



All India Institute of Medical Sciences, Bhubaneswar
(A Statutory body under aegis of Ministry of Health and Family Welfare, Govt. of India)
Sijua, Post: Dumuduma, Bhubaneswar (Odisha) -751 019

File No. AIIMS/BBSR/F&A/176/17

Date: 02.05.2017

OFFICE MEMORANDUM

Subject: Standard Operating Procedure for Procurement Of Drugs/ Disposables/Consumables From AMRIT Pharmacy In Case Of Emergency.

1. The Sister-in-charge of ward/department prepares the indent form (Annexure-I) in duplicate & ensure its availability/non-availability at Central Store through medical attendant.
2. The in-charge, Central pharmacy will issue the Drugs/Consumable available with store & strike out the same. He will mark not available for the drugs/consumables which are not available with central pharmacy & will put his signature in the space provided in indent form.
3. The attendant proceeds to AMRIT pharmacy, collect the Drugs/Consumables and hand over a copy of the indent to AMRIT pharmacy. AMRIT pharmacy raises the invoice in duplicate and handover an invoice to the attendant with drugs /medicines/consumables.
4. After receipt of Drugs/Medicines in the ward/department, the same is entered in the stock register already exist in the ward/department for drugs/consumables received from central pharmacy. Separate folios in the stock register shall be assigned for procurement made from AMRIT pharmacy.
5. The indent form is countersigned by the Doctor in charge and the same along with invoice of AMRIT pharmacy is handed over to Finance & Accounts Division by each ward/department at the end of each month.
6. At the end of each month, AMRIT pharmacy prefers the consolidated bill to Financial Advisor along with supporting invoices.
7. Finance & Accounts Division scrutinises the bills of AMRIT pharmacy with indents/invoices forwarded by each department.
8. After concurrence of Financial Advisor & approval of Competent Authority, the bill is processed for payment to AMRIT pharmacy.

**FINANCE AND CHIEF
ACCOUNTS OFFICER
AIIMS BHUBANESWAR**



ANNEXURE-I

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR.

Indent book for drugs/consumables to be procured on emergency basis. when not available at Central Pharmacy (Within Rs.25000/-)

Book No-

Indent No-

Name of the Department/Ward-

Date-

Sl. No	Name of the Drugs/Consumables	Quantity last indented to Central Pharmacy with date.	Quantity now required	Remarks of In charge, central Pharmacy regarding availability/non-availability.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Signature of Nursing Sister

In-charge/Central pharmacy.

Counter signature of Doctor in charge of Dept./ward