

BY RPAD:

**PROCEEDINGS OF THE DIRECTOR OF INDIAN MEDICINE AND
HOMOEOPATHY, CHENNAI-106.**

PRESENT: THIRU S. GANESH, I.A.S.

L. DIS. No.6849/E2/2/2019

Dated:23.10.2019.

Sub: Establishment – Department of Indian Medicine
and Homoeopathy – Duties and Responsibilities
for Siddha Pharmacists – Orders Issued -
Regarding

Ref: 1.G.O.Ms.No.370, Health & Family Welfare
Dept., Dated 29.07.1997.

2.Letter No.13/TANSMOA/2019 dated
13.06.2019 of the Secretary, Tamil Nadu Siddha
Medical Officers Association, Chennai.

ORDERS:

Based on the Government Order 1st cited, the duties and responsibilities for the post of Pharmacists are fixed as follows for strict adherence.

1.	The Pharmacist should supervise the cleaning activities by the Worker and to ensure the cleanliness of the Wing. The Pharmacist should also supervise the other activities of the Hospital Worker such as arranging water and making Nilavembu Kudineer to the Patient.
2.	The most important work of the Pharmacist is to issue the prescribed medicine to the patients by the Doctors of that hospital. The Pharmacist should approach the patient very kindly and should explain the way of taking Medicine and Diet restriction if any, as per the direction of the Assistant Medical Officer.
3.	The accounts maintenance like consolidation of tokens and making entries in Sub-Stock Register should be done only by the Pharmacist and that should be countersigned by the Assistant Medical Officer. Assistant Medical Officer. The Pharmacist should give the stock position daily to the Assistant Medical Officer before the OP starts.
4.	It is the duty of the Pharmacist to get sign from the Assistant Medical Officer in the tokens put by the Pharmacist when the Assistant Medical Officer is not available (on duty, on leave or any other reasons). The tokens not signed by the Assistant Medical Officer will be considered invalid. The Pharmacist should follow the same prescription of the Assistant Medical Officer without any deviation or substitution on their own.
5.	Entries in the Main Stock Register, Empty Container Register, Furniture Register, Equipments Register, Statistical Register, DOR Statement Register, Invoice Register etc., and all other registers of the Wing should be made by the Pharmacist. It is the duty of the Pharmacist to maintain the Disease Classification Register. The Pharmacist should copy the entries from the disease classification made by the Assistant Medical Officer in the Diagnosis Register. The Pharmacist should sign briefly in all the entries by them to ensure their responsibility.

6.	All the Clerical work (Writing official letters, covering letters, sending and receiving letters, writing Page Certificates in Registers, writing names in the Attendance etc.) and reporting work of the Siddha Wing (Monthly Report and other reports asked now and then, etc.) should be done by Pharmacist after getting guidance from the Assistant Medical Officer.
7.	All the letters sent and received should be maintained by the Pharmacist. The Pharmacist is responsible to maintain all the records of the Wing (current and old).
8.	The Pharmacist with the help of the Worker should receive the Medicines from Tampcol or, other suppliers. The Pharmacist should verify the Medicines with the help of the Worker in the presence of the Assistant Medical Officer and should arrange the Medicines in the Main Stock with the help of the Worker. The Pharmacist after making necessary entries and getting signature from the Assistant Medical Officer should send the invoice to the District Siddha Medical Officer.
9.	The Pharmacist should prepare the indent, as per the direction of the Assistant Medical Officer and with the help of the Worker, Pharmacist should shift the medicines from Main Stock in the presence of the Assistant Medical Officer.
10.	The Assistant Medical Officer shall write the Case-sheets and the Pharmacist should issue Medicine to the In-patients, in the IP Ward only.
11.	The Pharmacist should prepare notices as per the procedure, for auction of empty containers and should collect and preserve the quotations. The Assistant Medical Officer approves for the highest bid. The Pharmacist with the help of the Worker should weigh the container and execute the sale.
12.	The Pharmacist must do all the other essential works assigned by the Assistant Medical Officer in establishing departmental activities and in the interest of the public health.

S.GANESH

Director of Indian Medicine
and Homoeopathy

To

All the Subordinate Officers - They are requested to communicate the orders among the Pharmacists with instructions to follow them strictly. The receipt of the communication should be acknowledged by return of post.

Copy to:

1. The Secretary,
Tamil Nadu Siddha Medical Officers Association,
42-4, First Floor, Sathyamoorthy Street,
Devaraj Nagar, Saligramam,
Chennai-600 093.
2. Spare / Stock File

//TRUE COPY // FORWARDED //

for **DEPUTY DIRECTOR (ADMIN.)**

AS BOM
23/10/19

V. V. S. G.
23/10/19

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