

## **Introduction**

Government Medical Store Depot, Karnal was shifted from Lahore after partition of the country and subsequently transferred to the control of Department of Education, Health ( now the Ministry of Health & Family Welfare). The total area of land is 94110 Sq. Ft. including boundary wall. It is located in the heart of the city and surrounded by other Central Govt. departments like Telephone Exchange, Telegraph Deptt. and Head Post Office, Karnal, it is well connected with roads. The present building area inside boundary wall is 67189 Sq. Ft. out of which built up area on ground floor is approx. 15638 Sq. Ft., 1<sup>st</sup> floor area is 11856 Sq. Ft. and vacant area 51551 Sq. Ft.

The building of Government Medical Store Depot, Karnal is very old and in dilapidated condition. As per foundation stone carving on one of the wall of inner building, this was built up as a Saint Elizabeth Mission Hospital on 9<sup>th</sup> March, 1907. The outer boundary wall of the depot is age-old made up of small bricks laid in mud and lime and seems to be constructed during 'Mughal's era. There have been proposal to construct new building or to renovate the present infrastructure but nothing could be done so far despite reports for its construction and renovation by CPWD, TATA Consultancy and HSCC. The premises is located in thickly populated congested area and road is jammed almost daily with huge outflow / inflow of Programme Stores in the depot

## **Functions**

The main function of GMSD Karnal is as under:-

- a) Receipt , storage and distribution of supplies of drugs and allied store received from various National and International Agencies or bodies under various bilateral or multi-lateral agreements entered into between Govt. of India and such agencies like WHO, UNICEF, USAID and DFID.
- b) Receipt storage and distribution of various store either procured or received under different National Programme through out the country.
- c) Receipt and supply of Stores required by indentors including CGHS enrolled with GMSDs for which the procurement is made by designated GMSDs.

Each GMSDs is headed by a DADG (Stores) /CMO/Joint Director/Sr. Regional Director who is also Principal Executive Officer of the Depot and is responsible to the DGHS through MSO Headquarter for efficient Administration and functioning of GMSDs. GMSD consists of 3 (three) Divisions which are Office Division, Store Division and Accounts Division.

## **OFFICE DIVISION**

The office Division is headed by Depot Manager/Asstt. Depot Manager/Depot Supdt. to supervise the work of Office Division consists of Pay & Establishment, Diary and Despatch and Purchase Section. The Purchase Section is responsible for issuance of Rate Enquiries, Tabulation of Comparative Statements of Rates, Preparation of Purchase Proposals and Supply Orders (Local / Centrally). It is also responsible for processing of Registration cases of manufacturers desires of having Registration of their mfg. unit with MSO for supply of Medical Stores. Purchase Section also deals with Registration of Testing Laboratories and enrollment of indentors.

Purchase Section is also responsible for processing the requirement received through online from different indentors. The indents received through online will be scrutinized by Purchas Section with reference to availability of Budget, approval of indent by Competent Medical & Administration Authority etc. and then compile the requirement online and forward it to the authorized GMSD for making procurement of the same. The Hard copy so received will be forwarded to Store-I for further processing and supply of store to the concerned indentor as per their requirements.

The Establishment Division handles Administrative matters of different kinds including grant of MACP, Promotion etc., deals with Court cases and other important matters which involves policy decision. The Service Books of all employees including their leave accounts are also handled by Pay & Establishment Section. Diary and Despatch of all dak generated from various sections is entered centrally at Diary and dispatch Section.

## **STORE DIVISION**

The Store Division of the Depot consists of Store-I, Store-II and Store-III Sections, the main functions of Store-I is, receipt, Inspection, Stocking, Issue and Despatch/ delivery of drugs, Packing material etc. for Civil Stores. Store-II Section will handle National and International Stores, whereas Store-III will handle National and International stores relating to Cold Chain ( VACCINES ETC.).

The material against the centrally placed orders is received in Store-I Section through Gate Supervisor and its necessary entries are made in Goods receipt Register. The online data are uploaded by the concerned supplier which is verified in Store-I before acceptance of item in question and the same data after verification is forwarded to MSO for marking sampling instructions. The Inspection team comprising of Doctors from CGHS and depot officials conducts physical inspection of the Stores, draw random sampling for the product marked for sampling to this depot and send the coded samples to 2 (Two) independent laboratories registered with MSO including to those attached with GMSDs Mumbai, Kolkatta and Chennai. On receipt of favourable test reports from the concerned laboratories, the material is taken on charge finally for issue and concerned indentors to whom demand belongs are asked to collect the same from GMSDs. In case the item fails in test, the case for debarment etc. is forwarded to MSO after completing all codal formalities as laid down in MSD Manual.

Store-II handles various National and International Programme like RNTCP, Anti Leprosy, NVBDCP, Swine Flu etc. The supplier asks GMSD for issue of Road permit / way bill for supply of their product against the order placed by concerned Programme Division. The Road Permit is immediately issued if sufficient space is available in GMSDs. In case the space is not available the supplier as well as concerned programme division are requested to post-pone the supply till space is made available. The Release orders for the supplies received in the depot are issued by the concerned Programme Division. GMSD, Karnal caters the need of North India i.e. Jammu & Kashmir, Himachal Pradesh, Punjab, Haryana, Chandigarh, Utrakhand, Rajasthan and Uttar Pradesh. Sometimes, the supplies are made to other states also if stocks are not available in concerned GMSDs of that area. Each items after proper verification i.e. Despatch clearance Certificates etc. is entered in the Bin Cards for further issue. The final GRAN/ FRAN Is issued by Store-II Division after proper verification and physical counting of stores by the Stock Holders. The Stores are dispatched through approved transporter and their payments are released after receipt of proper acknowledgement from the consignee out of the funds allocated by the concerned Programme Division. However the supplies under NVBDCP are collected personally by the consignees or sent on freight to pay basis.

Store-III handles Receipt, Stocking ,issue and despatch all Vaccines and other Cold Chain items. GMSD, Karnal is presently handling vaccines and other antigen like OPV, bOPV, DPT, TT, Hep-B, Measles, JE etc. Other cold chain items like Cold Boxes, Vaccine Carriers, ILR and D freezers, AD Syringes and Cold Spares are also handled by GMSD, Karnal. Off shore consignment of Polio Vaccines are got cleared from Air Port Authority by GMSD, Karnal itself without the assistance of AD Shipping by completing all codal formalities.

GMSD, Karnal is presently having 3 units of Walk-in-Freezers with gross 74 Cubic mtr. Area, 1 (One) concrete Cold Room with 191.7 Cubic Mtr. (Gross). The concrete Cold Room is more than 40 years old and being maintained by CPWD. There is no Refrigerated Vehicle in working condition in GMSD,

Karnal and lot of difficulties are being faced in distribution of vaccines to various States as per Release Order received from the Ministry.

The vaccines and other cold chain items are received in the depot against the order placed by the concerned Programme Division or by International Agencies as per Agreement. After proper verification with reference to Release Certificate by the Competent Authority, The item is taken on charge for further issue. The Release Orders are issued by the concerned Programme Division, on receipt of which the action to supply the item is initiated by the depot. The Vaccines are sent in proper cold chain with prior intimation to the concerned consignees. The vaccines and other cold chain items are despatched preferably by air and also through Approved transporter. The payment to the Indian Airlines are released on receipt of bill from them out of funds allocated by the Concerned Programme Division for the purpose. Simultaneously the transporters bills are process after receipt of proper acknowledgement of the consignee and payments released from the funds allocated for the concerned programme.

### **Accounts Division**

The main function of the Accounts Division is the maintenance of Accounts of the Depot and various documents relating thereto, recovery of cost of supplies to Govt. institutions, working out of rates for VMS items, Checking up of pricing of Issue Vouchers for cost and incidental charges, payment of contractor bills for supplies received and other work order placed. Maintenance of Issue and Receipt Day Book, Preparation of Budget, Budget Estimate and Reconciliation of accounts. The Accounts Officer is over-all Incharge of the Accounts Division and Responsible for proper maintenance of the accounts. The cash book, pay-bills, contingency bills, TA Bills, Medical Reimbursement, Gratuity Bills, GPF Advance and Final withdrawal thereof is dealt with by Accounts Division. The outstanding recoveries from the indentors are effected by Accounts Division and regular follow up action taken against the defaulting indentors. Valuable Registers, Cheque Books are maintained by Asstt. Cashier in the Accounts Branch. The Issue Vouchers for the material supplied are priced by the Accounts Section after adding 10% departmental charges + element of VAT as applicable in GMSd, Karnal which is registered dealer under Haryana General CST VAT Act. The contractor payments are made through Pay & Accounts Officer, DGHS, Nirman Bhawan, New Delhi through ECS System and payments made are reconciled fortnightly. The funds allocated for handling and transportation of Programme Stores under Routine Immunization, RNTCP, Anti Lep. Are also handled by Accounts Division and quarterly expenditure statements are sent to Concerned Programme Division.

**(b) Powers and Duties of its Officers and Employees**

At present Chief Medical Officer is in charge of this depot assisted by one Accounts Officer. His powers are as defined under MSD manual and in accordance with the Head of Office under G.F.R.

Duties of Officers is assisting Chief Medical Officer (NFSG) in procurement of Medical Stores, quality testing to in 2 Laboratories and supply quality items to all the indentors. Proper maintenance of machinery, stocks and files, service records, maintenance of industrial peace, involve themselves in all policy matters, procedures, proper planning development and budget control of expenditure with the advice of the Accounts Officer and follow the instructions and guidelines as given by Directorate and Ministry.

Duties of the employees are joint action in proper receipt, storage and supply of Medical Stores to various indentors and maintain peace in the Depot

**(c) The Procedure followed in decision – making process including channels of Supervision and accountability**

Mainly the procedure for procurement and supply are followed by the decisions taken by DGHS, Ministry of Health & Family Welfare, from time to time. Presently the Directorate has arranged procurement of stores through Centralized purchase for generic items operating GNCT Rate Contract and for Proprietary items operating the rates of HSCC, New Delhi. For the receipt and supplies of stores the guidelines given in MSD Manual are followed.

Financial matters are dealt with as per provisions of GFR and other financial instructions issued by the Ministry of Finance, Department of Expenditure from time to time.

For all Administrative matters the Govt. of India's CCA, CCS and other rules are followed.

Certain committees formed in the Depot such as stores Purchase Committee Departmental Promotion Committee are deciding the purchases and promotions respectively. However the main procedures are followed as per MSD Manual.

**(d) The Norms set aside by it for the discharge of its functions**

The Norms set by MSD Manual and instructions and direction of the Directorate/Ministry received from time to time are followed.

**(e) The Rules, regulations, Instructions, Manuals and Records held by it or under its Control or used by the employees for the discharge of its functions.**

For receipt and supply of stores and other routine matters MSD Manual has contained all Rules, Instructions, Proformas for strict following. For the administration of staff matters Central Govt. Rules, Regulations, Codes notified by Govt. and brought out by many manuals

are strictly followed. For financial matters as per the provisions of GFR the rules, regulations and procedures are followed.

**(f) A statement of the categories of documents that are held by its or under its control**

For receipt of demands the Indenting Registers, Forms, list of indentors, their dues settlement of accounts are maintained.

For issue of stores, the rates of the items Issued, Bin Cards for items, issue Vouchers Stock Registers etc are maintained.

For proper accounting, the Priced Vouchers, Cost Registers, Debt registers etc are maintained.

For proper receipt of stores, various check lists, receipt from Laboratories, acceptance registers are maintained.

In office for all administration purposes Personal files, Service Records, Leave files, pay Bill Registers are used and in Purchase Section, the list of Registered firms, the names of black listed companies, the purchase registers, supply order files, RE files and such other vital documents are properly filed and stored. Likewise in Programmes stores, the Release orders of the Ministry and such other documents as listed in stock sections are maintained and accounted.

**(g) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulations of its policy implementation thereof**

Not applicable as this Depot does not deal with General Public

**(h) A statement of boards, councils Committee and other bodies consisting of two or more persons constituted as its part or for the purposes its advice and as to whether meetings of those boards, councils, committee and other bodies are open to the public or the such meetings are accessible for public.**

The Committee constituted inside the depot need not to open to the Public for its functions are not concerned with the individuals

**(i) A Directory of its Officers and Employees**

List attached

**(j) The monthly remuneration received by each of its employees including the system of compensation as provided in its regulation**

Monthly Remuneration received by each of its employees including the system of compensation payment is existing

**(k) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and Reports on disbursements made**

Budget is allocated to the Depot for Non Plan purposes. Funds under National Programmes like SM Programme, Anti-TB are furnished in an Annexure

**(l) The manner of execution of subsidy programme, including the amounts allocated and details of beneficiaries of such programmes**

No subsidy is made available

**(m) Particulars of receipt of concessions, permits or authorizations granted by it.**

None

**(n) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for Public use**

Nil

**(o) Names, designation and other particulars of the Public Information Officer**

1. Shri P.C.Sharma, Accounts Officer CPIO (Admn).
2. Shri Subhash Chander Gupta, Depot Supdt. CPIO (Tech.)

**(p) Such other information, as may be prescribed and thereafter update these publications every year**

To be decided by the Directorate

Government Medical Store Depot: KARNAL

Depot Order Part-I No. 101/2011  
Dated 23/05/2011

Consequent to the retirement of Smt. Poonila Sharma Depot Supdt. Govt. Medical Store Depot, Karnal and transfer of Shri L.P. Sivalia, Senior Accounts Officer Govt. Medical Store Depot, Karnal, the Special Cell for dealing with RTI matter constituted vide this office Depot Order Part-I No. 126/15-21 dated 17/7/2011 is hereby re-constituted as under:-

1. CPIO (Admin.)  
Shri P.C. Sharma  
Accounts Officer,  
GMSD, Karnal.
2. CPIO (Tech.)  
Shri Subhash Chander Gupta  
Depot Superintendent  
GMSD, Karnal.
3. CPIOs  
All Depot Supdts.
4. Members.  
Shri Sunil Dutt UDC  
Smt. Sunita Dhiman LDC

Shri Joginder Kumar Seno will assist the CPIOs for uploading of data on web site. All the records of incoming and outgoing dak will be maintained by both the members strictly in accordance with the rules and regulations contained in the RTI Act-2005. The CPIO's will be responsible for all the activities of the Cell in time bound manner.

All the CPIOs will extend their Co-operation in collecting/providing compilation of delivery of information through CPIOs of relevant information as and when required.

(Dr. Jagdish Chander)  
Chief Medical Officer (NFSG)

Copy to:

1. The Special D.G.(Stores) DCHS(MSO) R.K.Puram New Delhi for information.
2. The D.D.A., DG:IS (R, T, O & M Section) Ni-man Bhawan, New Delhi for information.
3. Sh. P.C. Sharma, Accounts Officer cum CPIO(Admin.) GMSD, Karnal.
4. Shri Subhash Chander Gupta, Depot Supdt. GMSD, Karnal.
5. Shri Sunil Dutt UDC, GMSD, Karnal.
6. Smt. Sunita Dhiman LDC, GMSD, Karnal.
7. Pay Section, GMSD, Karnal
8. Estt./RTI/2011-12.
9. Estt./Guard File/2011-12
- 10-19, Depot Supdts. St. I, St. II, St. III, A, Cs, 1AP, GMSD, Karnal

No. G.20011/1/2011-St V  
Directorate General of Health Services  
(Medical Stores Organisation)

Revised Estimates for the year 2011-12 and Budget Estimates for the  
year 2012-13 in respect of Demand No.46 -(Non -Plan), Deptt. of Health &F.W.

GMSD, Karnal -(Non-Plan)

(Rs. in Thousand)				
M.H Serial	Object Head	B.E. 2011-12	R.E. 2011-12	B.E 2012-13
020001	Salaries	45000	39500	41000
020002	Wages	130	380	380
020003	Over Time Allowance	40	50	40
020011	Domestic Travel Expenses	300	300	300
020013	Office Expenses	400	900	400
020014	Rate, Rent & Taxes	1024	400	1024
020016	Publication	10	10	10
020021	Supplies & Materials	20	20	20
020027	Minor Works	200	200	200
020031	Motor Vehicle	500	200	500
020050	Other Charges	800	800	800
020052	Mach. & Equip.	500	500	500
020006	Medical Treatment	1000	1000	1000
	Total	49924	44260	46174

(A.C. SAXENA)  
INDSL. ESTT. OFFICER (STORES)

## GOVERNMENT MEDICAL STORE DEPOT : KARNAL

(Rs. In Thousands)

Scheme/Institution/ Programme	B E 2012-13	Budget allotment 2012-13	Exp. Up to 31.05.2012	Balance
020001 Salaries	41000	41000	10102	30898
020006 Medical Treatment	1200	1000	57	943
020002 Wages	400	380	0	380
20003 Over Time Allowances	50	40	0	40
020011 T.E.	350	300	47	253
020013 O.E.	1000	400	73	327
020014 R.R.T.	2000	1024	137	887
020016 Publication	15	10	0	10
020021 M & S	30	20	0	20
020027 Minor Works	200	200	0	200
020050 O.C.	1000	800	80	720
020051 M.V.	200	500	0	500
020052 Mech. & Equipments	500	500	8	492
Total:-	47945	46174	10504	35670
Demand No. 46 Major Head: 2210 Purchase of Material in India & Abroad	125000	120000	Revalidated sanctions awaited from Dte.	120000



