

**GOVERNMENT OF NCT OF DELHI
OFFICE OF THE MEDICAL SUPERINTENDENT
ARUNA ASAF ALI GOVT HOSPITAL
5, RAJPUR ROAD DELHI-54**

F1(126)/MSO/AAAGH/2013/2132-

Dated: 20/07/13

CIRCULAR

A meeting was convened in the chamber of MS on 18/07/2013 at 02:00 PM in which all HOD's /DMS/PO/Store I/C, participated. The agenda for the meeting was **ENSURING TIMELY PROCUREMENT OF DRUGS & MATERIAL & PROCESSING OF VARIOUS TENDERS WITHIN STIPULATED TIME PERIOD FOR THE SMOOTH RUNNING OF HOSPITAL & IN THE INTEREST OF PATIENT CARE.**

At the very outset all the officials present were welcomed & thanked for successfully organising ARUNA's Day on 16th July. Winners were congratulated & hope expressed that other depts will work hard to win award next year. Having done structural improvements in the hospital, the FOCUS now needs to be shifted towards ensuring availability of all essential drugs/items /Equipments & later in functional state & to process Tenders in time for the smooth functioning of the hospital.

A serious concern was shown regarding shortage /unavailability of some day to day items in the hospital despite availability of the funds, which may affect smooth functioning of the hospital & patient care. This is occurring despite several circulars issued in this regard & it appears to be resulting from due diligence not being paid in procurement/Tendering process & personal issues/ego clash amongst some officials jeopardising it further. Delay/not doing work on this account creates an artificial scarcity affecting smooth functioning of hospital & patient care & putting Administration in the bad light. It is being viewed seriously. Personal issues should be kept at bay, further past mistakes & RTI'S should not deter us in performing our duties sincerely & honestly. We must work together efficiently & effectively in the interest of patients, forgetting our differences which is the need of hour and this is what our profession demands.

In this regard following issues/areas needs to be addressed immediately so that road-blocks are removed & hospital put on rails again.

1. Various Reasons leading to delay in procurement of drugs/items/ processing tenders/repair-maintenance of equipments as mentioned in letter no...F1(126)/MSO/2012/AAAGH/1876 dated 05//07/13 are to be taken care of by the Concerned official/ deptt. So that **these deficiencies are removed within 07 working days (Action All HOD's /Branch I/C/ Purchase officer)**. PO may be call one or more deptt. /day in this regard & days/ time-slot may be allotted for this by P.O.
2. Requirements if any, sent by various deptts/branch, should be judicious & based on past consumption pattern & taking care of BUFFER STOCK & 10% VARIATION.
3. TO AVOID "NO STOCK POSITION."..... Every deptt/Branch should send their requirements as soon as buffer stock is reached & same is for the concerned stores. The

Status of stock position should be uploaded regularly on our hospital website/common folder besides hard copies.

SMS alerts may also be sent for requirements if buffer stock is approaching.

Store Officer may also send requirements of essential items /frequently required items on the basis of past consumption pattern to avoid "STOCK OUT" position.

4. Following timelines are to be followed at each step of procurement

A. Deptt /Branch: Requirements to be sent as soon as buffer stock is reached (Deptt. must keep buffer stock of at least one month)

B. Store: Buffer stock of atleast 3 months to be kept & demand raised as soon as buffer stock reached /approaching

Alerts to be sent to user deptt. /Indentor via SMS/Email/our hospital Website/hard copies.

Requirement from various deptt and that from store to be compiled within 07 working days & sent to purchase Deptt.

C. Purchase Deptt.: Compile and consolidate & put up to screening committee within 07 working days.

D. Screening Committee: May meet as frequently as required – once a week /Twice a week or more to scrutinize the demand & Submit the same with the recommendations within 10 working days.

D. Purchase Deptt. To issue supply order of approved items within 07 working days after obtaining approval of the competent authority.

5. **URGENT REQUIREMENT OF THE DEPPTS.**

Are to be procured within the timelines- within the period asked by the deptt. – immediately /48 hrs /5-7 days.

These requirements are to be processed on urgent basis, without delay.

The Urgent requirements may be sent in a performa with a color code – RED or BLUE to make it out, it should carry name of the items /specification /quantity /approx. Cost/ stock position in the deptt and store & that it is required urgently (24hrs/48hrs/within a week).

Reason why demand could not be anticipated earlier should also find mention. Further frequently required such items in the deptt. should be recommended for inclusion in our OTE/CPA list & a list should be prepared in this regard by PO in consultation with concerned.

6. CPA items list & our OTE items list, all groups to be made available to all concerned through hard copies /Email/loading on our hospital website /common folder.

This list should be updated frequently. Similarly various demand performa should also be put on the website /common folder.

7. Further regarding shortage of staff as to provide N.O./DEO/Clerical Staff/in purchase /Maintenance /stores, it is to be considered on priority basis.

8. Regarding Status/ processing/extensions of E-Tenders/LTE's pertaining to Purchase /maintenance /out sourced services-NO/Sanitation/Security, IT & Others like kitchen, laundry, canteen, local chemist, X-ray waste solution etc.

- It is directed that concerned I/C /Nodal Officer must see that process for fresh tender must begin at least three months prior to the expiry of the term for the smooth functioning of the hospital.
 - It is observed that at present most of our tender are on the verge of completion of their terms /need extension /renewal or very less time left to complete the process of fresh tendering. In such cases, in order to run hospital smoothly and in the interest of patient, extension for 03 months or till fresh tendering is done whichever is earlier(within the validity period of tender) may be sought from the competent authority giving reason for the delay. The Nodal Officer to initiate & expedite the tender process within this time frame.
 - Further due care /diligence should be observed while preparing/ finalizing/ uploading/ /evaluating tender documents /bids in order to see that they are not cancelled/need retendering on this account.
9. **ISSUE OF SIGNING OF GFR 145 CERTIFICATE-** At present all HOD'S afraid to sign the certificate in view of large no. Of RTI's and also being not aware of rates and reliability of the supplier. Competent authority to decide & assign signing official/s so that pending bills in this regard could be cleared. Further in view of above, as far as possible these items may be procured from **Kendriya Bhandar /KVIC /Tihar Jail Co-operatives /super bazaar /Delhi Govt. Approved co-operative stores.**
As an alternative suppliers may be registered to procure these items under GFR 142 following codal formalities for which purchase section may take initiatives.
10. **MATTER RELATED TO DISCOUNT ON MRP:** Needs introspection regarding framing of language on the supply order and can be sorted out by committee of DMS/PO/Accounts Functionary & Dr. B. K. Sharma. Further we should expedite the tender for local chemist (DGEHS employees) as most of the items regarding discount on MRP pertains to it.
11. Regarding Training to officials on procurement /material management/tendering, most of the officials had already been sent for such training held at Delhi Govt. training centre Karkardooma, India habitat Center and at DHS & AIIMS. Further we can send officials again for the training.
12. A booklet /manual regarding procurement of material& Repair-Maintenance in respect of Aruna Asaf Ali Govt. Hospital may be made in a simplified form for the use of all by concerned officials.
13. **GENERAL INSTRUCTIONS:**
- Timelines to be followed & procedural delays to be avoided.
 - Deficiencies at any stage to be pointed out immediately for necessary correction.
 - Demands /Tenders should be timely processed, buffer stock should be maintained. Movement register to be maintained at each branch/desk with recording of movement of files/letter. Further **Inspection committees/Transparency Officer/Vigilance Officer** to be proactive to ensure that **BILLS ARE CLEARED WITH IN STIPULATED TIME, STOCK POSITION UPDATED ON WEBSITE, SURPRISE CHECKING OF STOCKS/SHORT EXPIRY etc.** Are taken care of.

FURTHER FOR THE SMOOTH RUNNING OF THE HOSPITAL AND IN THE INTEREST OF THE PATIENTS

- 14 All HOD's /Branch I/C/STORE-I/C'S are once again directed to submit their requirements if any, within 07 working days (If not submitted earlier)
- a) Of our OTE (All groups) year 2013-14.
 - b) Requirements arising due to non-supply /delayed supply by the CPA – Concerned store I/C to put for their procurement as per the directions of DHS – risk purchase, through our OTE (see that our OTE rates are less than or equal to CPA rates)
 - c) Requirements arising due to delay in finalizing of our OTE's, the requirements may be sent for three months for surgical consumables /non-surgical consumables /medicines /BMW items /Mortuary items /General Store items etc.
 - d) Non-CPA/Non OTE items but required frequently by the deptt., its requirements of three months on the basis of past consumption pattern may be sent.
 - e) Requirements for Machine & Equipments costing above Five lacs, if required to be sent in the EPC performa.

***RELEVANT PERFORMAS MAY BE OBTAINED FROM STORES/PURCHASE DEPTT.**

**(Dr. Ashok Jaiswal)
Medical Superintendent**

F1(126)/MSO/AAAGH/2013/

Dated: 20/07/13

Copy to:

1. PS to MS, AAAGH
2. DMS, AAAGH
3. Purchase Officer, AAAGH
4. All Stores Incharges, AAAGH
5. All HOD's /Branch I/C, AAAGH
6. DNS, AAAGH
7. I/C Mortuary, AAAGH
8. I/C Poor House, AAAGH
9. I/C IT to put it on out website/Common Folder
10. I/C Maintenance, AAAGH
11. Nodal Officers Outsources Services
12. Guard File
13. Notice Board


**(Dr. Ashok Jaiswal)
Medical Superintendent**

**** KEEP ALL EXIT WAYS/CORRIDORS CLEAR OF OBSTRUCTIONS**

FLOW CHART WITH TIME LINES

