

URGENT/TIME LIMIT

No.MSA2/6230/12/DHS.

Directorate of Health Services,
Thiruvananthapuram,
Dated : 29/01/2013.

From

The Director of Health Services.

To

All DMOs

Sir,

Sub:- Guidelines for furnishing the indent of equipment for 2013-14
and for reporting the idling equipments- reg:-

(a) District Medical Officers are requested to constitute a district level Committee for finalizing the requirement of equipments for 2013-14 under the Chairmanship of Deputy District Medical Officer, Store Verification Officer as convener and District lab technician, PSK as members.

Institutional level committee shall also be constituted. The Committee shall assess the actual need and confirm the required manpower and infrastructures are readily available.

Last year, many Institution had indented C.T.Scan, X-ray machine, power laundry etc., when contacted those institutions before the purchase by this office, it is learnt that, many institutions are not having any basic facilities for the installation.

Hence once the equipment is indented, it will be presumed that required man power 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 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 2012-13 are furnished in **Annexure I** concerned institution are directed to **exclude** those equipment in the indent of 2013-14.

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) Drive to transfer the idling equipment.

All the institutions are directed to furnish the list of idling equipments, if any, **along** with the indent of 2013-14.

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.

It is sorry to note that, none of the District Medical Officers(except Palakkad) had done this exercise last year and furnished the list of **All idling equipment** in the district to this office.

When direction was given from this office for transferring the idling equipment, it is surprised to learnt that many equipments are not in working condition. Hence the equipment which are in working condition, but not being used due to lack of manpower or infrastructure shall only be reported as idling equipments.

(f) Accountant General, Finance Inspection wing, and internal audit wing in their various reports were pointed out the list of idling equipment in each institution. If this idling equipment are reported **along** with the indent of 2013-14, these can easily be transferred to the needy institution in the district itself. Last year also, direction was given on the above lines. But many institutions had not furnished full status of the idling equipments.

Any laxity in this regard will be viewed very seriously, the Head of the institutions will be personally answerable for this.

(g) 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 2013-14 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 15.3.2013. **C.D.** shall also be provided.

Subject in this communication shall be given **top priority in the next monthly conference** of Medical Officers, Pharmacists and Lab Technicians.

Yours faithfully,

Sd/-

STORES OFFICER (Govt. Medical Stores)

Encl : Performa of the equipments to be used by the institutions for furnishing the indent (240 items), Annexure I (85 items) and Annexure II (1 page) .