



ABSTRACT

Health and Family Welfare Department - Department of Medical and Rural Health Services - Implementation of Health Management Information Systems in all Secondary Care Hospitals under control of Director of Medical and Rural Health Services in all Districts of the State - Dispensing away with the manual reporting system- Fixing responsibility on hospital staff for online reporting -Orders - Issued.

HEALTH AND FAMILY WELFARE (F1) DEPARTMENT

G.O.(Ms) No.10

Dated: 14.01.2011
Thiruvalluvar Aandu 2041
Maargazhi-30

Read

1. G.O.(2D)No. 68, Health and Family Welfare (EAP I/1) Department dated 29.08.2005
2. G.O.(Ms)No. 223, Health and Family Welfare (EAP I/1) Department dated 08.07.2008
3. G.O.(D)No. 87, Health and Family Welfare (EAP I/1) Department dated 29.07.2008.
4. G.O.(Ms)No. 63, Health and Family Welfare (F1) Department dated 02.03.2010.
5. G.O.(Ms)No. 121, Health and Family Welfare (F1) Department dated 03.05.2010
6. G.O.(2D)No. 102, Health and Family Welfare (EAP I/1) Department dated 16.09.2010

Read also

From the Director of Medical and Rural Health Services, Letter. No. 0452 / HMS/SAP/2011 dated 03.01.2011.

ORDER:

In the Government Order 2nd read above, the Government have accorded permission to the Project Director, Tamil Nadu Health Systems Project to establish a comprehensive Health Management Information System which includes Hospital Management System (HMS) and Hospital Management Information Systems(HMIS) on a pilot basis in 5 Secondary Care Hospitals in Padmanabhapuram, Colachel, Tambaram, Sriperumbudur and Sholingur and in the offices of the Joint Director of Medical and Rural Health Services, Kancheepuram, Kanniyakumari and Vellore, Project Management Unit of the Tamil Nadu Health Systems Project and the Directorate of Medical and Rural Health Services.

2. In the Government Order 3rd read above, among other things, the Government have accorded permission to the Project Director, Tamil Nadu Health Systems Project to implement Phase I of the comprehensive web based Health Management Information System which includes Hospital Information System in 36

hospitals in Dharmapuri, Krishnagiri, Kanniyakumari, Theni and Pudukottai districts, 5 Primary Health Centres in Saidapet Health Unit District and 26 offices of the Joint Director of Medical and Rural Health Services.

3. In the Government Order 6th read above, the Government have permitted the Project Director, Tamil Nadu Health Systems Project to implement Phase II of the comprehensive web based Health Management Information Systems in 222 Secondary Care Hospitals and 15 designated Primary Health centres to be identified the Project Director, Tamil Nadu Health Systems Project during the actual implementation.

4. The Director of Medical and Rural Health Services has reported that Health Management Information System integrates data collection, processing, reporting and use of the information for analysis is necessary for improving health services effectiveness and efficiency for better management at all levels of health services. This process will help in evidence based planning for devising and implementing effective health policies, improving governance, reducing / savings on health care records/registers cost, mobilizing new resources and ensuing accountability. He has also reported that the HMIS application has been developed in such a way that data once fed into the system will be available for utilization for decision making across all level of the Directorate, in real time. Validation checks have been incorporated into the system, so as to ensure the quality of data collected and by establishing such electronic reporting system, a strong foundation has been laid for the future implementation of a comprehensive Health Data Resource Centre in the State and various data warehousing initiatives. The Director of Medical and Rural Health Services has informed that since Hospital Management System is also implemented in parallel to HMIS, the clinical data from Hospital Management System is auto populated to HMIS reporting screens, thereby ensuring the accuracy of data and also reducing the need for re entering of clinical data. He has further reported that the HMIS is the first step towards e-governance in the Health Department. In this connection, the Director of Medical and Rural Health Services has requested the Government to issue certain guidelines in connection with the implementation of the Health Management Information Systems.

5. The Government, after careful consideration, accepts the proposal of the Director of Medical and Rural Health Services. Accordingly, the Government pass the following orders:

1. Health Management Information Systems shall be implemented across all the Secondary Care Hospitals under control of Director of Medical Rural Health Services online and online data reporting is mandatory except for the registers indicated in Annexure I, which will continue to be maintained manually even after the implementation of HMIS.
2. In case of any issues related to the non-availability of infrastructure like computer, Internet connectivity etc, at the hospital, the staff will ensure reporting of data from any other alternative location within the stipulated period of time.
3. For effective implementation of the online reporting responsibility is fixed on the various categories of hospital staff and they shall carry out the online reporting indicated in Annexure II to this order.

4. The Director of Medical and Rural Health Services, Additional Director of Medical and Rural Health Services, Financial Advisor and Chief Accounts Officer, Joint Directors and all other Subordinate Officers at the Directorate level and at the District level, the Joint Directors and their Staff, Deputy Directors, respective Hospital Superintendents and Chief Medical Officers of the respective hospitals shall use the output data from Health Management Information Systems for the purpose of review, analysis, policy making, auditing, publishing and budgeting.
5. The audit wing of the Directorate of Medical and Rural Health Services shall not insist on manual reports in respect of the items indicated in Annexure III to this order.
6. A team headed by an Additional Director of Medical and Rural Health Services with the Systems Analyst shall be constituted in the Directorate of Medical and Rural Health Services to carry out the maintenance, support and monitoring of all Health Management Information Systems related activities.
7. The manual system of Health data reporting shall be dispensed away, as soon as the hardware and Internet connectivity are established and training is completed in all hospitals

(BY ORDER OF THE GOVERNOR)

V.K.SUBBURAJ
PRINCIPAL SECRETARY TO GOVERNMENT.

To
 The Project Director, Tamil Nadu Health Systems Project,
 Chennai - 6.
 The Director of Medical and Rural Health Services, Chennai - 6
 The Director of Public Health and Preventive Medicine, Chennai - 6
 The Director of Medical Education, Chennai - 10
 The Mission Director, National Rural Health Mission, Chennai - 6
 The Managing Director, Tamil Nadu Medical Services Corporation Limited, Chennai-8
 The District Collectors of the district concerned
 The Joint Director of Medical and Rural Health Services, the district concerned
 through the Director of Medical and Rural Health Services, Chennai - 6
 The Superintendents / Medical Officers of the Institution concerned through the
 Director of Medical Rural Health Services, Chennai - 6

Copy to
 The Health and Family Welfare (EAP I/1) Department, Secretariat, Chennai - 9
 SF/SC.

// FORWARDED BY ORDER//

61-620007
 18/11/2011
SECTION OFFICER

It is a common mistake to think that the only way to
improve the quality of a product is to increase the
amount of material used. This is not true. In fact,
the best way to improve quality is to reduce the
amount of material used. This is because less material
means less waste and less cost. It also means that
the product is more durable and lasts longer.

There are many ways to reduce the amount of material
used in a product. One way is to use a more efficient
design. Another way is to use a different material.
A third way is to use a different manufacturing
process.

When you design a product, you should always think
about how to reduce the amount of material used. This
will help you create a product that is better for
the environment and costs less to make.

One of the most important things to remember is that
quality is not just about the product itself. It is
also about the process of making it. A high quality
product is one that is made in a high quality
manner.

By following these tips, you can ensure that your
product is of the highest quality and that it is
made in a sustainable way.

Remember, quality is not just a goal. It is a
way of thinking. Always strive for the best, and
you will achieve it.

Quality is the key to success. It is what makes
a product stand out from the rest. It is what
makes a customer happy. It is what makes a
business thrive.

So, when you are designing a product, always
think about quality. Think about how to make it
better, stronger, and more durable. Think about
how to make it more efficient and less costly.

Quality is not just a word. It is a promise.
A promise to your customer that you will give them
the best. A promise to your business that you will
succeed.

So, always strive for quality. Always strive for
the best. Always strive for success.

Quality is the key to success. It is what makes
a product stand out from the rest. It is what
makes a customer happy. It is what makes a
business thrive.

ANNEXURE I

REGISTERS WHICH ARE TO BE MAINTAINED MANUALLY EVEN AFTER THE IMPLEMENTATION OF HMS ONLINE (SINCE THEY INVOLVE FINANCIAL TRANSACTION AND ARE REQUIRED FOR AUDIT PURPOSES)

S.NO	DESCRIPTION
1	CASH
1	CASH BOOK
	CASH RECEIPT REGISTER
	CASH PAYMENT REGISTER
	CASH BALANCE REGISTER
	CASH RECEIPTS
	CASH CHARGES
2	PERMANENT ADVANCE DISBURSEMENT REGISTER (MAIN) MEMO SANCTION BOOK
3	TREASURY BILLS REGISTER
4	REGISTER OF UNDISBURSED PAY ETC.
5	T.A.BILLS REGISTER
6	ACQUITTANCE ROLLS
7	REGISTER OF MONEY ORDERS SENT
8	REGISTER OF MONEY ORDERS INSURED ARTICLES, VPP, ETC. RECEIVED
9	REGISTER OF CHEQUES RECEIVED AND ISSUED
10	REGISTER OF FEES CHARGES FOR PRIVATE TELEPHONE CALLS
	A. LOCAL CALLS
	B. TRUNK CALLS
11	PATIENT PROPERTY REGISTER
12	POOR FUND ACCOUNT
	POOR FUND CASH BOOK

	ORDER BOOK
	PASS BOOK OF PERSONAL DEPOSIT ACCOUNT AND CHEQUE BOOK
	STOCK BOOK OF ARTICLES OF DEAD STOCK INSTRUMENTS AND APPLIANCES, ETC, PURCHASED FROM POOR FUND.
13	REGISTER OF DUPLICATE KEYS
14	REGISTER OF MISCELLANEOUS RECOVERIES (GENERAL RECOVERY REG
15	STIPENDARY ACCOUNT
16	REGISTER FOR WATCHING ADJUSTMENT OF TEMPORARY ADVANCES / ABSTRACT BILL DRAWN (MFC 23A)
II	<u>HOSPITAL STOPPAGES</u>
1	INPATIENTS NOMINAL REGISTER
	A. GENERAL CASES PHARMACISTS
	B. E.S.I. CASES
2	REGISTER OF INPATIENTS CASES REFERRED TO THE REVENUE AUTHORITIES FOR INCOME VERIFICATION
3	REGISTER OF NGGOs AND G.O.s CERTIFICATES DECLARATIONS RECEIVED
4	REGISTER OF CASES WAIVING ADVANCE COLLECTION OF HOSPITAL STOPPAGES
5	REGISTER OF HOSPITAL STOPPAGES
6	SUBSIDIARY REGISTER OF DAILY COLLECTIONS
7	ADMISSION & DISCHARGE CERTIFICATES
8	REFUND VOUCHERS
9	BIRTH CERTIFICATES ISSUE BOOK
10	REGISTER OF FEES CHARGED FOR MAJOR OPERATIONS
11	REGISTER OF FEES CHARGED FOR THE ISSUE OF COSTLY DRUGS
12	REGISTER OF FEES CHARGED FOR PATHOLOGICAL & BACTERIOLOGICAL EXAMINATIONS
13	REGISTER OF ANTI-RABIES TREATMENT PHARMACISTS & CASUALITY
III	<u>TENDERS, LOCAL PURCHASES ETC</u>
1	INDENTS FOR MEDICAL STORES

2	LOCAL PURCHASE SANCTION BOOK FOR MEDICINES DRUGS INSTRUMENTS AND APPLIANCES, ETC.
3	REGISTER OF QUOTATIONS AND QUOTATION FILE
4	CONTINGENT BILLS REGISTER
5	DISBURSING OFFICERS REGISTER
6	BILLS REGISTER
7	REGISTER OF STAMPED RECEIPTS SENT TO ACCOUNTANT GENERAL OF TAMIL NADU
8	REGISTER FOR FREE CLOTHING TO MENIALS
IV	<u>INSTRUMENTS AND APPLICANCES</u>
4	REGISTER OF RECOVERIES FOR MISSING TITLES, LOSSES OR BREAKAGES OF INSTRUMENTS AND APPLIANCES
6	REGISTER OF UNSERVICEABLE ARTICLES(AUCTION REGISTER)
7	REGISTER OF LOAN OF INSTRUMENTS
10	BREAKAGES MEMO BOOK
V	<u>LINEN</u>
3	ROLLING STOCK REGISTER (CLEAN LINEN ROOM REGISTER)
4	LINEN CONDEMNATION REGISTER
5	REGISTER OF RECOVERIES FOR MISSING OR LOSS OF LINEN
6	GENERAL DHOBY ACCOUNT BOOK
7	REGISTER OF WASHING MATERIALS ISSUED TO DHOBY
10	TAILORING ACCOUNT REGISTER
VI	<u>FURNITURE, CROCKERY AND STATIONERY</u>
1	MAIN STOCK REGISTER (FURNITURE AND CROCKERY)
2	RESERVE STOCK REGISTER (FURNITURE AND CROCKERY)
3	CONSOLIDATION REGSITER SHOWING DISTRIBUTION (FURNITURE AND CROCKERY)
4	REPAIR REGISTER SHOWING FURNITURE ARTICLES SENT FOR REPAIRS AND RECEIVED AFTER REPAIR
5	STOCK BOOK OF FURNITURE AND CROCKERY

6	REGISTER OF RECOVERIES SHOWING FURNITURE ARTICLES OF FURNITURE AND CROCKERY MISSING LOSSES BREAKAGES
7	CONDEMNATION REGISTER OF FURNITURE AND CROCKERY
8	AUCTION REGISTER OF FURNITURE AND CROCKERY
9	STOCK REGISTER OF ELECTRICAL GOODS
10	STOCK REGISTER OF EMPTY CONTAINERS, BOTTLES, GUNNIES, ETC.,
11	GENERAL BREAKAGES REGISTER
12	REGISTER OF UNSERVICEABLE ARTICLES(AUCTION REGISTER)
13	REGISTER SHOWING THE DISPOSAL OF CONDEMNED ARTICLES
14	STOCK BOOK OF FORMS
15	STOCK BOOK OF STATIONERY ARTICLES
16	DAILY STAMP ACCOUNT
	i. PRIVATE POSTAGE STAMPS
	ii. SERVICE POSTAGE STAMPS
17	<u>NURSES QUARTERS</u>
1	STOCK BOOK OF FURNITURE AND CROCKERY TO NURSES QUARTERS
2	STOCK BOOK OF BOOKING UTENSILS SUPPLIED FOR COMMON MOSS
3	NURSES QUARTERS CLEANING CHARGES ACCOUNT
4	STOCK BOOK OF BOOKS AND PERIODICALS ETC., SUPPLIED TO NURSES QUARTERS
5	REGISTER FOR WATCHING THE RECOVERY OF EXCESS CONSUMPTION OF ELECTRICITY IN THE NURSES QUARTERS
VII	<u>LABORATORY</u>
1	REGISTER OF PAYING PATIENTS FOR PATHOLOGICAL AND BACTERIOLOGICAL AND OTHER LABORATORY TEST
VIII	<u>X-RAY</u>
1	REGISTER OF PAYING PATIENTS FOR RADIOLOGICAL EXAMINATIONS
2	NOMINAL REGISTER FOR ECG AND PHYSIOTHERAPY TREATMENT
3	NOMINAL REGISTER FOR ECG AND PHYSIOTHERAPY TREATMENT IN THE TUBERCULOSIS (CHEST CLINIC)

4	REGISTER OF USED X-RAY FILMS
5	REGISTER OF REVIEW OF WASTAGE OF X-RAY FILMS
6	DISPOSAL OF USED X-RAY FILMS AND WASTE HYPO SOLUTION
7	STOCK BOOK OF X-RAY MATERIALS
IX	<u>DIET AND NON-DIET ETC. ARTICLES</u>
	<u>A. DIET</u>
1	DIET SHEETS
2	INDENT FOR DIET ARTICLES
4	DAILY DIETING REGISTER
6	LOSS WEIGHT REGISTER
7	REGISTER OF WORKING THE PERMISSIBLE LIMIT FOR ISSUE OF DIETS
8	WARD DIET BOOKS
9	CONTINGENT BILLS OF DIET ARTICLES WITH DIET BILLS OF DIET ARTICLES
10	REGISTER OF SAMPLES OF DIET ARTICLES SENT TO THE GOVERNMENT ANALYST, GUINDY WITH THE RELEVANT FILES.
11	LOCAL PURCHASE BOOK OF DIET ARTICLES
	<u>B. NON-DIET</u>
1	MAIN STOCK REGISTER
2	CONSOLIDATION REGISTER FROM WARDS ETC.,
3	REGISTER OF TENDERS, SUBSIDIARY REGSITER OF TENDERS AND REGSITER OF CONTRACTORS AND TENDER PAPER
4	REGISTER OF SECURITY DEPOSITS
X	<u>BLOOD BANK</u>
1	REGISTER OF FEES CHARGED FOR BLOOD ISSUED TO PAYING CASES
2	BLOOD DONORS PAYMENT REGISTER
3	BLOOD COLLECTION BOOKS
4	PLASMA ISSUES BOOK

5	STOCK BOOK OF BLOOD AND PLASMA / BLOOD ISSUES BOOK
XI	<u>MOTOR VEHICLES</u>
1	LOG BOOKS
2	PETROL ACCOUNT BOOK
3	TOOLS ACCOUNT BOOK
4	REGISTER OF SANCTION FOR THE USE OF THE VAN
5	REGISTER OF FEES COLLECTED FROM THE PATIENT
XII	<u>FAMILY PLANNING</u>
1	STOCK BOOK OF FAMILY PLANNING MANUALS, CONTRACEPTIVES ETC.,
2	CERTIFICATE OF MEDICAL OFFICER WHO PERFORMED FAMILY PLANNING OPERATION (VASECTOMY, SALPHINGECTOMY AND
3	REGISTER OF DOMICILLARY VISITS
4	REGSITER OF FAMILY PLANNING OEPRATIONS, DONE (VASECTOMY, SALPHINGECTOMY AND TUBECTOMY)
5	FAMILY PLANNING PERMANENT ADVANCE REGISTER
6	STOCK REGISTER OF SHEATHES APPLICATORS FROM TABLETS ETC.,
XIII	<u>MISCELLANEOUS ITEMS</u>
1	REGSITER OF LEASE OF CANTEEN, CYCLE SHED,
2	PUMP HOUSE ACCOUNT BOOK
3	REGISTER OF SERVICE BOOKS AND SERVICE REGISTER
4	REGISTER OF MAJOR OPERATIONS DONE IN OPERATION THEATRE
5	REGISTER OF CONFINEMENTS (OR) NOMINAL AND WARD REGISTER OF PARTITION CASES
6	VENERAL DISEASE AND T.B. CLINICS SOCIAL WORKERS, OR HEALTH VISITORS, REGISTER OF DOMICILIARY VISITS.
7	BI-CYCLES REPAIR AND SPARE PARTS REGISTER
8	MONTHLY TOUR DIARIES OF PARA MEDICAL WORKER
9	REGISTER FOR THE RECOVERIES OF ADVANCE SANCTIONED SUCH AS FESTIVAL, MOSQUITO NET ADVANCES ETC., (MFC FORM 23B)

10	REGISTER SHOWING THE DETAILS OF ADVANCES FOR THE PURCHASE OF KHADI PAID TO GOVERNMENT SERVANTS AND THE RECOVERIES MADE IN RESPECT OF THE SAME (MFC 33)
11	ENDOWMENTS ACCOUNT
12	CAUTION FEE DEPOSIT REGISTER
13	REGISTER FOR RECOVERY OF ELECTRICITY CURRENT CHARGES FROM PERSONS OCCUPYING GOVERNMENT QUARTERS AND PATIENTS USING FANS, ETC.
14	REGISTER OF RECOVERY OF WATER CHARGES FROM PERSONS OCCUPYING GOVERNMENT QUARTERS:
	c) STOCK BOOK OF FURTNITURE AND CROCKERY
16	DRUGS INSPECTOR
	a) REGISTER OF SAMPLES TAKEN BY DRUGS INSPECTOR AND THEIR DISPOSALS
	b) FOOD REGISTER
XIV	<u>PHYSICAL VERIFICATION</u>
1	CASH
2	MEDICAL STORES ANDS SURGICAL STORES
3	LINEN
4	DIET AND NON-DIET
5	MISCELLANEOUS ITEMS
XV	<u>REVIEW OF OLD AUDIT OBJECTION</u>

V.K.SUBBURAJ
PRINCIPAL SECRETARY TO GOVERNMENT.

// TRUE COPY//

6.1.2011
SECTION OFFICER

ANNEXURE – II

CLINICAL INFORMATION SYSTEM

S.NO	NAME OF THE FORM	PERIODICITY	END USER RESPONSIBILITY
1	OP DAILY FORM	Monthly	STAFF NURSE
2	IP Daily Form IP Admission, IP Census, Diet, Discharge	Monthly	STAFF NURSE
3	IP Daily Form Referral, IP community wise form	Monthly	STAFF NURSE
4	Casualty	Monthly	STAFF NURSE
5	Maternity Cases - Daily Form	Daily	STAFF NURSE
6	Antenatal Care Services - Part A	Daily	STAFF NURSE
7	Antenatal Care Services - Part B	Monthly	STAFF NURSE
8	Natal Care Part I	Daily	STAFF NURSE
9	Natal Care Part II	Monthly	STAFF NURSE
10	Partograph Utilisation Report Form	Monthly	STAFF NURSE
11	Post Natal Part I	Monthly	STAFF NURSE
12	Post Natal Part II	Daily	STAFF NURSE
13	Neo Natal Admission Part A	Monthly	STAFF NURSE
14	Neo Natal Admission Part B (CEMONC HOSPITALS ONLY)	Daily	STAFF NURSE
15	Neo Natal / Paediatric Complicated Admissions - Part A	Daily	STAFF NURSE

16	Neo-Natal / Paediatric Complicated Admissions - Part B	Monthly	STAFF NURSE
17	Family Welfare Services Part I	Monthly	STAFF NURSE
18	Family Welfare Services Part II	Monthly	STAFF NURSE
19	Family Welfare Stock - Insitution Level	Monthly	STAFF NURSE
20	Gynaec Cases Form - Diagnosis , Age , Group / Community Wise	Monthly	STAFF NURSE
21	Gynaec Cases Form - Referral In / Out	Monthly	STAFF NURSE
22	Medico Legal Cases	Monthly	STAFF NURSE
23	Quality of Care Indicator	Monthly	STAFF NURSE
24	Poison treatment Centre	Monthly	STAFF NURSE
25	Post Mortem Reporting	Monthly	STAFF NURSE
26	Special Clinics	Monthly	STAFF NURSE
27	Details of patients -line listing	as and when	STAFF NURSE
28	Dogbite, Snakebite	Daily	STAFF NURSE
29	Mortality	Monthly	STAFF NURSE
30	Vaccine Preventable disease	Monthly	STAFF NURSE
31	Morbidity and Mortality	Daily	STAFF NURSE
32	Working Status of Cold chain	Monthly	STAFF NURSE
33	MCH - report	Monthly	STAFF NURSE

34	Cancer Cervix Screen	Monthly	STAFF NURSE
35	Surgeries and Procedures	Daily	STAFF NURSE
36	ISMR Of FRU/GH PART A	Monthly	STAFF NURSE
37	ISMR Of FRU/GH PART B	Monthly	STAFF NURSE
38	ISMR OF FRU/GH PART C	Monthly	STAFF NURSE
39	ISMR OF FRU/GH PART C OTHER DEPARTMENTS	Monthly	STAFF NURSE
40	ISMR OF FRU/GH PART D	Monthly	STAFF NURSE
41	MONTHLY REPORT ON PERFORMANCE OF CEMONC CENTRES	Monthly	STAFF NURSE
42	PERFORMANCE OF CEMONC CENTRES	Monthly	STAFF NURSE
43	Tribal Mobile Outreach Services Part I	Monthly	STAFF NURSE
44	Tribal Mobile Outreach Services Part II	Monthly	STAFF NURSE
45	Monthly report Statement of Expenditure	Quarterly	STAFF NURSE
46	Sickle Cell Anaemia	Monthly	STAFF NURSE
47	Tribal Patient Counselling Centres	Monthly	STAFF NURSE
48	Bed Grants given for inpatient treatment given to tribal community	Monthly	STAFF NURSE

LAB SERVICES

NAME OF THE FORM	PERIODICITY	END USER RESPONSIBILITY
Clinical Information - Lab Services Daily Entry	monthly (weekwise)	LAB TECHNICIAN

2	Lab Services	monthly	LAB TECHNICIAN
3	Services(X ray/ECG/ECHO CARDIOGRAM Scan/ultra Sound	Daily	LAB TECHNICIAN
4	Monthly Lab Chemicals and Other Consumables Receipts Screen	Monthly	LAB TECHNICIAN
5	Monthly Lab Chemicals and Other Consumables Issues Screen	Monthly	LAB TECHNICIAN
6	Stock Receipt of Lab Chemicals	Monthly	LAB TECHNICIAN
7	Allotment of Funds for Procurement of Lab Chemicals and Equipments	Monthly	LAB TECHNICIAN
8	Allotment of Funds for Procurement of Medicines and Surgicals	Monthly	LAB TECHNICIAN

SUPPORT / ANCILLARY

S.NO	NAME OF THE FORM	PERIODICITY	END USER RESPONSIBILITY
1	Diet Details Screen	Monthly	STAFF NURSE
2	Diet Stock Entry Screen -One Time Entry	as and when	STAFF NURSE
3	Diet Items Receipts Screen	Daily	STAFF NURSE
4	Diet Items Issues Screen	Daily	STAFF NURSE
5	Common Treatment Facilities Payment Details	Monthly	STAFF NURSE
6	BioMedical Waste Management Details	Daily	STAFF NURSE
7	Blood Bank Camp Details	Monthly	STAFF NURSE
8	Blood Bank License Details	as and when	STAFF NURSE
9	Blood Bank Stock Position Details	Monthly	STAFF NURSE
10	Linen Stock Entry Screen-One Time Entry	as and when	STAFF NURSE
11	Linen Budget/ Local Purchase Entry Screen	periodic	STAFF NURSE
12	Monthly Linen Receipts Screen	Monthly	STAFF NURSE

Linen Issues	Monthly	STAFF NURSE
Patient Counseling Centers Monthly Performance Report	Monthly	STAFF NURSE
Mortuary Van Services-Form I	Monthly	STAFF NURSE
Mortuary Van Services-Form II	Monthly	STAFF NURSE
Mortuary Van Services-Form III	Monthly	STAFF NURSE

BUILDING

NAME OF THE FORM	PERIODICITY	END USER RESPONSIBILITY
Operation Theatre Details	Monthly	MINISTRIAL STAFF ASSISTANT/ JUNIOR ASSISTANT
Building Maintenance Screen	as and when	MINISTRIAL STAFF ASSISTANT/ JUNIOR ASSISTANT
Hospital / Institutions Wise Priority Works List	as and when	MINISTRIAL STAFF ASSISTANT/ JUNIOR ASSISTANT
Institutions Wise List of Completed Works	Monthly	MINISTRIAL STAFF ASSISTANT/ JUNIOR ASSISTANT
Repairs Through Other Funds	as and when	MINISTRIAL STAFF ASSISTANT/ JUNIOR ASSISTANT
New Institutions Proposal	as and when	MINISTRIAL STAFF ASSISTANT/ JUNIOR ASSISTANT
New Building Construction	as and when	MINISTRIAL STAFF ASSISTANT/ JUNIOR ASSISTANT
Air Conditioner Details	as and when	MINISTRIAL STAFF ASSISTANT/ JUNIOR ASSISTANT

VEHICLE

NAME OF THE FORM	PERIODICITY	END USER RESPONSIBILITY
Vehicle in Position and Receipt Details Screen	as and when	ASSISTANT/ JUNIOR ASSISTANT
Vehicle Fuel Ceiling Screen	as and when	ASSISTANT/ JUNIOR ASSISTANT
Condemnation and Disposal of Vehicles Screen	as and when	ASSISTANT/ JUNIOR ASSISTANT
Vehicle Repair / Maintenance Screen	as and when	ASSISTANT/ JUNIOR ASSISTANT
Vehicle Transaction Screen	Monthly	ASSISTANT/ JUNIOR ASSISTANT
Vehicle Accident Report Screen	as and when	ASSISTANT/ JUNIOR ASSISTANT

EQUIPMENT

S.NO	NAME OF THE FORM	PERIODICITY	END USER RESPONSIBILITY
1	Equipment Receipt Details Screen	as and when	CHIEF PHARMACIST / PHARMACIST
2	Equipment Management Screen	as and when	CHIEF PHARMACIST / PHARMACIST
3	Condemnation of Unserviceable and Condemned Articles Screen	as and when	CHIEF PHARMACIST / PHARMACIST
4	Disposal of Unserviceable and Condemned Articles Screen	as and when	CHIEF PHARMACIST / PHARMACIST

FINANCIAL

S.NO	NAME OF THE FORM	PERIODICITY	END USER RESPONSIBILITY
1	Loans and Advances Screen	as and when	ASSISTANT / JUNIOR ASSISTANT
2	TA Bill Entry	as and when	ASSISTANT / JUNIOR ASSISTANT
3	GPF Part Final (Consolidated)	as and when	ASSISTANT / JUNIOR ASSISTANT
4	GPF Temporary Advance(Consolidated)	as and when	ASSISTANT / JUNIOR ASSISTANT
5	Employee GPF Sanctioned Details	as and when	ASSISTANT / JUNIOR ASSISTANT
6	Institutional Maintenance and Repair Fund (Govt.Funds)	Monthly	ASSISTANT / JUNIOR ASSISTANT
7	Patient Welfare Society Fund Statement	Monthly	ASSISTANT / JUNIOR ASSISTANT
8	Institutional Maintenance and Repair Fund (Donations,PPP)	Monthly	ASSISTANT / JUNIOR ASSISTANT
9	Budget Estimate/ Revised Estimate Proposal	Financial year	ASSISTANT / JUNIOR ASSISTANT
10	Final Modified Appropriation Proposal	Financial year	ASSISTANT / JUNIOR ASSISTANT
11	Dor Statement-First Form	Monthly	ASSISTANT / JUNIOR ASSISTANT
12	Dor Statement-Second Form	Monthly	ASSISTANT / JUNIOR ASSISTANT
13	Dor Statement For Revenue Receipt	Monthly	ASSISTANT / JUNIOR ASSISTANT
14	Pension Benefits	as and when	ASSISTANT / JUNIOR ASSISTANT
15	Distribution of Budget Estimate of JDHS/DDHS	Financial year	ASSISTANT / JUNIOR ASSISTANT
16	Distribution of Budget Estimate of Institutions	Financial year	ASSISTANT / JUNIOR ASSISTANT
17	Distribution of Additional Allotment After be-to JDHS/DDHS	Financial year	ASSISTANT / JUNIOR ASSISTANT

Distribution of Additional Allotment After be-to Institutions	Financial year	ASSISTANT / JUNIOR ASSISTANT
Distribution of Revised Estimate to JDHS/DDHS	Financial year	ASSISTANT / JUNIOR ASSISTANT
Distribution of Revised Estimate to Institutions	Financial year	ASSISTANT / JUNIOR ASSISTANT
Distribution of Additional Allotment After re to JDHS/DDHS	Financial year	ASSISTANT / JUNIOR ASSISTANT
Distribution of Additional Allotment After re to Institutions	Financial year	ASSISTANT / JUNIOR ASSISTANT
Distribution of Final Modified Appopration to JDHS/DDHS	Financial year	ASSISTANT / JUNIOR ASSISTANT
Distribution of Final Modified Appopration to Institutions	Financial year	ASSISTANT / JUNIOR ASSISTANT

STORES

S.NO	NAME OF THE FORM	PERIODICITY	END USER RESPONSIBILITY
1	Stock on Hand Entry for the First Time	as and when	CHIEF PHARMACIST
2	Stores Receipt	as and when	CHIEF PHARMACIST
3	Stores Issues	as and when	CHIEF PHARMACIST

PERSONNEL

NO	NAME OF THE FORM	PERIODICITY	END USER RESPONSIBILITY
1	Employee Details	as and when	ASSISTANT / JUNIOR ASSISTANT
2	Manpower-Sanctioned Positions Screen	as and when	ASSISTANT / JUNIOR ASSISTANT
3	Regularisation of Staff Screen Master	as and when	ASSISTANT / JUNIOR ASSISTANT
4	Sanction of Increments-Consolidation Group Wise	Quarterly	ASSISTANT / JUNIOR ASSISTANT
5	Declaration of Probation Screen	as and when	ASSISTANT / JUNIOR ASSISTANT
6	Sanction of Surrender Leave Salary	Monthly	ASSISTANT / JUNIOR ASSISTANT
7	Deputation /Diversion of Staff Screen	as and when	ASSISTANT / JUNIOR ASSISTANT
9	Seniorty List Screen	as and when	ASSISTANT / JUNIOR ASSISTANT
10	Estimate of Vacany Screen	as and when	ASSISTANT / JUNIOR ASSISTANT
11	Record Sheet	as and when	ASSISTANT / JUNIOR ASSISTANT

12	DA/Confidential Section	as and when	ASSISTANT / JUNIOR ASSISTANT
13	Disciplinary Action Status Entry	as and when	ASSISTANT / JUNIOR ASSISTANT
14	Compulsory Retirement Form	as and when	ASSISTANT / JUNIOR ASSISTANT
15	Representation of SC/ST	as and when	ASSISTANT / JUNIOR ASSISTANT
16	Carder Register	as and when	ASSISTANT / JUNIOR ASSISTANT
17	Institution Audit Details	as and when	ASSISTANT / JUNIOR ASSISTANT
18	Employee Position Screen	as and when	ASSISTANT / JUNIOR ASSISTANT
19	Leave Details	Daily	ASSISTANT / JUNIOR ASSISTANT
20	Employee Audit Details	as and when	ASSISTANT / JUNIOR ASSISTANT
21	List for Transfer Counselling Screen	as and when	ASSISTANT / JUNIOR ASSISTANT
22	Transfer Counselling	as and when	ASSISTANT / JUNIOR ASSISTANT
23	Promotion Counselling Screen	as and when	ASSISTANT / JUNIOR ASSISTANT
24	Transfer on Administrative Grounds	as and when	ASSISTANT / JUNIOR ASSISTANT
25	Transfer Request	Quarterly	ASSISTANT / JUNIOR ASSISTANT
26	Training Programs	as and when	ASSISTANT / JUNIOR ASSISTANT
27	Training Conducted	as and when	ASSISTANT / JUNIOR ASSISTANT
28	Training Details Screen	as and when	ASSISTANT / JUNIOR ASSISTANT

V.K.SUBBURAJ
PRINCIPAL SECRETARY TO GOVERNMENT

// TRUE COPY //

G.N. Subburaj
18/11/2011
SECTION OFFICER

ANNEXURE- III

REGISTERS WHICH ARE TO BE MAINTAINED ONLINE AND PRINTOUTS
OF TRANSACTION TO BE PRESERVED FOR AUDIT PURPOSES

I	STORES AND MEDICINES
1	MAIN STOCK BOOK OF MEDICINE
2	MAIN STOCK BOOK OF SERAS AND VACCINES
3	INDENTS FROM WARDS ETC AND CONSOLIDATION REGISTER
4	STOCK BOOK OF MEDICINES, PENCILINE
5	STOCK BOOK OF SPECIAL EXPENSIVE DRUGS
6	PRESCRIPTION BOOKS
7	LIQUID ACCOUNT
8	REGISTER OF TIME EXPIRY OF DRUGS
II	INSTRUMENTS AND APPLIANCES
1	MAIN STOCK BOOK OF INSTRUMENTS AND APPLIANCES
2	INDENTS

V.K.SUBBURAJ

PRINCIPAL SECRETARY TO GOVERNMENT.

// TRUE COPY//

G. N. S. Mani
18/11/2011

SECTION OFFICER