



Memorandum

Date December 30, 1982

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Subject Foreign Trip Report (AID/RSSA): Pakistan, Contraceptive Supply Management System, November 20-December 9, 1982

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SUMMARY

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SUMMARY

The purpose of this travel was to begin the development of a supply management system for the Government of Pakistan (GOP) Population Welfare Division (PWD). During a trip a year ago this process was initiated with the writing of the project paper for the GOP population program. On this consultancy, we (1) identified the areas of greatest need in the area of supply management; (2) began the writing of a supply manual in the form of procedures and record and reporting formats; and (3) briefly reviewed the contents of the PWD management information system vis-a-vis logistics system requirements.

A preliminary report was prepared and submitted to the USAID Mission prior to our departure. Appendix A, "Procedures and Reporting System for Contraceptive Supply Management" in draft form, is the result of interviews with the GOP, PWD personnel in the field, at the Central Stores in Karachi and at Government offices in Islamabad. This document was submitted to the PWD for review and comment and field testing prior to our return in May/June when a supply manual will be completed.

I. PLACES, DATES, AND PURPOSE OF TRAVEL

- A. Karachi, November 22-24
- B. Hyderabad, November 25
- C. Islamabad, November 26-December 9

The purpose of this visit was to start the process of designing a system for the management of expendable supplies (contraceptives, medicines, drugs, clinic supplies, etc.) for the GOP Population Welfare Division (PWD), Ministry of Planning and Development. During his visit to Pakistan last year (for the purpose of drafting the logistics section of the project paper for the GOP population program (see Trip Report dated January 20, 1982)], Graves made extensive visits to field locations. For that reason, field visits during this trip were limited to the central warehouse in Karachi and a District Population Welfare Office (DPWO) and a Family Welfare Center (FWC) in Hyderabad. The rest of the time was spent in Islamabad working with USAID and PWD personnel on the design of a supply system for contraceptives at the DPWO level and below. A draft of recommended procedures, including 10 forms and instructions for their use, is included as Appendix A.

II. PRINCIPAL CONTACTS

A. Government of Pakistan Population Welfare Division

Central Office (Islamabad)

- 1. S. K. Mahmud, Additional Secretary
- 2. Mr. Mehbub, Joint Secretary, Planning Wing
- 3. Khan Ahmad Goraya, Director General (Program)
- 4. Abid Hussain Kazmi, Director, Supplies and Services
- 5. Bahadur Khan, Deputy Director, Infrastructure (NGO's)
- 6. Khalil Siddiqui, Director, Surveys and Statistics
- 7. Dr. Waqar Zaidi, Director, Population Development Center
- 8. G. A. Bhutto, Director, Stores and Marketing (Karachi)

Sind Province (Karachi and Hyderabad)

- 1. Dr. Sagida Samad, Director (Technical) Sind Provincial Office
- 2. Dr. Arjumad Rabbani, Deputy Director, Family Welfare Centers
- 3. Dr. Safaraz Saifallah, Deputy Director (Monitoring)
- 4. Ghulam Sarinar Jawaid, District Population Welfare Officer (Hyderabad)

B. USAID/Islamabad

- 1. Donor Lion, Mission Director
- 2. Cornelia Davis, M.D., Chief, Health, Population, and Nutrition (HPN)
- 3. Dr. William Jansen, Population Officer
- 4. M. A. Wasey, Program Specialist, HPN

III. ACCOMPLISHMENTS

During the course of interviews with key personnel in the PWD, we learned that the most serious problems in supply management are found at the District Population Welfare Office (DPWO) level and below. The lack of training in supply management is one of those problems. Local personnel are not trained in supply management techniques of forecasting, inventory control, etc. In addition, and perhaps partly because of the lack of training, there is the problem of supply imbalances created at the District and Family Welfare Center levels. We were told that the desired organization for the management of contraceptives was for the central warehouse to provide these commodities to the DPWO and for all others to draw their supplies either directly or indirectly from this source. We agree with this approach. The desired flow is shown in Figure 1. Supervision for the supply system is as shown in Figure 2.

At the present time all contraceptives, spare vehicle parts, and a few other items flow through the central warehouse. Medicines, drugs, and other medical supplies are provided through the Provincial Population Welfare Office (PPWO). At least for the present, the PWD desires to maintain this arrangement. If it is desired at a later time to provide these commodities through the central warehouse, the proposed system can accommodate them with minor adjustments.

The efforts of this team were concentrated on the development of procedures and a reporting system for contraceptive supply management. The draft instructions and formats included (Appendix A) in this report were presented to the PWD for review and testing prior to a return visit for further work on the development of a supply management manual. These procedures will require only minor modification to be adapted for supplies other than contraceptives. They deal with the requirements of the supply system of the PWD from the level of face-to-face client contacts through the FWC to the DPWO. These levels were described as those within which the real supply problems existed. A presentation of alternative formats and/or procedures for use was also presented to top officials in the PWD.

What remains to be done is to review the procedures for the central warehouse and make modifications as needed and to write instructions for the management of supplies other than contraceptives. This material will then be documented in a supply manual which will describe procedures at all program levels, including (but not limited to) forecasting, transportation, storage, supervision, port clearance and policies regarding stock levels to be maintained.

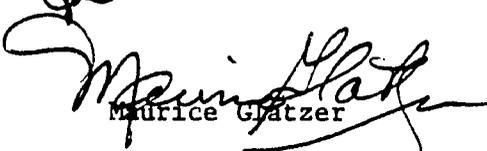
The next step after the manual is to design training materials for use in special and/or routine training courses for logistics personnel at all program levels.

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The PWD has agreed to review the procedures, modify them as necessary, and test them in a few Districts. It is estimated that the test can begin in February, and the consultant team will return in May/June to complete the supply manual. When the supply manual is written, training materials can also be produced and, if time allows, the first training course can be conducted.


Jack L. Graves, M.P.H.


Maurice Glatzer

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CONTRACEPTIVE SUPPLY FLOW IN THE PWD

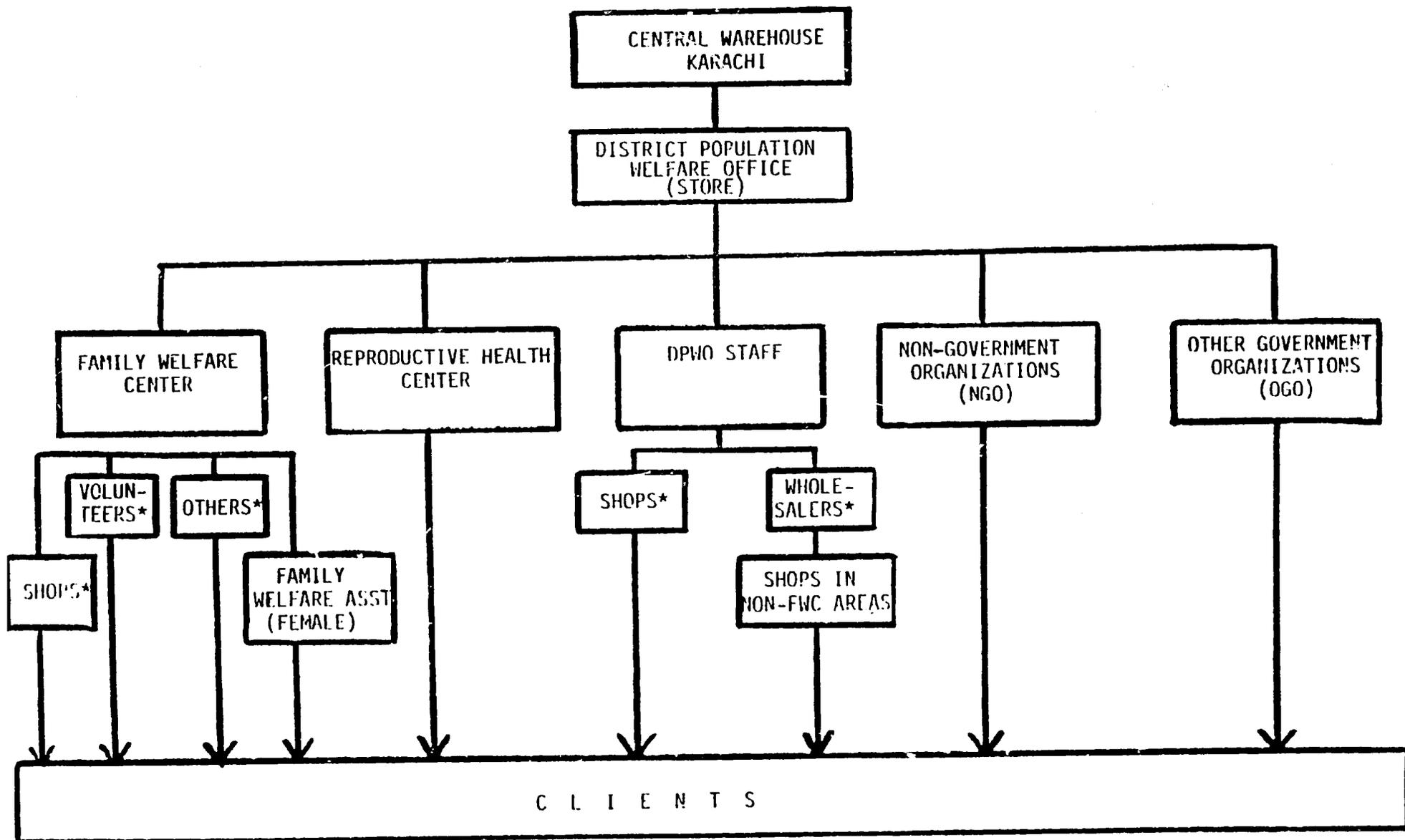
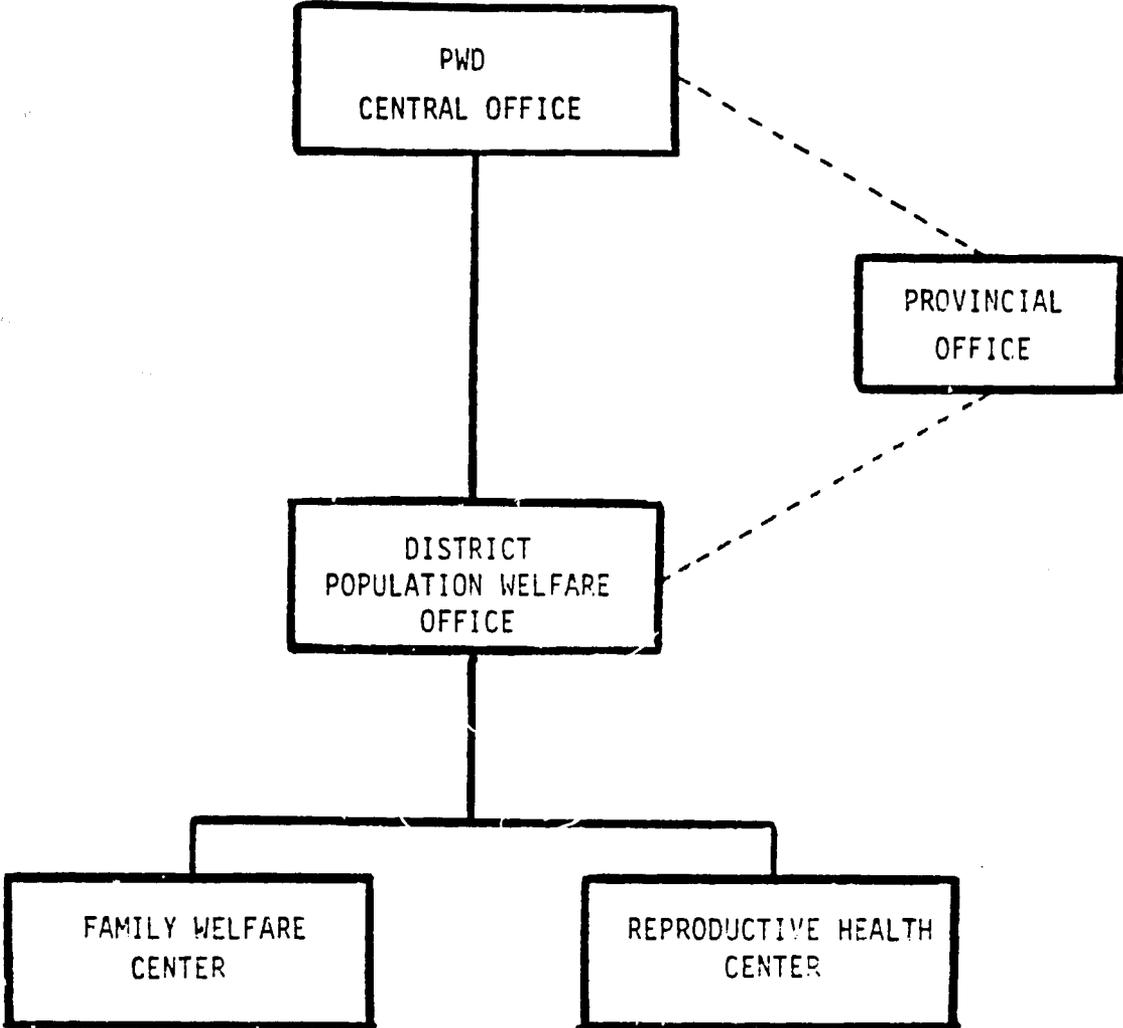


FIGURE 1

POPULATION WELFARE DIVISION
SUPERVISORY NETWORK (LOGISTICS)



NOTE: ----- Denotes relationship for logistics only

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APPENDIX A

PROCEDURE AND REPORTING SYSTEM FOR CONTRACEPTIVE
SUPPLY MANAGEMENT (DRAFT)

VII

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FORM X-1 - SERVICE POINT REGISTER

1. Purpose

This form is used to document the history of contraceptive movement at each location where contraceptives are offered for sale (service point).

2. Responsibility

The form is initiated and maintained up to date by the FWA. Supervisory visits to service points will be documented on the form by the supervisor entering the date of the visit in column 1; the quantity of each contraceptive on hand at the time of the visit in columns 4,7 and 10; and the supervisor's signature in column 14.

The form will be printed on card stock; one copy will be posted at each service point.

3. Instructions

3.1 New Service Points

When the FWA visits a new service point he will:

- 3.1.1 Enter the name and address of the service point at the top of the form.
- 3.1.2 Enter the date on the first line in column 1.
- 3.1.3 Enter the quantity of contraceptives issued to the service point in columns 2 and 4 for condoms, columns 5 and 7 for low dose orals and/or columns 8 and 10 for regular dose orals.
- 3.1.4 If the service point pays for the contraceptives when they are issued, enter the amount collected in column 12.
- 3.1.5 On subsequent visits, the FWA will enter the date on the first blank line; he will count the contraceptives remaining and enter the difference between the quantity

remaining and the previous balance (columns 4,7, and 10) in columns 3,6, and 9. This will be the quantity sold. If the contraceptives have not been paid for, he will calculate the value if the contraceptives sold and enter the amount in column 11. (The value is calculated by multiplying the number of dozens of condoms and the number of monthly cycles of orals by Rs 0.75.) He will then collect the value of the contraceptives sold from the service point and enter the amount in column 12. If the service point pays less than the total value of the contraceptives sold, the FWA will enter the amount collected in column 12, subtract this amount from the entry in column 11, add the amount, if any, in column 13 for the last visit, and enter the result in column 13. This is the amount owed by the service point.

The FWA will then issue new supplies to the service point and enter the quantities in columns 2,5, and/or 8 and the new balance on hand in columns 4, 7 and 10. [The balance for condoms is calculated by adding the quantity received (column 2) to the previous balance (column 4) and subtracting the quantity sold (column 3); calculations for orals are made in their corresponding columns.] To check the accuracy of these calculations the FWA can count the quantity of each contraceptive after the new issues were made; if the actual count is not equal to the quantities in columns 4,7, and/or 8 a mistake has been made and the figures should be re-checked. Finally, the FWA will sign at the end of the line (column 14).

3.2 Previously existing service points.

In many instances the service point visited will be one that was selling contraceptives before the new supply system was initiated. Entries on the form for these service points will be the same as for the new service points

with the following exceptions:

- 3.2.1. On the first visit, when the new forms are being started, the FWA will write "Balance" under the date, column (1).
- 3.2.2. The balances on hand at the end of the last visit to the service point will be entered in columns 4,7, and/or 10, and the amount of outstanding debts, if any, will be entered in column 3.
- 3.2.3. Other entries for the visit will be the same as instructed in 3.1.5. above.

3.3 Other Instructions

- 3.3.1. If the form is lost or damaged so that it cannot be used, it will be replaced by the FWA, He will use his own records (Form X-2) to reconstruct the data on the missing or damaged form.
- 3.3.2. The form is to be replaced at the end of every year. The old form will be collected, and the FWW will check it against the records of the FWA. If the records agree, the old form X-1 will be destroyed. If they do not agree and cannot be reconciled, the old form will be retained for inspection and reconciliation by higher authority designated by the DPWO.

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FORM X-2 Service Point Transaction Record

1. Purpose

This form is the basic record for documenting all logistics and fiscal transactions with service points.

2. Responsibility

The form will be initiated and maintained by the FWA. From time to time, the forms will be reviewed by the FWW to insure that they are being accurately maintained. The forms are to be available for inspection and review by supervisors at all times. At the end of each year, the forms will be reconciled with the Service Point Register (Form X-1) by the FWW.

The form will be printed on high quality paper stock with the margin punched for use in a loose leaf binder. There will be one form for each service point, including the FWW, FWA and/or any other program personnel who sell contraceptives to the public.

3. Instructions

- 3.1 There will be one form for each service point, as indicated above. The forms are to be maintained in a loose leaf binder. The first page of the binder will be a table of contents which is a list of all service points and the page number for the form for each service point. The FWA will keep the forms in the binder in the following order: (1) Shops (2) Volunteers (3) Other Non-PWD (4) PWD Program Personnel; they must be kept by consecutive page numbers. The FWA will assign blocks of page numbers as follows: 100-199 to Shops; 200-299 to Volunteers; 300-399 for Others and 400-499 to Program Personnel.
- 3.2 This form is identical to the Service Point Register, Form X-1, except that column 14 is for remarks instead of signature. The instructions for completing this form are the same as for Form X-1 with the following exceptions:
- 3.2.1 It is not necessary for the FWA to sign in Column 14 for each line. The remarks column will, however, be used for the signature of any supervisor who checks or otherwise inspects the form.

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- 3.2.2 In addition to entering the name and address of the service point in the heading, the FWA will also enter the page number. There is blank space between the heading and the body of the form; this space is to be used for any special comments about the service point such as the name of the owner, additional information for finding the service point, or any other information that will be helpful to the FWA.
- 3.2.3 If the service point pays for the contraceptives when they are issued, they are to be considered as sold to users. The balance as shown in columns 4, 7 and 10 will be the quantity of contraceptives remaining at the service point that have not been paid for.
- 3.2.4 When the use of this form is initiated, the FWA will establish a form for each existing service point by entering the information at the heading of the form, including a separate page number

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for each form. He will write "Balance" in the column for date (Column 1) and enter the balance of contraceptives not paid for in Column 4, 7 and 10. If there are outstanding sales proceeds, the amount will be entered in Column 13.

NOTE: It is very important to understand that the Balance, Columns 4, 7 and 10, shown on the Service Point Register, Form X-1, is the quantity remaining unsold at the service point while these same columns on Form X-2 will show the quantity of contraceptives remaining unsold at the service point for which the service point has not paid the FWA.

- 3.2.5 At the end of every month, the activities for the month will be summarized and copied on the Monthly Logistics Worksheet, Form X-3.
- 3.2.6 At the end of every year, the forms will be checked with the forms X-1 that were collected from the service points. After errors, if any,

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are corrected or reconciled, new forms for the new year will be initiated following the instructions in 3.2.4 above, and the old forms will be retired to the files.

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FORM X-3

FWC's MONTHLY LOGISTICS WORKSHEET

1. Purpose

This form is used to summarize activities related to the sale and stock position for contraceptives and to produce data needed for the preparation of the FWC's Monthly Logistics Report, Form X-4.

2. Responsibility

The form is prepared by the FWA and checked by the FWW. It is to be prepared at the end of each month. The completed worksheets are to be maintained in the central files of the FWC.

3. Sources of Information

Form X-2 Service Point Transaction Record

Form X-5 Stock Register

4. Instructions

This form is to be completed in four sections each representing the four types of service points; these are (1) Shops, (2) Volunteers, (3) Others, (4) Program Personnel. The category "others" is to be used for any service point that is not adequately described by the other three categories. Data are to be entered according to the following instructions:

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- 4.1. Complete the heading of the form by writing the month being reported, year, and the names of the FWC and District.

- 4.2 On the first line in Column 1, write the word "shops"; then list the name of all shops being served by the FWA, including those that were not contacted during the month being reported. After all shops are listed, write "sub-total", skip a line and write the word "Volunteers"; then list all volunteers in the same manner as instructed for shops. After volunteers, list "others", if any, in the same manner; then list all program personnel who sell contraceptives to the public.

After listing all categories as instructed above, skip a line and write "TOTAL". For some large FWCs, several pages might be needed; if so, number the pages in the upper right hand corner of the form.

If the FWC sells contraceptives other than condoms and orals, enter the name of the contraceptive and its

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accounting unit in the space above Columns 14-17 on all pages. The worksheet is now set up for entering data.

- 4.3 The first data entry will be the opening balance for each contraceptive being sold and will be entered in Columns 2, 6, 10, and 14. The opening balance for the month being reported will be the same as the closing balance (Columns 5, 9, 13 and 17) of the previous month's report.
- 4.4 The next data entries will be taken from the Service Point Transaction Records, Form X-2. The three remaining columns under the names of the contraceptives correspond to the three columns on Form X-2. Copy the data for the month being reported directly from the columns of Form X-2. Check each entry by the formula:
- $$\text{Opening Balance} + \text{Received} - \text{Sold} = \text{Closing Balance}$$
- If this formula does not balance, a mistake has been made; the mistake must be corrected before proceeding to the next data entry.

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If a sales point was contacted more than one time during the month, the entries should be the total amounts for columns headed "received" and "sold". If no contact was made during the month, enter the quantity for opening balance in the closing balance column.

- 4.5 Data entries for sales proceeds, columns 18-21, are made in a similar manner. The outstanding balance from the previous month is entered in column 18, the value of the contraceptives sold is entered in Column 19, the proceeds collected from the sales point is entered in Column 20 and the total remaining unpaid is entered in Column 21. To check the entries use the formula:

$$\text{Col. 18} + \text{Col. 19} - \text{Col. 20} = \text{Col. 21}$$

- 4.6 After all data entries have been made, compute a sub-total for each category of service point and a grand total for all service points.

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4.7 The worksheet is now complete. It should be signed by the FWA and submitted to the FWW for checking and discussion. After the FWW has checked the form, she will also sign in the space provided at the top.

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FORM X-4 FWCs MONTHLY LOGISTICS REPORT

1. Purpose

This form is used to report the contraceptive supply position of the FWC and its area of responsibility to the DPWO, and to reconcile the accounts for contraceptives sold.

2. Responsibility

The form is to be prepared by the FWA with guidance and assistance from the FWW. The final responsibility of its accuracy and timely submission rests with the FWW.

The form is to be printed on medium grade paper.

3. Sources of Information

Form X-3 Worksheet.

4. Instructions

- 4.1 The form is to be prepared on the first working day of each month. Two copies are to be prepared.
- 4.2 The heading is to be completed with information identifying the month being reported and the FWC submitting the report. The report is to be submitted by the FWW and will be signed by her.
- 4.3 Data for Section II concerning sales proceeds will be copied from Form X-3. If the amount is submitted at the DPWO in cash, the authorized person who received the proceeds will

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sign in the space provided; this information is to be entered on both forms. If the proceeds were deposited the information concerning the deposit will be entered and a copy of the deposit slip will be made available for inspection by the proper DPWO officer, but will be retained by the FWC.

- 4.4 The completed form will be submitted to the DPWO.
- 4.5 One copy of the form is to be retained by the FWC and the other copy will remain at the DPWO.

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FORM X-5 STOCK REGISTER

1. Purpose

This form is used to account for the contraceptives managed by the FWC; it is designed so that it can also be used for other commodities, such as drugs, medicines, and other supplies. The form also provides a history of the movement of contraceptives through the FWC.

2. Responsibility

The form is maintained by the FWA for orals, condoms and other contraceptives being sold through service points. It will be checked from time to time by the FWW and other supervisory personnel. It will be printed in the form of a ledger book with number pages. The FWW will maintain the form for IUDs, injectables, drugs, and other contraceptives and commodities distributed to users from the FWC headquarters.

3. Sources of Information

Form X-2 Service Point Transaction Record

Form X-6 Indent and Issue Voucher

4. Instructions

4.1 One form will be used for each type of contraceptive

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stocked by the FWC. The name of the contraceptive, accounting unit and package quantities will be entered at the top of the form in the spaces provided. The name should be in sufficient detail for the contraceptive to be distinguished from any other contraceptive that is, or might in the future be, managed through the FWC supply system. For example, enter "condoms, uncolored, lubricated" or "condoms, plain, dry" or "orals, regular dose, Noriday" or "orals, low dose, Norminest", etc., not just "condoms" or "orals" or "pills", etc.

The accounting unit is the quantity represented by the numbers in the columns of the form. The accounting units to be used are:

Condom	=	piece (pc) or each
Oral	=	monthly cycle (mc)
IUD	=	piece
Injectable	=	dose
Foam	=	can

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This means that if the number 100 appears on the form for condoms, it means 100 pieces, not 100 dozen or 100 gross. The reason for the change in accounting unit for condoms is that many manufacturers have discontinued the use of dozen and gross packaging because of the confusion in dealing with these numbers. Accounting for condoms by the piece will accommodate present and any future practice with packaging.

Package quantities should be listed to assist the FWC personnel in indenting for contraceptives or other commodities. For example, condom package quantities are:

Strip - 4; box = 100; orals are strip (or card or cycle) = 1; box = 100.

It is best to enter package quantities in pencil because they are subject to change; if a change occurs, the old quantity should be erased and the new quantity entered.

- 4.2. When this new form is initiated, a page (or block of pages) will be reserved for each type of contraceptive,

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the name, accounting units and package quantities will be entered in the heading and the quantity on hand will be entered in Column 7. The date should be entered in Column 1 and the word "Balance" should be written in Column 2. The FWW will maintain a separate Stock Register Book for the commodities managed by her; the entries will be similar to those for condoms and orals.

- 4.3 When contraceptives are received by the FWC the date of receipt will be entered in Column 1, the name of the office from whom the commodities were received will be entered in Column 2, the number and the date of the voucher, if any, will be entered in Columns 3 and 4, and the quantity received will be entered in Column 5. The quantity received will be added to the previous balance and the new quantity on hand will be entered in Column 7.
- 4.4 When contraceptives are issued by the FWC, the date of issue will be entered in Column 1, the name of the entity to whom the commodities were issued will be entered in Columns 3 and 4, and the quantity issued will be entered in Column 6.

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The quantity issued will be subtracted from the previous balance and the new quantity on hand will be entered in Column 7.

- 4.5 At the end of every month, the word "TOTAL" will be entered in Column 2 and the name of the month will be written in Column 1. The sums of Columns 5 and 6 for the month will be entered in these Columns. The FWW will count the quantities on hand and enter the total in Column 7. If this number does not agree with the balance shown in the last entry for the month, a mistake has been made. The mistake must be corrected or reconciled before proceeding to prepare the monthly report. Also, the quantities in Column 7 on the "TOTAL" line for the previous month plus the total quantity in Column 5 minus the total quantity in Column 6 must be equal to the total quantity of Column 7. Any discrepancies must be explained in writing and placed in the central files of the FWC with a reference mark in Column 8 of the form.
- 4.6. The FWW will maintain stock registers for IUDs, injectables, etc. by making entries similar to those for orals and condoms, except that she will show issues only at the end of the month.

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She will count the items on hand, subtract the total from the balance and enter the difference in Column 6. She will then check her patient register to see that the quantities issued agree with the quantities actually used during the month. She will enter the new balance in Column 7.

- 4.7 The Stock Register is the heart of any supply system. It must be kept up-to-date and it must be accurate. It should, therefore, be checked on every visit of supervisory personnel. When a supervisor checks the form he should sign in Column 8 by the last entry.

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FORM X-6 INDENT AND ISSUE VOUCHER

1. Purpose

This form is used by the FWC to request contraceptives and other supplies from the DPWO. It also serves as a record of supplies received.

2. Responsibility

The form will be prepared by the FWA for contraceptives and the FWW for other supplies. It will be checked and signed by the FWW who has the ultimate responsibility for its accuracy and compliance with PWD policies for the maintenance of the proper quantities of contraceptives and other supplies of the FWC.

3. Source of Information

Form X-5 Stock Register

4. Instructions

- 4.1 The name of the FWC and DPWO and the date of the indent will be entered at the top of the form.
- 4.2 The quantities of each contraceptive on hand at the beginning of the month will be entered in Column 2.
- 4.3 The quantity received since the last indent will be entered in Column 3.

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- 4.4 The quantities of orals, condoms and foam that were issued to service points (including the FWW) and the quantities of IUDs and injectables that were used by the FWW will be entered in Column 4.
- 4.5 The quantities on hand at the end of the month will be entered in Column 5.
- 4.6 The quantities needed to replace the stock on hand will be entered in Column 6. These amounts should be in package quantities. For example, if 140 condoms are needed, the quantity requested should be 200 (2 boxes of 100).
- 4.7 The quantities approved for issue will be entered in Column 7; the quantities issued in Column 8 and the quantities received in Column 9.
- 4.8 The form will be prepared in 2 copies; one will be retained by the FWC, the other by the DPWO.
- 4.9 An indent is to be submitted every month even if no contraceptives are needed. All lines are to be completed on all indents whether or not a particular contraceptive is stocked or needed by the FWC. No cell is to be left blank, if the quantity is 0, then write 0 in the cell.

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Procedures For DPWO

Form X-1

The procedures outlined in the section for FWC will also be followed by DPWO personnel who recruit and sell contraceptives to shops, volunteers, others, etc.; we call this person the DFWA.

Form X-2

DPWO personnel who sell contraceptives to shops, volunteers, others, etc., will maintain this form in the same way as instructed in the section for FWCs.

Form X-5

The procedures outlined in the section for FWC will also be followed by the DPWO Supply Officer.

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FORM X-6

1. Purpose

This form is used for requesting contraceptives by all entities served through the DPWO to the DPWO and by the DPWO.

2. Responsibility

The officer-in-charge (OIC) is responsible for receiving and approving indents from FWCs and other entities which receive their contraceptives from the DPWO stores. The indent will then be passed to the Supply Officer (SO) who will issue the contraceptives. The SO will prepare the indents to be submitted to the Central Warehouse, they will be reviewed and signed by the OIC on the line "Requested By".

3. Instructions

3.1 For indents received by the DPWO.

3.1.1 Indents are to be submitted monthly to the OIC in 2 copies. He will review the contents of the indent and approve or adjust the quantities requested. Approval will generally be based on the FWD policies regarding quantities to be maintained in stock. The OIC will use Form X-9,

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Contraceptive Stock Position as a guide.

The OIC will enter the quantities approved for issue in Column 7, sign on the "Approved By" line, and pass the indent to the SO.

3.1.2 The SO will prepare the quantities requested, complete Column 8 and issue the contraceptives to the authorized representative of the requesting entity. The SO will sign on the line "Issued By" and the person receiving the supplies will enter quantities received in Column 9 and sign on the line "Received By". Both copies will be signed; the SO will retain the original and the person receiving the supplies will retain the duplicate.

3.1.3 The SO will enter the quantities on his Stock Register (Form X-5) according to the instructions given for that form.

3.2 For indents to the Central Warehouse from the DPWO

3.2.1 The SO will prepare 3 copies of the Indent at the end of every month to reflect the needs of the DPWO to bring its stock up to the desired maximum level. The Indent will be addressed to the PWD

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Central Warehouse in Karachi.

- 3.2.2 Enter the opening balance for each contraceptive in Column 2; this is taken from Column 5 of the last Indent submitted.
- 3.2.3 Enter the quantity received since the last Indent in Column 3; this is taken from Column 5 of the Stock Register, Form X-5.
- 3.2.4 Enter the quantity issued since the last Indent in Column 4; this is taken from Column 6 of the Stock Register, Form X-5.
- 3.2.5 Enter the balance on hand at the time the Indent is being prepared in Column 5; this is taken from Column 7 of the Stock Register, Form X-5.
- 3.2.6 Enter the quantity needed to bring the stock balance up to the maximum level recommended in Column 6. This quantity is calculated by multiplying the average monthly sales, line 7, Form X-10 by the number of month's supply as directed by the PWD Central Office, and subtracting the closing balance, Column 5.

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- 3.2.7 The OIC will review the Indent, sign on the line "requested by" and mail 2 copies to the Central Warehouse.
- 3.2.8 When the Indent is received by the Central Warehouse, the OIC/Central Warehouse will review it and enter the quantities approved for shipment in Column 7, sign on the line "Approved by" and pass the Indent to the stock man.
- 3.2.9 The stock man will prepare the contraceptives for shipment, enter the quantities actually shipped in Column 8, and sign on the line "Issued by".
- 3.2.10 One copy of the Indent will be included with the shipment and one copy will be retained in the pending files of the Central Warehouse.
- 3.2.11 When the shipment is received at the DPWO, the SO will check the contents, enter the quantities received in Column 9, sign the Indent on the line "Received by" and mail one completed copy back to the Central Warehouse.
- 3.2.12 The SO will then enter the quantities received in his Stock Register, Form X-5, and file the completed copy of the Indent in the central files of the DPWO.

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FORM X-7 DPWO Monthly Logistics Worksheet

1. Purpose:

These forms are used to summarize activities related to the sale or use and stock position for contraceptives and to produce data needed for the preparation of the DPWO Monthly Logistics Report Form and the Monthly Indent Form X-6.

2. Responsibility:

The form will be completed by the SO.

The DFWA will prepare two copies of Form X-3 in the same manner as instructed for FWCs; one copy will be submitted to the SO for his use in preparing this worksheet for the DPWO.

3. Source of Information:

Form X-2 Service Point Transaction Record

Form X-3 Monthly Logistics Worksheet, from the DFWA

Form X-4 FWC Monthly Logistics Reports

Form X-5 Stock Register

Form X-6 Indent and Issue Vouchers

4. Instructions:

4.1 This form is to be completed in sections according to the number of categories of entities to which contraceptives have been issued. The categories are to include: (1) FWCs,

(2) other PWD locations. (3) DPWO personnel (DFWA), (4) NGOs, (5) OGOs, and others as may be required by PWD Central Office.

- 4.2 The heading of the form will be completed by entering the name of the district and the month being summarized.
- 4.3 The names of all entities will be grouped according to category as instructed in 4.1 above and listed under Column 1. Leave a space for a sub-total between each category.
- 4.4 Data for the FWCs will be copied from the FWC Monthly Reports, Form X-4. Enter the quantity of condoms sold (from Section I, "Sold" line, Column 7, Form X-4) in Column 2; enter the store balance (from "Condom" line, Column 5, Form X-6) in Column 3; and enter the field balance (from Section I, "Closing Balance" line, Column 7, Form X-4) in Column 4. Enter the data for the other contraceptives in a similar manner. Note that there is no field balance for IUDs and injectables since these are dispersed only from the FWC central. After entering data from all FWCs, compute the totals of all columns and enter the totals on the sub-total line.
- 4.5 Data for the District FWA will be taken from the Form X-3, Logistics Worksheet. Enter the quantity of condoms sold (from

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total Column 4, Form X-3) in Column 2; enter the field balance (from total Column 5, Form X-3) in Column 4; there will be no store balance. Enter the data for other contraceptives in a similar manner.

- 4.6 Data for NGOs, OGOs, and others will be taken from the indents (Form X-6) submitted by each entity. Enter the quantity of condoms sold (from the "Condom" line, Column 4, Form X-6) in Column 2; enter the field balance (from the "Condom" line, Column 5, Form X-6) in Column 4; there will be no store balance. Data for other contraceptives will be entered in a similar manner.
- 4.7 Sub-total all sections and compute grand total.
- 4.8 The completed forms are to be maintained in the central files of the DPWO.

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FORM X-8 Summary of Sales Proceeds

1. Purpose

This form is used to summarize the status of money accounts for all entities served by the district.

2. Responsibility

The OIC is responsible for collecting and managing the money generated from the sale of contraceptives. He will designate the person to be responsible for keeping these accounts in order and completing this summary each month.

3. Source of Information

Form X-3 Monthly Logistics Worksheet

Form X-4 FWC Monthly Logistics Report

Reports from NGO, OGO and other entities that draw supplies from the DFPO.

4. Instructions

- 4.1 Complete the heading by entering the names of the month, district, and person preparing the summary.

- 4.2 For FWCs the information will be copied directly from Section II of the FWC Monthly Report, Form X-4.
- 4.3. For the DFWA the information will be copied from the "TOTAL" line of his Monthly Logistics Worksheet, Form X-3, Columns 18-21.
- 4.4 Other entities will be required to submit the data by letter attached to their monthly Indent, Form X-6.
- 4.5 Sub totals will be computed for (1) all PWD offices and locations and (2) all non-PWD offices. The grand total will be computed after all entities have reported.

FORM X-9 Summary of Contraceptive Stock Position

1. Purpose

This form is used to summarize the district and FWC stock position calculated in month's supply on hand and average monthly sales.

2. Responsibility

It is the responsibility of the SO to initiate and maintain this form. A new one will be prepared each month as a summary of current status.

3. Source of Information

This form is prepared from data presented in:

Form X-7, Monthly Logistics Worksheet

4. Instructions

4.1 Top of Form

4.1.1 Check box for DPWO

4.1.2 Enter month and year

4.1.3 Enter figure for number of month's being used to determine average monthly sales.

- 4.1.4 Number each page in sequence as additional sheets are used.

- 4.2 List all entities in Column 1 in the same way as instructed for Form X-7, Monthly Logistics Worksheet.
 - 4.2.1 Using current month sales for condoms from X-7, Column 2 and the number of previous months necessary to arrive at the average sales, determine monthly average sales and enter in Column 2.

 - 4.2.2 Divide the balance on hand, Store (Column 3, Form X-7) by the average monthly sales (Column 2, Form X-9) and enter in Column 3, Store.
Divide the balance on hand, field (Column 4, Form X-7) by the average monthly sales (Column 2, Form X-9) and enter in Column 4.

 - 4.2.3 Repeat this entire process for all types of contraceptives shown (Columns 5-28).

- 4.3 Where there are no entries on Form X-7, there will also be no entries on Form X-9.

FORM X-10 District Monthly Logistics Report

1. Purpose

This form is used to report stock balances, sales and sales proceeds accounting to the Central and Provincial Offices of the PWD.

2. Responsibility

The OIC is responsible for the accuracy, completeness and timeliness of this form.

3. Sources of Information

Form X-5 Stock Register
Form X-7 District Logistics Worksheet
Form X-8 Summary of Sales Proceeds
Form X-9 Summary of Stock Position

4. Instructions

4.1 Stock on Hand

4.1.1 Enter the stock on hand for FWC from the sub-total for FWCs, Form X-7, Columns 3, 6, 9, etc.

4.1.2 Enter the stock on hand for the District store from the closing balance for the month, Column 7, X5

- 4.1.3 Enter the stock on hand for other PWD locations from the sub-total for other PWD locations, Columns 3, 6, 9, etc., Form X-7.
- 4.1.4 Enter the stock on hand in the field from the total line, Columns 4,7, 10, etc., Form X-7.
- 4.1.5 Add the four entries above and enter on the "TOTAL" line.
- 4.2 Enter the total quantities in Columns 2, 5, 8, 11, etc., Form X-7, on line 6.
- 4.3 Complete the Average Monthly Sales/use level BYdividing the total sales/use of each contraceptive (from total line, Form X-7) by the number of month's specified at the top of Form X-9. Enter these figures on the "Average Monthly Sales" line.
- 4.4 Divide the numbers on line 5 by the numbers on line 7 for each contraceptive and enter the result on line 8.
- 4.5 Enter the total amounts from Form X-8 in the corresponding lines in Section II.

FWCs MONTHLY LOGISTICS REPORT FOR

month _____,

year _____

FORM: X-4

FOR _____
name of FWC

SUBMITTED BY _____

name _____

title _____

DISTRICT _____
name

signature _____

I. SERVICE POINTS

CONTRA- CEPTIVES	PARTICULARS	TYPE OF SERVICE POINT					REMARKS
		Shops	Volun- teers	Others	Program Personnel	Total	
	No. of Points →						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
CONDOMS	Opening Balance						
	Received						
	Sold						
	Closing Balance						
ORALS Low Dose	Opening Balance						
	Received						
	Sold						
	Closing Balance						
ORALS Regular Dose	Opening Balance						
	Received						
	Sold						
	Closing Balance						
Other name	Opening Balance						
	Received						
	Sold						
	Closing Balance						

II. SALES PROCEEDS

Outstanding Rs. _____
Current Sales Rs. _____
Deposited Rs. _____
Net Due Rs. _____

RECEIPT FOR CASH DEPOSIT

At District Office

At Bank

Signature _____

Name and Title _____

Date _____

Bank _____

A/C No. _____

Deposit Receipt

No. _____ Date _____

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INDENT AND ISSUE VOUCHER

FORM: X-6

TO: _____, _____ date _____
 name address

FROM: _____, _____ District _____
 name address

ITEM	OPENING BALANCE date _____	REC'D	ISSUED/ SOLD/ USED	CLOSING BALANCE date _____	REQUESTED	APPROVED	ISSUED	RECEIVED
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Condoms (pc)								
Orals-Low (mc)								
Reg (mc)								
Foam (can)								
IUD A (pc)								
B (pc)								
C (pc)								
CuT (pc)								
Injectable (dose)								

Name Title Signature Date

Requested by: _____, _____, _____, _____

Approved by: _____, _____, _____, _____

Issued by: _____, _____, _____, _____

Received by: _____, _____, _____, _____

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