



भारत सरकार / GOVERNMENT OF INDIA
अटल बिहारी वाजपेयी आयुर्विज्ञान संस्थान एवं
डॉ.राम मनोहर लोहिया अस्पताल, नई दिल्ली

ATAL BIHAR VAJPAYEE INSTITUTE OF MEDICAL SCIENCES
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI



मिसिल सं. 9-10/2014-रा.म.लो.अ./सा.प्र.अनु.(भंडार)/

दिनांक

परिपत्र

चिकित्सा अधीक्षक के अनुमोदन से सभी उपभोक्ता विभागों से आग्रह किया जाता है, कि वे अपने-अपने विभागों में उपयोग होने वाले सभी औषधियों (Medicines) एवं उपभोज्य-वस्तुओं (Consumable Items) का सत्र 2023-2024 के लिए वार्षिक मांग (Annual Demand) सामाग्री प्रबंधन अनुभाग (भंडार) कार्यालय में निम्नलिखित प्रारूप/रचनात्मक रूप में दिये गये अंतिम तिथि तक भेजें।

1. औषधियों (Medicines) के लिए अंतिम तिथि -10 दिसम्बर, 2022
2. उपभोज्य वस्तुओं (Consumable Items) के लिए अंतिम तिथि -20 दिसम्बर 2022

FORMAT FOR SENDING DEMAND:-

S. No.	Name of the medicines/ Consumables	Consumption/ Indents from 01.11.2021 to 31.10.2022	Demand / Requirement for 2023-2024 (in words)	Justification for increase or decrease in demand if any

Before the demand is sent to Inventory Management Section (Store), please note the following:-

- (a) The demand of consumable/medicine should be of the approved items for purchase in the hospital.
- (b) **SEPARATE DEMAND SHOULD BE SENT FOR MEDICINES & CONSUMABLES.**
 - 1. **Oral & Topical Drug Unit** - All Tablets, Capsules, Syrup, Ointment & lotions for local application - In the demand for medicines.
 - 2. **Injectable Drug Unit** - All Injections below 99.9 ml.
 - 3. **General Disposable Unit** - All disposable syringes, needles, I.V. Sets, B.T. Sets, M.V. Sets, Cannulas, Blood Bags, Biopsy needles etc. - In the demand for other consumables.
 - 4. **Surgical Unit** - All dressing material & Sutures.
 - 5. **X-ray, Chemical & Excise Items Unit** - All X-ray Films, Chemicals & kits used for diagnostic purpose, sample collecting tubes, bottles and Excise Items i.e. Inj. Morphine, Pethidine & Fentanyl and Spirit.
 - 6. **Equipment & Specific Disposable Unit** - All disposable catheters, spinal needles & equipments etc.
 - 7. **Large Volume Parental Drug Unit** - All injections 100 ml & above.
 - 8. **Linen & Contingency Unit** - Linen & Contingency items.
 - 9. **Office & Allied Utility item Unit** - All Stationery, Office Expense & Furniture items.
 - 10. **Medical Gases Unit** - All types of medical gases.
- (c) No new drugs/consumables should be included in the demand, before it is approved by **New Drug Approval Committee & Medical Superintendent** for procurement.
 - A copy of the Medicine Formulary is available with the concerned Pharmacist in case it is required.
- (d) The projected demand should be based on the consumption and change in prescription trend/usage if any, as it will be the responsibility of the demanding official to use the medicine during the financial year to avoid expiry.
- (e) All drugs/consumables/articles, which are at present procured on specific demand, will continue to be procured on specific demand, unless justified and necessary approval is obtained from Medical Superintendent.
- (f) All medicines should be demanded in generic name except those medicines, which has multiple ingredients may be demanded by popular name for convenience.
- (g) All demand should be counter signed by the Officer-in-charge of the department/Ward/unit with official seal. The name of ward/deptt./unit should be clearly mentioned on the demand.
- (h) **No demand will be entertained after 10th December 2022 for Medicines and 20th December 2022 for other Consumables as the consolidated demand has to be sent to Procurement Section (Purchase) latest by 3rd week of December 2022 for Drug items & 4th week of December, 2022 for Non-drug items.**
- (i) The demand should be in the prescribed format available. All the columns should be filled completely and duly signed & countersigned by the concerned authority. Incomplete Performa will not be accepted.

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- (j) The demand for Medicines should be submitted in different Performa's designed for different Units/Stores. These Performa's are available with Nursing Superintendent for Wards & O.T.'s and for other departments. It is also available in the Inventory Management Section (Stores).

Other demands must be submitted on plain paper as per the format already given.

- (k) The demand should be submitted through **online mode only(E-office)** for separate file for each individual unit(store) to **Inventory Management Section (Stores)** office Id **AMIT KUMAR ,STORE SECTION**

- (l) In case of any clarification **CMO Inventory Management Section (Stores) Office Ext. No. 4556** may be contacted after 2.30 PM from Monday to Friday.

3/11/2022
CMO I/c

**Inventory Management
Section (Stores)**

Enclosed: Sample copy of Performa for sending medicines.

Copy to:-

1. All HODs.
2. Nursing Superintendent - To circulate to all the Sister I/c of Wards, O.P.D., O.T. & Vaccination Center.
3. CMO I/c – Procurement Section
4. CMO I/c – CASUALTY & Emergency.
5. CMO I/c - PHARMACY.
6. I/c – CSSD.
7. D.D. (Admin.).
8. All Unit Keepers/ Unit Pharmacists – To send the Annual Demand as per dates given in the circular.
9. P.A. to Addl. M.S. - Material Management Department (Stores/Purchase). – For Information.
10. P.S. to M.S. – For Information.