



पूर्व मध्य रेल  
East Central Railway

कार्यालय  
प्रधान मुख्य सामग्री प्रबंधक  
हाजीपुर-844101.

Office of the  
Principal Chief Materials Manager  
Hajipur - 844101.

No. ECR-HQOSTR(P-09)/583/2024

Dated: 30.08.2024

**Medical Director**

CSSH/Patna.

**CMS/Divisional Hospitals,**  
DDU, DNR, DHN, SEE & SPJ.

**Sub:** Joint Procedure Order for Procurement of medicine and medical related items.

**Ref:** (1) ECR JPO No. ECR-HQOSTR(PPSL)/3/2020 dated 11.08.2020.  
(2) Minutes of GM review meeting held on 01.07.2024.

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In reference to above, modified Joint Procedure Order for procurement of medicine and medical related items is enclosed for information and compliance. The modified JPO will supersede earlier JPO dated 11.08.2020 and other instructions in this regards.

This JPO is to be followed by all concerned with immediate effect in regards to supply of medicine and medical consumables in ECR.

DA: As above.

*[Handwritten Signature]*  
30/8/2024  
(Sukh Ram)

Chief Materials Manager-II,  
Hajipur.

Copy to:

- (i) Secy. to GM for kind information of GM.
- (ii) PCMD & PFA/ECR/HJP.
- (iii) Dy.CMD(MS), Dy.CMM-I/ECR/HJP and All Sr.DMM/ECR.
- (iv) AMM/Medical/HQ.

**East Central Railway**

No. ECR-HQ0STR(P-09)/583/2024

Dated: 30.08.2024

**Joint Procedure Order**

Sub: Procurement of Medicines, Consumables/Disposable and related items.

Ref: (i) Drug Procurement Policy 2014, circulated vide Railway Board's letter No. 2014/RS(G)/779/13 dated 03.02.2015.

(ii) Railway Board's letter No. 2017/Trans/01/Policy/Pt-S dated 08.03.2018.

(iii) Railway Board's letter No. 2017/H/4/1/Local Purchase (E-3236402) dated 31.07.2023.

(iv) ECR Joint Procedure Order No. ECR-HQ0STR(PPSL)/3/2020 dated 11.08.2020

(v) GM/ECR review meeting held on 01.07.2024.

(vi) Joint Note No. ECR-HQ0STR(P-09)/583/2024 dated 03.07.2024.

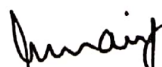

**(A) Preamble:**

1. Procurement of medicines and other hospital related items are being done by Stores department as per drug procurement policy 2014. All procurement activities is being done through IREPS/GeM/iMMS portal.
2. During the GM review meeting on 01.07.2024, need for modification of existing Joint Procedure Order dated 11.08.2020 was expressed by Medical Department.
3. A Joint Note dated 03.07.2024 duly signed by PCMM and PCMD was issued to tide over the crisis and streamline the procurement system of medicines and related items for Central Hospital and Divisional Hospitals.
4. This modified Joint Procedure Order is in line with the latest guidelines issued by the Railway Board and supersedes all earlier instructions in this regard.

**(B) Type of Indents:**

1. In terms of Drug Procurement Policy, the procurement for indents of medicine and related items will be dealt in the following manners :-

| S No. | Type of Indent   | Procurement Authority  |
|-------|--|--|
| 1     | AMI above Rs.10,000/- and up to one lakh for Divisional Hospital.                | Divisional Stores Officer (Sr. DMMs).  |
| 2     | AMI above Rs.10,000/- and up to one lakh for CSSH/Patna.                         | PCMM office at HQ.   |
| 3     | AMI More than one lakh all consignee (CSSH and Divisional Hospital)              | PCMM office at HQ.   |
| 4     | CPSE reserved items irrespective of value  | PCMM office for CSSH/Patna and Sr.DMM for Divisional Hospitals.                  |
| 5     | Local and Emergency Purchase of Drugs for CSSH/Divisional Hospitals/Health Units | MD for CSSH/Patna, respective CMS Incharge for Divisional Hospital/ Health Unit. |



**(C) Generation of Demands:**

1. As per Drug Procurement Policy, Quantity assessment of the medicines will be done by PCMD office based on requirement of CSSH and all Divisional Hospitals. After clubbing if the estimated value of AMI (12 months + 3 month buffer) is less than Rs. One lakh the indent shall be sent back by PCMD office to CSSH/Divisional Hospital, where MD/CMS will purchase their respective quantity through stores officers for individual indent value above Rs.10,000/-.
2. Indent value below Rs.10,000/- shall not be included in AMI in terms of Para 5.1 of Indian Railway Pharmacopoeia and such items to be purchased by MD/CSSH & CMS/Divisional hospitals itself based on their requirement as per extant guidelines issued by Railway Board vide letter no. 2017/H/4/1/Local Purchase (E-3236402) dated 31.07.2023.
3. For the procurement cycle of 2025-26 Annual Medical Indent (AMI) to be submitted by end of October 2024 by the PCMD office and the same time line be followed for the next years also.

**(D) Spot Purchase Committee and Survey Committee:**

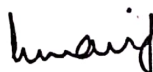
Standing Spot Purchase Committee and Standing Survey Committee will be as per Railway Board's letter No. 2017/Trans/01/Policy/Pt-S dated 08.03.2018.

**(E)** For other instructions, executive Joint Note may be issued <sup>by</sup> PCMM & PCMD.

The above JPO has to be followed by all concerned in regards to supply of Medicines & Medical consumable in ECR with immediate effect.



**PCMM**  
**ECR/HJP**



**PFA**  
**ECR/HJP**



**PCMD**  
**ECR/HJP**



EAST CENTRAL RAILWAY

PROCEDURE ORDER FOR PROCUREMENT OF MEDICINES BY STORES  
DEPARTMENT IN EAST CENTRAL RAILWAY

1. As per the Drug procurement Policy-2014- Para-2.1, " in the line of Para-703 of Stores Code Volume-I, procurement of Medicines will be done by Stores Department... ". This has already been implemented in Northern Railway and South Central Railway. Medicine management is also a part of Material management, hence complete cycle of procurement activity of medicines will be done through iMMS platform.
2. For procurement of medicines through iMMS (Integrated Materials Management System) platform, South Central Railway & Northern Railway have already used Medicine Module in iMMS Platform for procurement of medicines.
3. East Central Railway, will also adopt the same module. The procurement cycle of medicines will be started from 01.07.2020 as Stock items.
4. Registration of firms and inspection of manufacturing units under the geographical jurisdiction of East Central Railway will continue to be done by PCMD's office as per Drug Procurement Policy-2014 as amended from time to time by the nominated team of PCMM & PCMD.
5. Tenders already opened by Medical department will be finalized by Medical department only as was being done so far.
6. **Procedure for Procurement of Medicines from 01.07.2020 as Stock item**
  - 6.1 For the stocking and preparation of demands of medicines- the following procedure may be followed:
  - 6.2 PCMD's office will start the preparation of stocking proposal of medicines, for stocking approval and updation on iMMIS Platform. This exercise may be completed by 30th September ' 2020.
  - 6.3 As per Drug Policy 2014, Para-2.0 demand generation of medicines is stipulated as below: " Demand Generation of Medicine- Qty assessment for all medicines will be done on the basis of generation of periodic requisition (annual or less than that) from all hospitals falling under the jurisdiction of CMD which will be clubbed at the HQ level. After clubbing if the estimated value of tender is less than one lakh, the individual indents can be sent back to field hospitals, where the CMS can directly purchase their respective quantities. That is, such medicines whose total annual procurement value for the entire zone is less than Rs. 01 Lakh for each type of medicines, need not be clubbed for centralized procurement by HQ office. They

can be procured at the hospital level through tender". Such procurement as far as possible, should be entrusted to Sr DMMs of the Divisions in which the hospitals lie.

6.4 For the next procurement cycle (2021-22) onwards, the demands will be submitted in 02 Parts i.e To be submitted in January (List-I) and To be submitted in July (List-II). Items to be included in the respective list shall be decided by Medical department in consultation with Stores Department. it is to be ensured that no items appear in both the lists.

6.5 PCMD's Office will furnish Annual Medical Indent (AMI) duly vetted by associate finance of respective units. For the items in List-I, demands should be submitted before 1st January and for list-II, demands duly vetted should be submitted by 1st July positively.

6.6 Procurement for List-I items would be made for the period 1st April of the calendar year to 31st March of next calendar year with 03 months buffer & procurement for List-II items shall be made for period 1st October of the calendar year to 30th September of the next calendar year with 03 months buffer.

6.7 The demand will be generated in the iMMS based on the AMI and no separate requisition shall be required. As the medicines will be delivered straight to Hospitals and not to Stores Depots, the allocation in the Purchase Order shall be charged to the head for medicines, as at present.

6.7 Medical department shall provide a list of approved sources (if any) and shall indicate the Brand name of each of the approved sources for each product/item with validity of registration. If Proprietary medicine is to be procured, appropriate PAC will also accompany AMI.

6.8 Since the indents will be submitted duly indicating the name of the registered suppliers, as well as their brand, normally, there should not be any need for technical scrutiny after opening of the tender except in cases where offer of the firm is in deviation of the tendered description /composition/brand/packing/shelf life. Technical evaluation of tenders may be done by medical officers nominated by PCMD.

6.9 Medicines which are available on the GeM portal will be procured through the GeM only, necessary certificate in this regard will be provided by the PCMD office along with particular recoupment sheet of medicines. This will however, be checked by Purchase Officer at the time of placement of orders on GeM as per extant instructions.

## **7. Transitional Provisions**

7.1 The AMI for List-II for 2019-20 may be submitted by 01-10-2020 for procurement for 1<sup>st</sup> January 2021 to 30<sup>th</sup> September 2021 with 03 months buffer.

7.2 The procurement of medicine by Divisional Hospitals being done at present

will be continue say for 03 months requirements till proposed system is established.

## 8. Urgent Requirements

8.1 The procurement Retail purchase of urgently required items will continue to be done by the concerned Hospital in-charges as per Part-III of Drug Procurement Policy-2014, as amended from time to time.

## 9. Monitoring

9.1 Stores In-charge Doctors/APHO on receipt of PO's shall chase suppliers against supply of medicines and furnish list of PO's against supplies not received and DP expired in the first week of every month.

9.2 ACMD/HQ and DyCMM-III shall review the procurement of medical items being procured by PCMD/ECR, status of every fortnight and draw minutes of the co-ordination meeting. This review meeting shall identify items causing anxiety (items below 03 months stock in the hospitals) and chronic drugs to initiate emergency procurement action by PCMD/ECR, wherever required so as to improve the availability of medicine.

9.3 CMM-II, CHD and FA&CAO/S&W shall hold a quarterly coordination meeting to monitor working of this JPO and to ensure release of outstanding payments, if any, of Medical supplies information for which shall be provided by the Medical Department at least 10 days before the meeting.

Digitally signed by NARESH  
PRASAD SINHA  
DN: Thu Aug 06 13:01:06 IST  
2020  
Reason: Approved

(N.P. Sinha)  
PCMM

MUTHUKUMAR  
AN RAVIKUMAR

(Dr. M. Ravi Kumar)  
PCMD



Digitally signed by  
Madhukar Sinha  
Date: 2020.08.11  
17:33:41 +05'30'


(Dr. Madhukar Sinha)  
PFA



**MINUTES OF MEETING ON MEDICAL ISSUES HELD ON 01.07.2024 BY  
GM/ECR**

**Officers present:**  
**PCMM, PCPO, CHD, MD/CH**

| Sl No. |  | Action by              |
|--------|--|------------------------|
| 1.0    | डॉ. ए.के.सिंह, एम.डी./सेन्ट्रल हॉस्पिटल, पटना के द्वारा सेन्ट्रल हॉस्पिटल में मेडिकल एवं सर्जिकल मदों की कमी के संदर्भ में एक बैठक का आयोजन किया गया। यह पाया गया कि सेन्ट्रल हॉस्पिटल एवं चिकित्सा विभाग/मुख्यालय के स्तर पर इन मदों की आपूर्ति हेतु कोई भी समन्वय नहीं किया जा रहा है जिसके कारण यह कमी उत्पन्न हुई है।            | प्रमुचिनि              |
| 2.0    | चिकित्सा विभाग/ सेन्ट्रल हॉस्पिटल में 795 मदों की आपूर्ति की जाती है, जिसमें से अब तक मात्र 152 PO जारी हुए हैं। प्रमुसाप्र ने आश्वस्त किया कि बचे हुए सभी मदों का PO अगले 30 दिनों में तथा टेंडर अगले 10 दिनों में जारी कर दिया जायेगा।   | प्रमुसाप्र             |
| 3.0    | डॉ. ए.के.सिंह, एम.डी./सेन्ट्रल हॉस्पिटल, पटना ने बताया कि उनके यहाँ दवा एवं सर्जिकल मदों की मात्रा मरीजों की संख्या के अनुरूप नहीं है, इसको बढ़ाने की आवश्यकता है। एम.डी./सेन्ट्रल हॉस्पिटल, पटना और चिकित्सा विभाग/मुख्यालय द्वारा समीक्षा करके वत विभाग द्वारा वेत कराकर (जहाँ आवश्यक हो) संशोधित मात्रा प्रमुसाप्र को अवगत कराये। | प्रमुचिनि              |
| 4.0    | जहाँ आवश्यक हो, वहाँ पर वर्तमान में प्रचलित JPO को मदों के शीघ्र एवं जरूरत के अनुसार आपूर्ति सुनिश्चित करने हेतु समीक्षा कर लिया जाये।   | प्रमुचिनि              |
| 5.0    | एम.डी./सेन्ट्रल हॉस्पिटल, पटना ने पारा-मेडिकल कर्मचारियों को बढ़ाने हेतु प्रमुकाधि से अनुरोध किया। चिकित्सा विभाग के विभिन्न अस्पतालों, हेल्थ यूनिट एवं सेन्ट्रल हॉस्पिटल, पटना में कर्मचारियों की संख्या एवं स्वीकृत पदों की समीक्षा अगले 10 दिनों में पूरी कर ली जाये। आवश्यकतानुसार पदों का re-distribution भी कर दिया जाये।      | प्रमुचिनि<br>प्रमुकाधि |
| 6.0    | पूर्व मध्य रेल के सभी अस्पतालों में सिर्फ ऑन-लाइन पोर्टल के माध्यम से ही दवाओं का indent एवं वितरण सुनिश्चित किया जाये।  | प्रमुचिनि              |

  
(सुमन कुमार सिंह)  
महाप्रबंधक के सचिव

सं.-ईसीआर/एडीएम/एसईसी/MINUTES/2024

02 जुलाई, 2024

परिपत्रित:

अमप्र, सभी प्रधान विभागाध्यक्ष, मुप्रधि/नि/उ.एवंद., सभी मंरेप्र, उपमप्र/सा. एवं मुजसंधि