



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

H/TDE/ 93 / HFW-39099/6/2023-DRUG & EQUIP

Date: 30.01.2023

**NOTIFICATION**

For smooth procurement of Non CAT Equipment and MGPS Installation in different health facilities including MCHs, the following SOP needs to be followed:

1. The facility will send the proposal either to DHS or DME.
2. On receiving the requisition from facilities, DHS in case of DH/SDH/SGH/SSH and DME in case of MCH will examine the requirement and will send for AAFS to D&E Branch.
3. D&E Branch will examine the proposal and send it to the competent authority for permission to float a tender / GEM tender by WBMSCL / facility (depending upon the value).
4. For proposal of MGPS installation, D&E Branch will send the proposal to WBMSCL for preparation of estimate and vetting, after which WBMSCL will send back the file to D&E Branch seeking permission to float a tender.
5. On getting approval from competent authority, the WBMSCL will complete the tender process for both the equipment and MGPS and send the proposal for AAFS to D&E Branch.
6. D&E Branch shall process the file for AAFS as per the available balance phasing of the State Budget for the concerned FY.
7. After AAFS is issued by the D&E Branch, the proposal will be sent either to the DME or to DHS or to the WBMSCL as the case may be.
8. The work shall be completed in the same FY in which the AAFS was issued and the proposal shall be sent to D&E Branch for release of fund through IFMS in the same file.
9. Each and every AAFS shall be uploaded in the SMIS in CAT / Non CAT module and the procuring authority shall enter the GRN in the SMIS for preparing the bills for payment to the vendor.
10. The proposal should be included in the priority list prepared for the relevant year except in case in very urgent procurement. In urgent case, specific justification is to be submitted and the process will start after getting approval from competent authority.

All concerned are being informed.

  
Special Secretary

H/TDE/ 93 (18)/ HFW-39099/6/2023-DRUG & EQUIP

Date: 30.01.2023

1. Secretary, H&FW Dept and MD, NHM.
2. Secretary, H&FW Dept and DDC, WB.
3. Secretary, H&FW Dept (SPSRC Branch)
4. Director of Medical Education, West Bengal
5. Director of Health Services, West Bengal.
6. Senior Special Secretary, H&FW Dept. (HS Branch).
7. Senior Special Secretary, H&FW Dept. and MD, WBMSCL.
8. Special Secretary, H&FW Dept. (GA Branch)
9. Special Secretary, H&FW Dept and PD SAPCS.
10. Special Secretary, H&FW Dept. (ME Branch)
11. Special Secretary/Joint Secretary, \_\_\_\_\_ Branch, H&FW Dept.
12. Financial Advisor, H&FW Dept
13. Principal/MSVPs of all MCH.
14. CMOHs of all Districts.
15. Deputy Director of Health Services (E&S), West Bengal.
16. IT Branch for Website posting.
17. Sr PS to Principal Secretary, H&FW Dept.
18. Office file.

  
Special Secretary