

86921



KERALA MEDICAL SERVICES CORPORATION LTD.,

(Dept. of Health & Family Welfare, Govt. of Kerala)

Thycaud P.O., Thiruvananthapuram-14

Tele Fax No : 0471-3045647,

0471-2337353, 0471-3045646

Email id : edrugs@kmscl.kerala.gov.in

CIN-U24233KL2007SGC021616

Essential Drugs Division
No.KMSCL/DRG/ED/757/2017

www.kmscl.kerala.gov.in

Date : 27.09.2017

MANAGING DIRECTOR

The Director of Health Services
Thiruvananthapuram

Madam,

Sub :- KMSCL – Preparation of annual indent of drugs/supplies for the year 2018-19 - Revised List and guidelines for Indent preparation- Forwarded - reg.

Ref :- 1. This office letter of even no. dated 22.09.2017.
2. Meeting held on 26.09.2017 at Mascot Hotel, Trivandrum.
3. G.O.(Rt) No. 2800/2016/H&FWD dated 18.10.2016.

Attention is invited to this office letter referred 1st above, regarding the submission of annual indent for the year 2018-19.

In order to ensure the availability of essential drugs/supplies in all Health care Institutions by April 2018 & 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. A meeting has been conducted on 26.09.2017 at Mascot Hotel, Trivandrum on Preparation of Annual Indent for the year 2018-19.

As per the decisions of the meeting, the Revised list of drugs/supplies to be procured for institutions (Primary & Secondary level institutions) under the Directorate of Health Services including indent for Sabarimala Pilgrim Project/Mental Health Programme/KSACS to the needy districts through KMSCL are forwarded herewith. You are requested to furnish the final consolidated District wise annual indent with differential institutional indent of the same.

Revised template for submission of annual indent for primary level and different classes of secondary level health care institutions is as below;

Sl.No.	Institutions	Description	Category	No. of items in 2018-19 drug list
1	PHC & FHC	Primary level institutions without IP care	P	266
2	24 x 7 PHC & CHC	Primary IP care without any specialty departments	S1	330
3	THQH, GH & DH	Specialty care institutions	S2	560
4	THQH/GH/DH with Cancer clinics	Specialty care with oncology units/day care cancer therapy units	S3	633

- 1) For the sake of indent preparation all the Public Health Laboratories under DHS is to be treated as S2 level secondary institutions and are entitled to submit their indent against 560 items.
- 2) Separate indent for Sabarimala Pilgrim Project to the needy districts has to be furnished for the required items in the list of 560 items for S2 level secondary institutions.
- 3) Annual indent of the drugs for Mental Health Programme has to be furnished in the revised list of 50 items attached.
- 4) It shall be the responsibility of the Institutional Head to ensure the submission of realistic, demand based, prioritized annual indent 2018-19 through the Head of Departments (DHS/DME/SMD NHM).
- 5) There will not be any opportunities for re-submission of additional indent for the year 2018-19 unless otherwise specified.
- 6) 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 2018-19.
- 7) 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 21st October 2017 so as to initiate the tender process in time.
- 8) 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.
- 9) 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.

- 10) It shall be the responsibility of the District committees to optimize the District level indents within the financial caps of the Districts.
- 11) The District scrutinizing committee in case of DHS will have the privilege of indent optimization of institutions within the financial cap of District.
- 12) The District scrutinizing committee also has the privilege to categorize the institutions in the Secondary level according to their actual needs.
- 13) An affidavit shall be submitted by the District Medical Officer on behalf of each District indenting, stating the no. of institutions in each category (P, S1, S2, S3) along with the list of institutions in each category.
- 14) 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.
- 15) 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 **21st October 2017**.
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 **21st October 2017**.
- 16) The District wise annual indent of Mental Health programmes prepared by the District Mental Health teams based on the Mental Health Registry should be scrutinized by the District committee.
The institution wise annual indent consolidated by the District committee shall be scrutinized by the District Medical Officer and approved District wise indent shall be forwarded to State Nodal Officer, MHP.
The District wise annual indent has to be scrutinized by the State Nodal Officer, MHP before submitting the same to the Director of Health services for authentication.
The hard copy and soft copy in the excel format of the final consolidated District wise annual indent for Mental Health Programmes for the year 2018-19, duly

authenticated by DHS has to be forwarded to the KMSCL Head office on or before 21st October 2017.

Annual indent of Mental Health programmes in all Districts should not be mixed up with the institutional indents.

17) The authenticated (approved by DHS) hard copy and soft copy in the excel format of the final consolidated District wise annual indent for the year 2018-19 with differential institutional indent for the institutions of KSACS has to be forwarded to the KMSCL Head office on or before 21.10.2017 positively.

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 2017-18/Upcoming availability of specialties at the institutions, so as to arrive a realistic indent.

Any alteration in drug code, drug name and specification in the excel format for furnishing annual indent 2018-19 is not permissible.

The authenticated (approved by DHS) hard copy and soft copy in the excel format of the final consolidated District wise annual indent for the year 2018-19 with differential institutional indent has to be forwarded to the KMSCL Head office on or before 5.00 PM, 21.10.2017 positively.

A copy of the Annual indent 2018-19 (hard copy and soft copy in the excel format) have to be furnished to the concerned district warehouses of the Corporation on or 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,


MANAGING DIRECTOR


Encl:-

1. List of drugs/supplies for Primary/Secondary level institutions (633).
2. List of drugs/supplies for Sabarimala Pilgrim Project (560).
3. List of drugs/supplies for institutions under KSACS (560).
4. List of drugs for Mental Health Programme (50).



Edt. No. MSA₂/67688/17/DHS, Dtd. 28/9/17

Copy of the letter Communicated to all District Medical officers, you are directed to Comply the instructions Strictly.


For DHS

To

The District Medical Officer
Thiruvananthapuram / Kollam / Putharamthitta / Alappuzha /
Kottayam / Idukki / Ernakulam / Thirissur / Palakkad /
Malappuram / Kozhikode / Wayanad / Kannur / Kasargod


2019