

Training Manual for District Malaria Center

DRAFT No. 4



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INTRODUCTION

GENERAL

The Directorate of National Vector Borne Diseases Control Programme (NVBDPC) is the National level Technical Nodal office equipped with Technical Experts in the field of Public Health, Entomology, Toxicology and Parasitological aspects of Malaria. The Directorate is responsible for framing Technical guidelines & policies for guidance to states for implementation of Programme strategies.

One of the most important components of Malaria Programme is ensuring an uninterrupted supply of drugs for which the programme is introducing a monitoring system through this Manual to strengthen the current health systems. This can be ensured only if there is a robust inventory management system in place in the programme. The system should allow for accurate information to provide the *right* material, of *right* quantity, at the *right* time & from a *right* source. A good monitoring system is extremely important, allowing for rapid assessment of progress and problems so that timely corrective actions can be taken.

The sequential establishment of State Drug Stores (SDS) comprises a key step for the above. This has been accompanied by the development of a detailed Standard Operating Procedures (SOP) Manual by the National Vector Borne Disease Control Programme, documenting steps to be followed by concerned staff at the state and/or district level for the purposes of drugs logistics and inventory management.

STRUCTURE OF TRAINING MODULE

The SOPs comprise a detailed stand-alone output for initial and periodic reference by concerned staff. This training module comprises an accompanying output serving to enhance the understanding of all operational documents to be generated by the drugs logistics and inventory management system by means of the following:

- Purpose and detailed column-by-column description of each form
- Exercises serving to provide a 'hands on' understanding of the preparation and use of forms.

DRUG TRANSFER ADVICE (DTA)

GENERAL

Drug Transfer Advice is essentially a document for directing transfer of drugs between the State Drug Stores and also from one district to the other district.

NVBDCP shall use this document for effecting transfers of drugs from SDS of one State to the SDS of another State. The SPOs may also utilize this document for effecting transfers across the State.

In case DTA is generated by SDS/SPO, the SPO shall be the authorized signatory to the DTA and if NVBDCP generates DTA, Jt. Dir (Malaria) shall be the authorized signatory.

Transferor (SDS/DMC) shall send copy of Issue Voucher (SIV or DIV) to the authorizer of this DTA, in confirmation of execution of transfer, along with details of transporter.

Transferee (SDS/DMC) shall send the acknowledged copy of SIV or DIV, in confirmation of receipt of drugs, along with the folio of the Stores Register in which receipt of the drug item has been recorded.

Transferor (SDS/DTC) shall ensure that drugs reach the transferee, before the date mentioned in DTA.

In case of short expiry drugs, a cautionary note in the 'Remarks' column should be placed on SIV or DIV, urging immediate utilization.

Officials from both, transferor as well as transferee shall coordinate, to ensure quick execution of transfer.

GUIDELINES FOR PREPARATION OF DRUGS TRANSFER ADVICE

DTA No: & Date:

Reference number and date of Drugs Transfer Advice is to be mentioned here.

Name of State (SDS)/ District and Full Name of SPO/DMO: -

Name of State (SDS)/ District shall comprise of the particulars of Transferor, which may either be SDS or DMC. The name of SPO In charge of SDS or DMO shall also be mentioned, besides their Office phone numbers for ease in communication. Particulars of SPO/ DMC with Phone No., complete address and name of Dr. Incharge of the unit: Complete address of the transferee needs to be provided for easy accessibility.

Column (a): Sl. No

Serial number of items under transfer is required to be mentioned herein.

Column (b): Drug

Particulars of drug, which needs to be transferred, shall be mentioned in this column.

Column (c): UOM

UOM stands for Unit of Measurement, which needs to be mentioned as applicable.

Column (d): Quantity

The quantity of various drugs under transfer shall be mentioned herein.

Column (e): Transfer Date

This date shall act as timeline to be followed, so as to ensure that drugs reach the destination before the schedule date.

DTA EXERCISE-1

Subsequent to monthly review of status of drugs, SPO Assam suggests the transfer of drugs from DMC Dhubri to DMC Sonitpur as follows:

Drug	Quantity	Batch No.	Expiry
Chloroquine Tab	10000 Tabs	XY 101	Dec-10
Primaquine 2.5	5000Tabs	BC 921	April-11
Primaquine 7.5	70000Tabs	ZX 752	Aug-11
Arteether Inj.	20000Vials	ABC 9043	Nov-10

Please use the format available overleaf to prepare Drugs Transfer Advice (DTA) dated Jan-15, 2010 for the above transfer, providing details of Batch Nos. and Expiry Dates for the drugs to be transferred. Please ensure that the transfer is affected before Jan-30, 2010.

DRUGS TRANSFER ADVICE (DTA)

DTA No:

Dated:

Name of State (SDS)/ District (DMC):

Full Name of SPO/DMO: _____

Office Phone of SPO/DMO (Pl. include STD Code): _____

Please ensure transfer of Anti-Malaria drugs to _____

(Name of District with Complete Address and Phone No.) under the charge of

_____, **SPO/DMO** (Name of SPO/DMO), as per the details

below, under advice to us.

SL. NO.	DRUG			UOM	QUANTITY	TRANSFER DATE
(a)	(b)			(c)	(d)	(e)
	(Qty)	(B. No.)	(DOE)			

Authorized Signatory:

Date:

Notes:

- This form shall be used for directing transfer of drugs by NVBDCP from one SDS to other, and also by SPO for transfer of drugs from one district to other district.
- Transferor shall send copy of Issue Voucher (SIV or DIV) to the authorizer of this DTA, in confirmation of execution of transfer, along with details of transporter.
- In case DTA is generated by SDS/SPO then SPO shall be the authorized signatory to DTA, if NVBDCP generates DTA then Jt. Dir (Malaria) shall be authorized signatory.
- Transferee district shall send the acknowledged copy of SIV or DIV, in confirmation of receipt of drugs, along with the folio of the Stores Register in which receipt of the drug item has been recorded.
- Please ensure that drugs reach the transferee, before the date mentioned in column (e) above
- In case of short expiry drugs, a cautionary note should be placed on SIV or DIV, urging immediate utilization.
- Officials from both, transferor as well as transferee shall coordinate, to ensure quick execution of transfer.

STOCK REGISTER (SR)

GENERAL

Stock Register is maintained to record receipt, issue and balance position of stock of drugs; status of stock can be ascertained at any point of time through this register.

There shall be a separate Folio (Page) for each Drug, i.e., receipt and issue details relating to each of the drugs such as Chloroquine, Primaquine 2.5, Primaquine 7.5, Arteether Injection etc., shall be recorded on separate Foliros (Pages).

The particulars of receipts & issues comprising date of transaction, name of party, document reference number & date etc., date of expiry, quantity received/issued and the balance should be clearly recorded in the Stock Register immediately after receipt or issue of drugs.

Signature of Storekeeper & counter-signature of MO-In charge shall be recorded on each receipt and issue.

Red Ink may be used for recording all the receipts and blue ink for recording all the issues. The use of inks of different colours will facilitate easy identification of receipts and issues.

The Monthly reports and Requisitions/ Indents must be carefully reviewed and validated, prior to authorizing any issue of drugs.

Acknowledged copies of issue / transfer vouchers must be obtained from the recipient unit and filed in a chronological order.

No verbal instructions should be accepted for issue of drugs. Request for indent of drugs should always be in writing.

Balances should be calculated after every receipt or issue and closing balance thus arrived at shall be reflected in Column (k).

The total balance as per Column (k) should be split expiry wise and such expiry wise stock shall be reflected in relevant column (l) to (o). This would provide ready information of expiry wise stocks available with the Drug Store.

Application of FEFO principles at the time of issue of drugs & consumables:

The drugs have a limited shelf life, which normally is indicated through the expiry dates on the drugs. It is important that at the time of each issue the drugs of the earliest expiry are issued first. Thus the principle of FIRST EXPIRY FIRST OUT (FEFO) is to be followed at the time of each issue. This ensures that drugs of earliest/shortest expiry are issued before the drugs of longer expiry. Application of this principle helps in reducing/ eliminating the possibility of any drugs expiring without being used.

GUIDELINES FOR PREPARATION OF STOCK REGISTER:

Drug Item

The name of the drug shall be mentioned against this.

Unit of Measurement (UOM)

Mention the unit of measurement being used for the stock records being maintained.

Examples- Cartons, Loose tablets or Pouches etc. Transactions in Stock Register for each drug shall be in terms of respective unit of measurement.

Folio No.

The Folio or Page Number of the Stock Register shall be mentioned against this.

Column (a): Serial No.

Serial No. 1 shall always be given to the Opening Balance of the drug to be recorded on relevant page. Such opening balance shall either be carried from the old Stock Register or from the previous folio of the current stock register.

Serial No. 2 onwards shall be given to transactions relating to Receipts and Issues.

Column (b): Date:

This column shall contain dates for all the transactions relating to the Receipts and Issues of the Drugs.

It is important that a date recorded against each transaction (receipt or issue) is the exact date on which the transaction occurred.

The transactions shall be recorded in the order in which they occur or happen. This means that transactions (Receipts or Issues) that happen or occur on an earlier date should be recorded before the transaction occurring on a later date. Thus a transaction happening on 25.11.2009 should be recorded before the transaction happening 28.11.2009.

Column (c): Name of Party

In the first row, the word Opening Balance shall be pre-printed under this column and quantity of drug is to be mentioned under Balance (Qty.) Column.

From second row onwards, this column shall contain the name of Supplier or GMSD or SDS or DMC from whom the drugs have been received or to whom the drugs have been supplied /issued.

Column (d): Invoice Number / Receipt Voucher No.

This column is to be filled only for receipt of drugs. This column shall be dedicated to reference of documents accompanying the receipt of drugs, which can either be Supplier Invoice or alternatively the Issue Voucher No. of the GMSD/SDS or DMC concerned, as the case may be.

Column (e): Issue Voucher No.

This column is to be filled only for issue of drugs. State Issue Voucher is required to accompany the drugs issued/supplied from the SDS to the DMC within the state. In this column State Issue Voucher Number shall be mentioned pertaining to relevant issues. In case of a district drug store, this column shall maintain the District Issue Voucher Reference No.

Column (f): Date of Invoice or Voucher

The column shall be dedicated to the date of the relevant document for either receipt or issue of drugs. The date of Invoice No. /Receipt Voucher for receipts or the date of the Issue Voucher needs to be mentioned here.

Column (g): Batch Number

This column shall contain the Batch Number of the drug received or issued. If the drug received/or issued carries more than one batch for the same drug then the batch number of the different drugs should be shown in different rows.

Column (h): Date of Expiry

This column shall contain the expiry date of the drugs received. If more than one batch is received with different expiry dates for the same drug, then all the different dates of expiry should be mentioned in different rows.

Column (i): Receipt (Qty.)

This column shall contain the quantity of the drug received. All the quantities received should be mentioned in this column in terms of the Unit of Measurement.

Column (j): Issue (Qty.)

This column shall contain the quantity of the drug issued. All the quantities issue should be mentioned in this column in terms of the Unit of Measurement.

Column (k): Balance (Qty.)

This column shall contain the quantity of the drug available at the SDS/DMC, and it shall be updated after recording each receipt or issue.

The Balance quantity can be arrived at by taking the last balance, i.e. the balance on the last date of transaction, by adding the receipts or subtracting the issues from this balance. Hence, the balance quantity should be calculated at the end of each transaction at any point of time.

Example: The balance quantity of Chloroquine on 5/11/09 was 40 Tabs; on 7/11/09 DMC received 30 Tabs from the State drug store. The DMC store issued 20 Tabs to PHC X on 9/11/09. Accordingly the balance quantity available in the Store on 10/11/09 shall be =40 Chloroquine Tabs + 30 Chloroquine Tabs – 20 Chloroquine Tabs = 50 Chloroquine Tabs.

Example: The balance quantity of Chloroquine on 10/11/09 after taking into account the receipt of drugs on that date was 50 Chloroquine Tablets. On 12/11/09, 10 Chloroquine Tablets are issued to PHC X. Accordingly the balance quantity available in the store on 15/11/09 shall be = 50 Chloroquine Tabs –10 Chloroquine Tabs = 40 Chloroquine Tabs.

It is important that the Balance Quantity is calculated and updated every time a transaction (receipt or issue) takes place.

Columns (l), (m), (n) & (o): Date Wise Expiry Details of Balance (Qty.)

The balance quantity of a drug available at the SDS may comprise of various quantities of different batches and expiry dates.

The objective of filling-in columns (l) to (o) is to track the expiry dates of quantity of drug available at the DMC at any given date. The Column (k) shows the total quantity of a particular drug available at the DMC, whereas the Columns (l) to (o) provide information about the available quantity of such drug in terms of their expiry dates.

The quantity shown in Column (k) shall always be sum total of quantities shown in columns (l), (m), (n) and (o). It is important that the Balance Quantities with expiry dates are calculated and updated in one or more of the appropriate Columns (l) to (o), each time a transaction (receipt or issue) takes place.

To facilitate application of FEFO principle in a logical manner, the columns (l) to (o) should record the Expiry Dates, on top portion of each such column in an ascending order and accordingly the quantity of drugs having earliest expiry date should be recorded in column (l), whereas balance of drugs with later expiry date/s should be recorded in column (n) and onwards up to column (o). Such practice shall be followed for carry forward of the balance to next sheet, as well.

Example: There are four batches of Chloroquine in the DMC with expiry dates as 1/2010, 8/2010, 9/2010 and 9/2010. Column l should contain balance quantity of Chloroquine with expiry date as 1/2010, Column m with expiry date as 8/2010, Column n with expiry date as 9/2010 and Column o with expiry date as 9/2010.

As and when, the entire quantity of the drug with a particular expiry date stands completely issued, the balance in that particular column (l to o) shall become “Nil” or “Zero” on the date on which the last issue is made. As and when, the drugs with a new Expiry Date are received; the new Expiry Date is mentioned at the top of the column.

Before making any issue of drugs, the storekeeper should always look at columns (l) to (o) and check as to which drugs are due to expire first. The drugs, which are due to expire first, are to be issued first so that the all issues follow the FEFO principle as explained above.

Carry Forward of Quantity Balances: While carrying forward the quantity balances with different expiry dates from a filled-up page on to a new page of the Stock Register, it should be ensured that the columns (l) to (o) should record the Expiry Dates in an ascending order, i.e. the balance of drugs with an earliest expiry date should be recorded in column (l), whereas balance of drugs with a later expiry date should be recorded in column (m) and so on.

Column (p): Signature of Storekeeper

The storekeeper shall herein put his signature against each transaction in token of his affirmation regarding the accuracy of transaction entered in the Stock Register.

Column (q): Remarks

Remarks for caution or information can also be placed, if necessary, for future reference. This column may also be used for signatures of Dy.SPO-In charge /SPO or any visiting official in token of his review/verification of stocks.

STOCK REGISTER EXERCISE-2

The following transactions occurred during the month of **Jan 2010** at DMC - Dhubri

Opening Balance of **Chloroquine as on 01.01.10: 10,000 Tablets** (from the batch no XY received from RBL; Date of Expiry – Dec-10)

Receipts of Drug: Chloroquine

Batch No.	Date of Receipt	Date of Mfg.	Date of Expiry	Qty. Received (Nos.)	Name of Party (Supplier)	Invoice No./ Receipt Voucher No.	Date of Invoice/ Voucher No.
AB	04.01.2010	May-08	April-11	6,000	GMSD Karnal	IV 35	28.12.2009
CD	09.01.2010	Jun-08	May-11	2,000	GMSD Mumbai	IV 14	01.01.2010
EF	27.01.2010	Aug-07	Jul-10	3,000	SDS Delhi	DTA 68	20.01.2010

Issues of Drug: Chloroquine

Date of Issue	Quantity Issued (Nos.)	Sent/Issued to	Issue Voucher No.	Date of Issue Voucher
15.01.2010	5,000	DMC – A	SIV No. 1	15.01.2010
25.01.2010	7,500	DMC – B	SIV No. 2	25.01.2010
28.01.2010	1,200	DMC – C	SIV No. 3	28.01.2010

Please record the above transactions in the Stock Register format provided on the page overleaf.

STOCK REGISTER (SR)

Drug Item: CHLOROQUINE

Unit of Measurement (UOM): Tablets

Folio No. :

SL. NO.	PARTICULARS OF RECEIPTS & ISSUES							RECEIPT (Qty.)	ISSUE (Qty.)	BALANCE (Qty.)	DATE-WISE EXPIRY DETAILS OF BALANCE (Qty.)				SIGNATURE OF STORE-KEEPER	REMARKS
	Date (Dd/mm/ yy) of Transaction (Receipt/ Issue)	Name of Party (GMSD/ SDS/ DMC/PHC)	Receipt Voucher No. (For Receipts only)	Issue Voucher No.(For Issues only)	Date of Issue Voucher	Batch No.	Date of Expiry				Expiry Date (Dec-10)	Expiry Date (Apr-11)	Expiry Date (May-11)	Expiry Date (Jun-10)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)
1	01.01.10	Op Balance	-	-	-	XY	Dec-10	0	0	10,000	10,000	0	0	0		
2	04.01.10	GMSD Karnal	IV-35		28.12.09	AB	April-11	6000	0	16,000	10,000	6,000	0	0		

STATE /DISTRICT ISSUE VOUCHER (SIV/DIV)

GENERAL

The State/District Issue Voucher are important documents used for issue of drugs to DMC & PHC by the SDS & DMC respectively.

Issues from stock should always be accompanied by State/ District Issue Vouchers, depending on the level of operation. Stock issues should be recorded immediately as stock is moved from the SDS/DMC, by updating the stock records.

Three copies of the SIV/DIV should be prepared at the time of issue of drugs. First and second copies shall be handed over to the Transporters/ STS or STLS along with drugs respectively. An acknowledgement should be obtained from the Transporters/ STS or STLS on the third copy of the SIV/ DIV and it shall be filed in the store records.

The stocking unit dispatching the drugs shall fill in the columns (a) to (g) in the SIV/ DIV. Stores Register Folio Reference is to be given by the recipient of drug stocks in Column (h) and comprises the page number of its Stock Register on which the receipt is recorded.

The recipient unit, after acknowledging the receipt of drugs, shall send back the second copy to the dispatching unit, which shall be duly filed in the stock records.

GUIDELINES FOR PREPARATION OF STATE/ DISTRICT ISSUE VOUCHER

Issue Particulars

These are basic particulars regarding Name of Unit to whom issued, SIV/DIV No., SIV/DIV date and document on the basis of which the Issue was authorized.

Dispatch Particulars

These are basic particulars regarding Name of Unit Issuing drugs, Name of Transporter, Lorry Receipt (LR)/Railway Receipt (RR)/ State Transport (ST) Receipt No and Date in case of an SIV. The DIV can provide details of handing over of drugs through the STS/STLS.

Column (a): Serial No.

This column shall provide Serial Numbers to drugs being issued through the Issue Voucher.

Column (b): Drug

This column shall contain name of the drugs to be issued.

Column (c): Unit of Measurement (UOM)

Mention the unit of measurement being used in stock records viz - Pouch, Vials, Tablets or Capsules etc, as applicable.

Column (d): Quantity Issued

This column shall contain the quantity of various drugs to be issued through the Issue Voucher.

Column (e): Batch Number

This column shall contain the Batch Number(s) of the drugs to be issued. If more than one batch is to be issued for the same drug, then the batch number of the drug needs to be given in different rows.

Column (f): Date of Expiry

This column shall contain the date of expiry of the drugs issued. If more than one batch is to be issued with different expiry dates for the same drug, then particulars of all such dates of expiry should be given.

Column (g): Stores Register Folio No. of Issuer

This column shall contain the reference of Stores Register Folio, of the issuing unit on which issues have been recorded.

Recording of the Stores Register Folio Number in the Issue Voucher shall provide the assurance that the details of issue of drugs pertaining to this SIV/DIV have been duly entered into the Stock Register.

Recording of the Stores Register Folio Number in the Issue Voucher shall also facilitate easy tracking of entries in Stock register and Issue Vouchers.

Column (h): Stores Register Folio No. of Recipient

This column shall contain the Stores Register Folio Number of the recipient unit on which receipts have been recorded.

Recording of the Stores Register Folio Number of the recipient on the SIV/DIV shall ensure that the receipt of drugs have been duly entered in the Stock Register of the recipient unit.

Recording of the Stores Register Folio Number of the recipient in the Issue Voucher may also facilitate easy tracking and reconciliation between the stock records of the issuer and recipient, if required.

Column (i): Remarks

This column may contain remarks as to instructions in respect of the drugs under issue to the recipient unit. Similarly the recipients unit may also place any remarks, if necessary while acknowledging the drugs.

DIV EXERCISE-3

Drugs with the following details were issued to PHC Jhagarapar on 15.01.2010 by DMC Dhubri. Please use the format available overleaf to prepare the District Issue Voucher (DIV) to record this transaction.

S. NO.	DRUG	UOM	ISSUE QUANTITY	BATCH NO.	DATE OF EXPIRY
1	Chloroquine	Tablet	10,000	AB	Nov-10
2	Primaquine 2.5	Tablet	8,000	CD	Oct-10
3	Primaquine 7.5	Tablet	50,000	EF	Sept-10
4	Combi Blister Pack	Pouch	4,000	GH	Jan-11
5	Artisunate	Tablet	2,000	IJ	Nov-10
6	SP Tab	Tablet	1,000	KL	Mar-11
7	Inj Artheeter	Vials	2,000	MN	Aug-10
8	Inj Quinine	Vials	5,000	OP	July-10
9	Combi Pack ACT	Pouch	3,000	QR	Dec-10
10	RDK	Kits	2,000	ST	June-10

KEY: UOM: Unit of Measurement

DISTRICT ISSUE VOUCHER (DIV)

Issue Particulars:

- (1) Issued To (Name of PHC).....
 (2) DIV No.
 (3) DIV Date
 (4) Issue Authorization Document: WRDR/ADR/ DTA/
 With Date of Approval.....

Dispatch Particulars:

- (1) Dispatched By (Name of DMC).....
 (2) Name of Transporter: (for SIV).....
 (3) LR/ RR/ ST No.(for SIV):.....
 (4) LR/ RR/ ST Dated (for SIV):.....

S. NO.	DRUG	UOM (Unit of Measurement)	QUANTITY ISSUED	BATCH NO.	DATE OF EXPIRY	STORES REGISTER FOLIO NO. OF ISSUER	STORES REGISTER FOLIO NO. OF RECIPIENT	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	Chloroquine	Tablet						
2	Primaquine 2.5	Tablet						
3	Primaquine 7.5	Tablet						
4	Combi Blister Pack	Pouch						
5	Artisunate	Tablet						
6	SP Tab	Tablet						
7	Inj Artheeter	Vials						
8	Inj Quinine	Vials						
9	Combi Pack ACT	Pouch						
10	RDK	Kits						

KEY:LR: Lorry Receipt; RR: Railway Receipt; ST: State Transport Receipt

Total No of Cartons:-

Signature of Issuing Storekeeper:

Signature and Stamp of Transporter (for SIV) :

Signature of Recipient Storekeeper:

Signature of Issuing Officer:

Signature of Recipient Officer:

Notes:

(1) Stores Register Folio No. is to be given both by the issuer and recipient of drug stocks and comprises the page number of the Stock Register on which the issue/ receipt is recorded

(2) Signature and stamp of the storekeeper/ authorized signatory of both the issuing and the recipient unit are to be provided in the SIV/DIV.

WORKSHEET FOR REPORTING DRUG REQUIREMENT (WRDR - DMC)

GENERAL

Worksheet for Reporting Drug Requirement is a statement of availability of drug stocks in the District and utilization reported from PHCs.

This statement is prepared separately for each drug.

WRDR facilitates in assessment of drug inventory position in district vis-à-vis requirements for succeeding month, and works out shortfall in buffer stocks to be made good from fresh replenishments from SDS/NVBDCP/GMSD

WRDR is to be prepared by the DMC, on receipt of the Monthly Programme Management Report from all its PHCs and shall incorporate data pertaining to opening/closing, utilizations, transfers and reconstitution as well from the said Reports.

Derive total drug inventory position in all PHCs under the charge of DMC, their utilizations, receipts and movements thereof.

Requirement for District shall be equivalent to six times, of monthly utilization in immediately preceding month, minus drug balances available in District.

Requirements, thus worked out shall be compared with the requests made by stocking units.

GUIDELINES FOR PREPARATION OF WORKSHEET FOR REPORTING DRUG REQUIREMENT

Basic information pertaining to DMC & the period shall be provided. Identify the name of drug and use separate sheet for each Drug.

Column (a): Stocking Unit

The name of PHC shall be mentioned against this

Column (b): Opening Balance during the month

Stock on First Day of Month shall be taken from MRPML of each PHC under the control of DMC. This shall confirm to stock on Last Day of month depicted in WRDR for preceding month.

In respect of DMC own figures, the Stock on First Day of Month shall be taken from WRDR of preceding month.

Column (c): Stock Received from the SDS during the month

For DMC own, the information about the quantity of Drugs received from SDS, GMSD or NVBDCP/Manufacturer during the month shall be mentioned.

Column (d): Stock Received from the DMC during the month

In respect of each PHC, the quantity of drugs received from the DMC, shall be taken from respective MRPML in this column.

Column (e): Stock Transferred In

In respect of DMC, such information shall be taken from Stock Register or DTA/DIV received from the drug transferring DMC. No transfers at the PHC levels across districts should be allowed.

Column (f): Stock Transferred Out

The quantity of drugs transferred out to another DMC shall be mentioned against DMC Own figures.

Column (g): Total Availability of Drugs during the Month

The total of stock on first day of month, stock received and stock transferred in during the month shall be placed here.

Column (h): Utilization during the month

In respect to PHC, the information about the utilization at the PHC shall be taken from the MRPML. This should be considered as the actual utilization in the District level Stock reports.

Column (i): Issues to PHC

In respect of DMC own total of issues made to all PHCs during the month shall be mentioned.

Ideally the Issues to PHC shall be equivalent to total of stocks received by all PHC from the DMC. They may differ in following situations:

- (a) Incorrect reporting by PHC/DMC, requiring further inquiries
- (b) If stock issued by DMC to PHC is in transit, in which case the same needs to be accounted at the PHC
- (c) PHC has received stocks from source other than DMC, possibly due to internal transfers or PWBs on loan from other PHC. Such practices shall be avoided and in case of emergent requirements requisition shall be placed with DMO concerned.

Column (j): Stock on Last Day of the month

This shall contain information in respect of balance of drugs with each stocking unit as on last day of the month and this figure shall be derived after reducing total of column h and i from column g.

In respect of DMC own figures, the balance of drugs on last day of month shall also tally with balance as per Stock Register.

Column (k): Quantity Requested

In case of PHC, Quantity Requested shall be based on the utilization recorded during the month x 4 minus drug stock available on last day of the month in the PHC.

As far as DMC requirement is concerned, the requirement shall be based on utilization recorded during the month x 6 minus drug stock available on last day of the month in the DMC

WRDR EXERCISE 4 (A):-

Consolidated data on inventory of Anti-Malarial Drugs/Insecticides and Larvicides for various PHCs and the DMC as on Dec 31, 2009 is given below. Prepare a monthly consolidation report on the basis of the given information.

Note: All Issues from DMC shall be equivalent to Total Stock Received by all PHC during the month.

Chloroquine					
	Closing Balance of Nov-09	Received during Dec-09	Issues to PHCs	Transfer In	Transfer Out
District Drug Store	8,000	2,000	6,000	500	700
Name of PHCs	Closing Balance of Nov -09	Received during Dec-09	Utilization		
PHC1	500	1,500	2,000	XXXX	XXXX
PHC2	2,000	1,500	1,500	XXXX	XXXX
PHC3	2,500	3,000	4,500	XXXX	XXXX

WRDR EXERCISE 4 (B):-

Consolidated data on inventory of Anti-Malarial Drugs/Insecticides and Larvicides for various DMCs and the SDS as on Dec 31, 2009 is given below. Prepare a monthly consolidation report on the basis of the given information.

Note: All Issues from SDS shall be equivalent to Total Stock Received by all DMCs during the month.

Chloroquine					
	Closing Balance of Nov-09	Received during Dec-09	Issues to DMCs	Transfer In	Transfer Out
SDS	85,000	25,000	50,000	-	10,000
Name of DMCs	Closing Balance of Nov -09	Received during Dec-09	Issues to PHCs	Transfer In	Transfer Out
District 1	10,000	25,000	20,000	-	5,000
District 2	15,000	15,000	25,000	5,000	-
District 3	20,000	10,000	25,000	10,000	-

WORKSHEET FOR REPORTING DRUG REQUIREMENT (WRDR-DMC)

DMC:
Drug:

For the Month Ending:

Districts	Opening Balance	Received during the month		Transfer In	Transfer Out	Total Quantity	Utilization	Issues to Block PHCs	Closing Balance	Qty Requested
		SDS (c)	DMC (d)							
(a)	(b)	SDS (c)	DMC (d)	(e)	(f)	(g)=(b)+(c)+(d)+(e)-(f)	(h)	(i)	(j) = (g-h-i)	For PHCs (k)= (h x 4) - j For DMC (k) = (h x 6) - j
PHC 1		XXXX		XXXX	XXXX			XXXX		
PHC 2		XXXX		XXXX	XXXX			XXXX		
PHC 3		XXXX		XXXX	XXXX			XXXX		
Sub Total		XXXX		XXXX	XXXX			XXXX		
District own stock			XXXX				XXXXXXXX			
Total										

WORKSHEET FOR REPORTING DRUG REQUIREMENT (WRDR- STATE)

State:

For the Month Ending:

Drug:

Districts	Opening Balance	Received during the month		Transfer In	Transfer Out	Total Quantity	Utilization	Issues to DMCs	Closing Balance	Qty Requested
		Supplier (c)	SDS (d)							
(a)	(b)	(c)	(d)	(e)	(f)	(g)=(b)+(c)+(d)+(e)-(f)	(h)	(i)	(j) = (g-h-i)	For DMCs (k)= (h x 6) - j For State (k) = (h x 9) - j
DMC 1								XXXXXX		
DMC 2								XXXXXX		
DMC 3								XXXXXX		
DMC 4								XXXXXX		
Sub Total										
State own stock							XXXXXX			
Total										

MONTHLY REPORT ON PROGRAMME MANAGEMENT & LOGISTICS (MRPML)
FOR DISTRICT MALARIA CENTER

GENERAL

This report is to furnish details of Anti-malarial Drugs, Insecticides and Larvicides available at DMC and all downline stocking points within district, PHCs and Asha/MPWs etc. as at the month end.

Monthly Report on Programme Management & Logistics shall serve dual function of providing: -

- a) Information on drug Stocks and utilizations in the District
- b) Estimation of requirements for the next month.

Stock on the first day shall incorporate information as to drug stock held in district and DMC own Store as on the last day of previous month.

Information pertaining to drug stock status in the district and DMC own store shall be incorporated in the WRDR, for working out total drug availability and assessment of requirement of drugs for the next month for the entire district.

WRDR shall be progressed by preparation of MRPML for the DMC/District and requisitioning SDS/NVBDCP for the replenishment of stocks.

Stock on last day in respect of stocking units and DMC shall confirm to reports submitted by them.

Quantity requested by DMC shall strictly be according to stocking norm and shall be equivalent to six times the utilization in the past month, minus drug balances available in the district.

Officer concerned shall ensure that MRPMLs provide correct information and are filled and submitted on a timely basis.

GUIDELINES FOR PREPARATION OF MRPML

Basic information pertaining to names, location of DMC and Names of Anti- Malarial drugs/Insecticides and Larvicides, Total Opening Stock present at the Districts, Quantity Received from SDS/Supplier or Transfer In (Diversions If any), Issues made to PHCs and finally the Closing Stock of the month shall be given in MRPML.

Column (a): Name of the Drug:

The name of the drug needs to be mentioned under this column

Column (b): Opening Stock on First Day of the Month:

Stock on first day of the month shall be the sum total of stock on first day of month reported by PHCs in their MRPML and stock held by DMC as on that date. This information shall readily be available in Worksheet for Reporting Drug Requirement (WRDR) of respective drug prepared by DMC.

Column (c): Stock Received During Month from SDS

In respect to Stock at DMC, the quantity of drugs received during the month from SDS shall be mentioned

Column (d): Stock Received During the Month from Manufacturer

In respect to Stock at DMC the quantity of drugs received during the month from GMSD /Manufacturer shall be mentioned.

Column (e): Stock Transferred In from another DMC within State

This column contains information regarding the Stocks that have been transferred in from other Districts/DMC during the month.

Column (f): Stock Transferred Out

The quantity of drugs transferred out to another DMC needs to be mentioned here.

Column (g): Total

This column gives information regarding the total stocks present at the DMC during the month, i.e. Opening Stock + Quantity Received (SDS + Manufacturer + Transfer in) – Transfer out from the District.

Column (h): Consumption at PHCs during the month

It contains information about the consumption at the PHCs during the month which is derived from the WRDR prepared at the DMC.

Column (i): Balance as on Last Day of the month

This shall contain information in respect of balance of Drugs/Insecticides and Larvicides in the District as on last day of the month and this figure shall be derived after reducing column (h) from total of column (g).

Column (j): Quantity with Date of Expiry

This column contains information regarding the Quantity wise Expiry details of the Anti Malarial Drugs/insecticides and larvicides. The details of the whole quantity of balanced drug vis-à-vis, their expiry dates needs to be mentioned in column.

NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME
MONTHLY REPORT ON PROGRAMME MANAGEMENT AND LOGISTICS

DISTRICT LEVEL

District:
 Email Address of DMO:

Month Ending:
 Year:

S. No.	Drugs /Insecticides/ Larvicides	Opening Balance first day of the month (DMC+PHC)	Quantity Received			Trf. out (to District) if any	Total (f)	Consumption at PHCs in this month	Balance as on last day of the month	Quantity with Date of Expiry (j)	
			SDS (c)	Supplier (d)	Trf. In (from District) if any (e)					(g=a+b+c+d-e)	(h)
1	(a)	(b)				(f)	(g=a+b+c+d-e)	(h)	(i=g-h)		
2											
3											

Name of District Malaria Officer Reporting (in Capital Letters):

Signature:

Date:

Notes:

- (1) This report is to furnish details of Anti malarial Drugs / larvicides and Insecticides available at the DMC and all down the line stocking points within the district & PHCs, etc., as at the month end
- (2) Stock received during the month reported in column (b) shall comprise stock received by the DMC from higher levels viz. SDS, GMSD, Manufacturer etc.

MRPML EXERCISE - 5

Consolidated data on inventory of Anti-Malarial Drugs/Insecticides and Larvicides for the DMC Dhubri as on Dec 31, 2009 is given below. Please prepare Monthly Report on Programme Management & Logistics (MRPML) using the blank form appended.

District Dhubri							
Name of Drugs	Closing Balance of Nov -09	Received during Dec-09 from SDS		Transfer In	Transfer Out	Consumption	Expiry Dates
		SDS	Supplier				
Chloroquine	25,000	20,000	15,000	6,500	5,000	50,000	25,000-Jul10, 20,000-July-11, 15000-March-12, 6500-Dec-10
Primaquine 2.5	1,000	5,000		500	1,000	1,000	1000- Jun-11, 5000- July-11, 500- Aug-11
Primaquine 7.5	3,000	2,000		2,000	2,000	3,000	3,000- Aug-10, 4,000- June-11
Artisunate tab	2,000		1,000	2,000	1,000	2,000	2,000- May-10, 1000- Jan-11, 2000- Aug-11
Arteether Injection	2,000	3,000		500	1,000	2,000	2,000-Aug-10, 3,000-Aug-11, 2000- Oct-11

PHYSICAL VERIFICATION SHEET (PVS)

GENERAL

The Physical Verification Sheet (PVS) is a document prepared at the time of periodic physical verification of drug stocks and their reconciliation with book stocks as per the Stock Register.

The PVS provides evidence of the conduct of verification and reconciliation of drug stocks at designated intervals. The objective of preparing the document is to ensure correct recording of receipts and issues and also ensuring that physical count of the drug stock matches the quantity as reflected in the stock records.

GENERAL INSTRUCTIONS FOR PREPARATION OF PVS

- (1) Count and determine the number of cartons/ boxes/ strips physically available at the store.
- (2) Determine the discrepancies, if any, between stocks as per physical count above and the Stock Register.
- (3) Attempt to eliminate discrepancies between stocks as per physical count and the Stock register through a process of reconciliation.
- (4) Outcome of the monthly physical verification and reconciliation exercise must be documented and communicated to the DMO.
- (5) The PVS has to be filled in by the storekeeper under the supervision of the DMO/MO.

GUIDELINES FOR PREPARATION OF PVS

Column (a): Name of the Drug/Insecticides and Larvicides

All Anti-Malarial Drugs/Insecticides and Larvicides can be mentioned in this column.

Column (b): Unit of Measurement

Mentioned the unit of Measurement being used in Stock Records viz-Pouch, Vials, Tablets or Capsules as applicable.

Column (c): Quantity as Per Stock Register

This column contains the information about the quantity of various Drugs, Insecticides and Larvicides as mentioned Stock Register.

Column (d): Quantity as per Physical Count

Column contains quantity of Drugs, Insecticides and Larvicides recorded after Physical Verification has been made.

Column (e): Discrepancy/Difference between Stock Register and Physical Verification Count.

This Column Contains Difference between the quantity mentioned in the Stock Register and quantity recorded after Physical Verification.

Column (f): Reasons for Discrepancy

Column Contains reasons behind the Discrepancies recorded after Physical Verification was made.

Column (g): Action Taken

This Column Contains information regarding corrective action taken on discrepancy Recorded

Column (h): Remarks

This column contains any other information related to the discrepancies observed.

PVS EXERCISE-6**PHYSICAL VERIFICATION SHEET (PVS)**

Please work out the discrepancy in quantity of drugs as per the Stock Register and quantity as per physical verification carried out on 30.11.2009. Analyze possible reasons for discrepancy and suggest solutions in column (g) and (h) respectively.

Reporting Unit: SDS/ DMC/ PHC: SDS**Date of Physical Verification: 30.11.2009**

S. NO.	DRUG	UOM	QTY AS PER STOCK REGISTER	QTY AS PER PHYSICAL COUNT	DISCREPANCY BETWEEN SR AND PHYSICAL COUNT	REASONS OF DISCREPANCY	ACTION TAKEN	REMARKS
(a)	(b)	(c)	(d)	(e)	(f=d-e)	(g)	(h)	(i)
1	Chloroquine	Tablet	8000	8000	0			
2	Primaquine 2.5	Tablet	560	660	(100)	100 Primaquine 2.5 mg Tablet were found to be in excess at the time of physical stock-taking	Receipt of 100 boxes from SDS Assam on 20.11.2009 had erroneously not been entered into the Stock Register. Now entered and reconciled.	
3	Primaquine 7.5	Tablet	4500	4300				
4	Artisunate	Tablet	550	550				
5	Arteether Injection	Vials	1500	1455				
6	Quinine Injection	Vials	900	880				
7	RDK	Kit	175	175				
8	Temephos	Ltrs	65	65				
9	RK 39	Kit	1100	1100				
10	Deltametrine	Ltrs	115	115				

