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KERALA MEDICAL SERVICES CORPORATION LTD.,
(Dept. of Health & Family Welfare, Govt. of Kerala)
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Essential Drugs Section
No. KMSCL/DRG/ED/997/2016

www.kmscl.kerala.gov.in

Date : 22/09/2016

The Managing Director

The Director of Health Services,
Thiruvananthapuram

Sir,

Sub :- KMSCL – Preparation of annual indent of drugs/supplies for the year 2017-18 –request forwarded – reg.

Ref :- Meeting on preparation of annual indent for the year 2017-18 held on 20.09.2016 at Mascot Hotel, Thiruvananthapuram.

In order to ensure the availability of essential drugs/supplies in all Health care Institutions by April 2017 & to avoid stock out situation and shortage of drugs from the first quarter of next financial year, it was directed Kerala Medical Services Corporation Limited to initiate procurement process immediately. For achieving the objectives, the realistic institutional indent & its timely submission are the two important amenities that are to be taken care of. Over the years, it is evident that the indent submitted from the institutions is much higher than the actual requirement which is ultimately affecting the whole procurement process & leading to public money wastage.

For submission of indent separate template will be provided by the KMSCL in which all PHCs (*without IP care*) are categorized as Primary, health facilities *with IP care* & *below Medical Colleges* are categorized as Secondary.

- All Primary Level institutions as per the above classification & Urban PHCs under NUHM are directed to submit their annual indent against **250** items (drugs & consumables).
- All Secondary level institutions (24x7PHCs, CHC, THQH, Taluk Hospitals, Specialty Hospitals, and District & General Hospitals) where IP Care is provided are directed to submit their indent against **513** items.
- For the sake of indent preparation all Public Health Laboratories under DHS is to be treated as Secondary level institution and are entitled to submit their indent against **513** items.
- The following secondary level Institutions where Oncology units/Day Care cancer therapy units/wards are functioning are directed to submit annual

indent against ANTI CANCER drugs(Serial Numbers 526 to 590 of the latest Essential Drug List) along with already entitled 513 items.

- DH Kollam, THQH Punalur, DH Kozhencherry, GH Ernakulam, GH Thrissur, DH Palakkad, DH Tirur, DH Nilambur, DH Perinthalmanna, GH Nallumaadu, DH Kannur & DH Kanhangad.
- It shall be the responsibility of the Institutional Head to ensure the submission of realistic, demand based, prioritized annual indent 2017-18 through the Head of Departments (DHS/DME/SMD NHM).
- There will not be any opportunities for re-submission of additional indent for the year 2017-18 unless otherwise specified.
- It shall be the responsibilities of Head of Departments, District & Institutional Heads to ensure the indent preparation limiting to the financial cap for the year 2017-18.
- The Head of departments should see that the consolidated authenticated annual indents under their jurisdiction are being submitted to the Managing Director, KMSCL on or before 22nd October 2016 so as to initiate the tender process.
- * All institutions are to take a judicious and rational approach in the indent preparation. The indenting officials are responsible for any irrationality occurring in the indent generated. It is the responsibility of the indenting officers to make sure that the indented drugs and their quantities are in order and the total value is within their financial cap allotted by the Department heads.
- * A committee under the Chairmanship of Deputy DMO with District Programme Manager (NHM), Store Verification Officer (SVO), Store Superintendent of DH/GH and 2 officers (Store Superintendent/ PSK) from selected THQH and concerned District Drug Warehouse Manager, KMSCL as members has to be constituted in all Districts. The institution wise annual indent under Directorate of Health Services has to be scrutinized in comparison with quantities and institutional financial cap by this committee before submitting the same to the District Medical Officer for authentication.
- * It shall be the responsibility of the District committees to optimize the District level indents with in the financial caps of the Districts & the District scrutinizing committee in case of DHS will have the privilege of indent optimization with in the financial cap of District.
- * The institution wise annual indent consolidated by the above committee shall be scrutinized by the District Medical Officer and approved District

wise indent shall be forwarded to Directorate of Health Services on or before 17th October 2016.

- * The final consolidated District wise annual indent with differential institutional indent of drugs/supplies to be procured for the primary, secondary level institutions including Sabarimala Pilgrim Project to the needy districts are to be submitted on or before 22nd October 2016.
 - Separate annual indent of the drugs for Sabarimala Pilgrim Project to the needy districts limited to the District Financial cap are to be submitted through DHS on or before 22nd October 2016.
- * The District wise annual indent of Mental Health programmes prepared by the District Mental Health teams should be scrutinized by the District committee before forwarding to Directorate Of health services in order to avoid duplication.
 - Annual indent of Mental Health programmes in all Districts should not be mixed up with the institutional indents.
 - The duly authenticated hard copy and soft copy in the excel format of the final consolidated District wise annual indent for Mental Health Programme (DMHP, CMHP) duly authenticated by DHS are to be submitted on or before 22nd October 2016.

Separate excel sheet for entering the annual indent will be provided for each institutions from KMSCL. Any alteration in the excel format is not permissible. There shall be a financial ceiling for each and every institutions based on their annual indent value /Issue/Utility/Current available stock for the year 2016-17, so as to arrive a realistic indent.

The duly authenticated hard copy and soft copy in the excel format of final consolidated District wise annual indent with differential institutional indent of drugs/supplies proposed to be procured for DHS institutions through KMSCL, are to be submitted to the Head Office of the Corporation on or before **22nd October 2016**.

The same has also to be furnished to the concerned district warehouses of the Corporation before this date.

Change in the annual indent and/or submission of additional indents will not be entertained after the submission of the duly signed consolidated indent.

Yours faithfully

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22/9/16


MANAGING DIRECTOR

Encl: As above



Endt. No. MSAQ/71184/16/DHS, Dtd. 23/9/16

Copy of the letter Communicated to all District Medical officers for Complying the direction for the preparation of Annual Index of Drugs/Supplies for the year 2016-18.


For - DHS

To

The District Medical Officer (Health)
Trivandrum/Kollam/Pattanamthitta/Alappuzha/
Kottayam/Idukki/Kozhikode/Thiruvananthapuram/Alathur/
Malappuram/Kozhikode/Kannur/Waynad/Kasaragod