

1. Particulars of its organization, functions and duties:

- The J&K Medical Supplies Corporation Limited - JKMSCL is a fully owned company of Government of J&K, sanctioned for establishment vide Government Order No. 329-HME of 2013, dated 22.05.2013, pursuant to the Cabinet Decision No. 130/15/ 2013, dated 21.05.2013. It is modelled after Tamil Nadu Medical Supplies Corporation (TNMSC), for procurement of drugs, medicines and medical equipment, etc in the State of Jammu and Kashmir for the Department of Health and Medical Education and other Health institutions.
- Incorporated on 05.03.2014 under Companies Act, 1956 to streamline the procurement and supply of drugs, medicine, surgical and suture items to Government Health Institutions, JKMSCL has a pivotal role in setting standards of quality, transparency and accountability in the state.
- Jammu & Kashmir Medical Supplies Corporation Ltd. is a fully owned public sector undertaking of the Government of Jammu & Kashmir, which has the mandate for procurement and supply of quality drugs, medicines, surgical items and sutures to various Government health institutions in the state.
- The Corporate Offices are located in the summer capital at 121, Green Avenue Airport Road, Opp. Al-Farooq Masjid, Hyderpora, Srinagar and in the winter capital at 1st Floor, Drug Store Building, Government Medical College, Jammu.
- The procurement of drugs and medicine, surgical and sutures is done on the request of Project Directors and Head of the Departments with deposit of funds.
- JKMSCL adopts the most transparent system in procurement. Utmost care is taken to procure quality drugs at most competitive rates. Representatives from many States are visiting JKMSCL to study its system and adopt the model in their respective States. Government of India and International Funding Agencies are convinced with the procurement system followed by JKMSCL and recommended to consider JKMSCL as the procurement agency for both external and internal funded projects.
- JKMSCL procures drugs through open tendering process from the original Manufacturers/Direct Importers in bulk, stocks in Drug ware Houses in the District and ensure their timely availability even in remotely located Health Institutions through rigorous and robust IT-enabled procurement and distribution process.

- JKMSCL got the approval/authorization by the Board of First Directors to initiate appropriate action regarding taking over of existing warehouses along with immovable and movable assets and staff, wherever existing to the JKMSCL, among the prerequisites to make JKMSCL functional, besides establishing the quality control section, identification and establishing of District Level Warehouses is of utmost importance.

- The Corporation spends public money in good faith and hence accountable. Our Sincere endeavour shall be to purchase quality drugs at lowest possible rates and make its timely availability to end users.

2. Powers and duties of its officers and employees:

The responsibility and authority for the members of the management are defined here under:

A. Managing Director:

Overall In-charge of the organization, including administration and finance, liaises with other Government departments and agencies.

B. Financial Advisor:

i) All financial matters including:

- Maintenance and Preparation of Annual Accounts.
- Ensure timely conduct of internal, external and statutory audit of the Corporation.
- Formulation of Budget estimates and plan proposals.
- Timely payment to suppliers.

C. General Manager (J):

i) Heads

- General Administration.
- Legal.
- Equipment Procurement and Management
- Tendering.

ii) All administrative matters of the Corporation including:

- Conduct of Board meetings.
- In-charge training and EDP.

D. General Manager (K):

i) Heads

- Procurement of Drugs, Medicines, Surgical Sutures and Information Technology and legal.
- Defining of Quality Parameters in tender documents for Drugs, Medicines, Surgical and Suture items.
- Ensuring quality parameters are strictly adhered to and imposition of penalties in case of slightest deviations.
- Supervision of implementation of e-Aushadi to ensure least stock outs and expiry and inter ware house transfers.

E. In-Charge, Quality Control

i) Incharge of QMS including calling of Tender and Empanelling of Analytical Testing Laboratories:

- Ensuring that all the quality control parameters prescribed in the manual are strictly adhered with.
- Liaises with empanelled/Government Labs in relation to QMS.

ii) Responsible for quality procedures including:

- Arrange collection of samples from drug ware houses.
- Ensure quarantine of untrusted drugs.
- Receipt of tested samples and test reports.
- Decoding of pass samples.
- Monitoring of expiry drugs, FIFO and freezing of expired drugs.

F. Drug Ware House In-charge:

- Receipt verification, storage, preservation and issue of drugs.
- Maintenance of Pass books.
- Obtaining customer feedback and forwarding them to HO.
- Maintenance of Log Book(Quarantine/expiry/FIFO).

3. Procedure followed in the decision making process, including channels of supervision and accountability:

- i. For the Purchase of Drugs, Medicines, surgical sutures etc.
 - a. Requisitions received from hospitals.
 - b. Scrutinized at the level of JKMSCL.
 - c. Requisitions put before State Level Purchase Committee.
 - d. After approval by State Level Purchase Committee, tenders are issued.
 - e. Tenders opened by Bid opening Committee.
 - f. Technical evaluation done by Technical Committee.
 - g. Financial bid opened by Financial Committee.
 - h. Shortlisting of L1.
 - i. Allotment of Supply order (after approved from tender approving authority).

ii. For Quality Control

a. **Checks through tender conditions for drugs as pre-checks for quality assurance:**

- GMP certificate.
- GMP inspections.
- Supplies to be accompanied by NABL accredited Labs/Drug Testing Lab Certificate.
- HIV, Hepatitis-B & C screening certificates with blood products.
- Conformity to IP/BP/USP/EP/JP as the case may be (In case the product is not included in the said compendiums, the supplier, upon award of the contract, must provide the reference standards and testing protocols for quality control testing. For imported drugs, respective Country's Pharmacopeial standards shall be acceptable)
- The supplier shall furnish to the Tender Inviting Authority the evidence of bio-availability and/or bio-equivalence for certain critical Drugs upon request by the purchaser.
- The B.M.R/B.P.R for the particular batch shall also be supplied when demanded.
- The supplier shall furnish evidence of basis for expiry dating and other stability data of Drug upon request by the Tender Inviting Authority.
- The bidder shall furnish the source of procurement of raw materials utilized in the formulations if required by Tender Inviting Authority.

b. **Checks through tender conditions for Equipments as pre-checks for quality assurance:**

- The technical panel comprising of at least two specialists from each requisitioning/end user department shall be constituted to fix up/ to authenticate the specifications requisition for by their respective department.
- The tender shall be called with the following conditions:

NON SAMPLE ITEMS:

1. After opening of technical bids, if required the manufacturer's premises for specific equipment/machinery requisitioned for supplied by the said firm by the bidders may be visited by the technical panels to find out efficiency of the said equipment / machine.
2. The financial bid of technical qualified bidders shall be opened, rate contract shall be finalized. If required/agreement shall be signed with the Li bidder.

3. The bidder/supplier has to provide the accessories (consumable/non consumable along with the machine/equipment free of cost for a period of initial 6 months .
4. Besides 5 yrs guarantee followed by three years CMC which can be extended by another two yrs for the satisfactory performance of machine /equipment.
5. After placing of PO and before shipment the machine /equipment ordered for, has to be inspected by demonstrated to the technical panel constituted for the purpose at the manufacturers/shipment site as deemed fit by the manufacturer, to the satisfaction of technical panel.
6. Only after the receipt of satisfactory performance from the technical panel the bidder/supplier shall be allowed to supply /install the machine FOR end user department/institute.
7. The supplier has to supply the equipment /machinery within the stipulated period which may range from 15 days to 45 days as deemed for fit by JKMSCL.
8. The instrument/ machine supplied shall has to be installed/commissioned in the presence of technical panel to their satisfaction and the end user department shall also have to be provided with the accessories (consumable/Non Consumable for a minimum period of 6 months free of cost.
9. Only after the receipt of satisfactory performance/working condition of the machine with the receipt of accessories for the initial period of six months from the technical panel constituted for the purposed duly signed by the head of the institute, the file shall be processed for payment.

SAMPLING AND TESTING OF DRUGS

1. Vaccines and Serums

The supplies of vaccines are allowed to be distributed to the hospital as per the clearance test report of CRI, Kausuli, while random sampling is done to check its quality.

2. Testing of Surgical and Suture items, biological products and blood grouping reagents.
3. Supply conditions.
4. Packaging.

4. Statement of the categories of documents that are held by it or under its control:

JKMSCL has three categories of documents in the shape of:

- Policy for Blacklisting / Debarring of Product /Company.
- Purchase Policy and Procedure for Equipment and Instruments.
- Quality Control Policy and Procedure.
- Guideline for Technical Committee to design and frame the technical specifications

5. Particulars of any arrangement that exists for consultation with, or representation by members of the public in relation to the formulation of its policy or implementation thereof:

Grievance redressal has been established both at Jammu/Srinagar under the concerned General Managers:

- General Manager (Jammu).
Ph. 0191-2582568, email: gmjjkmscl@gmail.com
- General Manager (Kashmir).
Ph. 0194-2432008 email: gmkjkmscl1@gmail.com

6. Boards, councils, committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are opened to the public; or the minutes of such meetings are accessible for public:

- Board of Directors.
- State Level Purchase Committee.
- Technical Evaluation Committee.
- Tender Evaluation Committee.

7. Directory of officers and employees:

| S. No | Name of Officer /Official | Designation |
|--------------|----------------------------------|-----------------------------|
| 1. | Dr. Yashpal Sharma | Managing Director |
| 2. | Sh. Ashok Kr. Khajuria | Financial Advisor |
| 3. | Dr. Rajinder Kr. Khajuria | General Manager – Jammu |
| 4. | Dr. Mohd. Iqbal Sofi | General Manager - Kashmir |
| 5. | Smt. Shahsi Khanna | Assistant Director Planning |
| 6. | Dr. Manoj Pandita | Medical Officer (Adm.) |
| 7. | Sh. Balwinder Kumar | Assistant Accounts Officer |
| 8. | Sh. Kaleshwar Singh | Statistical Officer |
| 9. | Sh. Javed Ahmad Wani | Assistant Director (QC) |
| 10. | Sh. Hamidullah Bhat | Law Officer |
| 12. | - | Section Officer |
| 13. | Sh. Vinod Kumar | Accounts Assistant |

| | | |
|-----|---------------------|----------------------|
| 14. | Sh. Raghu Vir Singh | Accounts Assistnat |
| 15. | - | Assistant Programmer |
| 16. | - | Biomedical Engineer |
| 17. | - | Jr. Stenographer |
| 18. | S. Manmeet Singh | Senior Assistant |
| 19. | Sh. Sujeet Mattoo | Junior Assistant |
| 20. | S. Jaswinder Singh | Jr. Assistant |
| 21. | - | Data Entry Operator |
| 22. | Sh. Shamsher Chand | Driver |
| 23. | - | Driver |
| 24. | Sh. Shiv Ram | Orderly |
| 25. | Sh. Farooq | Orderly |
| 26. | Sh. Abdul Ahad | Orderly |

8. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

- Salaries are paid to all employees as per their pay scale and usual allowances as are admissible under rules.

9. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

- Budget Estimate approved by the Board of Directors for the year 2014-15.

| Capital | Revenue | Total |
|---------|---------|--------|
| 292.51 | 42.00 | 334.51 |

- Agreed/Approved to the Planning & Development Department for the year 2014-15.

| Capital | Revenue | Total |
|---------|---------|--------|
| 206.83 | 35.00 | 241.83 |

- Revised Estimate/approved by the Finance Committee of JKMSCL for the year 2014-15.

| Capital | Revenue | Total |
|---------|---------|--------|
| 239.35 | 43.50 | 282.85 |

- Revised estimate agreed by the Finance Committee of JKMSCL for the year 2014-15

| Capital | Revenue | Total |
|---------|---------|--------|
| 155.13 | 22.50 | 117.63 |

- Funds released by the Planning & Development during the year 2014-15

| Capital | Revenue | Total |
|---------|---------|--------|
| 155.13 | 22.50 | 117.63 |

- Revised Budget Estimates for the year 2015-16 approved by Finance Committee

| Capital | Revenue | Total |
|---------|---------|--------|
| 377.00 | 385.99 | 762.99 |

- Budget Estimate for the 2016-17 approved by the Finance Committee

| Capital | Revenue | Total |
|---------|---------|--------|
| 63.81 | 551.25 | 615.06 |

- Revised Budget Estimates for the year 2016-17 approved by Finance Committee

| Capital | Revenue | Total |
|---------|---------|---------|
| 353.87 | 694.38 | 1048.25 |

- Budget Estimates for the year 2017-18 approved by Finance Committee

| Capital | Revenue | Total |
|---------|---------|---------|
| 302.88 | 739.81 | 1042.68 |

10. Details in respect of the information, available to or held by it, reduced in an electronic form:

- Files not yet digitized in various divisions comprising Noting portion, receipts and routine correspondence are being held in physical form.

- **Information held in digital form:**

| S. No. | Name of Document /Record | Location of Record | The person with responsible for maintaining the record | Life span of the record | Whether published on website |
|--------|---|---------------------------|--|---|------------------------------|
| 01 | Tender Notices | Held in concerned section | Assistant of Concerned Section | As per applicable record retention schedule | Yes. |
| 02 | Filing of Public Grievance and Disposal | Held in concerned section | Assistant of Concerned Section | As per applicable record retention schedule | No |