

Issue/Dispatch

Issue of drugs – In case of routine quarterly supplies or Supplies against Additional Drug Requests (ADRs)

- I. Dispatch on Drug Request
- II. Dispatch Without Drug Request

- **Process Overview (Dispatch on Drug Request)**

This process is used to record drugs issued or dispatched to State Drug store, district drug store, Tu and PHI Stores against the request generated through Nikshay Aushadhi.

Path: Services-> Issue Dispatch -> Dispatch on Drug Request

The screenshot shows the 'Dispatch on Drug Request' interface. At the top, it says 'NIKSHAY AUSHADHI Central Tuberculosis Division' and 'Welcome, Sds Lucknow'. Below this, there are navigation tabs: 'Task List', 'Home Menu', and 'Dispatch on Drug Request'. The main area is titled 'Dispatch Detail' and contains several dropdown menus: 'Store Name' (SDS Lucknow), 'Store Type' (All), 'Status' (Issue-Pending), and 'Raising Store' (Select Value). There are buttons for 'Issue', 'Modify', 'Cancel', 'View', and 'Report'. Below these is a table with 10 entries. The table has columns for 'Request No.', 'Request Date', 'Raising Store', 'Drug Request Type', and 'Last Issue Date'. The data rows are as follows:

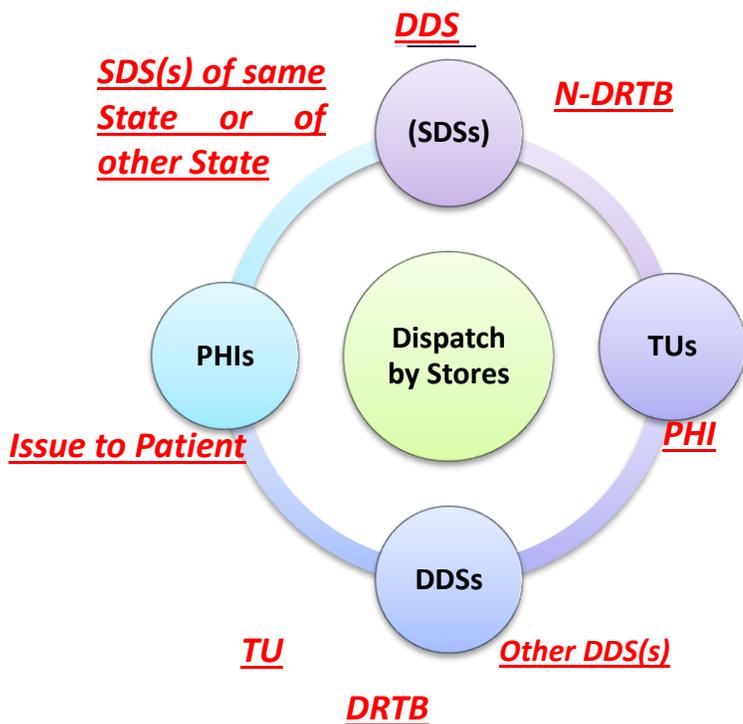
Request No.	Request Date	Raising Store	Drug Request Type	Last Issue Date
101718060001	07-Jun-2018	DDS Rae Bareli	Additional Drug Request	03-Jun-2019
101718060001	12-Jun-2018	DDS Kanpur Dehat	Additional Drug Request	05-Jun-2019
101718060001	15-Jun-2018	DDS Fatehpur	Additional Drug Request	04-Jun-2019
101718060001	23-Jun-2018	DDS Siddharthnagar	Additional Drug Request	30-Apr-2019
101718060002	07-Jun-2018	DDS Balrampur	Additional Drug Request	06-Jun-2019
101718060002	08-Jun-2018	DDS Bahraich	Quarterly Request	06-Jun-2019
101718060002	09-Jun-2018	DDS Rae Bareli	Additional Drug Request	03-Jun-2019
101718060002	11-Jun-2018	DDS Sitapur	Additional Drug Request	07-Jun-2019
101718060002	15-Jun-2018	DDS Fatehpur	Additional Drug Request	04-Jun-2019
101718060002	23-Jun-2018	DDS Siddharthnagar	Additional Drug Request	30-Apr-2019

At the bottom, it says 'Showing 1 to 10 of 372 entries' and 'Partially Issued Draft Mode'. A note at the bottom states: 'Partially Issued requests can be forcefully cancelled if leftover drugs need not be issued' and '163 day Request'.

Dispatch on Drug Request Desk

Glimpse Diagrammatic Flow of Issue/Dispatch Process

Store may issue drugs to multiple sources including:



- Dispatch of drugs shall be determined by the STO/DTO or officer in-charge (authorized by the STO/DTO for the purpose), on the basis of analysis of QRPML, ADRs and Expiry analysis.
- Transfers to SDSs in other states, if any, shall be made on the basis of instructions from CTD.
- Implementing DDSs shall be linked to the most convenient SDS (in terms of proximity and transportation arrangements), in the case of TU/ PHI, shall be linked to the most convenient DDS / TU respectively.

- **SDS**- State Drug Stores
- **DDS** –District Drug Store
- **STO** –State TB Officer
- **N/DRTB** – Nodal / Drug resistant TB centre

- **QRPML**- Quarterly Report on Programme Management & Logistics
- **ADRs** –Additional Drug Request

Procedures to be followed by Pharmacist to dispatch drugs to DDS /SDS within State / SDS of other State; have been recommended below:-

Routine Quarterly Supplies

- Quarterly replenishment of drug stocks with districts shall be based on the QRPMLs
- Information provided in the QRPML, shall be analysed by the pharmacist to help determine the drug requirement of districts for the next quarter.
- Release of quarterly supplies to DDSs based on analysis, followed by the approval of the concerned officer-in-charge

Supplies against Additional Drug Requests (ADRs)

- Sometimes, the quarterly supply of drugs is insufficient to meet the needs of the district and additional drugs are required in advance of the next quarterly shipment.
- In such cases, the concerned DTC/TU/PHI is required to prepare and submit an ADRs to the SDS/DDS/TU, providing details in support of the supplementary requirement.
- The ADR shall be carefully reviewed and validated by the concerned officer-in-charge, prior to approval.

Transfer to other SDSs /DDSs in the same State

- The quarterly review cycle by concerned officer-in- may suggest benefit from the transfer of temporarily excess drugs stocks available at any one SDS /DDS to the other(s), within the same state.
- Transfer as above shall be done through the means of DTA, generated by the STO.

Transfers to SDSs in other States

- The quarterly review of state level QRPMLs carried out by CTD may suggest benefit from the transfer of drugs across SDS in different states to adjust stock imbalances and/or to ensure the timely utilization of close to expiry drugs.
- Transfer as above shall be done through the means of DTA generated by CTD.

The Storekeeper shall perform the following activities for releasing drugs to sub-stores

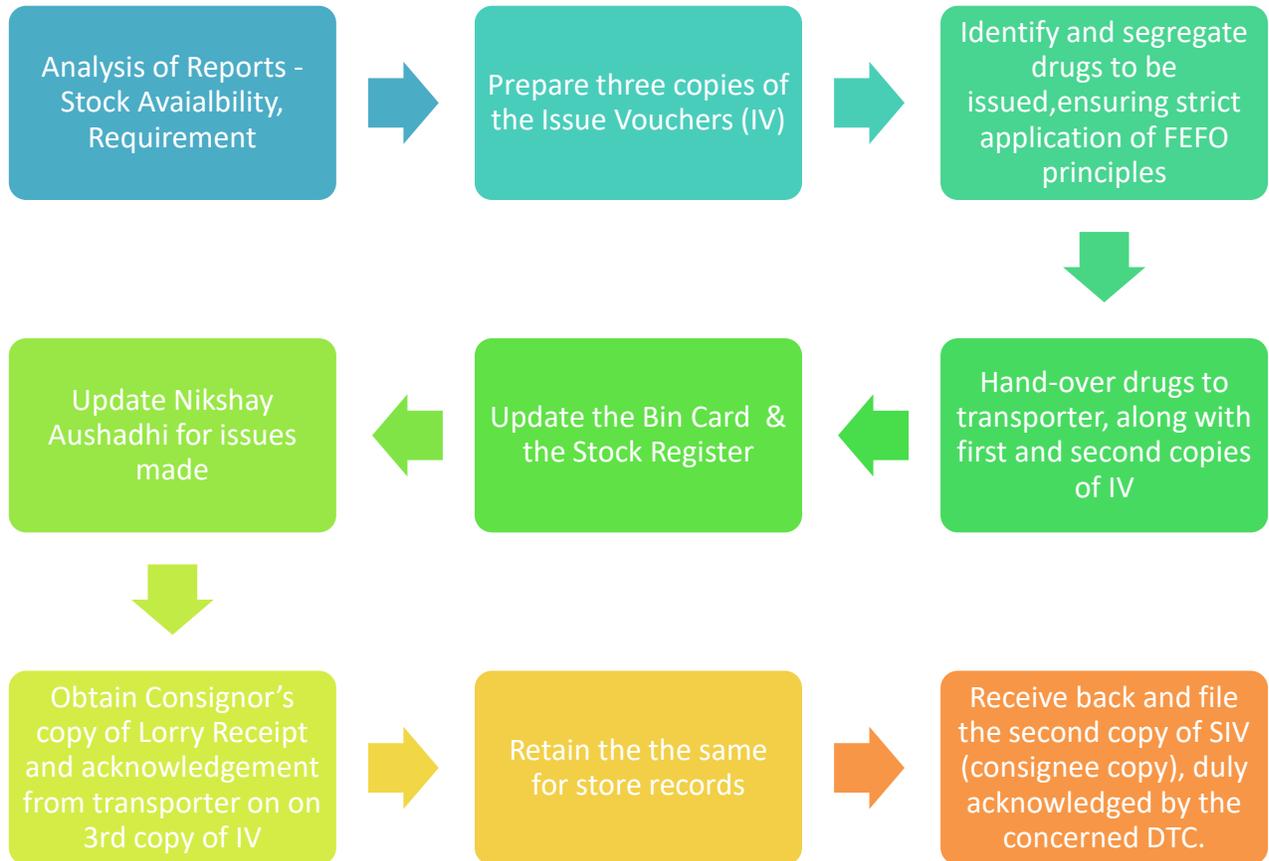
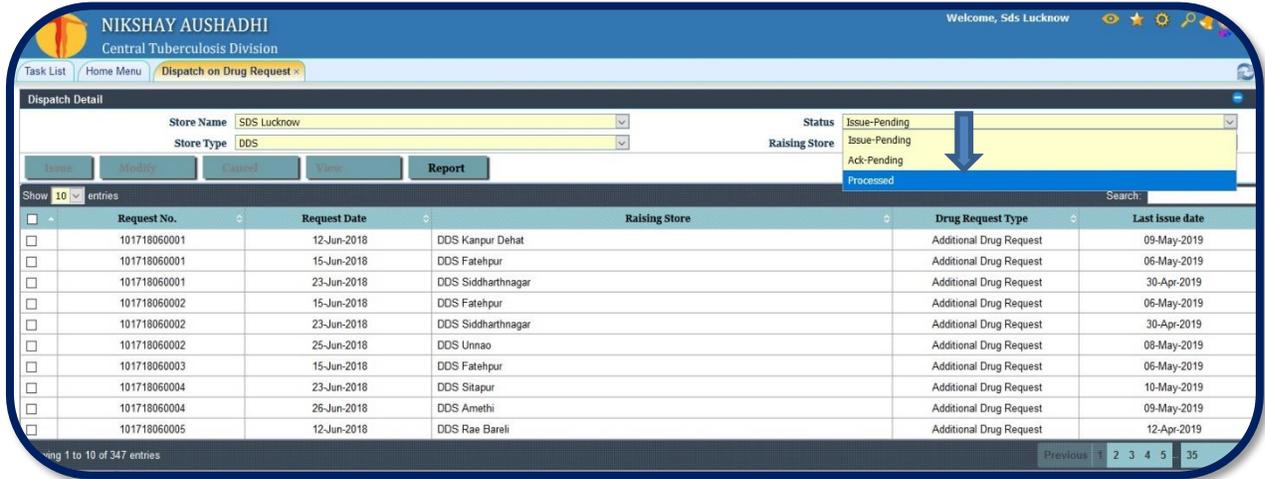


Figure 1 Detailed Step

NOTE: While Storekeeper shall strictly follow FEFO principles, it is also expected of him to exercise due prudence in case of short expiry drugs. The distribution should be on a rational basis keeping in view the utilization pattern of each district with instructions to ensure timely consumption of such close to expiry drugs). Same steps to be followed by sub-stores: DDSs & TUs

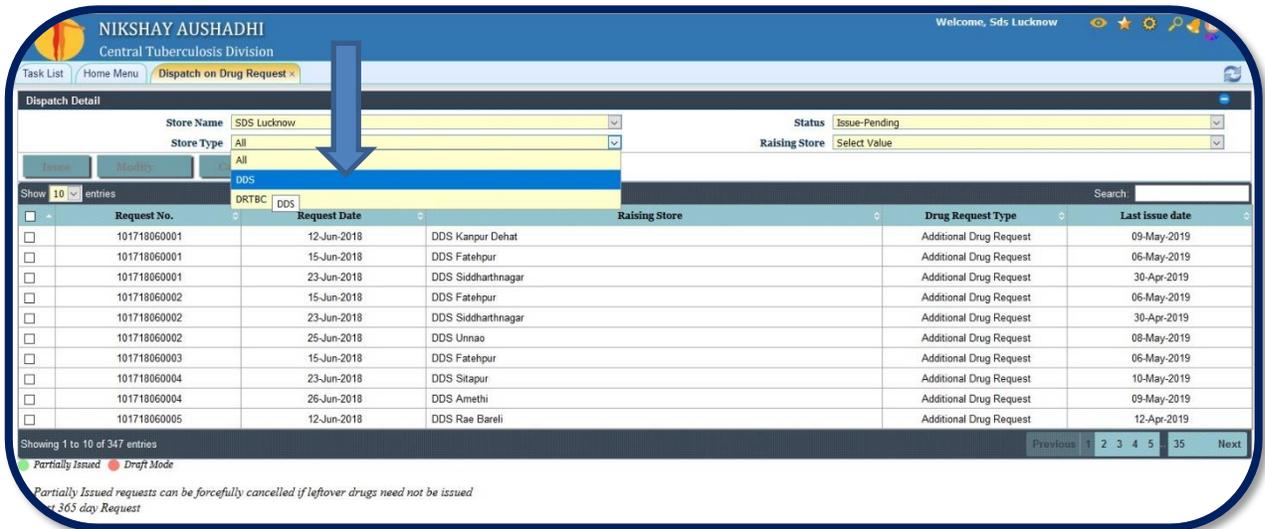
Steps to be follow:

1. In Store Name combo Store Name must be mapped with the application.
2. According to the Status: Issue Pending, Ack-Pending and Processed the filter can be applied as seen in the below arrow pointed image:



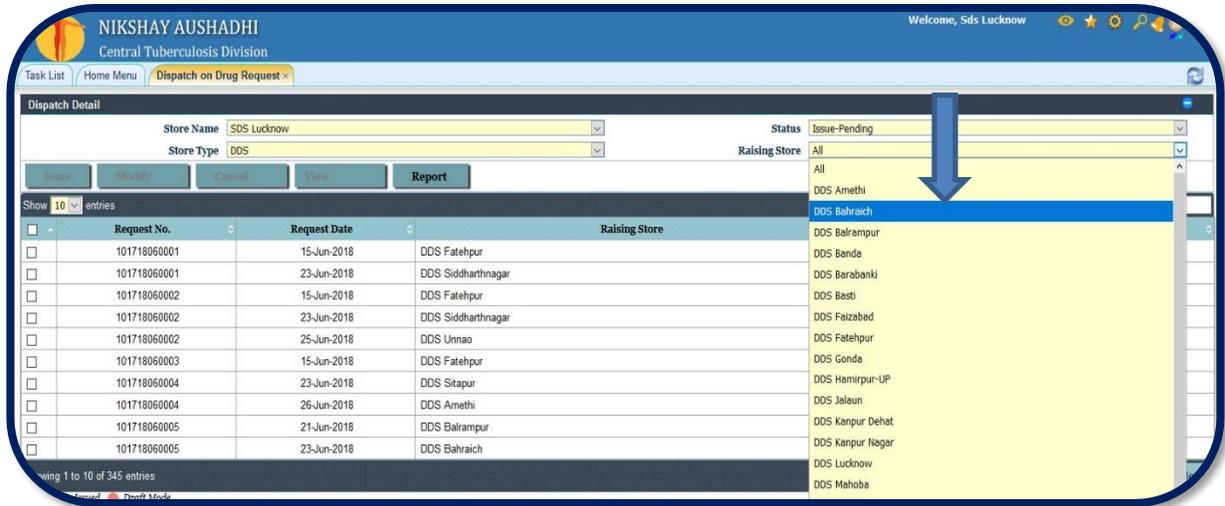
Status: Different Options for Data selection on Screen

3. According to the Store Type : All, DDS, DRTBC the filter can be applied as seen in the below image :



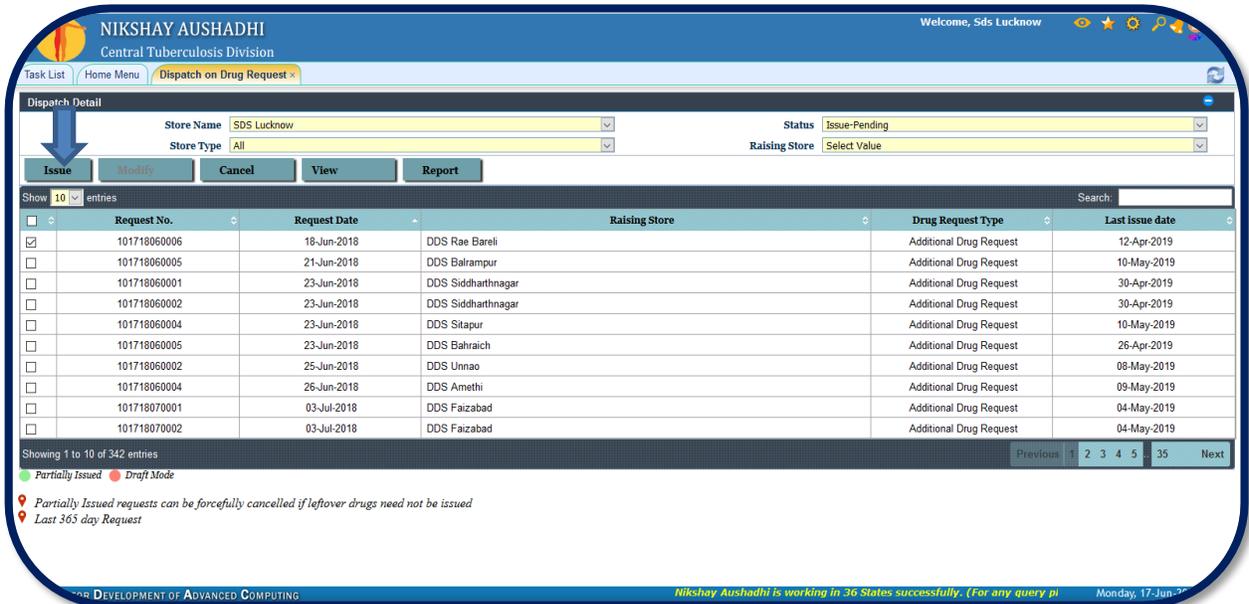
Store Type Status: Different Options for Data selection on Screen

4. According to the Raising Store: All or all district names given to the user for data selection.



Raising Store Status: Different Options for Data selection on Screen

5. Select Request No. and click on Issue Button,



Dispatch on Drug Request

6. Then, the below window shall be open and requisite information to be filled i.e. Issue

Quantity (as by selecting the quantity from multiple batches).

NIKSHAY AUSHADHI
Central Tuberculosis Division

Welcome, Sds Lucknow

Task List Home Menu Dispatch on Drug Request x

Store Name SDS Lucknow
Request No. 101718060006
Drug Request Type ADR
Indenting Store Address

Indenting Store: DDS Rae Bareilly
Request Date: 18-Jun-2018
Drug Request Period NOT APPLICABLE
Indenting Store Contact

Drug Detail(s)

Drug Name	Utilization [last 3 months] (No.)	Suggested Qty.	Annual / Issue Qty.	Stock Qty. (Receiving Store)	Stock Qty.(Issuing Store)	Request Qty. / Sanc Qty.	To Be Issued Qty.	*Issue Qty.	Batch No.	Mfg Date	Expiry Date
CBNAAT- Cartridges (CBNAATC)	0	0	0/0	0	14950	300 / 300	300	0	#		

Click on # sign to select Quantity from multiple Batches

Transporter Details

Name of Transporter: _____ LR/ RR/ ST No. _____
 Transporter Contact No.: _____ Loading Date: _____

Received Details

Received By: Store Incharge (Incharge) Name of the Receiver: Store Incharge (Incharge)

*Remarks: _____

Draft Save Clear Back

Dispatch Details Screen

- Click on save button for final issuing the drugs to respective store and issue voucher get generated in system.

Print Date and Time: 05-Jun-2019 20: 08
User Name:Dds Koriya

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Directorate General of Health Services

DISTRICT ISSUE VOUCHER

Issue Particulars:
 Issued To : CHIRMIRI
 Indenting Store Address :
 Indenting Store Contact No :
 DIV No. and Date.: 1031190600001 and 05-Jun-2019
 Issue Authorization Document: WRDR/ADR/DTA/ with Date of Approval: --

Dispatch Particulars:
 Dispatched By : DDS Koriya
 Name of Transporter: --
 Transport Contact Number: --
 LR/ RR/ ST No. and Date: -- and --

S.No. (a)	Drug (b)	UOM (c)	Quantity Issued (d)	Batch No. (e)	Date of Expiry (f)
1.	3FDC CP (A) (H75,R150 & E275) [DSTB-CP(A)]	No	200	ERD2805A	Mar/2020
2.	4FDC(A) (H75, R150, Z400 & E275) [DSTB-IPA]	No	96	A806173	Jul/2021
3.	4FDC(A) (H75, R150, Z400 & E275) [DSTB-IPA]	No	4	1256	Jun/2021
4.	CP Box (H50, R75 + E100) 4 Strips of 7 Tabs [PC50]	--	0	--	--
5.	Inj Streptomycin 750mg [PC5DII]	--	0	--	--
6.	IP Box (H50, R75, Z150 + E100) 4 Strips of 7 Tabs [PC49]	--	0	--	--
7.	Isoniazid 100 [PC7]	--	0	--	--

Issue Voucher

8. To modify the details in dispatch desk,

- Select the Status as “Ack-Pending” ,
- Then select respective “request no. and
- Press “**Modify**” button, after doing the necessary modification click on “**Save**” button.



9. Similarly, click on “**V**” button to view the existing data on the screen.



10. Click on the “**Final Save**” button after finalizing the demand. Once final saved the demand cannot be modified.

Process Overview (Dispatch without Drug Request)

This process is used to record drugs issued or dispatched to district drug store in Nikshay Aushadhi, without any request received from sub stores through Nikshay Aushadhi. **The pharmacist to follow following mentioned steps:-**

Path: Services-> Issue Dispatch -> Dispatch without Drug Request

Dispatch without Drug Request

Steps to be follow:

1. In Store Name combo Store Name must be mapped with the application.
2. In Store Type combo, User can be able to issue the drugs to their respective sub-stores as well as their mapped DRTBC Stores in system.

Store Type Status: Different Options for Data selection on Screen

3. DRTBC stores would be mapped in SDS and DDS Level as to get the drugs i.e. **BEDAQUILNE** and **DELAMANID** through them only.

NIKSHAY AUSHADHI
Central Tuberculosis Division

Welcome, Sds Lucknow

Task List / Home Menu / Dispatch Without Drug Request >

Dispatch Without Indent >> Issue

* Store Name: SDS Lucknow
* Store Type: DRTBC
* Issue Date: []

* Item Category: Drug
* Drug Request Generating Store: Select Value

Drug Name	Batch No.	Expiry	Available Qty.	Manufacturer Name
- Receive Details -				
Received By: Select Value				
- Transporter Details -				
Name of the Receiver				
* Approved Remarks: ok				

* Mandatory Field(s)

Draft Save Save Clear

DRTB_CHC Khaga
DRTB_COMBINED DISTRICT HOSPITAL SRW
DRTB_District Hospital BNA
DRTB_District Hospital FTP
DRTB_District Hospital SDN
DRTB_District Hospital UNN
DRTB_DTC Bahraich
DRTB_DTC BALRAMPUR
DRTB_DTC BST
DRTB_DTC GONDA
DRTB_DTC Orail
DRTB_DTC SDN
DRTB_DTC SKN
DRTB_KING GEORGE MEDICAL COLLEGE
DRTB_Lalganj
DRTB_MANDALIYA
DRTB_ML Chest KPN

Drug Request Generating Store Status: Different Options for Data selection on Screen

- The requisite information to be filled in the screen and click on SAVE button to generate the issue voucher.

Print Date and Time: 18-Jun-2019 16: 26
User Name: Sds Lucknow

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STATE ISSUE VOUCHER

Issue Particulars:
Issued To : DDS Lucknow
Indenting Store Address :
Indenting Store Contact No :
SIV No. and Date.: 1031190500016 and 03-May-2019
Issue Authorization Document: WRDR/ADR/DTA/ with Date of Approval:

Dispatch Particulars:
Dispatched By : SDS Lucknow
Name of Transporter: --
Transport Contact Number: --
LR/ RR/ ST No. and Date: -- and --

S.No.	Drug	UOM	Quantity Issued	Batch No.	Date of Expiry
(a)	(b)	(c)	(d)	(e)	(f)
1.	Ethionamide 250 mg [PC20]	Tab	12000	EEE1808A	Oct/2021

Remarks: ok

KEY: UOM: Unit of Measurement; LR: Lorry Receipt; RR: Railway Receipt; ST: State Transport Receipt

Signature of Issuing Storekeeper: Signature and Stamp of Transporter: Signature of Recipient Storekeeper:

Signature of Issuing Officer: Signature of Recipient Officer:

Notes:
1. Stores Register Folio No. is to be given both by the issuer and recipient of drug stocks and comprises the page number of the Stock Register on which the issue/ receipt is recorded
Signature and stamp of the storekeeper/ authorized signatory of both the issuing and the recipient unit are to be provided in the DIV.

Issue Voucher