

The Chief General Manager,  
State Bank of India,  
All Local Head Offices.

18th March 2008

HR:IR:SPL:642

Dear Sir,

**STAFF WELFARE ACTIVITIES**  
**BANK'S DISPENSARIES**  
**STOCKING OF MEDICINES**

It has been brought to our notice that many of the dispensaries run by the Bank all over the country for the benefit of employees/pensioners/their eligible family members, are not extending satisfactory services. Under the pretext of lower budget allocation, adequate quantity of medicines is not stocked at these dispensaries. The beneficiaries, especially the pensioners, have to visit the dispensaries repeatedly to get their regular quota of medicines.

2. In this connection, we may advise that inadequacy of budget cannot be cited as a constraint for not stocking required quantity of medicines at Bank's dispensaries. The Medical Officer, depending on the need at the dispensary, should prepare the budget alongwith the list of medicines required to be stocked as per the stocking pattern and get the expenditure sanctioned from the appropriate authority. He should ensure that adequate stock of medicines is kept. Minimum stocking of medicines for 2/3 months, depending on the need, should be maintained. The Medical Officer should, however, also ensure that there is no misuse of medicines stocked in the dispensary and that the Stock Register is maintained properly.

3. Please arrange to have the stocking needs of all the dispensaries under your control examined in the light of the above. All concerned may please also be instructed to strictly comply with these guidelines for stocking of medicines.

Yours faithfully,

Sd/-

for Dy. Managing Director &  
Corporate Development Officer