

BACKGROUND

Background

Parliament has enacted the Right to Information Act, 2005 to set out the practical regime of right to information for the citizens of India, to secure access to information available under the control of public authorities, to promote transparency and accountability on the working of every public authority. Sec. 3 of the Act provides that all citizens shall have the Right to Information subject to the provisions of the Act and “Information” means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

TNMSC is a Government Company incorporated under the Companies Act 1956 and it is a public authority under sec. 2(h) of the Act. In view of the mandatory requirement, it is necessary for TNMSC to release this handbook containing information required under The Right to Information Act, 2005.

OBJECTIVE OF THE HANDBOOK

Objective of the Handbook

The primary objective of the handbook is to provide necessary information to the person interested in knowing the information of TNMSC.

This handbook contains all vital information and the duties and responsibilities of the organization in procurement, storage and distribution of drugs and discharging the other functions and duties entrusted with the organization. This handbook contains all necessary information in detail, procedure followed in decision making, records maintained and used by employees, directory of officers and employees, details of Assistant Public Information Officers, Public Information Officer and the Appellate Authority for TNMSC.

USE OF THE HANDBOOK

Use of the Handbook

Any person can use this handbook to know the duties and functions of the organization. The information is organized in such a manner that the reader of this handbook could know the structure of the organization, powers and duties of officers and employees, procedure followed in decision making including channels of supervision and accountability and records maintained and used by employees for discharging their functions. It also contains directory of officers and employees and remuneration received by them. A separate chapter is provided for the details of Assistant Public Information Officers, Public Information Officer and the Appellate Authority.

Any person wants to have more information, can contact Company Secretary, Tamil Nadu Medical Services Corporation Limited, Chennai- 8.

Chapter - I
ORGANISATION

THE RIGHT TO INFORMATION ACT 2005

CHAPTER - I

ORGANIZATION

a) **Constitution:**

Tamil Nadu Medical Services Corporation Ltd., (TNMSC) is a government company, incorporated under The Companies Act, 1956. It was established with the avowed objects, inter alia, of planning for procurement storage and distribution of drugs, medicines, surgical, sutures etc., **Authorized share capital of the Corporation is Rs.10.00 Crores and the paid up share capital is Rs.4.04 Crores.**

b) **Board of Directors:**

TNMSC is governed by the Board of Directors and the directors are nominated by the government of Tamil Nadu. The chairman is appointed by the government.

- 1) Thiru.V.K.Subburaj, I.A.S. - Chairman/ Director
(Principal Secretary to Government,
Health & Family Welfare Department)
- 2) Thiru.Praveen Kumar, I.A.S., - Director
(Special Secretary to Government,
Finance Department)
- 3) Dr. K. Gopal, I.A.S., - Director
(Managing Director, TNMSC)
- 4) Tmt.Girija Vaidyanathan, I.A.S., - Director
(Mission Director, State Health Society &
Project Director, Reproductive &
Child Healthcare)
- 5) Dr.S.Vinayagam, - Director
(Director of Medical Education)
- 6) Dr.S.Elango - Director
(Director of Public Health &
Preventive Medicine)

- 7) Dr.P.Nandagopalsamy, - Director
(Director of Medical & Rural
Health Services)
- 8) Thiru.M.Baskaran - Director
(Director of Drugs Control
Department)
- 9) Thiru.S.Karunakaran - Director
(Chief Engineer (Buildings)
Public Works Department)

c) Functions and Duties of TNMSC:

i) Procurement, Storage & Distribution of Drugs & Medicines:

TNMSC is maintaining drug warehouses at 25 district headquarters. All Drug Warehouses are owned by the corporation. The Drugs and Medicines procured from the manufacturers/ importers are stored in Drug Warehouses. The required drugs and medicines are distributed to the Government Hospitals and Institutions by following a system called “Pass Book System”, wherein the value of Drugs & Medicines supplied is recorded and ensured that the Drugs & Medicines are supplied to the extent of the budget allocated to them by their authority concerned.

List of Drug Warehouses:

1. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Arignar Anna Memorial Cancer Hospital Campus,
Bangalore Road,
Karapettai,
Kancheepuram.
2. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.,
TB Sanatorium Campus,
Adukkambarai Post,
Vellore District
3. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.,
Chest Clinic (TB) Campus,
Anna Nagar,
Tiruvannamalai – 606 602

4. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Beach Road,
Near DMO Bungalow,
Devanampattinam,
Cuddalore.
5. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Government Head Quarters Hospital Campus,
Vannampatti Road,
Dharmapuri
6. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.,
Near G.M.K Medical College,
Salem Steel Road,
M.Kollapatti,
Salem - 30.
7. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.,
Government Head Quarters Hospital,
Perundurai
Erode District.
8. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Medical College and Hospital Campus,
Civil Aerodram (PO),
Avinashi Road,
Coimbatore - 14
9. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.,
Chester Field's,
Peyton's Road,
Opp. To Civil Supplies Godown,
Udhagamandalam,
The Nilgris - 643 001.
10. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Periamilagu Parai,
T.B. Hospital Campus,
Collectorate Office Road,
Trichy - 620 001
11. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Sipcot Complex (Near TASMACH Godown)
Pudukottai - 5

12. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Gobala Samudram Tank,
Near Government Head
Quarters Hospital,
Dindigul – 624 001.
13. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Collectorate Campus,
Madurai – 20
14. District Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.,
Collectorate Master Plan Complex,
Near District Sports Complex,
Sattur Road,
Kooraikundu Village,
Virudhunagar
15. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Panankadi Road,
Opp: to Kentriya Vidyalaya,
Sivaganga - 630 561.
16. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Sikil Rajaveethi,
Kenikarai,
Ramanathapuram – 623 504
17. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Opp. Sadak Abdullah Collage,
Tiruchendur Road,
Palayankottai,
Tirunelveli - 627 011.
18. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd,
Devarpuram Road,
Near South Police Station,
Tuticorin – 628 003.
19. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Nagercoil,
Asaripallam (PO),
Kanyakumari(Dist),
Pin - 629 201

20. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Thanjavur Medical College Hospital Campus,
(TMCH) Vallam Road,
Thanjavur - 613 004.
21. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Govt. Hospital Campus,
Villupuram - 605 602
22. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Govt. Peripheral Hospital Campus,
Anna Nagar,
Chennai - 600 102.
23. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Kamarajar Salai,
Opp. ESI Hospital,
K.K. Nagar,
Chennai - 600 078
24. Drug Warehouse,
Tamilnadu Medical Services Corporation Ltd.
Mannargudi Road,
Near Circuit House Building,
Vilamal(Po)
Tiruvarur - 613 701
25. Drug Warehouse,
Tamil Nadu Medical Services Corporation Ltd.
Kandamalur Road,
K.Vilakku,
Theni District. Pin-625 512

ii) Procurement of Medical Equipments:

TNMSC is entrusted with procurement of medical equipments under various Government Orders issued from time to time. TNMSC obtains specification for the equipments from the experts nominated by the directorate concerned and the equipment is procured by the open tender process.

iii) Maintenance of CT Scanners & MRI Scanners

TNMSC maintains 40 CT Scanners, 9 MRI Scanners at the District Headquarters Hospital / Government Hospital and Medical College Hospitals in the State of Tamil Nadu. TNMSC also maintains CT scanners for 7 Regional Diagnostic Centres.

a) CT Scan centers:

LIST OF C.T. SCAN CENTRES – TNMSC:

- 1. CHENGALPATTU** : Chengalpattu Medical College, Hospital Campus, Chengalpattu.
Phone No: 04114 - 27430964.
- 2. COIMBATORE** : Coimbatore Medical College Hospital Campus, Coimbatore – 641 018.
Phone No: 0422- 2300129.
- 3. SALEM** : Government Mohan Kumaramangalam Medical College, Hospital Campus, Salem - 1.
Phone No: 0427 -2217166.
- 4. TIRUNELVELI** : Medical College, Hospital Campus, Palayamkottai, Tirunelveli – 627 011.
Phone No: 0462-2572303.
- 5. TRICHY** : District Head Quarters Hospital, Trichy.
Phone No: 0431-2772262.
- 6. VELLORE** : Govt. Medical college Hospital, Adukkamparai, Vellore – 1.
Phone No: 0416-2265479.
- 7. ERODE** : Government Head Quarters Hospitals
Phone No: 0424-2267080.
- 8. MADURAI** : Government Rajaji Hospital, Madurai – 2.
(2 C.T. Scan Machines are available, 24 Hrs. Service)
Phone No: 0452-2536772
- 9. CUDDALORE** : Government Head Quarters Hospital, Cuddalore – 607 001.
Phone No: 04142 - 231362
- 10. NAGAPATTINAM** : Government Head Quarters Hospital, Velipalayam, Nagapattinam – 611 001.
Phone No: 04365-242005.

- 11. NAGERCOIL** : Government Head Quarters Hospital, Kottur, Nagercoil.
Phone No: 04652-244175
- 12. RAMANATHAPURAM:** Government Head Quarters Hospital, Ramanathapuram.
Phone No: 04567-223102
- 13. DINDIGUL** : Government Head Quarters Hospital, Dindigul.
Phone No: 0451- 2441109
- 14. VILLUPURAM** : Government Head Quarters Hospital, Villupuram
Phone No: 04146-227095
- 15. TIRUVANNAMALAI :** Government Head Quarters Hospital, Tiruvannamalai.
Phone No.04175-237856
- 16. NAMMAKAL** : Government Head Quarters, Nammakal
Phone No: 04286- 222280.
- 17. THOOTHUKUDI** : Government Medical College Hospital, Thoothukudi.
Phone No: 0461- 2331151
- 18. PUDUKOTTAI** : Government District Head Quarters Hospital, Pudukottai
Phone No: 04322- 222382.
- 19. DHARMAPURI** : Government District Head Quarters Hospital, Dharmapuri.
Phone No: 04342- 232089.
- 20. PERAMBALUR** : Government District Head Quarters Hospital, Perambalur.
Phone No: 04328-277128
- 21. KUMBAKONAM** : Government District Head Quarters Hospital, Kumbakonam.
Phone No: 0435-2430002.
- 22. TIRUVALLUR** : Government Head Quarters Hospital, Tiruvallur
Phone No: 044-27660242
- 23. TIRUVARUR** : Government Head Quarters Hospital, Tiruvarur.
Phone No: 04366- 242354.

- 24. SIVAGANGA** : Government Head Quarters Hospital,
Sivaganga.
Phone No. 04575- 240256.
- 25. UDHAGAMANDALAM:** Government Head Quarters Hospital,
Udhagamandalam.
Phone No: 0423- 2442712.
- 26. KARUR** : Government Head Quarters Hospital,
Karur.
Phone No: 04324- 274280.
- 27. TIRUPUR** : Government Head Quarters Hospital,
Tirupur.
Phone No. 0421- 2421201.
- 28. VIRUDHUNAGAR** : Government Head Quarters Hospital,
Virudhunagar.
Phone No. 04562- 242190
- 29. PERIYAKULAM** : Government Head Quarters Hospital,
Periyakulam.
Phone No. 04546- 231292
- 30. KANCHEEPURAM** : Government Head Quarters Hospital,
Kancheepuram.
Phone No. 044- 27222307/08 / 27264065
- 31. THANJAVUR** : Thanjavur Medical College Hospital, Thanjavur
Phone No.04362-240124
- 32. CHENNAI** : Government General Hospital, Chennai,
(4 C.T.Scan Machines are available, 24 Hrs.
Service)
Phone No: 044-25305320.
- 33. CHENNAI** : Government Stanley Hospital, Chennai.
Phone No: 044-25261345-363
- 34. CHENNAI** : Government Royapettah Hospital, Chennai,
Phone No: 044-28485631.
- 35. CHENNAI** : Government Kilpauk Medical College Hospital,
Kilpauk, Chennai.
Phone No: 044-28255331-33
- 36. THENI** : Government Theni Medical College Hospital
Campus, Theni
Phone No: 04546- 244503.

- 37. KRISHNAGIRI** : Government Headquarters Hospital,
Krishnagiri
Phone No: 04343- 232802.
- 38. CHENNAI** : Institute of Child Health, Egmore, Chennai
- 39. PALANI** : Government Taluk Hospital, Palani
- 40. ARUPPUKOTTAI** : Government Taluk Hospital, Virudhunagar,
Phone No: 04566-220264
- 41. THIRUPPATHUR** : Government Taluk Hospital, Vellore Dist.

64 SLICE CT SCAN CENTRE

- 1. CHENNAI** : Government General Hospital, Chennai
Phone No: 044-25305207
- 2. MADURAI** : Government Rajaji hospital, Madurai

List of CT Scan Centres – Regional Diagnostic Centres:-

- 1. RAMANATHAPURAM:** Government Head Quarters Hospital,
Ramanathapuram.
Phone No: 04567-223102
- 2. VILLUPURAM** : Government Head Quarters Hospital,
Villupuram
Phone No: 04146-227095
- 3. TIRUVANNAMALAI** : Government Head Quarters Hospital,
Tiruvannamalai
Phone No: 04175-237856
- 4. NAMAKKAL** : Government Head Quarters Hospital,
Namakkal
- 5. PUDUKOTTAI** : Government District Head Quarters Hospital,
Pudukottai
- 6. TIRUPUR** : Government Head Quarters Hospital, Tirupur
- 7. VIRUDHUNAGAR** : Government Head Quarters Hospital,
Virudhunagar

Charges fixed per patient are as detailed below:

	Plain	Contrast
In-patient	Rs.350/-	Rs.200/-
Out-patient	Rs.500/-	Rs.200/-

b) MRI Centres:

TNMSC maintains 9 MRI Scan Centers in the State of Tamil Nadu.

LIST OF M.R.I CENTRES

- 1. MADURAI** : Government Rajaji Hospital, Madurai
Phone No: 0452-2536772
- 2. CHENNAI** : Government General Hospital, Chennai.
Phone No: 044-25305320
- 3. CHENNAI** : Government Stanley Hospital, Chennai
- 4. TRICHY** : Annal Gandhi Memorial Govt.Hospital, Trichy – 17
- 5. TIRUNELVELI** : Tirunelveli Medical College Hospital, Tirunelveli
- 6. VELLORE** : Government Vellore Medical College Hospital,
Vellore - 11
- 7. COIMBATORE** : Government Coimbatore Medical College,
Coimbatore -10
Phone No: 0462-2512303
- 8. THANJAVUR** : Thanjavur Medical College Hospital, Thanjavur
- 9. ERODE** : Government Head Quarters Hospital, Erode
Phone No: 0424 – 2267080

The charges fixed for scanning per patient is detailed below:

	Plain	Contrast
Any part	Rs.2500/-	Rs.1500/-

iv) INSTITUTE OF OBSTETRIC AND GYNAECOLOGY :

Government in **G.O.Ms.No.7 Health and Family Welfare Department dt.21.01.2003**, issued orders for starting of Paying Maternity Ward in the Institute of Obstetrics and Gynaecology and Government Hospital for Women

and Children, Chennai. The maintenance of Pay Ward is entrusted with TNMSC. The Pay Ward started functioning from 19.02.2003. Charges fixed for the various services rendered to the patients in the above special class maternity ward are as follows:

1	Registration fee	Rs.10/-	
		Sharing Room	Dormitory
2	Normal delivery (3 days)	Rs.1000	Rs.750
3	Forceps (5 days)	Rs.1500	Rs.1000
4	L.S.C.S (7 days)	Rs.4000	Rs.2500
5	Subtotal Hysterectomy (10 days)	Rs.7000	Rs.6000
6	ICU (7days), (Eclampsia - Heart Disease)	Rs.7000	Rs.6000
7	High Risk Pregnancy (7 days)	Rs.7000	Rs.6000
8	Hysterectomy (10 days)	Rs.7000	Rs.6000
9	NICU (Neonatal)	Rs.2000	Rs.1000
10	MTP		Rs.500

Government in **G.O.Ms.No.94 Health and Family Welfare (E1) Department dt.14.05.2003** fixed the following charges to the patients staying in the single room for the different services as noted below:-

Sl. No.	Type of service	Single room Rs.
1	Normal delivery (3 days)	Rs.1300
2	Forceps (5 days)	Rs.2000
3	L.S.C.S (7 days)	Rs.4700
4	Subtotal Hysterectomy (10 days)	Rs.8000
5	ICU (7days), (Eclampsia - Heart Disease)	Rs.7700
6	High Risk Pregnancy (7 days)	Rs.7700
7	Hysterectomy (10 days)	Rs.8000
8	NICU (Neonatal) - days	Rs.2500

Following additional services are provided in the paying maternity ward in Institute of Obstetrics and Gynaecology and Government Hospital for Women and Children, Chennai at the rates indicted below:-

	Type of Service	Dormitory	Sharing room	Single room
1.	Diagnostic Laproscopy Sterilisation (3 days)	Rs.2500/-	Rs.3500/-	Rs.3800/-
2.	Laprosopy Minor Investigation (3 days)	Rs.3500/-	Rs.4500/-	Rs.4800/-

Following charges are fixed as room rent for the patients who are staying in the ward beyond stipulated number of days.

	Dormitory	Sharing room		Single room	
		Non A/C	A/c	Non A/C	A/C
Room rent per day (in Rs.) for the extended stay beyond the stipulated No. of days	Rs.125	Rs.200	Rs.250	Rs.300	Rs.350

Government in **G.O.Ms.No.166, Health & Family Welfare Department dt.17.07.2003** fixed charges for various Laboratory Investigations viz. X-ray Histopathology etc., for the patients staying in the Special class Maternity Ward in Institute of Obstetrics and Gynaecology and Hospital for Women and Children, Chennai.

Minor Investigation

ESR HB Estimation Urine – albumin & Urine Sugar Malaria Motion Test	Rs.20.00
Blood Widal Blood Sugar Blood Urea Serum Creatinine Serum Uric Acid Serum Protein Serum Albumin Serum Cholesterol	Rs.30.00

Major Investigation

Plasma Fibrinogen Serum Triglycerides HDL – Cholesterol LDL - Cholesterol Ultrasound – Obstetric Pelvis Bleeding time & Clotting time	Rs. 50.00
Complete Haemogram Serum Electrolytes (Sodium, Potassium, Bicarbonate Chloride) (Pregnancy test / V.Mode) Pap Smear Urine culture and Sensitivity Plain – X – ray Chest X-ray abdomen	Rs.100.00
Ultrasound – Abdomen Histopathology Endometrium Cervix	Rs.100.00

Histopathology Uterus Cxwith BSO Blood Culture and Sensitivity G.T.T.	Rs.150.00
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Special Investigation

Barium Swallow (Contrast)	Rs.250.00
Barium Meal Series	Rs.600.00
Barium Enema	Rs.300.00
HSG	Rs.200.00
IVP	Rs.300.00
ABC	Rs.200.00
LET	Rs.200.00
(Bilirubin (total) Bilirubin (differential) SGOT, GPT, SAP, Protein, Albumin each test Rs.30.00)	

Admission of patients is subject to availability of Beds.

vi) Maternity Pay Ward at Kasturba Gandhi Hospital :

Government in **G.O. Ms.No.6 Health & Family Welfare Department dt.12.01.2004** has set up payment ward in Kasturba Gandhi Hospital for Women and Children, Chennai. The maintenance of Pay Ward is entrusted with NMSC. It started functioning from 30.05.2004. Government also issued orders to adopt the fee structure and other investigation charges prescribed in **G.O.(Ms.) No.7, H&FW Department dated 21.01.2003, G.O.(Ms.) No.94, H&FW Department dated 14.05.2003 and G.O.(Ms.) No.166, H&FW Department dated 17.7.2003** (as shown in the above chapter). Admission of patients is subject to availability of Beds.

vii) G.I. Bleed Centre

Government in **G.O.Ms.No. 609, Health and Family Welfare Department, dt.13.11.1998** issued orders for establishing 24 hours Gastro Intestinal Bleeding and Hepatobiliary Centre in the New Surgical Block of Government Stanley Hospital, Chennai. It started functioning from 15.03.1999. The maintenance of GI Bleed Centre is entrusted with TNMSC. Rs.5000/- is the fee fixed for the patient for treatment and the admission is subject to availability of beds.

viii) Master Health Check-up Centre

The Government in **G.O. (Ms.) No. 74, Health, Dated 25.2.1997**, the Master Health Check Up Scheme was introduced on 12.05.1997 in the Government General Hospital, Chennai, charging Rs.250/- per head. The financial control of the scheme is vested with TNMSC since 01.04.2001.

ix) Sale Counter

Government in Letter No.17393/H1/03-1, Health and Family Welfare Department dated 02.09.2003, permitted Managing Director, Tamil Nadu Medical Services Corporation to initiate action and to setup the Sale Counter. TNMSC has set up sale counter at Kilpauk Medical College Hospital, Chennai on 18.03.2005.

Drugs available at Sale Counter and the rates are as follows:

Sl. No	Name of the Drug	Unit Rate	Purchase		Sale *		
			Sales Tax	Total	Service Charges @ 5%	Total	Rounded off
1	Cyclosporin Cap. U.S.P. 100 mg.	24.00	-	24.00	1.20	25.20	25.00
2	Cyclosporin Oral solution 50 USP ml	1200.00	-	1200.00	60.00	1260.00	1260.00
3	Cyclosporin Cap. U.S.P. 50 mg.	13.60	-	13.60	0.68	14.28	14.00
4	Cyclosporin Cap. U.S.P. 25 mg.	8.80	-	8.80	0.44	9.24	90.00
5	Human Insulin (Short acting)	66.00	2.77	68.77	3.30	72.07	72.00
6	Human Insulin (Intermediate acting)	66.00	2.77	68.77	3.30	72.07	72.00

* The rates are subject to changes with the procurement cost.

Chapter - II

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

CHAPTER - II

Powers and Duties of Officers and Employees

i) Chairman:

Appointed by Government of Tamilnadu and Chairman is one of the directors of the board and also chairman of board of TNMSC.

ii) Managing Director:

Appointed by Government of Tamilnadu and he is one of the directors of the Board of TNMSC. Managing director is vested with substantial powers and duties of management and day-to-day functions of TNMSC.

iii) General Manager (Administration)

Finalization of the Drugs and Medicines, Surgical and Sutures etc., in consultation with specialists, tender processing, finalization of rates and suppliers of the Drugs and Medicines, Surgical and Sutures etc., handling all legal matters including legal disputes raised by the suppliers of Drugs and Medicines, Surgical and Suture Materials and all administrative matters of the corporation and also assist the Managing Director in various functioning activities of the corporation.

iv) General Manager (Equipment)

Finalization of the Equipment in consultation with specialists, tender processing, finalization of rates and suppliers of the Equipment handling all legal matters including legal disputes raised by the suppliers of Equipment and also assist the Managing Director in various functioning activities of the corporation.

v) Company Secretary:

Company Secretary is the Secretary, appointed in compliance of Sec. 383A of the Companies Act. He is having overall superintendence and control over the financial affairs of the corporation.

vi) Executive Engineer:

Controlling and administering the Engineering wing at TNMSC apart from managing the purchase of equipments, maintenance of equipments, maintenances of CT & MRI scan centers and Civil & Construction work.

vii) Manager (Purchase):

He is in-charge of tender process, finalization of rates of drugs, medicines, surgicals, sutures, etc. He is having overall superintendence and control over the affairs of drug warehouses.

viii) Deputy Manager:

He is vested with the duties of tender process for procurement of equipments and placement of purchase orders with the successful tenderers.

ix) Assistant Manager (Purchase)

He is vested with the duties of monitoring inventory level of drugs, medicines etc. in the warehouses and placement of purchase orders with approved suppliers.

x) Manager (Quality Control)

He is vested with the duties of drawing samples and forwarding the samples to empanelled laboratories and to ensure the quality of Drugs.

xi) Accounts Officer:

Accounts Officers are vested with the duties of maintenance of Accounts of the corporation and processing bills submitted by the suppliers of drugs, equipments, etc.

xii) Pharmacists:

At least 2 pharmacists are appointed on deputation from Directorate of Health & Family Welfare Department in each drug warehouses. One of the pharmacists has been appointed as Assistant Public Information Officer. The pharmacists are In-charge of drug warehouse and having control over inward and outward of drugs.

xiii) Assistant Executive Engineer – Electrical:

He is vested with the duties of maintenance of CT & MRI scan centers and Electrical related works in drug warehouses.

xiv) Assistant Engineer –Civil:

He is vested with the duties of monitoring the construction work and maintenance of Civil works in drug warehouses. He is also In-charge of processing the bills for payment to the various L1 tenderers for maintenance of equipments in hospitals.

xv) EDP:

The entire staff in EDP is outsourced and controlled by General Manager (Equipment).

xvi) Out sourcing:

Necessary staff required in each department viz., Purchase, Quality, Engineering, etc. are outsourced and controlled by respective heads of department.

Chapter – III

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

CHAPTER - III

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

A) Procurement of Drugs, Surgicals, Sutures, etc.

a) Finalization of List of Essential Drugs and Surgicals

01. : Procedure for finalizing list of Essential Drugs and Surgicals.
02. SCOPE : All Drugs, Surgical items and Sutures required by the Hospitals / Institutions.
03. DEFINITION :
- | | | |
|---------|---|---|
| M.D. | - | Managing Director |
| D.M.S | - | Director of Medical and Rural Health Services |
| D.M.E | - | Director of Medical Education |
| D.P.H | - | Director of Public Health and Preventive Medicine |
| M (EDP) | - | Manager (Electronic Data Processing) |
| M (P) | - | Manager (Purchase) |

4	PROCEDURE	RESPONSIBILITY
4.1	Receives requirement for new drugs, sutures & Surgical items to be included for next year in the List of Essential Drugs from DME, DMS & DPH & put up for review by Drug committee	M(P)
4.2	The List of Essential Drugs, sutures & surgical items for every year are finalized by Drug committee Chaired by M.D. The committee will review and decide the following based on the existing year's List. a) New Items to be included with their specification. b) Items to be excluded.	M(P)

The decisions are recorded and minuted including reasons for addition/deletion for each drug.

4.3 Allots Drug Code No. (Running Sequential number) for drugs, which do not figure in the existing list, in consultation with M.D. M(EDP)

4.4 Gets Code Number, Name, Specification and Quantity required for the new drugs entered in the computer by Computer Operators and gets print-out of consolidated statement for all drugs. Hands over the statement to Manager (purchase). The statement will contain name, Pharmacoeplial specification and quantity for existing and new drugs. M (EDP)

Note: The tender quantity for existing drugs is computed by the system using the formula:

$(1.5 \times \text{Annual Consumption}) - (\text{Stock} + \text{Unexecuted order for less than three months})$

4.5 Reviews the consolidated statement to ensure specification are complete and quantity for new drugs are as per the original requirements. Forwards to Managing Director for approval. M(P)

4.6 The list is also published in the form of a booklet and issued to doctors at State Hospitals M(P)

5.0 Documents maintained:

- 1 Requirement letter for New drugs.
- 2 Minutes of expert committee approval.

b) Procurement of Essential Drugs and Surgicals:

01. : Procedure for procurement of Essential Drugs and Surgicals.
02. SCOPE : All Drugs, Surgical items and Sutures required by the Hospitals and Primary Health Centres in the State.
03. DEFINITION : M.D. - Managing Director
GM - General Manager
M (P) - Manager (Purchase)
AM(P) - Assistant Manager (Purchase)
N.O. & D.I - Nominated Officers & Drugs Inspector

4	PROCEDURE	RESPONSIBILITY
4.1	The procurement of drugs and Surgical item is done as per the purchase policy for TNMSC decided by the Health and family Welfare Department in Tamilnadu.	GM
4.2	Prepares the statement of tender quantity with value for the drugs and Surgical items to be procured for the current year and forwards it to M.D. for review and approval	GM
4.3	Decides date for receipt of Tender and opening of cover A (Technical Cover of Tender Documents) in consultation with M.D	GM
4.4	Prepares draft of Tender Advertisement and Tender Document.	M(P)

Note: The Tender document will contain all requirements To be met by the suppliers as

per the Purchasing Policy, drug name, specification, quantity, packing specifications and unit size.

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|------|--|------|
| 4.5 | Reviews the draft advertisement and Tender document to ensure it is complete in all respects, makes the necessary corrections and get it approved by M.D | M(P) |
| 4.6 | Release of Advertisement in the Newspapers. Send photo copy of the advertisement to the suppliers who have participated in earlier Tenders to ensure wider participation. | M(P) |
| 4.7 | Forwarding of the Tender Documents signed by SRM to the suppliers who have requested for the same with tender cost. Records supplier details in Tender Document Register. | M(P) |
| 4.8 | The filled and Seale Tender Document are received / deposited by the suppliers in the Tender Box during TNMSC working hours. | M(P) |
| 4.9 | In case of Surgical and Suture items, ensures samples submitted along with tender are as per tender specifications; In case of any discrepancy, returned the sample and tender document to the tenderer. | M(P) |
| 4.10 | Sends letter to members of the Expert Committee for purchasing of drugs specifying the date of opening of the tender documents | M.D. |

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|------|---|--------------------|
| 4.11 | Prepares check-lists in consultation with EDP / M.D. containing tender requirements to be met for use during scrutiny of cover 'A' Documents. | M(P) |
| 4.12 | Opens Cover 'A' of the tender documents in the presence of representatives of Tender Scrutiny Committee and Tenderers. | M(P) |
| 4.13 | Scrutinizes the Cover 'A' of Tender documents along with the check list to ensure all tender requirements have been met. Records conformity / non-conformity by tick mark in the check-lists, updates in the computer. It will also be signed by the nominated officers. Any tender not fulfilling requirements will be rejected. | Nominated Officers |
| 4.14 | Arrangement for Inspection of factory of Tenderer. | M(P) |
| 4.15 | Receives "Cover A" of Tender documents along with check-list and prepares list of eligible tenderers who have met all the requirements get the list approved by M.D. | M(P) |
| | Note: In case of Surgical and Suture items, evaluation of samples for eligible tenderers will also be done. Only those tenderers who samples are accepted will be considered for opening of "cover B" | |
| 4.16 | Prepares a letter for date of opening of "Cover B" of Tender documents (Commercial aspects part of Tender Document) and sends to all eligible tenderers | M(P) |

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|------|---|--------------|
| 4.17 | Opens "Cover B" of the tenders who have qualified in "Cover A" and sample evaluation requirements in the presence of Tender Scrutiny Committee on the specified date | M(P) |
| 4.18 | Enters the rates quoted in Cover B in the computer and takes the printout of Comparative Statement. | EDP |
| 4.19 | In case of drugs for which sample evaluation / bio availability report are to be carried out / obtained prior to negotiation, respectively obtains samples / report from the eligible tenderers and gets them tested / reviewed. The tenderers who meet the above requirements will then be called for commercial negotiations. | M(P) |
| 4.20 | Performs commercial negotiations with lowest tenderers and obtains confirmation from them for the same in writing. | M.D. |
| 4.21 | Prepares Tender Minutes for each product in consultation with M(P) and forward to Tender Committee of the Board for its approval | M(P) & EDP |
| 4.22 | Determines quantities of drugs to be purchased as per re-order level by maintaining 3 months base stock and 2 months stock in pipeline. | A.M(P) |
| 4.23 | Prepares two copies of the Purchase Order containing supplier details, specifications, unit of supply, rate, quantity and delivery point. | A.M(P) & EDP |
| | Note: The purchase Order will also be | EDP |

transmitted to the concerned Warehouse through computer network and floppy diskette.

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|--------|---|--------------|
| 4.24 | Reviews Purchase Order to ensure the above requirements are complete and forwards to M.D. for approval. | A.M (P) |
| 4.25 | Send approved Purchase Order to the supplier and files one copy. Enters Purchase Order details in Purchase Order issued Register. | A.M(P) |
| 4.26 | Receives Material Received Certificate and invoices from EDP for receipts at the Warehouses and files them for bill processing. | A.M(P) & EDP |
| 4.27 | Reviews Consumption date of drugs in all Ware-houses every week to decide on quantum of further Purchase Orders or for transfer of drugs from one Warehouse to another warehouse required studies will be undertaken to analyze consumption pattern of drugs. | A.M(P) |
| 4.28 | Maintains all documents related to procurement activity. | A.M(P) |
| 4.29 | Review of Drugs stock | |
| 4.29.1 | Monitors stock of drugs at Warehouses using Drug Monitoring Information system along with M.D. | A.M(P) |
| 4.29.2 | Less than 15 days stock at state level for any drug will be treated as stock out. Reviews such stock out situation on daily basis along with M.D. using reports generated through Drug Monitoring System and takes necessary action for its rectification. | A.M(P) |

5.0 Documents maintained:

- Final List of Essential Drugs & Surgical items
- Statement of Tender Quantity
- Tender Document
- Checklist
- Sample Inspection Reports
- Comparative Statement
- Tender Minutes
- Purchase Order
- Quality plan for Drug Monitoring Information System

c) Assessment of New Suppliers:

1. : Procedure for assessment of New suppliers.
2. Scope : New Suppliers for the supply of Drugs, Surgical & Suture items.

1. Definition: GM - General Manager
M(P) - Manager (Purchase)
A.M(P)- Assistant Manager (Purchase)

	PROCEDURE	RESPONSIBILITY
4.1	Assessment of suppliers is done during every procurement through technical evaluation using the check list.	GM
4.2	In case of new Suppliers, in addition to the above, inspection of the manufacturing unit will be done to make an assessment of their capabilities. Details of the inspection are recorded in Inspection Report.	GM
4.3	In case the manufacturing units are as per standards, decides on the opening of Cover 'B' of the suppliers.	GM
4.4	Cover 'B' is opened and L1 rates are finalized. Purchase orders are placed periodically.	GM/M(P)/A.M(P)
4.5	Existing and new suppliers are identified by a code in the computer system	EDP
5.0	Documents maintained: (i) Inspection Report (ii) Checklist	

d) Continuous improvement of suppliers:

1. : Procedure for continuous assessment of Suppliers.
2. SCOPE : Suppliers for Drugs, Surgical and Suture items.
3. DEFINITION :
 - GM - General Manager
 - M (QC) - Manager (Quality Control)
 - M (P) - Manager (Purchase)
 - AM(P) - Assistant Manager (Purchase)
 - AM(QC) - Assistant Manager (Quality Control)

4 PROCEDURE RESPONSIBILITY

4.1 Continuous assessment of suppliers is done prior to placing every purchase order and also at the end of the year. M(QC) / M(P)

4.2 Assessment prior to placing Purchase Orders:

4.2.1 Reviews the performance of suppliers, product wise by M(QC) and M(P) for the following: M(QC) / M(P)

1. Promptness of supply using unexecuted order statement
2. Quality performance using QC statement

4.2.2 In case the performance of suppliers is not satisfactory, decides on to placing / stopping of further purchases for the product with the supplier and records decision in Tender Minutes. M(QC)/M(P) & GM

4.2.3 In case the sample failure report is of critical nature, decides on blacklisting the supplier for the particular product for a period of five years. Communicates the same to the Drug Controller of the state concerned. GM/M(QC)/M(P)

4.2.4 Incase the supplier failed to perform the contract in supply, decides on blacklisting the supplier for one year. M(QC) / GM/MD

4.2.5 The black listed supplier, after the specific period may be considered for participating in the tender. If so, he will be treated as a new supplier in the tender process. M(P)

4.3 **Assessment at end of the year:**

4.3.1 Assessment at end of year is done using supplier rating plan product wise to select good suppliers. M(P)

5.0 Documents maintained:

1. Blacklisting Register

B) Quality Control:

e) Controlling quality of Drugs, Surgicals, etc.,

1. : Procedure for controlling quality of Drugs, Surgical and Suture items received from suppliers.
2. Scope : All drugs, Surgical and Suture items received from Suppliers during regular supplies and received during Tendering process.
3. Definition:
 - M.D. - Managing Director.
 - M (QC) - Manager (Quality Control)
 - AM(QC) - Assistant Manager (Quality Control)
 - Q.C.(A) - Quality Control Assistant
 - D.E.O - Data Entry Operator

4. <u>PROCEDURE</u>	RESPONSIBILITY
4.1 <u>RECEIPTS OF SAMPLES FROM WAREHOUSE:</u>	
4.1.1 Samples are received in boxes from the district Warehouse through Courier Services within three days of receipt of consignment and placed in the Quality Room.	Q.C.(A)
4.1.2 Samples will be received with the Statement of Samples signed by the Warehouse In-charge containing the following particulars. <ul style="list-style-type: none">i. Purchase Order No.ii. Drug Codeiii. Batch Numberiv. Quantityv. Expiry Datevi. Warehouse Receipt Datevii. Warehouse Sent Dateviii. Supplier Name	A.M (QC)

- 4.1.3 Verifies the samples for the following Q.C(A)
1. Samples with statement for ensuring correctness.
 2. Unit packaging for the samples with the tender document for packaging specification.
 3. Composition printed on the packaging with the tender document composition.
- 4.1.4 Enters name of the Warehouses and date of receipt of the sample. In case of discrepancies / damages in the samples, sends letter to the Warehouses specifying the details & files a copy of it in the Drug warehouse wise sample receipt statement file. Q.C(A)
- Records discrepancy Details, in the statement and hands it over to Date Entry Operator for entering in the system.
- In case of deviations in samples received with respect to tender conditions, records the same in Deviation Register for reviews and Corrective Action.
- 4.1.5 Enter Sample details in the system from the statement and generates samples Receipt statement showing Drug Warehouse wise total number of samples received on that date and cumulative for the financial year. D.E.O. & Q.C(A)
- 4.1.6 Files the samples receipt statement of Drug, warehouse wise. Q.C(A)
- 4.1.7 Documents maintained by Quality Control Section:

1. Deviations register.
2. Sample receipt statement.
3. Drug Warehouse wise sample statement File.

4.2 **SELECTION OF SAMPLES FOR ANALYSIS:**

A.M (QC)

Receives Common Batch Elimination List and Sample labels from Data Entry Operator.

Note 1: Computer Eliminates the samples which were already sent for analysis and generates a list known as Common Batch Elimination List along with dummy sample codes and also states which Drug Warehouse samples has to be taken for analysis.

Note 2: Computer generates labels which contain dummy sample code, name of the product, composition of the product and pharmacopoeial reference.

4.2.1 Informs the Q.C (Assistant) for selection and processing of samples as per Common batch elimination list and files it.

A.M (QC)

4.2.2 Documents maintained by Quality Control Section:

1. Common batch Elimination List file.

4.3 **PROCESSING OF SAMPLES :**

4.3.1 Sample Decoding: Removes specified tablets and Capsules from the strips and packs them in a polythene cover inserts them in a brown cover and staples a blank strip of the tablet capsules on the brown cover for identification of

Q.C(A)

- batch number and the product. The same process is carried out for injections, but the label is removed from them and pasted on the brown cover. In the case of bottles, covering with polythene cover and brown wrapper is not done; label from the bottle is removed and placed directly below the bottles.
- 4.3.2 Ensures the packing of samples is done properly, pastes the computer generated labels on the sample cover / bottle after verifying the batch number with sample code; Removes the original labels, strips stapled / pasted by the A.C. Assistant on the samples and destroys them. A.M (QC)
- 4.3.3 Refers the approved laboratory list and decides the laboratory where the samples are to be sent. Enters the Q.C. dummy sample code number and laboratory name in covering letter and hands over to Q.C. Assistant for forwarding to the laboratories. M (QC)
- 4.3.4 Sends the samples to laboratories Q.C(A)
- 4.3.5 Ensures samples are sent to laboratory within 3 working days of receipt from Warehouses. A.M(QC)
- 4.3.6 Transfers the balance samples to respective Storage area. Maintaining records for the samples batch wise in computer. Q.C.(A)
- 4.3.7 In the case of samples from Tenderers, decoding will be done, if required and sent for analysis. M(QC)

- 4.3.8 In case any Warehouse In-charge informs, that a hospital has returned a batch due to quality problem, the sample is sent again for reanalysis and decides for distribution or returning back to supplier. A.M(QC)
- 4.3.9 Documents maintained by Quality Control Section:
1. Covering Letter File
 2. Approved Laboratory List.
- 4.4 **RECEIPT OF LAB REPORTS :**
- 4.4.1 Receives samples analytical reports from the laboratories as per specified schedule – Reports for tablets and capsules are to be received within ten days and for injections within twenty one days of sending sample. Informs the laboratory to communicate immediately through phone / fax / e-mail in case of failure of a sample. M (QC)
- 4.4.2 Review laboratory reports with specification. If samples are identified as standards, issues communication to warehouses to distribute the drugs / medicines to hospitals. M(QC)
- 4.4.3 Reviews Laboratory reports with specifications. If any samples are identified as substandard (not meeting specification) sends a stop issue of the particulars batch to the warehouses. (The letter will contain product name, batch number, supplier name and also instructions for withdrawing the product from the hospitals and will be sent within two days of receipt of this report). M (QC)

- 4.4.4 The Warehouse In-charge who receives “Issue Letter” from Manager (QC) distributes drugs to hospitals. W.H(I)
- 4.4.5 The Warehouse In-charge who receive stop issue letter will freeze the drug. W.H (I)
- 4.4.6 In case drugs were distributed already on quality report and on receipt of stop issue from Manager (QC), send a withdrawal communication letter to the hospitals to whom it has been issued. They will send a confirmation for the same to Manager Q.C. through Daily Report by Floppy. W.H(I)
- 4.4.7 Checks list of frozen drugs to ensure stop issue instruction has been complied with. A.M (QC)
- 4.4.8 In consultation with MD, TNMSC, issues a show cause notice to the supplier seeking explanation for the supply of substandard product. Files a copy of the notice issued along with the analytical report. M (QC)
- 4.4.9 Sends all the copies of the Laboratory report to the Q.C. Assistant for filing A.M (QC)
- 4.4.10 Files copy of Laboratory report as below: A.M (QC)
- a) Standard (Meeting Specification) quality samples reports:
 - b) Substandard (Not Meeting Specification) quality samples reports are filed as below.
 - i) Return order file. (IF subsequently failed)

ii) Release order file. (If subsequently passed)

- 4.4.11 Sends one sample of the same batch (Which has failed in the first analysis) to the Government Analyst for analysis within three working days of receipt of sub-standard report. The samples will be chosen and sent as detailed in Selection and processing of samples with the labels being handwritten instead of computer generated. M (QC)
- 4.4.12 If the batch is found to have passed by Government Analyst, recommends to the Managing Director to release the batch which was stopped (frozen) earlier. On instruction of M.D. sends "Release Order" to the Warehouses for releasing of frozen batches & files a copy of it in Release order file M (QC)
- 4.4.13 If the batches are found to have failed by Government Analyst, obtains approval from M.D. for returning the batches to the supplier. Sends communication to Warehouse and supplier for the same with a copy to the drug controller of the concerned state. A copy of this rejection letter is given to Manager (P) from Manager (QC). M (QC)
- 4.4.14 If the failure is of critical nature, decided on blacklisting the supplier for the particular product in consultation with M.D. for a period of five years. Communicates the same to the Drug Controller of the State concerned. M (QC)

4.5 Sample Evaluation of Sutures & Surgical item during Tender Processing: M (QC)

Sends samples received during tender processing as per tender conditions for laboratory analysis / clinical trial by experts. The evaluation will be done using reference method / acceptance Criteria as specified in the quality plan.

4.6 Performs sample testing of packaging material received at Warehouses at random, to ensure they are as per specification. In case of any deviation, carries out necessary action in Consolation with M.D. M (Q.C.)

5.0 Documents maintained by Quality Control Section:

1. Stop Issue file
2. Show Cause notice file
3. Release order file.
4. Return order file.
5. Standard Quality Reports file

C) Issue:

f) Preparation of passbook and issue of drugs:

01. : Procedure for preparation of passbook for issue of drugs.
02. SCOPE : All institutions to whom drugs are issued.
03. DEFINITION : D.M.E. - Director of Medical Education
D.M.R.H.S - Director of Medical and Rural Health Services
D.P.H & P.M- Director of Public Health and Preventive Medicine
M (P) - Manager (Purchase)
A.M(P) - Assistant Manager (Purchase)
EDP - Electronic Data Processing Section

PROCEDURE

RESPONSIBILITY

4.1 PASSBOOKS FOR INSTITUTIONS UNDER DME, DPH & PM AND DM & RHS.

- 4.1.1 Receives allotment letter from DME, DPH & PM and DM & RHS stating name of institution and amount allocated for the year for Drugs, Surgical and Suture items; Hands over to EDP for entering in computer A.M(P)/M(P)/GM
- 4.1.2 Enters allotment letter details in Computers, takes print out of Statement with institution wise slips. The slips will contain Pass Book No, Name of Institution, Indenting Officer and annual allotment amount separately for Drugs, Surgical and Suture items. The allotment of Pass Book number is done in the Computer. EDP Section
- 4.1.3 Pastes printed slip on both copies of Pass Book and forwards to concerned Warehouses for issuing to the institution concerned. The A.M(P)/M(P)

Warehouse In-charge will issue the institution copy of new passbook to the institution after collecting the previous year's passbook (institution copy).

4.1.4 Receives requisition from DME, DPH & PM, DM & RHS as and when additional allocation is to be made for any institution during the year; prepares allotment letter for the same and sends copies to concerned institution & Warehouses A.M(P)/M(P)/GM

4.1.5 The Passbook is updated for the additional allotment by the warehouse in-charge WH I/c

4.1 **PASSBOOKS FOR OTHER INSTITUTIONS**

4.2.1 Receives requisition letter from Head of Department other than those of DME, DPH & PM and DM & RHS for requirement of drugs and issues authorization letter accordingly A.M(P)/M(P)/GM

4.2.2 Prepare and send Passbooks for the institutions and warehouses along with authorization letter. M(P)

4.2.3 Receives demand draft from the institution, updates the amount in the Passbook and issues drugs. Forwards the bank draft to head office. WH I/c

4.2.4 Updates the allotment amount in the Computer against the institution name after receiving the draft. EDP Section

4.2.5 Reviews the requisition received for additional M(P)

requirement from head of other institution to ensure requirement can be met, sends authorization letter to the concerned WH(I/c)

4.3 **REVIEW OF PASSBOOK UTILIZATION**

4.3.1 Reviews utilization of allotted amount, directorate wise, using Passbook utilization statement on monthly basis to identify institutions who have over utilized or under utilized the allotted amount and inform accordingly. A.M(P)/M(P)

4.4 **DUPLICATE PASS BOOK**

4.4.1 In case any institution reports regarding loss of pass book, issues duplicate pass book to the institution through the ware house in-charge on being recommended by the head of the institution. M(P)

5.0 Documents maintained:

- Allotment letters from the medical institutions
- Passbook utilizations statement

D) Receipt and Storage of Drugs:

g) Procedure for receipt of drugs, sutures, etc at Warehouses:

1. : Procedure for receipts of drugs, sutures & surgical items at Drug Warehouses from Suppliers.
2. Scope : All Drugs, Sutures & Surgical items as per List of Essential Drugs & Surgical items.
3. Definition :
 - LR - Lorry Receipt
 - DC - Delivery Challan
 - IGR - Inward Goods Register
 - MRC - Materials Received Certificate
 - WH i/c. - Warehouse in-charge.

4. <u>PROCEDURE</u>	<u>RESPONSIBILITY</u>
4.1 Receive purchase order from Head Office through floppy as and when they are issued to Suppliers.	WH I/C.
4.2 Receives Drugs and Surgical items from Suppliers through door delivery along with Delivery Challan / Invoice and LR (in case of receipts by lorry); Verify receipts documents with Purchase Order copy to ensure the correctness of specifications and quantity.	WH I/C.
4.3 Get the Consignment unloaded at the specified place and inspects to ensure that: <ul style="list-style-type: none">✓ Items listed in the Invoice/Challan are received in order.✓ Quantity received does not exceed the ordered quantity.✓ Identification of product name, batch number, date of manufacturing, date of expiry, name of supplier and quantity is available on the packaging.✓ Packaging is as per specification given in the	WH I/C.

tender document.

- ✓ There are no shortages or damages.
- ✓ Logogram "TAMILNADU GOVT. SUPPLY – NOT FOR SALE" is printed on the packaging in TAMIL or ENGLISH or both.

✓
4.4 In case of damages/discrepancies in packaging records details in M.R.C., attaches photographs of the damaged packing if required, and forwards to Head Office. In case the contents are damaged because of above, destroys the drugs. Records details in Shortage/Damage Register. WH I/C

4.5 In case of shortage / excess quantity supplied (in terms of cardboard boxes/pack) with respect to D.C./Invoice, records the quantity in D.C./Invoice and Lorry Receipts and obtain signature of the transporter. Records details of shortage in Shortage / Damage Register. WH I/C

4.6 **Sampling Procedure**

4.6.1 Collect samples randomly from the consignment for each product batch wise as per sampling plan given below and place them in the specified place. Samples are to be sent to Quality Control Department within 3 days of receipt of consignment. WH I/C

QUANTITY OF SAMPLE TO BE TAKEN

S.No.	Type of Drugs	Nos.	
1.	Tablets and Capsules	100	in each batch.
2.	Vials	25	in each batch.
3.	Ampules 1 - 2 ml	50	in each batch
	20 ml	10	in each batch
4.	Transfusion fluids 500ml	6	in each batch.
5.	Transfusion fluids 100ml	6	in each batch

6.	Syrups (powder & Liquid) 50 - 60 ml	3	in each batch.
7.	Ointments in Tubes	3	in each batch
8.	Ointments in Jars	1	in each batch
9.	Solids below 450 gm	10	in each batch
10.	Solids above 450 gm	1	in each batch
11.	Liquids in 5 litres can	1	1 can (5 litres)
12.	ORS packets	20	in each batch
13.	Absorbent Cotton Wool	1	Roll in each batch
14.	Bandage/Gauze Cloth	1	pack (20/30 mtrs.) in each batch

- 4.6.2 Affix rubber stamp of the place of the Warehouse on each pack/carton of the sample sent to Quality Control. (E.g.) For Drug Warehouse, Anna Nagar, Chennai the rubber stamp should be Anna Nagar, Chennai. WH I/C
- 4.6.3 Enter sample details in Computer and hand over the QC Samples Statement to Pharmacist. Data Entry Operator
- 4.6.4 Pack the samples carefully in boxes, so that no samples get damaged during transit and forwards to Quality Control Dept., Chennai along with QC sample statement. WH I/C
- 4.6.5 Samples from the consignments of certain products are to be sent to QC department as advised by M (QC). WH I/C
- 4.6.6 Additional sample/re-sample are to be sent to QC by regular procedure within 3 days from the receipt of message. WH I/C.
- 4.7 Instruct the packers for storing the drugs and surgical items at the specified places. WH I/C.
- 4.8 Enter the details of receipt in IGR and Stock WH I/C.

Register Record IGR & Stock register page reference in DC/Invoice and hand over to the Data Entry Operator along with IGR for entering in the System.

4.9 Receive Materials Received Certificate (MRC), purchase orderwise along with a summary from Data Entry Operator. Review MRC with stock register to ensure correctness. Record MRC number for reference in DC / IGR, whenever MRC, DC & Invoice are maintained in separate files. WH I/C.

4.10 In case of shortages in supply, enter details in MRC summary for the day and the corresponding MRC; Forward MRC to Head Office. WH I/C.

4.11 File DC/Invoice along with the corresponding MRC. WH I/C.

- 5.0 Documents maintained:
1. Inward Goods Register
 2. Stock Register
 3. Materials Received Certificate
 4. Purchase Order File
 5. DC/Invoice/MRC File.
 6. Shortage / Damage Register
 7. QC Samples Statement

h) Procedure for storage and preservation of drugs in warehouses

1. : Procedure for Storage & Preservations of Drugs in Warehouses.
2. Scope : All drugs, sutures & surgical items received at Warehouses.
3. Definition: WH i/c. - Warehouse in-charge.

4. PROCEDURE	RESPONSIBILITY
4.1 After verification of receipts and collection of samples, the drugs are stored in their specified place drug code wise.	WH I/C.
4.2 Enter receipt quantity in the respective Bin Card.	WH I/C.
4.3 Ensure disinfectants, antiseptics and external applications as per list of essential drugs are kept separately and not mingled with drugs & surgical items.	WH I/C.
4.4 Store drugs which need cold storage (2°C to 8°C) as per list given below in Cold room, walk in cooler, Ice lined refrigerators or refrigerators as per the facility provided in the individual Warehouses.	WH I/C.

ITEMS TO BE KEPT IN COLD STORAGE

S.N	NAME OF THE DRUG
1.	Inj. Heparin Sodium
2.	Inj. Streptokinase
3.	Inj. Pancuronium Bromide
4.	Inj. Oxytocin
5.	Inj. Succinyl Scoline Chloride
6.	Anti DRH Serum

7. Anti A Serum
8. Anti B Serum
9. Anti O Serum
10. Inj. Cisplatin
11. Inj. Vincristine Sulphate
12. Inj. Human Anti D immunoglobulin
13. Inj. Human Anti Tetanus D
Immunoglobulin
14. Inj. Human Insulin Short Acting
15. Inj. Human Insulin Intermediate
Acting
16. Inj. Dobutamine
17. Anti Rabbits Vaccine
18. Subgroup for Serum A
19. VDRL Antigen
20. Carboprost Tromethamine Inj. U.S.P
21. Atra Curium Inj.
22. Tetanus Toxoid
23. Rabbits Vaccine I.P. (Tissue Culture)
24. Anti Snake Venum

- 4.5 Drugs with later expiry dates are to be stored in the back and those with earlier expiry at front for easier access. WH I/C.
- 4.6 Ensure vials, ampules and bottles are handled carefully during unloading, storing, loading to avoid breakages / damages. WH I/C.
- 4.7 Ensure warehouse is cleaned daily. WH I/C.
- 4.8 Ensure refrigerators are defrosted twice every week to avoid frost formation. WH I/C.
- 5.0 Documents maintained:
1. Bin Card

E) Maintenance of facilities and equipments in warehouses:

i) Procedure for maintenance of facilities and equipments in warehouses:

1. : Procedure for maintenance of facilities and equipments in the warehouses.
2. Scope : Ice lined Refrigerators, Refrigerators, Walk in Coolers, Cold Room, Hydraulic hand trolley, Fork lifting stackers, Generators, etc.

3. Definition: WH i/c.- Warehouse in-charge.

3.	<u>Procedure</u>	Responsibility
3.1	The maintenance of all facilities and equipments in the warehouses are carried out through Annual Maintenance Contract with authorized agencies or with local agencies. Ensure the maintenance is carried out as scheduled and inform Head office in case of any deviations.	WH i/c.
3.2	Ensure the facility / equipment is working as per requirements after the repair. Receive service report from the agency after the repair, file the copy and send one copy to Head office.	WH i/c.
4.0	<u>Documents maintained:</u> 1. Service Report file	

F) Duties of Pharmacists:

j) Duties of warehouse in-charge:

- ✓ Implementing Quality Assurance System in all warehouse activities.
- ✓ Receiving storing and Issuing drugs, sutures and surgical items as per documented procedure.
- ✓ Sending samples of drugs to Quality Control Department within 24 hours of receipt of consignment.
- ✓ Ensuring cleanliness at Warehouse.
- ✓ Ensuring proper maintenance of infrastructure and equipment at Warehouse.
- ✓ Implementing action specified for disposal of non-confirming drugs.
- ✓ Implementing corrective action specified for redressal of customers complaints and removal of audit non-conformance.
- ✓ Ensuring stock of drugs at Warehouses does not reach nil level.
- ✓ Identifying drugs due for expiry six months before and implementing action specified for their use.
- ✓ Ensuring entry of data in computer by Data Entry Operators and sending required reports to head office.

G) Procedure for procurement of Equipments

1. : Procedure for procurement of equipments.
2. Scope : Procurement of equipments specified by the Government in Government orders.
3. Definition:
 - HOD - Head of Department
 - EE - Executive Engineer
 - DM - Deputy Manager
 - TSC - Tender Scrutiny Committee
 - CS - Company Secretary

4.	PROCEDURE	RESPONSIBILITY
4.1	Notice inviting tender will be published in Newspapers and state tender bulletin through DIPR as per the prevailing Govt. Orders	DM / EE
4.2	The copy of the notice inviting tender will also be displayed in the Notice Board of TNMSC.	DM / EE
4.3	The technical bids will be opened on the due date in the presence of the bidders by a Committee.	TSC
4.4	The technical bids will be evaluated by experts drawn from the medical institutions and based on the technical evaluation the bidders will be short listed for price bid opening.	TSC
4.5	The price bids will be opened on a fixed date in the presence of the bidders by a Committee.	TSC
4.6	Negotiation will be held after price bid opening, only with the lowest bidder by the Managing Director	MD

4.7	Approval of L1 by the Board / MD	Board / MD
4.8	Placement of Purchase orders	DM
4.9	Payment to suppliers	CS

5.0. Documents maintained:

1. Tender document for procurement of Equipments
2. Payment records to the supplier of equipments

H) Procedure for Annual Maintenance Contract for equipments.

1. : Procedure for maintenance of equipments.
2. Scope : Maintenance of equipments specified by the Directorates.
3. Definition :
 - HOD - Head of Department
 - EE - Executive Engineer
 - DM - Deputy Manager
 - TSC - Tender Scrutiny Committee
 - TCB - Tender Committee to the Board
 - MD - Managing Director
 - TC - Tender committee

4.	PROCEDURE	RESPONSIBILITY
4.1	Ascertaining number of equipment that require maintenance to be ascertained by respective Directorate	HOD
4.2	Issue of advertisement inviting tenders for maintenance work	DM / EE
4.3	Receipt and opening of tenders	TSC
4.4	Evaluation of Bid	TSC
4.5	Approval of Agencies	TC / Board
4.6	Placement of orders	MD

5.0. Documents maintained:

1. Tender document for Annual Maintenance Contract
2. Payment records for Annual Maintenance Contract

I) Procedure for construction of Hospitals / Buildings

1. Purpose : Procedure for construction of Hospitals / Buildings
2. Scope : Construction of Drug Warehouse / Hospitals
3. Definition : OS - Out Sourcing
EE - Executive Engineer
DM - Deputy Manager
TSC - Tender Scrutiny Committee
MD - Managing Director
TCB - Tender Committee to Board
AE - Assistant Engineer

4.	PROCEDURE	RESPONSIBILITY
4.1	Preparation of estimation for the civil work	OS
4.2	Preparation of tender document	EE
4.3	Issue of notification	MD
4.4	Receipt and Opening of tender	TSC
4.5	Evaluation of tender	TSC
4.6	Negotiation with lowest bidder	TSC & MD
4.7	Approval of the tender	TCB
4.8	Placement of orders	MD
4.9	Monitoring the stages of work	AE / EE
4.10	Recording in M Book	AE / EE
4.11	Payment to the Contractor	MD
5.0	<u>Documents maintained:</u>	
	1. Tender document for Civil Works	
	2. M Book for Civil works	

Chapter – IV
RECORDS MAINTAINED AND USED
BY
EMPLOYEES FOR DISCHARGING
THEIR FUNCTIONS

CHAPTER - IV

IV. RECORDS MAINTAINED AND USED BY EMPLOYEES FOR DISCHARGING THEIR FUNCTIONS

- a) Finalizing List of Essential Drugs & Surgicals
 - i) Requirement letter for New drugs
 - ii) Minutes of expert committee approval
- b) Procurement of Essential Drugs & Surgicals
 - i) Final List of Essential Drugs & Surgicals Items
 - ii) Statement of Tender Quantity
 - iii) Tender Document
 - iv) Checklist
 - v) Sample Inspection Reports
 - vi) Comparative Statement
 - vii) Tender Minutes
 - viii) Purchase order
 - ix) Quality plan for Drug Monitoring Information system
- c) Assessment of New Suppliers
 - i) Inspection Report
 - ii) Checklist
- d) Continuous assessment of Suppliers
 - i) Blacklisting Register
- e) Controlling quality of Drugs, Surgicals, etc.,
 - i) Deviation Register
 - ii) Sample receipt statement
 - iii) Drug Warehouse wise sample statement file
 - iv) Covering letter file
 - v) Approved laboratory List
 - vi) Stop Issue file
 - vii) Show cause notice file
 - viii) Release order file
 - ix) Return order file
 - x) Standard Quality Reports file

- f) Preparation of Pass-Book
 - i) Allotment letters from the medical institutions
 - ii) Passbook utilization statement
- g) Warehouse records
 - i) Inward Goods Register
 - ii) Stock Register
 - iii) Material Received Certificate (MRC)
 - iv) Shortage / Damager Register
 - v) Quality Samples Statement
 - vi) Bin Card
 - vii) Frozen Stock Register
 - viii) Schedule for the Year
 - ix) Inward Indent / Issue Form
 - x) Batch wise Suggestion List for Outwards
 - xi) Drugs Issue Statement
 - xii) Outward Goods Register
 - xiii) List of items transferred out of Warehouse
 - xiv) Stock Verification Register
 - xv) Monthly Frozen Stock Statement
 - xvi) Frozen (Return to AC)
 - xvii) List of items due for expiry within six months
 - xviii) Issue Letter
 - xix) Customer Complaint Register
 - xx) Monthly Review Report
 - xxi) Quality Records Plan
- h) Tender Document for procurement of drugs, surgicals, etc.
- i) Tender Document for procurement of equipments
- j) Payment records to the supplier of equipments
- k) Tender document for Annual Maintenance Contract
- l) Payment records for Annual Maintenance Contract.
- m) Tender document for Civil Works
- n) M Book for Civil Works

Chapter – V
DIRECTORY OF OFFICERS AND
EMPLOYEES

CHAPTER – V

List of Officers / Employees:

i) Head Office:

Sl. NO.	NAME	DESIGNATION
1	Dr.K.GOPAL, I.A.S.,	MANAGING DIRECTOR
2	TMT.M.ARUNA	GENERAL MANAGER (ADMINISTRATION)
3	TMT.R.KALAISELVI	GENERAL MANAGER (EQUIPMENT)
4	THIRU.K.MURUGESAN	CHIEF ACCOUNTS OFFICER CUM COMPANY SECRETARY
5	THIRU.P.SUPRENT	EXECUTIVE ENGINEER
6	THIRU.K.ANANDAN	DEPUTY MANAGER
7	THIRU.G.KANNAN	MANAGER (PURCHASE)
8	THIRU.G.CHANDRASEKAR	MANAGER (QUALITY CONTROL)
9	THIRU.V.PARASURAMAN	ACCOUNTS OFFICER
10	THIRU.V.RAMASWAMY	ASSISTANT EXECUTIVE ENGINEER
11	THIRU.S.VINOKUMAR	ASSISTANT ACCOUNTS OFFICER
12	THIRU.M.VASUDEVAN	ASSISTANT ENGINEER
13	THIRU.S.RAJARAM	OFFICE SUPERINTENDENT
14	THIRU.M.SRINIVASAN	STENO TYPIST
15	J. BALASUBRAMANIAM	P.C

ii) Pharmacists – Warehouse

SL NO	NAME	DESIGNATION	CENTER
1.	K.GOVINDARAJAN	PHARMACIST	KANCHEEPURAM
2.	S.MURUGAN	PHARMACIST	KANCHEEPURAM
3.	N.JEGATHESAN	PHARMACIST	VELLORE
4.	G.PARTHASARATHY	PHARMACIST	VELLORE
5.	T.SUDHAKARAN	PHARMACIST	TIRUVANNAMALAI
6.	M.VISWANATHAN	PHARMACIST	TIRUVANNAMALAI
7.	D.MANIMARAN	PHARMACIST	CUDDALORE
8.	A.SIVANPATHAM	PHARMACIST	CUDDALORE
9.	T.RAMESH	PHARMACIST	DHARMAPURI
10.	M.BALAKRISHNAN	PHARMACIST	SALEM
11.	S. ARULPRAKASH	PHARMACIST	ERODE
12.	C. KANNAN	PHARMACIST	ERODE
13.	R.SENTHILKUMAR	PHARMACIST	COIMBATORE
14.	M.ARJUNAN	PHARMACIST	THE NILGRIS
15.	GANESAN	PHARMACIST	THE NILGRIS
16.	M.SAHADEVAN	PHARMACIST	TIRUCHIRAPPALLI
17.	S.SENTHILKUMAR	PHARMACIST	TIRUCHIRAPPALLI
18.	A. ULAGANATHAN	PHARMACIST	PUDUKKOTAI
19.	R.RAJASEKARAN	PHARMACIST	PUDUKKOTAI
20.	P.JEYABHARATH	PHARMACIST	DINDUGAL
21.	S.BALAJI	PHARMACIST	DINDUGAL
22.	P. RADHAKRISHNAN	PHARMACIST	MADURAI
23.	T.MURUGAN	PHARMACIST	MADURAI
24.	C.RUTH	PHARMACIST	VIRUDHUNAGAR
25.	V.SELVARAJ	PHARMACIST	VIRUDHUNAGAR
26.	A. RAMACHANDRAN	PHARMACIST	SIVAGANGA
27.	K.KARUPPIAH	PHARMACIST	SIVAGANGA
28.	R.JEYASANKAR	PHARMACIST	RAMANATHAPURAM
29.	T.SEKAR	PHARMACIST	RAMANATHAPURAM
30.	R.KANNAN	PHARMACIST	TIRUNELVELI
31.	C.K.RAJSANKAR	PHARMACIST	TUTICORIN
32.	N.JOSEPIN REVATHY	PHARMACIST	TUTICORIN
33.	R.JUSTIN ARULAPPA	PHARMACIST	NAGERCOIL
34.	S.R.SURESH	PHARMACIST	NAGERCOIL

SL NO	NAME	DESIGNATION	CENTER
35.	S.HEMALATHA	PHARMACIST	TANJAVUR
36.	S.M.SUBRAMANIAN	PHARMACIST	TANJAVUR
37.	K.RAVI	PHARMACIST	VILLUPURAM
38.	M.MURUGAVEL	PHARMACIST	VILLUPURAM
39.	M.SUJATHA	PHARMACIST	CHENNAI
40.	R.MURUGAN	PHARMACIST	CHENNAI
41.	N.KARUNAKARAN	PHARMACIST	CHENNAI
42.	S.PANDIAN	PHARMACIST	CHENNAI
43.	G.JAYAKUMAR	PHARMACIST	THIRUVARUR
44.	C.MOHAN	PHARMACIST	THIRUVARUR
45.	M.AMUTHA	PHARMACIST	THENI
46.	S.M.SENTHILKUMARAN	PHARMACIST	THENI

ii) Data Entry Operators - Warehouse

SL. NO	NAME	DESIGNATION	CENTER
1	A. BABY	DATA ENTRY OPERATOR	KANCHEEPURAM
2	K. CHANDRUKUMAR	DATA ENTRY OPERATOR	VELLORE
3	N. MANI	DATA ENTRY OPERATOR	TIRUVANNAMALAI
4	P. SUNDARI	DATA ENTRY OPERATOR	CUDDALORE
5	R. ASHOK KUMAR	DATA ENTRY OPERATOR	DHARMAPURI
6	G. KABILAN	RECEPTIONIST CUM D.E.O	SALEM
7	C.R. ASHOK KUMAR	DATA ENTRY OPERATOR	COIMBATORE
8	M. SELVARAJ	DATA ENTRY OPERATOR	THE NILGRIS
9	N. BASKARAN	DATA ENTRY OPERATOR	TIRUCHIRAPPALLI
10	K. KARTHIKEYAN	RECEPTIONIST CUM D.E.O	PUDUKKOTAI
11	R. PADMANABHAN	DATA ENTRY OPERATOR	DINDUGAL
12	G. SUKUMAR	DATA ENTRY OPERATOR	MADURAI
13	C. BALASUBRAMANIAN	DATA ENTRY OPERATOR	VIRUDHUNAGAR
14	K. SELVARAJ	DATA ENTRY OPERATOR	RAMANATHAPURAM
15	S.M. RAMA SUBRAMANIAN	DATA ENTRY OPERATOR	TIRUNELVELI
16	V. KANAGARAJ	DATA ENTRY OPERATOR	TUTICORIN
17	A. MORIS	DATA ENTRY OPERATOR	NAGERCOIL
18	R. DEVAKUMAR	DATA ENTRY OPERATOR	TANJAVUR
19	K. SATHYANARAYANAN	DATA ENTRY OPERATOR	VILLUPURAM
20	V. VENNILA	DATA ENTRY OPERATOR	CHENNAI

SL. NO	NAME	DESIGNATION	CENTER
21	C. ANANDAN	RECEPTIONIST CUM D.E.O	CHENNAI
22	N. SIVAGAMA SUNDARI	DATA ENTRY OPERATOR	THIRUVARUR

iii) Dark Room Assistants – CT/MRI Scan Centres (Permanent)

Sl. No	NAME	DESIGNATION	CENTER
1.	R.J. ALBERT SAM JOSEPH	DARK ROOM ASSISTANT	KANCHEEPURAM
2.	T.SRINIVASAN	DARK ROOM ASSISTANT	CHENGALPET
3.	S.BASKARAN	DARK ROOM ASSISTANT	CHENGALPET
4.	K.ELUMALAI	DARK ROOM ASSISTANT	TIRUVANNAMALAI
5.	M.RAVI	DARK ROOM ASSISTANT	TIRUVANNAMALAI
6.	S. KALILEO VEERAMANI	DARK ROOM ASSISTANT	CUDDALORE
7.	M.PUSHPAVALLI	DARK ROOM ASSISTANT	SALEM
8.	M.RAJASEKARAN	DARK ROOM ASSISTANT	SALEM
9.	G.INBARAJ	DARK ROOM ASSISTANT	ERODE
10.	S.SUMATHI	DARK ROOM ASSISTANT	COIMBATORE
11.	B.B.CHANDRASEKAR	DARK ROOM ASSISTANT	COIMBATORE
12.	D.BASITH KHAN	DARK ROOM ASSISTANT	THE NILGRIS
13.	B.SIVAJI	DARK ROOM ASSISTANT	THE NILGRIS
14.	V.MUTHULAKSHMI	DARK ROOM ASSISTANT	TRICHY
15.	K.THAMARAISELVI	DARK ROOM ASSISTANT	TRICHY
16.	R.VASUDEVAN	DARK ROOM ASSISTANT	PUDUKOTTAI
17.	S.BALAKRISHNAN	DARK ROOM ASSISTANT	DINDIGUL
18.	K.VEERAPPAN	DARK ROOM ASSISTANT	MADURAI
19.	MOHAMMED FAROOK HUSSAIN	DARK ROOM ASSISTANT	MADURAI
20.	S.SUNIL KUMAR	DARK ROOM ASSISTANT	VIRUDHUNAGAR
21.	A.BALUSAMY	DARK ROOM ASSISTANT	SIVAGANGAI
22.	C.JEYAN	DARK ROOM ASSISTANT	TIRUNELVELI
23.	G.JUSTIN RAJADHAS	DARK ROOM ASSISTANT	TIRUNELVELI
24.	M.JOSEPH FRANKLIN	DARK ROOM ASSISTANT	TUTICORIN
25.	R.RAJAN	DARK ROOM ASSISTANT	TUTICORIN
26.	D.JUSTIN NAYAGAM	DARK ROOM ASSISTANT	NAGERCOIL
27.	D.MALARVIZHI	DARK ROOM ASSISTANT	NAGERCOIL
28.	D.S.ANANTH	DARK ROOM ASSISTANT	NAGERCOIL

Sl. No	NAME	DESIGNATION	CENTER
29.	K.SAMY ANBAN	DARK ROOM ASSISTANT	THANJAVUR
30.	J.JAYANTHI	DARK ROOM ASSISTANT	THANJAVUR
31.	S.KALAIMAGAL	DARK ROOM ASSISTANT	THANJAVUR
32.	D.PUSHPALATHA	DARK ROOM ASSISTANT	VILLUPURAM
33.	D.NETHAJI	DARK ROOM ASSISTANT	VILLUPURAM
34.	D.CHANDRA MOHAN	DARK ROOM ASSISTANT	NAGAPATTINAM
35.	M.MOHAMED SHA	DARK ROOM ASSISTANT	NAGAPATTINAM
36.	M.KANDHIMATHY	DARK ROOM ASSISTANT	GGH-CHENNAI
37.	S.ARUL PRAKASAM	DARK ROOM ASSISTANT	GGH-CHENNAI
38.	S.MALATHI	DARK ROOM ASSISTANT	GGH-CHENNAI
39.	J.VENNILA	DARK ROOM ASSISTANT	GGH-CHENNAI
40.	L.LAL JUSTIN SAM	DARK ROOM ASSISTANT	ICH- CHENNAI
41.	MADHAN JAYAKARAN	DARK ROOM ASSISTANT	VELLORE
42.	D.THANRAJ	DARK ROOM ASSISTANT	STANLEY
43.	M.MUTHUMANI	DARK ROOM ASSISTANT	KILPAUK
44.	G.RAMALINGAM	DARK ROOM ASSISTANT	KILPAUK
45.	P.RENGANATHAN	DARK ROOM ASSISTANT	NAMAKKAL
46.	T.KASINATHAN	DARK ROOM ASSISTANT	THIRUVARUR
47.	G.GOWRI	DARK ROOM ASSISTANT	KARUR
48.	V.MURUGAVEL	DARK ROOM ASSISTANT	PERAMBALUR
49.	T.MALARVANNAN	DARK ROOM ASSISTANT	KUMBAKONAM
50.	R.AKILA	DARK ROOM ASSISTANT	KUMBAKONAM
51.	C.JEGATHEESAN	DARK ROOM ASSISTANT	THENI

iv) Dark Room Assistants – CT/MRI Scan Centres (Consolidated)

Sl. No	NAME	DESIGNATION	CENTER
1.	S.RAJAVELU	DARK ROOM ASSISTANT	VELLORE
2.	V.R.SUHAILAHMED	DARK ROOM ASSISTANT	VELLORE
3.	A.LAKSHMIPATHY	DARK ROOM ASSISTANT	TIRUVANNAMALAI
4.	C.MALA	DARK ROOM ASSISTANT	TIRUVANNAMALAI
5.	A.SHAMSUNISHA	DARK ROOM ASSISTANT	CUDDALORE
6.	K.SIVAKUMAR	DARK ROOM ASSISTANT	DHARMAPURI
7.	J.VIJAYALAKSHMI	DARK ROOM ASSISTANT	CHENGALPATTU
8.	T.KUMARESAN	DARK ROOM ASSISTANT	DHARMAPURI

Sl. No	NAME	DESIGNATION	CENTER
9.	R.VENKATESH	DARK ROOM ASSISTANT	SALEM
10.	P.PUNITHA	DARK ROOM ASSISTANT	ERODE
11.	A.RAMESH	DARK ROOM ASSISTANT	ERODE
12.	K.NARAYANAN	DARK ROOM ASSISTANT	COIMBATORE
13.	P.JAYANTHI	DARK ROOM ASSISTANT	COIMBATORE
14.	R.KALINGAN	DARK ROOM ASSISTANT	COIMBATORE
15.	S.PRABA	DARK ROOM ASSISTANT	COIMBATORE
16.	S.SIVANESWARI	DARK ROOM ASSISTANT	TRICHY
17.	P.SUDHA	DARK ROOM ASSISTANT	DINDIGUL
18.	S.JENIFERELIZABETH	DARK ROOM ASSISTANT	MADURAI
19.	A.SASIKALA	DARK ROOM ASSISTANT	MADURAI
20.	P.SURESHKUMAR	DARK ROOM ASSISTANT	MADURAI
21.	P.JASELINSUJI	DARK ROOM ASSISTANT	RAMNAD
22.	V.ILAYARAJA	DARK ROOM ASSISTANT	RAMNAD
23.	I.KALIAPPAN	DARK ROOM ASSISTANT	TIRUNELVELI
24.	K.KARPAGAM	DARK ROOM ASSISTANT	TUTICORIN
25.	J.DANIEL CHRISTOPER S	DARK ROOM ASSISTANT	TUTICORIN
26.	K.VEERASIVARAMAN	DARK ROOM ASSISTANT	THANJAVUR
27.	T.SELVARAJ	DARK ROOM ASSISTANT	THANJAVUR
28.	M.BALAJI	DARK ROOM ASSISTANT	VILLUPURAM
29.	K.R.VIDHYA	DARK ROOM ASSISTANT	GGH-CHENNAI
30.	N.MALINI	DARK ROOM ASSISTANT	GGH-CHENNAI
31.	M.RAJESH KUMAR	DARK ROOM ASSISTANT	GGH-CHENNAI
32.	Y.DANIEL RAJ	DARK ROOM ASSISTANT	GGH-CHENNAI
33.	R.DHAVAMURTHY	DARK ROOM ASSISTANT	GGH-CHENNAI
34.	M.MAHALAKSHMI	DARK ROOM ASSISTANT	GGH-CHENNAI
35.	J.PATHUVAIRAJ	DARK ROOM ASSISTANT	ROYAPETTAH
36.	P.S.ANANTHI	DARK ROOM ASSISTANT	ROYAPETTAH
37.	P.NIRMALA	DARK ROOM ASSISTANT	STANLEY
38.	M.VIDHYALAKSHMI	DARK ROOM ASSISTANT	STANLEY
39.	K.VIJAY	DARK ROOM ASSISTANT	KILPAUK
40.	M.RAVINDRAN	DARK ROOM ASSISTANT	NAMAKKAL
41.	S.MOHANAPRIYA	DARK ROOM ASSISTANT	KARUR
42.	P.KARTHIK	DARK ROOM ASSISTANT	PERAMBALUR
43.	D.ARIVUNIDHI	DARK ROOM ASSISTANT	TIRUPPUR

Sl. No	NAME	DESIGNATION	CENTER
44.	K.MURUGAN	DARK ROOM ASSISTANT	PERIYAKULAM
45.	S.ANNADURAI	DARK ROOM ASSISTANT	THIRUVALLUR
46.	M.NIZHAMUDYEN	DARK ROOM ASSISTANT	KRISHNAGIRI
47.	S.KULANDAIVELU	DARK ROOM ASSISTANT	KRISHNAGIRI
48.	R.VINAYAKAMOORTHY	DARK ROOM ASSISTANT	KRISHNAGIRI
49.	J.AMBIKA	DARK ROOM ASSISTANT	KRISHNAGIRI
50.	M.BALAMURUGAN	DARK ROOM ASSISTANT	PALANI
51.	T.SEKAR	DARK ROOM ASSISTANT	ARUPPUKOTTAI

i) Outsourced employees:

SL. NO	CATEGORY	HEAD OFFICE	WARE-HOUSES	CT/MRI SCAN CENTRES
1	DATA ENTRY OPERATORS (OUTSOURCING BASIS)	12	1	20
2	ASSISTANTS (OUTSOURCING BASIS)	15	-	-
3	WEB ENGINEER (OUTSOURCING BASIS)	1	-	-
4	PROGRAMMER (OUTSOURCING BASIS)	3	-	-
5	SYSTEM ANALYST (OUTSOURCING BASIS)	1	-	-
6	SECURITY (OUTSOURCING BASIS)	3	72	-
7	DRIVERS (OUTSOURCING BASIS)	6	-	-
8	DRIVERS (CASUAL)	1	-	-
9	OFFICE ASSISTANTS (OUTSOURCING BASIS)	8		
10	PACKERS (CASUAL)	-	42	-
11	PACKERS (OUTSOURCING BASIS)	-	6	-
TOTAL		50	121	20

Chapter – VII

DETAILS OF PUBLIC INFORMATION OFFICER

**Tamilnadu Medical Services Corporation Limited,
Chennai – 8.**

Public Information Officer

SL. NO	NAME	DESIGNATION	APPOINTED AS	ADMINISTRATIVE UNIT	PHONE
1	K.Murugesan	Chief Accounts Officer cum Company Secretary	Public Information Officer	Tamil Nadu Medical Services Corporation Limited, No: 417, Pantheon Road, Egmore, Chennai.	(044) - 28190622

Chapter – VIII

DETAILS OF ASSISTANT PUBLIC INFORMATION OFFICERS

Tamilnadu Medical Services Corporation Limited, Chennai – 8.

ASSISTANT PUBLIC INFORMATION OFFICERS

Sl.No	Name	Designation	Appointed as	Administrative Unit	Phone
1	K.Govindarajan	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamil Nadu Medical Services Corporation Ltd. Arignar Anna Memorial Cancer Hospital Campus, Bangalore Road, Karapettai, Kancheepuram.	27264065
2	N.Jegatheesan	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. TB Sanatorium Campus, Adukkambrai Post, Vellore District	(0416) 2230880
3	T.Sudhakaran	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Chest Clinic (TB) Campus, Anna Nagar, Tiruvannamalai – 606 602	(04175) 237610
4	D.Manimaran	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Beach Road, Near DMO Bungalow, Devanampattinam, Cuddalore.	(04142) 294877

Sl.No	Name	Designation	Appointed as	Administrative Unit	Phone
5	T.Ramesh	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Government Head Quarters Hospital Campus, Vannampatti Road, Dharmapuri	(04342) 230334
6	M.Balakrishnan	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd., Near G.M.K Medical College, Salem Steel Road, M.Kollapatti, Salem – 30	(0427) 2384403
7	S.Arulprakash	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd., Government Head Quarters Hospital, Perundurai (Erode)	04294 225548
8	R.Senthilkumar	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Medical College and Hospital Campus, Civil Aerodram (PO), Avinashi Road, Coimbatore – 14	(0422) 2571954

Sl.No	Name	Designation	Appointed as	Administrative Unit	Phone
9	M.Arjunan	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd., Chester Field's, Peyton's Road, Opp. To Civil Supplies Godown, Udhagamandalam, The Nilgris – 643 001.	(0423) 2444796
10	M.Sahadevan	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Periamilagu Parai, T.B. Hospital Campus, Collectorate Office Road, Trichy – 620 001	(0431) 2412446
11	A.Ulaganathan	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Sipcot Complex (Near TASMACH Godown) Pudukottai – 5	(04322) 244481
12	S.Balaji	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Gobala Samudram Tank, Near Government Head Quarters Hospital, Dindigul – 624 001.	(0451) 2420438

Sl.No	Name	Designation	Appointed as	Administrative Unit	Phone
13	P. Radhakrishnan	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Collectorate Campus, Madurai -20	(0452) 2522174
14	C.Ruth	Pharmacist	Asst. Public Information Officer	District Drug Warehouse, TNMSC Ltd., Collectorate Master Plan Complex, Near District Sports Complex, Sattur Road, Kooraikundu Village, Virudhunagar	(04562) 253208
15	A.Ramachandran	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Panankadi Road, , Sivaganga- 61.	(04575) 240180
16	R.Jeyasankar	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Sikil Rajaveethi, Kenikarai, Ramanathapuram - 623504	(04567) 220603
17	R.Kannan	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Opp. Sadak Abdullah Collage, Tiruchendur Road, Palayankottai, Tirunelveli-627 011.	(0462) 2578714

Sl.No	Name	Designation	Appointed as	Administrative Unit	Phone
18	C.K.Rajsankar	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd, Devarpuram Road, Near South Police Station, Tuticorin-628 003.	(0461) 2328948
19	R.Justin Arulappa	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Nagercoil, Asaripallam (PO), Kanyakumari(Dist), Pin - 629 201	(04652) 226036
20	S.Hemalatha	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Thanjavur Medical College Hospital Campus, (TMCH) Vallam Road, Thanjavur- 613 004.	(04362) 240101
21	K.Ravi	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Govt. Hospital Campus, Villupuram- 605 602	(04146) 222683

Sl.No	Name	Designation	Appointed as	Administrative Unit	Phone
22	M.Sujatha	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Govt. Peripheral Hospital Campus, Anna Nagar, Chennai- 600 102.	(044) 26263819
23	G.Jayakumar	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Mannargudi Road, Near Circuit House Building, Vilamal(Po) Tiruvarur – 613701	(04366) 224122
24	N.Karunakaran	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamilnadu Medical Services Corporation Ltd. Kamarajar Salai, Opp. ESI Hospital, K.K. Nagar, Chennai- 78	(044) 24899430
25	M.Amutha	Pharmacist	Asst. Public Information Officer	Drug Warehouse, Tamil Nadu Medical Services Corporation Ltd. Kandamalur Road, K.Vilakku, Theni District. Pin-625 512	(04546) 294017

Chapter – IX

DETAILS OF APPELLATE AUTHORITY

**Tamilnadu Medical Services Corporation Limited,
Chennai – 8.**

Appellate Authority

SL. NO	NAME	DESIGNATION	APPOINTED AS	ADMINISTRATIVE UNIT	PHONE
1	Dr.K.GOPAL, I.A.S.,	Managing Director	Appellate Authority	Tamil Nadu Medical Services Corporation Limited, 417, Pantheon Road, Egmore, Chennai.	(044) 28191891