

**JOINT PROCEDURE ORDER No.02/2016**


Sub: Processing of Pharmaceutical Bills (Medical Stores) for timely payment - reg.

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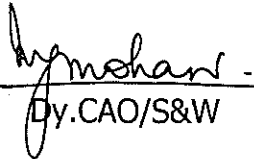
There were complaints regarding delays in processing of supplier's bills for supply of medicines. The following System is to be implemented by the departments involved for timely payment say in 15 days of receipt of pharmaceutical bills which in turn improve the availability of medicines in Health units.

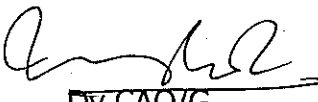
**I. MEDICAL DEPARTMENT:**

1. Verification and passing of bills at pharmacy stores should be completed within 3 working days.
2. Segregation and handing over of bills by APHO/Stores Pharmacist to OS of MD's/CMS's/ACMS's office should be completed within 3 working days.
3. Verification by Sr.D.A and Signature of Stores Incharge Doctors at MD's/CMS's/ACMS's office shall be completed within 3 working days.
4. On-line registration by OS of MD's/CMS's/ACMS's office should be completed within 3 working days.
5. Consignee shall observe and take action on the various provisions indicated in the Purchase Order. If the concerned official (at pharmacy or MD Office/CMS office) is not available, alternative official nominated should process the bills. MD /CMS shall make standing alternate official nominated.
6. Bills shall be certified by the OS/Budget of Medical dept. for fund availability based on allocation and balance grant available & supported by necessary entries in the liability register.
7. Then they shall be submitted to the Bills paying section (Expenditure section) along with a list of the bills, in five copies, on every alternate day.
8. On receipt of bills returned from Accounts on grounds of the fund certification being erroneous, the OS/Budget of Medical dept. shall reverse the relevant certification made earlier on the bill and also rework the balance available in the liability register.

  
Dy. CMM/G  
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Dy. CMD/H&FW

  
Dy. CAO/S&W

  
Dy. CAO/G

9. On receipt of bills returned from Accounts on grounds of they not being payable after internal check, the OS/Budget of Medical dept. shall reverse the relevant certification made earlier on the bill and also rework the balance available in the liability register.

II. ACCOUNTS DEPARTMENT:

(A) VETTING OF POs:

1. Stores Finance Office should upload the details of all POs released for the information of Sr.DFMs/Bill Paying Authorities in the South Central Railway website at Accounts Department → Stores Finance Section (the details of link is [www.scr.indianrailways.gov.in/view\\_section.jsp?lang=o&id=0,1,383,384,1880](http://www.scr.indianrailways.gov.in/view_section.jsp?lang=o&id=0,1,383,384,1880)). It is the responsibility of the Sr.DFMs/Bill Paying Authorities to collect all the POs appearing in the website from the Stores Finance section. With this procedure there should not be any occasion for returning of bills for want of PO copy from Stores Finance.

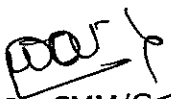
(B) BILL PAYING & BUDGET CERTIFICATION:

1. On receipt of these bills in the bill paying section, the same shall be acknowledged on one of the five copies of the list and handed over immediately to the Medical dept.

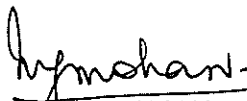
2. Then, this bill paying section shall enter the details only in the AU6 module of AFRES on priority and the 10 day reports shall be generated from this only.

3. Subsequently, these bills along with four copies of the list, will be handed over to the S.O. (A)/Budget for validating the fund certification by the OS/Budget of Medical dept.

4. The SO (A)/Budget shall examine the correctness of the certification bill-wise and validate the certification wherever found correct & make entries in the liability register maintained at his/her end.

  
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Dy. CAO/S&W

  
Dy. CAO/G

5. For cases where the certification by O.S/Budget of Medical dept. is found not admissible, an endorsement to this effect shall be made on all the four copies of the list against the said bills and all the bills along with three copies of the list shall be returned to the bill paying section.

6. The bill paying section shall return the un-certified bills along with one copy of the list to the medical dept immediately and the relevant entry shall be made in the AFRES.

7. The bills that have been certified for funds shall be admitted for internal check and if found payable shall be processed suitably with due entries in the AFRES.

8. The bills that could not be paid even after internal check, though certified for funds, shall be returned to the Medical dept. along with one copy of the list along with a standard letter stating the reasons thereof and relevant entry shall be made in AFRES.

9. While signing the CO7 the Officer shall ensure that the AU6 sequence is maintained.

10. The communication of payment details (whichever fields are required) would be done through the SCR website wherein the initial bill registration had been done by the Medical dept (both Referral & Pharma bills), since the cheque amount (net) is already being ported from AFRES.

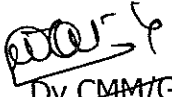
NOTE:

(1) In case of Referral bills the above shall be followed.

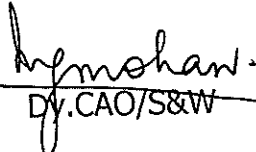
(2) In case of Pharma bills the following additional requirements may be followed:


(a) Two additional copies of the list shall accompany the aforesaid five copies and shall be utilised by the bill paying section to inform the O/o COS (where P.Os are issued by stores) at the two stages of return of bills on grounds of viz. (1) fund certification being found incorrect and (2) non-payment after internal check.

(b) The P.Os copies shall be collected by the bill paying section from the Stores Finance office since the Stores Finance Office would upload the details of all POs released, for the information of Bill Paying Authorities, in the South Central Railway website.

  
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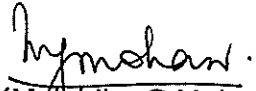

  
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Dy. CAO/G

IV. STORES DEPARTMENT:

1. The Medical POs to Stores Finance should be despatched on every alternate day by 12.00 Hrs. from Stores Department.
2. The Purchase Order should clearly indicate the accepted description, dosage, brand name, manufacturer's name and address etc. The authorized distributor should be mentioned in the purchase order, in case drug manufacturers are authorizing their distributor to supply drugs to consignees.
3. The amendments to the PO, if any should be issued by COS office without any delay and despatch the same to all concerned immediately. For this purpose Ch.OS of the Purchase Section shall register the firm's request for amendments in a register and regularly watch for issue amendments or reply in any case not later than 10 days time.
4. During the regular review meeting with the suppliers of pharmaceuticals and various problems faced by the suppliers should be discussed and resolved on regular basis.
5. The Purchase Order shall clearly indicate that the bills are submitted in the prescribed format clearly furnishing the break-up of prices as per purchase order. The Joint Procedure Order shall come into force with immediate effect.

  
(K. Vijaya Kumar) Dy.CMM/G  
  
(Dr. A.V.S.K. Prasad) Dy.CMD/H&FW  
  
(Malabika G. Mohan) Dy.CAO/S&W  
  
(R. Lalith Mohan) Dy.CAO/G