



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

Office Order No. 2469/D(AA)/17

Date: 31st May, 2017

The undersigned is directed to inform all concerned about the resolution of the committee constituted by the Honb'le Director to look into the operations of Institute pharmacy (Franchised). The resolution is as follows :

1. The employee or his representative has to visit the Institute hospital with a photocopy of the prescription and CMS booklet of the person in whose name the prescription has been issued.
2. The prescription of the medicine to be procured will be duly vetted by the Medical officer as per the CGHS rule and Medical officer will also certify the CMS ID of the Employee.
3. The Institute pharmacist will maintain a record of the medicine intended to be procured by the employee as per CMS ID, with the date of prescription and prescribing Doctor's name. This report has to be sent to the CMS office on 7th of the each month by the pharmacist.
4. The pharmacy on receiving the prescription vetted by the medical officer will give the medicine cashless to the employee or his representative and get a signature of employee on the bill with his CMS ID number.
5. The pharmacy will submit the consolidated bill verified by the Institute Pharmacist to the Finance Office of the Institute by 5th of every month.
6. This is an optional arrangement; employees can also procure medicine from any other store at their convenience, on emergency cases.
7. The employee or his representative should present the prescription for verification at the institute Hospital between 10.00 AM to 12.00 noon on all working days.

This is also to inform all employees that the pharmacy will provide the following discounts:

- a. 14.50% on MRP of branded medicine for sale on cashless mode.
- b. 15.00% on MRP of branded medicine for sale against cash payment.
- c. 40.00% on MRP of generic medicine for sale against cash payment or cashless mode.
- d. 16.00% on MRP of surgical items.

This is issued with the concurrence of the Director

(Dr. Bivore Das)
Assistant Registrar

Memo No. 2469/D(AA)/17 (12)

Date: 31st May, 2017

Copy forwarded for information and necessary action to: