

CIRCULAR

Sub:- Guidelines for the preparation of Annual Indent of
Drugs and Supplies for the year 2016-2017 – Reg.

INSTITUTIONAL LEVEL COMMITTEE

1. Head of the Institution - Chairman/Chairperson
2. Resident Medical Officer (Depends upon the Institutional structure)
3. Sub-indenting officers of various departments/ section/ unit/ wing/ ward/
operation theatre/ Pharmacy etc.
4. Officer in charge of the Store - Convener

Officer in charge of the store

- a) Store Superintendent or
- b) Pharmacist Store Keeper or (In institution where the post of Store
Superintendent does not exist)
- c) Senior Pharmacist or (In institution where the post of Store Superintendent
and Pharmacist Store Keeper do not exist)
- d) Pharmacist (In institution where there is only one post of
Pharmacist)

Preparation of Annual Indent of Drugs & Supplies

All the officers who are dealing in the preparation of ANNUAL INDENT should thoroughly scrutinize the **list** of Drugs and Supplies for 2016-2017. They should know the strength, unit, specification of each items. Specification and unit of sutures, surgical disposables, lab items, x-ray items etc. should be given due importance. **Various** drugs having same therapeutic effect, **same** drug having different strength, unit are also to be identified before indenting. There should not be any ambiguity on indenting.

If the Annual indent is not submitted in time, Head of the institution will be personally responsible for the shortage /stock out of Drugs. Entire quantity required by the institution shall be projected in the Annual Indent, Additional Indent/ deduction in the indented quantity will not be entertained.

Sub-indenting officers shall prepare the sub-indent in **triplicate** by taking into facts as stated above, quantity consumed in last 12 months, balance in stock, buffer stock required for the first quarter (Three months) of the next financial year, various factors for an increase or decrease in quantity etc.

All the Drugs required under various programme shall be **included in the ANNUAL INDENT. (Except Drugs for Mental Health Programme.)**

Sub-indenting officers should furnish a certificate in the last page of the indent in the following format. They/ He/ She should also sign in all the pages of the indent.

I/ We sub-indenting Officers of
(Department/ Section/ Unit/ Wing/ Ward/ Operation Theatre/ Pharmacy etc.) have thoroughly scrutinized the strength, unit, specification of each item and prepared the indent by taking into consideration of the quantity consumed in last 12 months, balance in stock, buffer stock, various factors for an increase or decrease in quantity etc and certify that there is no over estimation or under estimation in the indent prepared by me/us.

-sd-with Date -
Name
Designation

sd-with Date
Name
Designation

Original copy of the sub-indent will be submitted to the **head of the institution, duplicate** to the officer in charge of the **store** and **triplicate** will be with the **sub-indenting officer**.

In the case of over writing or correction, that shall be got authenticated by the sub-indenting officer with their/his/her dated full signature. Sub-indenting Officers shall keep supporting Indent, if any, from the concerned officer/s, under their/his/her control. Year wise Annual indent file shall be handed over to the relieving officer with proper documentation.

Officer in charge of the store shall scrutinize each drug with ***quantity consumed in last 12 months**, balance in stock, buffer stock, various factors for an increase or decrease in quantity etc.

Note:- Quantity consumed in last 12 months will be the best yardstick for forecasting the requirement of next year, **provided there was no stock out. In the case of stock out, **average monthly consumption in which, there was no stock out** shall be taken into consideration for assessing the requirement of next year. Same shall be mentioned in the remarks column of the indent or additional sheets may be used for it.*

All the anomalies like over estimation, under estimation, variation in strength, unit, specification, quantity in figure, words etc. shall be documented and placed before the institution level committee for further verification and approval by the Officer in charge of the store.

All the decision of the meeting shall be minuted, including the dissenting note, if any, with regards to inclusion or exclusion of any item or quantity etc.

Six sets of consolidated indent (Hard copy) of the institution will be prepared. Average number of OP, Average number of IP shall be specified in the consolidated indent.

In the **two sets** of the consolidated indent(one should be in the office file and another to be kept in the store), Chairman/Chairperson and Convener will sign in all the pages of the indent and in the last page, **all the members of the institutional level committee** should affix their name, designation and full signature with date.

One set of consolidated indent (as stated above) sub-indent and minutes of the meeting shall be in the concerned **section of the office**.

One set of the consolidated indent (as stated above) sub-indent and copy of the minutes of the meeting will be with the officer in charge of the **store**. Year wise ANNUAL INDENT FILE shall be handed over to the relieving officer with proper documentation.

Submission of Institutional indent to DMOH

In the another **Four sets** of consolidated indent of the institution, which are to be submitted to DMOH, Chairman/Chairperson and Convener will sign in all the pages of the indent and in the last page, Head of the Institution should furnish a certificate in the following format.

I, Indenting Officer of ...(name of the institution)... have thoroughly scrutinized the strength, unit, specification of each item and prepared the institutional indent based on the sub-indent and taking into consideration of the quantity consumed in last 12 months, balance in stock, buffer stock, various factors for an increase or decrease in quantity etc. and certify that there is no over estimation or under estimation in the indent prepared by me.

-sd-with Date

Name

Superintendent/ Medical Officer

Officer in charge of the store shall also prepare a list of **stagnant, surplus** drugs, if any, with Batch No. and date of expiry. Code No. of the item shall be same as that of the Kerala Medical Services Corporation Limited. (If stagnant, surplus drugs and reported along with the indent, it is easy to identify an alternative institution at district level).

Four sets of the consolidated indent of the institution, **soft copy in Excel Format** and the **list of stagnant, surplus drugs** shall be submitted to the DMOH by the Officer in charge of the store. Preliminary verification shall be done in the presence of the Officer in charge of the store at DMOH. Name of the officer in charge of the store and his/her mobile number shall also be noted in the indent. (**Four Sets**- One to the office section at DMOH, one to SVO, one to KMSCL, one will be returned to the institution after the approval of DMO).

DISTRICT LEVEL COMMITTEE

1. District Medical Officer(Health) - Chairman/Chairperson
2. Deputy District Medical Officer (Health)
3. District Store Verification Officer - Convener
4. Pharmacist Store Keeper of District Store Verification Team

Sub Committee at District Level

1. District Store Verification Officer - Chairman/Chairperson
2. Chief Radiographer from GH/DH.
3. District Lab Technician
4. Pharmacist Store Keeper of District Store Verification Team- Convener
5. Required number of Pharmacist depends upon the number of Institution in the district.

Register of Annual Indent shall be maintained. Name of all the institution in the District and date of receipt of indent shall be noted in the Register.

Sub committee shall scrutinize the indent of each institution by taking into consideration of Average No. of OP, Average Number of IP, quantity consumed in the last 12 months balance in stock, buffer stock etc.

All the anomalies like over estimation, under estimation, variation in strength, unit, specification, quantity in figures, words etc. shall be verified. **Sub Committee member should affix his/her name, designation, full signature with date in the institutional indent scrutinized by him/her.** District Store Verification Officer should ensure it. Defects noticed shall be documented and placed before the District level committee by the District Store Verification Officer.

All the decision of the meeting shall be minuted, including the dissenting note, if any, with regards to quantity etc. District Store Verification Officer shall also consolidate the stagnant, surplus drugs reported from various peripheral institutions. Based on the quantity and date of expiry, same shall be deducted proportionally from the indent of other institutions. As the stagnant, surplus drugs are of short expiry, fastest mode of communication shall be given to the concerned institution to transfer it.

If the same was not transferred in time, Head of the Institution will be personally responsible for the expiry of such Drugs. (This will also applicable, if the institution **fails to report** the stagnant, surplus Drugs and resulting its expiry)

Drugs which have not been able to transfer shall also be informed to the concerned institution by the District Medical Officer.

As this work is to be completed in a time bound manner, District Medical Officer should also provide a Data Entry Operator.

Five sets of consolidated indent of the district will be prepared. (**Five sets**- two to DHS, One to KMSCL, One to SVO and one in the office section at DMO(H)). Total average number of OP in the District, total average number of IP in the District, total quantity consumed in last 12 months of the district, total balance stock in the district shall also be specified in the consolidated indent. The Chairman/Chairperson, Convener and members of the District Level Committee shall sign in all the pages of the indent.

One set of approved consolidated indent of the District, one set of institutional indent approved by DMO and minutes of the meeting shall be in the concerned **section** at DMOH.

One set of approved consolidated indent of the District, one set of institutional indent approved by DMO and copy of the minutes of the meeting will be with the **District Store Verification Officer**. Year wise ANNUAL INDENT FILE shall be handed over to the relieving officer with proper documentation.

Submission of District Indent to DHS

Two sets of consolidated indent of the **District with soft copy in Excel Format** will be submitted to **Director of Health Services** through special messenger. Name of the District Store Verification Officer and his/her Mobile Number shall also be noted in the indent.

Submission of District & Institutional Indent to KMSCL

One set of consolidated indent of the District, one set of all Institutional indents approved by DMO, **soft copy** of all the Institutional indents in Excel Format (**after all corrections**) shall be submitted to District Ware House of KMSCL after the approval of DHS.

Returning of the institutional indent

As noted in pre paras, institutions have to submit Four sets of consolidated Indent to DMOH. After scrutinization, one set of Institutional indent approved by DMO will be return to the concerned institution.

STATE LEVEL COMMITTEE

1. Director of Health Services - Chairman /Chairperson
2. Additional. Director of Health Services (Medical) - Convener
3. Assistant Director (Pharmacy services)
4. Stores Officer (Government Medical Store)
5. State Store Verification Officer

Sub Committee at State Level

1. State Store Verification Officer - Chairman/Chairperson
2. Pharmacist Store Keeper of State Store Verification Team – Convener
3. Required number of Store Superintendent/PSK/Pharmacist from Thiruvananthapuram District.
4. Pharmacist of State Store Verification Team.
5. Pharmacist of Government Medical Store.

Sub committee will scrutinize the indent by taking into consideration of Total Average No. of OP, Total Average number of IP, Total quantity consumed in last 12 months of the district etc.

All the anomalies like over estimation, under estimation, variation in strength, unit, specification, quantity in figures and words, etc. shall be verified by the subcommittee members. Sub Committee member should affix his/her Name, Designation and Full signature with date in the District indent scrutinized by him/her. State Store Verification Officer should ensure it.

Defects noticed are documented and placed before the State Level committee by the State Store Verification Officer.

All the decision of the meeting shall be minuted, including the dissenting note, if any, with regards to quantity etc. Three sets of consolidated indent will be prepared by the State Store Verification Officer after making all correction found during the verification/ reported by DMOs etc.

Chairman/ Chairperson, Convener and Members of the State Level Committee will sign in all the pages of the consolidated indent.

One set of approved consolidated Annual indent of the State, approved Annual indent of the districts Minutes of the meeting will be in the concerned Section at DHS office. One set of approved consolidated indent will be for day-today reference.

One set of approved consolidated indent of the State with soft copy in Excel Format will be submitted to KMSCL for further process.

Sd/-

Dr. R. RAMESH

Director of Health Services (In-Charge)

To

1. All District Medical Officers
2. All Head of the Institutions
3. CA to Addl. Director of Health Services, Medical/ FW/ PH/ Planning/ Vigilance
4. Assistant Director (Pharmacy Services), Stores Officer (GMS), State Store Verification Officer.
5. All District Store Verification Officers.
6. All Store Superintendent, Pharmacist Store Keeper, Pharmacist
7. Website of Directorate of Health Services.

Copy to:-

1. The Secretary, Health & Family Welfare Department (with C/L)
2. The Managing Director, KMSCL (with C/L).