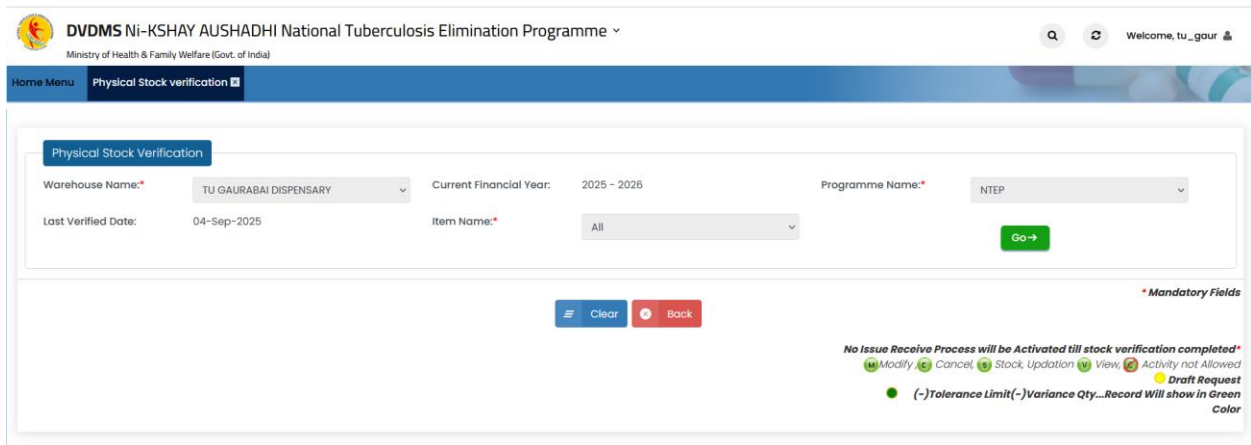


Physical Stock Verification

Physical Stock Verification: This section of the manual deals with procedures to be followed for the physical verification and reconciliation of anti-TB drug stocks at the Drug Stores and with immediate next steps for dealing with discrepancies determined, if any. Also, records shall be carried out under the supervision of the concerned officer-in-charge at the State, DTC, TU & PHI drug stores.

Path: Services-> Stock Management -> Physical Stock Verification



The screenshot shows the 'Physical Stock Verification' form within the DVDMS Ni-KSHAY AUSHADHI National Tuberculosis Elimination Programme web interface. The form includes the following fields and options:

- Warehouse Name:** TU GAURABAI DISPENSARY (dropdown menu)
- Current Financial Year:** 2025 - 2026
- Programme Name:** NTEP (dropdown menu)
- Last Verified Date:** 04-Sep-2025
- Item Name:** All (dropdown menu)
- Go** button (green)
- Clear** button (blue)
- Back** button (red)
- Mandatory Fields** indicator (red asterisk)
- No Issue Receive Process will be Activated till stock verification completed*** (red text)
- Legend:**
 - Modify (green icon)
 - Cancel (red icon)
 - Stock Updation (green icon)
 - View (green icon)
 - Activity not Allowed (red icon)
 - Draft Request (yellow icon)
 - (-) Tolerance Limit (-) Variance Qty...Record Will show in Green Color (green icon)

The 'Physical Stock Verification' process is a **two-step processes**.

1. In **First Step**, user can change the quantity of existing batch/drug or add a new batch/drug and click on 'Final Save' button.
2. Then in **Second Step**, click on 'Go' button again. Here user can view (V), modify (M), cancel (C) or final save/upload (S) the stock. To final upload the stock, click on 'S' and then click on 'Save' button. The voucher will be generated.

The concerned officer-in-charge shall review and sign-off the PSV after thorough verification, comprising the following steps:

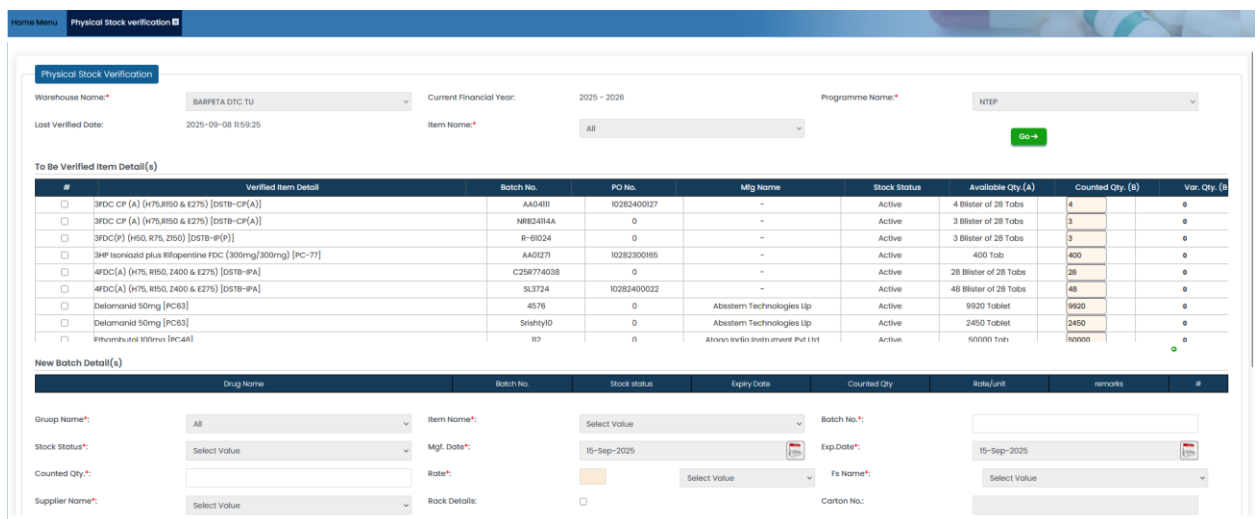
- a. *Validate that all receipts & issues have been recorded in the Stock Register, based on first and last and/or discrete numbers of related documents confirmed by the suppliers.*
- b. *Verify that details of Batch numbers, Date of Manufacture and Date of Expiry of drugs are consistently recorded in the Stock Register at the time of receipt of each*

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consignment. Also that the Stock Register indicates expiry details in respect of drugs available in inventory.

The following features are given in Physical Stock Verification process:

- Increase or Decrease the quantity of existed drugs and batches
- Adding new drug or new batch
- Verification of stock with physical stock



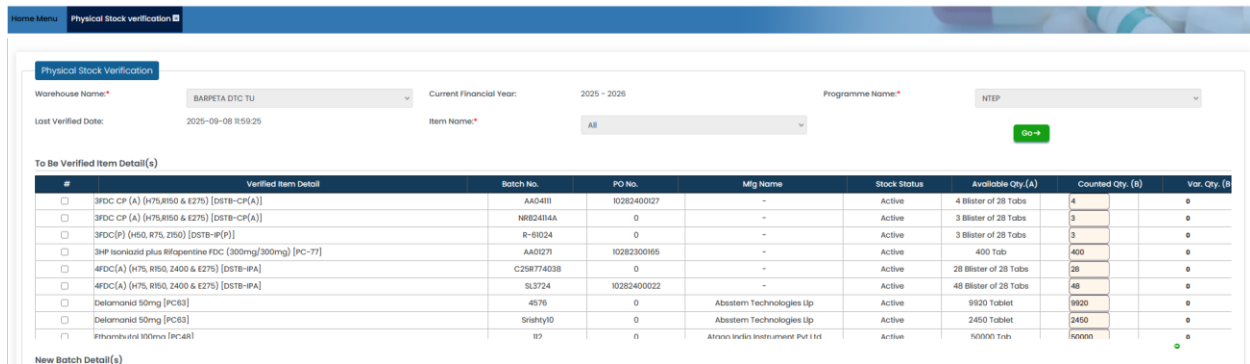
Change the quantity of existing drugs: To change the quantity of a batch or drug which is already existed into the inventory, follow the steps below.

Steps to be follow:

1. Open 'Physical Stock Verification' form.
2. Click on 'GO' button.



3. In 'To be verified drug details' the system is showing already existing drugs and batches present in the inventory.
4. Select the drug, with the batch number and enter the quantity into the 'Counted Qty' column, which is physically available at the store. The difference between previous and new entered quantity will be shown in 'Var Qty' (variation) column. To remove a batch or a drug, enter '0' into the 'Counted Qty' column.



#	Verified Item Detail	Batch No.	PO No.	Mfg Name	Stock Status	Available Qty (A)	Counted Qty (B)	Var. Qty. (B)
☐	3FDC CP (A) (H75, R150 & E275) [D518-CP(A)]	AA0481	10282400127	-	Active	4 Blister of 28 Tabs	4	0
☐	3FDC CP (A) (H75, R150 & E275) [D518-CP(A)]	NB82404A	0	-	Active	3 Blister of 28 Tabs	3	0
☐	3FDC(P) (H50, R75, Z50) [D518-P(P)]	R-01024	0	-	Active	3 Blister of 28 Tabs	3	0
☐	3HP Isoskaid plus Rifampentine FDC (300mg/300mg) [PC-77]	AA01271	10282300165	-	Active	400 Tab	400	0
☐	4FDC(A) (H75, R150, 2400 & E275) [D518-PA]	C25K774038	0	-	Active	28 Blister of 28 Tabs	28	0
☐	4FDC(A) (H75, R150, 2400 & E275) [D518-PA]	SL3724	10282400022	-	Active	48 Blister of 28 Tabs	48	0
☐	Dekamand 50mg [PC63]	4576	0	Abstem Technologies Up	Active	9920 Tablet	9920	0
☐	Dekamand 50mg [PC63]	Srityy10	0	Abstem Technologies Up	Active	2450 Tablet	2450	0
☐	Innovabul 100mg [PC68]	82	0	Abstem Technologies Up	Active	50000 Tab	50000	0

5. Select multiple drugs/batches to update the current stock.
6. Click on 'Final Save' button.
7. If no further changes are required, follow the 'Second Step' of Physical Stock Verification to update the stock.

Adding new drugs and new batches: To add a new drug or a new batch into the inventory, follow the steps below.

Steps to be follow:

1. Open 'Physical Stock Verification' form.
2. Click on 'GO' button.



3. In 'New Batch Details' enter the details of the new batch or new drug to add.
4. Following details to be entered by user:
 - a. Group Name
 - b. Drug Name
 - c. Batch Number
 - d. Stock Status
 - e. Mfg. Date and Expiry Date
 - f. Counted Quantity
 - g. Manufacturer Name
5. After entering the details, enter the 'Remarks' and click on 'Add' button.
6. System will show the drug in front, similarly more batches or drugs can be added by repeating the same process.
7. After adding all new drugs and batches, click on 'Final Save' button.

Save a request in Draft mode:

1. To save a request in 'draft mode', click on 'Draft' button.
2. A draft saved request can be Modified, Cancelled or Viewed. To final save the request, click on M and then click on 'Save' button. Then repeat the second step of verification to final upload the stock.

108025052	02-Sep-2025	Verification Done	02-Sep-2025	02-Sep-2025
108025052	02-Sep-2025	Verification Done	02-Sep-2025	02-Sep-2025
108025054	02-Sep-2025	Stock Updation In-Process	---	---
108025055	03-Sep-2025	Stock Updation In-Process	---	---
108025057	04-Sep-2025	Draft	04-Sep-2025	04-Sep-2025
108025056	03-Sep-2025	Verification Done	04-Sep-2025	04-Sep-2025
108025053	03-Sep-2025	Verification Done	04-Sep-2025	04-Sep-2025

* Mandatory Fields

No Issue Receive Process will be Activated till stock verification completed*
 [M] Modify [C] Cancel [U] Stock Updation [V] View [D] Activity not Allowed
 Draft Request
 (-) Tolerance Limit (-) Variance Qty..Record Will show in Green Color

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Final uploading of stock: To finally upload the stock into the inventory, follow the steps below.

Request Detail(s)				
Request No.	Request Date	Stock Status	Verification Date	Action
106925009	30-Jun-2025	Verification Done	30-Jun-2025	
106925044	20-Jun-2025	Verification Done	20-Jun-2025	
106925009	12-Jun-2025	Draft	12-Jun-2025	
106925009	16-Jun-2025	Draft	16-Jun-2025	
106925002	17-Jun-2025	Verification Done	17-Jun-2025	
106925003	17-Jun-2025	Draft	17-Jun-2025	
106925007	24-Jun-2025	Stock Updation In-Process	---	

Steps to be follow:

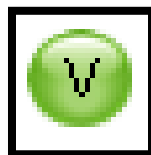
1. In physical stock verification, click on ‘GO’ button again.
2. The system will show the request for ‘stock updation is process’ and four green buttons to ‘Cancel’, ‘Modify’, ‘Stock Upload’ and ‘View’ the stock.
3. To modify the request, click on “M” button, after doing the necessary modification click on “Save” button.



4. To Delete/Cancel the record, click on “C” button and then click on ‘Save’ button.

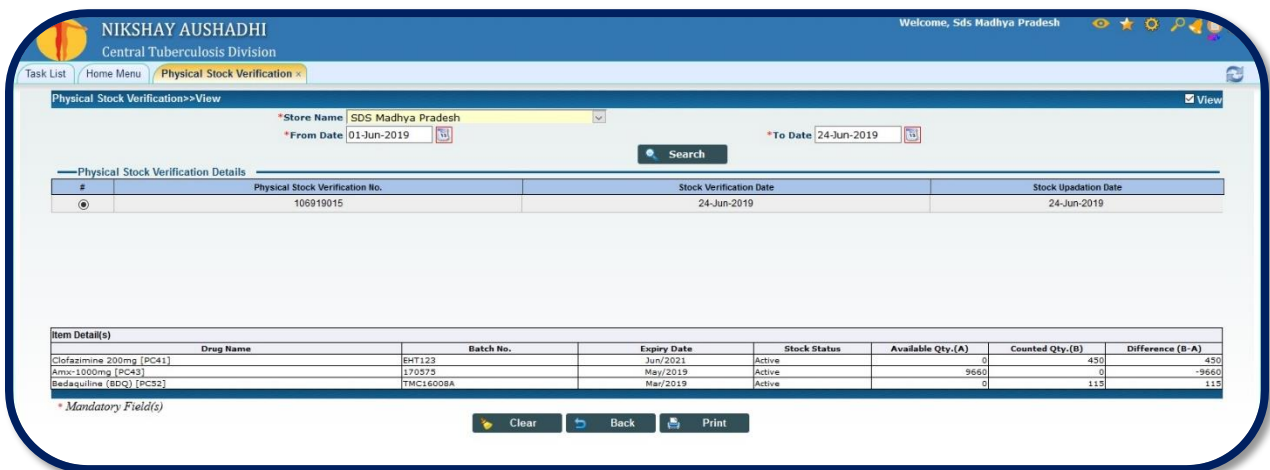


5. Click on “V” button to view the record.



View the Stock Verification details:

1. To view the Stock Verification details, click on 'View' button.
2. Select the duration between the verification was completed.
3. Click on 'Search' button.
4. System will show the records of stock verification has been done in that time period.
5. Select the record and system will show the details of verification.



The screenshot shows the 'Physical Stock Verification' interface. At the top, it says 'NIKSHAY AUSHADHI Central Tuberculosis Division' and 'Welcome, Sds Madhya Pradesh'. Below this, there are tabs for 'Task List', 'Home Menu', and 'Physical Stock Verification'. The 'Physical Stock Verification' tab is active, showing a 'Physical Stock Verification>>View' button. Below this, there are search filters: '*Store Name' (SDS Madhya Pradesh), '*From Date' (01-Jun-2019), and '*To Date' (24-Jun-2019). A 'Search' button is present. Below the search filters, there is a table titled 'Physical Stock Verification Details' with columns: '#', 'Physical Stock Verification No.', 'Stock Verification Date', and 'Stock Updation Date'. The table contains one record with ID 106919015, verification date 24-Jun-2019, and updation date 24-Jun-2019. Below this table, there is a section for 'Item Detail(s)' with columns: 'Drug Name', 'Batch No.', 'Expiry Date', 'Stock Status', 'Available Qty.(A)', 'Counted Qty.(B)', and 'Difference (B-A)'. The table contains three records: Clofazimine 200mg (PC41) with batch BHT123, expiry Jun/2021, active status, available qty 0, counted qty 450, and difference 450; Amox-1000mg (PC43) with batch 170575, expiry May/2019, active status, available qty 9660, counted qty 0, and difference -9660; and Bedaquiline (BDQ) (PC52) with batch TMC16008A, expiry Mar/2019, active status, available qty 0, counted qty 115, and difference 115. At the bottom, there are buttons for 'Clear', 'Back', and 'Print'.

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