

**Government of Rajasthan**  
**Rajasthan Medical Services Corporation Limited (RMSC)**

Department of Medical, Health & Family Welfare Services  
 Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

No. F.2(1)/RMSC/Logistics/DDW/2011/ 120

Date 7-7-2011

**Office Order**

**Sub: Deployment of Manpower at DDWs**

With reference to the constitution of Rajasthan Medical Services Corporation and distribution of free medicines to all patients visiting the government health care facilities from Oct.2<sup>nd</sup>,2011, a committee has been constituted vide no. 23/dated 1.06.2011 for effective implementation of the system. In continuation to the same, following available manpower at district CMHO Office is hereby deployed at the District Drug Warehouses to discharge duties as per the job responsibilities given below-

S. No	Post	Key Role & Responsibilities
1	Officer In-charge (DPC,RHSDP will work as OI/c)	<ol style="list-style-type: none"> <li>1. Over all management and supervision of District Drug warehouses and their operationalization</li> <li>2. Identify, prepare &amp; operationalize Drug Distribution Centers (DDCs) at all health care facilities of the district</li> <li>3. Co-ordination and liaison with State RMSC headquarter as well as district authorities</li> <li>4. Co-ordination with MOI/cs for effective supply chain management and day to day activities</li> <li>5. Ensuring compliance of implementation of guidelines across the district</li> <li>6. Timely need based reporting to State level authorities</li> <li>7. Regular monitoring of DDCs and resolving their issues/problems</li> <li>8. Maintenance of all imperative records</li> <li>9. Ensure conduction of meeting of the Committee constituted at district level and reporting the progress</li> <li>10. Compliance of all orders issued from the State level</li> </ol>
2	Store keeper (Pharmacist/store keeper deployed at CM&HO Store Office)	<ol style="list-style-type: none"> <li>1. Receiving supplies from manufacturers</li> <li>2. Maintaining all records pertaining to supplies received, making entries in stock registers and software</li> <li>3. Issue supplies as per demand to DDWs</li> <li>4. Maintain passbooks</li> <li>5. Dealing quality check issues</li> <li>6. Ensuring all storage guidelines for drug store management as per norms</li> <li>7. Ensuring need assessment and quantification of the district and providing timely information to the State level</li> <li>8. Monthly physical verification of stock position and records</li> <li>9. Timely information to State RMSC regarding excess and stock out position as well as shelf life of drugs</li> <li>10. Maintaining buffer stock at DDW to deal with emergencies and exigencies</li> </ol>
3	Pharmacist (Pharmacist working under NRHM at CM&HO Office)	<ol style="list-style-type: none"> <li>1. Compilation of demands generated for medicines and other items from all health care facilities</li> <li>2. Distribution of medicines to facilities as per requisition form and making entries in the passbooks.</li> <li>3. Update records and all registers in use at DDWs</li> <li>4. Packaging of supplies to be issued for the institutions, arranging transportation and follow-up the delivery</li> <li>5. Timely supply to all institutions</li> <li>6. Monitoring software entries and generate reports for use at district level.</li> </ol>
4	Date Entry Operator (DEO working under NRHM at CM&HO Office, however if not available presently at CM&HO Store Office may be hired on contractual basis after	<ol style="list-style-type: none"> <li>1. Making all entries and timely reporting</li> <li>2. Operationalize software and internet and inform to OI/c</li> <li>3. Generate need based reports</li> <li>4. Any work assigned by OI/c</li> </ol>


5	Support Staff (Helper/Packer, Peon) If not available presently at CM&HO Store Office may be hired on contractual basis after prior approval from State RMSC Office)	1. All routine and necessary work performed at office and store as per instructions of OI/c 2. Assistance to all office staff
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\*All communication to State RMSC Office will be through the District OI/C only

  
**Managing Director**  
**RMSCCL**

**Copy for information and necessary action to:-**

1. PS to Hon'ble Health Minister Govt. of Rajasthan.
2. PS to Principal Secretary, Medical & Health, GoR
3. PS Mission Director, NRHM
4. PA to Project Director, RHSDP
5. All Directors (PH/RCH/HA&AIDS/IEC), DM&HS, Jaipur
6. All Joint Directors Zone, Medical & Health
7. All CM&HOs
8. All PMOs
9. All DPCs, RHSDP
10. All DPMs
11. Guard File

  
**Managing Director**  
**RMSCCL**