

Government of Himachal Pradesh
Department of Health & Family Welfare, HP.

File No. HFW-B (A) 1-1/2018

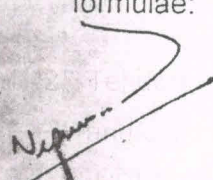
Dated: Shimla-2, the

27/04/2019

Notification

The Governor, Himachal Pradesh is pleased to notify the Standard Operative protocol (SOP) and lay down detailed instructions for procurement of medicines/drugs and consumables for Health Institutions in the State of Himachal Pradesh as following:-

1. Health and Family Welfare Department shall finalize the facility wise Essential Drugs List (EDL) along-with list of consumables and sutures required in Government Health Institutions of HP. This shall be reviewed after every two years by a committee notified by the Director Health Services, HP on the basis of the experience of previous year and as per the recommendations of CMOs/MS. Similarly, the EDL for the Medical Colleges shall be reviewed every two years by a committee notified by the Director Medical Education.
2. Tenders for Rate Contract of all the items of essential drugs list including sutures and consumables shall be floated by the Himachal Pradesh Health Procurement Cell (HPHPC) or by any other committee notified by the State Government.
3. All the Rate Contracts and the list of identified vendors on the basis of competitive bidding shall be uploaded on the DVDMS Portal.
4. Budget for procurement of medicines, sutures, surgical items, surgical consumables etc. shall be distributed amongst different Chief Medical Officers, Medical Superintendents and BMO Pangi and Kaza by the Directorate which shall also be updated on the DVDMS portal in the beginning of the financial year latest by 15th April. CMOs shall further tentatively indicate the allocation of this budget amongst various Health care Institutions under his control on the basis of the following formulae:



a) 25% budget allocated to a particular CMO shall be distributed for indoor patient care amongst the Civil Hospitals and Health Institutions with 30 or more beds through the concerned SMO (if SMO is the DDO) or through concerned BMO (if BMO is the DDO) for meeting out costs for medicines, consumables etc.:

$$\begin{matrix} \text{Budget} \\ \text{allocated to a} \\ \text{particular} \\ \text{CH/CHC (>30} \\ \text{bedded)} \end{matrix} = \frac{\text{Annual IPD attendance in last FY in} \\ \text{particular Institution}}{\text{Annual IPD attendance in last FY in} \\ \text{whole district for all such institutions}} \times \begin{matrix} \text{Indoor budget} \\ \text{availability for} \\ \text{the district (25\%} \\ \text{of total budget)} \end{matrix}$$

b) 65% budget allocated to a particular CMO shall be distributed for outdoor patient care and for the implementation of various National Programmes amongst all the Health Institutions under his control. For this indicative allocation, the Block Medical Officers shall compile the yearly OPD attendance in their Block of all the Institutions of which they are DDO including Health Sub Centres. Similarly the OPD attendance shall be placed before the CMO in respect of Civil Hospitals by SMO Incharges (in which the DDO responsibilities are assigned to SMO Incharges). The tentative allocation shall be made as per following formula:

$$\begin{matrix} \text{Budget} \\ \text{allocated to a} \\ \text{particular} \\ \text{BMO/SMO IC} \end{matrix} = \frac{\text{Annual OPD attendance in last FY in} \\ \text{particular Block/CH}}{\text{Annual OPD attendance in last FY in} \\ \text{whole district for all the Blocks/CHs}} \times \begin{matrix} \text{Outdoor budget} \\ \text{availability for} \\ \text{the district} \end{matrix}$$

c) 10% of the allocated budget may be utilized for emergency purchases as per the requirement. This budget may also be utilised for reclamation of any amount spent by any Health Institution from RKS Fund for emergency purchase of medicines.

Such exercise shall be completed by each CMO latest by 30th April of every year.

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All the BMOs shall consolidate the requirements of medicines, sutures, surgical items, surgical consumables etc. from all the institutions of their Block and submit the demand to the Concerned CMO office through DVDMS twice a year based on actual requirement. Similarly, SMO Incharges shall consolidate the requirements of medicines, sutures, surgical items, surgical consumables etc. from their institutions. The BMO/SMO Incharges shall take into consideration, the tentative requirement of medicines and consumables required under various Health programmes e.g. Ayushman Bharat, JSSK, NCD, RBSK, Himcare etc. also for the demand generation. This requirement shall be uploaded on the DVDMS Portal by the BMOs/SMOs as per the timeline mentioned below. All the CMO's shall consolidate the requirements submitted by different BMOs and SMOs. All the Indenting officers - CMOs, MS and BMO Pangri and Kaza shall place the orders directly to the identified vendors twice an year as per the timeline mentioned below:

| | First Demand Generation | Second Demand Generation |
|--|--|--|
| Latest by | 15 th May | 15 th November |
| Shall cover the period | July to December of the current FY | January to March of CFY and April to June of Next Financial year |
| Limit | Half of the tentative budget allocation + Tentative claim amount under Ayushman Bharat/HIMCARE | Half of the tentative budget allocation + Tentative claim amount under Ayushman Bharat/HIMCARE + any additionality, if allocated |
| Order placement by CMO/MS/BMO Kaza, Pangri | Latest by 30 th May | Latest by 30 th November |

6. On receipt of the supply at the CMO office / Medical Superintendent office, the same shall be verified by the Store Incharge as well as designated Store Purchase Officer on the DVDMS Portal. After receipt of the supply at the district stores, the CMO/MS will get the quality check of the medicines done as per the procedure laid down.

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Payments shall be made directly by the Indenting Officers - Chief Medical Officers/ Medical Superintendent/BMO Kaza/ BMO Pangi to the firm(s) concerned after receipt of the medicines as per the specification and terms and conditions of the Rate Contract.

8. BMO/SMO Incharge shall place their indents through DVDMS portal within the limits of their initial requirement submitted to the CMO office. CMO office (District Store) shall receive indents as well as make distribution to different Blocks only through DVDMS portal. In no case, the same shall be done on a manual basis.

9. BMO office shall further distribute the supplies to various institutions of their block as per their respective indents.

10. All the CMOs shall also convey the limits of indicative budget to all the BMOs to make emergency purchases from the 10% budget reserved for this purpose at the level of CMO. If any BMO or institution head makes purchases to meet out emergency or to make stop gap arrangement to implement Free Drugs Policy from RKS funds, than concerned BMO shall raise demand with the CMO office and concerned CMO shall recoup those funds to concerned RKS through BMO from the funds available for Free Drugs Policy.

11. Delayed supply by the vendors shall only be received as per the terms and conditions of the tender document and DVDMS shall allow the receipt only up to the specified period. But if an indenting officer intends to receive supply beyond specified period as per Tender condition, then prior approval of the Directorate shall be required and DVDMS shall permit only after approval of the Directorate.

12. If there is any issue regarding quality of medicine, supply issues or non supply etc. that shall be brought into the notice of the Director Health Services who shall further inform the Government in this and seek directions for further appropriate action against the concerned vendor as per the terms and conditions of the tender.

3. In emergency conditions or if medicines, consumables are not available through state rate contract than Indenting Officers may purchase the products in the following orders of preferences:

- (i) State Rate Contract;
- (ii) If any medicine(s) etc. not available as per point no. (i), that may be procured from the approved list of 103 medicines of CPSU's;
- (iii) If any medicine(s) etc. is not available as per point no. (i) & (ii), that may be procured from the vendor identified by the IGMC Shimla/Dr RPGMC Tanda on the basis of competitive bidding provided that the tender should be valid;
- (iv) If any medicine(s) etc. are not available as per point no. (i), (ii) & (iii), than those may be procured as per valid ESI Rate Contract;
- (v) If any medicine(s) etc. are not available as per point no. (i), (ii), (iii) and (iv), that may be procured as per BPPI rates through their local distributor or from the Jan Aushadhi Stores of the concerned institution.
- (vi) If still any product is not available as per point No. (i), (ii), (iii), (iv) and (v) or product is required during the lead period (where the indent has been placed with the approved sources but the supply is yet to be received), CMOs may procure these locally after completing all the codal formalities at their own level and extent of such purchase in a year should not be more than 10% in a financial year which should come down by converting such emergency medicines into the EDL of the next year.

14. If there is an additional requirement of different products in any institution other than EDL for schemes like Ayushman Bharat, Himcare, JSSK, RBSK etc., those may be procured in bulk considering the demand for a quarter or so and not on patient to patient basis and strictly as per the procurement ladder specified at Clause 13 above. Procuring Officers will ensure to finalize the product at lowest rates rather than to finalize percentages on MRPs. The Procuring Officer must ensure that different brands of same product should not be procured at different rates at same time.

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5. All the CMOs after receipt of the medicines at district store shall ensure to supply medicines to different blocks and to different institutions as per their indents by making arrangements at the CMO office level itself rather than asking different blocks or institutions to come for collection of medicines.

By order

- *sd* -

R.D. Dhiman

Addl: Chief Secretary (Health)

Government of Himachal Pradesh

Dated

27/04/2019

Ends. No. As above

Copy for information and necessary action to:-

1. The Sr. Spl. Private Secretary to Health Minister, HP, Shimla.
2. The Director Health Services, Himachal Pradesh, Shimla-9.
3. The Mission Director (NHM), HP, Shimla-9
4. The Director, Health Safety & Regulation, HP, Shimla-2.
5. The Director, Medical Education and Research, Himachal Pradesh, Shimla-9. with the request to circulate the same to all the Principals working under his control.
6. The Director Dental Health Services, Himachal Pradesh, Shimla-9.
7. All the Chief Medical Officers in HP with the directions to circulate the same to all BMOs and SMOs in the District.
8. Guard file.

Nipun Jindal
(Dr. Nipun Jindal)

Special Secretary (Health) to the
Government of Himachal Pradesh.

No. HFW-B(A)1-1/2018 Dated Shimla-171002, the

6 August, 2020

Notification

In continuation and partial modification of this department's notification of even number dated 27.04.2019, the Governor, Himachal Pradesh is pleased to order that the procurement ladder mentioned in the clause 13 of SOPs laid down for procurement for medicines/ drugs and consumables for Health Institutions in the State may be read as under:-

- (i) State Rate Contract;
- (ii) If any medicine(s) etc. not available as per point no. (i), that may be procured from the approved list of 103 medicines of CPSU's;
- (iii) If any medicine(s) etc. are not available as per point no. (i) and (ii) than those may be procured as per valid ESI Rate Contract;
- (iv) If any medicine(s) etc. are not available as per point no. (i), (ii) and (iii), that may be procured from BPPI as per approved rates through their local distributor or from the Jan Aushadhi Stores of the concerned institution.
- (v) If still any product is not available as per point No. (i), (ii), (iii) and (iv) or product is required during the lead period (where the indent has been placed with the approved sources but the supply is yet to be received), Indenting Officers may procure these locally after completing all the codal formalities at their own level and extent of such purchase in a year should not be more than 10% in a financial year which should come down by converting such emergency medicines into the EDL of the next year.

Further, in respect of the medicines/ drugs and consumables which are available in State RC/EDL of DHS, no institution/District shall undertake tendering for the same.

BY ORDER

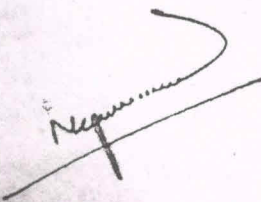
Addl. Chief Secretary (Health) to the
Government of Himachal Pradesh
Dated 6 August, 2020

Ends. No. As above

Copy for information and necessary action to:-

1. The Principal Private Secretary to the Governor of HP, Shimla
2. The Principal Private Secretary to Chief Minister, HP, Shimla
3. The Sr. Spl. Private Secretary to Health Minister, HP, Shimla
4. The Sr. Private Secretary to Chief Secretary, HP, Shimla-2
5. All the Administrative Secretaries, HP, Shimla-2
6. All the Deputy Commissioners in HP.

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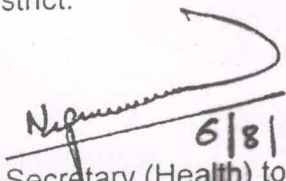
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7. The Director Health Services, Himachal Pradesh, Shimla-9.
8. The Mission Director (NHM), HP, Shimla-9
9. The Director, Health Safety & Regulation, HP, Shimla-2.
10. The Director, Medical Education and Research, Himachal Pradesh, Shimla-9. with the request to circulate the same to all the Principals working under his control.
11. The Director Dental Health Services, Himachal Pradesh, Shimla-9.
12. The Controller, Printing & Stationery, HP Shimla.
13. All the Chief Medical Officers in HP with the directions to circulate the same to all BMOs and SMOs in the District.
14. Guard file.


6/8/20

Special Secretary (Health) to the
Government of Himachal Pradesh

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14-12-20

No. HFW-B(A)1-1/2018-II
Government of Himachal Pradesh
Department of Health & Family & Welfare.

DIRECTOR HEALTH
No. 766
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From

To

Secretary (Health) to the,
Government of Himachal Pradesh.

The Director,
Health Services, Himachal Pradesh, Shimla-9.

Dated: Shimla, the

10th December, 2020

Subject: -

Regarding procurement ladder for procurement medicines/drugs and consumables for Health Institutions the State.

Sir,

Dr. P. N.
S. D. S.
Secy. H.A.
(Dir) L.
Supt. Med-I
Supt. Med-II
Supt. Med-III
Supt. Med-IV
Supt. Med-V
Supt. Med-VI
DMS

I am directed to refer to your letter No. HFW-H (III) G (DVDMS/ 6237 dated 02.11.2020 on the subject cited above and to say that the matter has been examined and decided that the procurement of medicines and consumable for Health institutions may be procured strictly as per the procurement ladder specified at clause 13 of this department Notification No. HFW-B (A) 1-1/2018 dated 06.08/2020. However, the Procuring Officers will ensure to finalize the product at lowest rates and different brands of same product may not be procured at different rates at same time.

You are, therefore, requested to take further necessary action in the matter accordingly under intimation to this department.

DVDMS

S. Ch. Kar Verma

14/12/2020

Yours faithfully,

(Dr. Ashwani Sharma)
Special Secretary (Health) to the
Government of Himachal Pradesh.

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NHMHP SBCO/HMGP/1/2020-HP-National Health
Mission-(11907) National Health Mission Himachal Pradesh

From Mission Director
National Health Mission, HP

To All Medical Superintendent
Himachal Pradesh

Dated: Shimla
February, 2022

MISSION DIRECTOR (NHMHP)
25 FEB 2022
Shimla, HP

Subject:- Regarding providing adequate medical treatment facilities to the patients of Hemophilia.

Sir,

In this regard, as we know Hemophilia is a genetic bleeding disorder caused by the absence of clotting factors VIII and IX in the blood. This disease is incurable but manageable by infusion of Anti Hemophilic Factor whenever bleeding or internal injury occurs.

It is requested to all medical superintendent of Himachal Pradesh to provide therapeutic as well as prophylactic treatment free of cost to all hemophiliac patients who are bonafide residents of Himachal Pradesh and dedicate at least 4 beds in district hospital/medical college for treatment of patients of hemophilia and thalasemia. It is further more added that the availability of factor VIII & IX must be ensured as this drug is in EDL, so that patients may not suffer due to out of stock of this drug.

This is for your kind information and necessary action please.

Yours faithfully,

Mission Director
National Health

Mission, HP

National Health Mission
HP Shimla-171003