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Central Organisation, ECHS
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B/49762/AG/ECHS/Policy

21 Jul 2017

IHQ of MoD (Navy)/Dir ECHS (N)
Air HQ (VB)/DPS
HQ Southern Command (A/ECHS)
HQ Eastern Command (A/ECHS)
HQ Western Command (A/ECHS)
HQ Central Command (A/ECHS)
HQ Northern Command (A/ECHS)
HQ South Western Command (A/ECHS)
HQ Andaman & Nicobar Command (A/ECHS)



ACCOUNTING OF ECHS FUNDS

1. SEMOs have been entrusted with the task of procuring & providing the medicines of ECHS Polyclinics wef Oct 2016 vide MoD letter No 19189/DGAFMS/DG-2C/ECHS dt 10 Oct 2016.
2. The following needs to be ensured for all the ECHS Polyclinics (Mil as well as Non Mil):-
 - (a) Medicine Demand by Polyclinics. A BOO will be held every year which will work out monthwise requirement of medicines of all Polyclinics separately factoring the previous expenditure pattern, seasonal fluctuation, peculiarities of geo-location, nature of dependencies and other related factors.
 - (b) Demand & Supply by SEMO. SEMO will ensure timely supply of medicines. Necessary vetting of demand can be done without adversely affecting the medicinal satisfactory state at ECHS beneficiary end. The following will be ensured :-
 - (i) Copy of supply order being placed will be forwarded to concerned ECHS Polyclinic.
 - (ii) Effort will be made to provide the medicines in the weightages demand e.g. providing 2 x 5mg medicines in place of 1 x 10mg medicines (unless demanded due to need of subscription & dosage) results in additional financial burden.
 - (iii) Once medicines are being issued to the ECHS Polyclinics, cost at which these are procured will be endorsed in the issue voucher/copy of supply order by vendor(s) having cost will be given to ECHS Polyclinics who in turn will ensure judicious use of medicines.

See policy

3. If any medicine is likely to be expired in next four months, the details will be forwarded by OIC ECHS Polyclinics to SEMO who will ensure that the medicines are returned to the vendors for clean exchange three months before the expiry date.

4. Non forwarding the details of medicines to SEMO four months in advance of expiring date will make OIC Polyclinic & Pharmacists/Nursing Assts accountable for wastages while responsibility will shift to SEMO if the details have been forwarded. Procedural fine tuning can be done by SEMO concerned based on geographical dispersion and other related factors.

(IVS Gahlot)

Col

Dir (Med)

for MD ECHS

Copy to :-

DGAFMS-DG-3A

DGMS (Army)/DGMS-5(B)

DGMS (Navy)/Dir ECHS (Navy)

DGMS (Air Force) (Med-7)

- for issue of necessary instructions to all SEMOs to guide and monitoring demand, procurement and issue of medicines under their jurisdiction.

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All Regional Centres

- for dissemination to all Polyclinics for strict compliance.

Internal

Ops & Coord, Claim Sec

P & FC Sec, C&L Sec

- for info.

Stats & Automation Sec

- for uploading the letter on ECHS website.