

## INDENTING OF MEDICAL STORES

1. The placement of indent/demand for medical stores by any medical facility medical store depot or Service Hospital has to be based on Monthly Maintenance figure (MMF). The MMF shows the consumption pattern which needs to be evaluated diligently so that non availability as well as over stocking of medicine is avoided and availability of any sealed item is assured at any point of time.
2. It has come to notice that the indents placed by ECHS Polyclinics are often not realistic, as a result of which they are holding undesirable surplus stores for several items.
3. In view of this, it is imperative that MMF must be prepared correctly based on issue and expenditure of medicines in previous 11 months. While preparing the MMF only generic name items as per PVMS should be included and trade names of items should be avoided. Alternate items are also to be included for 'in lieu' in case a particular item is not available.
4. The consolidated MMF duly scrutinized and signed by o/I Med Stores nominated by O/ic polyclinic will henceforth to be sent to the Regional Centre for vetting by JD (Hosp Services). The Regional Centre will the sent the MMF to the concerned SEMO. The Regional Directors will evolve a mechanism to get feedback on consumption of medicines every month in the polyclinics in their area of jurisdiction. The same will also be verified on ground during their visit to PC with a view to assess the authenticity of MMF

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