

F. No – P19025/11/2009- NACO (Proc)
 Govt. of India
 Ministry of Health & Family Welfare
 National AIDS Control Organization

09th Floor Chandralok Building,
 36, Janpath New Delhi -110001
 Dated: 13th Dec 2013

Office Order

As you are aware that in order to strengthen procurement and logistic at SACS level, 6 Regional Procurement and Logistic Coordinators(RPLCs) have been appointed as per details given below:-

| Group | States | Base Location (SACS / City) | Name of the RPLCs |
|-------------|---|-----------------------------|-------------------------------|
| Group – I | Uttar Pradesh, Uttarakhand, Bihar, Jharkhand | UPSACS (Lucknow) | Mr.Sudhir Kumar |
| Group – II | West Bengal, Odisha, Madhya Pradesh, Chhattisgarh | MPSACS (Bhopal) | Mr.PuranPandey |
| Group – III | Delhi, Punjab, Haryana, Chandigarh, Jammu & Kashmir, Himachal Pradesh, Rajasthan | DSACS (Delhi) | Mr.Raj |
| Group – IV | Maharashtra, Mumbai MC, Goa, Gujarat, Ahmedabad MC,DD & DNH | GSACS (Ahmedabad) | Mr.Vijay Singh |
| Group – V | Karnataka, Andhra Pradesh, Kerala, Lakshadweep, Tamil Nadu, Chennai MC, Pondicherry UT, Andaman & Nicobar | TNSACS (Chennai) | Mr. Veluswamy Shunmugum Rajen |
| Group – VI | Arunachal Pradesh, Sikkim, Meghalaya, Assam, Mizoram, Manipur, Nagaland, Tripura | ASACS (Guwahati) | Mr.ProgyanJyoti |

2. For effective utilization of RPLCs their deliverable, reporting , tours and expectations during tour have been finalized and tabulated below:-

a). Deliverables:

- ✓ Commodity Tracking, keeping track of their stock position on frequency decided by programme division in respective formats for assigned region.

- ✓ Facilitate and guide programme divisions for commodity transfer (intra and interstate) and track them till it reaches to service delivery point (SDP).
- ✓ Participate in divisional review meeting with regard to SCM points (i.e. at their group state SACS) and guide them to improve the efficiency level.
- ✓ Assess storage position; the deliverable should be optimization of storage space by way of implementing storage on racks and possible integration with NRHM.
- ✓ Ensure expiry monitoring for the group state SACS and report to programme division at DAC.
- ✓ Ensure that suggested forecasting tool, variance analysis and other good practices for group state SACS are being implemented and monitored on continuous basis.
- ✓ Ensure that new Inventory Management Application is being implemented in group state SACS.

b. Reporting:

- ✓ RPLCs are DAC staff and placed at Regional Level (at SACS as base location) for operational efficiency.
- ✓ The functional reporting of RPLCs will be to NPLC at DAC and administrative reporting to the Project Director at base location.
- ✓ The weekly / monthly report of the states visited by RPLCs will be sent to NPLC at DAC with a copy to respective state Project Director and DS (Admin & Proc.at DAC). Reporting formats are attached herewith at flag 'B, C &D.

c. Tours:

- ✓ RPLCs will be required to travel minimum 15 days in a month, at least one visit to their group states in a month, and may be more on need basis.
- ✓ The tour plan will be approved by NPLC and DS (Admin and Proc).
- ✓ The proposed tour plan format is as given under.

| Tour Plan for the month _____ | | | | | |
|-------------------------------|------|----|----------------------|------------------|------------------|
| Sr. | From | To | States to be visited | Purpose of Visit | Expected outcome |
| | | | | | |
| | | | | | |

- ✓ Tour plan for coming month should be sent to NPLC, DAC in advance by 15th of proceeding month in prescribed format for necessary approval.

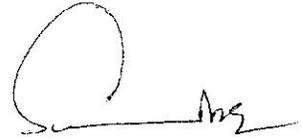
The RPLCs are expected to cover following during their visit.

- ✓ Meeting with divisional head, store officer, procurement officer.
- ✓ Understand and Review their stages of Annual Action Plan with regard to procurement and logistics and identify the gaps to be addressed.
- ✓ Clearly communicate the usefulness of the different tools in decision making and strengthening their supply chain.
- ✓ List out the best practices in states and share with group states.
- ✓ Assess the commodity stock level; expiry monitoring and ensure standardization of stock formats across all states.
- ✓ Carry out the physical stock verification activity on Quarterly basis and help them in minimizing the discrepancies.

- ✓ Cross check to ensure that all related supply chain transactions are being recorded in Inventory Management Software and no manual record are maintained at SACS level.
- ✓ Record maintenance.

3. Further in order to built the capacity of RPLCs and synergy with AD(Proc) of the respective SACS, we are planning a 3 days orientation for these staff in the month of January 2014. The exact dates will be communicated once finalized.

4. This issues with the approval of the Secretary, DAC.



(Subhash Chandra)
Deputy Secretary

To,

1. PD, All State AIDS Control Societies.
2. RPLC's

Copy to:

1. PS to Secretary for information
2. All HoDs
3. Procurement Specialists