

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 recoument 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.

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