

HIGH COURT, LUCKNOW

Dated : 23.11.2020

Guidelines for distribution of medicines for Employees at Lucknow

Under the orders dated 16.09.2020 of the Ld. Registrar General, a Medicine policy for all the employees of Allahabad High Court has been approved and the same has been uploaded on the official website of the Hon'ble Court on 08.10.2020.

In consonance with the aforesaid medicine policy and in order to streamline the distribution of medicines amongst the employees working at Lucknow, the following guidelines are hereby notified:

1. The medicines will be provided only on written requisition on the format (enclosed) developed for the purpose. The said requisition will be furnished while clearly appending his/her Name, Employee Number, Designation and Phone/Mobile Number.
2. The requisition shall be dropped in the Drop Box installed near Room No. 15 (near Stamp Reporting section).
3. The requisition which will be dropped by 12:00 PM will be processed on the same day if it is a working day. The requisitions dropped after 12:00 PM will be processed on the next working day. The requisitions shall not be processed nor medicines will be distributed on Sunday or any other Holiday.
4. The requisitions so received after opening of the drop box shall be entered in the Register/Computer. The entry of the following fields shall be made:
 - (i) A Serial Number will be allotted to the requisition.
 - (ii) The date of requisition.
 - (iii) The Name, Employee Number, Designation, Section and Mobile/Phone Number of the person by whom the medicine(s) has/have been requisitioned.
 - (iv) The name and quantity of the medicine(s) so requisitioned.
5. The medicines will be distributed only to 50 persons on any working day.
6. The Medicines will be distributed from the Distribution Counters of Room No. 15 on all working days during office hours as per following schedule:

Sl. No.	Category	Medicine Distribution Day
1.	1. Registrars 2. Joint Registrars 3. Deputy Registrars 4. Assistant Registrars	Monday & Tuesday
2.	1. Section Officers 2. Review Officers 3. Assistant Review Officers 4. Computer Assistants	Wednesday & Thursday
3.	1. Private Secretaries 2. Bench Secretaries 3. Officers & Officials of other Cadres viz. Computer, Library, Translator etc. 4. Drivers & Class-IV	Friday & Saturday

7. The medicines will also be provided to the Officers/Officials of all Cadres (Class-I,II,III,IV) who have retired from High Court, Lucknow as their last place of posting, as per the process and details mentioned above after verifying the genuineness of the requisition.

Sd/-

**(Anand Pratap Singh)
Section Officer
(Protocol-Medical)**

Sd/-

**(Mahesh Kumar Pal)
Assistant Registrar
(Protocol-Medical)**

To,
**The Chief Medical Superintendent,
Balrampur Hospital,
Lucknow**

Subject: Supply of medicine(s) in the name of Shri/Smt./Ms.....

Sir,

Please provide medicine(s) for use of Myself / Wife / Husband / Dependant
Father/ Dependant Mother / Dependant Son / Dependant Daughter
namely.....

The medicines have been prescribed by Dr.....
for treatment of..... The photocopy of current
prescription dated.....is enclosed. The prescribed
medicine(s) is/are as following-

SI. No.	Name of the Medicine(s)	Quantity

It is requested that the above mentioned medicine(s) be please provided.

Encl: Copy of Prescription

Date:

Yours faithfully

Signature.....
Name.....
Employee Number.....
Designation.....
Section/Place of Posting.....
Mobile No.....