

No.MSA2-8705/14/DHS

Directorate of Health Services,  
Thiruvananthapuram.

Dated : 04/02/2014.

## **CIRCULAR**

Sub:- **Guidelines for furnishing the Annual Indent of equipment  
for 2014-15 and for reporting the idling equipment – Reg.**

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- A. Purchase of equipment under various plan scheme are with limited budget provision. Department have to give proposal with sufficient justification and to convince the Government for the purchase of any new equipment.

Quantity available, necessity shall be clearly specified in the institutional indent, especially for the purchase of equipment which costs above 1 lakh. **Indent without such details will not be considered.** There are instances came into notice that, even if an equipment is available, there is a tendency to indent new equipment, resulting in the idling of an already existing equipment. Hence Indenting officer should ensure that the already existing equipment is irreparable or not economical to repair, before indenting a new one and certification to that effect shall be obtained from the competent authorities in due course, which will be subjected to all inspection.

### **District Level Committee**

District Medical Officer - Chairman/Chairperson

Deputy District Medical Officer -

District Store Verification Officer (Convener)

District Lab Technician

Chief/Senior Radiographer from General Hospital/District Hospital

Pharmacist Store Keeper of District Store Verification Team

Institutional level committee shall assess the actual need and ensure the required manpower and infrastructures are readily available on the date of indent.

Infrastructure and manpower required for costly lab equipments, Radiological equipments like X-Ray, CT Scan, C-Arm etc. shall be confirmed by the District Lab Technician and Chief/Senior Radiographer respectively.

Once the equipment is indented, it will be presumed that required manpower and infrastructure are readily available and if any equipments are idling after the purchase or the firm cannot install the machine beyond their control, concerned person shall be personally responsible for the loss to the exchequer.

- B. It is also noticed that, some institutions are not accepting the equipments, when supplies are made based on their requirement. Many sophisticated equipments are being imported and much amount was also spent for transporting the equipment. If the product is not accepted by the consignees, firm will not be able to sell it in the open market.

In such cases, any loss is claimed by the supplier, same shall be recovered from the concerned. Hence utmost care shall be given while on furnishing the requirement.

- C. List of equipments, which are being supplied during 2013-14 are furnished in **Annexure I** concerned institution are directed to **exclude** those equipment in the indent of 2014-15.

Additional quantity, if required, may be included in the indent with specific remarks. Otherwise, same will not be considered.

- D. District Medical Officers are requested to furnish the requirement in **Annexure II** format. Separate sheet shall be used for each equipment. All the requirement will be projected in the annual indent. No piece meal requirement will be considered under any circumstances.

**E. Idling equipment.**

All the institutions are directed to furnish the list of idling equipments, if any, **along** with the indent of 2014-15 (Some institution might have reported the idling equipment previously, but the same have not yet been transferred, such institution shall also report the idling status along with the indent).

District level committee shall give direction to the concerned Head of the Institutions to transfer those idling equipment, based on the requirement of other institution in the district.

District Medical Officers are requested to do this exercise before furnishing the final requirement to the directorate. Idling equipments, which **cannot be transferred shall only be reported** to this office. **Separate sheet** shall be used for reporting the idling equipment of NRHM supply, blood bank equipments and general equipments (Institutions are also have to report to District Medical Officer of Health accordingly.)

F. As this being a major work, District Medical Officers are requested to post a Data entry operator for the consolidation work.

Consolidated indent of equipment for 2014-15 and **final list** of idling equipments **after reallocation or after identifying an alternate location in the district** shall be furnished to this office on or before 28/02/2014. **C.D. in Excel** format shall also be furnished. Subject in this communication shall be given **top priority in the next monthly conference** of Medical Officers, Pharmacists and Lab Technicians. Institutions are directed to furnish the indent before 17/02/2014. Indent received after the due date need not be considered.

Sd/-

**Stores Officer (GMS)**

To

1. All District Medical Officers
2. All Head of the Institutions
3. CA to Addl.DHS(Medical)
4. Superintendent, MSP/MSA Sections
5. File/Stock file

**NB:** Proforma of the equipment to be used by the institution for furnishing the indent, Annexure I, Annexure II may be downloaded from the Website of the Director of Health Services.