

Drug Request Management

Drug Request Management (Quarterly/Monthly/ADR Request)

Path: Services -> Drug Request Management -> Quarterly/Monthly/ADR Request

It is used to generate Drug Request (Quarterly / ADR). The purpose of this process is to create/generate an Indent.

Adequacy of Drug Stocks with DTCs is to be reviewed on a quarterly/monthly basis by the officer designated for Supply chain management at the STO's Office.

This shall be done by comparing drug stocks reported in the DTC's quarterly report/requisition, with the stocking norm suggested by CTD, for the same.

Based on the above, the designated logistics officer should highlight all DTCs that are significantly under/ over stocked.

DTCs with severe drug shortages, which shall not be able to continue treatment of patients, without interim replenishment before the end of the quarter, shall obviously need to be attended to right away. Needs as above are typically addressed through the Additional Drug Request or Drug Transfer Advice mechanism through NikshayAushadhi. The option of Additional Drug Request in NikshayAushadhi is

Steps to be followed:

Drug Request Desk Generate

9 All 0 Draft 8 Issue In-Process 1 Completed 0 Ack In-Process 0 Cancelled

Show 10 entries Search:

STORE NAME	DRUG REQUEST NO.	INDENT DATE	TO STORE	DRUG REQUEST TYPE	DRUG REQUEST STATUS	ACTION
SDS Mumbai	101725060109	18-Jun-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725060087	16-Jun-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725060086	16-Jun-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725060067	13-Jun-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725050315	30-May-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725050314	30-May-2025	CTD	Routine Request	Issue In-Process	  
SDS Mumbai	101725050310	30-May-2025	CTD	Additional Drug Request	Completed	  
SDS Mumbai	101725050236	15-May-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725050129	07-May-2025	GMSD Kamal	Additional Drug Request	Issue In-Process	  

Showing 1 to 9 of 9 entries

Previous 1 Next

ADR

Status: Different Options for Data selection on screen

1. To generate the Drug request , Click On Generate Button then the below image gets display on screen i.e. :

Drug Request For Issue

Store Name: SDS Mumbai Financial Year: 2025-2026 Indent date: 19-Jun-2025 Stock In Norms (in Months) [S]:

Drug Request Type: ☒ Routine ☐ ADR Period: Quarterly Issuing store: CTD

Go

Draft Save Clear Back

* Mandatory Fields

Drug Request Type (Quarterly/Monthly Request or ADR) selection screen

2. Select Drug request Type i.e. Quarterly/Monthly Request or ADR
3. In Issuing store, by default system displays your superior Issuing store name.
4. Click on Go Button the below screen gets display for entering the requested quantity.

Drug Request For Issue

Store Name: Financial Year: Indent date: Stock in Norms (in Months) [5]:

Drug Request Type: ☐ Routine ☒ ADR Issuing store:

Search Drug #

Drug Code	Drug Name	UCM	Quarterly Average Consumption	Current Stock (No.)		Utilisation (last 3 months) (No.) [5]	Suggested Qty. (No.) [min((a/3)+5)-(c+10)]	Request Qty. (No.)	% of Suggested Qty.
				Own Stock (No.) [1]	Sub-Store Stock (No.) [1]				
PC48	Ethambutol 100mg(PC48)	-		14091	0	0	0	0	
PC21	Ethambutol 200mg(PC21)	-		0	0	0	0	0	
ABCD	Amikacin Test(ABCD)	6 tablets		0	0	0	0	0	
544646	testbaa(544646)	-		0	0	0	0	0	
as	as(as)	6 tablets		0	0	0	0	0	
tatah	test shivan(tatah)	6 tablets		0	0	0	0	0	
DSTB-SPA-L	47DC(A) (H75, R150, Z400 & E275)-L(DSTB-SPA-L)	newunit		0	0	0	0	0	

* Current Stock checked and verified: ☐

Remarks:

* Mandatory Fields

Generation of Drug Request

5. Fill the “Requested quantity” for the item to be requested.
6. Click on “Save” button.
7. System generates an alert “Indent successfully raised”.

Drug Request Desk (Modify Functionality)

1. Select the checkbox corresponding to the request no. to be modified.

Drug Request Desk

10 ☒ All 1 ☒ Draft 8 ☒ Issue In-Process 1 ☒ Completed 0 ☒ Ack In-Process 0 ☒ Cancelled

Show 10 entries Search:

STORE NAME	DRUG REQUEST NO.	INDENT DATE	TO STORE	DRUG REQUEST TYPE	DRUG REQUEST STATUS	ACTION
SDS Mumbai	101725060132	19-Jun-2025	CTD	Additional Drug Request	Draft	Edit Delete Cancel
SDS Mumbai	101725060109	18-Jun-2025	CTD	Additional Drug Request	Issue In-Process	Edit Delete Cancel
SDS Mumbai	101725060087	16-Jun-2025	CTD	Additional Drug Request	Issue In-Process	Edit Delete Cancel

Drug Request Desk (Modify Functionality)

2. On Clicking the “**Modify**” Button, the below screen get display i.e.
3. Click on Go Button.

User Manual of DVDMS: TB

Indent Generation

Store Name: SDS Mumbai

Financial Year: 2025-2026

Indent date: 19-Jun-2025

Stock In Norms (in Months) [S]:

Drug Request Type: ADR

Issuing store: CTD

Go →

Draft

Save

Clear

Back

Mandatory Fields

Modify Desk

4. Make the modification and click on “Save” button.

Indent Generation

Store Name: SDS Mumbai

Financial Year: 2025-2026

Indent date: 19-Jun-2025

Stock In Norms (in Months) [S]:

Drug Request Type: ADR

Issuing store: CTD

Go →

Search Drug :

Drug Code	Drug Name	UCM	Quarterly Average Consumption	Current Stock (No.)	Utilization (last 3 months) (No.) [U]	Suggested Qty. (No.) [S]=(U/3)*S]	Request Qty. (No.)	% of Suggested Qty.
PC48	Ethambutol 100mg(PC48)	-	100	14091	0	0	100	
PC31	Ethambutol 200mg(PC31)	-		0	0	0	0	
ABCD	Amlitach Test(ABCD)	6 tablets		0	0	0	0	
544646	testbaa(544646)	-		0	0	0	0	
ss	ss(ss)	6 tablets		0	0	0	0	
tslsh	test shvam(tslsh)	6 tablets		0	0	0	0	
DSTB-IPA-L	#DCA1(H75, R150, Z400 & E2751-L/DSTB-IPA-L)	newunit		0	0	0	0	

Draft

Save

Clear

Back

Mandatory Fields

a) Cancel Request Routine

1. Select the checkbox corresponding to the request no. to be cancelled.
2. Click on “**Cancel**” button.
3. Following screen will appears. The message alert will be generated for the reason to be cancelled.

Drug Request Desk Generate

10 All 1 Draft 8 Issue In-Process 1 Completed 0 Ack In-Process 0 Cancelled

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SDS Mumbai	101725060087	16-Jun-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725060086	16-Jun-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725060067	13-Jun-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725050315	30-May-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725050314	30-May-2025	CTD	Routine Request	Issue In-Process	  
SDS Mumbai	101725050310	30-May-2025	CTD	Additional Drug Request	Completed	  
SDS Mumbai	101725050236	15-May-2025	CTD	Additional Drug Request	Issue In-Process	  
SDS Mumbai	101725050129	07-May-2025	GMSD Karnal	Additional Drug Request	Issue In-Process	  

Showing 1 to 10 of 10 entries

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Cancel Desk

- Enter valid remarks for cancellation.
- Click “ok” button.
- Selected record will get cancelled.
- The drug request (Routine/ADR) can only be cancelled until it is in “Issue in Process” status. If the request is issued from the parent store, the drug request cannot be cancelled from drug request desk.

b) View Request Routine

- Select the checkbox corresponding to the request no. to be viewed.
- Click on “View” button. Following screen will appear.

Indent Generation View

Store Name: SDS Mumbai Item Category: Drug Indent No.: 101725050310

Indent Date: 30-May-2025 Request Type: Indent For Issue To Store Name: CTD

Drug Detail(s)

Item Name	Available Qty	Requested Qty	Issued Qty	UOM	Suggested Qty	Ack Qty	Utilization Qty
Delamanid 50mg [PC83]	61280	100	100	-	0	100	200
Ethambutol 100mg [PC48]	433970	100	100	newunit	0	100	200

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View Desk

User Manual of DVDMS: TB

