Training Manual for District TB Center

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INTRODUCTION

GENERAL

The Revised National Tuberculosis Control Programme (RNTCP) comprises an application of DOTS principles in the Indian context. The programme was started in the country in 1997 and has been implemented in a phased manner with assistance from World Bank, DANIDA, DFID, USAID, GDF and GFATM. The entire country is now successfully implementing RNTCP since March-06.

The maturing of the RNTCP programme has been accompanied by the increased decentralization of the drugs logistics and inventory management function.

The sequential establishment of State Drug Stores (SDS) comprises a key step for the above. This has been accompanied by the development of a detailed Standard Operating Procedures (SOP) Manual by the Central TB Department (CTD), documenting steps to be followed by concerned staff at the state and/or district level for the purposes of drugs logistics and inventory management.

STRUCTURE OF TRAINING MODULE

The SOPs comprise a detailed stand-alone output for initial and periodic reference by concerned staff. This training module comprises an accompanying output serving to enhance the understanding of all operational documents to be generated by the drugs logistics and inventory management system by means of the following:

(1) Purpose and detailed column-by-column description of each form
(2) Exercises serving to provide a 'hands on' understanding of the preparation and use of forms.

DRUG TRANSFER ADVICE (DTA)

GENERAL

Drug Transfer Advice is essentially a document for directing transfer of drugs between the State Drug Stores and also from one district to the other district.

Central TB Division shall use this document for effecting transfers of drugs from SDS of one State to the SDS of other State. STO may also utilize this document for effecting transfers across the State.

In case DTA is generated by SDS/STO, the STO shall be the authorized signatory to DTA and if CTD generates DTA, CMO (TB) shall be the authorized signatory.

Transferor (SDS/DTC) shall send copy of Issue Voucher (SIV or DIV) to the authorizer of this DTA, in confirmation of execution of transfer, along with details of transporter.

Transferee (SDS/DTC) shall send the acknowledged copy of SIV or DIV, in confirmation of receipt of drugs, along with the folio of the Stores Register in which receipt of the drug item has been recorded.

Transferor (SDS/DTC) shall ensure that drugs reach the transferee, before the date mentioned in DTA.

In case of short expiry drugs, a cautionary note should be placed on SIV or DIV, urging immediate utilization.

Officials from both, transferor as well as transferee shall coordinate, to ensure quick execution of transfer.

GUIDELINES FOR PREPARATION OF DRUGS TRANSFER ADVICE

DTA No: & Date:

Reference number and date of Drugs Transfer Advice is to be mentioned here.

Name of State (SDS)/ District and Full Name of STO/DTO: -

Name of State (SDS)/ District shall comprise of the particulars of Transferor, which may either be SDS or DTC. The name of STO Incharge of SDS or DTO shall also be mentioned, besides their Office phone numbers for ease in communication.

Particulars of STO/ DTC with Phone No., complete address and name of Dr. Incharge of the unit:

Complete address of the transferee needs to be provided for easy accessibility.

Column (a): Sl. No

Serial number of items under transfer to be mentioned herein.

Column (b): Drug

Particulars of drug, which needs to be transferred, shall be mentioned in this column.

Column (c): UOM

UOM stands for Unit of Measurement, which needs to be mentioned as applicable.

Column (d): Quantity

The quantity of various drugs under transfer shall be mentioned herein.

Column (e): Transfer Date

This date shall act as timeline to be followed, so as to ensure that drugs reach the destination before the schedule date.

DTA EXERCISE:

Subsequent to quarterly review of status of drugs, STO Gujarat suggests the transfer of drugs from **DTC Dahod** to **DTC Gandhinagar** as follows:

Drug	Quantity	Batch No.	Expiry
PC-1	150 PWBs	XY 101	Dec-16
PC-2	68 PWBs	BC 921	April-16
Prolongation Pouch(PP)	75 Pouches	ZX 752	Mar-16
Inj. Streptomycin	1,632 Vials	ABC 9043	Dec-16

Please use the format available overleaf to prepare Drugs Transfer Advice (DTA) dated Feb 20th, 2014 for the above transfer, providing details of Batch Nos. and Expiry Dates for the drugs to be transferred. Please ensure that the transfer is effected before Mar 1st 2014.

DRUGS TRANSFER ADVICE (DTA)

DTA No: **Dated:**

To,

Name of State (SDS)/ District (DTC):

Full Name of STO/DTO: _____

Office Phone of STO/DTO (Pl. include STD Code): _____

Please ensure transfer of anti-TB drugs to _____ (Name of District with Complete Address and Phone No.) under the charge of _____, **STO/DTO** (Name of STO/DTO), as per the details below, under advice to us.

SI. NO.	Drug		UOM	Quantity	Transfer Date
(a)	**(b)**		**(c)**	**(d)**	**(e)**
	(B. No.)	(DOE)			

Authorized Signatory: **Date:**

<u>Notes:</u>

- This form shall be used for directing transfer of drugs by CTD from one SDS to other, and also by STO for transfer of drugs from one district to other district.
- Transferor shall send copy of Issue Voucher (SIV or DIV) to the authorizer of this DTA, in confirmation of execution of transfer, along with details of transporter.
- In case DTA is generated by SDS/STO than STO shall be the authorized signatory to DTA, if CTD generates DTA than DDG (TB)/CMO (TB) shall be authorized signatory.
- Transferee district shall send the acknowledged copy of SIV or DIV, in confirmation of receipt of drugs, along with the folio of the Stores Register in which receipt of the drug item has been recorded.
- Please ensure that drugs reach the transferee, before the date mentioned in column (e) above
- In case of short expiry drugs, a cautionary note should be placed on SIV or DIV, urging immediate utilization.
- Officials from both, transferor as well as transferee shall coordinate, to ensure quick execution of transfer.

STOCK REGISTER (SR)

GENERAL

Stock Register is maintained to record receipt, issue and balance position of stock of drugs; status of stock can be ascertained at any point of time through this register.

There shall be a separate Folio (Page) for each Drug, i.e., receipt and issue details relating to each of the drugs such as PC-1, PC-2, PP, etc., shall be recorded on separate Folios (Pages).

The particulars of receipts & issues comprising date of transaction, name of party, document reference number & date etc., date of expiry, quantity received/issued and the balance should be clearly recorded in the Stock Register immediately after receipt or issue of drugs.

Signature of Storekeeper & counter-signature of MO-In charge shall be recorded on each receipt and issue.

Red Ink may be used for recording all the receipts and blue ink for recording all the issues. The use of inks of different colours will facilitate easy identification of receipts and issues.

The Monthly/ Quarterly reports and Requisitions/ Indents must be carefully reviewed and validated, prior to authorizing any issue of drugs.

Acknowledged copies of issue / transfer vouchers must be obtained from the recipient unit and filed in a chronological order.

No verbal instructions should be accepted for issue of drugs. Request for indent of drugs should always be in writing.

Balances should be calculated after every receipt or issue and closing balance thus arrived at shall be reflected in Column (k).

The total balance as per Column (k) should be split expiry wise and such expiry wise stock shall be reflected in relevant column (l) to (o). This would provide ready information of expiry wise stocks available with State Drug Store.

Application of FEFO principle at the time of issue of drugs & consumables: The drugs have a limited shelf life, which normally is indicated through the expiry dates on the drugs. It is important that at the time of each issue the drugs of the earliest expiry are issued first. Thus the principle of FIRST EXPIRY FIRST OUT (FEFO) is to be followed at the time of each issue. This ensures that drugs of earliest/shortest expiry are issued before the drugs of longer expiry. Application of this principle helps in reducing/ eliminating the possibility of any drugs expiring without being used.

Each patient wise box (PWB) contains several combi-packs, and each combi-pack contains more than one drug with varying expiry dates. Unless the expiry date of PWB is mentioned on the box it becomes difficult to ascertain the expiry date of the box in such cases.

The expiry date of the drug expiring earliest (i.e. first) shall be the expiry date to be recorded in the "Date of Expiry" column in the Stock Register.

GUIDELINES FOR PREPARATION OF STOCK REGISTER

Drug Item

The name of the drug shall be mentioned against this.

Unit of Measurement (UOM)

Mention the unit of measurement being used for the stock records being maintained. Examples- Cartons, Patient Wise Boxes (PWB), Loose tablets or Pouches etc. Transactions in Stock Register for each drug shall be in terms of respective unit of measurement.

Folio No.

The Folio or Page Number of the Stock register shall be mentioned against this.

Column (a): Serial No.

Serial No. 1 shall always be given to the Opening Balance of the drug to be recorded on relevant page. Such opening balance shall either be carried from the old Stock Register or from the previous folio of the current stock register.

Serial No. 2 onwards shall be given to transactions relating to Receipts and Issues.

Column (b): Date:

This column shall contain dates for all the transactions relating to the Receipts and Issues of the Drugs.

It is important that a date recorded against each transaction (receipt or issue) is the exact date on which the transaction occurred.

The transactions shall be recorded in the order in which they occur or happen. This means that transactions (Receipts or Issues) that happen or occur on an earlier date should be recorded before the transaction occurring on a later date. Thus a transaction happening on 25.01.2014 should be recorded before the transaction happening 28.01.2014.

Column (c): Name of Party

In the first row, the word Opening Balance shall be pre-printed under this column and quantity of drug is to be mentioned under Balance (Qty.) Column.

From second row onwards, this column shall contain the name of Supplier or GMSD or SDS or DTC or TU from whom the drugs have been received or to whom the drugs have been supplied /issued.

Column (d): Invoice Number / Receipt Voucher No.

This column is to be filled only for receipt of drugs.

This column shall be dedicated to reference of documents accompanying the receipt of drugs, which can either be Supplier Invoice or alternatively the Issue Voucher No. of the GMSD/SDS or DTC concerned.

Column (e): Issue Voucher No.

This column is to be filled only for issue of drugs.

State Issue Voucher is required to accompany the drugs issued/supplied from the SDS to the DTC within the state.

In this column State Issue Voucher Number shall be mentioned pertaining to relevant issues.

Column (f): Date of Invoice or Voucher

The column shall be dedicated to the date relevant document for either receipt or issue of drugs.

The date of Invoice No./Receipt Voucher for receipts or the date of the Issue Voucher needs to be mentioned here.

Column (g): Batch Number

This column shall contain the Batch Number of the drug received or issued. If the drug received/or issued carries more than one batch for the same drug then the batch number of the drug expiring first shall be mentioned. Generally, in a Patient Wise Box, Batch No. of Rifampicin is expected to have the shortest shelf-life which may be recorded in the Stock Register under this column.

Column (h): Date of Expiry

This column shall contain the expiry date of the drugs received. If more than one batch is received with different expiry dates for the same drug, then all the different dates of expiry should be mentioned.

Column (i): Receipt (Qty.)

This column shall contain the quantity of the drug received. All the quantities received should be mentioned in this column in terms of the Unit of Measurement.

Column (j): Issue (Qty.)

This column shall contain the quantity of the drug issued. All the quantities issue should be mentioned in this column in terms of the Unit of Measurement.

Column (k): Balance (Qty.)

This column shall contain the quantity of the drug available at the SDS/DTC, and it shall be updated after recording each receipt or issue.

The Balance quantity can be arrived at by taking the last balance, i.e. the balance on the last date of transaction, and adding the receipts to or subtracting the issues from this balance, one can calculate the Balance quantity at any point of time.

Example: The balance quantity of PC-1 on 01/2/2014 after taking into account the receipt of drugs on that date was 30 Patient Wise Boxes (PWBs).

On 02/02/2014, 10 PWBs of PC-1 are issued to TU X.

Accordingly the balance quantity available in the store on 02/02/2014 shall be: = 30 PWBs –10 PWBs = 20 PWBs.

It is important that the Balance Quantity is calculated and updated every time a transaction (receipt or issue) takes place.

Columns (l), (m), (n) & (o): Date Wise Expiry Details of Balance (Qty.)

The balance quantity of a drug available at the SDS may comprise of various quantities of different batches and expiry dates.

The objective of filling-in columns (l) to (o) is to track the expiry dates of quantity of drug available at the DTC at any given date. The Column (k) shows the total quantity of a particular drug available at the DTC, whereas the Columns (l) to (o) provide information about the available quantity of such drug in terms of their expiry dates.

The quantity shown in Column (k) shall always be sum total of quantities shown in columns (l), (m), (n) and (o). It is important that the Balance Quantities with expiry dates are calculated and updated in one or more of the appropriate Columns (l) to (o), every time a transaction (receipt or issue) takes place.

To facilitate application of FEFO principle in a logical manner, the columns (l) to (o) should record the Expiry Dates, on top portion of each such column in an ascending order and accordingly the quantity of drugs having earliest expiry date should be recorded in column (l), whereas balance of drugs with later expiry date/s should be recorded in column (n) and onwards up to column (o). Such practice shall be followed for carry forward of the balance to next sheet, as well.

Example: There are four batches of PC-1 in the DTC with expiry dates as 11.1.2014, 15.5.2014, 13.12.2014 and 13.9.2014. Column l should contain balance quantity of PC-1 with expiry date as 11.1.2014, Column m with expiry date as 15.5.2014, Column n with expiry date as 13.9.2014 and Column o with expiry date as 13.12.2014.

As and when, the entire quantity of the drug with a particular expiry date stands completely issued, the balance in that particular column (l to o) shall become "Nil" or "Zero" on the date on which the last issue is made. As and when, the drugs with a new Expiry Date are received; the new Expiry Date is mentioned at the top of the column.

Before making any issue of drugs, the storekeeper should always look at columns (l) to (o) and check as to which drugs are due to expire first. The drugs, which are due to expire first, are to be issued first so that all issues follow the FEFO principle as explained above.

Carry Forward of Quantity Balances: While carrying forward the quantity balances with different expiry dates from a filled-up page on to a new page of the Stock Register, it should be ensured that the columns (l) to (o) should record the Expiry Dates in an ascending order, i.e. the balance of drugs with an earliest expiry date should be recorded in column (l), whereas balance of drugs with a later expiry date should be recorded in column (m) and so on.

Column (p): Signature of Storekeeper

The storekeeper shall herein put his signature against each transaction in token of his affirmation regarding the accuracy of transaction entered in the Stock Register.

Column (q): Remarks

Remarks for caution or information can also be placed, if necessary, for future reference. This column may also be used for signatures of Dy.STO-In charge /STO or any visiting official in token of his review/verification of stocks.

STOCK REGISTER EXERCISE:

The following transactions occurred during the month of **July 2014**.

Opening Balance of **PC-1 as on 1.07.2014: 20 PWBs** (from the batch no XY received from RBL; Date of Expiry – Sept-16)

Receipts of Drug: PC-1 (CAT-I)

Batch No.	Date of Receipt	Date of Mfg.	Date of Expiry	Quantity Received (Nos.)	Name of Party (Supplier)	Invoice No./ Receipt Voucher No.	Date of Invoice/ Voucher No.
AB	10.07.2014	Nov-13	Oct-16	50	GMSD - Karnal	IV 35	1.07.2014
CD	16.07.2014	Dec-13	Nov-16	50	GMSD - Mumbai	IV 14	8.07.2014
EF	25.07.2014	Jan-13	Dec-16	20	SDS - Chandigarh	DTA 68	16.07.2014

Issues of Drug: PC-1 (CAT-I)

Date of Issue	Quantity Issued (Nos.)	Sent/Issued to	Issue Voucher No.	Date of Issue Voucher
17.07.2014	30	DTC – Bilaspur	SIV No. 1	17.07.2014
26.07.2014	40	DTC- Solan	SIV No. 2	26.07.2014
28.07.2014	40	DTC - Shimla	SIV No. 3	28.07.2014

Please record the above transactions in the Stock Register format provided on the page overleaf.

STOCK REGISTER (SR)

Drug Item: PC-1 (CAT-I)   **Unit of Measurement (UOM):** Patient Wise Boxes   **Folio No.:**

Sl. No.	Particulars of Receipt & Issues							Receipt (Qty.)	Issue (Qty.)	Balance (Qty.)	Date-Wise Expiry Details Of Balance (Qty.)				Signature Of Store keeper	Remarks
	Date (Dd/ mm/ yy) of Tran-saction (Receipt/ Issue)	Name of Party (GMSD/ SDS/ DTC/TU)	Receipt Voucher No. (For Receipts only)	Issue Voucher No.(For Issues only)	Date of Issue/ Receipt Voucher	Batch No.	Date of Expiry				Expiry Date (Sept-16)	Expiry Date (………)	Expiry Date (………)	Expiry Date (………)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)
1	1.07.2014	**Op Balance**	-	-	-	XY	Sept-16	0	0	20	20	0	0	0		
2	10.07.2014	**GMSD Karnal**	IV-35	-	1.07.2014	AB	Oct-16	50	0	70	20	50	0	0		
3																
4																
5																
6																
7																
8																
9																
10																

STATE/DISTRICT ISSUE VOUCHER (SIV/DIV)

GENERAL

The State/District Issue Voucher are important documents used for issue of drugs to DTC & TU by the SDS & DTC respectively.

Issues from stock should always be accompanied by State/ District Issue Vouchers, depending on the level of operation. Stock issues should be recorded immediately as stock is moved from the SDS/DTC, by updating the stock records.

Three copies of the SIV/DIV should be prepared at the time of issue of drugs. First and second copies shall be handed over to the Transporters/ STS or STLS along with drugs respectively. An acknowledgement should be obtained from the Transporters/ STS or STLS on the third copy of the SIV/ DIV and it shall be filed in the store records.

The stocking unit dispatching the drugs shall fill in the columns (a) to (g) in the SIV/ DIV. Stores Register Folio Reference is to be given by the recipient of drug stocks in Column (h) and comprises the page number of its Stock Register on which the receipt is recorded.

The recipient unit, after acknowledging the receipt of drugs, shall send back the second copy to the dispatching unit, which shall be duly filed in the stock records.

GUIDELINES FOR PREPARATION OF STATE/ DISTRICT ISSUE VOUCHER

Issue Particulars

These are basic particulars regarding Name of Unit to whom issued, SIV/DIV No., SIV/DIV date and document on the basis of which the Issue was authorized.

Dispatch Particulars

These are basic particulars regarding Name of Unit Issuing drugs, Name of Transporter, Lorry Receipt (LR)/Railway Receipt (RR)/ State Transport (ST) Receipt No and Date in case of an SIV. The DIV can provide details of handing over of drugs through the STS/STLS.

Column (a): Serial No.

This column shall provide Serial Numbers to drugs being issued through the issue voucher.

Column (b): Drug

This column shall contain name of the drugs to be issued.

Column (c): Unit of Measurement (UOM)

Mention the unit of measurement being used in stock records viz - Patient Wise Box (PWB), Pouch, Vial, Tablet or Capsule etc, as applicable.

Column (d): Quantity Issued

This column shall contain the quantity of various drugs to be issued through the Issue Voucher.

Column (e): Batch Number

This column shall contain the Batch Number(s) of the drugs to be issued. If more than one batch is to be issued for the same drug, then the batch number of the drug having the shortest shelf-life should be mentioned.

Column (f): Date of Expiry

This column shall contain the date of expiry of the drugs issued. If more than one batch is to be issued with different expiry dates for the same drug, then particulars of all such dates of expiry should be given.

Column (g): Stores Register Folio No. of Issuer

This column shall contain the reference of Stores Register Folio, of the issuing unit on which issues have been recorded.

Recording of the Stores Register Folio Number in the Issue Voucher shall provide the assurance that the details of issue of drugs pertaining to this SIV/DIV have been duly entered into the Stock Register.

Recording of the Stores Register Folio Number in the Issue Voucher shall also facilitate easy tracking of entries in Stock register and Issue Vouchers.

Column (h): Stores Register Folio No. of Recipient

This column shall contain the Stores Register Folio Number of the recipient unit on which receipts have been recorded.

Recording of the Stores Register Folio Number of the recipient on the SIV/DIV shall ensure that the receipt of drugs have been duly entered in the Stock Register of the recipient unit.

Recording of the Stores Register Folio Number of the recipient in the Issue Voucher may also facilitate easy tracking and reconciliation between the stock records of the issuer and recipient, if required.

Column (i): Remarks

This column may contain remarks as to instructions in respect of the drugs under issue to the recipient unit. Similarly the recipients unit may also place any remarks, if necessary while acknowledging the drugs.

DIV EXERCISE:

Drugs with the following details were issued to **TU Pathankot on 16.07.2014** by **DTC Gurdaspur**. Please use the format available overleaf to prepare the District Issue Voucher (DIV) to record this transaction.

Sl. No.	Drug	UOM	Issue Quantity	Batch No.	Date Of Expiry
1	PC-1	PWB	100	AB	Nov-16
2	PC-2	PWB	80	CD	Dec-16
3	PP	Pouch	40	GH	Oct-16
4	INH 100 mg	Tablet	2,000	IJ	Feb-17
5	INH 300 mg	Tablet	1,500	KL	Mar-17
6	Inj SM 0.75 g	Vials	1,920	MN	Dec-16
7	Rif 150 mg	Capsule	1,750	OP	July-16
8	Pza 500 mg	Tablet	1,800	QR	Apr-17
9	Etha. 800 mg	Tablet	2,000	ST	June-16

KEY: **UOM: Unit of Measurement**

DISTRICT ISSUE VOUCHER (DIV)

Issue Particulars:
(1) Issued To (Name of DTC/TU)……………………
(2) DIV No. …………………………………….…
(3) DIV Date ……………………………………..
(4) Issue Authorization Document: WRDR/ADR/ DTA/ …………..
       with Date of Approval………………….

Dispatch Particulars:
(1) Dispatched By (Name of DTC)………………………
(2) Name of Transporter: (for DIV)..……………………………..
(3) LR/ RR/ ST No.(for DIV):……………………..……………..
(4) LR/ RR/ ST Dated (for DIV):………………………………..

S. No.	Drug	UOM	Quantity Issued	Batch No.	Date Of Expiry	Stores Register Folio No. Of Issuer	Stores Register Folio No. Of Recipient	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	PC-1	PWB						
2	PC-2	PWB						
3	PP	Pouch						
4	Inj SM 0.75 g	Vials						
5	Rif 150 mg	Capsule						
6	Pza 500 mg	Tablet						
7	INH 100 mg	Tablet						
8	Etha. 800 mg	Tablet						
9	INH 300 mg	Tablet						

KEY: **UOM: Unit of Measurement; LR: Lorry Receipt; RR: Railway Receipt; ST: State Transport Receipt**

Signature of Issuing Storekeeper: **Signature and Stamp of Transporter (for DIV) :**   **Signature of Recipient Storekeeper:**

Signature of Issuing Officer: **Signature of Recipient Officer:**

Notes:

(1) Stores Register Folio No. is to be given both by the issuer and recipient of drug stocks and comprises the page number of the Stock Register on which the issue/ receipt is recorded
(2) Signature and stamp of the storekeeper/ authorized signatory of both the issuing and the recipient unit are to be provided in the DIV.

WORKSHEET FOR REPORTING DRUG REQUIREMENT (WRDR - DTC)

GENERAL

Worksheet for Reporting Drug Requirement is the statement, of availability of drug stocks in the District and utilization reported from TUs & PHIs.

This statement is prepared separately for each drug.

WRDR facilitates in assessment of drug inventory position in district vis-à-vis requirements for succeeding quarter, and works out shortfall in buffer stocks to be made good from fresh replenishments from SDS/CTD/GMSD

WRDR is to be prepared by the DTC, on receipt of the Quarterly Programme Management Report from all its TUs and shall incorporate data pertaining to opening/closing, utilizations, transfers and reconstitution as well from the said Reports.

Derive total drug inventory position in all TUs under the charge of DTC, their utilizations, receipts and movements thereof.

Requirement for District shall be equivalent to Seven Times, of average monthly utilization in immediately preceding quarter, minus drug balances available in District.

Requirements, thus worked out shall be compared with the requests made by stocking units.

GUIDELINES FOR PREPARATION OF WORKSHEET FOR REPORTING DRUG REQUIREMENT

Basic information pertaining to DTC, period shall be provided. Identify the name of drug and use separate sheet for each Drug.

Column (a): Stocking Unit

The name of TU shall be mentioned against this

Column (b): Stock on First Day of Quarter

Stock on First Day of Quarter shall be taken from QRPML of each TU under the control of DTC. This shall confirm to stock on Last Day of Quarter depicted in WRDR for preceding quarter.

In respect of DTC own figures, the Stock on First Day of Quarter shall be taken from WRDR of preceding month.

Column (c): Stock Received During the Quarter

In respect of each TU, this information shall be taken from respective QRMPL.

For DTC own, the quantity of drugs received from SDS, GMSD or CTD/Supplier during the quarter shall be mentioned.

Column (d): Stock Transferred In

This information is not applicable in respect of TUs and accordingly relevant cells have been blocked. In respect of DTC, such information shall be taken from Stock Register or DTA/DIV received from the drug transferring DTC.

Column (e): Reconstitution of Boxes during Quarter

Reconstitution is not permitted at TU level as such this information is not applicable in respect of TU and therefore relevant cells have been blocked. However the quantity of Patient Wise Boxes reconstituted and other drugs recovered from this process by the DTC shall be entered against DTC Own information.

Column (f): Total Availability of Drugs during the Quarter

The total of stock on first day of quarter, stock received, stock transferred in and Reconstitution of Boxes during quarter shall be placed here.

Column (g): Stock Transferred Out

Again this information is not applicable in respect of TUs and accordingly relevant cells have been blocked.

The quantity of drugs transferred out to another DTC shall be mentioned against DTC Own figures.

Column (h): Patients Started on Treatment

The information shall be captured from QRPML of respective TU.

In case of DTC own, the cell has been blocked, since there would not be any patient in DTC and all patients visiting DTC shall be getting treatment from TU at DTC.

Column (i): Issues to TU

This information shall not be applicable in respect of TU; accordingly such cells have been blocked.

In respect of DTC own total of issues made to all TUs during the quarter shall be mentioned.

Ideally the Issues to TU shall be equivalent to total of stocks received by all TUs from the DTC. They may differ in following situations:

(a) Incorrect reporting by TU/DTC, requiring further inquiries

(b) If stock issued by DTC to TU is in transit.

(c) TU has received stocks from source other than DTC, possibly due to internal transfers or PWBs on loan from other TUs. Such practices shall be avoided and in case of emergent requirements requisition shall be placed with DTO concerned.

Column (j): Stock on Last Day of Quarter

This shall contain information in respect of balance of drugs with each stocking unit as on last day of quarter and this figure shall be derived after reducing total of column (g+h+I) from column (f).

In respect of DTC own figures, the balance of drugs on last day of quarter shall also tally with balance as per Stock Register.

Column (k): Quantity Requested

In case of TU, Quantity Requested shall be four times average monthly number of patients started on treatment, during quarter, minus drug stock on last day of quarter.

Overall the requirement for DTC/ District shall be equivalent to seven times of average monthly number of patients started on treatment, during the quarter minus drug stock available on last day of quarter in the DTC/District.

As far as DTC own requirement is concerned, it shall be the difference between quantity requested for entire district and total of quantity requested for all the TUs in the district.

Row (a): Total TUs

This row shall comprise of total of data pertaining to TUs as contained in respective columns. On overall basis this row shall reflect the information in respect of all the TUs under the logistics control of DTC.

Row (b): DTC own

All the relevant information pertaining to DTC shall be shown here, this information shall confirm to receipts, issues and balance as per stock register.

Row (a + b): Total DTC (District)

This row shall comprise of total of data of all TUs (A) and DTC own data (B).

WRDR EXERCISE:

Data for PC-1 drugs for all four TUs and the **DTC- Thane Rural**, for the Quarter Ending June 2014 is provided below. Please use the blank format available on the page overleaf, to prepare the WRDR, working-out the requirements of each TU, as well as the status/ availability of PC-1 drugs in the District.

Stocking Unit	Stock On First Day Of Qtr.	Stock Received During The Qtr.	Stock Transferred In	Reconstitution Of Boxes During Qtr.	Stock Transferred Out	Patients Started On Treatment/ Consumption During Qtr.	Issues To TU
(a)	(b)	(c)	(d)	(e)	(g)	(h)	(i)
TU Ambernath (Urban)	15	45	XXXXXX	XXXXXXX	XXXXXXX	48	XXXXXXX
TU Ambernath (Rural)	13	48	XXXXXX	XXXXXXX	XXXXXXX	60	XXXXXXX
TU Meera Bhaynder	19	95	XXXXXX	XXXXXXX	XXXXXXX	105	XXXXXXX
TU Murbad	47	143	XXXXXX	XXXXXXX	XXXXXXX	96	XXXXXXX
TOTAL TUs (A)	94	331	-	-	-	309	-
DTC Own (B)	127	253	30	60	30	XXXXXXX	331
TOTAL – DTC (District) (A+B)	221	584	30	60	30	309	

Please note that Issues from DTC shall be equivalent to Total Stock Received by all TUs during the quarter from DTC.

WORKSHEET FOR REPORTING DRUG REQUIREMENT (WRDR-DTC)

DTC: Thane Rural, **Maharashtra**   **For the Quarter Ending:2nd Qtr (June,2014)**

Drug:

Stocking Unit	Stock On First Day Of Qtr.	Stock Received During The Qtr.	Stock Transferred In	Reconstitution Of Boxes During Qtr.	Total Availability Of Drugs During The Qtr.	Stock Transferred Out	Patients Started On Treatment/ Consumption During Qtr.	Issues To TU	Stock On Last Day Of Qtr.	Qty. Requested [For TU (h/3*4)-j] [For Total District (h/3*7)- j]
(a)	(b)	(c)	(d)	(e)	[f=(b+c+d+e)]	(g)	(h)	(i)	[j=f-(g+h+i)]	(k)
TU Ambernath (Urban)			XXXXXX	XXXXXX		XXXXXX		XXXXXXX		
TU Ambernath (Rural)			XXXXXX	XXXXXX		XXXXXX		XXXXXXX		
TU Meera Bhaynder			XXXXXX	XXXXXX		XXXXXX		XXXXXXX		
TU Murbad			XXXXXX	XXXXXX		XXXXXX		XXXXXXX		
TOTAL TUs (A)			XXXXXX	XXXXXX		XXXXXX		XXXXXXX		
DTC Own (B)							XXXXXXX			
TOTAL – DTC (District) (A+ B)										

RECONSTITUTION REGISTER (RR)

GENERAL

All DTCs shall maintain Reconstitution Register in the suggested format for recording the receipts of drugs of defaulted Patients and used in reconstitution and balanced quantity.

Reconstitution is a highly technical activity and it shall be done under close supervision of District TB Officer.

Pharmacist/Store Keeper shall record the quantity of left over drugs of default cases and cross verify with Treatment Card.

DTC shall maintain complete details for PWBs & drugs of default cases viz patient's name, TB No., quantity of blister packs/ pouches, expiry dates, etc.

Reconstitution shall be done on quarterly basis. However, the DTO may instruct for reconstitution at shorter intervals, if required.

In case drugs to be reconstituted are not sufficient enough to make good one full Patient Wise Box, new Prolongation Pouches can be used for reconstitution of patient wise box.

Reconstituted IPs & CPs need to be put in poly bags with stickers on them, clearly mentioning that they comprise reconstituted IP or CP

Reconstitution of new, unused PWBs to make good use of shortage across Patient Wise Boxes is strictly not allowed.

Reconstituted PWBs must be recorded in Stock Register and reported in Quarterly Report on Programme Management and Logistics.

Expiry dates must be recorded on all Reconstituted Boxes. Date of Expiry of reconstituted box shall be the same as that of earliest expiry of any of the drugs contained in the box.

Priority must be accorded for utilization of reconstituted PWBs at the earliest.

Utilization/ recovery of loose drugs through reconstitution should also be recorded in stock register.

Any loose drugs generated in the process may be used for patients put on Non-DOTS or otherwise.

Transactions for **receipt** in Reconstitution Register shall be recorded in **blue ink**, whereas **withdrawal** for reconstitution shall be in **red ink** for clear identification.

Update stock register with receipt on account of Reconstituted Boxes and mention folio number of stock register in reconstitution register

GUIDELINES FOR PREPARATION OF RECONSTITUTION REGISTER

Column (a): S. No.

This column shall contain Serial Numbers for recording particulars of left over drugs of default case patients.

Column (b): Date

The date shall be the date on which left over drugs were handed over

Column (c): DOT/ PHI

Mention the name of DOT/PHI, where the patient was getting medication.

Column (d): TB Register No.

This column shall contain the TB Register No. of the patient concerned. It shall also be confirmed with TB No. of patient placed on the box.

Column (e): Category

The Category of the default case patient be ascertained from the drug box and mentioned accordingly.

Column (f): IP of PC-1 (CAT I) (24 Blister Combipacks)

There are 24 blister combipacks in the Intensive phase of a complete PC-1 PWB.

The number of blister combipacks remaining unused in the Intensive phase of the incomplete PC-1 box should be mentioned under this column.

Column (g): IP of PC-2 (CAT II) (36 Blister Combipacks)

There are 36 blister combipacks in the Intensive phase of a complete PC-2 PWB.

The number of blister combipacks remaining unused in the Intensive phase of the incomplete PC-2 PWB should be mentioned under this column

Column (h): PP (12 Blisters in each PP)

There are 12 blisters in each Prolongation Pouch.

The number of blister combipacks remaining unused in the incomplete Prolongation pouch should be mentioned under this column

Column (i): CP of PC-1 (CAT I) (18 Multi - Blister Combipacks)

There are 18 Multi- blister combipacks in the Continuation phase of a complete PC-1 PWB.

The number of blister combipacks remaining unused in the Continuation phase of PC-1 PWB should be mentioned under this column

Column (j): CP of PC-2 (CAT- II) (22 Multi - Blister Combipacks)

There are 22 Multi-blister combipacks in the Continuation phase of a complete PC-2 PWB.

The number of blister combipacks remaining unused in the Continuation phase of the incomplete PC-2 PWB should be mentioned under this column

Column (k): Reconstituted Drugs

At the end of the quarter, if the number of blisters combipacks available from default case patients is good enough for reconstitution of a Patient Wise Box, then the number of Boxes along with category shall be mentioned in this column.

The number of blister utilized shall be reduced from the relevant column (f) to (l) and the entry shall be made in red ink.

Column (l): Date of Expiry

In this Column the date of Reconstituted Boxes shall be recorded.

The Date of expiry (DOE) of drugs having earliest expiry, shall be the DOE of Reconstituted Box.

Column (m): Stock Register Folio No

The drug boxes reconstituted shall appropriately be recorded in Stock Register, and the relevant folio (page) shall be mentioned in this column for easy tracking of the entry made.

In Stock Register as well, relevant folio number shall be mentioned along with reference particulars of reconstitution.

RR EXERCISE:

Particulars of drugs, pertaining to default case patients and received from respective DOTS Centre's /PHIs etc., are given below:

Sr. No.	Date of receipt of Patient wise box	Name of DOT Centre/ PHI	Name of Patient	TB No.	Category	Blisters remaining in I.P	Blisters remaining in C.P
1	1.07.14	Jhandewalan	Ram	245	PC-1	12	18
2	15.07.14	R.K. Mission	Kumar	298	PC-2	15	22
3	28.07.14	Moti Nagar	Sharma	327	PC-1	0	12
4	15.07.14	Patparganj	Krishan	156	PC-2	0	18
5	25.07.14	Karawal Nagar	Seetha	302	PC-2	13	22
6	10.07.14	Gulabi Bagh	Rashi	193	PC-1	8	18
7	28.07.14	Shastri Park Chest Clinic	Raman	203	PC-2	35	22
8	18.07.14	Ndmc	Geeta	127	PP	8	0

Enter these particulars in the partially filled Reconstitution Register, provided herein and reconstitute Patient Wise Box as per availability of blister packs.

RECONSTITUTION REGISTER (RR)

S. No.	Date	DOT/ PHI (From which drugs have been trans-ferred)	TB Register No.	Category	Input (No. Of Blisters)					Output (No. of Boxes)		
					IP of PC-1 (24 Blister Combi-packs)	IP of PC-2 (36 Blister Combi-packs)	PP (12 Blisters in each PP)	CP of PC-1 (18 Multi-blister Combi-packs)	CP of PC-2 (22 Multi-blister Combi-packs)	Recon-stituted Drugs	Date of Expiry	Stock Register Folio No.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
		Opening Balance										
1	1.07.14	Jhandewalan	245	PC-1	12			18				
2	15.07.14	R.K. Mission	298	PC-2								
3												
4												
5												
6												
7												
8												
		Total										
		Total										

KEY: PC: Product Code; IP: Intensive Phase; CP: Continuation Phase
(1) Reconstituted IP & CP need to be put in poly bags with stickers on them, clearly mentioning that they comprise reconstituted IP or CP Pouches
(2) DOE of the reconstituted Patient Wise Box to be reported in Column (n) shall comprise the DOE of drugs used having the latest DOE
(3) Any loose drugs generated in the process may be used for patients put on non-DOTS treatment, or otherwise
(4) Reconstitution should be done under supervision of the DTO every quarter. DTO may instruct for reconstitution at shorter intervals, if required.

QUARTERLY REPORT ON PROGRAMME MANAGEMENT & LOGISTICS (QRPML) FOR DISTRICT T.B. CENTER

GENERAL

This report is to furnish details of Patient Wise Boxes and Loose drugs available at DTC and all downline stocking points within district viz. TUs, PHIs etc. as at the quarter end.

Quarterly Report on Programme Management & Logistics shall serve dual function of providing: -

a. Information on drug stocks and utilizations in terms of patients started on treatment in the District

b. Estimation of requirements for next quarter for fresh replenishments

Stock on the first day shall incorporate information as to drug stock held in district and DTC own Store as on the last day of previous quarter.

Information pertaining to drug stock status in the district and DTC own store shall be incorporated in the WRDR, for working out total drug availability and assessment of requirement of drugs for the next quarter for the entire district.

WRDR shall be progressed by preparation of QRPML for the DTC/District and requisitioning SDS/CTD for the replenishment of stocks.

Stock on last day in respect of stocking units and DTC shall confirm to reports submitted by them.

Quantity requested by DTC shall strictly be according to stocking norm and shall be equivalent to Seven Times, of average monthly utilization in immediately preceding quarter, minus drug balances available in District.

Officer concerned shall ensure that QRPMLs provide correct information and are filled and submitted on a timely basis.

GUIDELINES FOR PREPARATION OF QRPML

Basic information pertaining to names & location of DTC, total population served as well as population covered under RNTCP in the district shall be given in QRPML.

Column (a): Item

This column shall contain the name of drugs pre printed on the form.

Column (b): Unit of Measurement (UOM)

Unit of Measurement being used for drugs shall be mentioned. Here again, the column shall have preprinted information.

Column (c): Stock on First Day of Quarter

Stock on First Day of Quarter shall be the sum total of stock on first day of quarter reported by TUs in their QRPML and stock held by DTC as on that date. This information shall

readily be available in Worksheet for Reporting Drug Requirement (WRDR) of respective drug prepared by DTC.

Column (d): Stock Received During Quarter from SDS

In respect of TUs the quantity of drugs received during the quarter from DTC shall be mentioned

Column (e): Stock Received During the Quarter

In respect of DTC the quantity of drugs received during the quarter from SDS/GMSD /Supplier shall be mentioned.

Column (f): Stock Transferred In

State the quantity of drugs transferred in from another DTC within the State.

Column (g): Reconstitution of Boxes During Quarter

The quantity of Patient Wise Boxes reconstituted by DTC and other drugs recovered from the reconstitution process shall be entered here. Such information can be taken from WRDR prepared by DTC.

Column (h): Patients started on Treatment / Consumption including reconstitution

The sum total of Patients started on Treatment in the TUs under logistical control of DTC/District shall be mentioned in case of Patient Wise Boxes. This information shall be captured from WRDR of respective drug.

In case of loose drugs, information to be provided herein shall relate to drugs consumed during the quarter at downline stocking points.

Column (i): Stock Transferred Out

The quantity of drugs transferred out to another DTC needs to be mentioned here.

Column (j): Stock on Last Day of Quarter

This shall contain information in respect of balance of drugs in the state as on last day of quarter and this figure shall be derived after reducing total of column (g+h) from total of column (c+d+e+f).

Column (k): Quantity Requested

The requirement in respect of Patient Wise Boxes for District shall be equivalent to average monthly patient started on treatment multiplied by SN (Stocking Norm) during the quarter in the District minus drug stock available on last day of quarter in the District. Stocking Norm refers to desirable level of inventory, to be maintained by programme at the district-level. This currently comprise 7 months, as a consequence of which, quantity requested shall be [(h/3*7)–j].

QRPML Exercise:

Consolidated data on inventory of Patient Wise Boxes and Inj SM for various TUs and the DTC as on June 30, 2014 is given below. Please prepare Quarterly Report on Programme Management & Logistics (QRPML) for **DTC Srinagar** using the blank form appended.

Item (Unit of Measurement)	Stock On First Day Of Quarter	Receipts From DTC	Receipts From SDS	Stock Transfers From Other DTCs	Stock From Reconstitution	Patients Started On Treatment/ Qty Consumed During Quarter	Transfers To Other DTCs	Stock On last Day Of Quarter
PC-1(CAT – I) (Boxes)								
TUs	200	630	-			555		275
DTC Own	376	(630)	700	30	65	-	30	511
PC-2(CAT – II) (Boxes)								
TUs	116	580		-		675		21
DTC Own	175	(580)	625	100	25	-	15	330
STREPTOMYCIN (Vials)						**Consumption**		
TUs	6969	10000		-	-	16224	-	745
DTC Own	6000	(10000)	5400	600	-	-	-	2000

REVISED TUBERCULOSIS CONTROL PROGRAMME
Quarterly Report on Programme Management and Logistics

District Level

District: Srinagar, Jammu & Kashmir **Quarter Ending:**

Email Address of DTO: **Year:**
Total Population under DTC (in nos.): **Population under DTC covered by RNTCP (in nos.):**

MEDICATIONS

Item	UOM	Stock On First Day Of Qtr.	Stock Received During Qtr.	Stock Trans-ferred In	Recon-stitution Of Boxes During Qtr.	Stock Trans-ferred Out	Patients Started On Treatment	Stock on Last Day Of Qtr. (c+d+e+f) −(g+h)	Quantity Requested [(h/3) x 7]-i
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
PC-1	Boxes								
PC-2	Boxes								

Item	UOM	Stock on First Day Of Qtr.	Stock Received During Qtr.	Stock Transf-erred In	Recon-stitution Of Boxes During Qtr.	Stock Transf-erred Out*	Con-sum-ption incl. recon-stitution	Stock on Last Day Of Qtr. (c+d+e+f) −(g+h)	Quantity Requested [(h/3) x 7]-i
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Prolongation Pouches	Pouches each with 12 blister strips								
INH 300 mg	Tablets								
INH 100 mg	Tablets								
Streptomycin 0.75g	Vials								
Rifampicin 150 mg	Capsules								
Pyrazinamide 500 mg	Tablets								
Ethambutol 800 mg	Tablets								

* Enclose copy of drug transfer out form

Is there any drug at the risk of expiry**? ☐ Yes ☐ No (If yes attach details)

(** Expiry Risk: PC-1: 12 months; PC-2: 14 months; PC-3: 11 months)

Is there any expired drug? ☐ Yes ☐ No (If yes attach details)

Name of District Tuberculosis Officer Reporting (in Capital Letters):

Signature: Date:

Notes:

(1) This report is to furnish details of Patient Wise Boxes and Loose drugs available at the DTC and all downline stocking points within the district viz. TUs, PHIs, etc., as at the quarter end

(2) Boxes reported in this form shall comprise full/ unopened boxes only [e.g. only fully reconstituted boxes shall be reported in column (f) in the top half of the form, etc.]

(3) Stock received during the quarter reported in column (b) shall comprise stock received by the DTC from higher levels viz. SDS, GMSD, Supplier etc. Stock received from subordinate stocking point shall be reported in column (a)

PHYSICAL VERIFICATION SHEET (PVS)

GENERAL

The Physical Verification Sheet (PVS) is a document prepared at the time of periodic physical verification of drug stocks and their reconciliation with book stocks as per the Stock Register.

The PVS provides evidence of the conduct of verification and reconciliation of drug stocks at designated intervals. The objective of preparing the document is to ensure correct recording of receipts and issues and also ensuring that physical count of the drug stock matches the quantity as reflected in the stock records.

GUIDELINES FOR PREPARATION OF PVS

General instructions for the preparation of PVS are provided below:

(1) Count and determine the number of cartons/ boxes/ strips physically available at the store.

(2) Determine the discrepancies, if any, between stocks as per physical count above and the Stock Register.

(3) Attempt to eliminate discrepancies between stocks per physical count and the Stock register through a process of reconciliation.

(4) Outcome of the monthly physical verification and reconciliation exercise must be documented and communicated to the DTO.

(5) The PVS has to be filled in by the storekeeper under the supervision of the DTO/MO.

PVS EXERCISE:

PHYSICAL VERIFICATION SHEET (PVS)

Please work out the discrepancy in quantity of drugs as per the Stock Register and quantity as per physical verification carried out on 30.06.2014. Analyze possible reasons for discrepancy and suggest solutions in column (g) and (h) respectively.

Reporting Unit: SDS/ DTC/ TU: SDS   **Date of Physical Verification: 30.06.2014**

S. No.	Drug	UOM	Qty As Per Stock Register	Qty As Per Physical Count	Discrepancy Between SR & Physical Count	Reasons Of Discrepancy	How Discrepancy Was Dealt With	Remarks
(a)	(b)	(c)	(d)	(e)	(f=d-e)	(g)	(h)	(i)
1	PC-1	PWB	80	80	0			
2	PC-2	PWB	56	66	(10)	10 PWBs were found to be in excess at the time of physical stock-taking	Receipt of 10 boxes from SDS Dehradun on 20.05.2014 had erroneously not been entered into the Stock Register. Now entered and reconciled.	
3	PP	Pouch	55	55				
4	INH 100 mg	Tablet	1500	1450				
5	INH 300 mg	Tablet	9000	8800				
6	Inj SM 0.75 g	Vials	1,344	1344				
7	Rif 150 mg	Capsule	6500	6500				
8	Pza 750 mg	Tablet	1100	1100				
9	Etha. 800 mg	Tablet	5000	4950				