



# **DRUG MANAGEMENT POLICY**

**GOVERNMENT OF ORISSA  
HEALTH & FAMILY WELFARE DEPARTMENT**

**Abbreviations :**

S.D.M.U	-	State Drug Management Unit
D.E.P.M.	-	Director Export Promotion and Marketing
S.S.I	-	Small Scale Industry
N.S.Q	-	Not of Standard Quality
I.O	-	Indenting Officer
C.D.S	-	Central Drugs Store
R.U.D	-	Rational Use of Drugs
E.D.L	-	Essential Drug List
S.T.G	-	Standard Treatment Guidelines
M.H.U	-	Mobile Health Unit

HEALTH AND FAMILY WELFARE DEPARTMENT  
GOVERNMENT OF ORISSA

**GUIDELINES FOR THE MANAGEMENT OF  
DRUGS, MEDICAL CONSUMABLES, SURGICALS AND SUTURES**

**1. OBJECTIVE:**

- 1.1 To make available good quality drugs and medical consumables at the right time and as per the required quantity to patients in all government health institutions within the funds available for this purpose.
- 1.2 To ensure the rational use of drugs<sup>@</sup> in all government health institutions.

**2. To ensure this the following practices will be followed :**

- 2.1 An Essential Drug<sup>\*</sup> List (EDL) will be drawn up and updated every two (2) years. A Committee (Annexure – II) will revise and update the list. The present Essential Drug List 2002 of Health and Family Welfare Department of Orissa contains 290 items (Annexure-I).
- 2.2 All important activities such as Procurement, Accounts, Quality Control, Warehouse Monitoring, etc., will be done electronically for total, error free, strong, logical based management.
- 2.3 Standard Treatment Guidelines (STG) will be prepared by an Expert Committee for common diseases prevalent in Orissa. This will be revised and updated every two (2) years. STG will be followed by all the treating health personnel in government institutions.

**3 EXPENDITURE :**

- 3.1 The budget available for purchase of drugs will be divided into two : 80% will be utilised for purchase centrally, through the State Drug Management Unit (SDMU), 20% will be allotted to the Indenting Officers (I.Os).
- 3.2 The 80% of the drug budget (plan and non-plan) meant for central purchase will be allotted to the Deputy Director, State Drug Management Unit, (SDMU). This will be utilised for purchase, transportation and quality testing of drugs and medical consumables.
- 3.3 The modalities for expenditure of the central plan budget or any other special budget or donor agency funds will be decided by the Government. As far as possible, these purchases too will be done by the Deputy Director, State Drug Management Unit, (O) for deliveries to the different medical stores (warehouses).

---

<sup>@</sup> Patients receive medications appropriate to their clinical needs, in doses that meet their individual requirements, for an adequate period of time and at lowest cost to them and their community. (W.H.O 1985)

<sup>\*</sup> Essential drugs are those that satisfy the needs of majority of the population, should be available at all times, in adequate quantities and in proper doses, are rational and are of proven therapeutic value and safety.

- 3.4 20% of the drug budget will be spent by the I.Os (All 30 C.D.M.O.s, 3 Medical College Hospitals, C.M.O. Capital Hospital, Bhubaneswar, C.M.O. R.G.H. Rourkela, Mental Health Institute, Cuttack, Sishu Bhawan, Cuttack, Leprosy Home & Hospital, Cuttack, T.B Hospital, Chandpur, Nayagarh, T.B & I.D Hospital, Puri, Govt. T.B Hospital, Uditnarayanpur, Kalahandi, Principal Health & Family Welfare Centre, Cuttack, Associate Prof. R.H.C, Jagatsinghpur, Associate Prof. R.H.C., Attabira, Bargarh, Associate Prof. R.H.C, Digapahandi, Ganjam, Dental Wing, S.C.B. Medical College, Cuttack.) (**Annexure – III**)
- 3.5 The I.Os will spend the 20% on the following :
- a) Transportation of drugs and medical consumables, instruments, equipments, bedding and clothing from the district or medical college or any other head quarter to peripheral health institutions allotted under their administrative control or attached to them.
  - b) Purchase of oxygen cylinders, nitrous oxide cylinders, laboratory reagents or drugs not provided by the Deputy Director, SDMU.
  - c) Payment of handling charges of Rs. 100/- (Rupees one hundred) only quarterly to all peripheral Pharmacists coming to take drugs and medical consumables from head quarter warehouse.
  - d) Emergency purchase of drugs and medical consumables not exceeding Rs.1, 000/- at a time, either from the approved suppliers or from the open market.
- 3.6 A committee consisting of the CDMO, ADMO (Med), ADMO (PH) and Store Medical Officer of a district will finalize all the procurement at district level. If any particular drugs or instrument is procured the concerned specialist's view must be taken, as a technical expert.
- 3.7 The annual drug budget of each health institution will be allotted as per **Annexure – IX**. If there is any additional budget like OHSDP, MHU, RCH. it will be over and above this entitlement.

#### **4. PROCUREMENT :**

- 4.1 All drugs (except for 20% of the budget earmarked for IOs) will be purchased by the State Government through the Deputy Director, SDMU, under the supervision of the Director, Medical Education & Training and distributed to the different medicine stores (warehouses) of the districts and medical colleges.
- 4.2 All the items except those included in the EPM rate contract list will be purchased by open tender every year through National Competitive Bidding.
- 4.3 Open tenders should be called only of drugs listed in the EDL.
- 4.4 After finalisation of the tenders, an “Approved List” shall be drawn up containing the names of the drugs, the name of the supplier, and the cost of the drug.

- 4.5 All drugs and medical consumables will be purchased in generic names.
- 4.6 No brand name or M.R.P (maximum retail price) will be mentioned anywhere in the strip/box/carton/than/packet/foil/vial/amp. etc. This condition may be relaxed for drugs and surgical items where the purchase order is less than Rs. 50,000/- per annum.
- 4.7 All the drugs and medical consumables and surgical and sutures items will be purchased directly from the manufacturers. Only manufacturers will be eligible to quote in the tender.
- 4.8 In case of non-supply of any item either from the valid approved list or DEPM list it can be purchased from the DGS and D rate contract holding units.
- 4.9 Firms having I.S.O, I.S.I, D.N.V, C.E and W.H.O G.M.P will be given preference to other firms.

## **5. EPM RATE CONTRACT ITEMS:**

- 5.1 Certain drugs and medical consumables are earmarked by the State Government for purchase from approved local S.S.I. Units of Orissa. These will be purchased only from the D.E.P.M. approved local S.S.I. Units taking their past performance (i.e. quality, timely supply) and capacity of production into consideration. For this, the local S.S.I. units should have
- A valid drug manufacturing licence.
  - A valid E.P.M. rate contract.
- 5.2 The EPM rate contract list for 2002 is at Annexure-IV.
- 5.3 The costing of D.E.P.M. items will be done by D.E.P.M. in consultation with the Drug Controller, Deputy Director, SDMU and Health Department from time to time taking the recent I.P / B.P / U.S.P and the packing standard into consideration, to ensure that the quality is maintained. The costing will be approved through a State Level Committee (EPM) chaired by the Secretary Health and Family Welfare Department. The composition of the Committee is at Annexure X.
- 5.4 All the D.E.P.M. items will, unless otherwise specified, be delivered at the Central Drugs Store, Bhubaneswar.
- 5.5 Where the EMP rates stipulate “inclusive of transportation charges” no transportation charges can be claimed by the S.S.I. Units. But where there is no mention of any transportation charges payment of transportation charges will be in accordance with the Commerce and Transport Deptt., notification issued from time to time.
- 5.6 The S.S.I. Units will start supply of items within 30 days and complete the supply within 60 days from the date of issue of purchase order or in case of emergency the time given by Deputy Director, State Drug Management Unit, (O) otherwise the firm will be declared part supplier / non-supplier and Health and Family Welfare Department can purchase the same item by calling open tender / quotations.

5.7 If D.E.P.M. S.S.I. Units supply two or more than two NSQ (Not of Standard Quality) items or can't supply as per specification of Health and Family Welfare Department, the State Govt. may revise the policy from time to time and delete the items included in the rate contract list and put it in the "Exclusive List" in the interest of encouraging competition. The SDMU can go for quotation / tender and purchase the same item for the benefit of the patients.

5.8 If two batches of the same item / two items of the same batch comes out to be NSQ or two items become non-supply / part-supply the S.S.I. firm will not be given any purchase order for that item for two (2) financial years and 5% price preference will not be given to that firm in evaluation of tender for two (2) financial years. The name of the firm will be informed to the D.C (O) / Director E.P.M. for cancellation of manufacturing licence and D.E.P.M. registration for that product only.

## 6. PREPARATION OF APPROVED LIST:

6.1 All the work of procurement starting from preparation of the tender paper to evaluation of the cost of the items will be done by the SDMU. The tender paper will be prepared by SDMU and sent to Government for approval every year.

6.2 Tenders will have to be submitted in two separate covers :

Cover – A	-	Technical Bid
Cover – B	-	Price Bid

6.3 The tender advertisement will be widely published in one national English daily newspaper and one widely published Oriya News Paper.

6.4 The tender papers will be priced and the cost realised will be deposited in the revolving fund account of the Deputy Director, SDMU and will be spent towards printing of tender papers and other ancillary expenditure of the tendering processes.

6.5 The period for which the tender papers will be available for sale and the period for receipt of tender papers will ordinarily be at least 30 days.

6.6 The evaluation of the tenders will be done by the Deputy Director, SDMU. The Technical Committee/Purchase Sub-committee (**Annexure-V**) will finalise the evaluation and send it to Government for approval. The whole process from opening of Cover – A by SDMU to sending the recommendations of the Technical Committee/Purchase Sub-Committee to the Government will be completed within 45 days.

6.7 The State Level Purchase Committee (SLPC) (**Annexure – VI**) will approve the evaluation submitted by the Technical Committee within two weeks of submission. Thereafter the rates will be approved by Government at the level of Cabinet Minister.

6.8 As drugs are life saving items, it is essential to have alternate suppliers available at all times. Hence, for every drug two or three firms will be approved.

6.9 After final approval by the Cabinet Minister, the approved list will be released to all concerned by Health and Family Welfare Department The approved list will be valid for one year from the date of approval by the Government unless extended.

- 6.10 The valid approved list will be printed and distributed to all I.Os and successful tenderers by the SDMU.
- 6.11 At any point of time there should exist a valid approved list of drugs and medical consumables.
- 6.12 A flow chart indicating the different steps in finalisation of the approved list is at **Annexure - XI**.

**7. LIQUIDATED DAMAGE:**

- 7.1 The supplier will be given extension for a maximum period of one month, after the stipulated date of supply with the penalty 0.5% as “Liquidated Damage”, for each week upto a maximum 2% on the value of the goods. So, they are to supply medicines and other consumables without penalty within 60 days and with penalty of 0.5% each week for the delayed supplies upto a maximum 2%. So, the total penal period will be construed as one month.
- 7.2 If the supplier fails to complete the supply within the extended period, i.e., within the period of liquidated damage, no further purchase order will be placed to the firm for the rest financial year and the concerned firm will be blacklisted for subsequent two financial years for that product only.
- 7.3 The Drugs and Medical Consumables should arrive at the distribution point (warehouse) with remaining shelf life of at least 5/6<sup>th</sup> of the stipulated total shelf life from the date of manufacturing of that product.
- 7.4 The caps of bottles of preparations should not carry the name of the manufacturer/ Supplier.
- 7.5 The labels in case of injectables should clearly indicate whether the preparations are meant for INTRA VENOUS, INTRA- MUSCULAR or SUB-CUTANEOUS etc.

**8. PACKAGING:**

- 8.1 The I.V Fluids / Large Volume Fluids (100ml or more than 100ml.) / Eye / Ear Drop will be purchased only with F.F.S / B.F.S technology.
- 8.2 All hydroscopic drugs must be packed in Aluminium / Blister packs.
- 8.3 The tablets / capsules should be packed in 10 tabs or capsules per strip and 10 strips in a box except otherwise mentioned in the tender and purchase order.
- 8.4 The Injectables / I.V Fluids will be packed in 20 Amps or Vials or Bottles in a Box / Carton.
- 8.5 No Carton / Box should weigh more than 15kg.
- 8.6 All the Cartons / Boxes should be virgin / new with 5 ply.

**9. LOGOGRAM / LABELING:**

- 9.1 On all Strips / Packets / Boxes / Cartons Vials / Ampoules / Strips / Gauze / Bandage etc. the words “Orissa Government Supply, Not for Sale” / “ଓଡ଼ିଶା ସରକାରୀ ଉପଯୋଗୀ ଉପକରଣ, ନାହିଁ ବିକ୍ରୟ” will be printed.

**10. PURCHASE PROCEDURE:**

- 10.1 The requirement of drugs and medical consumables from essential drug list submitted by all 30 districts and 3 medical colleges to the SDMU will be compiled and purchase order will be given by SDMU as per the requirement of districts and medical colleges. If requirement of any institution is not available then the previous years requirement will be taken into consideration.
- 10.2 All the Essential Drugs (290 items) will be purchased by the Deputy Director, SDMU and will be delivered to 30 district head quarter warehouses and 3 medical college hospital warehouses. **(Annexure – VII)**
- 10.3 All the 46 I.Os will be attached to 34 (30 Districts + 3 Medical Colleges + One Central Drugs Store) computerised warehouses **(Annexure – VII)**
- 10.4 The tendered items will be delivered directly to the 33 I.Os (Indenting Officers), the items of the D.E.P.M. rate contract S.S.I. Units will be delivered at C.D.S (Central Drugs Store), Bhubaneswar and will be transported by Deputy Director, SDMU to 33 I.Os.
- 10.5 Inj. A.R.V and Inj. A.S.V will also be stored centrally and supplied to 34 A.R.V Centres. **(Annexure –VIII)**
- 10.6 All the items will be purchased taking the annual requirements of all 33 I.Os into consideration. The first phase 1/3<sup>rd</sup> of total requirements of drugs and medical consumables must be placed by end of June every year.
- 10.7 But the purchase sub-committee **(Annexure – V)** can increase the quantity of any item or add and omit any item taking the Epidemic situation, Cyclone, Flood, Panchabyadhi treatment, any emergency condition or natural calamities into consideration.
- 10.8 The Deputy Director, SDMU will give the purchase order in full or maximum in 3 (three) phases of all items taking the budget into consideration. If budget is limited Inj. A.R.V, Inj. A.S.V, I.V Fluids, Cotton, Gauze, Bandage and Panchabyadhi medicines will be given first preference in purchase.
- 10.9 All the requirements of 30 districts and 3 medical colleges will be approved by the purchase sub-committee once in a year to facilitate the purchase by Deputy Director, SDMU. Once approved the Deputy Director, State Drug Management Unit will place order in phases taking the budget and requirement into consideration.

## **11. PASSBOOK:**

- 11.1 All the principal health institutions will have two passbooks, one for Central and OHSDP items and other for vertical programmes. The books will be issued by the SDMU. The passbook must be maintained by the peripheral health institutions and the district / medical college warehouse Incharge.
- 11.2 If any supplying firm is found to have two (2) reports of one batch or two batches of one item as not of standard quality or non-supply or part supply of two items that firm will not be given any purchase order for that item for next two financial years. More than 95% supply of one item will be taken as full supply.

**12. BUFFER STOCK:**

- 12.1 About 10% more drugs will be procured over and above the total requirements submitted by districts and medical colleges, which will be kept as buffer stock in Central Drugs Store, Bhubaneswar.

**13. ISSUE PRICE:**

- 13.1 The issue price of all drugs and medical consumables will be approved price + 10% of the cost of the item towards other taxes. This will be applicable if drugs and medical consumables will be sold to Departments and Government agencies other than Health and Family Welfare Department and this will be maintained in the passbooks also.

**14. PROCUREMENT AND QUALITY TESTING FEES:**

- 14.1 Any Government agency / Corporation / Undertaking other than Health and Family Welfare Department who procure drugs from SDMU will deposit 2% of purchase order value towards processing fees and quality testing fees. This will be deposited in the revolving fund and will be spent towards contingency and other ancillary expenditure of SDMU.

**15. DONATIONS TO OTHER ORGANISATIONS:**

- 15.1 Drugs and medical consumables will be supplied by SDMU directly only to 30 districts and 3 medical colleges. Any agency / corporation / NGO can take the drugs and medical consumables from the districts through a different passbook. This issue will be replenished from the Central Drug Store, Bhubaneswar.

- 15.2 If any health institution is not able to utilize the drugs and medical consumables allotted to it, it can divert the same to nearby health institution or district or medical college irrespective of the fund source and well ahead of the expiry date for proper use of the drugs and medical consumables with intimation to the district / medical college warehouse and SDMU.

**16. QUALITY TESTING:**

- 16.1 Parallel quality testing procedures will be followed by the Deputy Director, SDMU and samples of drugs and medical consumables will be sent outside the state laboratories for quality testing. The expenditure for this will be borne by the suppliers and for S.S.I. Units from the 80% drug budget allotted to the SDMU. The quality testing by D.C. will continue as before.

- 16.2 Samples of supplies in each batch will be chosen at the point of supply or distribution / storage points for testing. Random samples of each batch will be sent to the SDMU for quality testing within 3 days of receipt of goods by the store medical officer of districts / medical college / central drugs store.

- 16.3 The samples will be sent after removing the drugs from strips (except the hygroscopic drugs) and coding to different laboratories for testing as decided by the Deputy Director, SDMU, (O). If the drugs as per report is found not of standard quality in the first test, the supplier will be required to replace the entire quantity of the batch declared NSQ (Not of Standard Quality) or the cost of it in shape of Bank Draft in favour of Deputy Director, SDMU (O) to be deposited in the revolving fund for quality testing and take back the available stock (unused) in different Health Institutions of the State in his own cost within a period of 30 days of the receipt of the letter from the Deputy Director, SDMU (O).

- 16.4 The supplier will replace the full stock of the NSQ batch if he is informed in writing (date of issue of letter for replacement) within 60 days of receipt of his drugs / medical consumables that the drug / medical consumables has been declared NSQ. If the supplier is issued the letter to replace NSQ drugs after 60 days of receipt of his supply, he will only replace 50% of the NSQ batch or available NSQ stock whichever is higher with good quality drug / medical consumables and take back the available NSQ stocks in his own cost within 30 days of issue of the letter. The Deputy Director, State Drug Management Unit, Orissa or the Medical Officers in charge of the NSQ drug has the right to destroy such sub-standard goods, if the supplier does not take back the balance goods available at Government Health Institutions of the State within the given stipulated time.
- 16.5 If any drug fails in assay test or injectables, I.V. Fluids Eye / Ear Drop fails in assay or sterility test the supplier of that item will replace full (100%) stock of that batch and take back the available NSQ (Not of Standard Quality) stock in his own cost even if the quality testing report or result is informed to the supplier after 60 days.
- 16.6 If the firm / supplier challenges the 1<sup>st</sup> test report then two separate samples of the same batch will be sent to 2 (two) other testing laboratories. The majority opinion will be accepted. The expenditure towards packing, forwarding and testing fees (as decided by Deputy Director, SDMU) will be deposited by the supplier in advance for further 2 (two) tests which is in addition to 1.5% testing fees deposited for Quality Testing within one month of issue of the letter that his product has been declared NSQ in the 1<sup>st</sup> test.
- 16.7 The supplier of that item (i.e. two NSQ of the same batch or not replacing the asked quantity of NSQ batch or cost of it within one month) shall be de-recognised for 2 (two) years and no further supplies will be accepted from him for that item. The supplier shall also not be eligible to participate in Director of Medical Education and Training, Orissa tenders for supply of Drugs and Consumables for a period of 2 (two) years for that product only. Any amount (price) received by the firm for that product (Not of Standard Quality) must be returned to Director of Medical Education and Training, Orissa within 15 days from the date of issue of the order or the amount so received will be adjusted from any other dues payable to him or from the EMD and security money deposited by the firm as the case may be. In case of S.S.I. Units, if there is no amount to be payable then the amount can be recovered from the concerned firm under the OPDR Act, 1962. No further purchase order will be given to that firm for that product.
- 16.8 If the same batch of one drug has been tested by both D.C (O) and Deputy Director, State Drug Management Unit, (O), the NSQ report of either of the authority will be accepted and actions will be taken accordingly. If the supplier challenges the test report then it will go to Central Drugs Laboratory, whose report will be final.
- 16.9 If 2 (two) or more than 2 (two) batches of one item or two times the same batch drug comes out to be Not of Standard Quality, then the supplier of that item / drug will not be given any purchase order for that item / drug for a period of 2 (two) complete financial years.

## **17. TRANSPORTATION:**

- 17.1 Transportation of drugs and medical consumables will be done by the Government trucks / vehicles provided to Deputy Director, SDMU or through private transporters at rates to be decided after calling open tender / quotations and approved by Government

- 17.2 The drugs and medical consumables will be transported by Deputy Director, SDMU to 30 Districts and 3 Medical Colleges and the expenditure will be met from the 80% budget or other funds allotted to them.
- 17.3 The 30 Districts and 3 Medical Colleges will meet the cost of transportation of drugs, medical consumables, instrument, equipments, bedding and clothing to the health institutions under their administrative control or attached to them from the 20% budget allotted to them.

**18. PENALTIES:**

- 18.1 If the successful bidder fails to execute the agreement and /or deposit the required security deposit within the time specified. or withdraws his tender; or is unable to undertake the contract or supply as per purchase order; his purchase order will be cancelled and the earnest money deposited by him along with his tender shall stand forfeited. He will also be liable for the damages sustained by the Director of Medical Education and Training, Orissa by the reasons of such breach including the liability to pay any difference between the prices accepted by him and those ultimately paid for the procurement of the items concerned. Such damages shall be assessed by the Director of Medical Education and Training, Orissa whose decision will be final in the matter.
- 18.2 If drugs and medical consumables supplied by the manufacturers, distributors or suppliers are partially or wholly used or consumed after supply and are subsequently found to be in bad order, unsound, inferior in quality or description or otherwise faulty or unfit for consumption, then the contract price or prices of such articles or things will be recovered from the bidder and the firm will be de-recognised for 2 (two) years as per quality testing rules.
- 18.3 Non-performance of contract provisions, part supply and non supply of purchase orders will disqualify a firm to participate in the tender for a period of 2 (two) years and his E.M.D and security deposit will be forfeited and no further purchase order will be given to that firm for that item.
- 18.4 In all the conditions the decision of the Director of Medical Education and Training, Orissa shall be final and binding, unless a different decision is taken at the government level.
- 18.5 In the event of any litigation arising out of the tender such matters would be subject to the jurisdiction of High Court, Orissa or Civil Courts, Bhubaneswar.

**19. DELIVERY AT CENTRAL DRUG STORE:**

- 19.1 Items where the transportation cost is included in the approved rate, if the supplier instead of supplying the drugs and medical consumables at the destinations supplies it at the Central Drugs Store, Bhubaneswar 2% of the purchase order value will be deposited by the supplier in favour of Deputy Director, State Drug Management Unit, (O) Bhubaneswar in shape of Bank Draft in the revolving fund as transportation cost. The deposit should be made before the stock entry of bills to the Central Drug Store, Bhubaneswar. This will only be applicable if the purchase order value to one consignee for one item is less than Rs. 20,000/- (Rupees twenty thousand) only and the total order to that supplier for all items is less than Rs. 50,000/- (Rupees fifty thousand) only. Drug orders in excess of Rs.50, 000/- (Rupees fifty thousand) will be supplied at the respective destinations (door delivery) as per purchase order.

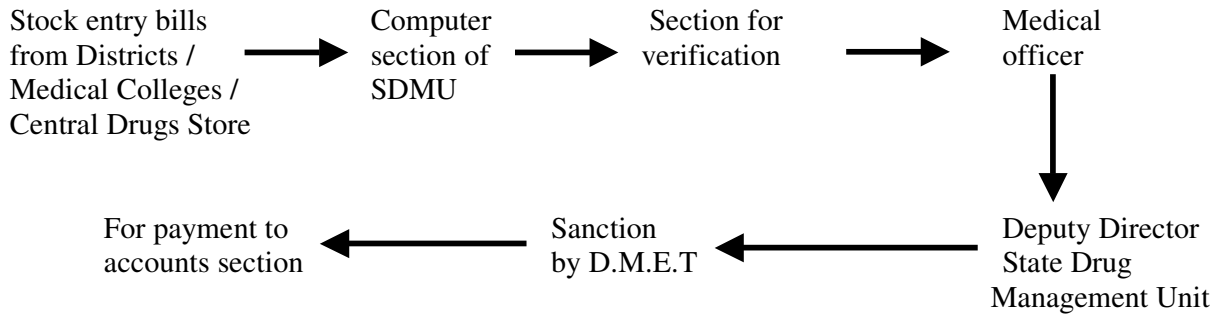
**20. TERMS OF PAYMENT:**

- 20.1 No advance payments towards cost of drugs and medical consumables etc. will be made to the supplier. The supplier has to deposit 4 (four) copies of the bills or invoices at the place of supply for stock entry. In case of Inj. A.R.V, Inj. A.S.V or any emergency life saving drugs advance payment to the supplier may be considered.
- 20.2 100% (full payment) of the value of the Drugs and Medical Consumables supplied shall be made on receipt of the invoice / challan from the supplier and stock entry certificate from the warehouses. Such payment shall be made within two months from the delivery of the goods.
- 20.3 All the stock entry bills must be sent to SDMU within 7 days of receipt of goods by the store medical officer of districts, colleges or central drugs store.
- 20.4 All the bills must pass through the quality testing section before sanction or final payment.
- 20.5 Payments will only be made after keeping the security deposit and the quality testing charges from the supplier, if they have not deposited those before.
- 20.6 All the payments will be made preferably by sending the A/C payee Cheques / Bank Drafts through Registered Post / Courier / Speed Post to the supplier.
- 20.7 No claims shall be made against the Director of Medical Education and Training, Orissa in respect of interest on earnest money deposit or security deposit or delay in payment due to some unavoidable circumstances.

**21. DISPOSAL OF DATE EXPIRY DRUGS & DRUGS DECLARED AS NOT OF STANDARD QUALITY**

The Chief District Medical Officer / C.M.O. / Superintendent of Medical Colleges after due verification of the stocks & purchase details pertaining to the date expired drugs and drugs declared Not of Standard Quality will supervise the destruction of the above drugs and make a list of such drugs alongwith Name of the item with Strength, Batch No., Expiry Date, Cost & Name of the Manufacturer. The list of drugs destroyed should be duly signed by the C.D.M.O. / C.M.O. / Superintendent & Store Medical Officer / Medical Officer I/c with intimation to the local Drug Inspector / Licensing Authority.

**Diagrammatic indication of movement of bills**



**N.B.** The file for payment should not stay for more than 3 (three) days at any level, keeping in mind the receipt of stock entry bills, etc., the payment should be made within 21 days Of receipt of stock entry bills by SDMU.

**ESSENTIAL DRUG LIST AND STANDARD TREATMENT GUIDELINES COMMITTEE:**

1. Prof. and H.O.D Department of Pharmacology, S.C.B. M.C.H, Cuttack - Chairman
2. Deputy Director, State Drug Management Unit - Convener
3. Drugs Controller - Member
4. Representative from Medicine Department  
S.C.B. M.C.H, Cuttack / V.S.S M.C.H, Burla / M.K.C.G, Berhampur
5. Representative from Paediatrics  
S.C.B. M.C.H, Cuttack / V.S.S M.C.H, Burla / M.K.C.G, Berhampur
6. Representative from Obst. and Gynecology  
S.C.B. M.C.H, Cuttack / V.S.S M.C.H, Burla / M.K.C.G, Berhampur
7. Representative from Surgery  
S.C.B. M.C.H, Cuttack / V.S.S M.C.H, Burla / M.K.C.G, Berhampur
8. Representative from Radiology  
S.C.B. M.C.H, Cuttack / V.S.S M.C.H, Burla / M.K.C.G, Berhampur
9. Representative from Psychiatry  
S.C.B. M.C.H, Cuttack / V.S.S M.C.H, Burla / M.K.C.G, Berhampur
10. Representative from Skin and V.D  
S.C.B. M.C.H, Cuttack / V.S.S M.C.H, Burla / M.K.C.G, Berhampur
11. Representative from Ophthalmology  
S.C.B. M.C.H, Cuttack / V.S.S M.C.H, Burla / M.K.C.G, Berhampur
12. Representative from Anesthesiology  
S.C.B. M.C.H, Cuttack / V.S.S M.C.H, Burla / M.K.C.G, Berhampur
13. Representative from Cancer Institute  
Acharya Harihara Cancer Institute, Cuttack
14. Representative from the Peripheral Cadre from all Specialties.

- N.B.**
1. The Essential Drug List and Standard Treatment Guideline will be revised and updated every two (2) years. The chairman will write to all the departments to get their feedback and suggestions keeping in mind the recent Essential Drug List prepared by W.H.O and the prevalence of disease pattern in our State. The list should cover all types of drugs used from Sub-centre level to medical college (tertiary) level. Drugs should be in generic name, proven efficacies and cost effective.
  2. The Essential Drug List and Standard Treatment Guideline will be printed by the SDMU and distributed to all doctors, pharmacists, house surgeons and P.G. students under Health and F.W. Department of Orissa.

**PURCHASE SUB-COMMITTEE / TECHNICAL COMMITTEE:**

- |    |   |   |           |
|----|---|---|-----------|
| 1. | Director Medical Education and Training, Orissa   | - | Chairman  |
| 2. | Director Health Services, Orissa  | - | Member    |
| 3. | Director Family Welfare, Orissa   | - | Member    |
| 4. | Drugs Controller, Orissa  | - | Member    |
| 5. | Deputy Director, State Drug Management Unit   | - | Convener  |
| 6. | F.A. – cum – C.A.O., Directorate of Health Services                                       | - | Member    |
| 7. | Medical Officer, State Drug Management Unit   | - | Member    |
| 8. | Store Medical Officer, State Drug Management Unit   | - | Member    |
| 9. | Representative of the concerned Departments<br>(i.e. T.B. / Leprosy / Ophthalmology etc.) | - | Member(s) |

**Function :**

- A. The committee will approve all the purchases of SDMU preferably at a time once in a year.
- B. The committee will finalise and approve all the tender evaluations before submitting to Government / State Level Purchase Committee.
- C. The committee can approve and finalise small purchase of donor agencies without sending it to Government
- D. Central Purchase of drugs and medical consumables, surgicals and sutures, bedding and clothing, instruments and equipments must be sent to Government for approval.

**STATE LEVEL PURCHASE COMMITTEE :**

- |     |  |   |                                   |
|-----|--|---|-----------------------------------|
| 1.  | Secretary to Govt. Health & Family Welfare Deptt.                                  | - | Chairman                          |
| 2.  | Addl. Secretary to Govt., Health & Family Welfare Deptt.                           | - | Member                            |
| 3.  | Director Medical Education & Training, Orissa                                      | - | Member                            |
| 4.  | Director Health Services, Orissa   | - | Member                            |
| 5.  | Director Family Welfare, Orissa  | - | Member                            |
| 6.  | Director of Indian Medicine and Homoeopathy, Orissa                                | - | Member                            |
| 7.  | Drugs Controller, Orissa   | - | Member                            |
| 8.  | Representative of Finance Department   | - | Member                            |
| 9.  | Representative of Law Department   | - | Member                            |
| 10. | Representative of Export Promotion & Marketing, Orissa                             | - | Member                            |
| 11. | Financial Adviser – cum – Deputy Secretary to Govt. Health & Family Welfare Deptt. | - | Member Secretary – cum – Convener |
| 12. | Dy. Director, State Drug Management Unit   | - | Member                            |

**STATE LEVEL COMMITTEE (E.P.M) :**

- |    |  |   |          |
|----|--|---|----------|
| 1. | Secretary, Health & Family Welfare Deptt. (O)                      | - | Chairman |
| 2. | Director, Export Promotion & Marketing (O)                         | - | Convener |
| 3. | F.A – cum – Jt. Secy. to Govt., Health & Family Welfare Deptt. (O) | - | Member   |
| 4. | Director, Medical Education & Training (O)                         | - | Member   |
| 5. | Director, Health Services (O)                                      | - | Member   |
| 6. | Director, Family Welfare (O)                                       | - | Member   |
| 7. | Drugs Controller (O)   | - | Member   |
| 8. | Joint Director, E.P.M.   | - | Member   |
| 9. | Dy. Director, State Drug Management Unit, (O)                      | - | Member   |

**STEPS IN FINALISATION OF THE APPROVED LIST**

**FLOW CHART :**

Floating & evaluation of Tender by SDMU → Approval by Technical Committee → Approval by S.L.P.C, Health & Family Welfare Deptt. → Approval of Cabinet Minister, Health & Family Welfare Deptt. → Release of Approved List by Govt., which is valid for one year from the date of issue.

**STATE DRUG MANAGEMENT UNIT  
IN-FRONT OF RAM MANDIR  
CONVENT SQUARE  
UNIT – III  
BHUBANESWAR – 1  
ORISSA, INDIA  
TEL / FAX – 0674 – 2503878 / 2504306  
EMAIL – [pknayak@sancharnet.in](mailto:pknayak@sancharnet.in)**