

MINUTES OF MEETING (MOM)

Subject: Video Conference on D.O. Letter – Drug Management, Procurement & Compliance.

Date: 23.04.2026

Time: 2:30 PM

Mode: Video Conference

1. Chairperson

- Dr. Bhairavi Deshmukh, Medical Commissioner (PC & RC Cell)

2. Co-Chair

- Dr. Sanjiv Kochhar, Dy. Medical Commissioner (PC & RC Cell)

3. Participants

- Deans/Medical Superintendents (MSs) of all ESIC Hospitals

4. Agenda

- DO Letter compliance
- Drug inventory, Expiry control & Testing
- Payments & Procurement issues
- Data reporting & ICT coordination
- RC drugs utilization & Local Purchase (LP) issues

5. Key Discussions

5.1 DO Letter Compliance

- Strict adherence emphasized; Nodal Officer to be designated.

5.2 Data & Dashboard Management

- D.O. data to be submitted by **7th of every month**, duly verified by Dean/MS.

5.3 ICT Coordination

- Issues to be reported to ICT Cell with copy to DMC Office; SAS access via formal request.

5.4 Inventory & Expiry Control

- Advance review (6 months) and strict FEFO implementation.

5.5 Drug Testing

- Minimum **10% drug testing mandatory** with proper records and centralized tracking.

5.6 Pending Payments

- Immediate clearance of GeM & MSME dues.

5.7 Internal Audit

- Regular audit of equipment and functionality.

5.8 RC Drugs & Local Purchase (LP)

- Hospitals resorting to LP despite RC availability shall submit detailed justification.
- Emphasis on maximizing RC drug utilization and minimizing LP.

5.9 Supply Issues

- Report delayed/non-supply drugs to Headquarters.

5.10 Hospital-wise Review

- One-by-one review conducted for hospitals with **High Expiry, Pending Payments, Low Drug Quality Testing, and high Local Purchase.**
- Concerned hospitals directed to submit explanations and take corrective measures.

6. Decisions / Action Points

- Appointment of Nodal Officer in each hospital.
- Monthly data submission by **7th of every month** with Dean/MS verification.
- Constitution of **Quality Drug Testing Committee** at each hospital.
- Maintenance of **Drug Testing Register.**
- Strict compliance of **minimum 10% drug testing.**
- Creation of centralized drug testing tracking system.
- Preparation and adherence to **Payment Calendar** for timely clearance.
- Immediate clearance of pending payments (GeM & MSME).
- Proactive expiry management and FEFO implementation.
- Submission of clarification on Local Purchase of RC drugs.
- Monthly Video Conference on **10th of every month.** (next working day in case of holiday)
- Focused monitoring of identified hospitals with deficiencies.

7. Vote of Thanks

The meeting concluded with a vote of thanks by the Medical Commissioner, Dr. Bhairavi Deshmukh, who appreciated the active participation and valuable inputs of all attendees.

The Chair emphasized the need for strict compliance, accountability, and coordinated efforts to strengthen drug management and procurement systems across ESIC hospitals. All participants were urged to ensure timely implementation of the decisions taken.