

DUTIES AND RESPONSIBILITIES OF STAFF UNDER PHARMACY AND MEDICAL SUPPLIES WING

APPENDIX I

DUTIES AND RESPONSIBILITIES OF PHARMACIST AND SENIOR PHARMACIST

INTRODUCTION

- A) All the Pharmacist and Pharmacist Store Keeper will be under the Technical control of Store Superintendent where ever such post exists.
- B) In institutions where the post of Store Superintendent does not exist, all the Pharmacist will be under the Technical control of Pharmacist Store Keeper.
- C) In institutions where the post of Store Superintendent and Pharmacist Store Keeper do not exist, all the Pharmacist will be under the technical control of Senior Pharmacist.
- D) In institution where there is only one post of Pharmacist, he/she will be under the Administrative control of Head of the Institution.

Note: Pharmacist posted on contract basis will also come under the above lines.

PHARMACIST

Pharmacist is a learned link between the Doctor and the Patient. They are expected to give pharmaceutical care to the patient by proper storage, accounting and dispensing of medicines with appropriate counseling according to the prescriptions of medical practitioners. Pharmacist while on duty should wear white over coat with green Rx symbol on the left side of the chest and valid identity card issued by the institution.

I. Assignment of duties and responsibilities of Pharmacist where the post of Store Superintendent and Pharmacist Store Keeper do not exists

In institution where the *post of Store Superintendent and Pharmacist Store Keeper do not exists* and *one or more post of Pharmacist is available*, the *Senior Pharmacist* will be in charge of the *Store*, in addition to his routine duties and *next immediate junior* will be in charge of the *Pharmacy*. In institution where there is only *one post of Pharmacist*, he will be in charge of *both the Store and Pharmacy*.

II. Assignment of duties and responsibilities of the Pharmacist where the post of Store Superintendent or Pharmacist Store Keeper exist

In institution as stated above, the *Senior Pharmacist* will be in charge of *Pharmacy*. However, all the Pharmacists have joint responsibility in the conduct and maintenance of all the activities of the Pharmacy even though the charge is vested with the Senior Pharmacist.

DUTIES AND RESPONSIBILITIES OF PHARMACIST AND SENIOR PHARMACIST ARE CLASSIFIED AS FOLLOWS

- I. *Common duties and Educational responsibilities of the Pharmacist in institution where there is only one post of Pharmacist*
and
Common duties, Educational responsibilities and supervisory function of the Senior Pharmacist in institution where the post of Store Superintendent and Pharmacist Store Keeper do not exist.
- II. *Duties and responsibilities of the Pharmacist in store management in institution where there is only one post of Pharmacist*
and
Duties and responsibilities of the Senior Pharmacist in store management in institution where the post of Store Superintendent and Pharmacist Store Keeper do not exist
- III. *Duties and responsibilities of the Pharmacist in Pharmacy management in Institution where there is only one post of Pharmacist*
and
Duties and responsibilities of the Senior Pharmacist in Pharmacy management in institution where the post of Store Superintendent or Pharmacist Store Keeper exist.
- IV. *Duties and responsibilities of the Pharmacist in practice of Pharmacy*
- V. *Duties and responsibilities of the Pharmacist/ Senior Pharmacist under the technical control of Store Superintendent/Pharmacist Store Keeper.*
- I. *Common duties and Educational responsibility of the Pharmacist in institution where there is only one post of Pharmacist.*
and
Common duties, Educational responsibilities and supervisory function of the Senior Pharmacist in institution where the post of Store Superintendent and Pharmacist Store Keeper do not exist.

1. He/She will be the Technical Assistant to the Head of the institution on matters related to procurement, storage, distribution, condemnation and Disposal. All the orders/ communications in connection with the condemnation and auction of stores will be issued in the concerned section of the office.
2. He/she will be conversant himself/ herself with various Acts, Rules, Orders, Circulars etc. applicable to his/her profession
3. He/She will be the member of the Purchase Committee, Technical Committee, various Programme (where stores are required) implementation Committee at the Institutional level, Committee of condemnation, HMC/HDC/HDS and assist the Head of the Institution in a professional and ethical way.
4. He/ she will assist the Head of the institution or the concerned in preparing the proposal for various Projects of Local Self Government, various programmes/projects being implemented by the Government/ Department from time to time. Proposal will be prepared by taking into the fact of filling up the gap in the usual supply system.
He/ She will issue Non Availability Certificate as and when required for the Local purchase and for the purchase under various programmes/ schemes/ project etc. He/ She will also recommend the Drugs required to be purchased for conducting medical camps by taking into consideration of the main stock.
5. He/She will inspect the private clinics/ Hospitals, where vaccines, contraceptives, preventive or curative Drugs for various diseases or under various programmes were supplied from the Institution and confirm that these supplies are properly accounted, Stored and issued free of cost to the patients.
6. He/She will assist the LSG Authorities or other officials in search operation, where ever his/her technical assistance is required.
7. He/She will attend the District level monthly review meeting of Store custodians and take sincere efforts to solve the shortage, Slow moving, Surplus, Stagnant Drug issues, Idling equipments etc. If authorized by the Head of the Institution, He/She will also attend the conference of various other programmes and that of the local self Government.
8. He/She will publish a list of available drugs in the space provided for the notice of the General Public and circulate its hard and soft copies to various departments, periodically or whenever necessary.

9. He/She will take steps for strengthening the infrastructure required for the Store and Pharmacy. Proposal will be in concrete by taking into consideration of all the statutory guidelines, existing nature of building, storage area, availability of storage facilities etc. He/ She should also ensure Electrical supply, Lighting, Temperature, Humidity, Ventilation etc. are appropriate for the storage of inventories.
10. He/She will take steps to install and maintain Fire Extinguishers, Fire detection equipments. If required, surveillance or monitoring equipments will also be installed to protect the inventories from theft or possible damage by anti social elements
11. He/She will be responsible for the overall cleanliness of the Store and Pharmacy, for which he/she can utilize the service of cleaning Staff and equipment of the Institution. He/She will conduct frequent inspection so as to ensure that there is no leakage of rain water, entry of rodents, termites, pests etc. and to take preventive measures in case of any such events. Proper precaution shall be taken to avoid contamination of inventories while doing pest control activities.
12. He/ She in the capacity as the **institutional Store Verification Officer** will give proper guidelines, instructions to all the concerned for store management, maintenance of stock registers, records, documents etc. Verification shall be conducted in the month of **September and March** in every financial year.
13. He/ She will also verify all the receipt and issue in FW sub centers under the institution`s jurisdiction. Vehicle of the institution will be utilized for this purpose.
14. He/ She will verify **all the supplies made from the main store** and see.
 - a) Whether the supplies made from the main store are correctly accounted with unit value, name of the manufacturer, batch No., date of expiry etc. (where ever applicable) and properly stored under the prescribed storage condition.

In the case of equipment/ machinery, it is to be ensured that, corresponding page number in the main stock register and year, supply order No. and date, unit value, name of the manufacturer/ supplier, make/ model, serial No. are entered in the stock register.

- b) Whether the **issues made** by the sub store or sub stock custodians are in order and properly accounted. It is also to be verified that register of ACCOUNTABLE DRUGS is maintained with patient details, name of the manufacturer, Batch No, date of expiry
- c) Whether the slow moving Drugs are reported in time. In the case of surplus, stagnant drugs and idling equipments, verification report should be in detail pointing out the exact reason for the same and the officer/s responsible for it.
- d) Whether the date expired, sub standard, adulterated, misbranded, spurious, banned drugs are kept separately from the supply with clear label on it and properly accounted in the Dead Stock Register with its total value and ensure relevant communications/ circulars/ certificates/ orders are noted in the dead stock register. (In such cases immediate verification shall also be conducted)
- e) Whether the freezed Drugs are kept separately from the supply with clear label on it and Stored without affecting its storage condition. If the freezed drug is declared as standard quality, it should be ensured that same is being used. It is also to be confirmed, Date and order of declaring the Drug as freezed, date and order of declaring the Drug as standard quality/ date and order of declaring the Drug as not of standard are noted in the stock register. (In such cases immediate verification shall also be conducted)
- f) Whether any action has taken to dispose off of the date expired, sub standard, adulterated, misbranded, spurious, banned Drugs as per the departmental procedure, Government Orders from time to time.
- g) Whether any action has taken to condemn the perishable, nonperishable items as per the departmental procedure, Government Orders from time to time.
- h) Whether Annual & Periodical verification is done by the concerned officer.
- i) Whether there is any loss due to shortage or due to negligence or due to any other discrepancies or due to unavoidable causes like wastage, shrinkage, spilling etc. or due to improper storage condition.
- J) He/She will physically verify the stock balance in the presence of the concerned officer or in the presence of an officer authorized by the concerned officer.

- k) He/She will recommend to the Head of the institution to transfer any stagnant, surplus, slow moving drugs, Idling equipments wherever it is required.

Verification report will be submitted to the Head of the institution with the following details.

- i. Statement of date expired drugs with its value.
- ii. Statement of drugs bearing date of expiry within six months with its value.
- iii. Statement of Stagnant, surplus Drugs with its value.
- iv. Statement of idling equipments with its value.
- v. Statement of total loss sustained to the Government by various means and the Name, Designation of the Officer/s responsible for it

Head of the Institution will forward **only** the extracts of the objections or paras of serious nature and financial loss to District Medical Officer`s for further clarifications/ directions/ orders.

All other replies furnished by the concerned shall be scrutinized by the institutional Store Verification Officer, based on which, Head of the Institution may take appropriate action.

15. Educational Responsibilities

- a) He/She will act as Master Trainer and impart post academic practical training to trainee Pharmacists as per the educational regulations of Pharmacy Council.
- b) He/She will participate in in-service training, continuing education programme of the Kerala State Pharmacy Council etc for updating his/her professional knowledge. Periodical renewal of Pharmacy Council Registration shall be done by him/her.
- c) He/She will disseminate his/her professional knowledge to other health professional and public.
- d) He/She will assist and participate in Pharmacy Research Programme with the approval of the Government.

16. Supervisory Functions of the Senior Pharmacist

- a) All communication received from various sources, Annual indent, weekly or periodical indent received from the Sub indenting officer, complaints about

the quality, Physical Parameters etc. of drugs, request for local purchase from the competent authority, supply order, material issue note etc. shall be authenticated by the Senior Pharmacist with his/her dated signature. Specific direction/approval/sanction/action will be given or taken on it. The Senior Pharmacist should ensure that Pharmacists are carrying out his/her direction properly and in order.

- b) He/she will convene the meeting of Pharmacist periodically in order to co-ordinate, motivate and to strengthen their professional skills.
- c) He/she will forward all leave application and other application/representation of Pharmacists under his/her control to the Head of the institution. He/she will arrange duty posting of pharmacist.
- d) He/she will have overall supervision and direct control over the Pharmacy.

II. Duties and responsibilities of the Pharmacist in store management in institution where there is only one post of Pharmacist.

and

Duties and responsibilities of the Senior Pharmacist in store management in institution where the post of Store Superintendent and Pharmacist Store Keeper do not exist

1. He/ She is the custodian of all Main Stores and will be responsible for the preparation of Annual Indent, Proper receipt, storage, distribution, maintenance of all stock registers, issue registers, connected files and records.
2. He/ She shall take all possible measures to ensure the availability of Drugs and Supplies required for the efficient functioning of the Institution.
He/ She will constantly monitor the flow of supplies IN and OUT. In the case of short supply or expecting shortage of supply or any item fall below the buffer stock level, same shall be brought into notice of the Head of the Institution and to the supplying authority well in advance with proper documentation so as to make alternative purchase at the institutional level or sort out the deficiency /short supply by procuring the stock of stagnant, surplus, slow moving drugs from other institution, if any.
3. He/ She will collect, scrutinize and consolidate the Annual Indent received from the Sub-indenting Officers of various Department/ Sections/Units/ Wings/ Wards/ Operation Theaters/ Pharmacy etc. Indents without proper certification shall not be accepted.

In the case of any over writing or correction in the indent, same shall be got authenticated by the Sub- indenting Officer with his/her dated full signature.

Indent shall be scrutinized with previous year's consumption, balance in stock, buffer stock, various factors for an increase or decrease in the quantity etc.

All the anomalies like over estimation, under estimation, variation in strength, unit/ pack size, specification, quantity in figure, words etc. shall be documented and will be placed before the institutional level committee for further verification and approval. Year wise Annual Indent approved by the District Medical Officer, Sub indents, and copy of the minutes of the meeting at institutional level shall be kept in separate file.

In the case of equipment/ Machinery, Sub- indenting Officers should certify that the required manpower and infrastructure are readily available as on the date of submission of the indent. Pharmacist/ Senior Pharmacist shall not process the indent without such certification.

4. All the articles received in the store except items from the Stationery Department, Material for IEC activities like posters, banners, boards, various publications /periodicals etc, dietary article and fuel shall be taken into stock by him/her.

He/ She shall maintain **GOODS INWARD REGISTER**. Supplied goods shall be first cross checked with the indent, then with the supply order, material issue note/ invoice in terms of quantity, unit value, total value, specification and other terms and conditions of the supply order.

If there is any shortage or damage in the supply of Drugs/Supplies or deviation in the specification or Batch No. or expiry date or labeling or physical parameters, same shall be immediately communicated through TOLL FREE NO. if any or by e-mail to the concerned and to the head of the institution, who will in turn report to the procurement authority/ supplied authority/ supplied firms/ Transporting agents/Insurance Company depending upon each case.

Any equipment/ Machinery which does not conform to specification or to approved sample or which is different from those ordered for or

which is damaged or defective in any respect shall also be communicated on the above lines.

He/ She shall obtain certification from the Senior most officer/s of the user department stating that “equipment/ machinery supplied is as per the specification in the supply order, installed/ commissioned and working satisfactory”. Without such certificate, goods shall not be taken into stock by the custodians.

In the case of higher end equipments/ Machinery/ Furniture service of the Technical assistance from the nearby Government Engineering College/ Polytechnic/ ITI may also be utilized so as ensure supplied items conforms to specification.

Invoice/ MIN with stock entry certificate shall be forwarded to the concerned purchase section with proper acknowledgement for affecting payment or for onward transmission to the concerned at the earliest.

5. He/ She shall comply the storage condition as laid down in the schedule –P of the Drugs & Cosmetics Rules – 1945 and the subsequent amendment thereof from time to time. The stock will be arranged in a alphabetical order by Generic name or by dosage from or by any system, by which the product can be early identified/ located. Narcotic Drugs, Poisons, Alcohol, Alcoholic Preparation shall be stored in the safe custody with lock a key. Basic principles like FEFO or FIFO shall be complied depends upon the items.

Date expired, sub-standard, Adulterated, misbranded, spurious, banned drugs shall be kept out separately from the supply with clear label on it. These items are to be carried over to the dead stock register. MIN/ Invoice number and date, details of relevant communications, certificates, orders, Quantity, Unit value, Total value, name of the manufacturer, name of the supplier, Batch No. Date of expiry should be recorded in the register.

He/ She shall use the Refrigerator, Walk in cooker, other cold chain Equipments in his/ her custody according to the standard guidelines for its operation.

In the case of any break down, same shall be immediately reported to the Head of the institution, who will in turn report to the District Medical

Officer, HER unit/ Refrigeration mechanic or to the supplier. All precautions should be taken in stocking the inflammable items.

6. He/ She will be in charge of distribution. As a general rule, distribution will be made only to the sub-indenting Officers, If there is any change, Head of the institution should authorize a competent person as weekly/ periodically indenting officer.

Availability of stock, expecting shortage of the stock, utility factor etc. shall be taken in to account before the issue. Name of the manufacturer, Batch No. and Date of expiry shall also be noted down while making the issue. Supply under various programme shall be made to the concerned permanent staff. Under no circumstances, supply shall be made directly to the contract staff.

While on conducting medical camp, drugs shall be issued to the pharmacist, who attends the camp. He/ She shall maintain separate register for accounting the same and balance stock shall be returned without affecting the storage condition and proper acknowledgement shall be obtained. When equipments are issued, Name, Designation and Signature of the receiving officer shall be recorded in the main stock register with corresponding page Number of the sub stock register. Custodian should also ensure unit cost, make, model, serial Number of the equipment/ machinery are noted in the sub stock register.

Copy of the supply order/work order shall also be given to the receiving officer so as know the terms and condition of the warranty/AMC/CAMC etc.

7. Whenever there is any complaint about the quality of drugs or physical parameters, he/ she shall communicate the same to the Head of the institution, who will in turn report to the drug control authorities in the district, DMO and to the procurement authority, supplied authority, supplier etc. If the complaint is serious, entire usage of the Drug shall be stopped with the consent of the Head of the institution and such drug should be kept separately without affecting the storage condition. Further usage should be done only after getting the intimation from the Drug control authorities declaring the Drug as standard Quality. Date and order of declaring the drug as freezed, date and order of declaring the drug as standard/ not of standard quality are to be recorded in the stock register.

When the Drug control authorities requires any Drug for testing or any records in support of the procurement, distribution or transfer of Drugs, same shall be provided to them immediately and records in this regard shall be maintained properly.

8. He/ She will constantly visit the website of the department, Drug control department, procurement authority and communicate the details of Sub standard, adulterated, misbranded, spurious, banned drugs to all the sub stock custodian. He/ She should inspect the sub store and ensure those drugs are separately kept out from the supply and carried over to the dead stock register. Any freezed drugs are released for supply, same shall also be communicated and ensure those drugs are being used by the sub store/stock custodians.
9. He/ She shall communicate the status of slow moving drugs to the Head of the Institution, at least Eight months before the date of expiry, (It is to ensure 6 months time from the date of the Circular of DMOH to the date of expiry) who will in turn report to the DMO. Head of the Institution shall also communicate the same to the sub indenting officer/s.
Head of the Institution, custodian and Sub-indenting Officer/s should take personal efforts to transfer the items to the needy institution. Stagnant /Surplus drugs are to be reported well in advance, preferably along with the annual indent, so that needy institutions can be easily identified at the district level and same will be transferred as per the direction of the DMOH.
10. He/ She will give receipt for the goods received from other institution and issue Gate pass(in triplicate) for transfer with the counter signature of the Head of the Institution.
11. He/she shall hand over a duplicate key of the store to the RMO/Head of the institution which will be kept under seal for use in emergency. (In institution where the post of RMO does not exist, duplicate key shall be handed over to the Head of the institution). In the absence of the custodian, Store shall be opened by the RMO/Head of the institution in the presence of two officers and separate register shall be maintained for this purpose.

12. Periodical physical verification will be focused particularly on ACCOUNTABLE DRUGS. He/She shall conduct Annual physical verification as on March 31st in the presence of the Head of institution/RMO and certificate to that effect will be recorded in the stock register with the counter signature of the Head of the institution/RMO.
13. He/ She will collect, scrutinize and consolidate the survey report in KFC Form-21 received from the sub stock custodians for the condemnation of date expired, sub-standard, adulterated, misbranded, spurious, banned drugs and unserviceable equipment, machinery, furniture as per the departmental procedure, Government order issued from time to time.
14. A period of not more than 10 days will be allowed for transfer of charge of stock. (Vide Rule 127 Exception 2 of Part I KSR). However, minimum period actually required shall only be utilized for transfer of charge.

Relieved officer shall hand over the Register of registers, All Stock Registers, files, records and physical stock to the relieving officer.

Handing over and taken over charge shall be recorded in the registers by the relieved officer and the relieving officer with their full signature and date. Shortage/ Damage shall be recorded and authenticated by the relieved officer and relieving officer **in the concerned page** of the stock register with the counter signature of the Head of the Institution as on the date of transfer of charge itself.

Relieved officer shall prepare a list of all registers, files & records handed over to the relieving officer in triplicate. Both the relieved and relieving officer should affix their full signature with date in the list prepared. Original copy of the list will be given to the head of the institution, duplicate will be with the relieved officer and the triplicate with the relieving officer.

FILES AND RECORDS

Records connected with year wise Annual Indent, Audit objection register, PAC report, Accountant General's Audit report, Finance Inspection Wing report, SPD inspection report, Vigilance Enquiry report, Store Verification Report, Internal Audit Report, Institutional Store Verification report, All the records, communication, connected with the Drug control Department, communication in connection with complaints about the Quality, Physical parameter of Drugs, all communication received in connection with the substandard, adulterated, misbranded, spurious,

banned drugs, freezed items etc. from various sources. Year wise material issue notes, invoices, supply orders.

III. Duties and responsibilities of the Pharmacist in Pharmacy management in institution where there is only one post of Pharmacist.

and

Duties and responsibilities of the Senior Pharmacist in Pharmacy management in institution where the post of Store Superintendent or Pharmacist Store Keeper exist.

Main Pharmacy

1. Pharmacist /Senior Pharmacist will be the Sub-indenting officer and responsible for the preparation of weekly indent, proper receipt, storage, maintenance of all stock registers, records.
2. All the Pharmacist will be responsible for the maintenance of Register of Accountable Drugs with OP No. patient details name of the manufacturer, Batch No. and Date of expiry. They are also responsible for maintaining a nominal register of dispensing.
3. He/ She will ensure the availability of drugs necessary for the smooth functioning of the Pharmacy.
4. He/She will have all the duties of a store custodian like maintenance of Storage condition, keeping of the narcotic drugs etc., reporting the complaints of quality/physical parameter of Drugs, storing the freezed Drugs, Stocking the sub standard, adulterated, misbranded, spurious, banned drugs, maintenance of dead stock register and formalities/ procedures to be observed during transfer of Charge.
5. All the Pharmacist are bound to take extra duty under emergency situations. They will also attend night duty, provided there are sufficient numbers of posts and without affecting the routine OP.

Ward Pharmacy

1. All the duties and responsibilities of the Pharmacist in charge of ward Pharmacy are the same as that of the Pharmacist in charge of main Pharmacy except night duty. Stock accounts of Drugs issued to patients will be maintained on the basis of case sheets and nurses report and accounts on daily expenditure basis should be maintained in the case of Non-costly.

2. He/ She will ensure the buffer stock of all life saving drugs in the ward and arrange local purchase.

IV. Duties and responsibilities of the Pharmacist in practice of pharmacy

Guidelines being issued by WHO, Pharmacy council of India, Kerala State Pharmacy council from time to time may be followed in this regard.

Prescription handling

1. The prescription shall be received by the Pharmacist in a professional and dignified manner.
2. Patient must be made to feel attended and comfortable by friendly gestures and ambiances soon as they come into the pharmacy.
3. Upon receiving the prescription, the Pharmacist should confirm.
 - a. Identity of the patient.
 - b. Whether the prescription is presented by the patient himself/ herself or by someone on the patient`s behalf.
4. Read the prescription for assessment of the details like:
 - a. Is it legal?
 - b. Is it for adult, child or elderly?
 - c. Is it for male or female?
 - d. Prescriber`s Name, Signature and Date
 - e. And Name(s) of the medicine(s), potency, total quantity/amount of the medicines to be supplied.
 - f. Dosage regimen: Whether the dosage prescribed is within the standard minimum or maximum dosage range.
 - g. Double medication
 - h. Serious interactions between the currently prescribed medicines with other medicines or other factors if any.
 - i. History of overuse, under use, misuse or adverse events or allergies to medicines by the patient.
5. Any of the above as well as handwriting legibility problems should be brought to the notice of the prescriber in a professional manner.
6. Prescription should be brought to notice of the prescriber and a trust based professional relationship with the prescriber has to be established.
7. Finally the prescription should be stamped with 'Dispensed' seal and signed.

Dispensing of Medicine

1. Pharmacist will not dispense medicine directly to children below 12 years of age and mentally retarded/ challenged patients.
2. Policy of the Government is that all medical officers should prescribe generic drugs. If brand name is prescribed, pharmacist shall dispense generic Drugs or therapeutic equivalent of the branded Drugs.
3. Dosage and usage information must also be given verbally to the patient (eg:- use of the dispersible tablets, chewable tablets, inhalers, external preparation etc.) along with demonstration and pictograms where ever required.

Labeling

1. Patients name.
2. Generic name, Dosage form and strength of the medicine.
3. Direction for use.
4. Warning labels wherever necessary (eg:- for external use only)
5. Special storage Condition eg:- cold place (2-8⁰ C)

Patient Counseling

Upon receipt of a prescription and following a review of the patient history/record, Pharmacist shall personally initiate discussion of matters that will enhance or optimize drug therapy with the patient or care giver of the patient.

Following elements shall be taken into consideration by the Pharmacist in patient counseling

- a. Name and description of the drugs
- b. The dosage form, dose, route of administration and duration of drug therapy.
- c. Intended use of the drug and expected action.
- d. Special direction and precaution for the drug.
- e. Common severe side effects or adverse effects or interaction and therapeutic contra-indications that may be encountered, including their avoidance and the action required, if they occur.
- f. Techniques for self monitoring drug therapy

- g. Proper storage of the drugs
- h. Prescription refill information
- i. Action to be taken in the event of missed dose.
- j. To ensure rational use of drugs

Note: The Pharmacist shall not be required to counsel the patient or care giver when the patient or care giver refuses such consultation.

V. Duties and responsibilities of the Pharmacist/ Senior Pharmacist under the technical control of Store Superintendent/Pharmacist Store Keeper

1. All the communication received from various sources, Annual indent, weekly indent received from the sub-indenting officers, complaints about the quality, physical parameters of drugs, request for local purchase from the competent authority, supply order, material issue note/ invoice etc. shall be authenticated by the Store Superintendent/Pharmacist Store Keeper with his/her dated signature. Specific direction/approval/sanction/action will be given or taken on it.
2. The Pharmacist/ Senior Pharmacist under the technical control shall not process the above independently without getting specific direction/ approval/ sanction. In the absence of the supervisory officer and in emergency situation, Pharmacist will process the same and it shall be got authenticated by the supervisory officer on the next working day itself without fail.
3. Pharmacist shall not communicate directly to the Head of the institution, sub stock custodians, various department, sections, units, wing etc. of the institution except under an emergency situation or in the absence of the Supervisory Officer.
4. Pharmacist/ Senior Pharmacist will assist the supervisory Officer in scrutinization and consolidation of Annual Indent, weekly indent, maintenance of stock register, receipt and distribution, periodical and annual physical verification of store. He/she shall carry out any professional work entrusted to him/her.

APPENDIX II

DUTIES AND RESPONSIBILITIES OF PHARMACIST STORE KEEPER

Introduction

- a) Pharmacist Store Keeper will be under the technical control of Store Superintendent wherever such post exists.
- b) In institution where the post of Store Superintendent does not exist, Pharmacist Store Keeper will be under the Administrative control of the Head of the institution.
- c) In institution where the post of Store Superintendent does not exist, all the Pharmacist will be under the technical control of Pharmacist Store Keeper.

DUTIES AND RESPONSIBILITIES OF PHARMACIST STORE KEEPER ARE CLASSIFIED AS FOLLOWS

- I. *Common duties, Educational responsibilities and supervisory functions of the Pharmacist Store Keeper in institution where the post of Store Superintendent does not exist.*
- II. *Duties and responsibilities of the Pharmacist Store Keeper in Store management in institution where the post of Store Superintendent does not exist.*
- III. *Duties and responsibilities of the Pharmacist Store Keeper in store management in institution where he/she is under the technical control of the Store Superintendent.*
 - I. *Common duties, Educational responsibilities and supervisory functions of the Pharmacist Store Keeper in institution where the post of Store Superintendent does not exist.*

All the common duties of the Pharmacist Store Keeper are the **same** as that of the Senior Pharmacist except the following.

Educational Responsibilities.

1. He/ She will ensure that student Pharmacist are trained according to the Guidelines issued by Kerala State Pharmacy Council.
2. He/ She will conduct periodical meeting of the Pharmacist to evaluate the functioning of Pharmacy and arrange Educational programme.

3. He/ She will participate in in-service training, continuing educational programme of the Kerala State Pharmacy Council and assist in Pharmacy research programme with the approval of Government.

Supervisory Function.

1. He/ She will implement policies suitable for the efficient functioning of the store and Pharmacy.
2. He/ She will make duty arrangement and forward leave application, other application of the Pharmacists with specific recommendation /remarks to the Head of the Institution.
3. He/ She will conduct periodical inspection of the Pharmacy and ensure that all stock registers, Records, Storage condition etc. are maintained in proper.

II. Duties and responsibilities of the Pharmacist Store Keeper in Store management in institution where the post of Store Superintendent does not exist.

All the duties and responsibilities of the Pharmacist Store Keeper in store management in institution where the post of Store Superintendent does not exist are the **same** as that of the Pharmacist/ Senior Pharmacist in store management.

III. Duties and responsibilities of the Pharmacist Store Keeper in store management in institution where he/she is under the technical control of the Store Superintendent

1. Pharmacist Store Keeper and Store Superintendent are Joint custodian of all main Stores. They are equally responsible for the preparation of Annual Indent, proper receipt, storage, distribution and to ensure the availability of Drugs/ supplies required for the efficient functioning of the Institution. Pharmacist Store Keeper will be personally responsible for the maintenance of all stock registers, issue registers.
2. He/ She will report the complaints about the quality, physical parameters of Drugs and slow moving, stagnant, surplus position of drugs to the Store Superintendent in time.
3. He/ She will conduct periodical physical verification and assist in conducting Annual physical verification.
4. He/ She will scrutinize and consolidate the survey report in KFC Form-21 received from the sub stock custodians for the condemnation of date expired, sub-standard, adulterated, misbranded, spurious, banned drugs

and unserviceable equipment, furniture as per the departmental procedure/ Government order issued from time to time.

5. He/ She shall carry out any professional work entrusted to him/her.
6. A period of not more than 10 days will be allowed for transfer of charge of stock. (Vide Rule 127 Exception 2 of Part I KSR). However, minimum period actually required shall only be utilized for transfer of charge.

Relieved officer shall hand over the Register of registers, All Stock Registers and physical stock to the relieving officer.

Handing over and taken over charge shall be recorded in the registers by the relieved officer and the relieving officer with their full signature and date. Shortage/ Damage shall be recorded and authenticated by the relieved officer and relieving officer in the concerned page of the stock register with the counter signature of the Head of the Institution as on the date of transfer of charge itself.

Relieved officer shall prepare a list of all registers handed over to the relieving officer in triplicate. Both the relieved and relieving officer should affix their full signature with date in the list prepared. Original copy of the list will be given to the head of the institution, duplicate will be with the relieved officer and the triplicate with the relieving officer.

APPENDIX III

DUTIES AND RESPONSIBILITIES OF STORE SUPERINTENDENT

Store Superintendent will be under the administrative control of the Head of the institution. All the Pharmacists and Pharmacist Store Keeper will be under the technical control of the Store Superintendent.

Duties and Responsibilities of the Store Superintendent are classified as follows

- I. Common duties, Educational responsibilities and supervisory function of the Store Superintendent*
- II. Duties and Responsibilities of the Store Superintendent in Store management.*

I. Common duties, Educational responsibilities and supervisory function of the Store Superintendent

All the common duties of the Store Superintendent are the **same** as that of the Senior Pharmacist except the following.

Educational Responsibilities.

1. He/ She will ensure that student Pharmacist are trained according to the Guidelines issued by Kerala State Pharmacy Council.
2. He/ She will conduct periodical meeting of the Pharmacist, Pharmacist Store Keeper to evaluate the functioning of Pharmacy and Store, arrange educational programme..
3. He/ She will participate in in-service training, continuing educational programme of the Kerala State Pharmacy Council and guide/monitor/ assist in Pharmacy research programme with the approval of Government.

Supervisory Function.

1. Store Superintendent will be in over all charge of all the main stores and Pharmacy of the Institution. He /She will be personally responsible for the maintenance of all files and connected records and PSK will be personally responsible for the maintenance of all stock registers, issue registers.
2. He/ She will implement policies suitable for the efficient functioning of the store and Pharmacy and participate actively in formulating drug formulary for the institution.
3. He/ She will act as Liaison Officer between the Pharmacy wing and hospital administration.

4. He/ She will evaluate and forward confidential report of staff under his/ her control.
5. He/ She will maintain attendance register of all the staff working under his/ her control and grant casual leave, compensation leave and weekly off.
6. He/ She will make duty arrangement of Pharmacist, forward all other leave application etc. with specific recommendation /remarks to the Head of the Institution.
7. He/ She will conduct periodical inspection of the Pharmacy, store and ensure that all stock registers, Records, Storage condition etc. are maintained in proper.

II. Duties, responsibilities and supervisory functions of the Store Superintendent in store management.

All Duties and responsibilities of Store Superintendent in Store management are the ***same*** as that of the Pharmacist/ Senior Pharmacist in Store management and all functions are of ***supervisory*** in nature. Store Superintendent and PSK are joint custodians of all main stores.

Store Superintendents are also instructed to refer “Duties and Responsibilities of Pharmacist Store Keeper in Store management in institution where he/ she is under the technical control of the Store Superintendent.”

APPENDIX IV

Duties and Responsibilities of the District Store Verification Officer

1. District Store Verification Officer will be under the Administrative control of the District Medical Officer of Health. As a District level officer of the Pharmacy wing, he/ she shall formulate and implement the policies for strengthening Pharmacy service with the approval of DMOH. He/ She also act as a Liaison Officer between the District Administration and Pharmacists working in the District.
2. He/She will be the Technical Assistant of the DMO (H) on matters related to procurement, storage, distribution, condemnation and disposal. He/She shall offer expert opinion on the reply furnished by the Head of the Institution to PAC report, Accountant General's audit report, Finance Inspection Wing report, Internal audit report etc. , connected with the Store.
3. He/ She will be the member of the Purchase committee, Technical Committee, various programme (where stores are required) implementation committee at the District level. He/ She will scrutinize the proposals in KFC Form 21 for the condemnation and write off of date expired, sub standard, adulterated, misbranded, spurious, banned drugs, unserviceable equipment/ Machinery in compliance with the Departmental procedures, Government orders from time to time and place before the Condemnation Committee.
4. He/she will be the convener of the District Conference of Store Custodians being held in every month at District Medical Office (Health) and initiate steps to solve the problems related to supplies/manpower in consultation with the District Medical Officer. He/she will also convene the meeting of officers in charge of the store as and when required.
5. He/she will conduct continuing education programme periodically by utilizing the service of the experts in the Department and from outside. He/she will nominate the officers for in-service training being conducted by the Department.
6. He/she will be the Chairman/Chairperson of the sub committee for the scrutinization and consolidation of the Annual Indent received from various institutions in the district and place it before the district level committee with specific recommendation/suggestion. Year wise consolidated indent of

the district, institutional level indent, copy of the minutes of the District level committee shall be in his/her custody and will be handed over to the relieving officer with proper acknowledgement.

Stagnant, surplus drugs, idling equipment shall be taken into account while finalizing the consolidated indent of the district & recommends for transferring such items to the needy institution.

7. The prime duty of Store Verification Officer is to conduct periodical and surprise inspection of all main stores, sub store including various sections, units, wings, wards etc of all the institution under the control of DMO(H). Advance tour programme of each month shall be forwarded to ADPS.
8. He/ She will verify whether the Annual Indent was prepared as per the guidelines of Director of Health Services and evaluate/examine the Institutional Store Verification Report.
9. He/ She will cross check **all the receipt** are **correctly accounted** in terms of the supply order, Material issue note No./Invoice with unit value, Name of the manufacturer, Batch No., Date of expiry (where over applicable) and properly stored under the prescribed storage condition.
In the case of equipment/ machinery, it is to be ensured that name of the manufacturer / supplier, make /model, serial No., corresponding page No. of the sub stock register and acknowledgement are entered/ made in the main stock register.
10. In the case of Institutional level purchase, **all the receipt** shall be cross checked with the contingent bills. It is to be ensured that all the payment are effected based on the stock entry certificate of the **Main Store**. (Except materials of IEC activities like poster, banners, boards, various publications/ periodicals etc. dietary article and fuel)
11. He/ She will verify whether the issues made from the main store to various Sub store, Departments, Sections, Units, Wings, Wards, Pharmacy are based on the Sub indent, weekly/ periodical Indent with proper acknowledgement. He/ She will also cross check the main Stock accounts with the sub stock accounts. It is also to be verified that register of Accountable Drugs is maintained with patient details name of the manufacturer, Batch No. and Date of expiry.
12. Whether the slow moving Drugs are reported in time. In the case of surplus, stagnant drugs and idling equipments, verification report should be

in detail pointing out the exact reason for the same and the officer/s responsible for it.

13. Whether the date expired, sub standard, adulterated, misbranded, spurious, banned drugs are kept separately from the supply with clear label on it and properly accounted in the Dead Stock Register with its total value and ensure relevant communications/ circulars/ certificates/ orders are noted in the dead stock register.
14. Whether the frozen Drugs are kept separately from the supply with clear label on it and Stored without affecting its storage condition. If the frozen drug is declared as standard quality, it should be ensured that same is being used. It is also to be confirmed, Date and order of declaring the Drug as frozen, date and order of declaring the Drug as standard quality/ date and order of declaring the Drug as not of standard are noted in the stock register.
15. Whether any action has taken to dispose off of the date expired, sub standard, adulterated, misbranded, spurious, banned Drugs as per the departmental procedure, Government Orders from time to time.
16. Whether any action has taken to condemn the perishable, nonperishable items as per the departmental procedure, Government Orders from time to time.
17. Whether Annual & Periodical verification is done by the concerned officer.
18. Whether there is any loss due to shortage or due to negligence or due to any other discrepancies or due to unavoidable causes like wastage, shrinkage, spilling etc. or due to improper storage condition.
19. He/She will physically verify the stock balance in the presence of the concerned officer or in the presence of an officer authorized by the concerned officer.

20.Verification report should be furnished with following details.

- i. Statement of date expired drugs with its value.
- ii. Statement of drugs bearing date of expiry within six months with its value.
- iii. Statement of Stagnant, surplus Drugs with its value.
- iv. Statement of idling equipments with its value.
- v. Statement of total loss sustained to the Government by various means and the Name, Designation of the Officer/s responsible for it

He/she will also furnish a general report on the overall functioning of the store and Pharmacy by taking into consideration of the following aspects

- a. Storage Area, Storage /cold chain facilities
- b. Receipt and distribution system
- c. Stock accounting and record keeping
- d. Dispensing methodology and public relationship
- e. Any other relevant areas.

Verification report will be submitted to the DMO within two weeks and copy of the report will be forwarded to ADPS.

All the replies furnished by the Head of the Institutions shall be scrutinized by the District Store Verification Officer, based on which DMO(H) may take appropriate action.

21.He/She will correspond with Head of Institution, ADPS on routine matters and sign for District Medical Officer of Health. He/She will grant Casual leave to all the staff under his/her control.

APPENDIX V

State Store Verification Officer

1. State Store Verification Officer will be under the administrative control of the Assistant Director (Pharmacy Service)
2. He/ She will be Technical Assistant to Assistant Director (Pharmacy Service) on matters related to procurement, storage, distribution, condemnation and disposal.
3. He /She will offer expert opinion on the reply furnished by the DMO's to PAC report, AG's audit report, Finance Inspection Wing report, Internal Audit report, etc. connected with the store.
4. He/ She will scrutinize the proposal for the condemnation and write off of date expired, sub standard, adulterated, misbranded, spurious, banned drugs, unserviceable equipment/ machinery in compliance with the departmental procedure, Government orders from time to time.
5. He/she will be the Chairman/Chairperson of the sub committee for the scrutinization and consolidation of the Annual Indent received from the district and place it before the state level committee with specific recommendation/suggestion.

Stagnant, surplus drugs, idling equipment shall be taken into account while finalizing the consolidated indent of the State & recommends for transferring such items to the needy institution.

6. He/She will submit advance tour programme to ADPS. All the instructions /duties to be performed in conducting verification are the same as that of District Store Verification Officer.

7. Performance auditing

To examine /to evaluate verification conducted by the District Store Verification Officer on Random basis, especially of secondary level institution. He/ She will examine the omission, areas not covered/ not specified in the report etc. It is also to be ensured that whether the liabilities fixed are in order after taking into consideration of all aspects.

8. He/She will submit the verification report to ADPS within two weeks.

APPENDIX VI

DUTIES AND RESPONSIBILITIES OF STORES OFFICER (FW)

1. Stores Officer(FW) will be under the administrative control of Additional Directorate of Health Services(FW).He/She will be the Technical Assistant to Additional Director of Health Services (FW) on matters related to procurement, storage, distribution, condemnation and Disposal.
2. He/She will be the member of the Purchase Committee, Technical Committee, Committee of condemnation etc.
3. He/ she will assist the Additional Director of Health Services (FW) in preparing the proposal for various projects/programmes of Family Welfare being implemented by the Government/ Department from time to time.
4. He/She will takes steps for strengthening the infrastructure required for the Store. Proposal will be in concrete by taking into consideration of all the statutory guidelines, existing nature of building, storage area, availability of storage facilities etc. He/ She should also ensure Electrical supply, Lighting, Temperature, Humidity, Ventilation etc. are appropriate for the storage of inventories.
5. He/She will take steps to install and maintain Fire Extinguishers, Fire detection equipments. If required, surveillance or monitoring equipments will also be installed to protect the inventories from theft or possible damage by anti social elements
6. He/She will be responsible for the overall cleanliness of the Store, for which he/she can utilize the service of cleaning Staff and equipment of the Directorate. He/She will conduct frequent inspection and ensure that there is no leakage of rain water, entry of rodents, termites, pests etc. and to take preventive measures in case of any such events. Proper precaution shall be taken to avoid contamination of inventories while doing pest control activities.
7. He/ She is the custodian of State FW Store and will be responsible for the preparation of Annual Indent, Proper receipt, storage, distribution and maintenance of all stock registers, files and records.
8. He/ She shall take all possible measures to ensure the availability of Drugs and Supplies required for the FW activities in the state.

He/ She will constantly monitor the flow of supplies IN and OUT. In the case of short supply or expecting shortage of supply or any item fall below the

buffer stock level, same shall be brought into notice of the Additional Director of Health Services (FW) well in advance with proper documentation and sort out the deficiency /short supply by transferring the stock of stagnant, surplus, slow moving supplies in District / Regional FW Store. He/ She will issue Non Availability Certificate as and when required for the Local purchase to district/ regional FW Store.

9. He/ She will collect scrutinize and consolidate the Annual Indent received from the districts.

In the case of any over writing or correction in the indent, same shall be got authenticated by district level officers with his /her dated full signature.

Indent shall be scrutinized with previous years consumption, balance in stock, buffer stock, various factors for an increase or decrease in the quantity etc.

All the anomalies like over estimation, under estimation, variation in strength, unit/ pack size, specification, quantity in figure, words etc. shall be documented and will be placed before the State level committee. Year wise Annual Indent approved by the Additional Director of Health Services (FW), District indents, and copy of the minutes of the meeting shall be kept in separate file.

In the case of equipment/ Machinery, DMO should certify that the required manpower and infrastructure are readily available as on the date of submission of the indent. Stores Officer (FW) shall not process the indent without such certification.

10. All the articles received in the store except items from the Stationery Department, Material for IEC activities like posters, banners, boards, various publications /periodicals etc, and fuel shall taken into stock by him/her.

He/ She shall maintain **GOODS INWARD REGISTER**. Supplied goods shall be first cross checked with the indent, then with the supply order, inspection note/invoice/voucher in terms of quantity, unit value, total value, specification and other terms and conditions of the supply order.

If there is any shortage or damage in the supply of Drugs/Supplies or deviation in the specification or Batch No. or expiry date or labeling or physical parameters, same shall be immediately communicated through TOLL FREE NO. if any or by e-mail to the concerned and to the Additional Director of Health Services (FW), who will in turn report to the

procurement authority/ supplied authority/ supplied firms/ Transporting agents/Insurance Company depending upon each case.

Any equipment/ Machinery which does not conform to specification or to approved sample or which is different from those ordered for or which is damaged or defective in any respect shall also be communicated on the above lines.

He/ She shall obtain certification from the Senior most officer/s of the FW wing stating that "equipment/ machinery supplied is as per the specification in the supply order and working satisfactory". Without such certificate, goods shall not be taken into stock by the custodian.

In the case of higher end equipments/ Machinery/ Furniture service of the Technical assistance from the nearby Government Engineering College/ Polytechnic/ ITI may also be utilized so as ensure supplied items conform to specification.

Inspection Note/Invoice/ Voucher with stock entry certificate shall be forwarded to the concerned purchase section with proper acknowledgement for affecting payment or for onward transmission to the concerned at the earliest.

11.He/ She shall comply the storage condition as laid down in the schedule –P of the Drugs & Cosmetics Rules – 1945 and the subsequent amendment thereof from time to time. The stock will be arranged in a alphabetical order by Generic name or by dosage form or by any system, by which the product can be early identified/ located. Narcotic Drugs, Poisons, Alcohol, Alcoholic Preparation shall be stored in the safe custody with lock a key. Basic principles like FEFO or FIFO shall be complied depends upon the items.

Date expired, sub-standard, Adulterated, misbranded, spurious, banned drugs shall be kept out separately from the supply with clear label on it. These items are to be carried over to the dead stock register. Inspection Note No./Invoice No./Voucher No. and date, details of relevant communications, certificates, orders, Quantity, Unit Value, Total Value name of the manufacturer, name of the supplier, Batch No. Date of expiry should be recorded in the register.

He/ She shall use the Refrigerator, Walk in Cooler, other cold chain Equipments in his/ her custody according to the standard guidelines for its operation.

In the case of any break down, same shall be immediately reported to the Additional Director of Health Services (FW) with a copy to CCO. All precaution should be taken in stocking the inflammable items.

12. He/ She will be in charge of supply to District /Regional FW Store. Availability of stock, expecting shortage of the stock, utility factor etc. shall be taken in to account before the issue. Name of the manufacturer, Batch No. and Date of expiry shall also be noted in the issue note.

When equipments are issued, He/She should also ensure unit cost, make, model, serial Number of the equipment/ machinery are noted in the issue note.

Copy of the supply order/work order shall also be given to the receiving officer so as know the terms and condition of the warranty/AMC/CAMC etc.

13. Whenever there is any complaint about the quality of drugs or physical parameters, he/ she shall communicate the same to the Additional Director of Health Services (FW), who will in turn report to the State Drugs controller, procurement authority, supplied authority, supplier etc. If the complaint is serious, entire usage of the Drug shall be stopped with the consent of the Additional Director of Health Services (FW) and such drug should be kept separately without affecting the storage condition. Further usage should be done only after getting the intimation from the Drug control authorities declaring the Drug as standard Quality. Date and order of declaring the drug as freezed, date and order of declaring the drug as standard/ not of standard quality are to be recorded in the stock register.

Whenever the drug control authorities requires any drug for testing or any records in support of the procurement, distribution or transfer of Drugs, same shall be provided to them immediately and records in this regard shall be maintained properly.

14. He/ She will constantly visit the website of the Department, Ministry of Health and Family Welfare Government of India, Drugs control department, procurement authority and communicate the details of Sub standard, adulterated, misbranded, spurious, banned drugs to all the DMO's. Any freezed drugs are released for supply, same shall also be communicated to DMO's and ensure those drugs are being used in the district.

15. He/ She shall communicate the status of slow moving Drugs to the Additional Director of Health Services (FW), at least Eight months before the

date of expiry, (It is to ensure 6 months time from the date of the Circular of Additional Director of Health Services (FW) to the date of expiry) who will in turn report to the Government of India.

16. He/ She will give receipt for the goods received from other institution and issue gate pass(in triplicate) for transfer with the counter Signature of the Additional Director of Health Services (FW).
17. Periodical physical verification will be focused particularly on ACCOUNTABLE DRUGS. He/She shall conduct Annual physical verification as on March 31st in the presence of the Additional Director of Health Services (FW) and certificate to that effect will be recorded in the stock register with the counter signature of the Additional Director of Health Services (FW).
18. He/ She will scrutinize the proposal for the condemnation and write off of date expired, sub standard, adulterated, misbranded, spurious, banned drugs, unserviceable equipment/ machinery in compliance with the departmental procedure, Government orders from time to time.
19. A period of not more than 10 days will be allowed for transfer of charge of stock. (Vide Rule 127 Exception 2 of Part I KSR). However, minimum period actually required shall only be utilized for transfer of charge.

Relieved officer shall hand over the Register of registers, All Stock Registers, files, records and physical stock to the relieving officer.

Handing over and taken over charge shall be recorded in the registers by the relieved officer and the relieving officer with their full signature and date. Shortage/ Damage shall be recorded and authenticated by the relieved officer and relieving officer in the concerned page of the stock register with the counter signature of the Additional Director of Health Services (FW) as on the date of transfer of charge itself.

Relieved officer shall prepare a list of all registers and files handed over to the relieving officer in triplicate. Both the relieved and relieving officer should affix their full signature with date in the list prepared. Original copy of the list will be given to the head of the institution, duplicate will be with the relieved officer and the triplicate with the relieving officer.

FILES AND RECORDS

Records connected with year wise Annual Indent, Audit objection register, PAC report, Inspection report of Ministry of Health and Family Welfare GOI, Accountant General Audit report, Finance Inspection Wing report, Store Purchase Department inspection report, Vigilance Enquiry report, Store Verification Report, Internal Audit Report. All records, communication with Ministry of Health and Family Welfare GOI. All the records, communication, connected with the Drug control Department, communication in connection with complaints about the Quality, Physical parameter of Drugs, all communication received in connection with the substandard, adulterated, misbranded, spurious, banned drugs, frozen items etc. from various sources. Year wise supply order, Inspection Note, Invoices, Voucher etc.

APPENDIX VII
Duties and Responsibilities of Stores Officer
(Government Medical Stores)

Stores Officer (Government Medical Store) will be under the Administrative control of Addl. Director of Health Services (Medical).

1. He/she will be the Technical Assistant to Addl. Director of Health Services (Medical) on matters related to purchase of all articles required for Health Services.
2. He/she will prepare proposal for all the programmes coming under the direct control of Addl. Director of Health Services (Medical).
3. He/she will scrutinize the proposal received from the subordinate institution for Administrative Sanction and Purchase Sanction. He/she will scrutinize the proposal for ratification of purchase.
4. He /She will offer expert opinion on the reply furnished by the DMO's to Store Purchase Department Inspection report, etc. connected with the purchase.
5. He/she will examine the contract settled by the various Head of the institution on random basis. Assistance of Ministerial Staff of the Directorate will be utilized for this purpose. He/she will also conduct surprise inspection of any stores under Health Service.
6. He/She will correspond with subordinate institutions on routine matters and sign for Director of Health Services. He/She will grant Casual leave to all the staff under his/her control.
7. He/she is the drawing and disbursing officer of establishment pay bills, TA bills of the staff under the Government Medical Stores and contingent bills related to the store.

APPENDIX VIII

Duties and Responsibilities of Assistant Director

(Pharmacy Services)

1. Assistant Director of Pharmacy Service will be under the administrative control of the Additional director of Health Services (Medical).
2. He/She will advise Additional Director of Health Services (Medical) on all establishment matters relating to staff under Pharmacy and medical Supplies wing.
3. He /She will offer expert opinion on the reply furnished by the DMO's to PAC report, AG's audit report, Finance Inspection Wing report, Internal Audit report, etc. connected with the store. He/She will also scrutinize the proposal for condemnation & offer appropriate recommendation.
4. He/she will supervise the scrutinization and consolidation of Annual Indent received from the District.
5. He/She will formulate various Stock registers, forms etc. necessary for the efficient functioning of stores.
6. He/She will formulate and implement a standard operating system (SOP) and suggest measures for the scientific management of stores.
7. He/She will conduct surprise inspection of any store under Health Services.
8. He/She will evaluate the performance of Pharmacy wing in institutions and suggest measures for improvement.
9. He/ She will recommend transferring slow moving, stagnant, surplus drugs and idling equipments to needy institutions.
10. He/She will convene periodical meeting of Store Verification Officers to evaluate their performance and suggest modifications to improve the quality of work.
11. He/She will correspond with subordinate institutions on routine matters and sign for Director of Health Services. He/She will grant casual leave to all the staff under his/her control.

Educational responsibilities

1. He/She will organize educational programmes for Store verification officers.
2. He/She will arrange in-service training for Pharmacists and other officers under Pharmacy wing.

Additional Director of Health Services(Medical)