U-25/12/DMC(RC)/09-Med.V

To,
Med. Supdts. - All ESIC Hospitals
SSMCs/SMCs - All States
Director (Med.) Delhi/Noida

Sub.: Monitoring of Expiry of drugs – reg.

Sir/ Madam,

I am directed to say that the storage and disposal of expired medicines should be strictly followed as per existing guidelines. Further, the expiry of drugs should be monitored strictly as per following instructions.

1. The Expiry Date Register for medicines should be properly maintained, updated and monitored on regular basis and should be strictly monitored by the Dispensary In-charges and Med. Supdts. of the concerned hospital.

2. All expired medicines should be disposed of immediately. No expired medicine should be kept in the medicines storage area of dispensary stores, hospital stores including wards and central stores.

3. In case expired medicines are not disposed of immediately, as per existing guidelines, they should be kept separately in a sealed container/box, marked with RED INK, labeled as 'EXPIRED MEDICINES, NOT FOR DISTRIBUTION/USE', giving full details of medicines kept in the box. Such box(es) of expired medicines should be kept separately under the custody of Dy. Med. Supdt./Med. Supdt./Dispensary In-charge and Manager, Central Stores as the case may be.

4. All concerned SSMCs/SMCs should visit and do inspection of medical stores in dispensaries/hospitals including ESIC Hospitals on regular basis with special emphasis on monitoring of expiry of medicines. A prompt action should be taken for disposal of/write off, of such expired medicines.

The above said instructions should be strictly followed.

This issues with the approval of the Competent Authority.

Yours faithfully,

(Dr. Kayam Singh)
Dy. Med. Commissioner (RC)

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