A meeting was called to discuss issues regarding local purchase procedures followed in CH/LGD and to make necessary system correction in the processes on 20.10.2021 at PCMD's conference Hall

Members present

Dr Prasanna Kumar, PCMD
Dr.I.Sivanaga Prasad, CHD
Dr.AVSK Prasad, ACMD/T&A

Dr.C.K.Venkateswarlu, MD/CH/LGD
Dr.Nirmala Rajaram, CSS-II/CH/LGD
Dr.Malati, ACHD/Stores/CH/LGD
Dr.M.M.Haque, Sr.DMO/Stores/CH/LGD
Pharmacists @ CH/LGD:
Smt.Arunjyothi, Smt. Himabindu
Shri.C.V Srinivas, Shri.Murali

The following system correction procedures were finalised at the meeting.

S. No	Description	Action By
	In order to make system improvement in Local purchase at this Hospital, the following are advised for immediate implementation.	
1	Local purchases under the powers of MD are done under SOP 7(a) & 7(b) of Medical matters	MD/CH/LGD, All CMS's ACMS/ TPTY, RYP
2	SOP 7(a) is applicable for procuring medicines which are for small quantities and procured on patient to patient basis.	
3	SOP 7(b) refers to bulk purchases of Medicines which are not available in the Hospital for reasons like their Annual Indent Supplies not have been received, the supplies received are exhausted early due to unforeseen circumstances, new medicines which are being introduced subsequent to placing of Annual Indent for which supplementary indent had already been placed, drugs are having short expiry date and cannot be kept under stock etc.	
4	A separate LP counter is presently designated for procuring medicines under SOP 7(a) for which the designated Pharmacist is incharge of the LP counter.	
5	LP forms which are received by the Pharmacist incharge of the LP counter shall necessarily contain signature of the prescribing IRHS Doctor and shall be counter signed by the IRHS Doctor incharge of the Stores.	
6	The LP prescription shall contain due justification for procurement by the prescribing IRHS Doctor.	
7	Pharmacist Incharge of this LP Stores shall take into cognizance all LP requisitions received on that day and place orders on the empanelled retail pharmacy at the end of the day	
8	The Pharmacist Incharge, the IRHS Doctor Incharge of the Stores and CSS-II shall critically analyse the procurement of Medicines under 7(a) every week and for those Medicines that are being repeatedly procured, CSS-II shall ensure that these medicines will be procured under SOP 7(b) instead of SOP 7(a). This shall specially apply to all vital and essential medicines.	
9	CSS-II shall update MD/CH/LGD every month on these aspects.	
10	ACHD/Stores/LGD shall monitor the stock position on daily basis and maintain a register in which recommendation for procurement of Medicines & Medical Stores/Consumables under SOP 7(b) shall be recorded, with sanction of MD. CSS/II shall monitor the same on weekly basis. This will apply especially for essential and vital medicines. Adequate care should be taken to foresee the depletion of stocks due to reasons mentioned at Sl.No.3 and procure the same well in advance preferably 4 weeks prior to the expected exhaustion of stocks. CSS/II shall also coordinate with CHD regarding follow up of procurement of such items indented through Annual Indent/ Supplementary Indent which are being processed in the Stores Department. CHD/HQ shall periodically monitor the status of such indents with the Stores Department by holding meetings with Stores Officers as appropriate.	
11	It is again emphasized that SOP 7(a) should be ONLY applicable for purchase of small quantity of Medicines, patient wise and NOT for bulk purchase of repeated nature.	
12	As indicated earlier any bulk local purchase shall be through SOP 7(b) ONLY and CSS-II shall monitor such purchases and update MD/CH/LGD on such matters.	
13	As per extant provisions of SOP, procurement under SOP 7(b) shall be resorted through IREPS only duly adhering to extant procedures.	
14	All Medicines which are procured under SOP 7(a) shall be issued to the patient under due acknowledgement from the patient and a register shall be maintained for this purpose.	
15	The entire exercise shall be implemented with focus on patients getting medicines without interruption by adhering to the extant SOP's available with the Medical & Stores department.	

SOUTH CENTRAL RAILWAY

No.MD/69/Stores

PCMD/O/SC
Date: 22.10.2020

(Dr.I.Sivanaga Prasad) 22/10/21
C.H.D/HQ
for Pr. Chief Medical Director

Copy to:
MD/CH/LGD, CMSs/SC, HYB, BZA, GTL, GNT & NED } for information &
ACMS/RYP, TPTY } necessary action