

Policy Document

Policy on procurement, storage, dispensing and record keeping of narcotic and psychotropic drugs of Jammu & Kashmir Medical Supplies Corporation Limited (JKMSCL)

Document No.	JKMSCL / Policy / Narcotic/ 01/2026	Version:	1.0
Title	Policy on Procurement, Storage, Issuance, and Record Keeping of Narcotic Drugs and Psychotropic Substances	Effective Date:	---/01/2026

Distribution: Purchase and Supply Department, Quality Department, All Regional Drugs Warehouses, and any other designated storage points under JKMSCL.

Table of Contents

1.0 Introduction
2.0 Purpose
3.0 Scope
4.0 Definitions
5.0 Roles and Responsibilities
6.0 Policy Procedures
6.1 Procurement
6.2 Receipt and Verification
6.3 Storage and Security
6.4 Issuance and Distribution
6.5 Record Keeping
6.6 Physical Verification and Audit
7.0 References
8.0 Validity and Review

1.0 Introduction

Narcotic Drugs and Psychotropic Substances have legitimate medical and scientific applications but possess a high potential for abuse and addiction. The Constitution of India, under Article 47, mandates the State to prohibit the consumption of intoxicating drugs except for medicinal purposes. This policy establishes a robust framework for JKMSCL to manage these controlled substances in strict compliance with all applicable national and union territory laws.

2.0 Purpose

To define the standard operating procedures and internal controls for the end-to-end management—including procurement, storage, issuance, and record keeping—of Narcotic Drugs and Psychotropic Substances within all facilities and warehouses operated by JKMSCL.

3.0 Scope

This policy applies to all JKMSCL personnel and activities involving Narcotic Drugs and Psychotropic Substances across all Regional Drug Warehouses and sub-stores. It is mandatory to adhere to this policy in accordance with:

- The Narcotic Drugs and Psychotropic Substances Act, 1985.
- The Drugs and Cosmetics Act, 1940 & Rules, 1945.
- The Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988
- The Pharmacy Act, 1948.

4.0 Definitions

- **a) Narcotic Drug:** An addictive substance that reduces the perception of pain and induces euphoria. Its use leads to increased tolerance and psychological dependence, presenting a high potential for abuse. These include natural products like opium and coca, as well as their synthetic or semi-synthetic derivatives.
- **b) Psychotropic Substance:** Any chemical substance that affects the mind, emotions, and behaviour, capable of altering mental function. This is a broad category that includes many drugs that can be used recreationally or therapeutically, such as certain antidepressants, stimulants, and hallucinogens. The effects are on the mind and brain.

5.0 Roles and Responsibilities

The management of Narcotic Drugs and Psychotropic Substances requires a strict chain of custody and a clear segregation of duties. The following roles are critical for ensuring compliance and security.

a) Medical Officer (MO) In-charge, Regional Warehouse

The MO In-charge holds the **overall responsibility and accountability** for all narcotics and psychotropic substances within the warehouse. This role is primarily supervisory and authoritative.

Key Duties Include:

- **Regulatory Compliance:** Ensuring that all operations strictly adhere to the NDPS Act, Drugs and Cosmetics Act and this JKMSCL policy.
- **Authorization of Receipts:** Physically receiving and signing for incoming narcotic consignments, verifying them against purchase orders before they are entered into the stock register.
- **Authorization of Issues:** Reviewing and approving all requisitions from user departments. Authorizing the issuance of stock from the main narcotics cupboard by providing one of the two required keys and signing the issue authorization in the register.
- **Supervision of Physical Verification:** Leading the mandatory monthly joint physical verification of stock alongside the Pharmacist In-charge.
- **Discrepancy Management:** Formally reporting any stock discrepancies, losses, or pilferage to higher management and regulatory bodies as required by law.
- **Audit Liaison:** Serving as the primary point of contact for internal and external audits regarding narcotics control.

b) Pharmacist In-charge, Regional Warehouse

The Pharmacist In-charge is responsible for the **hands-on, day-to-day operational control** of the narcotics stock. This role is the custodian of the physical stock and its records.

Key Duties Include:

- **Day-to-Day Management:** Overseeing the daily workflow related to narcotics, including the receiving process (assisting the MO) and the issuance process.
- **Secure Storage:** Maintaining the integrity of the double-lock system, holding one of the two keys, and ensuring the narcotics area is always locked when not in use.
- **Accurate Record-Keeping:** Maintaining the dedicated inbound Narcotic Stock Register and Issue Register. This includes:
 - Making timely and accurate entries for all receipts and issues.

- Ensuring all entries are complete (with invoice numbers, license details, etc.).
- Calculating and updating the running balance after every transaction.
- **Dispensing and Issuance:** Physically retrieving the stock from the cupboard (using their key) for authorized issues, preparing the items for dispatch, and obtaining the recipient's signature in the Issue Register.
- **Stock Monitoring:** Proactively monitoring stock levels to prevent shortages or overstocking and informing the MO In-charge of any anomalies.

c) Storekeeper

The Storekeeper is responsible for the **secure custody and handling** of narcotics at the sub-store level, operating under the direct supervision of the Pharmacist or Medical Officer of the regional warehouse.

Key Duties Include:

- **Secure Custody:** Ensuring that narcotics received from the main warehouse are stored securely in the sub-store's designated double-locked cupboard. The Storekeeper may hold one key, with the other held by a supervising official.
- **Handling and Issuance:** Responsible for the safe handling and issuance of narcotics to end-user departments based on proper requisitions authorized by appropriate medical personnel.
- **Sub-store Record Keeping:** Maintaining a local narcotics register at the sub-store level, documenting all receipts from the main warehouse and issues to user departments.
- **Signature Collection:** Obtaining and verifying the signatures of authorized personnel (e.g., Ward In-charge Nurses) for all stock issued.
- **Reporting:** Immediately reporting any security concerns, discrepancies, or low stock levels to the supervising Pharmacist or Medical Officer at the regional warehouse.

6.0 Policy Procedures

6.1 Procurement

1. All procurements must be preceded by obtaining the necessary licenses and quotas from the Drug Controller Department and the Local Excise Department, as required by the specific drug (e.g., Inj. Morphine, Inj. Fentanyl).
2. User department demands shall be consolidated annually by the Purchase Department. The total procurement quantity must not exceed the limit approved by the licensing authority.
3. All Purchase Orders must be signed by the Officer In-charge (Purchase) and approved by the competent authority.

6.2 Receipt and Verification

1. All consignments of narcotics must be received and physically verified by either the Medical Officer In-charge of the warehouse or the designated Pharmacist In-charge for narcotics.
2. The receiving officer must sign the delivery challan only after verifying the quantity and condition of the goods against the purchase order and invoice.

6.3 Storage and Security

1. All Narcotic and Psychotropic Drugs must be stored in a dedicated, secure cupboard or cage with a robust double-locking system.
2. The keys to the two locks must be held by two separate designated individuals (e.g., Medical Officer and Pharmacist). Access requires both key-holders to be present.
3. No other items are permitted to be stored within the narcotics storage unit.
4. The storage area must be designed to prevent unauthorized access, theft, or diversion.

6.4 Issuance and Distribution

1. Issuance to user departments/sub-stores must be authorized by the Medical Officer In-charge.
2. A dedicated Narcotic Issue Register must be maintained, and the recipient must provide a signature acknowledging receipt of the stock.

6.5 Record Keeping

1. A separate and page-numbered **Narcotic Stock Register** must be maintained for all transactions.
2. The register must contain the following details for each transaction:
 - Date
 - Name and address of supplier/recipient
 - Transport Permit Number
 - Narcotic License Number
 - Invoice Number and Date
 - Quantity Received/Issued
 - Running Balance
3. **No cancellations, erasures, or use of correction fluid is permitted.** Any correction must be made by striking through the error with a single line, allowing the original text to remain legible. The correction must be dated and authenticated /initialled by the Medical Officer In-charge.
4. A separate page should be allocated for each drug and strength for clarity.

6.6 Physical Verification and Audit

1. A mandatory physical verification of all narcotic and psychotropic stock must be conducted jointly by the Medical Officer In-charge and the Pharmacist In-charge.
2. This verification must be conducted **monthly** and documented. The verification report, signed by both officers, must be available for audit.
3. Any discrepancies must be reported immediately to the competent authority and the JKMSCL Head Office for investigation.

7.0 References

- Narcotic Drugs and Psychotropic Substances Act, 1985
- Drugs and Cosmetics Act, 1940 and Rules, 1945
- Pharmacy Act, 1948
- The Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988

8.0 Validity and Review

This policy is valid from the effective date stated above until superseded by a revised version. It will be reviewed annually or as necessitated by changes in statutory regulations.