	<p>वेस्टर्न कोलफील्ड्स लिमिटेड <b>Western Coalfields Limited</b> (A Mini Ratna Company) (A Subsidiary of Coal India Ltd) Regd Office : Coal Estate, Civil Lines, Nagpur - 440 001 (MS) <b>Office of the Director (P)</b> <b>Phone&amp; Fax:(0712)2510324</b></p>
<p><u>Regd.Off: Coal estate, Civil Lines, Nagpur-440001</u></p>	

REF No: WCL/VIG/D(P)/18/456

Dated: 22/12/2018  
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**CIRCULAR**

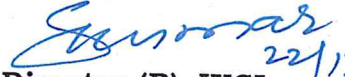
The following system improvement measures are suggested that needs to be followed for the purpose of procurement of medicines and to strengthen the existing system of hospital administration:-

1. In regards to procurement for medicines below are the systemic improvement suggestions:
  - i. Area hospitals should send the indent to Area MM department for procurement of Medicine through Rate Contract by WCL HQ and also for the local purchase for Area, should be avoided at Hospital level as it may attract procedural lapses. Local purchase should be done through MM department, after some threshold values of purchase keeping in view of Life saving medicine as decided by the medical officer.
  - ii. To cater any urgency, Area hospitals have been provided with imprest fund to meet the need of emergency or miscellaneous contingency. Area hospital may utilize this fund for effective use.
  - iii. To avoid the delay in procurement due to tendering process the hospital should asses the requirement well in advance and send the same to Area MM department for further procurement as its save the time and money of the company which goes in local purchase of medicine.

- iv. In regards to Local purchase of medicines certain observations are highlighted.
  - a) Need to curtail amount incur in local purchase of medicines in Areas as it seems to be on higher side.
  - b) Need to introduce a system wherein requirement analysis of medicine needs to be done at first place to avoid the local purchase of medicine which triggered due to shortage of medicine.
2. Proper records should be in place for opening and closing balance of medicines procured by Area hospitals & dispensaries. Preferably digitalisation of such records shall also be done.
3. Proper inventory of medicines should also be in place so that availability and consumption of medicines can be tracked.
4. Employees are visiting Hospitals/Dispensaries for medical prescription on monthly basis for their own and also for their family members who may or may not reside with them. This has happening across All Areas hospitals & dispensaries, as there are no checks & control mechanism available. So to avoid any malpractices, access of Employee information system to be given to the Area hospitals & dispensaries, so that doctors can insert medical history of the employees and their dependents along with that verification of employee/dependents can also be done at hospitals & dispensaries which will arrest the malpractices of fake reimbursements etc.
5. Medical reimbursements of employees should also be audited at Area Hospital considering various parameter such as attendances particulars, medical history of the concerned employees.
6. CMS of respective Areas should constitute a committee which will conduct periodic checkups and revisit of prescription where in employee/dependents has been prescribed with costlier medicines.

7. Photograph of the patient shall be affixed in the referral form/letter in case of referred case and subsequently it shall be attested by the concerned/treating doctor.
8. To curtail the cost incurred in Outside referrals, a committee should be formed to assess the need of referrals.
9. Medicines purchased should have 2/3<sup>rd</sup> shelf life.

These measures are in addition to existing system and should be strictly compiled by all concerned of HQ's, Areas, Sub Areas & establishments of WCL.

  
22/12/18  
**Director (P), WCL**

**Distributions:**

- CVO, WCL HQ, Nagpur - For kind information
- TS to CMD/D(T)OP/D(T)P&P/D(F)- For kind information
- CMS, WCL HQ, Nagpur- For strict compliance
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- Area GMs, ALL Areas, WCL- For necessary action & compliance
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