



पूर्व मध्य रेल
East Central Railway

कार्यालय
प्रधान मुख्य सामग्री प्रबंधक
हाजीपुर-844101.

Office of the
Principal Chief Materials Manager
Hajipur - 844101.

Dated: 30.08.2024

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

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.

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:

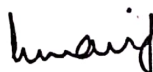
Standing Spot Purchase Committee and Standing Survey Committee will be as per Railway Board's letter No. 2017/Trans/01/Policy/Pt-S dated 08.03.2018.

(E) For other instructions, executive Joint Note may be issued ^{by} 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