be kept out separately with clear tag on it.

3. He/she shall use the Refrigerator etc. in his/her custody according to the standard guidelines for its operation. In case of any break down, he/she shall immediately report to the head of the institution, who will in turn report to the DMO, HER Unit/ Refrigeration mechanic or to the supplier.
4. He/she will report the complaints regarding quality of drugs etc. whenever such cases are brought to his/her notice.
5. Relieved officer shall hand over the register of registers, concerned registers, files (as in Annexure I) and physical stock to the relieving officer.

Handing over and taken over charge shall be recorded in the register by the relieved officer and the relieving officer with their full signature and date.

Relieved officer shall prepare a list of all registers and files handed over to the relieving officer in triplicate. Both the relieved and relieving officer should affix their name and full signature with date in the list prepared. Original copy of the list will be given to the head of the institution, duplicate will be with the relieved officer and the triplicate with the relieving officer.

#### 6. **Responsibility**

- a. Head of the institution will personally responsible for providing the infrastructure required for the pharmacy, provided the Pharmacist/Senior Pharmacist have reported the deficiency of facilities.
- b) Loss due to overall supervisory lapses shall be recovered equally from the Head of the institution and the RMO. If the post of RMO does not exist, entire loss shall be recovered from the Head of the institution,
- c) Loss due to expired drugs shall be recovered from the designated Annual indenting officer, who have not forecasted the actual need.
- d) Loss due to shortage, or due to negligence or due to other discrepancies in the pharmacy shall be recovered from the Pharmacist/Senior Pharmacist.

#### ***IV. Duties and responsibilities of the Pharmacist in practice of pharmacy***

1. Pharmacist while on duty should wear white overcoat with green Rx symbol at the right side of the chest and valid identity card issued by the institution.
2. Impression of any profession on the view point of the public, prima facia, depends upon the neatness, tidiness of the staff and their working area. Pharmacist should give prime importance for these matters.
3. He/She should act in a manner that promotes public trust and to enhance the reputation of the profession in the society.
4. He/She should up-to-date the professional knowledge and skills required for the effective Pharmacy practice.
5. Guidelines for dispensing medicines-

Policy of the Government is that all the medical officer should prescribe generic drugs. When brand names are prescribed, the pharmacist shall dispense generic drugs or therapeutic equivalent of the branded drugs.

- a) Patients safety is the first consideration of all times
- b) Read the prescription twice. Ensure that all the required details are given, such as patient's name, age, OP number, date, medicines, strength of medicine, quantity, directions and full signature of the Medical Officer.
- c) If in doubt about any details, consult your pharmacist colleague. Listen to his/her interpretation before you give yours. If still in doubt consult the prescriber or another doctor who has access to the patient's records.
- d) Dispense each item on the prescription carefully. Check the label on the container as you take it from the shelf, remove the contents, and again replace it on the shelf. If possible get another pharmacist to check what you have dispensed.
- e) Write the labels clearly in ink and include the following
  - i. Generic name of the medicine
  - ii. The form of the medicine - tablet, capsule, etc.
  - iii. The strength of the medicine.
  - iv. The directions for use
  - v. Warning labels wherever necessary, e.g. ' for external use only'
  - vi. The patient's name

vii. The name and address of the hospital  
The label should be in a language the patient can read. For illiterate patients, symbols may be used in addition to the written instructions. Preferably ask another pharmacist to check the labels.

f) Give the medicines to the patient, and ensure that he/she understand how the medicines are to be used.

g) Where there is any doubt about the authority of a prescription especially for scheduled medicines or narcotics, it is the pharmacist's legal responsibility to check with the prescriber before making the supply

6. Patient Counseling:- Upon receipt of a prescription and following a review of the patient history/record, Pharmacist shall personally initiate discussion of matters that will enhance or optimize drug therapy with the patient or care giver of the patient.

Following elements shall be taken into consideration by the Pharmacist in patient counseling

a. Name and description of the drugs

b. The dosage form, dose, route of administration and duration of drug therapy.

c. Intended use of the drug and expected action.

d. Special direction and precaution for the drug.

e. Common severe side effects or adverse effects or interaction and therapeutic contra-indications that may be encountered, including their avoidance and the action required, if they occur.

f. Techniques for self monitoring drug therapy

g. Proper storage of the drugs

h. Prescription refill information

i. Action to be taken in the event of missed dose.

j. To ensure rational use of drugs

**Note:** The Pharmacist shall not be required to counsel the patient or care giver when the patient or care giver refuses such consultation.

7. He/she shall maintain the dispensing register for recording the OP No., Name and age of the patient.

8. He/she shall attend the In-service training and continuing Education Programme being conducted by the Department and statutory authorities.
9. He/she will act as Master Pharmacist to student pharmacist. While on imparting such practical training, Pharmacist shall comply with the prescribed norms relating to number of student pharmacist to be trained, nature of practical training, duration of practical etc. as laid down under the Education regulation of Pharmacy Council from time to time.
10. He/she will assist and participate in any Pharmacy Research programme with the approval of the Government.
11. Pharmacist will attend night duty, provided there are sufficient number of pharmacists and without effecting the routine OP.

***V. Duties and responsibilities of the Pharmacist under the supervisory control of Store Superintendent/Pharmacist Store Keeper/Senior Pharmacist.***

1. All the communication received from various sources, Annual indent, weekly indent received from the designated indenting officers, complaints about the quality of drugs, request for local purchase from the competent authority, material issue note, supply order, work order etc. shall be authenticated by the Store Superintendent/Pharmacist Store Keeper/Senior Pharmacist with his/her dated signature. Specific direction/approval/sanction/action will be given or taken on it.
2. The Pharmacist under the Supervisory Control shall not process the above independently without getting specific direction/approval/sanction. In the absence of the supervisory officer and in emergency situation, Pharmacist will process the same and it shall be got authenticated by the supervisory officer on the next working day itself without fail.

**Note:-** This will also be applicable to the Senior Pharmacist, who is working under the Supervisory Officer in institution where the post of Store Superintendent or Pharmacist Store Keeper exist.

3. Pharmacist shall not communicate directly to the Head of the institution, sub stock custodians, various department, sections, units, wing etc. of the institution except under an emergency situation and in the absence of the Supervisory Officer.

**Note:-** This will also be applicable to the Senior Pharmacist, who is working under the Supervisory Officer in institution where the post of Store Superintendent or Pharmacist Store Keeper exist.

4. Pharmacist will assist the supervisory Officer in scrutenisation and consolidation of Annual Indent, weekly indent, maintenance of stock register, receipt and distribution, periodical and annual physical verification of store. He/she shall carry out any professional work entrusted to him/her.

**Note:-** This will also be applicable to the Senior Pharmacist, who is working under the Supervisory Officer in institution where the post of Store Superintendent or Pharmacist Store Keeper exist.

## **DUTIES AND RESPONSIBILITIES OF PHARMACIST STORE KEEPER**

### **Introduction**

- a) Pharmacist Store Keeper will be under the supervisory control of Store Superintendent wherever such post exists.
- b) In institution where the post of Store Superintendent does not exist, Pharmacist Store Keeper will be under the direct control of the Head of the institution.
- c) In institution where the post of Store Superintendent does not exist, all the Pharmacist will be under the supervisory control of Pharmacist Store Keeper.

### **DUTIES AND RESPONSIBILITIES OF PHARMACIST STORE KEEPER ARE CLASSIFIED AS FOLLOWS**

- I. Common duties, responsibilities and supervisory functions of the Pharmacist Store Keeper in institution where the post of Store Superintendent does not exist.*
  - II. Duties and responsibilities of the Pharmacist Store Keeper in Store management in institution where the post of Store Superintendent does not exist.*
  - III. Duties and responsibilities of the Pharmacist Store Keeper in store management in institution where he/she is under the supervisory control of the Store Superintendent.*
- I. Common duties, responsibilities and supervisory functions of the Pharmacist Store Keeper in institution where the post of Store Superintendent does not exist.*
    1. He/ She will be the Technical Assistant of the Head of the institution on matters related to purchase, storage and distribution of Drugs.
    2. He/she will be the member of the Local Purchase Committee, various Programme implementations Committee at the Institutional level, Committee of condemnation, Committee of Auction, and Hospital Management Committee.

3. He/ She will assist the Head of the institution or the concerned in preparing proposal for the Project of Local Self Government. He/she will also assist in preparing the proposal for various programmes/projects being implemented by the Government from time to time. Proposal will be prepared by taking into the fact of filling up the gap in the usual supply system.  
He/ She will issue Non Availability Certificate as and when required for the Local purchase and for the purchase under various programmes/schemes/project etc.
4. He/ She shall give proposal for strengthening the infrastructure required for the Store and Pharmacy to the Head of the Institution with a copy to the District Store Verification Officer. Proposal will be in concrete by taking into consideration of all the statutory guidelines, existing nature of building, storage area and availability of storage facilities. He/she shall also give proposal for the installation of fire extinguishers required for the store and pharmacy to the Head of the institution with a copy to the District Store Verification Officer.
5. He/she will attend the District Conference of the Pharmacist in every month at District Medical Office (Health).
6. He/she in the capacity as the institutional Store Verification Officer will verify/inspect all the supplies made from the main store and see
  - a) Whether the supplies made from the main store are correctly accounted and properly stored under the prescribed storage condition.
  - b) Whether the distribution/issue made by the sub stock custodians are in order and properly accounted
  - c) Whether there is any, stagnant, surplus, slow moving drugs, idling equipment, if so, whether it is properly reported to the higher authorities in time. In such cases, verification report should be in detail, pointing out the exact reason for the same and the officers responsible for it.
  - d) Whether the date expired, freezed, sub standard, banned drugs are kept separately with clear tag on it.
  - e) Whether any action has taken to dispose off of the date expired Drugs, sub standard Drugs as per the departmental procedure.
  - f) Whether any action has taken to condemn the perishable, non-perishable items as per the departmental procedure.

- g) Whether the Annual & Periodical verification of the sub stock is done by the concerned officer, wherever it is applicable.
  - h) Whether there is any loss due to shortage or due to negligence or due to any other discrepancies or due to unavoidable causes like wastage, shrinkage, spilling etc. or due to improper storage condition.
  - i) He/she will physically verify the stock balance in the presence of the concerned officer or in the presence of an officer authorized by the concerned officer.
  - j) He/she will recommend to the Head of the institution to transfer any, stagnant, surplus, slow moving drugs wherever it is required.
  - k) He/she will give guidelines for the maintenance of various sub stock registers, documents etc.
  - l) Verification shall be conducted periodically and the verification report will be submitted to the Head of the institution with the following details.
    - i. Statement of stagnant, surplus, slow moving drugs and idling equipment with its cost.
    - ii. Statement of drugs bearing date of expiry within six months and its cost.
    - iii. Statement of date expired drugs with its cost.
    - iv. Statement of freezed, substandard, banned drugs
    - v. Statement of items seized
    - vi. Statement of total loss sustained to the Government by various means.
    - vii. Statement of provisional liability fixed against the officers
7. All communication received from various sources, Annual indent, weekly indent received from the designated indenting officer, complaints about the quality of drugs, request for local purchase from the competent authority, material issue note, supply order, work order etc. shall be authenticated by the Pharmacist Store Keeper with his/her dated signature.
- Specific direction/approval/sanction/action will be given or taken on it. The Pharmacist Store Keeper should ensure that Pharmacist are carrying out his/her direction properly and in order.
8. He/She will convene the meeting of Pharmacist periodically in order to co-ordinate, motivate and to strengthen their professional skills.

9. He/She will forward all leave application and other application/representation of Pharmacist under his/her control to the Head of the institution. He/she will arrange duty posting of pharmacist.
10. All the student pharmacist are under his/her direct control.
11. He/she will have overall supervision and direct control over the Pharmacy.

**II. Duties and responsibilities of the Pharmacist Store Keeper in Store management in institution where the post of Store Superintendent does not exist.**

1. He/She shall constantly monitor the flow of supplies IN and OUT of the store. In the case of short supply or any item falls below the buffer stock level, same shall be brought into the notice of the Head of the Institution and to the supplying authority well in advance with proper documentation so as to make alternative purchase at the institutional level or sort out the deficiency/short supply by other means like by procuring the stock of stagnant, surplus, slow moving drugs from other institutions, if any.
2. He/she should use Information Technology to ease/strengthen his/her work and for the benefit of the patients as a whole. He/she should have official E-mail id of the District Store Verification Officer and all the other officers in charge of the stores in the district so as to make speedy transfer /procurement of the stagnant, surplus, slow-moving drugs. However, official communication shall also be given.

He/she will constantly visit the website of the Drugs Control department, procurement authority and disseminate the information of sub-standard drugs, banned drugs etc to all the concerned and take steps to block the flow of those items in the pipeline. He/she should explore the possibility of using the Information Technology in tune up with the time.

3. He/ She will be in Charge of all the Main Store and will be responsible for the preparation of annual indent, proper receipt, storage, distribution and maintenance of all relevant stock registers, records in this regard. Name of the manufacturer, batch No. and expiry date shall

be recorded in the stock register. Temporary receipt will be given by him/her for the goods received from various institutions.

4. He/ She will collect, scrutinize and consolidate the Annual indent received from the designated indenting officers of various sub store, Pharmacy, Clinical laboratory, Blood Bank, Radiology wing, various wards, various theatres etc.

**Head of the institution shall designate an officer as Annual Indenting officer** for various department, section, unit, ward, theatre etc. For this purpose, the head of the institution shall issue a standing order. Pharmacist Store Keeper shall process only those indent received from the designated indenting officer.

Indent should be in triplicates, original copy will be submitted to the Head of the institution, duplicate to the Pharmacist Store Keeper and triplicate will be with the designated indenting officer. In case of any overwriting or correction, that shall be got authenticated by the designated indenting officer with his/her dated full signature.

In case, any anomalies are noticed in the quantity, unit size, pack size etc, he/she shall document it and place before the institutional level annual indent committee for further verification and approval.

All the decision of the meeting shall be recorded in the minutes of the meeting, including the dissenting note, if any, with regards to inclusion or exclusion of any item or with regards to the quantity etc. Copy of the minutes of the meeting shall be kept in the Annual indent file of the store.

5. All the articles received in the store, \*except stationary items, office furniture, materials for IEC activities like posters, banners, boards, various periodicals, publications etc., dietary articles and fuel shall be taken into stock by him/her with reference to the terms and condition of the supply order/work order/ material issue note.

---

\*Exception: stationary items and office furniture shall be taken into main stock register by the ministerial staff. Materials for IEC activities like posters, banners, boards, various periodicals, publications etc., shall be taken into stock by the concerned Programme Officer. Dietary articles shall be taken into stock by the Nursing Staff

Any equipment which does not conform to specification or to approved sample or which is different from those ordered for or which is damaged or defective in any respect shall not be accepted.

In order to confirm whether the major equipment, hospital furniture meets the specification or not, service of the expert from the nearby Government Engineering College, Polytechnic, ITI will be utilized.

Reason for not accepting the goods shall be documented and communicated to the Head of the institution, who will in turn report to the procurement authority/supplied authority /supplied firms/ transporter depending upon each case.

If there is any shortage in the supply of Drugs or deviation in the Batch Number, Expiry Date, Labelling with reference to the supply order/ material issue note, same shall be immediately communicated through Toll Free Number, if any or by E-mail to the concerned and to the Head of the institution, who will in turn report on the above lines.

6. He/she shall comply the storage condition as laid down in the Schedule-P of the Drugs and Cosmetic Rules – 1945 and the subsequent amendment thereof from time to time. Supply will be arranged in alphabetical order by Generic name or by Dosage form or by any system, by which the product is easily located/identified. Schedule X Drugs, Poisons, Alcohol shall be stored in the safe custody with separate lock and key.

Basic principles like FEFO, or FIFO shall be complied depends upon the item. Date expired, freezed, substandard, banned drugs shall be kept out separately with clear tag on it.

7. He/ She will be in charge of distribution of all the supplies in the institution. As a general rule, distribution will be made to those officers who are designated as Annual Indenting Officer for furnishing the annual indent ( if there is any change, head of the institution shall designate an officer as weekly indenting officer). Utility factor of the consignee, availability of stock in the main store shall be taken into account before approving the weekly indent.

He/she will make distribution to the concerned, of the supplies coming under various programmes like Family Welfare Programme, Immunization Programme, Maternal and Child Health Programme, Child

Survival and Safe Motherhood Programme (CSSM), Revised National TB Control Programme (RNTCP), National Filaria Control Programme, National Malaria Eradication Programme, National Leprosy Eradication Programme, Pain and Palliative Care Programme etc. Supplies shall not be made directly to the contract staff.

When equipments are issued, receipt of the item shall be documented in the main stock register with name, designation, signature of the consignee and page number of the sub-stock register.

Copy of the supply order/work order shall also be given to the consignees so as to note down the unit cost, make, model, serial number of the equipment/machinery in the sub-stock register and to know the terms and conditions of the warranty/AMC/CAMC etc, thereby, they can directly communicate the Head of the institution in case of any repair, maintenance, calibration etc.

8. Whenever there is any complaint about the quality of drugs, He/she shall communicate the same to the Head of the institution, who will in turn report to the Drug control authorities in the district, DMO and to the procurement authority/supplied authority.
9. He/she shall communicate the status of stagnant, surplus, slow moving, Drugs to the Head of the institution, at least eight months before the date of expiry, who will in turn report to the District Medical Officer of Health. Head of the institution shall also intimate the same to the concerned designated Annual indenting officer.
10. He/she will be responsible for preparing the survey report in KFC Form 21 for the condemnation of date expired, sub standard drugs as per the departmental procedure, departmental/Government orders issued from time to time.

In case of condemnation of non-perishable items, he/she shall scrutinize and consolidate the survey report in KFC – Form 21, received from the various sub store custodians.

Office furniture and perishable items for condemnation shall be scrutinized and consolidated in KFC – Form 21 by the head of the ministerial staff and Head of the nursing staff respectively.

11. He/she shall obtain GATE PASS from the Head of the institution for the replacement of defective goods, shifting of goods from the store.
12. He/she shall take all precautions in stocking the inflammable items.

He/she shall take necessary steps to install and maintain the fire fighting equipments like fire extinguisher and other similar devices in the store premises so as to protect the inventory from fire and other types of damages.

13. He/she shall hand over a duplicate key of the store to the RMO which will be kept under seal for use in emergency. In the absence of the custodian, Store shall be opened by the RMO in the presence of two officers and separate register shall be maintained for this purpose.
14. While on conducting medical camp, Drugs shall be issued to the pharmacist, who attends the camp. He/She shall maintain separate register for accounting the same and the balance stock shall be handed over to the store with proper acknowledgement.
15. He/She shall use the Refrigerator, walk in cooler, other cold chain equipment in his custody according to the standard guidelines for its operation. In case of any break down, he/she shall immediately report to the head of the institution, who will in turn report to the DMO, HER Unit/Refrigeration mechanic or to the supplier.
16. Apart from the periodical verification of store, He/she shall conduct annual physical verification as on March 31<sup>st</sup> in the presence of the Head of the institution/RMO and certificate to that effect will be recorded in the stock register with the counter signature of the Head of the institution/RMO.
17. A period of note more than 10 days will be allowed for transfer of charge of stock. Maximum time actually required in each case along being, however, utilized for the purpose. (vide Rule 127 Exception 2 of Part I KSR).

Relieved officer shall hand over the register of registers, concerned registers, file (as in Annexure I) and physical stock to the relieving officer.

Handing over and taken over charge shall be recorded in the registers by the relieved officer and the relieving officer with their full signature and date.

Relieved officer shall prepare a list of all registers and files handed over to the relieving officer in triplicate. Both the relieved and relieving officer should affix their full signature with date in the list prepared. Original copy of the list will be given to the head of the institution,

duplicate will be with the relieved officer and the triplicate with the relieving officer.

18. **Responsibility**

- a. Head of the institution will personally responsible for providing the infrastructure required for the store, provided the Pharmacist Store Keeper have reported the deficiency of facilities.
- b. Loss due to overall supervisory lapses shall be recovered equally from the Head of the institution and the RMO.
- c. Loss due to expired drugs shall be recovered from the designated Annual indenting officer who have not forecasted the actual need.
- d. Loss due to shortage, or due to negligence or due to other discrepancies in the store shall be recovered from the Pharmacist Store Keeper.

III. **Duties and responsibilities of the Pharmacist Store Keeper in store management in institution where he/she is under the supervisory control of the Store Superintendent**

1. Pharmacist Store Keeper under the supervisory control shall not process the following without getting specific direction/approval/sanction from the Store Superintendent.
  - a. Communication received from various sources
  - b. Annual indent, weekly indent received from the designated Annual/Weekly indenting officers.
  - c. Complaints about the quality of drugs
  - d. Request for local purchase from the competent authority.
  - e. Material issue note, supply order, work order etc.

In the absence of the Store Superintendent and in emergency situation, Pharmacist Store Keeper will process the above and the same shall be got authenticated by the Store Superintendent on the next working day itself without fail.

2. He/She shall not communicate directly to the Head of the institution, sub store custodians, various department, section, units, wing etc. of the institution except under an emergency situation and in the absence of Store Superintendent.

3. He/She shall carry out any professional work entrusted to him/her by the Store Superintendent.
4. He/She shall constantly monitor the flow of supplies IN and OUT of the store. In the case of short supply or any item falls below the buffer stock level, same shall be brought into the notice of the Store Superintendent well in advance with proper documentation so as to make alternative purchase at the institutional level or sort out the deficiency/short supply by other means like procuring the stock of stagnant, surplus, slow moving drugs from other institutions, if any, with the approval of the Store Superintendent.
5. He/she should use Information Technology to ease/strengthen his/her work and for the benefit of the patients as a whole. He/she should have official E-mail id of the District Store Verification Officer and all the other officers in charge of the stores in the district so as to make speedy transfer /procurement of the stagnant, surplus, slow-moving drugs. However, official communication shall also be given through Store Superintendent.

He/she will constantly visit the website of the Drugs Control department, procurement authority and disseminate the information of sub-standard drugs, banned drugs etc to the Store Superintendent. He/she should explore the possibility of using the Information Technology in tune up with the time.

6. The Pharmacist Store Keeper and Store Superintendent will be jointly in charge of all the Main Store. The Pharmacist Store Keeper will be responsible for the preparation of annual indent, proper receipt, storage, distribution and maintenance of all relevant stock registers, records in this regard under the supervision of the Store Superintendent. Name of the manufacturer, batch No. and expiry date shall be recorded in the stock register. Temporary receipt will be given by the Store Superintendent for goods received from various institutions.
7. He/ She will scrutinize and consolidate the Annual indent received from the designated indenting officers of various sub store, Pharmacy, Clinical laboratory, Blood Bank, Radiology wing, various wards, various theatres etc.

***Head of the institution shall designate an officer as Annual Indenting officer*** for various department, section, unit, ward, theatre etc. For this purpose, the head of the institution shall issue a standing order.

The Pharmacist Store Keeper shall process only those indent received from the designated indenting officer.

Indent should be in triplicates, original copy will be submitted to the Head of the institution, duplicate to the Store Superintendent and triplicate will be with the designated indenting officer. In case of any overwriting or correction, that shall be got authenticated by the designated indenting officer with his/her dated full signature.

In case, any anomalies are noticed in the quantity, unit size, pack size etc, he/she shall document it and place before the Store Superintendent for further verification. Store Superintendent will get the approval of the institutional level Annual indent committee.

8. All the articles received in the store, \*except stationary items, office furniture, materials for IEC activities like posters, banners, boards, various periodicals, publications etc., dietary articles and fuel shall be taken into stock by the Pharmacist Store Keeper with reference to the terms and condition of the supply order/work order/ material issue note and after getting the approval of the Store Superintendent.

---

\*Exception: stationary items and office furniture shall be taken into main stock register by the ministerial staff. Materials for IEC activities like posters, banners, boards, various periodicals, publications etc., shall be taken into stock by the concerned Programme Officer. Dietary articles shall be taken into stock by the Nursing Staff

Any equipment which does not conform to specification or to approved sample or which is different from those ordered for or which is damaged or defective in any respect shall not be accepted.

In order to confirm whether the major equipment, hospital furniture meets the specification or not, service of the expert from the nearby Engineering College, Polytechnic, ITI will be utilized through Store Superintendent.

Reason for not accepting the goods shall be documented and communicated to the Store Superintendent, who will in turn report to the head of institution.

If there is any shortage in the supply of Drugs or deviation in the Batch Number, Expiry Date, Labelling with reference to the supply order/ material issue note, same shall be immediately communicated through Toll Free Number, if any or by E-mail to the concerned and to the Store Superintendent, who will in turn report to the head of institution.

9. He/she shall comply the storage condition as laid down in the Schedule-P of the Drugs and Cosmetic Rules – 1945 and the subsequent amendment thereof from time to time. Supply will be arranged in alphabetical order by Generic name or by Dosage form or by any system, by which the product is easily located/identified. Schedule X Drugs, Poisons, Alcohol shall be stored in the safe custody with separate lock and key.

Basic principles like FEFO, or FIFO shall be complied depends upon the item. Date expired; freezed, substandard, banned drugs shall be kept out separately with clear tag on it.

10. He/she will be in charge of distribution of all the supplies in the institution with the approval of the Store Superintendent. As a general rule, distribution will be made to those officers who are designated as Annual Indenting Officer for furnishing the annual indent (if there is any change, head of the institution shall designate an officer as weekly indenting officer). Utility factor of the consignee, availability of stock in the main store shall be taken into account before approving the weekly indent by the Store Superintendent.

The supplies coming under various programmes like Family Welfare Programme, Immunization Programme, Maternal and Child Health Programme, Child Survival and Safe Motherhood Programme

(CSSM), Revised National TB Control Programme (RNTCP), National Filaria Control Programme, National Malaria Eradication Programme, National Leprosy Eradication Programme, Pain and Palliative Care Programme etc. will be distributed to the concerned with the approval of Store Superintendent. Supplies shall not be made directly to the contract staff.

When equipments are issued, receipt of the item shall be documented in the main stock register with name, designation, signature of the consignee and page number of the sub-stock register.

Copy of the supply order/work order shall also be given to the consignees so as to note down the unit cost, make, model, serial number of the equipment/machinery in the sub-stock register and to know the terms and conditions of the warranty/AMC/CAMC etc, thereby, they can directly communicate the Head of the institution in case of any repair, maintenance, calibration etc.

11. Whenever there is any complaint about the quality of drugs, He/she shall communicate the same to the Store Superintendent, who will in turn report to the head of institution.
12. He/she shall communicate the status of stagnant, surplus, slow moving drugs to the Store Superintendent, at least eight months before the date of expiry, who will in turn report to the head of institution.
13. He/she will be responsible for preparing the survey report in KFC Form 21 for the condemnation of date expired, sub standard drugs as per the departmental procedure, departmental/Government orders issued from time to time.

In case of condemnation of non-perishable items, he/she shall scrutinize and consolidate the survey report in KFC – Form 21, received from the various sub store custodians.

Office furniture and perishable items for condemnation shall be scrutinized and consolidated in KFC – Form 21 by the head of the ministerial staff and Head of the nursing staff respectively.

14. He/she shall take all precautions in stocking the inflammable items.  
He/she shall take necessary steps to install and maintain the fire fighting equipments like fire extinguisher and other similar devices in the store premises so as to protect the inventory from fire and other types of damages.

15. While on conducting medical camp, Drugs shall be issued to the pharmacist, who attends the camp with the approval of the Store Superintendent. Pharmacist shall maintain separate register for accounting the same and the balance stock shall be handed over to the store with proper acknowledgement.
16. He/She shall use the Refrigerator, walk in cooler, other cold chain equipment in his custody according to the standard guidelines for its operation. In case of any break down, he/she shall immediately report to the Store Superintendent, who will in turn report to the head of institution, HER Unit/Refrigeration Mechanic or to the supplier.
17. Apart from the periodical verification of store, he/she shall conduct annual physical verification as on March 31<sup>st</sup> in the presence of the Store Superintendent and Head of the institution/RMO. Certificate to that effect will be recorded in the stock register by the Pharmacist Store Keeper and the Store Superintendent with the counter signature of the Head of the institution/RMO.
18. A period of not more than 10 days will be allowed for transfer of charge of stock. Maximum time actually required in each case along being, however, utilized for the purpose. ( vide Rule 127 Exception 2 of Part I KSR).

Relieved officer shall hand over the register of registers, concerned registers, file ( as in Annexure I )and physical stock to the relieving officer.

Handing over and taken over charge shall be recorded in the registers by the relieved officer and the relieving officer with their full signature and date.

Relieved officer shall prepare a list of all registers and files handed over to the relieving officer in triplicate. Both the relieved and relieving officer should affix their full signature with date in the list prepared. Original copy of the list will be given to the head of the institution, duplicate will be with the relieved officer and the triplicate with the relieving officer.

19. **Responsibility**

- a. Head of the institution will personally responsible for providing the infrastructure required for the store, provided the Store Superintendent have reported the deficiency of facilities.

- b. Loss due to overall supervisory lapses shall be recovered equally from the Head of the institution and the RMO.
- c. Loss due to expired drugs shall be recovered from the designated Annual indenting officer who have not forecasted the actual need.
- d. Loss due to shortage, or due to negligence or due to other discrepancies in the store shall be recovered equally from the Pharmacist Store Keeper and the Store Superintendent.

## **DUTIES AND RESPONSIBILITIES OF STORE SUPERINTENDENT**

Store Superintendent will be under the direct control of the Head of the institution. All the Pharmacists and Pharmacist Store Keeper will be under the supervisory control of the Store Superintendent.

### **Duties and Responsibilities of the Store Superintendent are classified as follows**

- I. ***Common duties , responsibilities and supervisory function of the Store Superintendent***
- II. ***Duties, Responsibilities and supervisory function of the Store Superintendent in Store management.***

#### ***I. Common duties , responsibilities and supervisory function of the Store Superintendent***

1. He/ She will be the Technical Assistant of the Head of the institution on matters related to purchase, storage and distribution of Drugs.
2. He/she will be the member of the Local Purchase Committee, various Programme implementations Committee at the Institutional level, Committee of condemnation, Committee of Auction, and Hospital Management Committee.
3. He/ She will assist the Head of the institution or the concerned in preparing proposal for the Project of Local Self Government. He/she will also assist in preparing the proposal for various programmes/projects being implemented by the Government from time to time. Proposal will be prepared by taking into the fact of filling up the gap in the usual supply system.

He/ She will issue Non Availability Certificate as and when required for the Local purchase and for the purchase under various programmes/schemes/project etc.

4. He/ She shall give proposal for strengthening the infrastructure required for the Store and Pharmacy to the Head of the Institution with a copy to the District Store Verification Officer. Proposal will be in concrete by taking into consideration of all the statutory guidelines, existing nature of building, storage area and availability of storage facilities. He/she shall also give proposal for the installation of fire extinguishers required for the Store and

Pharmacy to the Head of the institution with a copy to District Store Verification Officer.

5. He/she will attend the District Conference of the Pharmacist in every month at District Medical Office (Health).
6. He/she in the capacity as the institutional Store Verification Officer will verify/inspect all the supplies made from the main store and see
  - a) Whether the supplies made from the main store are correctly accounted and properly stored under the prescribed storage condition.
  - b) Whether the distribution/issue made by the sub stock custodians are in order and properly accounted
  - c) Whether there is any, stagnant, surplus, slow moving drugs, idling equipment, if so, whether it is properly reported to the higher authorities in time. In such cases, verification report should be in detail, pointing out the exact reason for the same and the officers responsible for it.
  - d) Whether the date expired, freezed, sub standard, banned drugs are kept separately with clear tag on it.
  - e) Whether any action has taken to dispose off of the date expired Drugs, sub standard Drugs as per the departmental procedure.
  - f) Whether any action has taken to condemn the perishable, non-perishable items as per the departmental procedure.
  - g) Whether the Annual & Periodical verification of the sub stock is done by the concerned officer, wherever it is applicable.
  - h) Whether there is any loss due to shortage or due to negligence or due to any other discrepancies or due to unavoidable causes like wastage, shrinkage, spilling etc. or due to improper storage condition.
  - i) He/she will physically verify the stock balance in the presence of the concerned officer or in the presence of an officer authorized by the concerned officer.
  - j) He/she will recommend to the Head of the institution to transfer any, stagnant, surplus, slow moving drugs wherever it is required.
  - k) He/she will give guidelines for the maintenance of various sub stock registers, documents etc.
  - l) Verification shall be conducted periodically and the verification report will be submitted to the Head of the institution with the following details.
    - ii. Statement of stagnant, surplus, slow moving drugs and idling equipment with its cost.
    - iii. Statement of drugs bearing date of expiry within six months and its cost.
    - iv. Statement of date expired drugs with its cost.

- v. Statement of freezed, substandard, banned drugs
- vi. Statement of items seized
- vii. Statement of total loss sustained to the Government by various means.
- viii. Statement of provisional liability fixed against the officers

7. All communication received from various sources, Annual indent, weekly indent received from the designated indenting officer, complaints about the quality of drugs, request for local purchase from the competent authority, material issue note, supply order, work order etc. shall be authenticated by the Store Superintendent with his/her dated signature.

Specific direction/approval/sanction/action will be given or taken on it. The Store Superintendent should ensure that Pharmacist and Pharmacist Store Keeper are carrying out his/her direction properly and in order.

- 8. He/She will convene the meeting of Pharmacist and Pharmacist Store Keeper periodically in order to co-ordinate, motivate and to strengthen their professional skills.
- 9. He/She will grant casual leave to all the staff under his/her control. Other application/representation of Pharmacist and Pharmacist Store Keeper under his/her control will be forwarded to the Head of the institution. He/she will arrange duty posting of Pharmacist.
- 10. All the student pharmacist are under his/her direct control.
- 11. He/she will have overall supervision and direct control over the Pharmacy.

## ***II. Duties, responsibilities and supervisory functions of the Store Superintendent in store management.***

- 1. He/She shall constantly monitor the flow of supplies IN and OUT of the store. In the case of short supply or any item falls below the buffer stock level, same shall be brought into the notice of the Head of the Institution and to the supplying authority well in advance with proper documentation so as to make alternative purchase at the institutional level or sort out the deficiency/short supply by other means like procuring the stock of stagnant, surplus, slow moving drugs from other institutions, if any.
- 2. He/she should use Information Technology to ease/strengthen his/her work and for the benefit of the patients as a whole. He/she should have official E-mail id of the District Store Verification Officer and all the other officers in charge of the stores in the district so as to make speedy transfer

/procurement of the surplus, stagnant, slow-moving drugs. However, official communication shall also be given.

He/she will constantly visit the website of the Drugs Control department, procurement authority and disseminate the information of sub-standard drugs, banned drugs etc to all the concerned and take steps to block the flow of those items in the pipeline. He/she should explore the possibility of using the Information Technology in tune up with the time.

3. The Store Superintendent and PSK will be jointly in charge of all the Main Store. The PSK will be responsible for the preparation of annual indent, proper receipt, storage, distribution and maintenance of all relevant stock registers, records in this regard under the supervision of the Store Superintendent. Name of the manufacturer, batch No. and expiry date shall be recorded in the stock register. Temporary receipt will be given by the Store Superintendent for the goods received from various institutions.
4. He/ She will supervise the collection, scrutinization and consolidation of the Annual indent received from the designated indenting officers of various sub store, Pharmacy, Clinical laboratory, Blood Bank, Radiology wing, various wards, various theatres etc.

***Head of the institution shall designate an officer as Annual Indenting officer*** for various department, section, unit, ward, theatre etc. For this purpose, the head of the institution shall issue a standing order. The Store Superintendent shall process only those indent received from the designated indenting officer.

Indent should be in triplicates, original copy will be submitted to the Head of the institution, duplicate to the Store Superintendent and triplicate will be with the designated indenting officer. In case of any overwriting or correction, that shall be got authenticated by the designated indenting officer with his/her dated full signature.

In case, any anomalies are noticed in the quantity, unit size, pack size etc, he/she shall document it and place before the institutional level annual indent committee for further verification and approval.

All the decision of the meeting shall be recorded in the minutes of the meeting, including the dissenting note, if any, with regards to inclusion or exclusion of any item or with regards to the quantity etc. Copy of the minutes of the meeting shall be kept in the Annual indent file of the store.

5. All the articles received in the store, \*except stationary items, office furniture, materials for IEC activities like posters, banners, boards, various periodicals, publications etc., dietary articles and fuel shall be taken into stock by the PSK with reference to the terms and condition of the supply order/work order/ material issue note and with the approval of the Store Superintendent. The Store Superintendent should ensure that no articles are taken into stock by the Pharmacist Store Keeper without his/her approval.

---

\*Exception: stationary items and office furniture shall be taken into main stock register by the ministerial staff. Materials for IEC activities like posters, banners, boards, various periodicals, publications etc., shall be taken into stock by the concerned Programme Officer. Dietary articles shall be taken into stock by the Nursing Staff

Any equipment which does not conform to specification or to approved sample or which is different from those ordered for or which is damaged or defective in any respect shall not be accepted.

In order to confirm whether the major equipment, hospital furniture meets the specification or not, service of the expert from the nearby Government Engineering College, Polytechnic, ITI will be utilized through the Head of the institution.

Reason for not accepting the goods shall be documented and communicated to the Head of the institution, who will in turn report to the procurement authority/supplied authority /supplied firms/ transporter depending upon each case.

If there is any shortage in the supply of Drugs or deviation in the Batch Number, Expiry Date, Labelling with reference to the supply order/ material issue note, same shall be immediately communicated through Toll Free Number, if any or by E-mail to the concerned and to the Head of the institution, who will in turn report on the above lines.

6. He/she shall give instruction to comply the storage condition as laid down in the Schedule-P of the Drugs and Cosmetic Rules – 1945 and the subsequent amendment thereof from time to time. Supply will be arranged in alphabetical order by Generic name or by Dosage form or by any system, by

which the product is easily located/identified. Schedule X Drugs, Poisons, Alcohol shall be stored in the safe custody with separate lock and key.

He/she shall give instruction to comply the basic principles like FEFO, or FIFO depends upon the item. He/she should ensure that date expired, freezed, substandard, banned drugs shall be kept out separately with clear tag on it.

7. He/ She will give sanction for the distribution of all the supplies in the institution. As a general rule, distribution will be made to those officers who are designated as Annual Indenting Officer for furnishing the annual indent ( if there is any change, head of the institution shall designate an officer as weekly indenting officer). Utility factor of the consignee, availability of stock in the main store shall be taken into account before sanctioning the weekly indent by the Store Superintendent.

The supplies coming under various programmes like Family Welfare Programme, Immunization Programme, Maternal and Child Health Programme, Child Survival and Safe Motherhood Programme (CSSM), Revised National TB Control Programme (RNTCP), National Filaria Control Programme, National Malaria Eradication Programme, National Leprosy Eradication Programme, Pain and Palliative Care Programme etc. will also be distributed to the concerned with the approval of the Store Superintendent. Supplies shall not be made directly to the contract staff.

When equipments are issued, he/she should ensure the receipt of the item shall be documented in the main stock register with name, designation, signature of the consignee and page number of the sub-stock register.

He/she should ensure that copy of the supply order/work order shall also be given to the consignees so as to note down the unit cost, make, model, serial number of the equipment/machinery in the sub-stock register and to know the terms and conditions of the warranty/AMC/CAMC etc, thereby, they can directly communicate the Head of the institution in case of any repair, maintenance, calibration etc.

8. Whenever there is any complaint about the quality of drugs, He/she shall communicate the same to the Head of the institution, who will in turn report to the Drug control authorities in the district, DMO and to the procurement authority/supplied authority.

9. He/she shall communicate the status of surplus, stagnant, slow moving, Drugs to the Head of the institution, at least eight months before the date of expiry, who will in turn report to the District Medical Officer of Health. Head of the institution shall also intimate the same to the concerned designated Annual indenting officer.
10. He/she will supervise in preparing the survey report in KFC Form 21 for the condemnation of date expired, sub standard drugs as per the departmental procedure, departmental/Government orders issued from time to time.

In case of condemnation of non-perishable items, he/she will supervise the scrutinization and consolidation of the survey report in KFC – Form 21, received from the various sub store custodians.

Office furniture and perishable items for condemnation shall be scrutinized and consolidated in KFC – Form 21 by the head of the ministerial staff and Head of the nursing staff respectively.
11. He/she shall obtain GATE PASS from the Head of the institution for the replacement of defective goods, shifting of goods from the store.
12. He/she shall take all precautions in stocking the inflammable items.

He/she shall take necessary steps to install and maintain the fire fighting equipments like fire extinguisher and other similar devices in the store premises so as to protect the inventory from fire and other types of damages.
13. He/she shall hand over a duplicate key of the store to the RMO of the institution which will be kept under seal for use in emergency. In the absence of the custodian, Store shall be opened by the RMO in the presence of two officers and separate register shall be maintained for this purpose.
14. While on conducting medical camp, he/she should ensure that Drugs are issued to the Pharmacist, who attends the camp. Pharmacist shall maintain separate register for accounting the same and the balance stock shall be handed over to the store with proper acknowledgement.
15. He/She shall use the Refrigerator, walk in cooler, other cold chain equipment in his custody according to the standard guidelines for its operation. In case of any break down, he/she shall immediately report to the head of the institution, who will in turn report to the DMO, HER Unit/Refrigeration mechanic or to the supplier.

16. Apart from the periodical verification of store, He/she will supervise in conducting annual physical verification as on March 31<sup>st</sup> in the presence of Head of the institution/RMO. Certificate to that effect will be recorded in the stock register by the Store Superintendent and PSK with the counter signature of the Head of the institution/RMO.
17. A period of not more than 10 days will be allowed for transfer of charge of stock. Maximum time actually required in each case along being, however, utilized for the purpose. (vide Rule 127 Exception 2 of Part I KSR).

Relieved officer shall hand over the register of registers, concerned registers, files (as in Annexure I) and physical stock to the relieving officer.

Handing over and taken over charge shall be recorded in the registers by the relieved officer and the relieving officer with their full signature and date.

Relieved officer shall prepare a list of all registers and files handed over to the relieving officer in triplicate. Both the relieved and relieving officer should affix their full signature with date in the list prepared. Original copy of the list will be given to the Head of the institution, duplicate will be with the relieved officer and the triplicate with the relieving officer.

18. **Responsibility**

- a. Head of the institution will personally responsible for providing the infrastructure required for the store, provided the Store Superintendent have reported the deficiency of facilities.
- b. Loss due to overall supervisory lapses shall be recovered equally from the Head of the institution and the RMO.
- c. Loss due to expired drugs shall be recovered from the designated Annual indenting officer who have not forecasted the actual need.
- d. Loss due to shortage, or due to negligence or due to other discrepancies in the store shall be recovered equally from the Store Superintendent and PSK.

## **Duties and Responsibilities of the District Store Verification Officer**

District Store Verification Officer will be under the direct control of the District Medical Officer of Health.

1. He/she will be the Technical Assistant of District Medical Officer on matters relating to the purchase, storage and distribution of drugs.
2. He/she will be the member of the various programme implementation committee at district level. He/she will be the convener of the stagnation committee.
3. He/she will be the convener of the District Conference of the Pharmacist being held in every month at District Medical Office (Health) and initiate steps to solve the problems related to supplies/manpower in consultation with the District Medical Officer and the concerned officers. He/she will communicate the issues which are to be taken at the directorate level to Addl. Director of Health Services (Medical) through District Medical Officer( Health) with a copy to the Assistant Director (Pharmacy Services)/Stores Officer (Government Medical Store). He/she will convene the meeting of officers in charge of the store as and when required.
4. He/she will conduct continuing education programme periodically by utilizing the service of the experts in the Department and from outside. He/she will nominate the officers for in-service training being conducted by the Department.
5. He/she will collect, scrutinize and consolidate the Annual indent received from the various institutions in the district. In case, any anomalies are noticed in the quantity, unit size, pack size etc, he shall document it and place before the district level Annual indent committee for further verification and approval. Stagnant, surplus drugs and idling equipment, which are in various institutions as on the date of invitation of Annual indent shall also be taken into account before finalizing the indent of the District.

All the decision of the meeting shall be recorded in the minutes of the meeting, including the dissenting note, if any, with regards to inclusion or exclusion of any item or with regards to the quantity etc. Head of the institution shall also be given direction for transferring the stagnant, surplus drugs, idling equipment, if any, to the needy institution. Minutes of the meeting shall be kept in the Annual indent file.

6. He/she will verify/inspect the store, sub-store attached to the hospital and institution in the district and see
  - a) Whether the annual indent is correctly assessed based on the adequate data.
  - b) Whether the supplies made are correctly accounted and properly stored under the prescribed storage condition.
  - c) Whether the distribution made to the sub-store is as per the indent duly authenticated by the competent authority.
  - d) Whether the distribution made from the main store to the sub store are correctly accounted and properly stored under the prescribed storage condition.
  - e) Whether the local purchase made is according to the actual necessity and by observing Store Purchase Rules.
  - f) Whether there is any slow moving, stagnant, surplus drugs in the main store and sub store, whether it is properly reported to the higher authorities or not.
  - g) Whether the date expired, freezed, substandard, banned drugs are kept separately in the main store and sub-store with clear tag on it.
  - h) Whether there is any loss due to shortage or due to negligence or due to any other discrepancies or due unavoidable causes like wastage, shrinkage, spilling etc or due to improper storage condition.
  - i) Whether the annual and periodical physical verification of the stock is done by the officer in charge of the store, Head of the institution, RMO.
  - j) Whether the institutional store verification is being done periodically or not.
7. If a drug is date expired, stagnant, surplus, slow moving, he shall scrutinize the Annual indent of that period, based on which the drug was supplied and compare it with the average consumption of the particular drug during the previous three years. In case, any anomalies are noticed, by taking in to consideration of all factors for an increase or decrease in the quantity, same shall be reported to the District Medical Officer for fixing the loss and for taking the disciplinary action against the concerned. In such cases, verification report shall be in detail covering all the aspects of the subject. In the case of idling equipment/machinery, exact cause of the idling and the person responsible for it should be specified in the report for further action.

8. Officers in charge of the store/sub-store shall dispose off of the substandard drug, date expired, banned drugs based on the orders of the competent authority. If he/she fails to do so, name of such officers shall be reported to the District Medical Officer of Health for necessary action.
9. He/she will physically verify the stock balance in the presence of the officers in charge of the stores or in the presence of an officer authorized by him.
10. He/she will submit the verification report to the District Medical Officers of Health with copy to the Assistant Director (Pharmacy Services) within two weeks from the date of completion of verification. The report should contain the following details:-
  - i. Statement of stagnant, surplus, slow moving drugs and idling equipment with its cost.
  - ii. Statement of drugs bearing date of expiry within six months and its cost.
  - iii. Statement of date expired drugs with its cost.
  - iv. Statement of freezed, substandard, banned drugs
  - v. Statement of items seized
  - vi. Statement of total loss sustained to the Government by various means.
  - vii. Statement of provisional liability fixed against the officers
  - viii. General report on the overall working of the store, including the suggestion for rectifying the defects/anomalies etc.
  - ix. General report on the infrastructure of the store, including the name of the officers who have not reported/taken any action for rectifying the defects, if any.
11. He/she will recommend to the District Medical Officer of Health to transfer the stagnant, surplus, slow moving drugs and idling equipment from one institution to other within the district, according to necessity.
12. He/she will conduct surprise inspection of stores of the institutions.
13. He/she will correspond with head of institutions, Assistant Director (Pharmacy Services) etc. on routine matter and sign for District Medical Officer of Health. He/she will grant casual leave for all the staff under his/her control.

## **Duties and Responsibilities of State Store Verification Officer**

State Store Verification Officer will be under the direct control of the Assistant Director (Pharmacy Services)

1. He/she will be the Technical Assistant of Assistant Director (Pharmacy Services)
2. He/she will scrutinize and consolidate the Annual indent received from the various district. In case, any anomalies are noticed in the quantity, unit size, pack size etc, he shall document it and place before the state level Annual indent committee for further verification and approval. Idling equipment which cannot be transferred by the District Medical Officers and reported as such shall also be taken into account before finalizing the indent of the state.

All the decision of the meeting shall be recorded in the minutes of the meeting, including the dissenting note, if any, with regards to inclusion or exclusion of any item or with regards to the quantity etc. The District Medical Officer( Health) shall also be given direction for transferring the idling equipment, if any, to the needy institution of other districts. Minutes of the meeting shall be kept in the Annual indent file.

3. He/she will conduct surprise inspection of the store, sub-store attached to the hospital and institution in the state and see
  - a) Whether the annual indent is correctly assessed based on the adequate data.
  - b) Whether the supplies made are correctly accounted and properly stored under the prescribed storage condition.
  - c) Whether the distribution made to the sub-store is as per the indent duly authenticated by the competent authority.
  - d) Whether the distribution made from the main store to the sub store are correctly accounted and properly stored under prescribed storage condition.
  - e) Whether the local purchase made is according to the actual necessity and by observing Store Purchase Rules.

- f) Whether there is any slow moving, stagnant, surplus drugs in the main store and sub store, whether it is properly reported to the higher authorities or not.
  - g) Whether the date expired, freezed, substandard, banned drugs are kept separately in the main store and sub-store with clear tag on it.
  - h) Whether there is any loss due to shortage or due to negligence or due to any other discrepancies or due unavoidable causes like wastage, shrinkage, spilling etc or due to improper storage condition.
  - i) Whether the annual and periodical physical verification of the stock is done by the officer in charge of the store, Head of the institution, RMO.
  - j) Whether the institutional store verification is being done periodically or not.
4. If a drug is date expired, stagnant, surplus, slow moving, he shall scrutinize the Annual indent of that period, based on which the drug was supplied and compare it with the average consumption of the particular drug during the previous three years. In case, any anomalies are noticed, by taking in to consideration of all factors for an increase or decrease in the quantity, same shall be reported to the Assistant Director (Pharmacy Services) for necessary action. In such cases, verification report shall be in detail covering all the aspects of the subject. In the case of idling equipment/machinery, exact cause of the idling and the person responsible for it should be specified in the report for further action.
5. Officers in charge of the store/sub-store shall dispose off of the substandard drug, date expired, banned drugs based on the orders of the competent authority. If he/she fails to do so, name of such officers shall be reported to the Assistant Director (Pharmacy Services) for necessary action.
6. He/she will physically verify the stock balance in the presence of the officers in charge of the stores or in the presence of an officer authorized by him.
7. He/she will submit the verification report to the Assistant Director (Pharmacy Services) within two weeks from the date of completion of verification. The report should contain the following details:-
- i. Statement of stagnant, surplus, slow moving drugs and idling equipment with its cost.
  - ii. Statement of drugs bearing date of expiry within six months and its cost.

- iii. Statement of date expired drugs with its cost.
  - iv. Statement of freezed, substandard, banned drugs
  - v. Statement of items seized
  - vi. Statement of total loss sustained to the Government by various means.
  - vii. Statement of provisional liability fixed against the officers
  - viii. General report on the overall working of the store, including the suggestion for rectifying the defects/anomalies etc.
  - ix. General report on the infrastructure of the store, including the name of the officers who have not reported/taken any action for rectifying the defects, if any.
8. He/she will recommend to the Assistant Director (Pharmacy Services) to transfer the stagnant, surplus, slow moving drugs and idling equipment from one institution to other according to necessity.

## **DUTIES AND RESPONSIBILITIES OF STORES OFFICER (FW)**

Stores Officer (FW) will be under the direct control of the Additional Director of Health Services (FW).

1. He/she will be the Technical Assistant of the Addl. Director of Health Services (FW) on matters related to purchase, storage and distribution of Drugs.
2. He/she will be the member of the various programme implementation committee under the Family Welfare, Committee of condemnation, and Committee of Auction.
3. He/ She will give proposal for various programmes/ projects/schemes being implemented by the Government of India from time to time.
4. He/ She shall give proposal for strengthening the infrastructure required for the Store to the Addl. Director of Health Services (FW). Proposal will be in concrete by taking into consideration of all the statutory guidelines, existing nature of building, storage area and availability of storage facilities. He/she shall also give proposal for installing the fire extinguishers required for the store to the Addl. Director of Health Services (FW).
5. He/she will convene the meeting of officers in charge of the District Family Welfare Store periodically in order to solve the issues related to the supply of various family welfare items from Government of India
6. He/she shall constantly monitor the flow of supplies IN and OUT of the store. In the case of short supply or any item falls below the buffer stock level, same shall be brought into the notice of the Addl. Director of Health Services (FW), Ministry of Health and Family Welfare, Government of India and to the supplying authority well in advance with proper documentation.
7. He/she should use Information Technology to ease/strengthen his/her work. He/she should have official E-mail id of all the Officers in charge of the District Family Welfare store so as to make speedy transfer of the surplus, stagnant, slow-moving drugs. However, official communication shall also be given.

He/she will constantly visit the website of the Drugs Control department, Ministry of Health & Family Welfare, Government of India, procurement authority and disseminate the information of sub-

standard, banned drugs etc to all the concerned. He/she should explore the possibility of using the Information Technology in tune up with the time.

8. He/ She will be in Charge of the State Family Welfare Store and will be responsible for the preparation of annual indent, proper receipt, storage, distribution and maintenance of all relevant stock registers, records in this regard. Name of the manufacturer, batch No. and date of expiry shall be recorded in the stock register. Temporary receipt will be given by him/her for goods received from various District Family Welfare Stores.
9. He/ She will collect, scrutinize and consolidate the Annual indent received from the District Medical Officer( Health).

In case of any overwriting or correction, that shall be got authenticated by the indenting officer with his/her dated full signature.

In case, any anomalies are noticed in the quantity, unit size, pack size etc, he/she shall document it and place before the State level annual indent committee for further verification and approval. Idling equipment, which cannot be transferred by District Medical Officer( Health) and reported as such shall also be taken into account before finalizing the indent of the state.

All the decision of the meeting shall be recorded in the minutes of the meeting, including the dissenting note, if any, with regards to inclusion or exclusion of any item or with regards to the quantity etc. The District Medical Officer (Health) shall also be given direction for transferring the idling equipment to the needy institution of any other district. Copy of the minutes of the meeting shall be kept in the Annual indent file of the store.

10. All the articles received in the store, \*except materials for IEC activities like posters, banners, boards, various periodicals, publications etc., shall be taken into stock by him/her with reference to the terms and condition of the inspection note/supply order/work order/ material issue note.

---

\*Exception: Materials for IEC activities like posters, banners, boards, various periodicals, publications etc., shall be taken into stock by the concerned Programme Officer.

Any equipment which does not conform to specification or to approved sample or which is different from those ordered for or which is damaged or defective in any respect shall not be accepted.

In order to confirm whether the major equipment meets the specification or not, service of the expert from the nearby Government Engineering College, Polytechnic, ITI will be utilized through Addl. Director of Health Services (FW).

Reason for not accepting the goods shall be documented and communicated to the Addl. Director of Health Services (FW), who will in turn report to the Ministry of Health & Family Welfare, Government of India, procurement authority/supplied authority /supplied firms/ transporter depending upon each case.

If there is any shortage in the supply of Drugs or deviation in the Batch Number, Expiry Date, Labelling with reference to the inspection note/supply order/ material issue note, same shall be immediately communicated through Toll Free Number, if any or by E-mail to the concerned and to the Addl. DHS (FW), who will in turn report on the above lines.

11. He/she shall comply the storage condition as laid down in the Schedule-P of the Drugs and Cosmetic Rules – 1945 and the subsequent amendment thereof from time to time. Supply will be arranged in a manner, by which the product is easily located/identified.

Basic principles like FEFO, or FIFO shall be complied depends upon the item. Date expired, freezed, substandard, banned drugs shall be kept out separately with clear tag on it.

12. He/ She will be in charge of distribution of all the supplies to the District Family Welfare Store. Utility factor of the consignee, availability of stock in the main store shall be taken into account before distribution. Name of the manufacturer, batch No. and date of expiry shall be recorded in the issue note. When equipments are issued, copy of the inspection note/supply order/work order shall also be given to the consignees so as to know the terms and conditions of the warranty/AMC/CAMC etc, thereby, they can directly communicate the concerned in case of any repair, maintenance, calibration etc.

13. Whenever there is any complaint about the quality of drugs, He/she shall communicate the same to the Addl. Director of Health Services (FW), who will in turn report to the Drug Controller, Ministry of Health & Family Welfare, Government of India, procurement authority/supplied authority.
14. He/she shall communicate the status of, stagnant, surplus, slow moving Drugs to the Addl. Director of Health Services (FW) , at least eight months before the date of expiry, who will in turn report to the Ministry of Health & Family Welfare, Government of India and District Medical Officer of Health.
15. He/she will be responsible for preparing the survey report in KFC Form 21 for the condemnation of date expired, sub standard drugs and non perishable items as per the departmental procedure, departmental/ Government orders issued from time to time.
16. He/she shall obtain GATE PASS from the Addl. Director of Health Services (FW) for the replacement of defective goods, shifting of goods from the store.
17. He/she shall take all precautions in stocking the inflammable items. He/she shall take necessary steps to install and maintain the fire fighting equipments like fire extinguisher and other similar devices in the store premises so as to protect the inventory from fire and other types of damages.
18. He/she shall use the Refrigerator, walk in cooler, other cold chain equipment in his custody according to the standard guidelines for its operation. In case of any break down, he/she shall immediately report to the Addl. Director of Health Services (FW)/State Cold Chain Officer.
19. He/she will grant casual leave to all the staff under his/her control.
20. Apart from the periodical verification of store, he/she shall conduct Annual physical verification as on March 31<sup>st</sup> in the presence of the Addl. Director of Health Services (FW) and certificate to that effect will be recorded in the stock register with the counter signature of the Addl. Director of Health Services (FW).
21. A period of note more than 10 days will be allowed for transfer of charge of stock. Maximum time actually required in each case along

being, however, utilized for the purpose. (vide Rule 127 Exception 2 of Part I KSR).

Relieved officer shall hand over the register of registers, concerned registers, file (as in Annexure I) and physical stock to the relieving officer.

Handing over and taken over charge shall be recorded in the registers by the relieved officer and the relieving officer with their full signature and date.

Relieved officer shall prepare a list of all registers and files handed over to the relieving officer in triplicate. Both the relieved and relieving officer should affix their full signature with date in the list prepared. Original copy of the list will be given to the head of the institution, duplicate will be with the relieved officer and the triplicate with the relieving officer.

## 22. **Responsibility**

- a. Addl. Director of Health Services (FW) will personally responsible for providing the infrastructure required for the store, provided the Stores Officer (FW) have reported the deficiency of facilities.
- b. Loss due to overall supervisory lapses shall be recovered from the Addl. Director of Health Services (FW)
- c. Loss due to expired drugs shall be recovered from the District Medical Officer of Health who have not forecasted the actual need.
- d. Loss due to shortage, or due to negligence or due to other discrepancies in the store shall be recovered from the Stores Officer (FW)

## **Duties and Responsibilities of Stores Officer (Government Medical Store)**

Stores Officer (Government Medical Store) will be under the direct control of Addl. Director of Health Services (Medical).

1. He/she will be the Technical Assistant of Addl. Director of Health Services (Medical) on matters related to the purchase of all articles required for the various programmes under the Health Services.
2. He/she will prepare the proposal based on the budget provision for all the programmes coming under the control of Addl. Director of Health Services (Medical).
3. He/she will place proposal for all programmes before the Departmental Purchase Committee with the approval of Addl. Director of Health Services (Medical) and Director of Health Services.
4. He/she will scrutinize the proposal received from the subordinate institution for Administrative Sanction and Purchase Sanction. He/she will scrutinize the proposal for ratification of purchase.
5. Examination of contract : He/she will examine the contract settled by the various Head of the hospital/institution/office and report to the Addl. Director of Health Services (Medical) the fact of any case that come to his/her notice, in which competitive tenders were not invited though they should have been invited under the rules or a tender other than lowest was accepted without sufficient justification or any other material irregularity which has been committed in connection with a contract. He/she will also conduct surprise inspection of all the stores in the department.
6. He/she will correspond directly to all the subordinate institution. Draft on important matters should be got approved by the Addl. Director of Health Services (Medical) / Director of Health Services and sign for "DIRECTOR OF HEALTH SERVICES".
7. He/she is the drawing and disbursing officer of establishment pay bills, TA bills of the staff under the Government Medical Stores and contingent bills related to the store. He/she will grant casual leave to all the staff under his/her control.

## **Duties and Responsibilities of Assistant Director** **(Pharmacy Services)**

Assistant Director (Pharmacy Services) will be under the direct control of the Addl. Director of Health Services (Medical).

1. He/she will be the advisor to Addl. Director of Health Services (Medical) on subjects relating to all the establishment matters of the staff under Pharmacy and Medical Supplies Wing.
2. He/she will conduct periodical conference of the District Store Verification Team and evaluate their performance.
3. He/she will formulate and implement the policies for the effective functioning of the District Store Verification Team.
4. He/she will give proposal for the in-service training.
5. He/she will co-ordinate and conduct continuing education programme.
6. He/she will formulate the various stock registers, forms etc. required for the stores.
7. He/she will suggest measures for the scientific management of stores.
8. He/she will conduct surprise inspection of the stores attached to the hospital, institution and report the anomalies, if any, to the concerned.
9. He/she will make recommendation to the concerned for the transfer of stagnant, surplus, slow moving drugs and idling equipments.
10. He/she will grant casual leave to all the staff under his/her control.
11. He/she will correspond directly to all the subordinate institution. Draft on important matters should be got approved by the Addl. Director of Health Services (Medical) / Director of Health Services and sign for "DIRECTOR OF HEALTH SERVICES".

## ANNEXURE I

1. Register of Registers
2. Register of Receipt of Stores/Parcel Register
3. Register of Supply order/work order /material issue note
4. Register of Annual Indent
5. Stock register of medicine – General Volume I (Tablets and Capsules)  
Volume II (Injections)  
Volume III (Miscellaneous)
6. Register for all Camps
7. Stock register of medicine - FW
8. Stock register of medicine - UIP
9. Stock register of medicine - Coastal Health
10. Stock register of medicine - School Health
11. Stock register of medicine - Tribal Health
12. Stock register of medicine - Mental Health
13. Stock register of medicine - Pain and Palliative
14. Stock register of medicine - Non Communicable Disease
15. Stock register of medicine - NLEP
16. Stock register of medicine - RNTCP
17. Stock register of medicine - LSG
18. Stock register of medicine - Adolescent
19. Stock register of medicine - Vector Borne Disease Control
20. Stock register of medicine - KSACS
21. Stock register of Accountable medicine
22. Stock register of Habit forming drugs - General
23. Stock register of Major Equipments/Machinery
24. Stock register of Instruments and Equipments - General
25. Stock register of Instruments and Equipments - FW & UIP
26. Stock register of Instruments and Equipments - Coastal Health
27. Stock register of Bedding and Clothing
28. Stock register of Vaccines and Serums
29. Stock register of X-ray and Lab items
30. Stock register of local purchase
31. Stock register of donated items
32. Stock register of medical gases
33. Stock register of Dead Stock Items
34. Stock register of Condemnation items

35. Stock register of Empties
36. Weekly Distribution Register (only for major institution)
37. Weekly Indent and Issue Register of Pharmacy
38. Sub Stock register of Pharmacy
39. Dispensing Register
40. Register of furniture in Store and Pharmacy
41. Distribution Register - For which the items are not issued through weekly indent ( various programmes)

### **Other Registers and files to be maintained**

1. Register of correspondence pertaining to the report of stagnant, surplus, slow moving drugs, idling equipment and connected files (Lr.No., date and brief description of subject are only be recorded in the register)
2. Register of correspondence pertaining to condemnation of date expired, substandard, banned drugs, non perishable items and connected files (Lr. No., date and brief description of subject are only be recorded in the register)
3. Register of correspondence pertaining to the report of complaints about the quality of drugs, all communication received from the department and Drug Control Department pertaining to the test report of drugs etc. and connected files. (Lr. No., date and brief description of subject are only be recorded in the register)
4. Register of correspondence pertaining to the following report /enquiry and connected files. (No. and date of report, period covered in the report, Name of the officer facing the enquiry and brief description of the subject are only be recorded in the register. Separate pages are to be used for each report.)
  - a. Public Accounts Committee Report
  - b. Audit Report of the Accountant General
  - c. Audit Report of the Finance Inspection Wing
  - d. Audit Report of the Store Purchase Department
  - e. Store Verification Report
  - f. Internal Audit Report
  - g. Vigilance Enquiry

**Note:** All the old stock registers and files in which Audit objection/Enquiry/Actions are pending shall also be handed over to the Relieving Officer.