

Training Manual for District TB Center

(Solutions to Exercises)

MARCH-2008



Central TB Division, Directorate General of Health Services
Ministry of Health and Family Welfare, Nirman Bhawan
New Delhi 110 011

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SOLUTION TO DTA EXERCISE:

DRUGS TRANSFER ADVICE (DTA)

DTA No: SDS 245

Dated: 01.5.2007

Name of State (SDS)/District: DTC-Kupwara

Full Name of STO/DTO: Mr. ABC, DTO (Kupwara) _____

Office Phone of STO/DTO (Pl. include STD Code): 0194- 222-22222 _____

Please ensure transfer of anti-TB drugs to **DTC, Old Secretariat, Srinagar-190001, 0194-2452052** (Name of District with Complete Address and Phone No.) under the charge of **Dr. ABC, DTO** (Name of STO/DTO), as per the details below, under advice to us.

SL. NO.	DRUG			UOM	QUANTITY	TRANSFER DATE
(a)	(b)			(c)	(d)	(e)
		(B. No.)	(DOE)			
	Cat-I	XY 101	Dec-08	PWBs	150	20.5.2007
	Cat-II	BC 921	Apr-08	PWBs	68	20.5.2007
	Cat-III	ZX 752	Mar-08	PWBs	75	20.5.2007
	SM	AB 9043	Dec-07	Vials	2,000	20.5.2007

Authorized Signatory: Dr. DEF, STO

Date: 01-5-2007

Notes:

- This form shall be used for directing transfer of drugs by CTD from one SDS to other, and also by STO for transfer of drugs from one district to other district.
- Transferor shall send copy of Issue Voucher (SIV or DIV) to the authorizer of this DTA, in confirmation of execution of transfer, along with details of transporter.
- In case DTA is generated by SDS/STO than STO shall be the authorized signatory to DTA, if CTD generates DTA than DDG (TB)/CMO (TB)/Authorized WHO Consultant shall be authorized signatory.
- Transferee district shall send the acknowledged copy of SIV or DIV, in confirmation of receipt of drugs, along with the folio of the Stores Register in which receipt of the drug item has been recorded.
- Please ensure that drugs reach the transferee, before the date mentioned in column (e) above
- In case of short expiry drugs, a cautionary note should be placed on SIV or DIV, urging immediate utilization.
- Officials from both, transferor as well as transferee shall coordinate, to ensure quick execution of transfer.

SOLUTION TO STOCK REGISTER EXERCISE:

STOCK REGISTER (SR)

Drug Item: CAT I

Unit of Measurement (UOM): Patient-Wise Boxes

Folio No. :

SL. NO.	PARTICULARS OF RECEIPTS & ISSUES							RECEIPT (Qty.)	ISSUE (Qty.)	BALANCE (Qty.)	DATE-WISE EXPIRY DETAILS OF BALANCE (Qty.)				SIGNATURE OF STORE- KEEPER	REMARKS
	Date (Dd/ mm/ yy) of Tran- saction (Receipt/ Issue)	Name of Party (GMSD/ SDS/ DTC/TU)	Receipt Voucher No. (For Receipts only)	Issue Voucher No.(For Issues only)	Date of Issue Voucher	Batch No.	Date of Expiry				Expiry Date (Aug- 08)	Expiry Date (Oct- 09)	Expiry Date (Nov- 09)	Expiry Date (Dec- 09)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)
1	1.4.07	Op Balance	-	-	-	XY	Aug-08	0	0	10	10	0	0	0		
2	10.4.07	GMSD Karnal	IV-35		1.4.07	AB	Oct-09	60	0	70	10	60	0	0		
3	15.4.07	GMSD Mumbai	IV-14		8.4.07	CD	Nov-09	50	0	120	10	60	50	0		
4	17.4.07	DTC-A		SIV – 1	17.4.07	XY	Aug-08	0	10	110	0	60	50	0		
	17.4.07	DTC -A		SIV – 1	17.4.07	AB	Oct-09	0	20	90	0	40	50	0		
5	25.4.07	SDS - Delhi	DTA- 68		12.4.07	EF	Dec-09	10	0	100	0	40	50	10		
6	26.4.07	DTC-B		SIV – 2	26.4.07	AB	Oct-09	0	40	60	0	0	50	10		
7	29.4.07	DTC - C		SIV – 3	29.4.07	CD	Nov-09	0	40	20	0	0	10	10		

SOLUTION TO SIV EXERCISE:**STATE ISSUE VOUCHER (SIV)****Issue Particulars:**

- (1) Issued To (Name of DTC/TU): DTC Kalkaji
- (2) SIV No.: 123
- (3) SIV Date: 15-01-2007
- (4) Issue Authorization Document: WRDR/ADR/DTA
with Date of Approval: 12-01-2007

Dispatch Particulars:

- (1) Dispatched By (Name of DTC): Nehru Nagar, New Delhi
- (2) Name of Transporter: XYZ
- (3) LR/ RR/ ST No.: LR-123
- (4) LR/ RR/ ST Dated: 15-01-2007

S. NO.	DRUG	UOM	QUANTITY ISSUED	BATCH NO.	DATE OF EXPIRY	STORES REGISTER FOLIO REF. OF ISSUER	STORES REGISTER FOLIO NO. OF RECIPIENT	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	Cat I	PWB	100	AB	Nov-08	1		
2	Cat II	PWB	80	CD	Dec-08	12		
3	Cat III	PWB	50	EF	Sept-08	23		
4	PP	Pouch	40	GH	Jan-08	34		
5	INH 100 mg	Tablet	200	IJ	Feb-09	25		
6	INH 300 mg	Tablet	150	KL	Mar-09	16		
7	Inj SM 0.75 g	Vials	75	MN	Dec-07	27		
8	Rif 150 mg	Capsule	175	OP	July-08	18		
9	Pza 500 mg	Tablet	180	QR	Dec-09	29		
10	Etha. 800 mg	Tablet	200	ST	June-09	32		

KEY: UOM: Unit of Measurement; LR: Lorry Receipt; RR: Railway Receipt; ST: State Transport Receipt

Signature of Issuing Storekeeper:

Signature and Stamp of Transporter:

Signature of Recipient Storekeeper:

Signature of Issuing Officer:

Signature of Recipient Officer:

Notes:

- (1) Stores Register Folio No. is to be given both by the issuer and recipient of drug stocks and comprises the page number of the Stock Register on which the issue/ receipt is recorded
- (2) Signature and stamp of the storekeeper/ authorized signatory of both the issuing and the recipient unit are to be provided in the SIV.

SOLUTION TO WRDR EXERCISE:

WORKSHEET FOR REPORTING DRUG REQUIREMENT (WRDR-DTC)

DTC:

For the Quarter Ending: March 2007

Drug: Category I

STOCKING UNIT	STOCK ON FIRST DAY OF QUARTER	STOCK RECEIVED DURING THE QUARTER	STOCK TRANSFERRED IN	RECONSTITUTION OF BOXES DURING QUARTER	TOTAL AVAILABILITY OF DRUGS DURING THE QUARTER	STOCK TRANSFERRED OUT	PATIENTS STARTED ON TREATMENT/ CONSUMPTION DURING QUARTER	ISSUES TO TU	STOCK ON LAST DAY OF QUARTER	QTY. REQUESTED [FOR TU (h/3*4)-j] [FOR TOTAL District (h/3*7)- j]
(a)	(b)	(c)	(d)	(e)	[f=(b+c+d+e)]	(g)	(h)	(i)	[j=f-(g+h+i)]	(k)
TU 1	15	45	XXXXX	XXXXXX	60	XXXXXX	47	XXXXXXXX	13	50
TU 2	13	48	XXXXXXXX	XXXXXX	61	XXXXXX	60	XXXXXXXX	1	79
TU 3	19	95	XXXXXXXX	XXXXXX	114	XXXXXX	107	XXXXXXXX	7	136
TU 4	47	143	XXXXXXXX	XXXXXX	190	XXXXXX	95	XXXXXXXX	95	31
TOTAL TUs (A)	94	331	XXXXXXXX	XXXXXX	425	XXXXXX	309	XXXXXXXX	116	296
DTC Own (B)	127	253	30	62	472	30	XXXXXXXX	331	111	198
TOTAL – DTC (District) (A+ B)	221	584	30	62	897	30	309	331	227	494

SOLUTION TO RR EXERCISE:

RECONSTITUTION REGISTER (RR)

S. NO.	DATE	DOT/ PHI (From which drugs have been transferred)	TB REGIS- TER NO.	CATE- GORY	INPUT (No. of Blisters)							OUTPUT (No. of Boxes)		
					IP of CAT I (24 Blister Combi- packs)	IP of CAT II (36 Blister Combi- packs)	IP of CAT III (24 Blister Combi- packs)	PP (12 Blisters in each PP)	CP of CAT I (18 Multi- blister Combi- packs)	CP of CAT II (22 Multi- blister Combi- packs)	CP of CAT III (18 Multi- blister Combi- packs)	Recon- stituted Drugs	Date of Expiry	Stock Register Folio No.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)
		Opening Balance												
1	1.04.06	Okhla	245	I	12				18					
2	15.04.06	Lajpat Ngr.	298	II		15				22				
3	28.04.06	Amar Colony	327	III			0				12			
4	15.05.06	Bhogal	156	II		0				18				
5	25.05.06	Ashram Chowk	302	II		13				22				
6	10.06.06	Bhogal	193	III			8				18			
7	28.06.06	Okhla	203	II		35				22				
		Total			12	63	8	0	18	84	30			
	30.6.06	Transfer of PP stock from Stock Register Folio			12									
	30.6.06	Reconstituted Cat I			24				18			Cat-I	May-07	6
	30.6.06	Reconstituted Cat II				36				22		Cat-II	Jun-07	15
		Total			0	27	8	0	0	62	30			

KEY: CAT: Category; IP: Intensive Phase; CP: Continuation Phase

- (1) Reconstituted IP & CP need to be put in poly bags with stickers on them, clearly mentioning that they comprise reconstituted IP or CP Pouches
- (2) DOE of the reconstituted Category Box to be reported in Column (m) shall comprise the DOE of drugs used having the latest DOE
- (3) Any loose drugs generated in the process may be used for patients put on non-DOTS treatment, or otherwise
- (4) Reconstitution should be done under supervision of the DTO every quarter. DTO may instruct for reconstitution at shorter intervals, if required

**SOLUTION TO QRPML EXERCISE:
REVISED TUBERCULOSIS CONTROL PROGRAMME**
Quarterly Report on Programme Management and Logistics

District Level

District:
Email Address of DTO:
Total Population under DTC (in nos.):

Quarter Ending: March
Year: 2007
Population under DTC covered by RNTCP (in nos.):

MEDICATIONS

Item	UOM	Stock on first day of Quarter	Stock received during Quarter	Stock transferred in	Reconstitution of boxes during Quarter	Stock Transferred Out	Patients started on treatment	Stock on last day of quarter (c+d+e+f) – (g+h)	Quantity Requested $[(h/3) \times 7]-i$
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Category I	Boxes	676	800	30	62	30	655	883	645
Category II	Boxes	291	600	100	18	18	676	315	1262
Category III	Boxes	464	1800	0	20	75	560	1649	(342)

Item	UOM	Stock on first day of Qtr.	Stock received during Qtr.	Stock transferred in	Reconstitution of boxes during Quarter	Stock Transferred Out*	Consumption incl. reconstitution	Stock on last day of quarter (c+d+e+f) – (g+h)	Quantity Requested $[(h/3) \times 10]-i$
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Pouches of blister strips for IP prolongation	Pouches each with 12 blister strips								
INH 300 mg	Tablets								
INH 100 mg	Tablets								
SM 0.75g	Vials	12976	5400	0	600	0	16224	2752	35104
Rifampicin 150 mg	Capsules								
PZA 500 mg	Tablets								
Ethambutol 800 mg	Tablets								

* Enclose copy of drug transfer out form

Is there any drug at the risk of expiry**? Yes No (If yes attach details)

(** Expiry Risk: Cat I: 12 months; Cat II: 14 months; Cat III: 11 months)

Is there any expired drug? Yes No (If yes attach details)

Name of District Tuberculosis Officer Reporting (in Capital Letters):

Signature:

Date:

Notes:

- (1) This report is to furnish details of Category Boxes and Loose drugs available at the DTC and all downline stocking points within the district viz. TUs, PHIs, etc., as at the quarter end
- (2) Boxes reported in this form shall comprise full/ unopened boxes only [e.g. only fully reconstituted boxes shall be reported in column (f) in the top half of the form, etc.]
- (3) Stock received during the quarter reported in column (b) shall comprise stock received by the DTC from higher levels viz. SDS, GMSD, Manufacturer etc. Stock received from subordinate stocking point shall be reported in column (a)

SOLUTION TO PVS EXERCISE:**PHYSICAL VERIFICATION SHEET (PVS)**

Reporting Unit: SDS/ DTC/ TU: DTC

Date of Physical Verification: 30.4.2007

S. NO.	DRUG	UOM	QTY AS PER STOCK REGISTER	QTY AS PER PHYSICAL COUNT	DISCREPANCY BETWEEN SR AND PHYSICAL COUNT	NATURE OF DISCREPANCY	HOW DISCREPANCY WAS DEALT WITH	REMARKS
(a)	(b)	(c)	(d)	(e)	(f=d-e)	(g)	(h)	(i)
1	Cat I	PWB	80	80	0		Not Applicable	
2	Cat II	PWB	56	66	(10)	10 PWBs were in excess in the physical stock	Receipt of 10 boxes from SDS Jaipur on 20.9.2006 erroneously not entered in the Stock Register. Now entered and reconciled.	
3	Cat III	PWB	45	43	2	2 PWBs not traceable	Discrepancy not reconciled and reported to DTO.	
4	PP	Pouch	55	55	0		Not Applicable	
5	INH 100 mg	Tablet	150	145	5	Tablets probably over-issued	Discrepancy not reconciled and reported to DTO.	
6	INH 300 mg	Tablet	90	88	2	Tablets probably over-issued	Discrepancy not reconciled and reported to DTO.	
7	Inj SM 0.75 g	Vials	75	75	0		Not Applicable	
8	Rif 150 mg	Capsule	65	65	0		Not Applicable	
9	Pza 500 mg	Tablet	110	110	0		Not Applicable	
10	Etha. 800 mg	Tablet	115	115	0		Not Applicable	