Drug Transfer Advice

Transfer of drugs – Transfer of Drugs from one store to another at the same level such as SDS to SDS, DDS to DDS or TU to TU level.

I. Drug Transfer Advice (DTA)

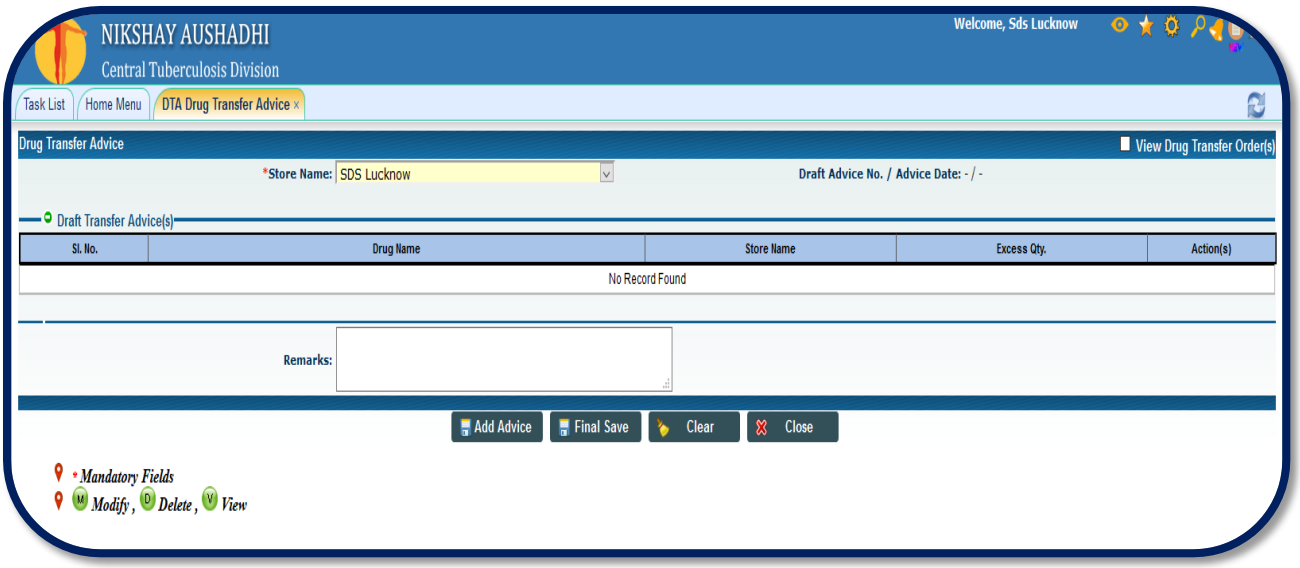
II. Issue Voucher DTA

III. DTA Receipt

Process Overview (Drug Transfer Advice)

DTA is used for transferring of drugs between two same level stores. This process is used in such cases where the stock of drug at one store is in excess amount or the drugs are in near expiry date to be consumed quickly. Then the drugs are transferred to another same level store where the consumption is higher than the issuing store. So the excess/near expiry drugs can be consumed on time.

Path: Services-> Issue Dispatch -> Drug Transfer Advice

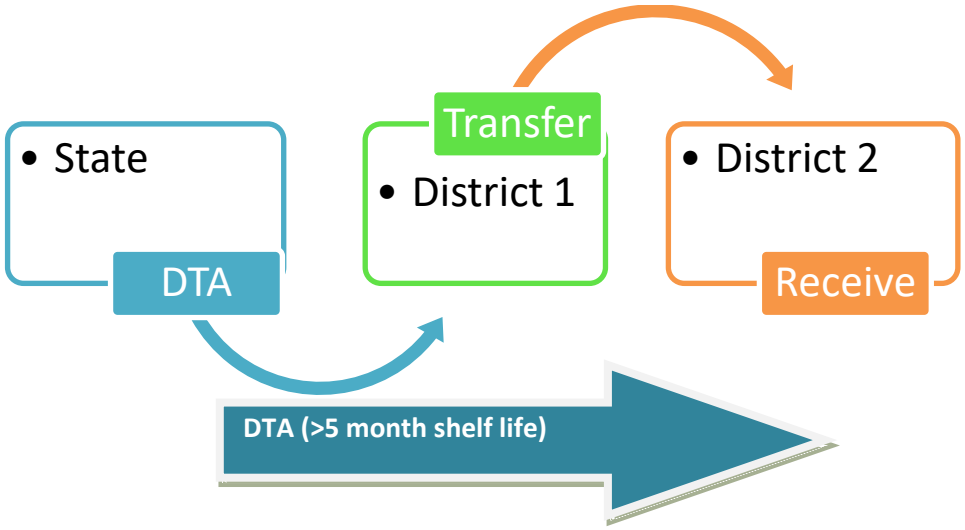


Drug Transfer Advice Desk

Glimpse Diagrammatic Flow of Drug Transfer Process

Issue of short-expiry drugs to other districts

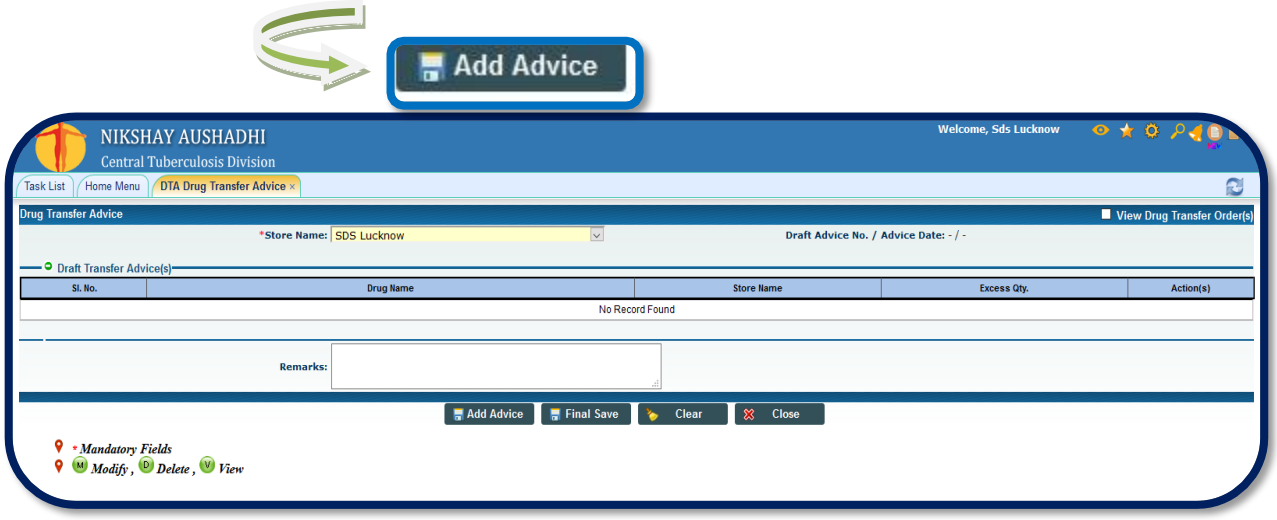
As soon as a decision has been arrived at by the State as regards the quantity of drugs to be issued & diverted, immediate steps for preparation of Drug Transfer Advice shall be taken.



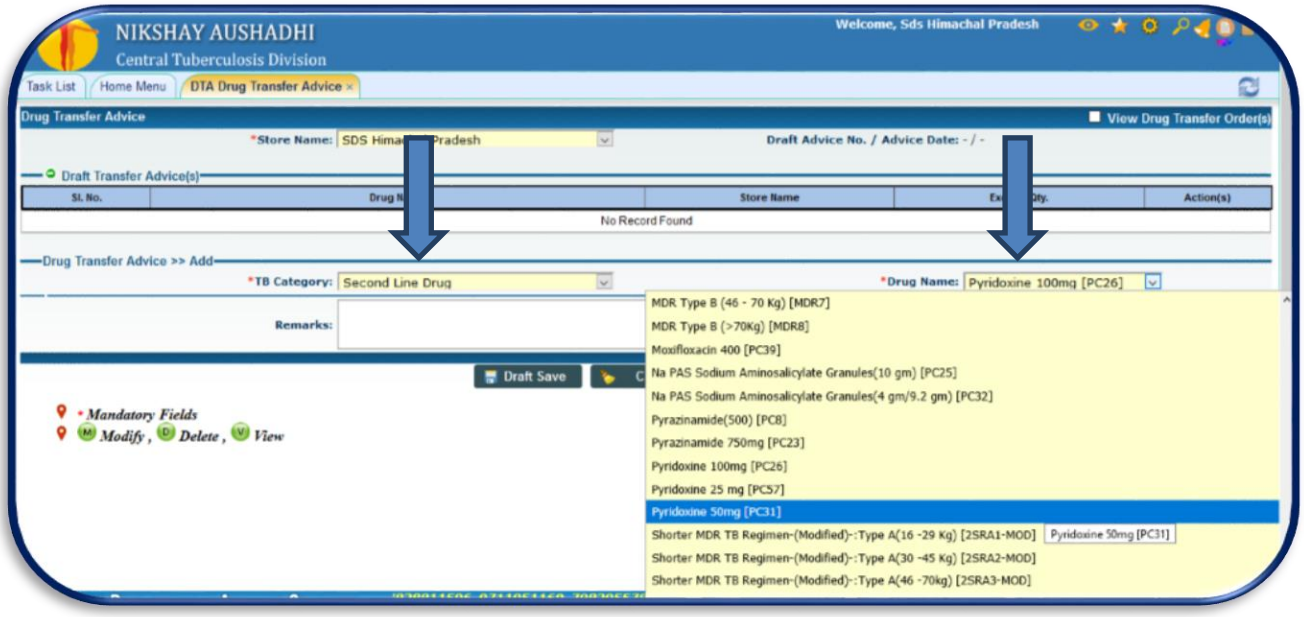
Necessary transportation & logistics arrangements shall be made for diversion from one DTC to other DTC or State Drug Stores. Once the DTA is finalized, based upon requirement & utilization assessment of each district, the DTOs need to accept these drugs. Ideally **at least 5 months shelf life** should remain before the drugs are diverted from one district to another district.

Steps to be follow:

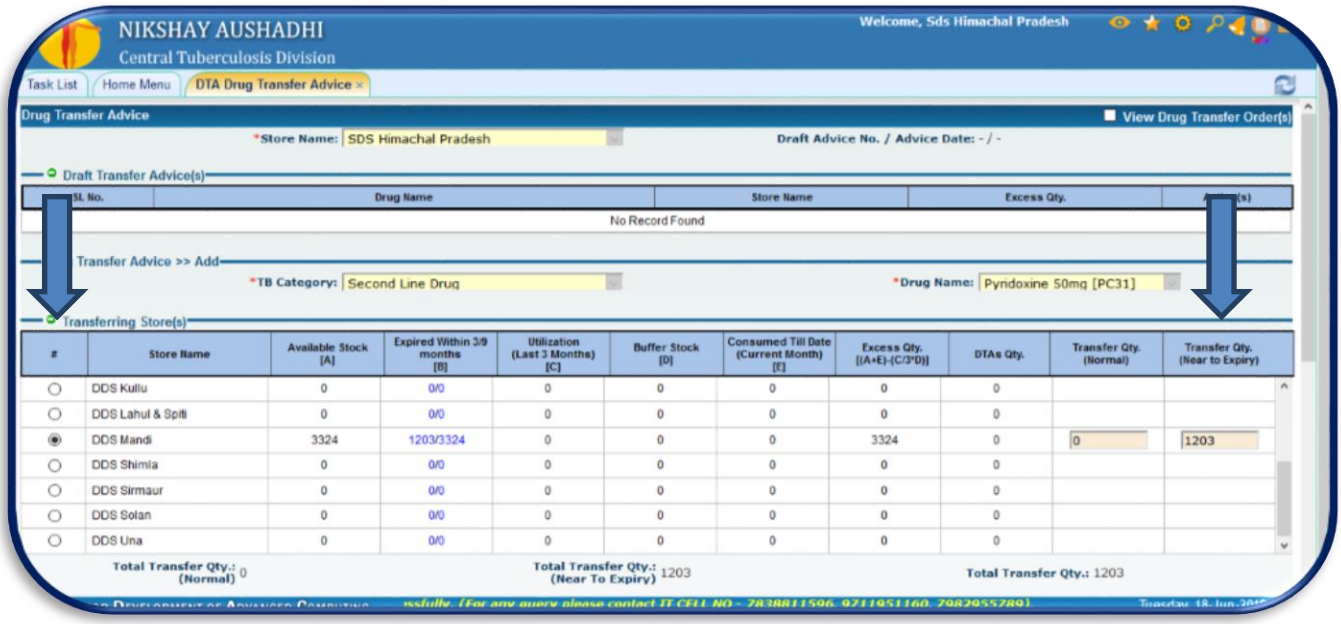
1. Select the store name.
2. Click on Add Advice button.



3. Select TB Category as First line or Second Line.
4. Select Drug name to be transferred.



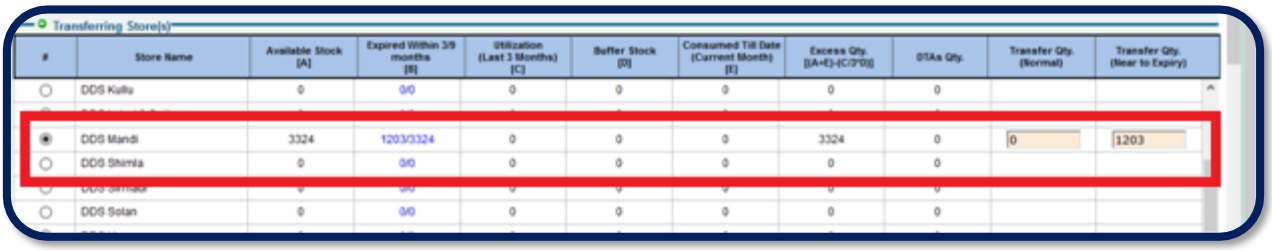
5. Select the transferring store name, which will transfer the drug.



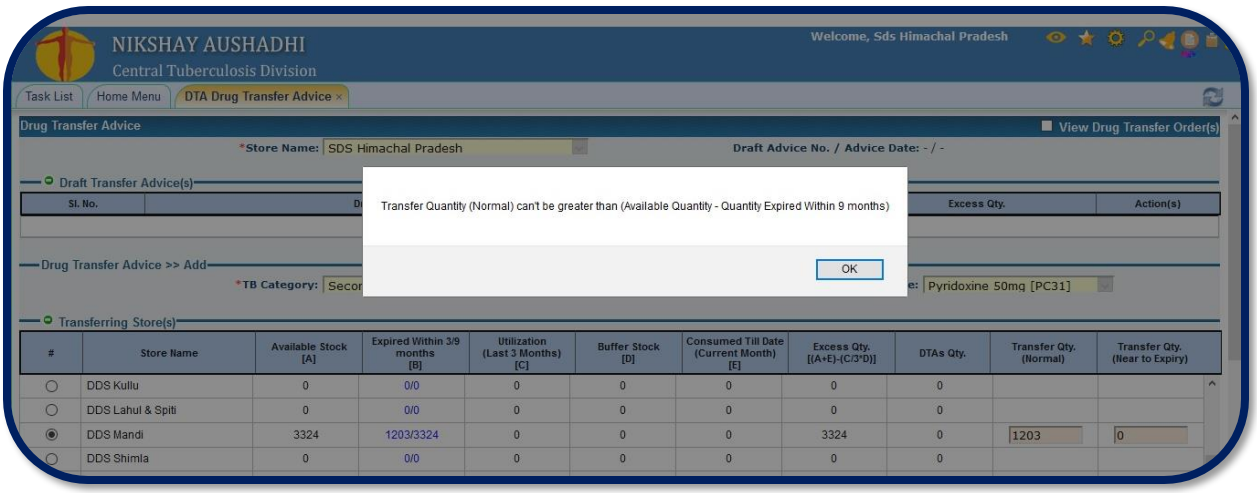
6. Two types of stock shown in table:
    a. Available Stock at the store, (Column A)
    b. Stock to be expired within 3 to 9 months.(Column B)

<u>The storekeeper shall strictly follow FEFO (First-Expiry-First-Out) principles. However it is also expected to exercise due prudence in case of short expiry drugs, wherein the distribution shall be on a rational basis keeping in view the utilization pattern of each district to ensure timely consumption of such close to expiry drugs.</u>

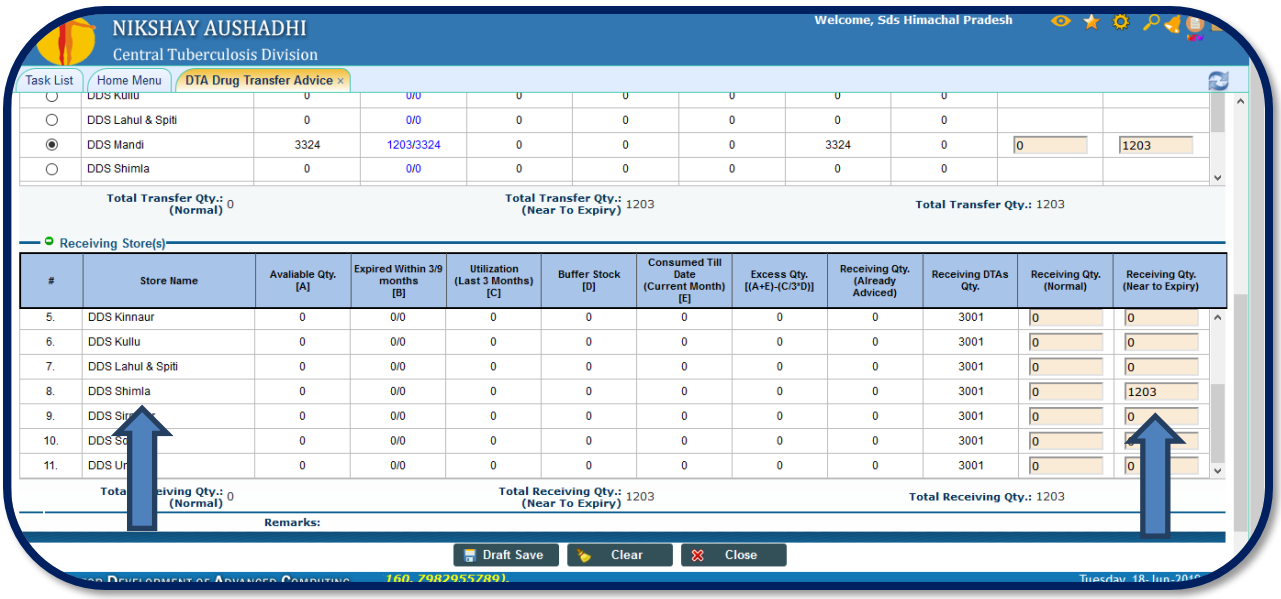
7. To transfer near expiry stock, enter the transfer quantity into ‘Near to Expiry’ column.
8. To transfer normal/excess stock, enter the transfer quantity into ‘Normal’ column.



9. If the near expiry stock is present at the store, then the system will allow user to enter the quantity in ‘Near To Expiry’ column first. Then the rest of the quantity can be entered in ‘Normal’ column.

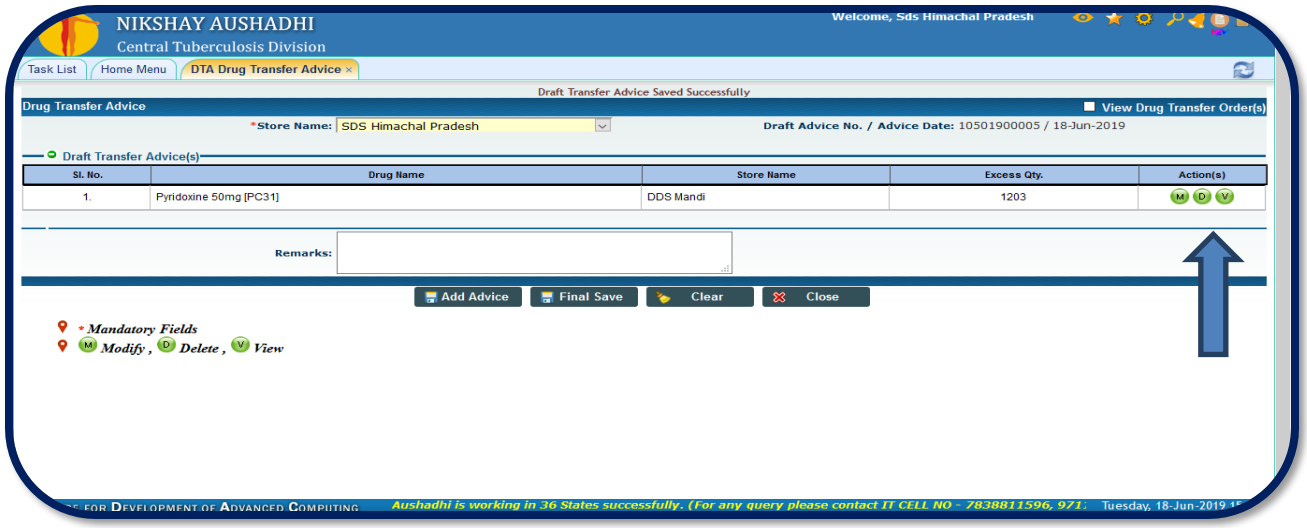


10. In Receiving store table, enter the receiving quantity in front of the Receiving store name.



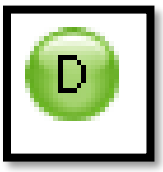
11. Click on Draft Save.

12. Users can also Modify (M), View (V) or Delete (D) this request.

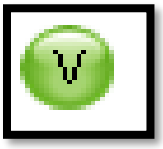


13. To modify the advice in the Draft mode, click on **"M"** button, after doing the necessary modification click on **"Draft Save"** button.

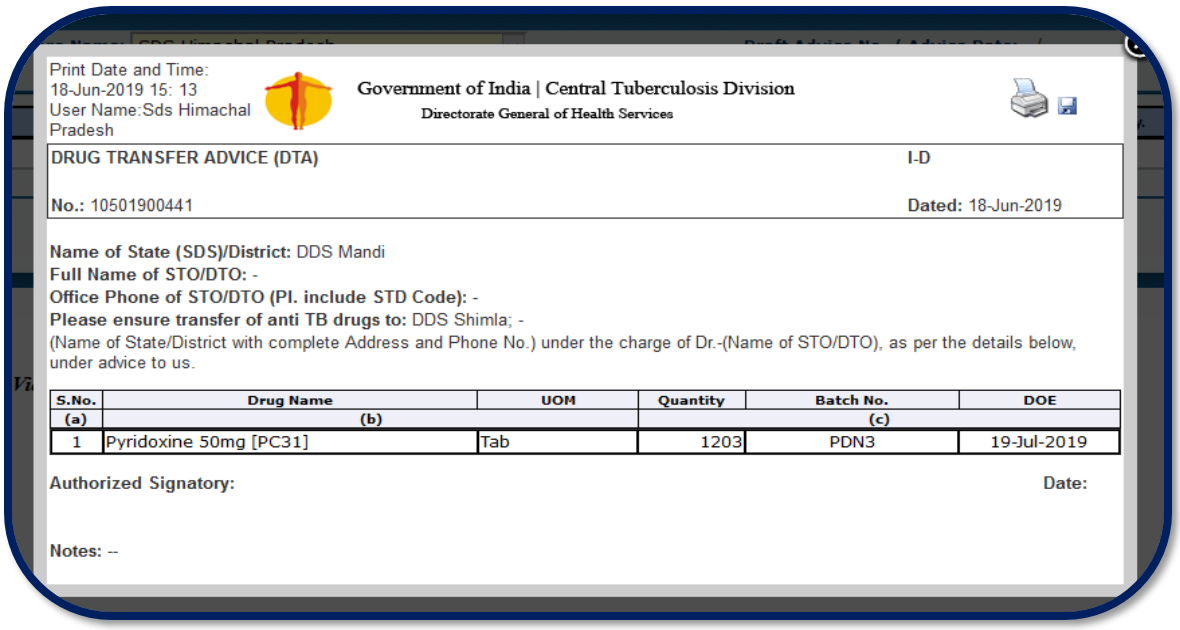
14. To Delete/Cancel the advice, click on "**D**" button.



15. Similarly, click on **"V"** button to view the existing data on the screen.



16. To add advice for other drugs, click on Add Advice and repeat the process. Click on the "**Final Save**" button to generate the advice. Once final saved the advice cannot be modified.
17. System will generate the voucher. User can Save and Print the voucher



Print Date and Time:
18-Jun-2019 15: 13
User Name:Sds Himachal Pradesh

Government of India | Central Tuberculosis Division
Directorate General of Health Services

DRUG TRANSFER ADVICE (DTA) I-D

No.: 10501900441 **Dated:** 18-Jun-2019

Name of State (SDS)/District: DDS Mandi
Full Name of STO/DTO: -
Office Phone of STO/DTO (Pl. include STD Code): -
Please ensure transfer of anti TB drugs to: DDS Shimla; -
(Name of State/District with complete Address and Phone No.) under the charge of Dr.-(Name of STO/DTO), as per the details below, under advice to us.

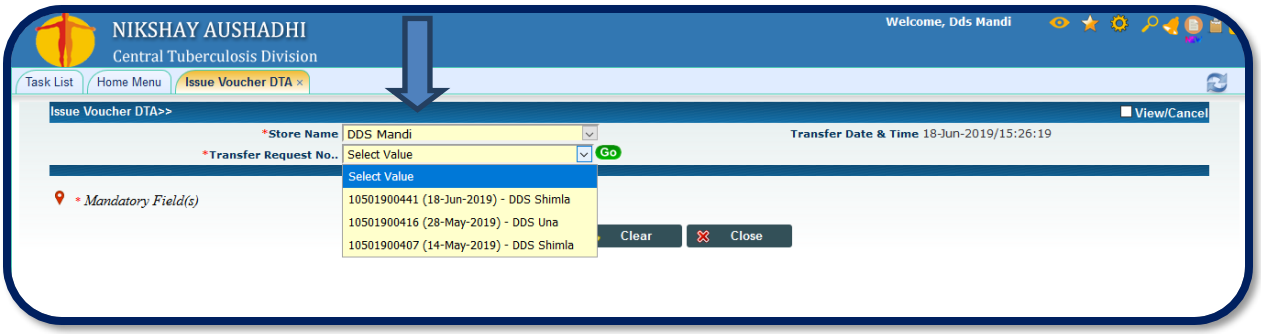
S.No.	Drug Name	UOM	Quantity	Batch No.	DOE
(a)	(b)			(c)	
1	Pyridoxine 50mg [PC31]	Tab	1203	PDN3	19-Jul-2019

Authorized Signatory: **Date:**

Notes: --

Issue Voucher DTA

When the advice generating store has raised the advice, the issuing store will issue the drugs against the advice through Issue Voucher process.



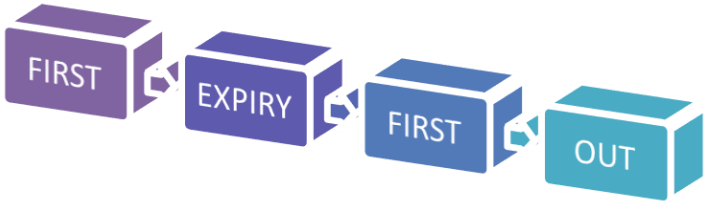
Path: Services-> Issue Dispatch ->Issue Voucher DTA

Steps to follow:

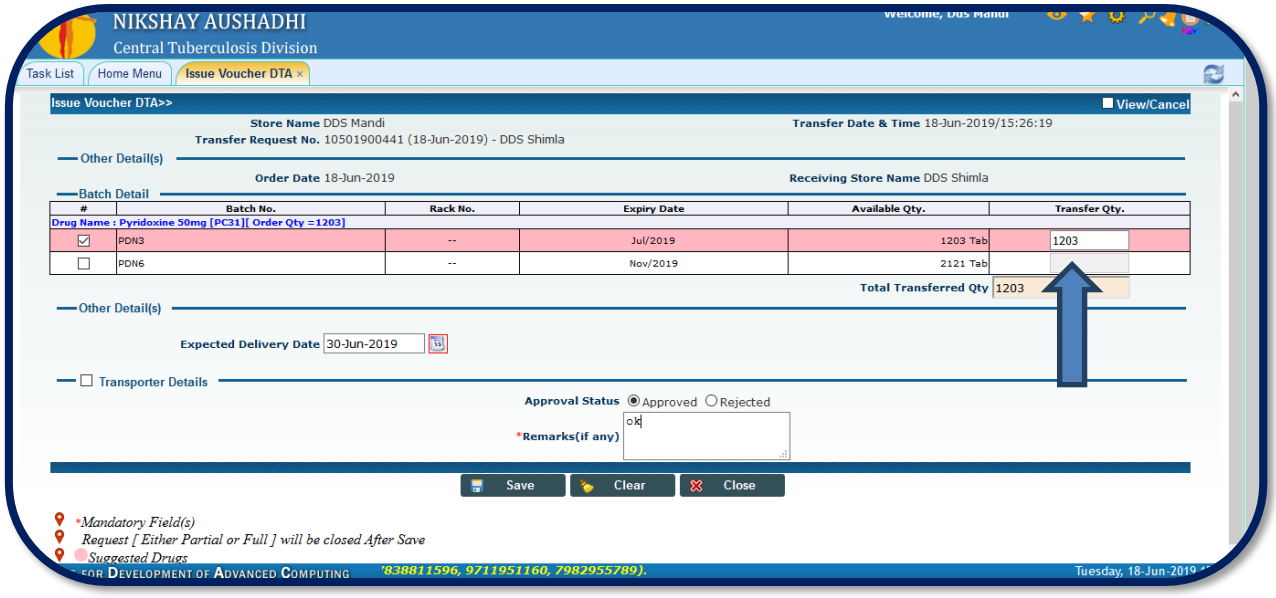
1. Login with Issuing Store Id.
2. Go to Issue Voucher DTA.
3. Select the store name.
4. Select the Transfer Request Number. (Shown with Receiving Store Name)
5. Click on ‘GO’.

Issue of short-expiry drugs

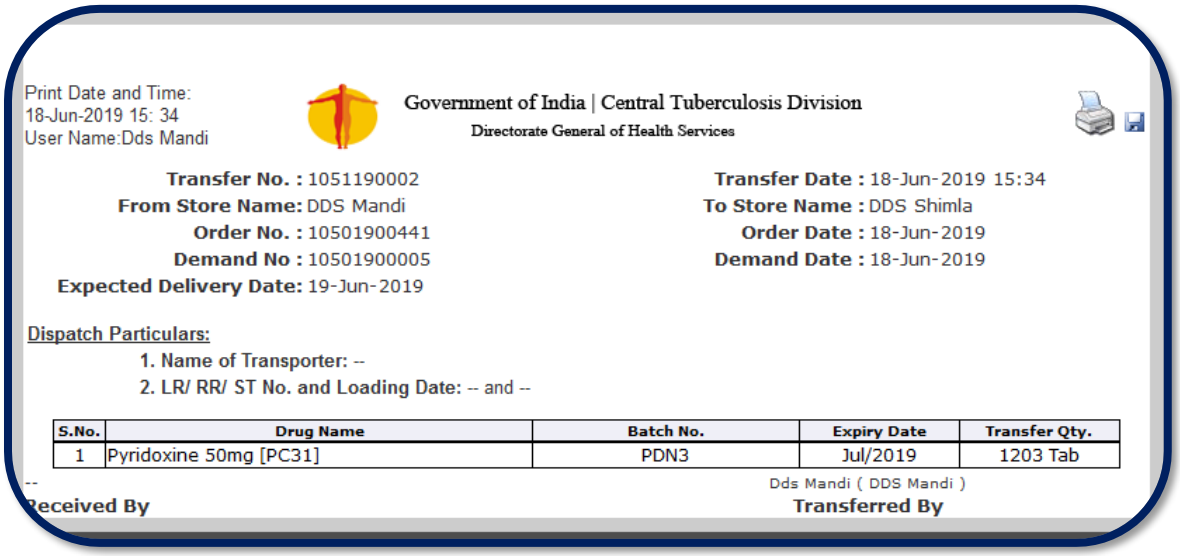
The storekeeper is expected to incorporate appropriate tools to periodically monitor controls over the expiry position of drugs held in stocks mainly through storage of drugs of a particular description at one place, expiry-wise stacking and marking expiry dates on cartons/drug boxes with marker pens.



6. Select the Near Expiry Batch which is shown in pink color.
7. Enter the quantity to transfer.
8. Enter the Remarks.



9. Click on ‘Save’ button and system will generate the Issue Voucher.



Print Date and Time:
18-Jun-2019 15: 34
User Name:Dds Mandi

Government of India | Central Tuberculosis Division
Directorate General of Health Services

Transfer No. : 1051190002 **Transfer Date :** 18-Jun-2019 15:34
From Store Name: DDS Mandi **To Store Name :** DDS Shimla
Order No. : 10501900441 **Order Date :** 18-Jun-2019
Demand No : 10501900005 **Demand Date :** 18-Jun-2019
Expected Delivery Date: 19-Jun-2019

Dispatch Particulars:
1. Name of Transporter: --
2. LR/ RR/ ST No. and Loading Date: -- and --

S.No.	Drug Name	Batch No.	Expiry Date	Transfer Qty.
1	Pyridoxine 50mg [PC31]	PDN3	Jul/2019	1203 Tab

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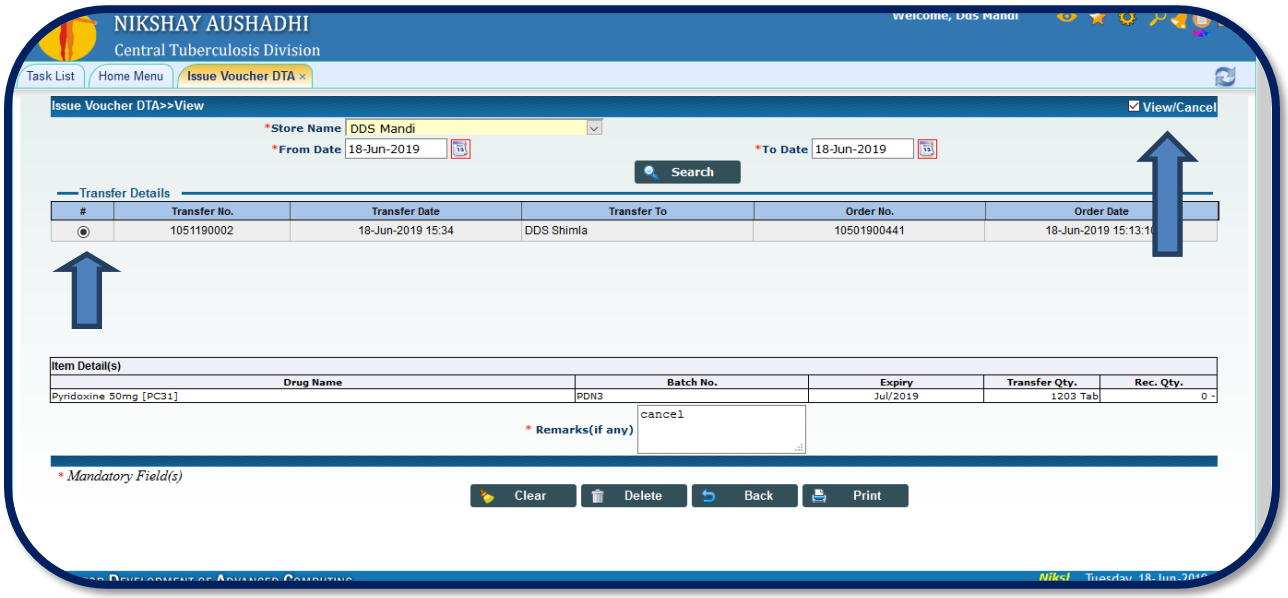
Received By

Dds Mandi (DDS Mandi)
Transferred By

10. To view or Cancel a record, click on View/Cancel.
11. Select the record and system will show the details.
12. To cancel the record, enter the remarks and click on ‘Delete’.
13. Click on Print button to print the voucher.



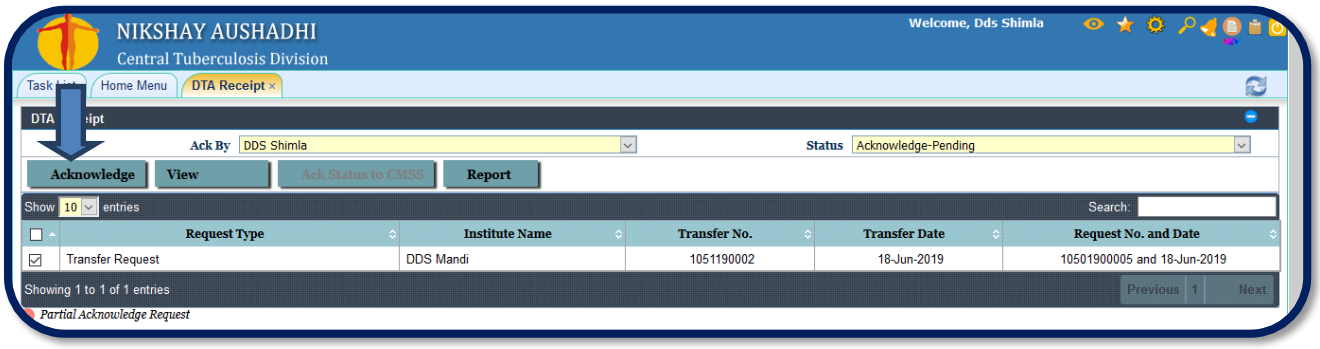
DTA Receipt

As the drugs are issued from the store, the receiving store can now acknowledge the drugs through DTA receipt process.

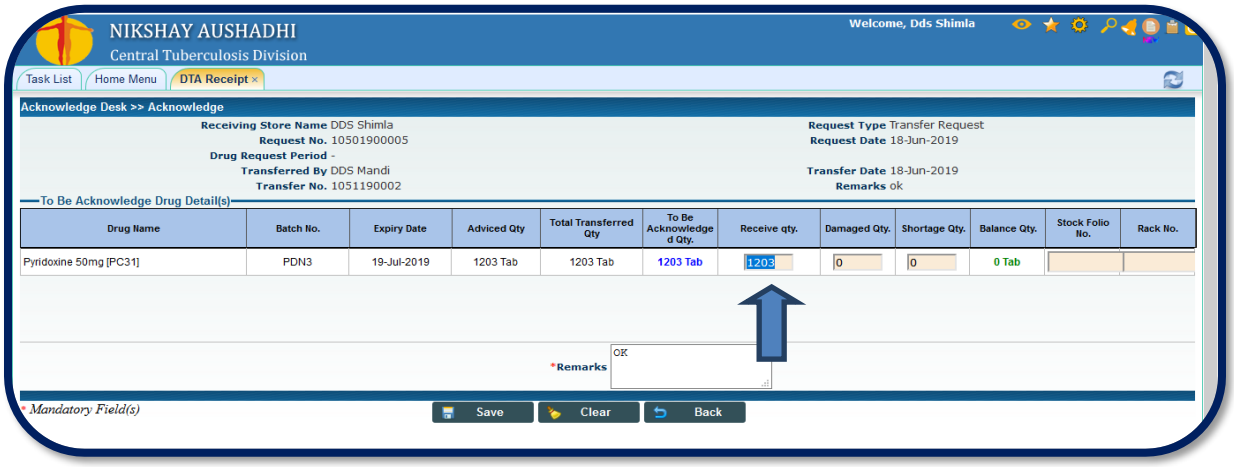
Path: Services-> Issue Dispatch -> DTA Receipt

Steps to follow:

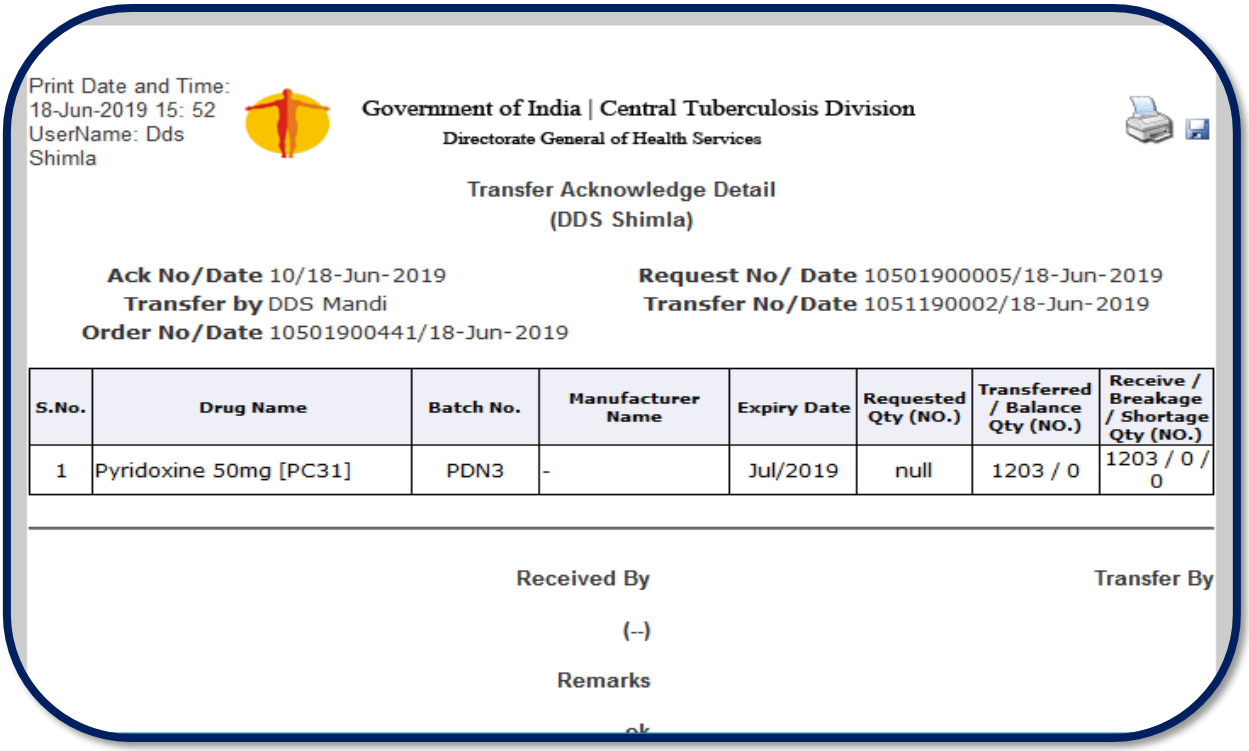
1. Login with Receiving Store Id.
2. Go to DTA Receipt.
3. Select the record and click on Acknowledge.



4. Enter the Received quantity.
5. If the received quantity is less than the issued quantity, the difference can be entered in Shortage Quantity.



6. If the package has been damaged during transport, the quantity can be entered into Damage Quantity column.
7. Click on ‘Save’ button.
8. The system will generate the voucher. The drugs are now received and have been entered into inventory successfully.



Print Date and Time: 18-Jun-2019 15: 52
UserName: Dds Shimla

Government of India | Central Tuberculosis Division
Directorate General of Health Services

Transfer Acknowledge Detail
(DDS Shimla)

Ack No/Date 10/18-Jun-2019
Request No/ Date 10501900005/18-Jun-2019
Transfer by DDS Mandi
Transfer No/Date 1051190002/18-Jun-2019
Order No/Date 10501900441/18-Jun-2019

S.No.	Drug Name	Batch No.	Manufacturer Name	Expiry Date	Requested Qty (NO.)	Transferred / Balance Qty (NO.)	Receive / Breakage / Shortage Qty (NO.)
1	Pyridoxine 50mg [PC31]	PDN3	-	Jul/2019	null	1203 / 0	1203 / 0 / 0

Received By
(--)
Remarks
ok

Transfer By