



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. 2482/D(AA)/17

Date: 05th June, 2017

In continuation of the earlier Office Order No. 2469/D(AA)/17, dated 31st May, 2017, the undersigned is directed to inform all concerned about the resolution of the committee constituted by the Hon'ble Director to look into the operations of Institute pharmacy (Franchised). The revised resolution is as follows :

1. The employee or his representative has to visit the Institute hospital with the original and two photocopies of the prescription and the original and one photocopy of CMS booklet of the person in whose name the prescription has been issued. The prescription should carry the date and the registration number of the doctor.
2. The prescription of the medicine to be procured will be duly vetted and stamped 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. Medicine will be available from 2 pm on the day when the prescription is vetted by the MO. The vetted and stamped prescription will be valid for 10 days.
5. 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.
6. The pharmacy will submit the consolidated bill verified by the Institute Pharmacist to the Finance Office of the Institute by 5th of every month.
7. This is an optional arrangement; employees can also procure medicine from any other store at their convenience, on emergency cases.
8. 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.
9. No replacement of the medicines is allowable.

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.

Sd/-
(Dr. Bivore Das)
Assistant Registrar