

Dr. Ram Manohar Lohia Hospital, New Delhi


Duties and Responsibilities of Pharmacist (Store Keeper)


1. To keep the entire inventory under Safe Custody & Store as per prescribed guidelines of temperature humidity, cold chain etc., and management of material in the Store.
2. To maintain & document the records for medicines like steroids, poison and their antidotes also.
3. Maintaining quality of medicine before distribution by giving the samples to analytical labs for analytical testing & pursue to reports.
4. Handling of life saving medical gases i.e. Oxygen, Nitrous Oxide, Carbondioxide etc. and ensures continuous supply of medical gases.
5. To maintain the proper record of schedule X drugs i.e. Pethedine Morphine, Fentanyl and excise items i.e. Spirit both rectified and denatured.
6. Submitting the status of more than 300 items to the audit vigilance which is also checked by the Officer in charge yearly.
7. To facilitate the annual physical stock verification by the deputed officer.
8. To furnish the information as and when required by the officers regarding the RTPs, Parliament Questions and other institutions / authorities.
9. Collection, compiling & placing the annual demand to Purchase Section and receive the supply in accordance with supply order issued by Purchase.
10. To take necessary steps to replenish store were in time to avoid any stock outs by timely placing of demand by taking in to account the lead-time.
11. To give inputs regarding the timely supply or other wise to Purchase Department. *As per necessary action could be taken at that time*
12. On an average a pharmacist posted in Stores handles material worth Approx ₹ 3-4 Crore annually & a Pharmacist posted in Pharmacy handles material worth approx.. ₹ 50 lac annually.
13. Documents regarding the verification of bills & giving information regarding monthly & annual consumption of allocated budget for the concerned material both individual & collectively.
14. Practical training to the trainee Pharmacist posted from the various institutes from all over India for the training of 500 hrs and authenticates the satisfactory completion of training so that certificate is issued to them.
15. As a member of the Antibiotic Policy Committee & as members for inputs to the Hospital formulary committee.
16. To give input regarding the pattern of usage of life saving medicines. Antibiotics etc. for research purpose for clinicians.
17. Co-ordinate with Government Medical Store Depot for timely supply for reimbursement of medicines.
18. Performing extra duties as assigned by controlling Officer in camp in rural areas, health melas and disaster management all over the India even on weekly off/holiday and perform special duties on national holidays.
19. Documentation of Stock Ledger & maintaining the expiry register as per shelf life of medicines / kits / X-Ray films/vaccine-sera/Disposable Medical Items etc., which has to be periodically communicated to the concerned authority.
20. To perform the managerial duties so that obsolescence, pilferage is prevented at store and pharmacy level. Timely distribution of medicines.
21. To make local Purchase of essential life saving drugs for poor & needy.
22. Stock verification of store done on 1st & 2nd of every month by I/c concern store.
23. To make the arrangement of goods/drugs from other hospital on loan basis and also to make local purchase from retail Chemists Shop.

Conclusion :-

1. Handling material work ₹ 3-4 crores on an average annually.
2. The pharmacist has to maintain his vigil through out the duty hours.


I/c & CMO (Store)


Deputy Director (Admn.)


Medical Superintendent.