

DVDMS

(Ministry of Health & Family

Welfare (Govt. of India))

User Manual for Family Planning



CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

(A Scientific Society of Ministry of Electronics and Information Technology, Govt. of India)

Anusandhan Bhawan

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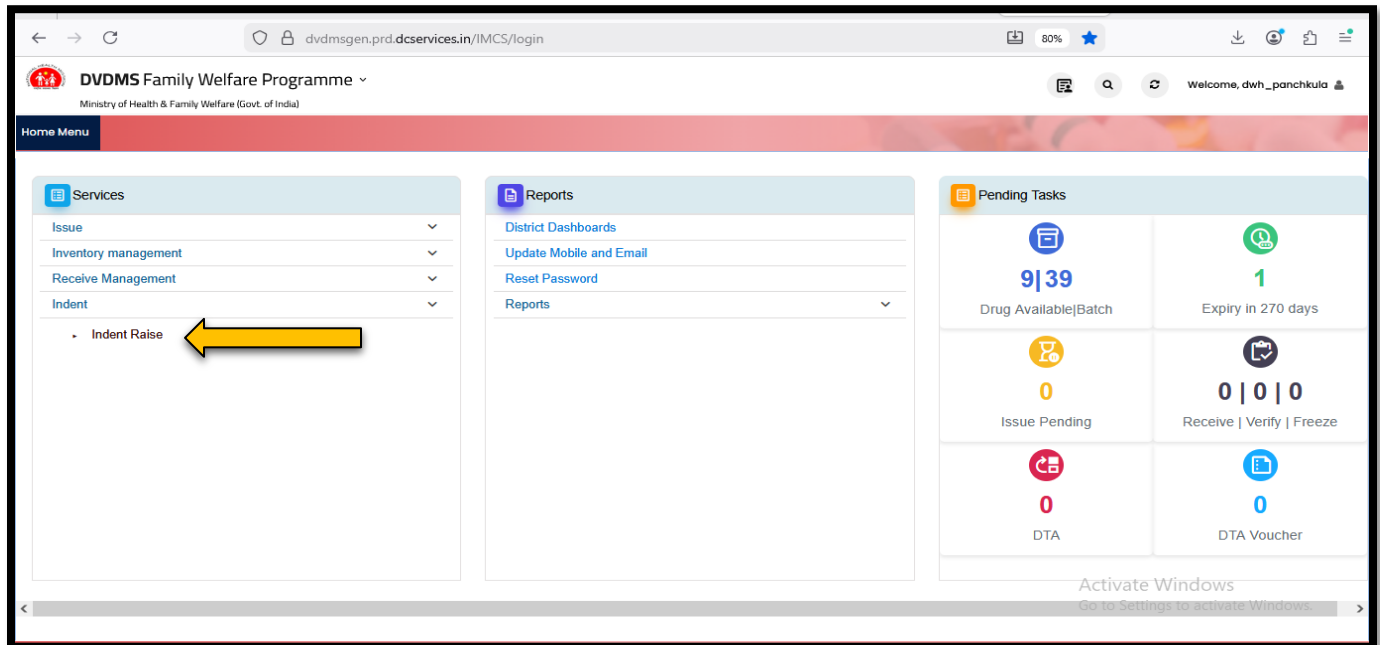
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Indent Generation

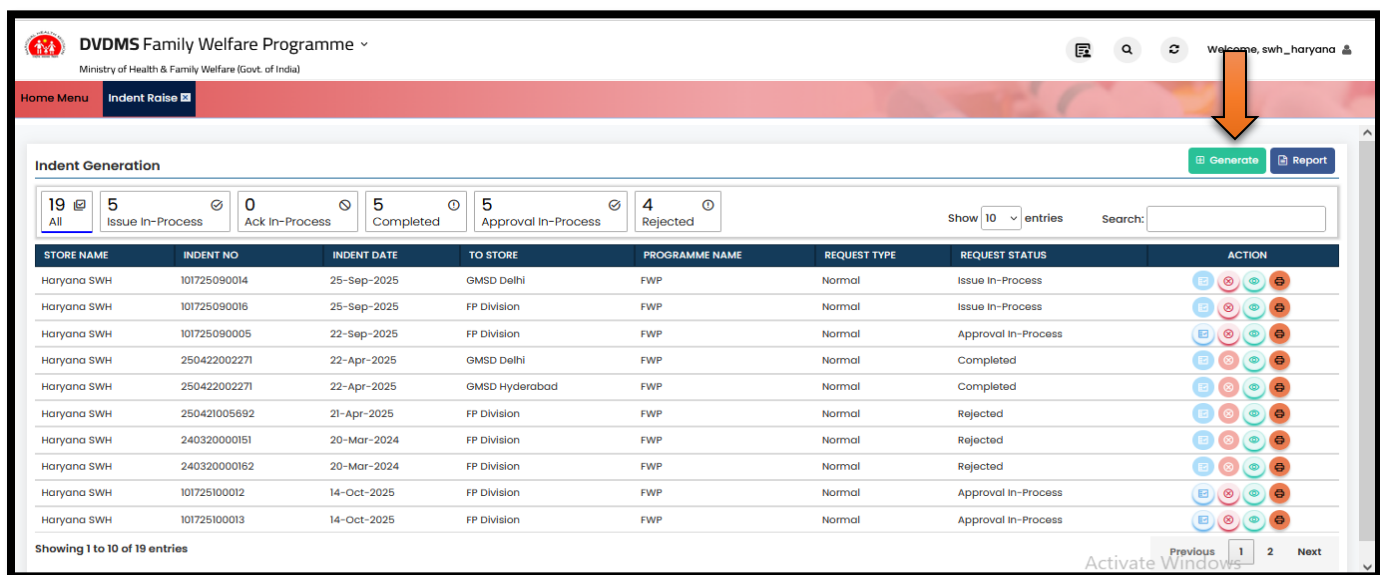
- The purpose of this process is to create/generate an Indent. It is essential that each warehouse user use to generate the indent.

Step-1: Login with valid credentials.

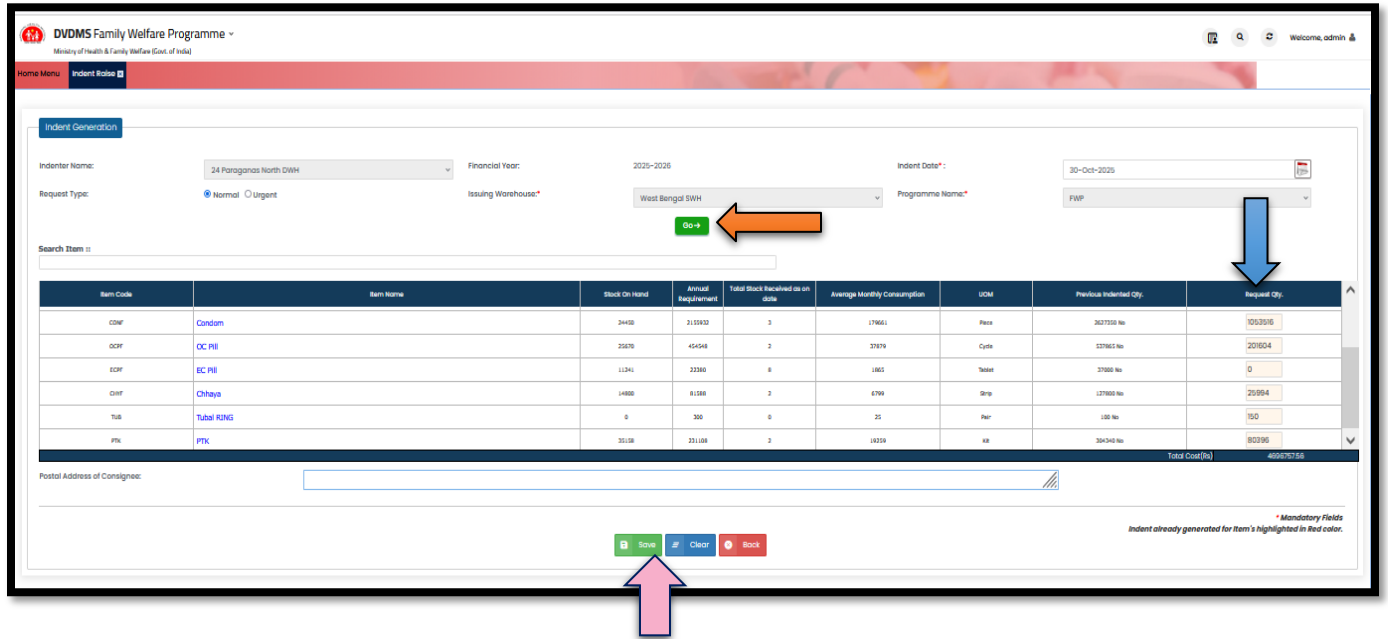
Step-2: Click on “Indent Raise” under “Indent” menu.



Step-3: Click on “Generate”.



Step-4: Click on “Go”. Then enter or modify the indent quantity and click on “Save” button.



Indenter Name: 24 Paraganas North DWH **Financial Year:** 2025-2026 **Indent Date:** 30-Oct-2025

Request Type: ☒ Normal ☐ Urgent **Issuing Warehouse:** West Bengal SWH **Programme Name:** FWP

Search Item:

Item Code	Item Name	Stock On Hand	Annual Requirement	Total Stock Received as on date	Average Monthly Consumption	UOM	Previous Indented Qty.	Request Qty.
CONP	Condom	24430	2113332	3	176661	Pcs	3027328 No	1063016
OCPI	OC Pill	25870	454568	2	37876	Cycle	527885 No	201604
ECPI	EC Pill	11241	22380	6	1865	Tablet	379880 No	0
CHPI	Chhaya	14880	61058	2	6789	Strip	127888 No	29994
TUB	Tubal RING	0	300	0	25	Per	100 No	150
PTK	PTK	35138	231188	2	18358	Kg	394345 No	80396

Total Cost(No) 468876756

Postal Address of Consignee:

Buttons:

* Mandatory Fields
Indent already generated for Item's highlighted in Red color.

Note:

- ❖ **UOM:** It defines the unit of the commodity.
- ❖ **Stock on hand:** It defines the current stock of the indenting store.
- ❖ **Annual Requirement:** It defines the annual requirement of the indenting store.
- ❖ **Total Stock Received as on date:** It defines the total stock received as on date for each item during selected Financial Year.
- ❖ **Average Monthly Consumption:** It defines the monthly consumption of the indenting store.
- ❖ **Request Qty:** Quantity of commodities to be indented.

Step-5: Pop-up would appear, click on “OK”

Indent Status can be:

- ### Modify Indent Quantity:

Step-1: Click on “Indent Raise” and Go to the Approval Pending records and under Action and click on “Modify”.


DWDMS Family Welfare Programme

Ministry of Health & Family Welfare (Govt. of India)

Welcome, sw_haryana

Home Menu
Indent Raise

14

All

0

Issue In-Process

0

Ack In-Process

6

Completed

2

Approval In-Process

6

Rejected

Show 10 entries

Search:

STORE NAME	INDENT NO	INDENT DATE	TO STORE	PROGRAMME NAME	REQUEST TYPE	REQUEST STATUS	ACTION
Haryana SWH	10172510008	17-Nov-2025	FP Division	FWP	Normal	Approval In-Process	   
Haryana SWH	10172510007	17-Nov-2025	FP Division	FWP	Normal	Approval In-Process	   

Showing 1 to 2 of 2 entries

Urgent

Step-2: Click on “Go”, then edit the indented quantity and click on “Save”

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Ministry of Health & Family Welfare (Govt. of India)

Home Menu **Indent Raise**

Indent Generation - modify

Store Name: Gariyaband DWH Financial Year: 2024 - 2025 Indent No: 250130002988
 Indent Date: 30-Jan-2025 To Store Name: Chattisgarh SWH **Go**

Search Item ::

Item Code	Item Name	Unit	Stock On Hand	Annual Requirement	Total Stock Received as on date	Average Monthly Consumption	Indent Qty.
AIM	Antara IM(0),Dose	Dose	240	960	21	80	0
CHYF	Chhaya FREE(0),Strip	Strip	5531	6804	23	567	0
CONF	Condom FREE(0),Pieces	Piece	236931	105540	50	8795	0
ECPF	EC Pill FREE(0),Tablets	Tablet	0	0	0	0	0

Remark:

Save **Clear** **Back**

* Mandatory Fields

Step-3: A pop-up would appear then click “OK”.

You Are Going To Save Records

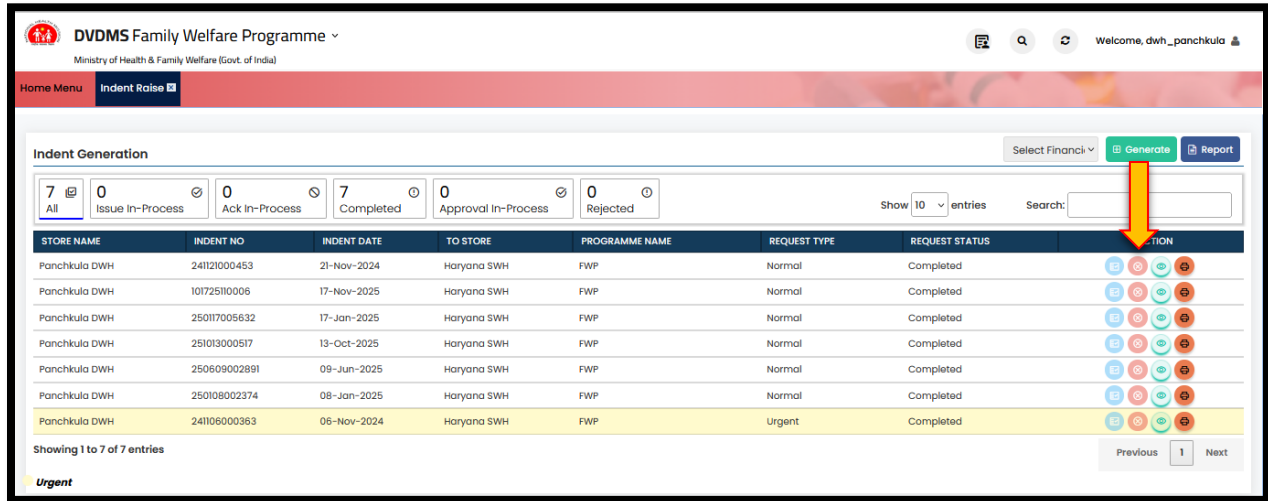
OK **Cancel**

Item Name	Stock On Hand	Annual Requirement	Total Stock Received as on date	Average Monthly Consumption	UOM
				2529	Piece
				1392	Piece
				1436	Piece
				79661	Piece
	25670	454548	2	37879	Cycle

Cancel Indent:

User can cancel the raised indent by clicking on the “Cancel” icon. The indent can only be cancelled before issue by the issuing store.

Step-1: Click on “Indent Raise” under Action click “Cancel”(x).



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Ministry of Health & Family Welfare (Govt. of India)

Home Menu **Indent Raise**

Select Financial

7 All 0 Issue In-Process 0 Ack In-Process 7 Completed 0 Approval In-Process 0 Rejected

Show 10 entries Search:

STORE NAME	INDENT NO	INDENT DATE	TO STORE	PROGRAMME NAME	REQUEST TYPE	REQUEST STATUS	ACTION
Panchkula DWH	241121000453	21-Nov-2024	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	101725110006	17-Nov-2025	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	250117005632	17-Jan-2025	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	251013000517	13-Oct-2025	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	250609002891	09-Jun-2025	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	250108002374	08-Jan-2025	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	241106000363	06-Nov-2024	Haryana SWH	FWP	Urgent	Completed	Print Edit Delete

Showing 1 to 7 of 7 entries

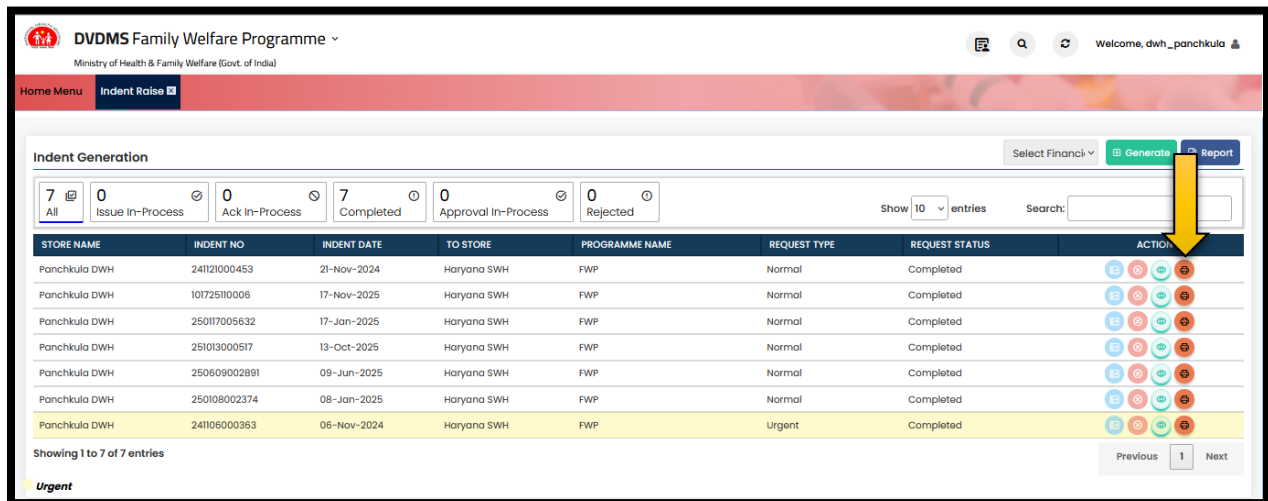
Previous 1 Next

Urgent

Print Indent:

To print the indent voucher, follow the steps below.

Step-1: Click on “Indent Raise” under Indent menu and select the checkbox corresponding to the Indent no. and click on “Print”.



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Home Menu **Indent Raise**

Select Financial

7 All 0 Issue In-Process 0 Ack In-Process 7 Completed 0 Approval In-Process 0 Rejected

Show 10 entries Search:

STORE NAME	INDENT NO	INDENT DATE	TO STORE	PROGRAMME NAME	REQUEST TYPE	REQUEST STATUS	ACTION
Panchkula DWH	241121000453	21-Nov-2024	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	101725110006	17-Nov-2025	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	250117005632	17-Jan-2025	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	251013000517	13-Oct-2025	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	250609002891	09-Jun-2025	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	250108002374	08-Jan-2025	Haryana SWH	FWP	Normal	Completed	Print Edit Delete
Panchkula DWH	241106000363	06-Nov-2024	Haryana SWH	FWP	Urgent	Completed	Print Edit Delete

Showing 1 to 7 of 7 entries

Previous 1 Next

Urgent

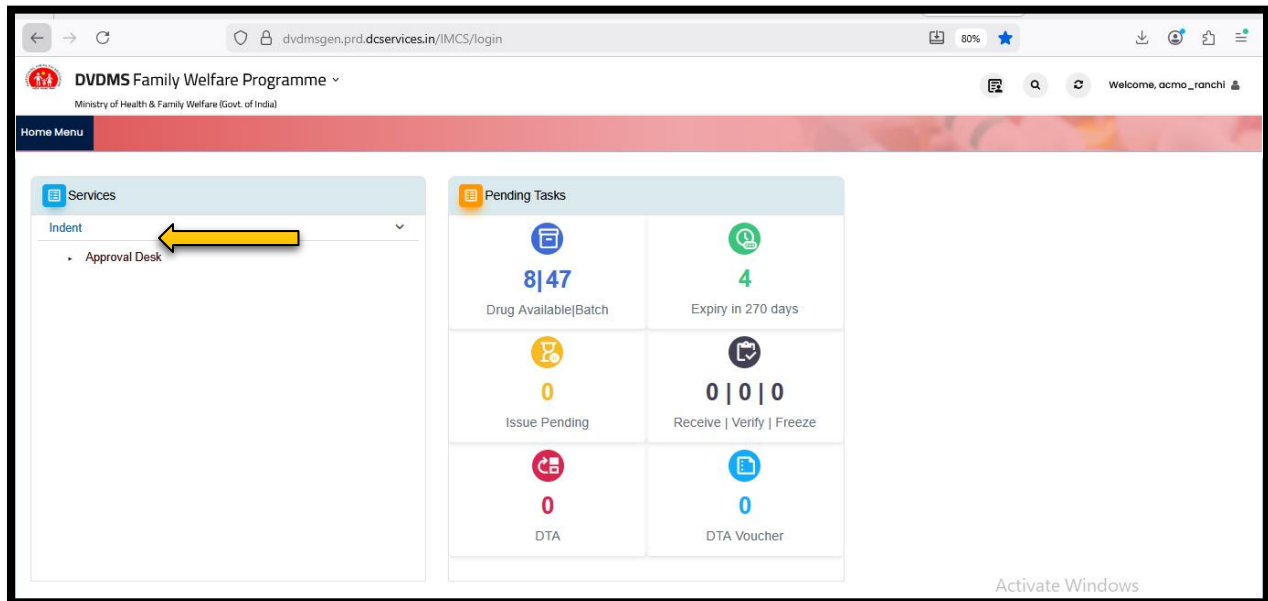
Indent Approval

The purpose of this process is to approve the indent requested by the supervisor (if available).

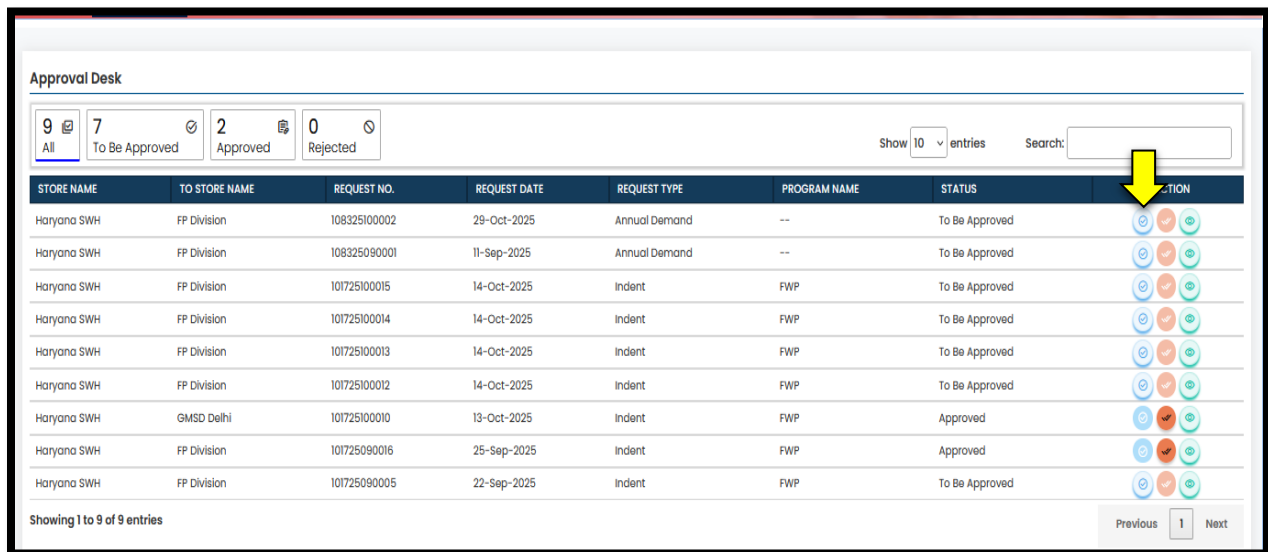
To approve the indent, follow the steps below.

Step-1: Login with valid credentials.

Step-2: Click on “Approval Desk” under Indent menu.



Step-3: Select on the check box of a particular indent and click on “Approval”.



Step-4: Following screen would appear with details of items and quantities. Approving authority can edit the quantity before approving or rejecting the indent. Click on “Save” to approve the indent.

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Welcome, fpnodalofficer_hr

Home Menu Approval Desk

Annual Purchase Demand Approval

Demand Period: 2025 - 2026 Req Date: 29-Oct-2025 Store Name: Haryana SWH
To Store Name: FP Division Notification No.: 2025830005 Last Submission Date: 31-Oct-2025

Go →

Selected Group Name : Family Planning

Search Item ::

#	Name of the Commodity	Unit	Current Stock State	Current Stock CMSS	Stock Pending for CMSS	Stock Pending for Supplier	Total Stock	Monthly Average Consumption	Tentative Consumption upto end of FY (31st March)	Actual Stock available by 31st March	Buffer (in %)	Annual Requirement	Annual Demand
1	Antara IM(0).Dose [AIM]	Dose	0	0	0	0	0	1735	8675	0	10	22902	22
2	Antara-SC(0).Dose [ASC]	Dose	0	0	0	0	0	0	0	0	10	0	0
3	Bliss Condom(0).Pieces [Bliss]	Piece	0	0	0	0	0	0	0	0	10	0	0
4	Chhaya FREE(0).Strip [CHYF]	Strip	0	0	0	0	0	9561	47805	0	10	126206	126206
5	Condom FREE(0).Pieces [CONF]	Piece	0	0	0	0	0	556517	2782585	0	10	7346025	7346025
6	Deluxe Nirodh(0).Pieces [NIRODH]	Piece	0	0	0	0	0	0	0	0	10	0	0
7	EC-PH FREE(0).Tablet [CONF]	Tablet	0	0	0	0	0	357	6896	0	10	16406	16406

Approval Status: ☒ Approved ☐ Rejected Remarks: Enter Remarks

Save Clear Back



Step-5: A pop-up message would appear, click on “OK”.

Go →

dvdmsgen.prd.dcservices.in

You are going to Approve Annual Demand Req No [108325100002] Data(s). Are you sure ?

OK Cancel

Note:

Status can be:

- **To be approved:** If new request is received.
- **Approval in Process:** If there is more than one level of approving authority.

- **Approved:** If approving authority has approved the request.
- **Rejected:** If approving authority has rejected the request.

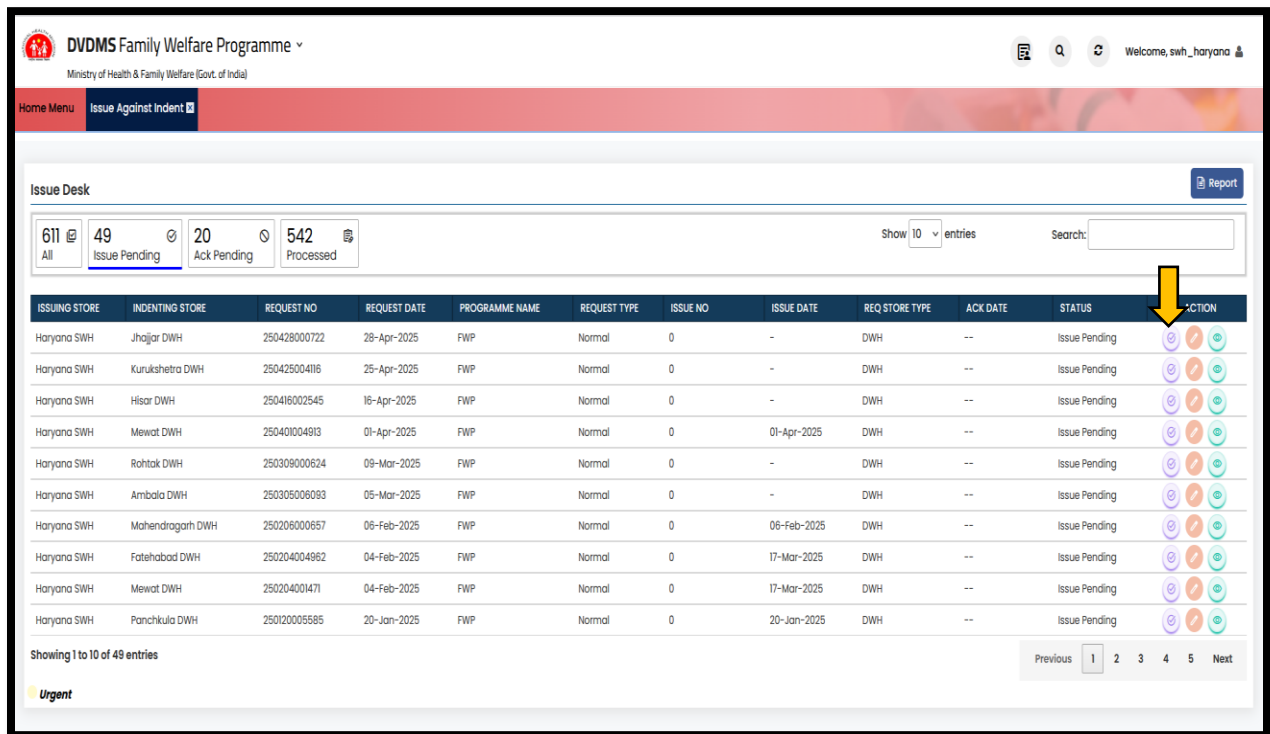
Issue Against Indent

This process is to issue items against an indent received from the sub store. In this process, issuing

Store can only issue the items requested by the indenting store.

Step-1: Login with valid credentials.

Step-2: Click on “Issue against Indent” under “Issue” menu.



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Home Menu **Issue Against Indent**

Issue Desk [Report](#)

611 All 49 Issue Pending 20 Ack Pending 542 Processed

Show 10 entries Search:

ISSUING STORE	INDENTING STORE	REQUEST NO	REQUEST DATE	PROGRAMME NAME	REQUEST TYPE	ISSUE NO	ISSUE DATE	REQ STORE TYPE	ACK DATE	STATUS	ACTION
Haryana SWH	Jhajjar DWH	250428000722	28-Apr-2025	FWP	Normal	0	-	DWH	--	Issue Pending	  
Haryana SWH	Kurukshetra DWH	250425004116	25-Apr-2025	FWP	Normal	0	-	DWH	--	Issue Pending	  
Haryana SWH	Hisar DWH	250416002545	16-Apr-2025	FWP	Normal	0	-	DWH	--	Issue Pending	  
Haryana SWH	Mewat DWH	250401004913	01-Apr-2025	FWP	Normal	0	01-Apr-2025	DWH	--	Issue Pending	  
Haryana SWH	Rohtak DWH	250309000624	09-Mar-2025	FWP	Normal	0	-	DWH	--	Issue Pending	  
Haryana SWH	Ambala DWH	250305006093	05-Mar-2025	FWP	Normal	0	-	DWH	--	Issue Pending	  
Haryana SWH	Mahendragarh DWH	250206000657	06-Feb-2025	FWP	Normal	0	06-Feb-2025	DWH	--	Issue Pending	  
Haryana SWH	Fatehabad DWH	250204004962	04-Feb-2025	FWP	Normal	0	17-Mar-2025	DWH	--	Issue Pending	  
Haryana SWH	Mewat DWH	250204001471	04-Feb-2025	FWP	Normal	0	17-Mar-2025	DWH	--	Issue Pending	  
Haryana SWH	Panchkula DWH	250120005585	20-Jan-2025	FWP	Normal	0	20-Jan-2025	DWH	--	Issue Pending	  

Showing 1 to 10 of 49 entries

Urgent

Previous 1 2 3 4 5 Next

Step-3: Select the check box of a particular indent and click on “Issue”.

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 Ministry of Health & Family Welfare (Govt. of India)

Welcome, swh_haryana

Home Menu
 Issue Against Indent

Issue Desk

Issuing Store: Haryana SWH Indenting Store: Jhajjar DWH Request No: 250428000722
 Request Date: 28-Apr-2025 Programme Name: FWP

Drug Details

FIFO Wise Batch Details	Item Name	Item Unit	Annual Req / Total Stock Supplied (Indenter)	Stock In Month/ Average Monthly Consumption (Indenter)	Stock Qty. (Receiving Warehouse)	Stock Qty. (Issuing Warehouse)	Request Qty.	Qty. To Issue	Issue Qty.	Batch No.	Mfg Name	Mfg Date	Expiry Date	RO reference copy
	PTK(0)Kit [PTK]	Kit	9937 / 14148	0 / 1179	0	0	14400	14400	0	-	-	-	-	

Transporter Details

Received Details

Received By: **Officer Jhajjar (Officer)** Name of the Receiver: **Officer Jhajjar (Officer)** Remarks:

***Mandatory Fields**
 FIFO concept if No Batch Selected

Step 4: After Save a Voucher is generated.

Government of India,
 Family Welfare Programme,
 Department of Health & Family Welfare
 9th Level, A-Wing, IP Extension, Delhi Secretariat, Delhi - 110002

To,
 Requesting Store: Hisar DWH
 Store Address: --
 --
 Issue Number: 1031251100001
 Programme Name: FWP
 Transporter Name: --
 Receiver Name: Officer Hisar (Officer)

Request Date: 16-Apr-2025
 Issue Date: 02-Nov-2025
 Indent Number: 250416002545
 Transporter Contact No.: --
 Vehicle Number:
 Lorry Number: --

Issue or Delivery Slip cum Acknowledgement Receipt
 Ref No:-
 Issued as per the below details to the Store Officer, Govt. of Haryana, Haryana SWH as per the following details:-

S.No	Supplier Name	Item Name	Batch No.	Mfg. Date	Exp. Date	Total Quantity
1	-	IUCD 380-A(0)Pieces [IUCD380]	batchnew01	01/Oct/2025	31/Oct/2027	500 Piece

Remarks: --
 Box Count: 0

Date:
 Place:

(Name, address and Signature of warehouse in-charge with stamp)

Note:

- **Item Name:** It defines the name of items.
- **Unit:** It defines the unit of items.

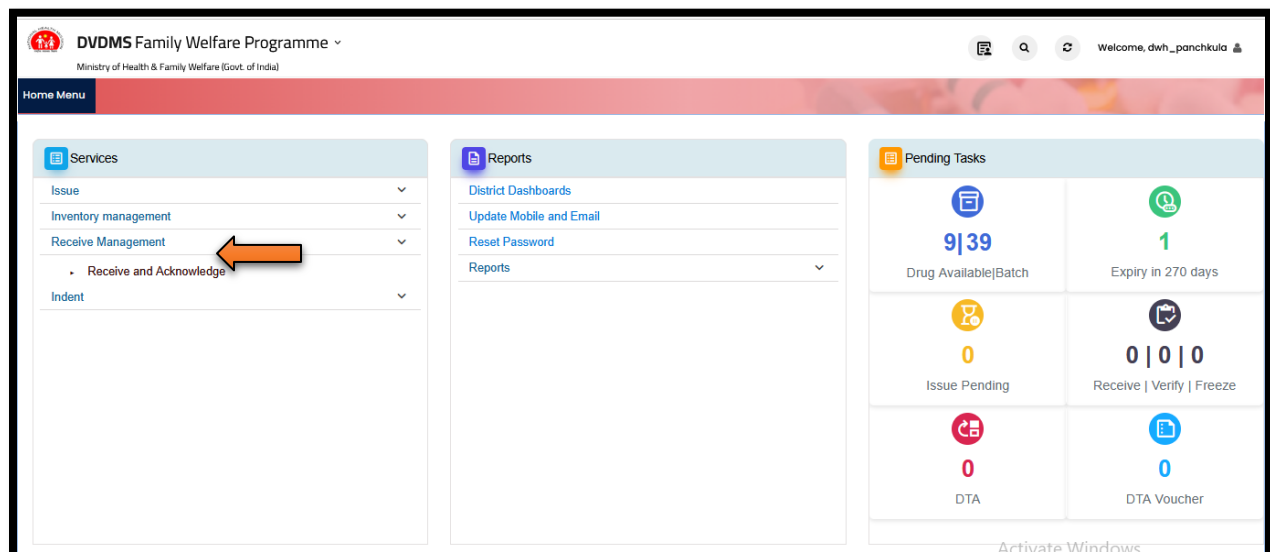
- **Annual Req. / Total Stock Supplied (Indenter):** It defines the annual requirement and total stock supplied to the indenter.
- **Average Monthly Consumption (Indenter):** It defines the average monthly consumption of the indenter.
- **Stock on hand (Indenter):** It defines the current stock of indenting store.
- **Stock on hand (Issuing Store):** It defines the current stock of issuing store.
- **Indented Quantity:** It defines the quantity indented by the indenting store.
- **Issue Quantity:** It defines the quantity issued by the issuing store. It cannot be greater than indented quantity or stock on hand (issuing store).
- **Batch No:** It defines the Batch Number of items. Each item can have multiple batch number.
- **Manufacturing Date:** It defines the manufacturing date of commodities.
- **Expiry Date:** ID defines the expiry date of items.
- User cannot issue items greater than the stock on hand of issuing store.

Receive and Acknowledge

This process is to receive and acknowledge the items supplied by the issuing store against an indent or without indent. To receive the stock, follow the steps below.

Step-1: Login with valid credentials.

Step-2: Click on “Receive & Acknowledge” under “Receive Management” menu.



Step-3: Select the check box next to store name and click on “Receive & Acknowledge”

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Ministry of Health & Family Welfare (Govt. of India)

Home Menu **Receive and Acknowledge**

Issue Acknowledge Desk ☐ Transfer Acknowledge Desk

21 All 10 Acknowledged-Pending 11 Closed

Show 10 entries Search:

ACK BY	REQUEST TYPE	WAREHOUSE NAME	ISSUE NO./TRANSFER NO.	TRANSFER DATE	REQUEST NO./DATE	STATUS	ACTION
Hisar DWH	Issue To Store	Haryana SWH	103125100001	02-Nov-2025	250416002545/16-Apr-2025	Acknowledged Pending	 
Barpeta DH	Issue To Store	Barpeta DWH	1031251000002	29-Oct-2025	101725100038/29-Oct-2025	Acknowledged Pending	 
Lahardaga DWH	Issue To Store	Jharkhand SWH	1031251000004	24-Oct-2025	250505003035/05-May-2025	Acknowledged Pending	 
Jamtara DWH	Issue To Store	Jharkhand SWH	1031251000003	24-Oct-2025	250225002475/25-Feb-2025	Acknowledged Pending	 
Ranchi DWH	Issue To Store	Jharkhand SWH	1031251000002	22-Oct-2025	101725100027/22-Oct-2025	Acknowledged Pending	 
Rohtak DWH	Issue To Store	Haryana SWH	1031251000001	10-Oct-2025	101725100008/10-Oct-2025	Acknowledged Pending	 
Jharkhand SWH	Issue To Store	GMSD Delhi	1031251000001	08-Oct-2025	101725100003/07-Oct-2025	Acknowledged Pending	 
Jharkhand SWH	Issue To Store	GMSD Kolkata	1031251000003	07-Oct-2025	101725100003/07-Oct-2025	Acknowledged Pending	 
Jharkhand SWH	Issue To Store	GMSD Kolkata	1031251000002	07-Oct-2025	101725100003/07-Oct-2025	Acknowledged Pending	 
Jharkhand SWH	Issue To Store	GMSD Kolkata	1031251000001	07-Oct-2025	101725100003/07-Oct-2025	Acknowledged Pending	 

Showing 1 to 10 of 10 entries

Activate Windows
Go to Settings to activate Windows.

Step-4: Verify the receive quantity, enter remarks and then click on “Receive & Acknowledge”. In case of any damage or shortage of quantity received, enter the quantity in the respective field and click on “Receive & Acknowledge”.

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Ministry of Health & Family Welfare (Govt. of India)

Home Menu **Receive and Acknowledge**

Acknowledge Desk >> Acknowledge

Receiving Warehouse Name: Hisar DWH
Request Date: 16-Apr-2025
Issue By: Haryana SWH

Request Type: Issue To Store
Programme Name: FWP
Issue Date: 02-Nov-2025

Request No: 250416002545
Remark: --
Issue No: 103125100001

Other Details
Truck No: --
Driver Name: --

To be Acknowledge Drug Details

Drug Name	Batch No.	UOM	Expiry Date	Total Issue qty	To be Ack.	Receive qty	Big qty	Short qty	Balance qty	Mfg Name	Stock No.
IUCD 380-A(0)Pices [IUCD380]	batchnew01	Piece	31-10-2027	500	500	500	0	0	0 No.	-	0

Remark:

Save Cancel Back

Activate Windows
Go to Settings to activate Windows.

Step-5: A pop-up message to confirm would appear, click on “OK”.

Request Type: Issue To Store Request No: 25041600

Programme Name: FWP Remark: --

Issue Date: 02-Nov-2025 Issue No : 103125110

Driver Mobile No: --

Batch No. UOM. Piece

batchnew01

Qty Bkg qty Short qty Balance

0 0 0 0

Are you sure !!!

☐ Don't allow dvdmsgen.prd.dcservices.in to prompt you again

OK Cancel

Note: Status can be:

- **Acknowledge-Pending:** When stock is not received.
- **Partial Supply:** When received quantity is less than the issued quantity.
- **Closed:** When stock is received successfully.