



सी.एस.आई.आर - केन्द्रीय यांत्रिक अभियांत्रिकी अनुसंधान संस्थान
CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
(Council of Scientific & Industrial Research)
दुर्गापुर / Durgapur-9

No. Medical Cell/Dispensary/22-23

Date: 17.02.2023

कार्यालय ज्ञापन / Office Memorandum

Sub : Functioning of Medical Centre / Dispensary of CSIR-CMERI


The Competent Authority CSIR-CMERI, Durgapur has been pleased to approve the following mechanism for systematic functioning of the Medical Centre / Dispensary of CSIR-CMERI:

1. Henceforth, the visiting patients at CMERI Medical Unit will submit the Doctor's prescription to Ms. Sujata Pachhal, Tech.(2)/Pharmacist of CSIR-CMERI Medical Unit and she will collect all the medicines from the vendor and dispense to the patients. All the records in this regard should be maintained by her in a prescribed registrar in order to monitor the performance of the vendor as per the Agreement/NIT Document. Shri Sukanta Maji, Tech.(2)/Pharmacist will take care all the procedure in her absence.
2. Doctors are requested to prescribe the branded medicine in line
3. e with the supply of medicines with good efficacy as per the Agreement/NIT Document. In case, the vendor supplies some alternative medicines, they must invariably take approval from the concerned Doctor.
4. The vendor must always maintain the sufficient stock of all types of essential and common medicines as per the Agreement/NIT Document, so that the patients get most of the prescribed medicines immediately. Denial of medicines to the pensioners should be avoided.
5. A suggestion/complain box, along with a format (hard copy), is to be installed at the CMERI Medical Unit for the betterment of the functioning of the Medical Unit. The monitoring of the same would be the prerogative of the Administration.

Signature
17/02/2023

6. Both the Resident Medical Officer is hereby requested to be available at the CMERI Medical Unit as per their duty schedule. Prior intimation/approval must be taken from the reporting officer for leave/station leave and that should be intimated to the Administration also, well in time, for notifying the same. If under any emergent circumstances one of the Doctors needs to leave the dispensary for a short period, he or she must ensure that other doctor should be available to attend the patient.
7. The responsibility of ensuring the above refinements in the medical service of the Institute is bestowed with the Chairman, Medical Committee.

This comes into force with immediate effect except vendor's parts. Vendor's obligation will come into force from the date of signing the agreement.


(सुमना मजूमदार / Sumana Majumdar)
प्रशासनिक अधिकारी / Administrative Officer

प्रति / To

1. Dr. (Mrs.) Swati Saha, Sr. TO(3) / RMO
2. Dr. Vishal Anand, Sr. TO(2) / RMO
3. Ms. Sujata Pachhal, Tech.(2)
4. Shri Sukanta Maji, Tech.(2)
5. Dr. Dipankar Chatterjee, Sr. Pr. Sct./ Chairman,
Medical Committee

} for Compliance please

प्रतिलिपि / Copy to :

1. DSTC
2. Administrative Secretariat
3. CoFA
4. Head, IT Cell for circulation through merinet and CSIR-CMERI website.
5. Office copy.