

**SPEED POST**



DIRECTORATE OF HEALTH SERVICES  
Vanchiyoor.P.O., Thiruvananthapuram. Pin – 695035  
Ph:0471-2302490 Fax: 0471-2303025/2303080  
Email: [dhsKERALA@gmail.com](mailto:dhsKERALA@gmail.com)  
Website: [www.dhs.kerala.gov.in](http://www.dhs.kerala.gov.in)

No MSA2/80135/2018/DHS

Dated: 05/10/2018

From

The Director of Health Services

To

The District Medical Officer (Health)  
Thiruvananthapuram/Kollam/Pathanamthitta/ Alappuzha/ Kottayam/  
Idukki/Ernakulam/Thrissur/Palakkad/Malappuram/Kozhikode/ Kannur/  
Wayanad/Kasaragod.

Sir,

Sub:- H.S. D- Direction for submitting the Annual Indent of Drugs/  
Supplies for the year 2019-2020-reg.

Ref: - 1) Letter No. KMSCL/DRG/ED/833/2018. Dated: 01/10/2018.  
(General Guide lines).  
2) Letter No. KMSCL/DRG/ED/833/2018. Dated: 01/10/2018.  
(Anti-Haemophilia Drugs)  
3) Circular No.MSA2/80135/2018/DHS. Dated: 05/10/2018.

- (1) You are directed to submit the Annual Indent of Drugs/Supplies for the year 2019-2020, vide above cited reference which is self explanatory.
- (2) Peripheral Institutions & District Medical Officers are directed to furnish the certificate in the prescribed format that the Indent is within the **allotted financial cap**. Format is given in the above cited circular.
- (3) There is **no** Financial Cap for the Indent of Mental Programme and Anti-Haemophilia Drugs.
- (4) Peripheral Institutions are directed to submit **(2) sets** of Hard copy & soft copy of the Indent to District Medical Officer.(Refer circular for details)
- (5) Last date for submitting the peripheral Institutions Indent may be fixed by the District Medical Officer.

- (6) District Medical Officers are directed to submit the Indent to this office on or before **20.10.2018** as detailed below.
- (a) One set of Hard copy of the consolidated indent of the District with the prescribed certificates.
  - (b) One set of Hard copy of the consolidated Indent of Sabarimala pilgrim project with the prescribed certificate.
  - (c) One set of Hard copy of the Indent for Mental Health Programme
  - (d) One set Hard copy of the Indent for Anti Haemophilic Drugs.
  - (e) Soft Copy of all the above Consolidation.
  - (f) Soft Copy of the **Institution wise** consolidated Indent of the above .
  - (g) Certificate of **actual** List of Category of Institution  
(Refer Circular for details).
- (7) As directed in para 13 of KMSCL letter, one set of Hard Copy & Soft Copy of the Indent for Mental Health Programme shall also be submitted to State Nodal Officer, Mental Health Programme.

Thanking you Sir.

Yours Faithfully,

For Director of Health Services.

Encl: (Enclosures may be downloaded from the Website of DHS)  
(1) KMSCL letter dtd 01/10/2018 (Two Letters)  
(2) Circular dtd 05/10/2018.

Copy to:-  
State Nodal Officer- MHP.



3/10/18  
MSA

80167

**KERALA MEDICAL SERVICES CORPORATION LTD.,**  
(A Govt. of Kerala Undertaking)  
Thycaud P.O., Thiruvananthapuram-14  
Tele Fax No : 0471-2945647,  
0471-2945600, 0471-2945646  
Email id : [edrugs@kmscl.kerala.gov.in](mailto:edrugs@kmscl.kerala.gov.in)  
CIN-U24233KL2007SGC021616

Essential Drugs Division  
No. KMSCL/DRG/ED/833/2018

[www.kmscl.kerala.gov.in](http://www.kmscl.kerala.gov.in)

Date : 01.10.2018

**THE MANAGING DIRECTOR**

**The Director of Health Services**  
Thiruvananthapuram

Madam,

Sub :- KMSCL- Preparation of Annual indent of Drugs/Supplies for the year 2019-20 – List and guidelines for Annual Indent Preparation- forwarded - Reg

In order to ensure the availability of essential drugs/ supplies in all Healthcare institutions during the year 2019-20, the procurement process of the same has to be initiated immediately to effect the supplies on time.

The list of drugs/ supplies to be procured for the institutions (primary and secondary level institutions) under the Directorate of Health Services including indent for Sabarimala pilgrim project and Mental health programme to the needy districts through KMSCL are forwarded herewith. You are requested to furnish the final consolidated districtwise annual indent with differential institutional indent of the same.

The template for submission of annual indent for primary level and different classes of secondary level healthcare institutions is as below;

SL No.	Institutions	Category	No. of items in 2019-20 drug list
1.	PHC & FHC	P	263
2.	24x7 PHC & CHC	S1	327
3.	THQH, GH & DH	S2	556
4.	THQH/GH/DH with Cancer clinics	S3	629
5.	Mental Health Programme	MHP	50

1. It shall be the responsibility of Institutional Head to ensure the submission of realistic, demand based, prioritized annual indent 2019-20 through the Head of Departments (DHS/DME/SMD NHM).
2. It shall be the responsibility of Head of Departments, District and Institutional Heads to ensure the realistic, demand based indent preparation limiting to the financial cap for the year 2019-20.
3. There will not be any opportunities for resubmission of additional indent for the year 2019-20 unless otherwise specified.
4. The Head of Departments should see that the consolidated authenticated annual indents of the institutions under their jurisdiction are being submitted to the Managing Director, KMSCL on or **before 24<sup>th</sup> October 2018**, so as to initiate the procurement process in time.
5. All institutions are requested 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.
6. A District Level 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 annual indents of the institutions under Directorate of Health Services are 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.
7. There shall be a financial ceiling for each and every institutions based on their annual indent value / issue / utility / current available stock / upcoming clinical specialities at the institutions etc.

8. The District level committee will have the privilege of indent optimization of institutions within the financial cap of District and have the authority to reappropriate the institutional financial allotments within the districtwise allotted financial ceiling limit. It shall be the responsibility of the District level committees to optimize the District level indents within the financial caps of the Districts.
9. The District scrutinizing committee also has the privilege to categorize the institutions in the Secondary level according to their actual needs.
10. An affidavit shall be submitted by the District Medical Officer on behalf of each District indenting, stating the number of institutions in each category (P, S1, S2, S3) along with the list of institutions in each category.
11. 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.
12. The final consolidated District wise annual indent with differential institutional indent of drugs/supplies to be procured for the primary, secondary level institutions are to be submitted to the Corporation on or before **24<sup>th</sup> October 2018**. Separate annual indent of the drugs for Sabarimala Pilgrim Project to the needy districts limited to the allotted District Financial cap are to be submitted through the DHS on or before **24<sup>th</sup> October 2018**.
13. 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 Level Committee and are to be submitted through the DHS on or before **24<sup>th</sup> October 2018**. The institution wise annual indent consolidated by the District Level 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 of the Mental Health Programmes 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 2019-20, duly authenticated by DHS has to be forwarded separately to the KMSCL Head

Office on or before 24<sup>th</sup> October 2018. Annual indent of Mental Health Programmes in all Districts should not be mixed up with the institutional indents.

14. Any alteration in drug code, drug name and specification in the excel format for furnishing annual indent 2019-20 is not permissible.

15. 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 2019-20 with differential institutional indent has to be submitted to the KMSCL Head Office on or before 5.00 PM, 24<sup>th</sup> October 2018.

16. A copy of the Annual indent 2019-20 (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 for uploading the same in DDMS Software.

17. 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

Copy to:

1. State Nodal Officer, Mental Health Programme.
2. District Medical Officer (H) – All Districts
3. District Programme Managers – NHM- All Districts
4. District Warehouse Managers, KMSCL – All Districts

Enclosures:

1. List of drugs/supplies for Primary/Secondary level institutions (629 items).
2. List of drugs/supplies for Sabarimala Pilgrim Project (556 items).
3. List of drugs/supplies for institutions under KSACS (556 items).
4. List of drugs for Mental Health Programme (50 items).

Endt: No. MSA2/80135/18/DHS, DH. 05/10/2018

Copy of the letter endorsed to all District Medical Officers (Health) for information & for urgent necessary action.

To,

The District Medical Officer (Health)  
Thiruvananthapuram / Kollam / Alappad / Pathanamthitta / Kottayam /  
Idukki / Ernakulam / Thrissur / Palakkad / Kozhikode /  
Malappuram / Wayanad / Kannur / Kasargod

2/5/10

For DHS



3/10/18  
msA 80166

**KERALA MEDICAL SERVICES CORPORATION LTD.,**  
(Dept. of Health & Family Welfare, Govt. of Kerala)  
Thycaud P.O., Thiruvananthapuram-14  
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Email id : [edrugs@kmscl.kerala.gov.in](mailto:edrugs@kmscl.kerala.gov.in)  
CIN-U24233KL2007SGC021616

Essential Drugs Division  
No.KMSCL/DRG/ED/833/2018

[www.kmscl.kerala.gov.in](http://www.kmscl.kerala.gov.in)

Date : 01.10.2018

**MANAGING DIRECTOR**

The Director of Medical Education,  
Thiruvananthapuram

✓ The Director of Health Services,  
Thiruvananthapuram

Madam,

Sub :- KMSCL – Procurement of Anti Haemophilia Drugs for the year 2019-20 –  
Preparation of annual indent – Request forwarded - reg.

Government vide G.O (Ms) no. 337/2014/H&FWD dated 29.11.2014 has included the Anti-Haemophilia Factor VIII, IX and FEIBA required for the haemophilic patients in the essential drug list.

The lists of Anti Haemophilia Drugs to be procured for various institutions under DME & DHS through KMSCL are forwarded herewith.

The authenticated (approved by the Director of Health Services / Director of Medical Education) hard copy and soft copy in the excel format of the final consolidated District wise annual indent of Anti Haemophilia Drugs for the year 2019-20 with differential institutional indent has to be forwarded to the KMSCL Head office on or before 5.00 PM, 24<sup>th</sup> October 2018.

Yours faithfully,

**MANAGING DIRECTOR**


Encl: List of 3 Anti Heamophilia drugs

List of Anti Haemophilia Drugs for the year 2019-20

Sl.No	Drug Code	Drug Name	Strength	Unit	Annual Indent 2019-20
1	D12025	FACTOR VIII INHIBITOR BYPASSING AGENT (FEIBA)	500 IU	1 No	
2	D12024	HUMAN ANTI HAEMOPHILIC FACTOR IX	500- 600 IU	1 No	
3	D12023	HUMAN ANTI HAEMOPHILIC FACTOR	250-400 IU	1 No	

Endt: No. MSA2/80135/18/DHS, Dtd. 05/10/2018

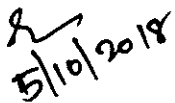
Copy of the letter endorsed to all District Medical officers' (Health) for information & for Urgent necessary action.

  
For, DHS

To,

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

  
5/10/18

  
5/10/2018





**DIRECTORATE OF HEALTH SERVICES**  
Vanchiyoor.P.O., Thiruvananthapuram. Pin - 695035  
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Email: [dhsKERALA@gmail.com](mailto:dhsKERALA@gmail.com)  
Website: [www.dhs.kerala.gov.in](http://www.dhs.kerala.gov.in)

No MSA2/80135/2018/DHS

Dated: 05/10/2018

**CIRCULAR**

Sub:- Guidelines for the preparation of Annual Indent of Drugs and Supplies for the year 2019-2020-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
- b) Pharmacist Store Keeper (In institution where the post of Store Superintendent does not exist)
- c) Senior Pharmacist (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 **Essential list** of Drugs and Supplies for 2019-2020.

1. They should know the strength, unit, specification of each item.
2. Specification and **unit** of sutures, surgical disposables, lab items, x-ray items etc. should be given due importance.
3. **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, 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.

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, 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/s with their/his/her name/s, Designation/s with 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.

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. Decision of the Head of the Institution shall be final in all aspects.

**Four sets** (2 sets to be kept in the institution & 2 sets to be submitted to DMO) 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 shall 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 will be kept in the concerned **section of the office**.

**One set** of 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 DMO(H)**

In the another **Two sets** of consolidated indent of the institution, which are to be submitted to DMO(H), **Chairman/Chairperson and Convener shall 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.

**Format of Certificate to be furnished by the Head of the Institution.**

I, Indenting Officer of .....(name of the institution) have thoroughly scrutinized the strength, unit specification of each item and prepared the institutional indent/Sabarimala Pilgrim project\* indent based on the sub-indent, balance in stock, buffer stock, various factors for an increase or decrease in quantity etc. and certify that the indent is within the allotted financial cap of Rs.....(figures)

-Sd-with Date

Name

Superintendent/Medical Officer

N.B: If the allotted fund is not fully required, balance fund available shall be noted in the certificate and the same shall be modified accordingly.

\*Score off, if not indented

**Two sets** of the consolidated indent of the institution, **soft copy in Excel format** shall be submitted to the DMO(H) 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 DMO(H). Name of the Officer in charge of the store and his/her mobile number shall also be noted in the indent. (**Two sets**- one to be kept at DMO(H), one to be returned to the institution after the approval of DMO)

#### **DISTRICT LEVEL COMMITTEE**

1. Additional/Deputy DMO – Chairman/Chairperson
2. District Programme Manager (NHM)
3. Store Verification Officer (Convener)
4. District Drug Warehouse Manager (KMSCL)
5. Required No. of Store Superintendent/PSK from GH/DH/THQH
6. PSK - Store Verification Team

As this work is to be completed in a time bound manner, District Medical Officer should Post a Data Entry Operator and required number of Pharmacist.

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

All the decision of the District level committee shall be minuted, including the dissenting note, if any, with regards to inclusion or exclusion of any item or quantity etc. Decision of the DMO(H) shall be final in all aspects.

**Three sets** of consolidated indent of the district will be prepared. (**Three sets** –one to be sent to DHS, One to be sent to District Ware house of KMSCL, and one to be kept at DMO). Total average number of OP in the District, Total average number of IP in the District shall be specified in the consolidated indent. **The District Medical Officer (Health) and district Store Verification Officer shall sign in all the pages of the indent and in the last page, all the members of the District Level Committee should affix the Name, Designation and full Signature with date. District Medical Officer (Health) should furnish a certificate in the following format.**

#### **Format of the Certificate to be furnished by DMO(H)**

I, Indenting Officer of .....(name of the District) have thoroughly scrutinized the strength, unit specification of each item and prepared the District indent/Sabarimala Pilgrim project\* indent based on the Institutional indents and certify that the indent is within the allotted financial cap of Rs.....(figures)

-Sd-with Date

Name

District Medical Officer(H)

\*Score off, if not indented

### **Submission of District Indent to DHS**

**One sets** of consolidated annual indent of the **District, indent of the Sabarimala Pilgrim project, indent of Mental Health Programme, Indent of Anti Haemophilic drugs with soft copy(as per the letter of the DHS dated 05.10.2018) in Excel Format** will be submitted to **Director of Health Services with the certificate on the above lines.**

### **Submission of Category Certificate**

DMO shall furnish a Certificate stating the Name of All Institution with **actual** Category (P, S1, S2, S3).

If there is change in the Category of the Institution, reason for the same shall also be specified in the Certificate. If the Category is changed without any specific reason, Indent of the Institution will **not** be considered.

### **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
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, etc and confirm district indent is within the allotted financial cap.

All the anomalies like over estimation, under estimation, variation in strength, unit, specification, quantity 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. **Two 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 indent of the State, Indent of the Sabarimala Pilgrim Project, Indent of Mental Health Programme, Indent of Anti Hameophilic drugs, Annual indent of the districts, Minutes of the meeting will be kept in the concerned Section at DHS Office.

**One set** of approved consolidated indent of the State, Indent of the Sabarimala Pilgrim Project, Indent of Mental Health Programme, Indent of Anti Hameophilic drugs, with soft copy in Excel Format will be submitted to KMSCL for further process.

Sd/-  
Dr. Bindu Mohan  
Additional Director of Health Services(Medical)

To

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

Copy to:-

1. The Additional Chief Secretary, Health & Family Welfare Department(With C/L)
2. The Principal Accountant General(Audit), Kerala, Thiruvananthapuram.
3. The Accountant General(A&E) Kerala, Thiruvananthapuram.
4. The Managing Director, KMSCL (With C/L)