



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

H/TDE/836/39099/28/2019-TDE SEC- Dept. of H&FW/

Date: 03-11-2022

**Meeting Notice**

A review meeting on the following agenda, in c/w procurement of Drugs, Equipment and OHC under State Budget will be held on **18.11.2022 (Friday) at 11:00 a.m. at Auditorium (2nd Floor, Swasthya Bhavan)**. The Principal/MSVP and Accounts Officer of each MCH are requested to attend the meeting. A report in this regard in Google Spread sheet shared with your mail id shall be submitted latest within **07.11.2022** positively.

Agendas:

- (i) Effective use of Store Management Information System (SMIS).
- (ii) Review of procurement of Drug, Equipment and OHC under State Budget.
- (iii) Review of procurement of Programme Specific Drugs.
- (iv) Record Keeping of Dispensing of Drugs and Equipment through HMIS.
- (v) Miscellaneous.

All concerned are requested kindly to attend the meeting.

**Special Secretary**

H/TDE/836/1(13)/39099/28/2019-TDE SEC- Dept. of H&FW/

Date: 03-11-2022

Copy forwarded for information with a request to attend the meeting:

1. The Director of Health Services, Health & Family Welfare Department.
2. The Director of Medical Education, Health & Family Welfare Department
3. The Director Drug Control, West Bengal.
4. The Principal/MSVP all MCHs with a request to attend along with AO.
5. DDHS (E&S), CMS, Health & Family Welfare Department.
6. State Programme Officer, \_\_\_\_\_ Programme, NHM.
7. ADHS (AA&V Branch), Health & Family Welfare Department.
8. F.A. Health & Family Welfare Department.
9. PA to Secretary Health & Family Welfare Department.
10. PA to MD, NHM & Secretary Health & Family Welfare Department.
11. PA to Spl Secy (GA Br) for booking of the Auditorium.
12. Co-ordinator I.T Cell, Health & Family Welfare Department.
13. Guard file.

**Special Secretary**