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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2006/H/4/1/Part A

New Delhi, Dated 04.08.2016


Chief Medical Directors,
All Indian Railways.

Chief Medical Officers,
All Production Units.

Sub:-Monitoring and minimization of Local Purchase (LP) of Medical Items – reg.

Keeping in view of certain incidents regarding irregularities in local purchase of Medical Items over Indian Railways, steps (Annexure A) have been approved in Board's Office for monitoring and minimization of local purchase of medical Items. Zonal Railways are advised to follow these steps.

This issues with the approval of competent authority in Board' Office.


(Dr. Gajendra Kumar) 05/8/16
Advisor, Health
Railway Board

DA: As above.

ANNEXURE A

Steps to be taken to monitor and minimize Local Purchase (LP) of Medical Items over Indian Railways

- 1 Supplier / firm / chemist shops to be registered as per existing guidelines. They should have valid license / permits / sale tax / PAN etc. Physical existence of firm to be verified by the committee.
- 2 Local Purchase drug slip should be written by the doctor in own handwriting having details of patient – Name , age , sex , designation, diagnosis, mobile no of patient including CR No/OPD Reg. No /IPD No etc. Signature of patient or his /her representative on LP slips to be obtained.
- 3 At the time of delivery of LP medicine, concerned pharmacist will make necessary entries made in the register including quantity given and also obtain signature of the person receiving the medicine.
- 4 In case patient does not turn up for three working days same item can be given to other Railway patient as per prescription of Railway doctor with necessary endorsement in the register.
- 5 Medical officer In charge of store will ensure that supplementary indent including the frequently LP items to be placed to CMD /CMO. No split purchase is allowed.
- 6 At the time of preparation of Annual Medical Indent stock list should be updated.
- 7 While calculating Average Monthly Consumption – the quantity of item procured in Local purchase etc, to be added along with buffer stock to keep sufficient stock in hand. While including new molecule care should be taken for deletion or diminution of quantity of old molecules from the inventory. Reasons to include new molecule should be justified and approved by in charge of the hospital.
- 8 Utilization of option (30%) clause as per laid down rules in IRS (Indian Railway Stores) condition to avoid local purchase of stock items.
- 9 Rate Contract can be considered for very costly items and frequently procured bulky items.
- 10 Regular communications between Head Quarter office and Store in charges of division relating to availability of various medical items and surplus items in the store.
- 11 Regular Store Audit and counseling of doctors to make all sincere efforts to prescribe medicines available in stock and be judicious in prescribing other items.
- 12 Periodical Rotation of staff in sensitive post should be ensured as per extent rules.