

CENTRAL STORE, PT. B.D SHARMA, PGIMS, ROHTAK
STORE/22/5828

Date: 22/7/22

To

Sr. Prof & Head,
Department of I.T & Telemedicine
U.H.S, Rohtak

Sub: - Regarding implementation of Pro-active disclosure under section -4 of RTI-Act- 2005.

With reference to State Public Information Officer letter no SPIO/PGIMS/2022/4313-28 dt. 30.6.2022.

The information pertaining to Central Store duly approved by Worthy Director. PGIMS. Rohtak is hereby enclosed for updation on the website in this Institute.


This is for your kind information & necessary action please.

Encl:- DA as above.

Endst. No. Store/2022/

Copy to:-

The State Public Information Officer. PGIMS. Rohtak for kind information please.


DMS I/c Central Store
PGIMS, Rohtak
Dated:-


DMS I/c Central Store
PGIMS, Rohtak

PUC:- STORE/22/ 5370

Dt. 13-7-22

Sub: Regarding Implementation of Pro-active disclosure under section 4 of RTI Act 2005 for Central Store.

With reference to letter no. SPIO/PGIMS/2022/4313-28 dt. 30/06/2022 (copy enclosed), the detailed (revised) information of Central Store is enclosed herewith.

It is submitted for your kind approval, so that the report may further be send to I.T. Department for upload on the website of the Institute.

Encl: As above

Sumit
13/07/2022

245 p.s.

FOENo122/5747
Dt 18/7/2022

W 07/7/22

Dr. Medical Superintendent
Central Store
PGIMS, Rohtak

M/S. P. Singh

17452
14-07-22

Dr. P. Singh PL 15/7/22

Approved.

21/7/22

M/S.

Dr. P. Singh 21/7/22

W 22/7/22

Sumit

Dr. Jitender Jakhar
PIO-Cum DMS I/c Central Store
M-8708685039

CENTRAL STORE

Sh. Raj Kumar
(Store Officer)
M- 8708791465

Sh. Wazir Singh (Sr. Storekeeper)
(Receipt & Repairing of M & E items)
M- 9466447024

Sh. Vijay Kumar (Storekeeper)
(Surgical Goods Receipt, Inspection & Bills)
M - 9813511315

Sh. Ajit Singh (Storekeeper) (Stationery,
Chemical & Glassware Section)
M- 8168735215

Sh. Sant Ram (Storekeeper)
(Condemnation & Sanitation Section)
M - 9991801920

Smt. Jyoti (Storekeeper)
(Furniture, Electrical Goods, Linen Items
Receipt, Inspection, Bills & Distribution)
M- 8818011518

Sh. Rupesh Birla (Assistant)
(Administrative Correspondence & R.T.I.
matters)
M- 9034990660

Smt. Darshana (Clerk)
(Receipt & Dispatch of Dak/Letters)
M- 8930098482

Sh. Sunil (Clerk) (Ayushman Bharat)
M- 7206472624

Sh. Manish (Clerk)
(To assist Sr. Storekeeper, Sh. Wazir Singh)
M- 7015911132

Smt. Mukesh (OTA), Sh. Raghubir, Sh. Rajbir Singh &
Sh. Naresh Kumar (Bearer)
(To assist Central Store's work)

DRUG STORE

Sh. Sanjay Kumar
(Chief Pharmacist)
M- 9416337270

Sh. Sumit Yadav (Manufacturing Pharmacist)
(Nodal Officer Ayushman Bharat & Surgical
Section, Asstt. Nodal Officer Bio Medical
Equipment)
M- 9899826600

Sh. Pankaj (Pharmacist)
(Ayushman Bharat Section)
M- 8901468568

Smt. Poonam (Pharmacist)
(Liquid/Powder Section & Drug Receipt)
M- 9996316660

Sh. Pushpendra (Pharmacist)
(Injection Section)
M - 9468268648

Sh. Rajpal (Pharmacist)
(Tablet/Capsule Section)
M - 8901721527

Smt. Pooja Punia (Pharmacist)
(Surgical & Suture Section)
M- 8950121492

Sh. Pawan (Pharmacist)
(LVP Section)
M - 9992469190

Smt. Suman Mor (Data Entry Operator)
M - 9992220955

Sh. Krishan Kumar (Packer)
M - 9467123424

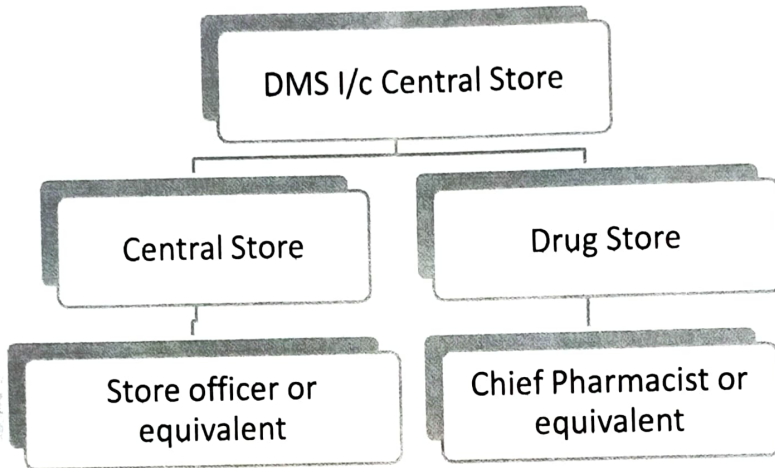
Sh. Mahipal (Bearer) & Sh. Krishan
(Helper)
(To assist Drug Store's work)

CENTRAL STORE: -

The Central Store plays a vital role in smooth functioning of Institute. The Central Store is located in Old Emergency building next to "G Block" and in front of Vishram Sadan.

The main function of Central Store is to procure, store & cater material supply to all Clinical & Non-Clinical areas of the Hospital/Institute for its smooth functioning.

Organization Structure:-



DMS I/c Central Store:-

DMS I/c Central Store exercise his full collaboration, powers to maintain smooth functioning of Central Store/Drug Store by proper planning & co-ordination with higher Administrative Authorities.

Store Officer:-

Store Officer is an In-charge of all different sections of Store & is responsible for meeting up the demand in Hospital in interest of patient care. The demand of all sub-section is forwarded to DMS I/c Central Store after proper analysis of demand in order to meet up the Hospital requirement. He is responsible to manage the buffer stock, so as to avoid short fall as well as wastage of resources procured.

Central Store is divided in following sections for smooth functioning.

1. Receipt Section.
2. Linen Section
3. Chemical & Glassware Section
4. Furniture Section
5. Stationery Section
6. Sanitation Section
7. M & E Section
8. Bill Section
9. Tailoring Section
10. Condemnation Section.

Ward Equipment Section

Handwritten signature
Superintendent
IC Central Store
IGIMS, Rohtak

Procurement:-

The annual demand is received from different Department of the Institute & consolidated by the concerned dealing Storekeepers under the supervision of Store Officer. After approval from DMS I/c Central Store consolidated demand is forwarded to Purchase Section for further procurement. Above mentioned procedure is followed for both planned & unplanned purchase.

Inspection Committee:-

Every incoming material in Central Store is placed in Quarantine Area (Receiving Area) & it's only accepted after approval by concerned Inspection Committee. The Inspection Committee verifies the material with respect to:-

1. Quantity as per supply order.
2. Quality as per supply order.

The Store Officer/representative convene meeting of the above said Committees & if the material is passed by the Inspection Committee is handed over to the concerned section.

Work flow:-


- The material is received as per supply order.
- The material received is put up before Inspection Committee.
- After approval of Committee, material is issued to sub-stores for the distribution in concerned wards/O.T's/Departments against indent from various Departments.
- Rejected material (if any) is returned back to Tenderer / Supplier firms after inspection against supply orders/approved samples.

All bills received are verified by the concerned Department (by verification Committee). If delay occurs, penalty is deducted from the bills. After Audit of the bills, are sent to Purchase Section for payment.

Condemnation:-

The material that is beyond repair/unserviceable is deposited back to the Central Store for further condemnation, as desired.

Contact No's. : -01262- 211300-03 Extn. No. 2244 , 2257


Jy. Medical Superintendent
I/C Central Store.
GIMS, Rohtak

CENTRAL DRUG STORE:-

Drug Store is entrusted with the responsibility to procure/store & distribute Drugs, Surgical & Suture items to various Clinical Departments & sub-stores of PGIMS, Rohtak. It is also responsible for quality assurance so that Drugs & Surgical Sutures procured are compliant to various Norms & Regulations.

Drug Store is divided in following sections for smooth functioning.

1. Ayushman Bharat Section.
2. Surgical & Suture Section.
3. Receipt Section.
4. Tablet/Capsule Section.
5. Injection Section.
6. Liquid/Powder Section.
7. LVP store at site of Glucose Plant.

Procurement:-

The annual demand is received from different Departments of the Institute & consolidated by the concerned dealing Pharmacist's under the supervision of Chief Pharmacist. After approval from DMS I/c Central Store consolidated demand is forwarded to Purchase Section for further procurement. Above mentioned procedure is followed for both planned & unplanned purchase.

Inspection Committee: -

Every incoming material in Drug Store is placed in Quarantine area (Receiving area) & its only accepted after approval by concerned Inspection Committee. The Inspection Committee verifies the material with respect to:-

1. Quantity as per supply order.
2. Quality as per supply order.
3. Shelf Life (It should have not passed more than 1/6 of total shelf life).
4. To maintain Cold Chain during transportation storage of Thermo-labile Drugs.

The Chief Pharmacist /representative convene meeting of the above said Committees & if the material is passed by the Inspection Committee is handed over to the concerned section.


Dy. Medical Superintendent,
IIC Central Store,
PGIMS, Rohtak

Work flow:-

- The material is received as per supply order
- The material received is put up before Inspection Committee.
- After approval of Committee, material is issued to sub-stores for the distribution in concerned wards/O.T's/Departments against indent from various Departments.
- Rejected material (if any) is returned back to Tendered/Supplier firms after inspection against supply orders/approved samples.

All bills received are verified by the concerned Department (by verification Committee) If delay occurs, penalty is deducted from the bills. After Audit of the bills, are sent to Purchase Section for payment.

Efforts are made to ensure the availability of these Drugs in PGIMS Pharmacy depending upon the consumption patterns.

Ayushman Bharat Section:-

As soon as the patient is Registered under Ayushman Bharat Scheme, demand of the patient is received in Central Store. The medicines which are not available in Central Store or not available on rate contract are procured through quotation basis from local market. The Ayushman Bharat Committee members (Nodal Officer of Concerned Department or rep, DMS I/c Central Store or rep., Pharmacist I/c Ayushman Bharat section & Accounts Officer or rep.) receives quotations from local market & comparative of the same is prepared & sent to Purchase section for Supply orders/further procurement. After receiving the medicines & consumables against supply orders; these are verified by the concerned Nodal Officers & issued to Department against indent.


Jy. Medical Superintendent
I/C Central Store.
PGIMS, Rohtak

Annexure – I

(Details of Officials / Employees & Duties assigned)

(Central Store)

Sh. Raj Kumar (Store Officer):-

M- (9416974157) To supervise the store work and to report to DMS I/c Central Store & other higher Authority about availability of material in Central Store. To co-ordinate with the Authorities along with DMS In-charge about current stock position, other short falls & further procurement in Central Store. All indents related to Central Store are approved by Store Officer before issue.

Sh. Wazir Singh (Sr. Storekeeper):-

M- (9466447024) Responsible for the indent and charge of direct receipt of M & E items of various Departments from HMSCL, GEM & other approved sources. Invoice & repair bills of M & E items received from various suppliers placed against Supply orders, followed by Inspection of goods & clearing of bills till their distribution.

Sh. Vijay Kumar (Storekeeper):-

M- (9813511315) Responsible for the work of tenders, receipt and inspection of Surgical Goods received through supply orders issued or direct Departmental supply. He is also responsible for indenting of direct Departmental Supply orders and inspection from concerned Committee and clearing / Audit of the bills.

Sh. Ajit Singh (Storekeeper):-

M- (8168735215) Responsible for the indent and tender of Stationery Section & Chemical, Glassware and Laboratory equipments (M & S) items, of various Departments/Sections & clear the bills pertaining to his allocated section.

Sh. Sant Ram (Storekeeper):-

M- (9991801920) Responsible for the indent of Sanitation item. Condemnation of M & E items & Local Purchase through market on spot quotations.

Smt. Jyoti (Storekeeper):-

M- (8818011518) Responsible for the indent and tender work of Furniture, Electrical, Linen items. Clearing the bills & inspection of goods. She is also responsible for receiving material of direct supplies which is related to furniture, electrical & linen items.

Sh. Rupesh Birla (Assistant):-

M- (9034990660) Responsible for the Administrative correspondence & RTI related matters.

Smt. Darshana: - (Office Clerk):-

M- (8930098487) Responsible for the work of Receipt & Dispatch in Central Store.

Sh. Sunil Kumar (Clerk):-

M- (7206472624) Assisting for clerical job work of Ayushman Bharat.

Sh. Manish Kumar (Clerk):-

M- (7015911132) Assisting for job work of M & E Section with Sh. Wazir Singh.

W T
Jy. Medical Superintendent,
HC Central Store,
GIMS, Rohtak

(Drug Store)

Sh. Sanjay Kumar (Chief Pharmacist):-

M- (9810934903) To supervise the Drug Store as an I/c Drug Store, to approve indent of different sections of Drug Store. His duty is to report to DMS I/c Central Store regarding availability of Drugs & providing status of procurement.

Sh. Sumit Yadav (Manufacturing Pharmacist):-

M- (9899826600) To supervise the Ayushman Bharat Section & tender related works of Surgical Section of Central Store as Nodal Officer for both the sections/ Departments. Also allocated the charge of Asst. Nodal Officer for Biomedical Equipments and supervision of store related indenting etc on GEM portal with proper coordination and reporting to DMS I/c Central Store.

Smt. Poonam (Pharmacist):-

M- (9996316660) Responsible for the Drugs Bill Receipt Section & Liquid, Powder Section in Drug Store. To maintain records related to her sections, inspection of Drugs, forwarding of bills for payment accompanied with distribution, Storage & procurement of Liquid & Powder items.

Sh. Rajpal (Pharmacist):-

M- (8901721527) Responsible for Tablet/Capsule Section i.e. Distribution, Storage & procurement & to maintain their respective records.

Sh. Pushpendra (Pharmacist):-

M- (9468268648) Responsible for Injection Section i.e. Distribution, Storage & procurement & to maintain their respective records.

Sh. Pankaj (Pharmacist):-

M- (8901468568) Responsible for the work of Ayushman Bharat Scheme, to co-ordinate with the Nodal Officers of different Departments & job responsibility is to make the medicines available for patients admitted under Ayushman Bharat scheme & processing of their related bills.

Sh. Pawan (Pharmacist):-


M- (9992469190) Responsible for LVP Section i.e Distribution, Storage & procurement & local purchase and to maintain their respective records.

Smt. Pooja Poonia (Pharmacist):-

M- (8950121492) Responsible for the work of Surgical & Suture Section, i.e. Distribution, Storage, Stock Entry & to maintain their respective records.

Smt. Suman (Data Entry Operator):-

M- (9992220955) To look after the computer work of Drug Store.


I/c Central Store,
GIMS, Rohtak

Annexure - II

List of Committee Member's

Surgical Suture Inspection Committee

Sr.	Name of Committee Member's
1	Dr. Pradeep Kamboj, Sr. Prof., Department of Orthopaedics.
2	Dr. Sanjeev Prasad, Prof., Department of Surgery.
3	Dr. Krishna Dahiya, Prof., Department of Obst. & Gynae.
4	Dr. Devender Singh Panwar, Sr. Prof. & Head Department of Urology.
5	Dr. Gopal Krishan, Prof., Department of Neurosurgery.
6	Dr. R.S. Chauhan, Prof., Department of R.I.O.
7	Dr. Manisha Rath, Prof., Department of R.I.O.
8	Dr. B.K Arora, Prof., Department of Surgery.
9	Dr. Pradeep Kajal, Prof., Department of Paed. Surgery.
10	Dr. Kuldeep Singh, Sr. Prof. & Head Department of Burns & Plastic Surgery.
11	Dr. Joginder Singh, Prof., Department of ENT.
12	Dr. Sandeep Singh, Associate Prof., Department of CTVS.
13	DMS I/c Central Store or representative, PGIMS, Rohtak.

Surgical Goods Inspection Committee

Sr.	Name of Committee Member's
1	Dr. Kuldeep Singh, Sr. Prof. & Head Department of Burns & Plastic Surgery.
2	Dr. Ritu Hooda, Prof., Department of Obst & Gynae.
3	Dr. Raj Singh, Prof., Department of Orthopaedics.
4	Dr. Sumit Sachdeva, Prof., Department of RIO.
5	Dr. V.S. Rathee, Prof., Department of Urology.
6	Dr. Surender Verma, Asstt. Prof., Department of Surgery.
7	Dr. Preeti Gehlaut, Associate Prof., Department. of Anaesthesia.
8	Dr. Poonam Dalal, Prof., Department of Paediatrics.
9	Dr. Mahabir, Associate Prof., Department of Surgery.
10	DMS I/c Central Store or representative, PGIMS, Rohtak.

Dressing Inspection Committee

Sr.	Name of Committee Member's
1	Dr. Raman Kumar, Prof., Department of ENT.
2	Dr. Pradeep Kamboj, Sr.Prof., Department of Orthopaedics.
3	Dr. Naresh Pal, Prof., Department of Surgery.
4	Dr. Mohit Khanna, Associate Prof., Department of Orthopaedics.
5	DMS I/c A & E Department.
6	DMS I/c Central Store or representative, PGIMS, Rohtak.

Syringes/Chemical & Glassware Inspection Committee

Sr.	Name of Committee Member's
1	Dr. Jyoti Kaushal Prof. Department of Pharmacology.
2	Dr. P.S. Gill Prof., Department of Microbiology.
3	Dr. R.K. Goyal, Asstt. Prof., Pharmacy.
4	Dr. Veena Gupta, Prof., Department of Pathology.
5	Dr. Sonia Chhabra, Prof., Department of Pathology.
6	DMS I/c Central Store or representative, PGIMS, Rohtak.

Sanitation & Linen Goods Inspection Committee.

Sr.	Name of Committee Member's
1	Dr. B.M. Vashisth, Prof. Department of Community Medicine.
2	Dr. Yogender Kadian, Sr. Prof. & Head Department of Paediatric Surgery.
3	Dr. Hitesh Khurana, Prof., Department of Psychiatry.
4	DMS I/c Central Store.
5	DMS I/c Sanitation.
6	Nursing Superintendent.
7	Senior Sanitary Supervisor.

Dr. B. Medical Superintendent
 I.C. Rohtak
 12/10/2023

Ward Equipment/ Furniture/ Electric Goods Inspection Committee

Sr.	Name of Committee Member's
1	Dr. Sunita Singh Sr. Prof., Department of Pathalogy.
2	Dr. Kamal Aggarwal Prof., Department of Skin & V.D.
3	Dr. Rakesh Dhankhar, Prof., Department of Radiotherpay.
4	DMS I/c Central Store.
5	S.D.O Electrical or Rep. (Addition in Electric Committee).
6	In-charge Central Store.
7	Nursing Superintendent.

Stationery Inspection Committee

Sr.	Name of Committee Member's
1	Dr. Jyoti Kaushal, Prof., Department of Pharmacology.
3	Dr. Ramesh Kumar, Prof. Department of SPM.
4	DMS I/c MRD Department. (Raja Ram).
5	DMS I/c Central Store.
6	Medical Record officer (Raja Ram).

Drug Inspection Committee

Sr.	Name of Committee Member's
1	Dr. Sudhir Atri, Sr. Prof. & Unit Head, Department of General Medicine.
2	Dr. Prem Parkash Gupta, Prof., Department of Chest & TB.
3	Dr. Jyoti Kaushal, Prof., Department of Pharmacology.
4	Sr. Prof. & Principal College of Pharmacy or representative.
5	Dr. Alok Khanna, Associate Prof., Department of Pediatrics.
6	DMS I/c Central Store.
7	Sh. Sanjay Kumar, Chief Pharmacist, Drug Store, PGIMS, Rohtak.
8	Sh. Sanjeet Kumar, Chief Analyst, Drug Store, PGIMS, Rohtak.
9	Smt. Indu Prabha, Chief Pharmacist, Dispensary, PGIMS, Rohtak.

Dr. Medical Superintendent
I/C Central Store
PGIMS, Rohtak

Annexure - III

CENTRAL STORE PGIMS, Rohtak

Sr.	Name of Employee	Designation	Phone No.
1	Dr. Jitender Jakhar	DMS I/c Central Store	8708685039

Detail of Officials / Employees working in Central Store			
Sr.	Name	Designation	Phone No.
1	Sh. Rajkumar	Store Officer	8708791465
2	Sh. Wazir Singh	Sr. Store Keeper	9466447024
3	Sh. Vijay Kumar	Store Keeper	9813511315
4	Sh. Ajit Singh	Store Keeper	8168735215
5	Sh. Sant Ram	Store Keeper	9991801920
6	Smt. Jyoti	Store Keeper	8818011518
7	Sh. Rupesh Birla	Assistant	9034990660
8	Smt. Darshna	Clerk	8930098482
9	Sh. Sunil	Clerk	7206472624
10	Sh. Manish Kumar	Clerk	7015911132

Detail of Officials / Employees working in Central Drug Store			
Sr.	Name of Employee	Designation	Phone No.
1	Sh. Sanjay Nagpal	Chief Pharmacist	9416337270
2	Sh. Sumit Yadav	Manufacturing Pharmacist	9899826600
3	Smt. Poonam	Pharmacist	9996316660
4	Sh. Pushpendra	Pharmacist	9468268648
5	Sh. Rajpal	Pharmacist	8901721527
6	Sh. Pankaj	Pharmacist	8901468568
7	Sh. Pawan	Pharmacist	9992469190
8	Smt. Pooja Poonia	Pharmacist	8950121492
9	Smt. Suman Mor	Data Entry Operator	9992220955

W
Dr. Medical Superintendent,
IIC Central Store,
PGIMS, Rohtak