

GOVERNMENT MEDICAL COLLEGE & HOSPITAL , CHANDIGARH

Hospital (Building), Sector 32, Chandigarh-160047, Phone 0172-2665253-57, Fax No. 0172- 2608488

HOSPITAL ADMINISTRATION BRANCH-II**CIRCULAR**

The following decisions have been taken by the competent authority regarding the functioning of Pharmacy of GMCH-32, Chandigarh:-

1. Dr.Kislay Dimri, DMS will look after the day to day functioning of Pharmacy.
2. The poor free indent time will be from 4 PM to 5 PM.
3. Since the computers between Sub-Store-I, Sub-Store-II and Dispensary Superintendent are already linked, the movement of the expiry drug/slow movement of the drugs will be looked after by the DS.
4. Pharmacist III (OPD) presently looking after bulk store will run an additional OPD counter. Pharmacist-III will be a permanent reliever to OPD/other services whenever required.
5. The receipt person will directly send the drugs to Sub-Store-I and II.
6. Sub-Store I and II will fill, type and print the indents and will also attach the sources.
7. Stock checking will be done once a week by Sub Store I & II.
8. Pharmacist I & II (Receipt section) will be preparing forwarding of bills and also will prepare the proposal for IAC vetting in the prescribed format. After signatures of the concerned officers, the file will be sent to IAC by Office seat-II and will be received back by Office seat-II. Office seat-II will also fill CP Nos. in IAC documents.
9. Permission for sanction of the bill and the sanction order will be prepared by Office seat-I.
10. Ex post facto sanctions of drugs and dressing materials will also be taken by receipt section. Local purchase will also be made by them. They will also organise the meeting of DVC.
11. Office seat-II will upload all e-tenders and take prints of technical and price bids and prepare the files of each firm in the presence of members of committee.
12. Office seat-II will send letter to various firms for calling quotations.
13. Once the quotations are received the agenda for Quotation opening committee will be prepared the the meeting of DQEC will be organised by Pharmacist-I of Technical procurement.
14. Comparative of DQEC will be prepared by Pharmacist-I of Technical procurement. She will also send the proposal for IAC clearance. LPC agenda if required will be prepared by Pharmacist-I of Technical procurement.
15. Office seat-I will check deficient papers and make correspondence regarding deficient papers.
16. Office seat-I will prepare and issue purchase orders.
17. Late supply penalty will be computed and prepared by Pharmacist I & II (Receipt section) .
18. Leave record for entire Pharmacy department and all official work of the department will be performed by Office seat-II .
19. The staff will usually get the leave sanctioned from DMS before proceeding of leave with due recommendation by the DS.
20. The concerned personal will ensure that work of the respective area doesn't suffer due to his/her leave and will get his/ her leave noted from the respective colleague.
21. Pharmacist-II of Technical procurement under supervision of Pharmacist-I of Technical procurement will prepare agendas of LPC/SPC comparative statement and other work being done by Pharmacist-I of Technical procurement
22. Ms. Manjeet will also supervise the OPD in addition to a routine work for smooth running of OPD.

23. The Office seat-III will assist the overworked area after getting instructions from DS.
24. The indents to various wards and OPDs will be issued from Monday to Friday from 9 am to 11 am only. The respective sisters-in-charge will ensure that the indent is transported from pharmacy before 11 am so that the pharmacists can perform their other works.

Dated, Chandigarh the
21.08.2018

Prof. B.S. Chavan
Director Principal

Endst.No. GMCH-HAII-EA3 (217)-2018/ 31561-67 Dated, **31 AUG 2018**

A copy is forwarded to the System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to following for information & necessary action:-

1. Dr. Sanjeev Palta, JMS, GMCH-32, Chandigarh.
2. Dr. Kislay Dimri, DMS, GMCH-32, Chandigarh.
3. Ms. Kiran Bala, Nursing Superintendent, GMCH-32, Chandigarh.
4. Ms. Neetu Verma, Dispensary Superintendent, GMCH-32, Chandigarh with the request circulate the same to all staff members of Pharmacy deptt.
5. PS to DP for information of DP please.
6. PA to ADA/MS for information of ADA/MS please.
7. Copy to Master file.

for

neetu
Office Superintendent (HA-II)
Director Principal

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