

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited 'A' Grade by NAAC)

**PURCHASE & STORES SECTION**



No. MANUU/Purchase/F.124/2022-23/554

Date: 17/10/2022

**CIRCULAR**

**Sub:** MANUU - Pharmacy- II at University Health Centre for MANUU Employees – Reg.

**Ref:** 1. Online (CPPP) tender dated 05.08.2022

2. Committee recommendations dated 04.07.2022 and 01.09.2022

3. Approval of the Vice Chancellor dated 12.10.2022

\*\*\*\*\*

All the employees of MANUU are hereby informed that, Pharmacy-II at University Health Centre is commencing from 18.10.2022. All the MANUU (permanent) Employees are requested to avail the Pharmacy-II facilities (for employees and their dependant family members). The employees shall note the following:

1. The MANUU employee (for himself or on behalf of his dependant family member) shall submit the original prescription (either from MANUU health Centre or any other hospital) to any one of the Medical Officer at University Health Centre.

2. The Medical Officer will issue separate prescription cum indent in duplicate (triplicate of the same will be retained at Health Centre for future references/verification) along with the prescription to the firm. The MANUU Medical Officer shall prescribe medicines as per the OMs issued by GoI, Dept. of Ministry of Health and Family Welfare from time to time. As such, the firm shall supply the medicines indented by MANUU Medical Officer.

3. Based on the Prescription cum indent received, the firm shall despatch the medicines at University Health Centre-Pharmacy within 72hrs (excluding general holidays/Sundays and during working hours only) and obtain acknowledgement. The employees are required to collect the same from MANUU Pharmacy and acknowledge the same.

4. Indent for medicines may be submitted 7 days before the consumption of existing medicines for chronic diseases. Out Patient bills of chronic diseases purchased through other than Pharmacy-II will not be admitted without any valid reason.

To

1. I/c Health Centre
2. I/c Medical Cell

Copy to:

1. Office of the Vice Chancellor
2. Office of the Registrar
3. Office of the Finance Officer
4. All Dens/HoDs/Directors/Section Heads (to circulate among the staff)
5. Director, CIT for uploading on University Website
6. Concerned file

  
Registrar