

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

CENTRAL STORE

Sh. Raj Kumar  
Officiating Store officer

Smt. Nirmal Sharma  
Sr. Store Keeper  
(Electrical, Furniture,  
Ward Equipment & Linen Section)

Sh. Gopal Kishan Chawla  
Storekeeper  
(Assist to Sr. Storekeeper)

Sh. Satish Clerk  
(Assisting in Electrical, Furniture,  
Ward Equipment & Linen Section)

Sh. Satpal Bansal  
Sr. Storekeeper  
(Bill Receipt Section)

Sh. Anuj . Storekeeper  
(Bill Repair Section)

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

Sh. Sant Ram.. Store keeper  
(Condemnation & Sanitation Section)

Darshana . Clerk  
(Receipt & Dispatch of Dak/letters)

Sunil . Clerk

DRUG STORE

Sh. Sanjay Kumar  
Chief Pharmacist

Sh. Sumit Yadav  
Manufacturing Pharmacist  
(Drug Bill Receipt Section & I/c  
Ayushman Bharat )

Sh. Prem Kumar , Sr. Pharmacist  
(Ayushman Bharat Section)

Smt. Poonam, Pharmacist  
(Liquid/Powder Section)

Sh. Pushendra , Pharmacist  
(Tablet/Capsule Section)  
M - 9468268648

Sh. Rajpal , Pharmacist  
(Injection Section)

Sh. Anil Kumar, Pharmacist  
(Surgical & Suture Section)

Sh. Ajay Godara , Pharmacist  
(Surgical & Suture Section)

Sh. Pawan, Pharmacist  
(LVP Section)

Sh. Krishan Kumar, Packer

Smt. Suman Mor  
Data Entry Operator

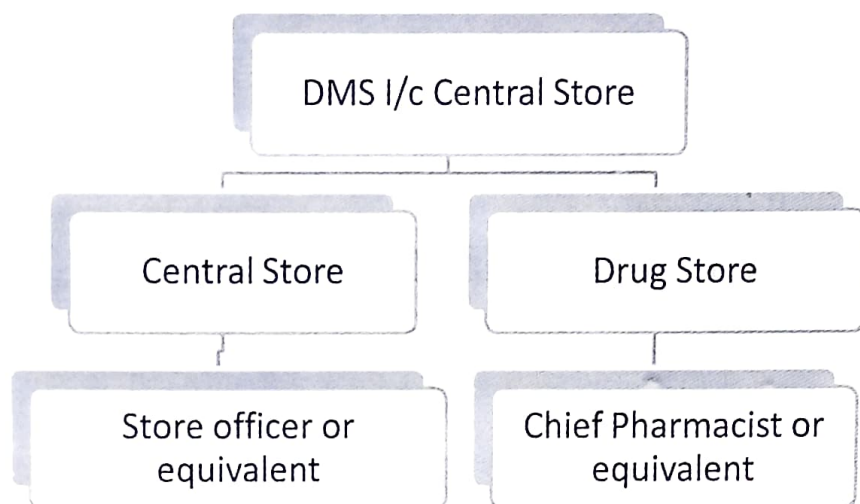
Dy. Medical Superintendent  
I/C Central Store.  
Dehli

## **CENTRAL STORE: -**

The Central Store play 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 Store
3. Chemical & Glassware Store
4. Furniture Store
5. Stationery Store
6. Sanitation Store
7. M & E Store
8. Bill Section
9. Tailoring Section
10. Condemnation Section.
11. Ward Equipment Section

*Dr. Medical Superintendent*  
*I/C Central Store.*  
*Rohtak*

### 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.

### 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.

### 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,  
1<sup>st</sup> Central store,  
Pt. B.D. Sharma PGIMS, 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. Receipt Section.
2. Ayushman Bharat Section
3. Surgical & Suture Section.
4. Tablet/Capsule Section
5. Injection Section
6. Liquid/Powder Section
7. I.V Fluid Section at Glucose Plant.

## 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.

## Procurement : -

The annual demand is received from different Department 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.

## 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 RC 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. I/c Ayushman Bharat & 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 against supply order medicines/Implants are verified by the concerned Nodal Officers & issued to Department against indent.

Dy. Medical Superintendent

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 PGI<sup>MS</sup> Pharmacy depending upon the consumption patterns.



Dr. Medical Superintendent,  
I/C Central Store,  
Dr. B.D. Sharma PGIMS, Rohra

(Details of Employees & Duties assigned)

(Central Store)

**Sh. Raj Kumar (Officiating Store Officer): -**

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 Officiating Store Officer before issue.

**Smt. Nirmal Sharma (Sr. Storekeeper):-**

Look after the charge of Furniture, Electrical, Linen items, Clearing the bills & inspection of goods. Receiving material of direct supplies which is related to furniture, electrical & linen items.

**Sh. Satpal Bansal (Sr. Storekeeper) : -**

Look after the charge of Direct/Receipt of M & E items of various Departments from HMSCL and other agencies /approved sources and various types of M & E items received from various suppliers placed against Supply orders followed by Inspection of goods & clearing of bills.

**Sh. Gopal Kishan (Storekeeper): -**

Joined in Central on dt. 3.04.2020 and presently looking the work of seat of Smt. Nirmal Sharma

**Mr. Anuj (Storekeeper):-**

Look after the job of Repair bills and receiving direct surgical items against Supply orders & Clear the bills pertaining to his allocated Section.

**Mr. Ajit Singh (Storekeeper): -**

Look after the job of Stationery Section & Chemical, Glassware and Laboratory equipments (M & E) items, of various Teaching Departments/Sections & clear the bills pertaining to his allocated section.

**Sh. Sant Ram (Storekeeper): -**

Look after the job of Sanitation item. Condemnation of M & E items. Local Purchase through market on spot quotations..

**Darshana: - (Office Clerk):-**

Look after the job of Receipt & Dispatch Work in Central/Drug Store.

**Mr. Sunil Kumar (Office Clerk):-**

Look after the job of Receipt & Dispatch Work in Central/Drug Store.

**Mr. Satish Kumar:- Clerk**

Assisting for job work of Linen, Electrical & Furniture Items.

Superintendens,  
Central Store,  
PGIMS, Rohtak

MS

(Drug Store)

**Sh. Sanjay Kumar (Chief Pharmacist)**

To look after Drug Store as an I/c Drug Store, Dispensing of Dialysis Fluids , visiting of wards for Drugs & Surgical items. 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):-**

Look after the Charge of In-charge of Drugs Bill Receipt Section in Drug Store & In-charge of Ayushman Bharat. To maintain records related to Receipt of Drugs, their respective bills, inspection of Drugs, forwarding of bills for payment & to maintain records respectively.

**Sh. Prem Kumar (Sr. Pharmacist):-**

Look after 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.

**Smt. Poonam (Pharmacist): -**

Look after the Charge of Liquid & Powder Section i.e Distribution, Storage & procurement & to maintain their respective records.

**Sh Pushendra (Pharmacist): -**

Look after the Charge of Tablet/Capsule Section i.e. Distribution, Storage & procurement & to maintain their respective records.

**Sh Rajpal (Pharmacist) : -**

Look after the Charge of Local Purchase & Injection Section i.e. Distribution, Storage & Procurement & to maintain their respective records.

**Sh. Pawan (Pharmacist):-**

Look after the Charge of I.V.P Section i.e Distribution, Storage & Procurement & to maintain their respective records.

**Sh Anil (Pharmacist) & Sh. Ajay Godara (Pharmacist): -**

To look after the charge of Surgical & Suture Section. i.e. Distribution, Storage & Procurement & to maintain their respective records & forwarding of bills for payment.

**Smt. Suman (Data Entry Operator):-**

To look after the computer work of Drug Store.

Dy. Medical Superintendent  
I/C Central Store  
GIM

**Annexure - II**  
**List of Committee Member's**  
**Surgical Suture Committee**

Sr.No	Name of Committee Member
1	Dr. Roop Singh, Sr. Prof, Department of Orthopaedics
2	Dr. Sanjeev Prasad, Prof, Department of Surgery
3	Dr. Nirmala Dujhan, Prof., Department of Obst. & Gynae
4	Dr. R.S. Chauhan, Prof., Deptt of R.I.O
5	Dr. Manisha Rathi, Prof Deptt of R.I.O
6	Dr. Manish Verma, Prof Deptt of Surgery, PGIMS, Rohtak

**Surgical Goods Committee**

Sr.No	Name of Committee Member
1	Dr. Rajesh Rohilla, Sr. Prof & Head Department of Sports medicine.
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. Nitasha, Prof. Department of Surgery,
6	Dr. V.S. Rathee. Prof. Department of Urology,
7	Dr. Surender Verma, Asstt. Prof Department of Surgery
8	Dr. Preeti Gehlaut, Associate Prof., Deptt. of Anaesth.
9	Dr. Poonam Dalal, Professor, Department of Paediatrics,
10	DMS I/c Central Store or representative, PGIMS, Rohtak

**Dressing Committee**

Sr.No	Name of Committee Member
1	Dr. Raman Kumar, Prof ENT Department
2	Dr. Pradeep Kamboj, Prof Orthopaedics
3	Dr. Naresh Pal, Associate prof. Surgery
4	Dr. Mohit Khanna, Associate Prof. Ortho
5	DMS I/c Central Store
6	DMS I/c A & E

**Syringes/Chemical & Glassware Committee**

Sr.No	Name of Committee Member
1	Dr. Jyoti Kaushal Prof. Pharmacology
2	Dr. P.S. Gill Prof. Microbiology
3	Dr. R.K. Goyal, Asstt. Prof. Pharmacy
4	Dr. Veena Gupta, Prof. Pathology
5	Dr. Sonia Chhabra, Prof Pathology
6	DMS Central Store

**Sanitation & Linen Goods Committee.**

Sr.No	Name of Committee Member
1	Dr. B.M. Vashisth, Prof. Community Medicine
2	Dr. Yogender Kadian Sr. Prof & Head Peadiatric Surgery
3	Dr. Hitesh Kumar Prof. Psychiatry
4	DMS I/c Central Store
5	DMS I/c Sanitation
6	Nursing Superintendent
7	Senior Sanitary Supervisor

**Ward Equipment/ Furniture/ Electric Goods Committee**

Sr.No	Name of Committee Member
1	Dr. Sunita Singh Sr. Prof Pathalogy
2	Dr. Kamal Aggarwal Prof Sking & V.D
3	Dr. Rakesh Dhankhar, Prof 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.No	Name of Committee Member
1	Dr. Jyoti Kaushal, Professor, Pharmacology
2	Dr. Rajiv Dogra, Prof. Psychiatry
3	Dr. Ramesh Kumar, Prof SPM
4	DMS I/c MRD Deptt. (Raja Ram)
5	DMS I/c Central Store.
6	Medical Record officer (Raja Ram)


By, Medical Superintendent;  
I/c Central Store.

PGIMS, Rohtak



## List of Committee Member's

Drug Inspection Committee	
1	Dr. Sudhir Atri, Sr. Prof & Unit Head, General Medicine
2	Dr. Prem Parkash Gupta Prof. Chest & TB
3	Dr. Jyoti Kaushal Prof. Pharmacology
4	Sr. Prof. & Principal College of Pharmacy or rep
5	Dr. Alok Khanna, Associate Professor, 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

  
Jy. Medical Superintendent,  
I/C Central Store,  
Pt. B.D. Sharma PGIMS, Rohtak

## Annexure - III

## CENTRAL STORE PGIMS ROHTAK


1	Dr. Jitender Jakhar	DMS I/c Central Store	
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## Detail of Officials/Employees working in Central Drug Store

	Name of Employee	Designation	
1	Sh. Raj Kumar	Officiating Store officer	
2	Smt. Nirmal Sharma	Sr. Storekeeper	
3	Sh. Satpal Bansal	Sr. Storekeeper	
4	Sh. Gopal Kishan	Store keeper	
5	Sh. Anuj	Store keeper	
6	Sh. Ajit Singh	Store keeper	
7	Sh. Sant Ram	Store keeper	
8	Darshana	Clerk	
9	Sunil	Clerk	
10	Sh. Satish	Clerk	

## Detail of Officials/Employees working in Central Drug Store

	Name of Employee	Designation	Phone No.
1	Sh. Sanjay Nagpal	Chief Pharmacist	
2	Sh. Sumit Yadav	Manufacturing Pharmacist	
3	Sh. Prem Kumar	Sr. Pharmacist	
4	Smt .Poonam	Pharmacist	
5	Sh. Anil Kumar	Pharmacist	
6	Sh. Rajpal	Pharmacist	
7	Sh. Pushpendra	Pharmacist	
8	Sh. Ajay Godara	Pharmacist	
9	Sh. Pawan	Pharmacist	
10	Sh. Krishan Kumar	Packer	
11	Suman Mor	Data Entry Operator	

  
 Dy. Medical Superintendent,  
 U/c Central Store,  
 Dr. B.D. Sharma PGIMS, Rohtak