

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

Director's Block, GPO Post Bag No. 92, Mawdiangdiang, Shillong-793018 Meghalaya

General Administration,
Administrative Block.

Email: neigri@sancharnet.in
neigri_shg@dataone.in
Phone: (0364) 2538012

No. **GAD-MISC0INC (CIRC)/1/2024-GAD**

Dated Shillong the July, 2025

CIRCULAR

This is for general information to all the Faculty, Officers and Staff of NEIGRIHMS, that the Institute is in the active process for commencement of its own "Hospital Pharmacy" in the OPD Complex adjacent to MS Office. Also, the Standard Operating Procedures (SOPs) of NEIGRIHMS pharmacies proposed by the "Monitoring Committee for Pharmacies" has been laid down.

This is for the general information and necessary action.

This is issued with the approval of the 'Competent Authority'.

Encl: Standard Operating Procedures (SOP)

Digitally signed by
PAWAN DEEP
Date: 21-07-2025
17:25:16
(Lt. Cdr.Pawan Deep)
Deputy Director (Admn.)
NEIGRIHMS, Shillong

No. **GAD-MISC0INC (CIRC)/1/2024-GAD**

Dated Shillong the July, 2025

Copy to:

1. All Section/Unit Heads/ All HODs/ HODs Incharge- , Superintending Engineer, Executive Engineering (Civil), Chief Security Officer, Senior Store Officer, Administration – Accounts Section, Nursing Section, College of Nursing, Library Section, Examination Cell, Legal Cell, GAD/ Establishment – I/II/III etc, Director's Section, Biomedical Department, Laundry Cell, etc
2. Programmer, IT Cell, for uploading in the Institute's Website.
3. PA to the Director, NEIGRIHMS, Shillong for kind information of the Director.
4. PS to the DD (Admn.), NEIGRIHMS, Shillong for kind information of the DD (A).
5. Office copy.

(Lt. Cdr.Pawan Deep)
Deputy Director (Admn.)
NEIGRIHMS, Shillong

Standard Operation procedures (SoPs) of NEIGRIHMS Pharmacy proposed by "Monitoring Committee for Pharmacies" In Its meeting held on 05/07/2024

Sl.No.	Points/Particulars	Recommendations
1	Provision of Dispensing	i) Sell with 5% handling charges on purchase rate and GST as applicable. ii) Cashless to MHIS and other govt. scheme patients with due certification from the concerned section/counter iii) Free for staff & staff dependent with valid Institute Health Card and Prescription from NEIGRIHMS OPD/IPD
2	GST	Account Section has to process all related matters of GST in consultation with Administration.
3	Types of Drugs/Medicines to be kept in the Hospital Pharmacy	Lowest techno- commercially compliant L1 bidder with respect to each category of Drugs, Medicines, etc.
4	Procurement Procedure	The stores have to procure against rate contract finalised through open tender. Items available on GeM to be procured from GeM. Procurement has to be processed by the Store & Procurement Section.
5	Minimum time frame for processing and approval of purchase proposal/file for Hospital Pharmacy	In order to ensure smooth functioning, raising of indents and processing of file should be completed within 10 working days with all requisite administrative approval and financial concurrence.
6	No's of selling counter in the Pharmacy Outlet	01 counter reserved for male patients 01 counter reserved for female patients 01 counter reserved for staffs/senior citizens/PWD patients
7	Operation timings	NEIGRIHMS Pharmacy shall be operated on (24x7x365) basis in rotation with three shifts of pharmacists.
8	Scope of Dispensing	The Drugs/medicines etc shall be dispensed only to registered patients of NEIGRIHMS with valid prescription. The above position may be reviewed later.
9	Manpower	As per actual requirement (Given in Annexure-I) Any further requirement of manpower for running of 03 (three) shift shall be recruited on outsourced basis
10	Types /categories of items to be dispensed in the Hospital Pharmacy	To commence operations initially with commonly used drugs, surgical, consumables etc as per Institute Drug Formulary/initial draft of the same.
11	Approved Drug Formulary	The availability and dispensing of drugs, medicines etc shall be considered as per approved Institute Drug Formulary which shall be revised at regular intervals.
12	Monitoring, Supervision and Management	The NEIGRIHMS Pharmacy shall be monitored by Monitoring committee for pharmacies under supervision of the Chairperson of the committee.
13	Handling of cash at Pharmacy Counter	Digital payments (debit cards/credit cards/UPI) to be made available, Cash may be paid at cash counter.
14	Drug License	Shall be obtained as per norm
15	Return Procedures	Return for sold medicines, drugs, etc shall be allowed in respect of full & sealed package and production of original invoice/receipt.
16	Procedure for expired Drugs, Medicines, Consumables	The expired Drugs, Medicines, Consumables etc if any shall be intimated to the respective bidder for requisite replacement prior to 06(six) month of Expiry date. In case of non-replacement the expired drugs shall be disposed as per the applicable rule in force.
17	Updated inventory Software/module	As per E-Hospital module
18	Any other points as considered and discussed by the committee	----

It was suggested that the space currently occupied by AMRIT Pharmacy would be the ideal space for NEIGRIHMS Pharmacy due to the proximity to the Central Stores. Also the space available for the counters would be of convenience to the patients.

(Signatures)