



मुद्रासप, कर्मचारी राज्य बीमा निगम  
अमृतसरोजगारमंत्रालय, भारत सरकार  
पंचदीप भवन, सी.आई.जी. रोड  
नई दिल्ली - 110002.



Headquarters, Employees' State Insurance Corporation  
Ministry of Labour & Employment, Government of India.  
Panchdeep Bhawan: C.I.G. Road:  
New Delhi - 110 002

ई-मेल/ email: [dmsc-rc@esic.nic.in](mailto:dmsc-rc@esic.nic.in) टेलीफोन/ टेलीफोन/ TelFax: 011-23234334

No. U-25/12/Misc/2020-Med V/Pt-II - 20

Dated: 04-02-2022

To,  
Director (Medical) Delhi / Director (Medical) Noida,  
Dean, All ESIC PGSIMSR's Medical Colleges  
Medical Superintendents - All ESIC Hospitals  
Director Insurance Medical Services - All States

Sub: Strict Inventory control by Dean's/MS's/DIMS of ESIC and ESIS Institutions and submission of data for Standing Committee ESIC - reg.

Ref: i. Hqrs. instruction no. U-25/12/Misc/2020-Med V P-II dated 21-05-2021(copy enclosed).  
ii. Hqrs. instruction no. U-25/12/Action Plan/2021-Med V P-I/357 dated 09-11-2021(copy enclosed).  
iii. Hqrs. instruction no. U-25/12/Local Purchase/2021-Med V/1 dated 03-01-2022 (copy enclosed).

Sir/Madam,

Reference captioned subject, many instances of unwanted excessive procurement and expiry of drugs are being continuously reported to ESIC Headquarters' office.

Pursuant to the periodic directions already issued by ESIC Headquarters' office on the captioned subject, it is again reiterated that the process of procurement as well as inventory control are both closely interrelated in maintaining an optimum inventory for the purpose of smooth delivery of medical services and disbursement of medicines to ESIC beneficiaries. A successful inventory control should incorporate minimisation of carrying cost while balancing the supply and demand with no obsolescence.

Inventory management by Deans, Medical superintendents and DIMS of respective procuring units should be done on a scientific basis keeping in view pattern of consumption for past three years, ABC-VED matrix, disease prevalence etc. such that the procurement is prudent.

Expiry of stores (Drugs/Consumables/Lab items/sutures/IOL/implants etc.) should be carefully monitored by the Heads of the Institution and timely efforts should be initiated for utilisation of near expiry drugs such that there is no financial loss to the Corporation.

As directed, data statement duly signed by Deans/Medical Superintendents/DIMS along with Head of F&A of respective location with values of Cumulative Inventory, monthly added Inventory and that of expired drugs should be submitted in the following format:

(This data has to be reported in Each Standing Committee meeting of ESIC.)

Name of the location.....

Data for the month of..... (1<sup>st</sup> report to be started with the month of January 2022)

(At first instance, cost of inventory is ONLY for Allopathic drugs procured through DGESIC RC's in Rupees)

| S.No. | Opening balance of inventory.<br>(Cumulative cost on 1 <sup>st</sup> of each month) | Total cost of supplies received (not ordered)during the month | Total cost of consumption during the month | Closing balance of inventory.<br>(Cumulative cost at the end of each month) | Cost of expired drugs during the month (if any) |
|-------|---|---|--|---|---|
| 1.    |   |   |  |   |   |
| 2.    |   |   |  |   |   |

\*Data for previous month (in excel and PDF both) is to be sent by 5<sup>th</sup> of following month through e mail @ [dmsc-rc@esic.nic.in](mailto:dmsc-rc@esic.nic.in).

\* If expiry is reported, please send the MIS report duly countersigned by Dean/MS/DIMS with Head F&A.

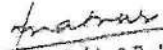
Further, in this context followings directions are again reiterated for strict compliance: -

1. Procurement of drugs should be strictly based on demand/patient load following statutory purchase procedure and guidelines issued from Headquarters' office from time to time.
2. Annual requirement of Drugs & Dressings should be estimated by Medicine Scrutinizing Committee constituted by the Head of the Institution, based on past consumption of three years/trends etc. which should be duly approved by the Competent Authority. This should be the basis of Drug Formulary to be implemented in the respective unit.
3. Re-order level and buffer Stock should be monitored & supervised on regular basis duly considering the lead time to maintain optimum inventory with least obsolescence.
4. As has been emphasised in earlier communications, it is mandatory that:
  - a) All ESIC locations to use the Material management and ERP module of ESIC for procurement and release of payments of drugs purchased through DGESIC Rate Contracts/Local Purchase/ any other. No Goods Receipt Note (GRN) without online Supply order should be generated.
  - b) All ESIC locations should mandatorily update all procurement in the Material Management Module of Dhanwanti on ESIC Panchdeep portal.
  - c) Supply orders must be issued DIRECTLY in the name of the DGESIC approved pharmaceutical firms and payments released accordingly. There is no role of any distributor/stockist/ any other intermediary agency in the supplies from DGESIC Rate Contracts.
5. Monthly Physical verification of 40 items or more should be done by the Deans/MS/DIMS/Nominated authority.
6. Issuance of stores by medical store to sub stores like wards/ICU/OT etc. should be done online and should follow First in - First out (FIFO) and First expiry - First out (FEFO) basis. Indenting and utilisation of High cost drugs should be monitored diligently so as to avoid pilferage or expiry.
7. Quality Check and regular recoveries under the Risk purchase must be executed and records kept thereof for Audit and Vigilance purposes.
8. MIS Expiry Reports should be strictly monitored and supervised monthly at each location.

It is again reiterated that prudent procurement, maintenance of optimum inventory, administrative action for expired items in concurrence with F&A and maintaining financial propriety is the sole responsibility of Heads of Institutions i.e Deans, Medical Superintendents and Directors Insurance Medical Services as per delegation of power and budget provisions.

This issues with the approval of Director General.

भवदीया,

  
04.02.2022  
Dy. Medical Commissioner (RC)

Copy to:

1. PPS/PS to DG, FC, CVO, MC(PC), MC(MA&MS), MC(ME), MC(Ayush)
2. State Medical Officers and Regional Directors of All States for co-ordination with DIMS.
3. Website Content Manager with request for uploading on ESIC website.
4. Hindi Cell for translation.
5. Guard file/ Spare copy.

डॉ. संध्या कान्हा / Dr. SANDHYA KANHA

असिस्टेंट डायरेक्टर (RC)

असिस्टेंट डायरेक्टर (H.Q.)

असिस्टेंट डायरेक्टर

असिस्टेंट डायरेक्टर

असिस्टेंट डायरेक्टर

असिस्टेंट डायरेक्टर

04.02.2022  
Dy. Medical Commissioner (RC)



HEAD QUARTERS OFFICE  
**EMPLOYEES' STATE INSURANCE CORPORATION**

PANCHDEEP BHAWAN, CIG MARG, NEW DELHI-110002

Tel/fax: 011-23234334, E-mail: [dmc-rc@esic.nic.in](mailto:dmc-rc@esic.nic.in)

(AN ISO: 9001-2008 Certified)

No. U-25/12/Misc/2/2015-Med.V Part-I

Date : 29.06.2016

To,  
Director (Medical) Delhi / Noida,  
Medical Superintendents – All ESIC Hospitals,  
Directors, ESI Scheme, All States,  
SSMC / SMC – All States

Sub: Monitoring of Expiry of Drugs– reg.

Sir/Madam,


It has come to the notice of Competent Authority that expired medicines are kept in the medical stores of User Units without adhering to the guidelines issued by ESIC HQRS Office. It is reiterated that the storage and disposal of expired medicines should be followed as per the existing guidelines. Further, the expiry of drugs should be monitored strictly as per the circular enclosed on the above cited subject dated 04.01.2012.

In case any medicine is found expired, the concerned Dispensary Incharge / Medical Superintendent of the hospital should take disciplinary action against the individual/s responsible.

This issues with the approval of Competent Authority.


Yours Faithfully

Enc: As above

  
29/6/16  
(Dr. Anita Mittal)  
Dy. Medical Commissioner(RC)

Copy to:-

1. Pranava Kumar, Dy. Director(PR) e-mail [pranava.kumar@esic.in](mailto:pranava.kumar@esic.in) for uploading on ESIC website
2. Hindi Division for translate
3. Guard file

  
29/6/16  
Dy. Medical Commissioner(RC)

**HQRS. OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI - 110 002**  
Tel/Fax: 011-23234334, E-mail: [dmc.rc.esic@gmail.com](mailto:dmc.rc.esic@gmail.com)  
(An ISO-9001:2008 Certified)

U-25/12/DMC(RC)/09-Med.V

Dated: 04.01.2012

To,  
**Med. Supdts. - All ESIC Hospitals**  
**SSMCs/SMCs - All States**  
**Director (Med.) Delhi/Noida**

**Sub.: Monitoring of Expiry of drugs - reg.**

Sir/ Madam,


I am directed to say that the storage and disposal of expired medicines should be strictly followed as per existing guidelines. Further, the expiry of drugs should be monitored strictly as per following instructions.

1. The Expiry Date Register for medicines should be properly maintained, updated and monitored on regular basis and should be strictly monitored by the Dispensary In-charges and Med. Supdts. of the concerned hospital.
2. All expired medicines should be disposed of immediately. No expired medicine should be kept in the medicines storage area of dispensary stores, hospital stores including wards and central stores.
3. In case expired medicines are not disposed of immediately, as per existing guidelines, they should be kept separately in a sealed container/box, marked with RED INK, labeled as 'EXPIRED MEDICINES, NOT FOR DISTRIBUTION/USE', giving full details of medicines kept in the box. Such box(es) of expired medicines should be kept separately under the custody of Dy. Med. Supdt./Med. Supdt./Dispensary In-charge and Manager, Central Stores as the case may be.
4. All concerned SSMCs/SMCs should visit and do inspection of medical stores in dispensaries/hospitals including ESIC Hospitals on regular basis with special emphasis on monitoring of expiry of medicines. A prompt action should be taken for disposal of/write off, of such expired medicines.

The above said instructions should be strictly followed.

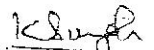
This issues with the approval of the Competent Authority.

Yours faithfully,

  
04/01/2012  
(Dr. Kayam Singh)

Dy. Med. Commissioner (RC)

Copy 15 - System Division for uploading on website

  
04/01/2012