

No. MSA 2- 64448/2015/DHS

Directorate of Health Services
Thiruvananthapuram Dated: 28.09.2015.

From

The Director of Health Services

To

The District Medical Officer of Health,
Thiruvananthapuram/Kollam/Alappuzha/Kottayam/Idukki/
Ernakulam/Thrissur/Palakkad/Pathanamthitta/Malappuram/
Kozhikode/Wayanad/Kannur/Kasargod.

Sir,

Sub:- Submission of annual Indent of Drugs/Supplies for the year
2016-2017 -reg.

Ref: - KMSCL/DRG/ED/80/2015. Dated: 09.09.2015.

1. **Primary Level Institution** (CHC, 24x7 PHC, PHC, Govt. Dispensary & Mobile Unit) are directed to submit the Annual Indent for Drugs/supplies (316 Nos.) in the prescribed Proforma as per **Annexure-I**.
2. All other Institutions come under secondary level. **Secondary Level Institutions** are directed to submit the Annual Indent of Drugs/Supplies (585 Nos.) in the Prescribed Proforma as per **Annexure-II**.
3. **Secondary Level Institutions** which require **Anti Haemophilic Drugs** (3 Nos.) are directed to submit the Indent in the prescribed proforma as per **Annexure-III**.
Separate consolidated Indent is to be submitted by District Medical Officers for **Anti Haemophilic Drugs**.
4. **Nodal Officer** of CMHP/DMHP are directed to submit the Indent for **Mental Health Programme** (39 Nos.) to DMOs in the prescribed Proforma as per **Annexure IV**.
Separate Consolidated Indent is to be submitted by District Medical Officers for **Mental Health Programme**.
5. **Needy Institution of Pathanamthitta district** may be directed to furnish Annual Indent for **Sabarimala Pilgrim Project** (516 Nos.) in the prescribed Proforma as per **Annexure V**.
Separate Consolidated Indent is to be submitted by District Medical Officer of Health, Pathanamthitta for **Sabarimala Pilgrim Project**.

6. List of Items which are not going to be supplied by KMSCL during 2015-2016 (No bidder items- 69 Nos.) are in **Annexure VI**.
7. DMO's are requested to post 5 Pharmacists from 12.10.2015 for the consolidation work. Officer in Charge of the Store **must** himself/herself submit the Indent to DMO. Preliminary verification should be done in his/her presence.
8. Institutions are directed to submit the Indent in the prescribed Proforma only. Proforma **shall not be** modified and Indents which are not in the prescribed Proforma shall not be accepted by District Medical Officers. Institutions have to submit **4 sets of hard copy and soft copy** (in excel format) to DMO's.

Cutoff date for submitting the Indent

Primary Level Institution	-	on or before 12.10.2015
Secondary Level Institution	-	on or before 15.10.2015

District Medical Officer's are requested to submit **2 sets** of Consolidated Indent with Soft Copy to Directorate of Health Services on or before **26.10.2015** through Special messenger.

9. Consolidation of Indent of more than 100 Institution in a district is a major work, many mistakes are happening in this process. Hence DMO's are **requested to post a Data Entry Operator** especially for this purpose.
10. DMO's are requested to hand over the consolidated indent of the district, one set of Institutional indent approved by DMO and Soft Copy of the institutional Indent (after all corrections) to District Ware House of KMSCL after getting the approval of DHS.

There should not be any mismatch in the total quantity of the Institution wise Indent and the consolidated Indent of the district.

Circular on guidelines for the preparation of Indent, Proforma of Drugs/supplies in Annexures are hosted in the website of Directorate of Health Services, (Visit- Notification).

Sd/-

Director of Health Services

Copy to :-

1. All Head of the Institution.
2. All District Store Verification Officers.
3. All Store Superintendent/PSK/Pharmacist