



Dr. RAKESH KUMAR, I.A.S.

JOINT SECRETARY

Telefax : 23061723

E-mail : rakesh.kumar38@nic.in

E-mail : drrakeshkumar92@hotmail.com



सत्यमेव जयते

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
निर्माण भवन, नई दिल्ली - 110011
Government of India
Ministry of Health & Family Welfare
Nirman Bhavan, New Delhi-110011

D.O.NO.N.11027/1/2015-FP

Dated 20th May, 2015

Sub: **Strengthening and streamlining the family planning logistics & supply chain management.**

Dear *Mission Director,*

Field visits to various states have frequently revealed shortage/ stock outs of family planning commodities like, condoms, oral pills, IUCDs etc., resulting in suboptimal performance of the family planning program. Most of these issues arise on account of weak / non-existence of proper logistics & supply chain management system.

With a view to address this issue, the Govt. of India advocates the use of low cost, user friendly software being in operation successfully in some states of India.

The state may like to use the software which can be developed in-house by the state itself for which technical support can be provided by the Govt. of India. In the meanwhile, the state may follow the attached guidelines for overhauling the supply system of contraceptives.

I am sure, operationalization of the software will help in streamlining the logistics and supply chain management and lead to effective and efficient distribution of the contraceptives at field level thereby boosting the family planning program.

warm regards,

Yours sincerely,

Rakesh

(Dr. Rakesh Kumar)

Mission Directors of all States/UTs

Copy to:

All Directors of Family Welfare of all States/UTs

Guidelines to manage family planning logistics and supply chain

1. Integrate the FW store with Central Warehouse:

a. Mode of storing of contraceptives

- All the family planning supplies shall be safely stored in the Central Warehouse/ Drug Store at State, District and Block level instead of separate room/store.
- Store contraceptives to facilitate *first-expiry-first out* (FEFO), *first-in-first-out* (FIFO) procedures.
- Store contraceptives away from insecticides, chemicals, flammable products, hazardous materials, old files, office supplies, and equipment; always take appropriate safety precautions.
- Separate damaged and expired commodities from usable commodities, remove them from inventory immediately, and dispose of them using established procedures.
- At the Service Delivery Point/ Sub Center, old stock should be moved or rotated to the front of the shelf, with new stock placed at the back of the shelf. So that the first stock to expire will be accessible and can be ensured for issue/distribution.

b. Role and Responsibilities of personnel

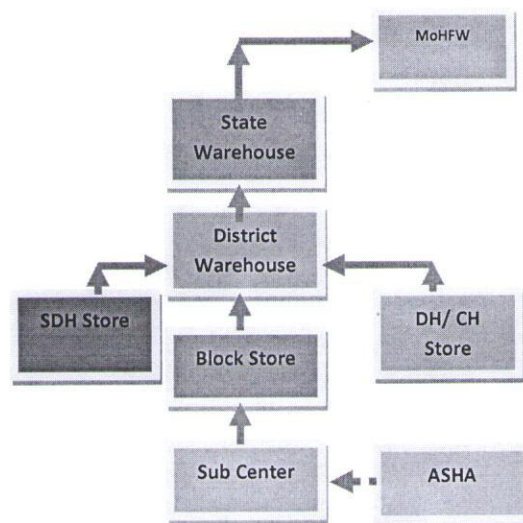
- The Store Manager/Pharmacist of the State, District and Block shall be responsible for receipt, distribution and maintaining inventory of the family planning supplies.
- Services of LHV/BEE can be taken for distribution to ANM/ASHA at Block level.
- The Staff Nurse/LHV/ ANM in charge of store of the District Hospital, Sub Divisional Hospital, Area Hospital and ANM/ Addl. ANM of the Sub Health Center shall be responsible for receipt, distribution and maintaining inventory of the family planning supplies.

c. Inventory control system

- Stock and issue register for each contraceptive shall be maintained at each level.
- Buffer stock of 25% at state level and 10% at rest of the level for each contraceptive shall be maintained.

d. Indent/ Demand Process

- The responsible person of each facility/ level shall ensure placing of indent/ demand for the required supplies to the higher level before accessing buffer stock. (as shown in the flow chart).



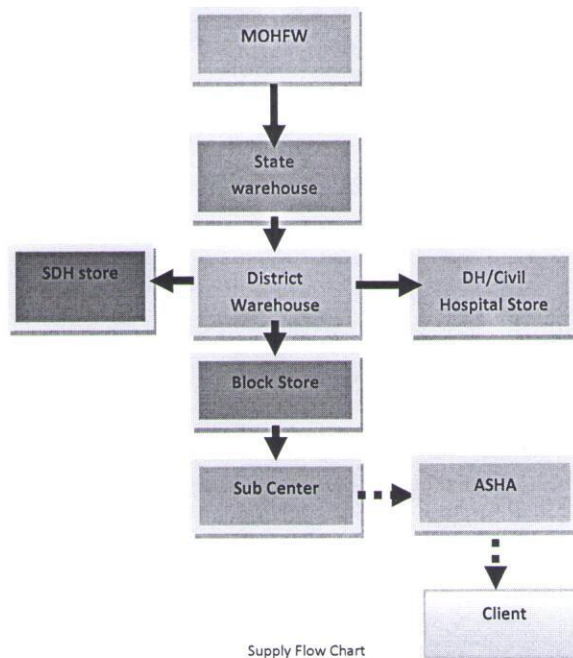
Indent/ Demand Flow Chart

Ideal frequency of indenting

Institution Level	Desired Frequency	Desired Quantity of Indent
District Warehouse	2 times a year	Six months' quantity
DH/ Civil Hospital/SDH Store	12 times a year	One month quantity
Block Store	4 times a year	Three months' quantity
Sub Center	12 times a year	One month quantity

e. Distribution Process

- **State Warehouse to District Warehouse:** State warehouse should dispatch at least six months' quantity to district warehouse, based on monthly average consumption and stock in hand at the district, so that, three months' quantity of each supply is supplied to the block store and rest three months' quantity will be at district warehouse.
- **District Warehouse to Block Store:** District warehouse should dispatch at least three months' quantity to block store, based on monthly average consumption and stock in hand at the block, so that, one month quantity of each supply is supplied to the sub center level and rest two months' quantity will be at block level.
- **District Warehouse to District Hospital/ Civil Hospital store:** District warehouse should dispatch one month quantity (not more) to District Hospital/ Civil Hospital/ Sub Divisional Hospital every month based on their monthly consumption and stock in hand.
- **Block store to Sub Center:** Block store should dispatch one month quantity (not more) to sub center every month based on their monthly consumption and stock in hand at the sub center.



f. Transportation

- All the contraceptives shall be transported through Govt./hired vehicle along with other drugs and supplies.

g. Reporting, Review and Monitoring

- Monthly report containing opening balance, stock received, stock distributed and closing balance shall be submitted by the concerned store personnel to the Family Planning Nodal Officer at State and District level and Block Medical Officer at Block level.
- The supply status and distribution shall be reviewed by the concerned Nodal Officer in the monthly meeting, where the concerned store personnel shall be present.

2. Capacity building of the store personnel

- The state may organize one day state level orientation workshop/ training on family planning logistics & supply chain for the state and district level store personnel, which can be facilitated by Govt. of India.