

Speed Post/e-mail
No. IA/I/020/Vol-V
Office of the CDA Guwahati
Udayan Vihar, Narangi
Guwahati - 781171
Dated 12.06.2015

To

1. The LAO (A) Guwahati
2. The LAO (A) Narangi
3. The LAO (A) Shillong
4. The LAO (A) Silchar
5. The LAO (A) Jorhat
6. The LAO (A) Tezpur

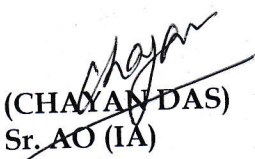
Subject : Enhancement of retention period of prescription slips/chits in respect of medicines issued in bulk to MI Rooms, Dispensaries, Field Ambulance and Pharmacies by M.H.

Reference : This office letter No. even dated 17.02.2015.

In this connection, the feedback views on the subject is still awaited for further communication to the PCDA (WC) Chandigarh at this end.

You are again requested to intimate the practice followed alongwith your considered views to this office through e-mail by 16.06.2015 positively for further necessary action at this end.

A copy the PCDA (WC) Chandigarh letter bearing No. IA/I/470/LAO Conf-2014 dated 24.11.2014 is enclosed herewith please.


(CHAYAN DAS)
Sr. AO (IA)

Principal Controller of Defence Accounts
(Western Command) Sector-09, Chandigarh

No.IA/I/470/LAO Conf.2014

Dated: 24 -11- -2014

To

1. PCDA (SWC) Jaipur
2. PCDA (CC) Lucknow
3. PCDA (CC) Jabalpur
4. PCDA (SC) Pune.
5. PCDA (NC) Jammu
6. PCDA New Delhi
7. CDA Guwahati
8. CDA Patna
9. CDA Chennai
10. CDA Banglorte
11. CDA (Army) Meerut.

Sub: Enhancement of retention period of prescription slips/chits in respect of medicines issued in bulk to MI rooms, dispensaries, Field Ambulance and Pharmacies by MH.

During recently concluded LAO conference, one of the LAO raised the point regarding issue audit of medical store with reference to prescription slips/chits and stated that medicines are being issued in bulk to MI rooms, dispensaries/pharmacy and other departments under MH by medical stores of the hospital and the same are being charged off from the ledgers maintained in medical stores (expendable). However, the prescription slips/chits are being destroyed on qtlly basis by the MH authorities in terms of MAI 22/74

Since the cycle of internal audit has been changed from quarterly to half yearly and bulk issue so made on prescription slips/chits by MH cannot be verified in internal audit as the retention period of prescription slips/chits is three months under the provisions of MAI 22/74 and the same are being destroyed on the recommendations of inspection/Administrative medical officer and it could not be made available during internal audit.

However, this office feels that consequent on the change of the cycle of internal audit from quarterly to half yearly, retention period of prescription slips/chits by MH authorities which is presently three months as per provisions of MAI 22/74(K) should be increased to at least one year from the date/month of their issue to enable audit team to carry out the issue audit for selected months with reference to prescription slips/chits in intelligent and effective manner during internal audit.

In the light of above it is requested that practice being followed in internal audit with regards to issue audit of medical stores in the changed scenario matter may be intimated to this office along with your considered views to enable this office to take up the matter with HQrs office in terms of Para 10 of Audit Code.

An early action in the matter is solicited please.