



Government of West Bengal
Health & Family Welfare Department
Drugs & Equipment Branch
Swasthya Bhawan, GN-29, Sector-V
Salt Lake, Kolkata-700091

H/TDE/543/39099/28/2019-TDE SEC- Dept. of H&FW

Date: 15-07-2022

From: Special Secretary (D&E)
Health & Family Welfare Department.

To: 1. The Principal/MSVP (All MCHs)
2. The CMOH (All Districts)

Sub: SOP for NON CAT Procurement under SMIS and Utilization of Allotted Fund
Ref: Letter vide No: H/TDE/410/39099/28/2019-TDE SEC- Dept. of H&FW Date: 02-06-2022

Madam/Sir,

With reference to the previous letter vide No: H/TDE/410/39099/28/2019-TDE SEC- Dept. of H&FW Date: 02-06-2022 regarding Mandatory Use of SMIS for procurement of both CAT and Non CAT Items, it is observed that a few facility are raising a prayer for issuing a Standard Operating Protocol wrt procurement of Non CAT Items through SMIS system. An SOP in this regard is therefore, attached with this letter for necessary compliance.

Besides, following are the details of fund allotted so far in this current financial year under the State Budget from Drugs & Equipment Branch in the respective HOA of Drugs, General Equipment and Other Hospital Consumables. These allotments are made after AAFS have duly been uploaded in the SMIS system for issuing purchase order including the physical funds allotted through IFMS for release of payment as well. In some cases, it is observed that the overall percentage of expenditure is still below 90% for which further fund could not be claimed from the FD for the next quarter of this FY.

HOA	AAFS in SMIS for Outstanding for Last three years	Physical fund allotted in IFMS	AAFS in SMIS for CFY	Physical Fund allotted in IFMS	% of Expenditure
24-2210-01-110-00-035-21-02 Urban Drug	7,54,60,623	7,54,60,623	61,45,27,944	25,62,00,000	61%
24-2210-03-110-00-003-21-02 Rural Drug	14,42,22,481	14,42,22,481	98,00,00,000	45,15,00,000	64%
24-2210-01-110-00-035-21-03 Urban OHC	5,37,63,006	5,37,63,006	13,06,00,000	5,25,00,000	63%
24-2210-03-110-00-003-21-03 Rural OHC	10,68,67,588	10,68,67,588	23,99,00,000	11,55,00,000	67%
24-4210-01-110-00-014-52-00 General Equipment	145,94,88,929	145,94,88,929	107,51,20,240	50,71,79,444	75%

You are therefore, requested to expedite the utilization of fund at the earliest.

Encl: As Stated


Special Secretary (D&E)

H/TDE/543/1(8)/39099/28/2019-TDE SEC- Dept. of H&FW

Date: 15-07-2022

Copy forwarded for information and necessary action to:

1. The Director of Medical Education, West Bengal.
2. The Director of Health Service, West Bengal.
3. The Finance Advisor, Health & Family Welfare Department.
4. The Deputy Secretary (D&E), Health & Family Welfare Department
5. The DDHS (E&S) CMS, Health & Family Welfare Department
6. Coordinator IT Cell, Health & Family Welfare Department
7. Sr. PA to Secretary, Health & Family Welfare Department.
8. Guard file.


Special Secretary (D&E)

Purchase of Non CAT Item through SMIS portal:

- Non CAT items can be purchased by facility Users, post creation of the allotment by TDE branch or NHM branch or AAV branch
- Facility User log in to the application using their credentials
- Open 'Purchase Order Entry for Non CMS/NPPA'
- Select the following:
 - Category (Drug, Other consumables etc.)
 - Manual Order No
 - Delivery Schedule(Days)
- Select Vendor Type
- Select the Vendor name. In case if the vendor name is not present in the list, then add the Vendor name by clicking on '+' symbol
- Select Allotment No from the dropdown box.
- Post selection of the Allotment Number, system will auto populate the
 - Allotment Date (MM/DD/YYYY),
 - Allotment Value
 - Fund Type
 - Available Balance
- Enter the Item name. In case if the item name is not available in the list, then add Item name by clicking on '+' symbol
- Enter Item quantity and rate
- Press add button for adding the Item
- Post Item addition the order value populates
- Save the details to generate the purchase order