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MANUAL OF CONTRACEPTIVE LOGISTICS

POPULATION WELFARE DIVISION
(MONITORING & STATISTICS WING)
MINISTRY OF PLANNING AND DEVELOPMENT
GOVERNMENT OF PAKISTAN
ISLAMABAD

SEPTEMBER 1987

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PREFACE

1. Contraceptive supply logistics constitute by far the most important aspect of any population welfare activity with countrywide coverage. The objectives of a logistics system is to support the programme by ensuring that the needed contraceptives are available at the needed place, in the needed quantity at the needed time.
2. Since the inception of the Population Welfare Programme in Pakistan various methods have been tried to improve the contraceptive delivery system. The experiments have not always been methodologically rigorous but have provided a base for developing an effective logistics system and for blending the existing recording and reporting system in a substantially methodological order. However, a need has long been felt for developing a coordinated logistics system which may knit both the operational and managerial functions into a well built-in structure of the supply mechanism, the recording and reporting system and the supply management process.
3. This Manual of Contraceptive Logistics has, therefore, been developed to fulfill the forementioned needs. It is a joint effort of the Population Welfare Division and USAID/Islamabad. The designers were asked to keep four points in mind: first to assume no special knowledge of the subject on the part of their readers; second to write in a manner immediately understandable to any person of average education; third to be as comprehensive as possible so as to provide timely stock movement estimates and control from the top down; and, fourth to lay a foundation for increased contraceptive prevalence through improved programme management and logistics support to the field functionaries.
4. The major virtue of this Manual lies in its functional accuracy and a system of forewarning the programme managers of possible supply imbalances as well as an easy process of keeping abreast of contraceptive usage trends. Thus it is hoped that this Manual will fulfill a long outstanding need for sound programme management.
5. The Division appreciates the efforts of its Monitoring and Statistics Wing and is thankful to the provincial Population Welfare Departments for the useful suggestions and support they gave when they were consulted at the very start of designing the system. The Division is also grateful to USAID/Islamabad and Dr. William H. Jansen for providing financial and technical assistance. Special thanks go to Mr. M.A. Wasey of USAID for his dedicated and untiring efforts, active participation and invaluable inputs in developing this Manual into a very comprehensive and most useful guide book for contraceptive supply management.
6. The Division is confident that implementation of this Manual will substantially contribute towards achievement of the programme goals.

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Islamabad.

ABBREVIATIONS USED IN THE MANUAL

ADPWO	:	Assistant District Population Welfare Officer
CD	:	Community Distributor
CLR	:	Contraceptive Logistics Record/Report
DDPs	:	District Distribution Points
DDPWO	:	Deputy District Population Welfare Officer
DG(P)	:	Director-General, Programme
DG(M&S)	:	Director-General, Monitoring and Statistics
DPWO	:	District Population Welfare Office(r)
Dte	:	Directorate
FP	:	Family Planning
- FWC	:	Family Welfare Center
FWW	:	Family Welfare Worker
IE&C	:	Information, Education & Communication
IUD	:	Intra Uterine Device
MEC	:	Monitoring and Evaluation Cell
MFWA	:	Male Family Welfare Assistant
MO	:	Medical Officer
M&S	:	Monitoring and Statistics
NGO	:	Non-Government Organization
NRIFC	:	National Research Institute of Fertility Control
PIA	:	Pakistan International Airlines
PIO/C	:	Project Implementation Order/Commodities
PM	:	Programme Monitoring
PLD/O	:	Provincial Line Departments/Outlets
PLHD	:	Provincial Line Health Departments
PWD	:	Population Welfare Division
PWH	:	Provincial Warehouse
RHS/RHC	:	Reproductive Health Services/Center
R&R	:	Recording and Reporting
S&DP	:	Statistics & Data Processing
S&S	:	Supply and Services
SSW	:	Stores, Supplies & Warehouse
SA	:	Statistical Assistant
SK	:	Storekeeper
SMC	:	Social Marketing of Contraceptives
TGI	:	Target Group Institution

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PART I

**LOGISTICS OBJECTIVES
AND POLICIES**

CHAPTER I

INTRODUCTION

1.1 Population Welfare Programme Overview: The National Population Programme, since its inception in 1965, has undergone numerous developmental changes in terms of organizational structure and operational strategies. In the course of its history, the subject of supplies and its flow has always occupied a pivotal position in the overall programme functions.

Population Welfare Planning is now treated essentially as a social issue, a question of well-being of population of the country. As such, Programme now operates on a multi-sectoral approach rather than on a one dimensional approach that had isolated Family Planning Programme from development planning. The multi-sectoral approach as adopted has, to some extent, integrated development planning and population welfare planning.

The new programme strategy aims at increasing the availability of services by such methods, as follows:

- (i) promoting maximum utilization of existing Family Welfare Centres, RHS, and DDPs as well as opening of new Family Welfare Centres and RHS and enlisting more DDPs to increase geographical coverage and to serve maximum population;
- (ii) involving health facilities of Provincial Line Departments in providing contraceptive delivery services;
- (iii) involving practitioners of indigenous medicine in the dispensing of conventional methods to the clients;
- (iv) involving private practitioners of general and specialized medicine, specially gynaecologists, in the provision of services;
- (v) involving the institutionalized sectors in the provision of the full range of contraceptive services through their existing infrastructure;
- (vi) involving non-government organizations/voluntary organizations in the provision of contraceptives delivery; and,
- (vii) involving private sector in sale of contraceptives at subsidized rates.

The current Population Welfare Programme has been operating on the above stated strategies. The programme has its own programme service outlets, namely FWCs, RHS-A and RHS-B Centers including extension teams for providing contraceptive delivery services. In addition, programme has enlisted a large number of district distribution points and community distribution points for dispensing of conventional methods to those clients who approach them.

As a policy of multi-sectoral approach, the programme is also operating through the infrastructure of (i) Target Group Institutions (ii) PLD/Os (iii) Hakims and (iv) Non-Government Organizations.

The extended scope of the current Population Welfare Programme calls for an extensive and effective system which should ensure availability of contraceptive supplies at all storage and distribution points at all times.

1.2 Prior and Current Logistics Procedures: An Information System for Contraceptive Movement was introduced in 1976, establishing procedures for maintaining records and for reporting information relating to contraceptive movement. This System has been modified from time to time revising the record and report formats. These records and report formats provide a basis for determining the accountability of contraceptive supplies and also indicate contraceptive performance. In addition, circular instructions have also been issued from time to time on such aspects

of contraceptive logistics as frequency of despatches and desirable inventory levels. While these records, reports and circular instructions meet the programme needs to some extent, there has not been a comprehensive document which can serve as a reference document on all aspects of the contraceptive logistics system.

1.3 Need for a Logistics Manual: The contraceptive supply logistics of the Population Welfare Programme in the country has been based largely on a set of procedures for recording and reporting of contraceptive supply data. Supply logistics has thus been a clerical routine with little participation of the managerial and supervisory staff in ensuring effectiveness of the supply system.

It has, therefore, been necessary that a comprehensive logistics system is designed and a logistics manual is developed covering (a) all aspects of the system and (b) specifying functions and responsibilities of all operational as well as managerial staff of the Population Welfare Programme.

1.4 Purpose and Scope of the Manual: The purpose of this Manual is to provide guidance and serve as an educative tool and reference document for all tiers of Programme involved in the contraceptive logistics.

The Manual is comprehensive in its scope and contains instructions for not only operating the contraceptive logistics system but also for ensuring that the system operates effectively. After a very brief introduction, the manual explains:

- what a logistics system is;
- what activities does it encompass;
- which programme offices, officers and staff are involved in the system and the extent of their involvement.

The Manual then describes, in detail, the procedures to be followed at each tier of the Programme, providing guidance not only to the staff at working level but also for the supervisory and managerial staff at the federal, provincial, district and sub-district levels.

For quick understanding and easy referral, the logistics functions have been described in sequential order i.e. in the order in which these occur. In addition, all of the logistics functions and procedures relating to a unit and staff member have been consolidated in one chapter so that various offices and staff members need to study and keep only that portion of the Manual which relates to their duties/functions.

In addition, for quick reference each chapter ends up with a summary of records and reports for each office/officer.

1.5 Printing and Distribution of the Manual: The Manual will be printed in loose leaf binder with instructions for each office/staff commencing from a new page so that instructions relating to each office/staff member can be detached, reproduced and supplied to the concerned person or office.

CHAPTER 2

THE LOGISTICS SYSTEM

2.1 Need for a System: Adoption of family planning (FP) goes through the process of Awareness – Motivation – Practice. Normally, fecund couples first gain knowledge then are motivated towards limiting the size of their family and then commence practicing a FP method. However effective Programme efforts may be in information, education, communication (IEC) and motivation; these efforts will all be futile if the FP services and supplies are not made available to the motivated clients. Therefore, success of a population programme depends entirely upon continued availability of supplies and services.

To assure this “continued availability”, a programme has not only to arrange procurement of adequate supplies in a timely manner, but must also have an effective system of moving these supplies and services to the remote and peripheral service points on a regular basis. If this logistics supply system malfunctions, the whole programme badly suffers, if it is interrupted, the whole programme can collapse.

Inefficient supply system can result in either shortage or excessive supplies. Both are harmful for the programme. In a shortage situation, such as the Programme has experienced with respect to condoms, it is not possible to achieve Programme goals in terms of the desired contraceptives usage. Excessive supplies are equally harmful in that the commodities need to be stored for longer periods of time, sometimes beyond their shelf life. Such has been the case in respect of oral pills. Consequently large quantities of pills had to be destroyed.

These under and over supply situations are clearly indicative of the fact that the Programme supply system has not been operating satisfactorily and must be improved. The need for improving the supply logistics has been recognised and emphasized in the Population Welfare Programme Plan.

2.2 Logistic Objectives: The objective of a logistics system is to ensure timely and uninterrupted flow of contraceptive supplies to all service outlets and distribution points. The system is aimed at the continued availability of supplies and services to those who need them.

2.3 Scope and Functions: The scope of logistics is very wide. Logistics begins with the forecasting of needs and ultimately includes delivery of supplies and services to the clients. In addition, there are some logistics support functions of impressive magnitude, i.e. recording, reporting, accountability, monitoring and supervision, which are essential to ensure that the primary logistics functions are carried out on a timely and efficient basis. A listing of these primary and support activities follow:

Primary Functions

- Forecasting
- Procurement
- Receiving (including port clearance)
- Warehousing and Storage
- Requisitioning
- Despatching (internal transportation from Warehouse)
- Issuing/Delivering to Service Outlets
- Sale/Distribution to Clients

Support Functions

- Recording/Reporting and Accountability
- Data Processing
- Monitoring and Supervision

2.4 Operational Responsibilities

2.4.1 Overall Responsibilities: The Monitoring and Statistics Wing of the PWD/Islamabad is overall incharge of the entire logistics system in the country. These functions include both the primary as well as the support functions listed in the preceding paragraph. To carry out these functions, the M&S Wing is comprised of following units:

- (i) The Directorate of Supply and Services (S&S) at Islamabad
- (ii) Directorate of Stores, Supplies and Warehouse (SSW) at Karachi
- (iii) Directorate of Statistics and Data Processing (S&DP) at Islamabad
- (iv) Directorate of Programme Monitoring (PM) at Islamabad

2.4.2 Primary Functions: The Director General, Monitoring & Statistics (DG/M&S) as overall incharge of the logistics system, is responsible for formulating policy guidelines and for establishing such supply management strategies, as the quantum of inventories to be maintained at various storage, supply and service delivery points; the replenishment schedules; the mode and frequency of despatches; and proper storage of contraceptives at various levels. Within these logistics strategies, the provincial Directors-General/Secretaries are responsible for overseeing the implementation of these strategies in their respective provinces. Likewise, the District Population Welfare Officers will be directly responsible for all logistics functions in their districts. Although all of the logistics functions at the FWC level are performed by the Male F.W. Assistant, the FWW incharge of the Center will be directly responsible for smooth logistics operations.

2.4.3 Support Functions: DG (M&S) is also responsible for all of the support functions namely (a) evolving of a system for recording and reporting of programme performance, service statistics and logistics-related data, (b) processing and analyzing the data received and (c) monitoring various aspects of programme performance. These functions are as important as the logistics itself because these will ensure smooth and efficient operation of the System at various levels of programme operations.

The Recording and Reporting System designed by the M&S Wing prescribes record and report formats relating to all aspects of the population programme. In view of their direct bearing on the logistics and on this Manual, all those record and report formats which are related to the contraceptive logistics, are being made part of this Manual. Where deemed necessary, slight modifications have been made in some of the formats.

2.4.4 Summary of Functional Responsibilities: Following Table summarizes the involvement and responsibilities of various officials/units at the Federal, Provincial, District and FWC levels related to the numerous logistics functions:

Name of Relevant Unit or official	Fore-cast-ing	Procu-rement	Receiv-ing	Ware-hous-ing and Storage	Requisi-tion-ing	Issue and Des-patching	Trans-porta-tion	Dispens-ing to Clients	Record-ing & Report-ing	Moni-toring	Super-vision	Data Pro-cessing
Federal												
Supply & Services (S&S) Dte. Islamabad	X	X	-	-	-	-	-	-	X	X	-	-
Stores, Supplies & Warehouse (SSW Karachi) Stat, & Data Proc. (S&DP) Dte. Isl	-	-	X	X	-	X	X	-	X	-	-	-
Programme Monitoring (PM) Dte. Islamabad	-	-	-	-	-	-	-	-	X	-	-	X
	-	-	-	-	-	-	-	-	-	X	-	-

Name of Relevant Unit or official	Fore-cast-ing	Pro-cure-ment	Receiv-ing	Ware-hous-ing and Storage	Requisi-tion-ing	Issue and Des-patching	Trans-porta-tion	Dispens-ing to Clients	Record-ing & Report-ing	Moni-toring	Super- vision	Data Pro-cessing
Provincial												
Director/Dy. Dir. (Mon. & Eval. Cell)	-	-	-	-	X	-	-	-	X	X	X	X
Deputy/Asst. Director (Logistics)	X	-	-	X	-	X	X	-	X	-	X	-
Storekeeper	-	-	X	X	-	X	X	-	X	-	-	-
District												
DPWO/DDPWO	-	-	-	-	-	-	X	-	-	X	X	-
Statistical Assistant	-	-	-	-	X	-	-	-	X	X	-	X
Storekeeper	-	-	X	X	-	X	-	-	X	-	-	-
FWC (Below District)												
F.W. Worker	-	-	-	-	-	-	-	X	-	X	X	-
F.W. Assistant – Male	-	-	X	X	X	X	-	-	X	-	-	-
RHS – A Center												
M.O. Incharge	-	-	X	-	X	-	X	X	X	-	-	-

2.5 Functional Units

2.5.1 Warehousing/Storage Points

No. of Units

Central Warehouse, Karachi	1	
Provincial Warehouses	4*	*Planned
District Stores	73	
FWC Stores	1,250	

2.5.2 Service Delivery Points – Programme Outlets

Family Welfare Centers	1,250	
Reproductive Health Service A&B Centers	100	
FWC's Community Distributors/Sales Agents	20,000	– 25,000
District Distribution Points	20,000	– 25,000

2.5.3 Service Delivery Points – Non-Programme Outlets

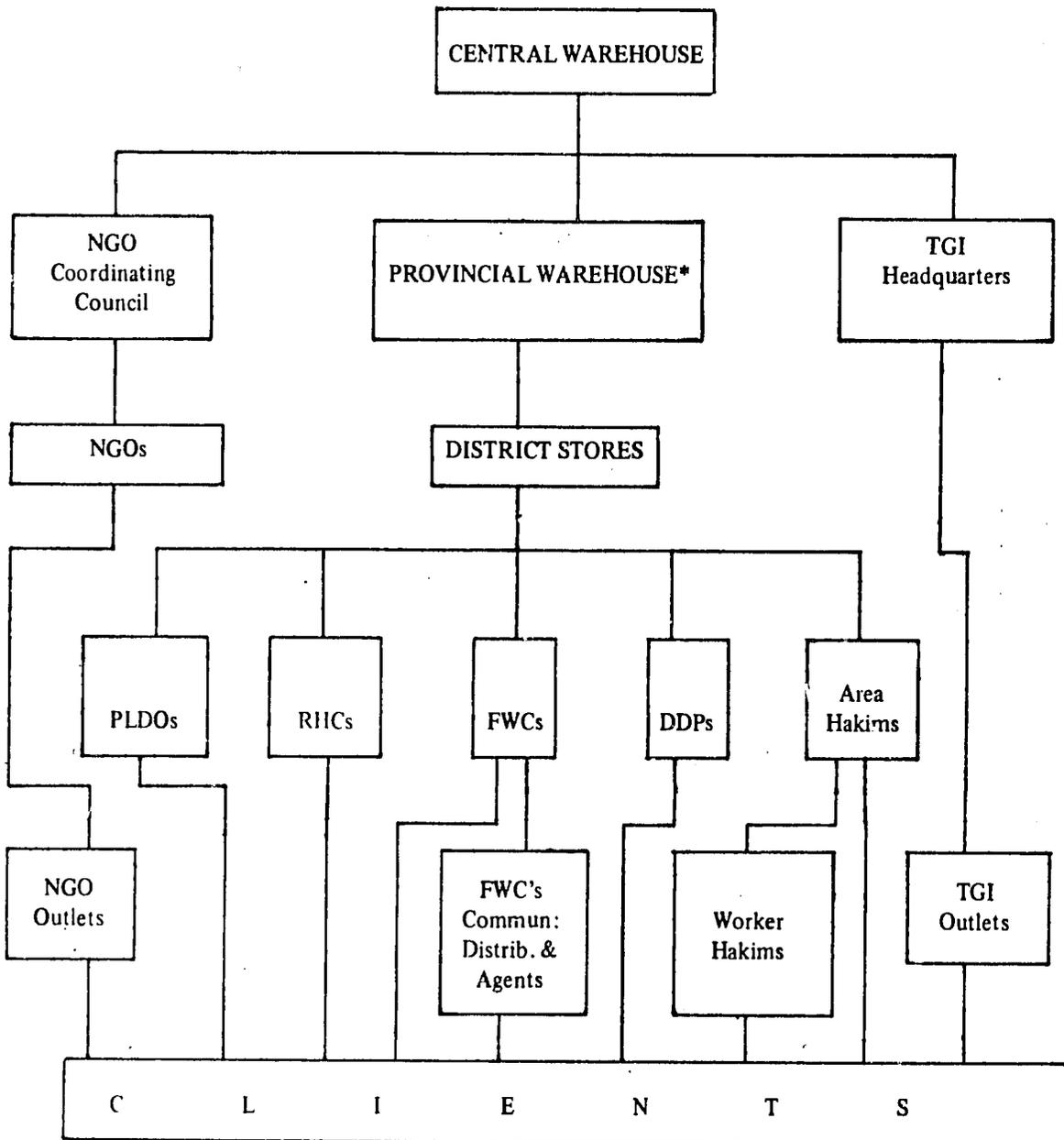
Area and Worker Hakims	1,000	– 1,200
Target Group Institutions (TGIs e.g. Defence Forces, PIA, Railways, Steel Mill, Fauji Foundation)	150	– 200
Non-Government Organizations, Northern Area and Azad Kashmir Programme outlets	100	– 200
Provincial Line Departments Outlets (of Health, Social Security and Labour Departments)	600	– 2,000

CHAPTER 3

OPERATIONAL STRATEGIES

3.1 **Flow of Contraceptives:** Contraceptive supplies will flow from the Central Warehouse to various service delivery outlets as shown in the following Flow Chart:

CONTRACEPTIVES FLOW CHART



* Currently, Central Warehouse is despatching supplies directly to the District Stores. However, Provincial Warehouses are planned to be established. Present arrangements will discontinue as and when the Provincial Warehouses become functional and commence handling contraceptive supplies.

3.2 Frequency of Replenishment:

Replenishment From	Replenishment To	Replenishment Frequency
1. Central Warehouse	Provincial Warehouse	Quarterly
2. Central Warehouse	NGO Coordinating Council*	Quarterly
3. Central Warehouse	TGIs Headquarter	Quarterly
4. Provincial Warehouse**	District Stores	Monthly
5. District Store	FWCs and RHS Centers	Monthly
6. District Store	Area Hakims	Monthly
7. District Store	DDPs	Monthly
8. District Store	PLDOs	Monthly
9. FWCs	Community Distributors/Sale Agents	Monthly
10. Area Hakims	Worker Hakims	Monthly

* Some of the NGOs have not established their own Warehouses and supply systems. Consequently, upon their request, the District Stores will arrange to issue supplies to the NGO Service Outlets, at monthly or quarterly intervals, if the NGOs may wish.

** Until Provincial Warehouses are established, supplies to District Stores will also be replenished from the Central Warehouse, Karachi.

3.3 Quantum of Inventories:

Storage/Service Points	No. of Month's Stock on Hand			
	Prior to Establishment of Provincial Warehouses		After Establishment of Provincial Warehouses	
	Min.	Max.	Min.	Max.
Central Warehouse	6	9	4	6
Provincial Warehouse	—	—	3	4
District Stores	3	4	2	3
FWC Stores	2	3	2	3
Outlets	1	2	1	2
	<u>12</u>	<u>18</u>	<u>12</u>	<u>18</u>

3.4 Disposal of Unusable Contraceptives: Following procedure will be adhered to:

(a) If, for any reasons, any contraceptive supplies become unuseable while stored in the Central Warehouse, Provincial Warehouses, District Stores or other storage points, the concerned Unit will immediately stop distribution of these supplies and will furnish a report to the Director-General, M&S, through proper channel, indicating:

- Name of contraceptive, quantity, date of manufacture (if known), and period of storage in that Unit.
- Circumstances under which these contraceptives were considered unuseable, out-dated or spoiled.

- (b) Upon receipt of this report, D.G. M&S will review the circumstances which led to the spoilage and make decision whether to accept the reported stock as unuseable, or have it inspected or lab-tested.
- (c) After determining that the reported stock is unuseable, the D.G. M&S, in consultation with the concerned donor agency, will specify a place and procedure to be followed for the destruction/disposal of the spoiled stock.
- (d) The D.G. M&S will constitute a committee which will make necessary arrangements and will also witness the destruction/disposal process.
- (e) After the actual destruction/disposal, the committee will prepare a certificate of disposal indicating (i) the contraceptive and quantity destroyed, (ii) date and place of destruction, and (iii) method of destruction. Each committee member will sign this certificate.
- (f) The certificate of disposal will be prepared in triplicate. The original will be furnished to the D.G. M&S and a copy each will be retained in the records of the concerned Unit and the donor agency.
- (g) This certificate of destruction will form the basis for writing off the destroyed quantity in the accounting records of the Unit.

PART II

**OPERATIONAL PROCEDURES
FOR EACH UNIT**

CHAPTER 4

DIRECTORATE OF SUPPLY AND SERVICES (S&S), ISLAMABAD

4.1 Responsibilities: This Directorate plays a pivotal role in the entire programme supply logistics as continued availability of contraceptives at all service points depends largely upon judicious forecasting and timely procurement of contraceptive requirements for the country programme. The Directorate also maintains a constant watch over the supply situation in the country as a whole so that supply orders and deliveries can be adjusted if situation warrants.

In summary, the Directorate of Supply and Services will have three major functions relative to the contraceptive logistics, namely, forecasting, procurement and supply management. These functions will be carried out as outlined hereunder.

4.2 Forecasting: While forecasts of the contraceptive requirements are prepared at the time of development of Five-Year Plan documents, more specific requirements are assessed at the time of preparing Annual Development Plans. The contraceptive forecasts will be prepared taking into consideration the following factors:

- Programme strategies relating to planned contraceptive method-mix.
- Actual off-take trends.
- Estimated stocks on hand in the country.
- Anticipated delivery of supplies.
- Desired stock levels.

4.3 Procurement: Contraceptives are procured from both local and foreign supply sources. For locally available contraceptive supplies such as Lippes Loops, the S&S Directorate enters into a supply agreement or places an order on the supplier. A copy of the agreement/order will be furnished to the Directorate of Supply, Stores and Warehouse (SSW), Karachi. The local procurement process is governed under the Government of Pakistan laid down regulations which need not be described in this Manual.

Bulk of the contraceptive supplies are imported from abroad using foreign donor assistance. The donor agencies undertake most of the procurement actions. The S&S Directorate is required to furnish the concerned donor agency a formal request through Directorate of Foreign Assistance, indicating quantities with justification, detailed specifications and schedule of deliveries. In view of the long lead time (for some contraceptives upto 18 months) between placing of orders and receipt of supplies, the procurement requests will be initiated far in advance of the anticipated periods of requirements.

The S&S Directorate will maintain a file for each request/order for procurement of contraceptives from abroad or local source. While this file will contain all letters and documents relating to a request, it will also contain a "Contraceptive Procurement Status Card" in form CLR-1. This Card will indicate current status of each procurement without requiring to go through lots of papers in the files and will facilitate Directorate of S&S in taking timely follow-up actions.

The CLR-1 Card is in two parts and will be prepared in duplicate. Upon completing Part I, on Procurement Request Information, the Directorate of S&S will despatch the duplicate copy of the Card to Director SSW, Karachi. Both the Directorates will complete Part II of the Card on Shipping and Arrival Information, at their respective ends as and when shipping and arrival information is available to them.

4.4 Supply Management: After forecasting needs and initiating procurement requests, supply imbalances may still occur. Therefore, it will be essential for the S&S Directorate to continually watch the supply situation in the country and, if necessary, reassess country needs and reschedule the delivery of ordered supplies. To maintain the desired surveillance over the country supply situation, the Directorate will keep a "Country/Provincial Contraceptive Stock Position Card" in form CLR-2 for each contraceptive. This Card will require only one line entry each month,

and will indicate the number of months stock in the country, in the central warehouse and in provincial warehouses. The Card will be kept upto date and made available to the D.G. M&S or Secretary as and when desired by them.

It is necessary that the D.G. M&S and the Secretary of the Population Welfare Division are also kept aware of the contraceptives stock position and the off-take trends. However, as these officers are too busy on other Programme matters to go through detailed records, Director S&S will prepare graphic presentations to portray a visual picture of the country stock position and off-take trend. Specimens of (a) Country Contraceptive Stock Position Chart and (b) Country Contraceptive Sales Trend Chart are shown at Appendix-I and II. These Charts will be kept upto date and displayed in the offices of D.G. M&S and Secretary.

4.5 Summary of Records & Reports

- CLR – 1 Contraceptive Procurement Status Card
- CLR – 2 Country/Provincial Contraceptive Stock Position Card
- Appendix – I Country/Provincial Stock Position Chart
- Appendix – II Country/Provincial Sales Trend Chart

CHAPTER 5

DIRECTORATE OF STORES, SUPPLIES AND WAREHOUSE (SSW), KARACHI

5.1 **Responsibilities:** Major functions of this Directorate are to:

- Receive commodities from the local suppliers
- Arrange clearance of imported supplies from the port
- Inspect consignments upon receipt
- Store supplies in the Central Warehouse
- Arrange laboratory tests
- Repackage and despatch
- Arrange disposal of spoiled commodities

5.2 **Receipt of Local Supplies:** The SSW Directorate will receive from the Directorate of S&S, Islamabad, a copy of each supply agreement or purchase order placed on local suppliers. Currently, only Lippes Loops and Inserts are being procured from a Karachi-based supplier. The agreements/purchase orders will indicate the quantities ordered and the schedule of deliveries. The SSW Directorate will obtain delivery of the ordered supplies in accordance with the terms and conditions laid down in the agreement/purchase order and will promptly report deviations, if any, to the D.G. M&S, Islamabad.

Upon receipt of each consignment, the SSW Directorate will furnish a Contraceptive Receiving Report in form CLR-3 to the Directorate of S&S, Islamabad.

5.3 **Receipt of Imported Supplies:** PWD/Islamabad will appoint a clearing agent for clearing all programme consignments arriving at the air or sea ports. Normally, foreign suppliers will be required to send shipping documents directly to the Directorate of SSW. In the event any supplier sends the shipping documents to the S&S Directorate, Islamabad, the Directorate will promptly transmit these documents to the SSW Directorate. Thus, SSW Directorate will receive advance intimation of the consignments expected to arrive at the Karachi port, so that it can make necessary arrangements for prompt clearance. These arrangements will include following steps:

- Obtain Custom Duty Exemption Certificate from the PWD/Islamabad and/or concerned donor agency.
- Transmit shipping documents alongwith the Exemption Certificate to the pre-appointed clearing agent.
- Follow-up and expedite actions to be taken by the clearing agent until the consignment is received in the Central Warehouse.

Upon arrival of the consignment at the port, the SSW Directorate in collaboration with the clearing agent, will inspect the consignment and ascertain cartons/packages short landed or landed in damaged condition. The Directorate will ensure that the clearing agent promptly initiates appropriate actions relative to the quantities short landed, untraceable, damaged or lost during shipment. The damaged cartons/packages will be opened and the extent of damage and loss will be determined, appropriate survey/inspection reports prepared and necessary claims will be filed in accordance with normal/applicable commercial procedures.

Upon receipt of the consignment in the Central Warehouse, the Storekeeper incharge of the warehouse will prepare a Receiving Report in form CLR-3 for each consignment. The Receiving Report will be prepared in triplicate. One copy will be sent to Directorate of S&S, Islamabad and another to the concerned donor agency's office in the country.

5.4 **Laboratory Testing:** The SSW Directorate will take random samples out of each consignment received in the Central Warehouse and will send these to the Director NRIFC for their laboratory testing in accordance with the established standard test procedures.

The Central Warehouse will not despatch any consignments until receipt of NRIFC test report validating the quality of the contraceptives. Consignments which fail NRIFC tests, will not be despatched and the Directorate will report the matter to D.G. M&S with copies to the suppliers or donor agencies for taking appropriate action.

5.5 Warehousing and Storage: Contraceptive supplies received from the port and from the local suppliers will be stored in the Central Warehouse until these are despatched to the upcountry locations. Director SSW will be responsible for the accountability and safety of the supplies stored in the warehouse. To guard against possible losses/damages, the Central Warehouse will adhere to the following:

GUIDELINES FOR PROPER STORAGE

- (a) The store rooms should be clean, well ventilated and lighted and the walls white washed. Adequate fire fighting equipment should be placed at appropriate locations within the warehouse premises and the warehouse staff should be trained in the use of the equipment.
- (b) Supplies should not be exposed to sunlight.
- (c) The roofs should be checked for water leakages and the rooms should not be subject to water penetration.
- (d) The store rooms should be disinfected and sprayed every third month against insects, rodents and birds.
- (e) The stacking of cartons should be at least 4 inches off the floor (using wooden planks and approximately 2 feet away from any wall).
- (f) Each consignment should be stacked separately leaving sufficient space in between the stacks to facilitate counting and access to hind stacks so as to follow the first-in-first-out method.
- (g) The stacks should not be more than 8 feet high so that excessive weight does not crush cartons in the bottom layer.
- (h) To the extent possible, cartons should be stacked in a manner that markings/labels/manufacturing or expiry dates are visible.
- (i) Each stack should have a Bin Card in form CLR-4.
- (j) Normally supplies will be despatched on a first-in-first-out (FIFO) basis. However, it is possible that a more recent consignment may bring stocks that have been manufactured earlier than those received via prior consignments. If this is the case, the FIFO method will be followed by the date of manufacture and not by the date of consignment's arrival in the warehouse.

5.6 Inventory Records: The Central Warehouse will maintain inventory records indicating quantities of the contraceptive supplies:

- (a) shipped and received against each purchase order;
- (b) stored in each stack, shelf or bin;
- (c) available in the warehouse from individual consignments; and
- (d) available in the warehouse as a whole.

The record of supplies shipped and received against each purchase order, will be maintained by filling in Part II of Contraceptive Procurement Status Card CLR-1. As mentioned in Chapter 4.3, the CLR-1 Card will initially be prepared by the Directorate of S&S, Islamabad, who will furnish duplicate copy of the Card to SSW Dte. at Karachi after completing Part I of the Card showing quantities ordered. Upon receipt of the shipping documents

or upon arrival of consignment, the SSW Dte. will indicate the shipping and arrival information in Part II of the Card. The Card will thus reflect quantities shipped and received against each order.

The Storekeeper will maintain a Contraceptive Stock Register in Form CLR-5 for recording the quantities received, issued and in stock. Separate pages will be used for each contraceptive supply. For this purpose, low dose and Mini pills; A, B, and C size Lippes Loops; and Copper T's Model 220 B and 380A, will be treated as different contraceptives and will be recorded on separate pages. All transactions of the contraceptive supplies will be recorded in chronological order as these occur; i.e. an entry will be made as and when any contraceptive supply is received in or issued from the Warehouse, so that the Stock Register will always indicate the current stock on hand.

5.7 Unannounced Physical Counts: Government regulations already provide for physical verification of all government stores at annual intervals. In addition to these annual physical verifications, the D.G. M&S and/or Directorate of S&S will assign an officer other than the SSW staff, to physically count the contraceptive supplies stored in the Central Warehouse. These physical verifications will be made once in six months without prior notice to the Warehouse personnel. The counting officer will record and sign on the Central Warehouse Stock Register a certificate indicating results of the physical verification.

5.8 Requisitioning and Despatching: As indicated in the Contraceptive Flow Chart (Chapter 3.1), the Central Warehouse will despatch supplies to the Provincial Warehouses, the NGO Coordinating Council and TGI Headquarters. However, until such time as the Provincial Warehouses are established and commence handling contraceptives, the Central Warehouse will continue to despatch supplies directly to the District Stores.

5.9 Requisitioning Procedure: Supplies will be despatched on the basis of Contraceptive Requisition Form (CLR-6) received from (a) the Provincial Directors-General, or the DPWOs, as the case may be, (b) NGO Coordinating Council and (c) TGI Headquarters. Since supplies to the District Stores will be on monthly basis, the DPWOs are required to send their Requisitions so as to reach the SSW Directorate by 15th day of each month. However, as despatches to the Provincial Warehouses, NGO Council and TGI headquarters would be on quarterly intervals, their Requisitions should reach the SSW Directorate by 15th day of December/March/June/September i.e. 15 days before commencement of the quarter.

5.10 Despatching Procedure: Director SSW will scrutinize the Requisitions, order quantities to be despatched and ensure that the Central Warehouse completes despatch of ordered quantities by the end of the month.

Supplies will be despatched on a "First-in-first-out" basis. The despatches should always be 'carton lots' so as to avoid possibility of spoilage and need for repackaging. However, the SSW Directorate will repackage the consignments as and when necessary.

While approving quantities to be despatched, the SSW Director will also approve mode of transportation. Normally, for uncountry despatches, trains or commercial trucks will be used whichever is efficient and economical. Consignees located in Karachi will arrange to obtain delivery of their supplies from the Central Warehouse premises using their own transport. However, in an emergency, the Warehouse may use its vehicles, if available.

To systematize the procedure and accountability, this Manual prescribes a "Contraceptive Issue and Receipt Voucher" in form CLR-7 which the SSW Dte. will use for each despatch. Receipt of the despatched quantities will be acknowledged by the consignee by returning a copy of the Voucher to Dte. of SSW after filling in the 'Receipt' column in the voucher. A copy of the receipted voucher will also be sent to the supervisory office of the requisitioning office/organization.

5.11 Stock Reporting: Director SSW will submit, on 5th day of each month, a monthly Warehouse Contraceptive Stock and Despatch Report in form CLR-8 to D.G. M&S alongwith photocopies of the Stock Register pages relating to the month under report. This Report will indicate contraceptive supplies received, despatched and on hand in the Central Warehouse.

5.12 Summary of Records & Reports: As indicated in the preceding paragraphs, the SSW Dte. (including Central Warehouse) will be responsible for following records:

- CLR-1 Contraceptive Procurement Status Card
- CLR-3 Contraceptive Receiving Report
- CLR-4 Bin Card
- CLR-5 Contraceptive Stock Register
- CLR-7 Contraceptive Issue and Receipt Voucher
- CLR-8 Warehouse Contraceptive Stock and Despatch Report

CHAPTER 6

DIRECTORATE OF STATISTICS & DATA PROCESSING (S&DP), ISLAMABAD

6.1 On behalf of the Population Welfare Division, Islamabad, the Directorate of Statistics and Data Processing (S&DP) receives, processes and analyzes all programme operational data and service statistics including those related to the contraceptive logistics. Of all the programme units in the country, the S&DP Directorate is best equipped in staff and facilities including computer equipment to analyze available data and feed back information as and when needed by various programme officers at the federal, provincial and district levels. As the needs of each programme unit may differ from time to time, this Manual is not prescribing any specific feedback reports for the D.G. M&S to prepare. However, D.G. M&S will use his discretion and feedback information which may prove useful to various officials. Various programme units may also request specific reports from D.G. M&S.

CHAPTER 7

DIRECTORATE OF PROGRAMME MONITORING (PM), ISLAMABAD

The Programme Monitoring Directorate is responsible to monitor the entire Population Welfare Programme including the logistics functions, through (a) review and analysis of the operational data and service statistics, and (b) inspection of selective programme units at various operational levels, especially those where abnormal conditions exist or likely to occur. With regard to the contraceptive logistics, these inspections will cover areas of substantial supply imbalances and accountability problems. While it is not possible to prescribe any format for these inspections, this Manual prescribes following guidelines:

- The purpose and scope of each inspection should be predetermined with specificity i.e. specific objective of each inspection trip should be defined and how this objective will be accomplished.
- The inspection team should prepare a check list indicating each step of the inspection and the object of each step.
- The inspections should be aimed at solving problems and improving programme operations. Therefore, the inspection report should not only point out weaknesses observed but should recommend appropriate corrective actions to rectify the weaknesses. These actions must be viable and practical.
- The effectiveness of an inspection and the efficiency of an inspection team should be judged from the extent of improvements achieved or initiated as a result of the inspection and NOT on the basis of the number of weaknesses reported. The inspection report must avoid using inflammatory and aggressive language.
- A system of follow-up may be used whereby each recommendation for corrective action is pursued until that action has been satisfactorily accomplished. To facilitate this follow-up, each recommendation may be numbered.
- To the extent possible, the entity to be inspected should be least burdened with making board, lodge and transport arrangements for the inspection team.
- By making these inspections objective and helpful to the entity, an atmosphere should be created whereby such inspections are welcomed rather than feared, and are viewed as in the interest of entity being inspected rather than for the benefit of the Inspection Directorate.

CHAPTER 8

PROVINCIAL POPULATION WELFARE OFFICES

As a consequence of the decision to decentralize implementation of the Population Welfare Programme, the Provincial DGs/Secretaries will manage, supervise and control all contraceptive logistics functions within their respective provinces through:

- Provincial Warehouse (PWH)
- Monitoring and Evaluation Cell (MEC)

Although none of the four Provincial Population Departments have established a PWH at the time of developing this Manual, such warehouses are planned to be established in the future.

The organizational pattern of each Provincial Population Department may differ for a variety of reasons but each provincial Secretary has assigned to a specific Directorate the responsibilities of monitoring and evaluating various programme activities in the province. Thus, a Provincial office may decide to give a different name to its Unit/ Directorate handling contraceptive supply management. However, for the sake of clarity and easy understanding, this Manual has described the supply management procedures as though each province has or will have a MEC. Detailed functions and operating procedures for the PWH and MEC follow:

8.1 Provincial Warehouse (PWH)

8.1.1 Receiving and Warehousing: PWH will receive contraceptive supplies from the Central Warehouse, Karachi on the basis of Requisitions prepared by the Provincial MEC. The Provincial Warehouse will maintain a Contraceptive Stock Register CLR-5 and will submit to the MEC a monthly Warehouse Stock and Despatch Report CLR-8 showing contraceptives received, issued and on hand. The Report should reach MEC by 5th day of each month.

Normally, supplies will be received on a quarterly basis, and the PWH will maintain a stock level equal to 3-4 months requirements of the province. Safety of the supplies against thefts, pilferages and damages will be the responsibility of the officer incharge of the Provincial Warehouse. To guard against possible losses/damages, the Warehouse will stack supplies using same guidelines as have been provided for the Central Warehouse (refer Chapter 5.5).

8.1.2 Unannounced Physical Counts: Government regulations already provide for physical verification of all government stores at annual intervals. In addition to these annual verifications, the Provincial DGs and/or Officer incharge of MEC will assign an officer, other than the PWH staff, to physically count the contraceptive supplies stored in the provincial warehouse and observe other storage deficiencies, if any. These physical inspections will be made once in a quarter without prior notice to the warehouse personnel. The counting officer will record and sign on the PWH Stock Register a certificate indicating results of the physical verification.

8.1.3 Issuing/Despatching: Provincial Warehouse will despatch contraceptive supplies to the District Stores on a monthly basis. These despatches will be in accordance with the quantities approved by the MEC on individual DPWO's Contraceptive Requisition Form CLR-6. Despatch of all supplies will be completed by 15th day of the month, using train, truck or programme vehicles, whichever is appropriate and available.

Like the Central Warehouse, the Provincial Warehouse will also use a Contraceptive Issue and Receipt Voucher CLR - 7 for each despatch/issue of supplies from the warehouse. The voucher will be prepared in quadruplicate, 2 copies will be sent alongwith the supplies to the consignee DPWO, one to the MEC and the fourth copy will be retained in the PWH record. Upon receipt of the supplies, the consignee DPWO will fill in the "Receipt" column of the Voucher, and return one copy of the voucher to the Provincial Warehouse.

The Warehouse will maintain separate files for (a) MEC's Requisition Forms and Issue & Receipt Vouchers against which supplies have been received in the PWH, and (b) DPWO's Requisition Forms and Issue & Receipt Vouchers against which PWH has issued/despached supplies to the DPWOs. The vouchers will be filed in numerical order i.e. by serial number.

8.1.4 Summary of Records and Reports by PWH

CLR-5	Contraceptive Stock Register
CLR-7	Contraceptive Issue & Receipt Voucher
CLR-8	Warehouse Contraceptive Stock & Despatch Report

8.2 Provincial Monitoring and Evaluation Cell (MEC)

8.2.1 Responsibilities: The MEC will be responsible for assuring continued availability of adequate stocks of contraceptive supplies at all programme levels in the province. To carry out this responsibility, MEC will:

- Note and foresee supply imbalances and bring same to the notice of Provincial DG/Secretary for appropriate remedial actions.
- Maintain a constant watch over the supply situation in the province as a whole, at the provincial warehouse, and at various DPWO stores and their service outlets.
- Requisition supplies from the Central Warehouse in adequate quantities and in a timely manner.
- Scrutinize DPWO reports to note or foresee supply imbalances.
- Scrutinize, process and evaluate contraceptive stock and sale reports.

8.2.2 Requisitioning: The MEC will requisition supplies for the province from the Central Warehouse, Karachi, using a Contraceptive Requisition Form CLR-6 prescribed in the Manual. These Requisitions will be prepared on a quarterly basis and should reach the Central Warehouse 15 days before the start of each quarter. For example, the Requisition for supplies required for the first quarter (January-March) will be furnished to the Central Warehouse by 15th December. A copy of this Requisition will also be furnished to the Provincial Warehouse for information and matching the supplies later received from the Central Warehouse.

8.2.3 Scrutiny of DPWO Reports and Consolidation: The MEC will receive from each DPWO a monthly report "District Contraceptive Stock Report" in Form CLR - 15 which is a simplified version of the "District Monthly Report on Receipt, Sale and Stock of Contraceptive - Form DPWO/F-2" now submitted to the Provincial Office. MEC will scrutinize these reports to ensure that these are complete and accurate and will take appropriate steps to rectify errors and omissions. As a minimum, MEC will verify current month's opening balances with prior month's closing balances, and likewise, compare quantities shown in the reports as "Received" against quantities despatched to them from the Warehouse as reflected on the copy of the Issue and Receipt Voucher CLR-7. After this scrutiny, the data from the DPWO's report will be consolidated and analyzed in a manner to enable MEC to exercise management supervision on the contraceptive stock and sales position of various districts as prescribed in sub-chapter 8.2.5.

8.2.4 Adequacy of Stocks: To determine adequacy of stocks at various programme levels in the province, MEC will maintain a Provincial Contraceptive Stock Position Card in form CLR-2 for each contraceptive similar to that maintained by S&S Directorate/Islamabad for the country. The Card will require only one line entry each month and will reflect, at a glance, the stock position (a) in the province as a whole, (b) at the provincial warehouse, (c) at the district stores and (d) in the field i.e. with all service outlets. The Card will also reflect the monthly trend of contraceptive sales in the province. To such a busy officer as the Provincial Director-General/Secretary it is essential that the stock and sales position is presented to him in graphic form, as a visual picture of the situation in the province as a whole. Therefore, this Manual prescribes the following presentations through charts which MEC will

prepare each month for the provincial DG as are being prepared by the Federal S&S Directorate for the Secretary, Population Welfare Division:

- Provincial Contraceptive Stock Position Chart
- Provincial Contraceptive Sales Trend Chart

Specimens of these charts are enclosed at Appendix – I and II.

8.2.5 Supply Management and Sales Monitoring: The programme does not prescribe uniform quantities of contraceptive stocks that should always be available at the District Stores or with various categories of the service outlets. Instead, the adequacy of stocks is to be determined in terms of “months of supplies” on hand. Thus, supply management must include sales monitoring because the adequacy of the contraceptive stocks on hand can be determined only after ascertaining the sales trend.

To carry out these supply management and sales monitoring functions, MEC will prepare following:

- CLR–9 District Contraceptive Stock & Sales Ledger/Management Sheet
- CLR–10 Analysis of District Contraceptive Stock and Sales

These documents will serve as multi-purpose management tools in that these will:

- serve as accountability ledgers for individual district offices;
- enable ‘month-to-month’ and ‘district-to-district’ comparisons;
- highlight abnormal conditions requiring remedial actions;
- provide a basis for making objective selection of the districts to be inspected;
- furnish a baseline data for carrying out effective inspection; and
- readily provide data needed for preparing a monthly consolidated report.

Following paragraphs describe the procedures of preparing and use of these management tools.

DPWO Contraceptive Stock and Sales Ledger/Management Sheet: CLR–9a/CLR–9b

The Ledger will have a page for each DPWO. By making one line entry each month from DPWO’s monthly report, the Ledger page will present an at-a-glance picture of the stock and sales position in the district over a period of time. The Ledger page will thus enable a month-to-month comparison of the supply and sales position at the district and field level.

While the Ledger (CLR–9a) page will enable the provincial office to compare each DPWO’s contraceptive stock and sales position from month-to-month, a Management Sheet (CLR–9b) will be prepared by the MEC each month to present on one Sheet the contraceptive stock and sales position of all the districts in the province at the end of month. The Management Sheet will enable MEC in making a district-to-district comparison and in calculating total stock and sales in the province each month. In this connection, PWD/Islamabad is already planning to provide computer equipment to each provincial office. Meanwhile, MEC can prepare these sheets manually which will not be difficult as only one line entry will be needed for each district each month.

Analysis of District Contraceptive Stock and Sales: CLR-10

While recording of the data from the DPWOs reports on the District Contraceptive Stock and Sales Ledger/Management Sheet CLR-9 (a)/(b) will serve a useful purpose, a quick and accurate analysis of the stock and sales position may not be easy from these ledger sheets (CLR-9(a) because the quantities will be in large number, i.e. in hundreds and thousands. Therefore an "Analysis of District Contraceptive Stocks and Sales" CLR-10 will be prepared. The columns in CLR-10 will be somewhat similar to those in the Management Sheet (CLR-9(b)). The only difference is that the CLR-10 analyses the stock position in terms of 'month's supply on hand' and the performance as percentage of sales by each category of the service outlet. Thus the number will be reduced to 1-2 digits and a quick and accurate appraisal of the supply and sales position will be much easier from the analysis than from the Sheet. Furthermore, the analysis will highlight abnormalities such as overstocking or understocking positions.

8.2.6 Supervision/Inspection: To monitor the effectiveness of the supply logistics, MEC will periodically visit various programme districts and service outlets, especially those where discrepancies or such abnormalities have been observed as (a) non-receipt and delays in receipt of despatched supplies; (b) over/under-stocking; and (c) extra-ordinary rise and fall in sales. As these inspections will be made on a selective basis, MEC will use the above mentioned management records to make an objective selection of the district (s) to be inspected. The inspection reports will not only report deficiencies but will also suggest corrective actions to ensure against recurrence of such deficiencies. The suggested actions should be practical and well thought-out, taking into consideration all relevant factors.

These inspections will follow guidelines suggested for the federal Directorate of Programme Monitoring in Chapter 7 of this Manual.

8.2.7 Provincial Contraceptive Stock Report: CLR-11

This Report will be prepared by MEC each month for submission to M&S Wing of PWD/Islamabad so as to reach there by 15th day of the month. Data needed for this report will be readily available from the District Contraceptive Stock Reports (CLR-15) received from the DPWOs in the province.

8.2.8 Summary of MEC Records and Reports:

CLR-2	Provincial Contraceptive Stock Card	One sheet for each Contraceptive.
CLR-9(a)/CLR-9(b)	District Contraceptive Stock & Sales Ledger/Management Sheet.	One page for each district/month
CLR-10	Analysis of District Contraceptive Stock and Sales	One page for each contraceptive/month
CLR-11	Provincial Contraceptive Stock Report	One report for each month
Appendix-I	Provincial Contraceptive Stock Position Chart	One chart for each contraceptive
Appendix-II	Provincial Contraceptive Sales Trend Chart	One Chart for each contraceptive.

CHAPTER 9

DISTRICT POPULATION WELFARE OFFICE/OFFICER (DPWO)

9.1 **Responsibilities:** The District Population Welfare Offices are required to play dual roles with respect to the contraceptive logistics operations, i.e. (a) they have to operate a District Store, and (b) they are to account for, monitor and supervise the movement and sale/distribution of contraceptive supplies throughout the district. The DPWO will be directly responsible for the smooth and efficient operation of the contraceptive logistics not only in the District Store but in the entire district and will be assisted by following staff members:

- (i) Store Keeper (SK)
- (ii) Statistical Assistant (SA)
- (iii) Assistant/Deputy DPWO (ADPWO/DDPWO)

Since the DPWOs in the low density districts do not have a Storekeeper or Statistical Assistant, the functions assigned to the SK will be performed by the Upper Division Clerk (UDC) and the duties assigned to the SA will be carried out by the Deputy DPWO with the assistance of the Lower Division Clerk (LDC).

Following table summarizes the assignment of various logistics-related duties to the specific staff members of the low and high density DPWOs:

Logistics Functions	High Density	Low Density
Supply requisitioning	SA	Dy. DPWO
District Store Operation	SK	UDC
Delivery of supplies to DDPs and PLDOs	SK	LDC
Scrutiny of Field Reports	SA	Dy. DPWO
Supply Management/Monitoring	Dy. DPWO	Dy. DPWO

Procedures for carrying out various logistics functions are prescribed in subsequent paragraphs.

9.2 **Requisitioning of Supplies for the District Stores:** The district's requirements of contraceptive supplies will be requisitioned at monthly intervals from the Central Warehouse as long as Provincial Population Offices have not established their own warehouses. After establishment of the provincial warehouses, the DPWOs will requisition supplies from the respective provincial warehouses.

A Contraceptive Requisition Form CLR-6 will be used for requisitioning of the supplies. The Statistical Assistant in the high density districts, and the Deputy DPWO in the low density districts, will be responsible for preparing these Requisitions and sending these to the Central or Provincial Warehouse (as the case may be) so as to reach the Warehouse by 5th day of each month. Detailed instructions for preparing these Requisitions are reflected on the reverse of each Form. The DPWO will sign each Requisition and before putting his signature, he/she will ensure that these are complete and accurate.

9.3 **Receiving & Storing Supplies:** Each DPWO will operate a District Store. While the Store will be under the direct supervision of the DPWO, it will be operated by the Storekeeper (SK) in the high density districts and by the Upper Division Clerk (UDC) in the low density districts. The Store will receive, store and issue contraceptive supplies. As indicated in the preceding paragraph, the Store will receive contraceptive supplies from the Central/Provincial Warehouse on monthly basis and will maintain 2-3 month's stock reserve at all times based on prior month's performance.

As the District Stores are located in rented buildings, the accommodation available generally falls short of the ideal storage conditions. However, to the extent possible, supplies will be stacked using guidelines provided for the Central Warehouse in Chapter 5.5 of the Manual.

9.4 Issuance and Delivery of Supplies: The District Store will issue contraceptive supplies to:

- Family Welfare Centres (FWCs)
- Reproductive Health Services RHS-A Center
- Reproductive Health Services RHS-B Centre
- District Distribution Points (DDPs)
- Provincial Line Department (PLD) Outlets
- Area Hakims

While the FWCs, RHS/A and RHS/B Centers and the PLDOs will be supplied with all types of clinical and non-clinical contraceptives, the DDPs and Hakims will be given only condoms, oral pills and possibly liquid foam.

FWCs, RHS/A Centers and Hakims will arrange to collect their supplies from the District Store. However, the DPWO will assign the SK or some other staff member to deliver and replenish supplies to the DDPs, RHS/B Centers and PLD Outlets. Normally one month supply of contraceptives will be issued to the forementioned outlets taking into consideration the stock on hand and the outlets sales potential.

9.5 Quantities to be Issued: Following procedure will be used for determining quantities of contraceptive supplies to be issued to each of the above mentioned outlets:

9.5.1 To FWCs and RHS/A Centers: The FWCs and RHS/A Centers will indicate their contraceptive requirements on their monthly reports. The SA in the high density districts and the Deputy DPWO in the low density districts will examine the reasonableness of the requested quantities in the light of the supplies on hand and the sales/usage potential of these centers as reflected in their monthly reports. The SA/Deputy DPWO will then prepare a Contraceptive Despatch Order in form CLR-12 specifying quantities which the District Store should issue to each of these centers. The Despatch Order will be prepared in duplicate and, after obtaining the approval and signature of the DPWO, both copies of the Order will be furnished to the SK/UDC incharge of the District Store who will issue the specified quantities to each centre and initial in the appropriate column of the Despatch Order. In case the quantities actually issued from the District Store are different from the quantities mentioned in the Despatch Order, quantities actually issued will be shown in the 'Remarks' column. On or before the last working day of the month, the SK/UDC will return the duplicate copy of the Despatch Order to the SA/Deputy DPWO who will use this copy to verify the accuracy and accountability of the quantities reflected as 'Received' in the monthly reports of FWCs and RHS/A Centers.

9.5.2 To RHS/B Center, DDPs and PLD Outlets: These outlets are not required to submit any requisition or report. Also, no Despatch Order will be prepared for issuance of supplies to these outlets. Quantities to be supplied or replenished to these Outlets will be determined by the person delivering the supplies based on the outlet's stock on hand and sales potential at the time of visiting the outlet.

9.5.3 To Area Hakims: Contraceptive supplies to be issued to the Area Hakims will be based on the quantities reflected on Area Hakims Contraceptive Stock and Requisition Form CLR-16 as approved. (Detailed procedures for Hakims have been described in Chapter 12).

9.6 District Store Record: The SK/UDC (incharge of the Store) will maintain a Contraceptive Stock Register in Form CLR-5 for recording the quantities received, issued and in stock. Separate pages will be used for each contraceptive supply. For this purpose, low dose and Mini pills; A, B, and C size Lippes Loops; and Copper Ts Model 220 B, and 380 A, will be treated as different contraceptives and will be recorded on separate pages. All transactions of the contraceptive supplies will be recorded in chronological order as these occur; i.e. an entry will be made as and when any contraceptive supply is received in or issued from the Store, so that the Stock Register will always indicate the current stock on hand.

The SK/UDC will also maintain separate files for the Issue and Receipt Vouchers against which supplies have been received in the District Store. Likewise, executed Despatch Orders will be kept monthwise in a separate file.

9.7 Service/Sale Outlets Ledger Record: Under the prevailing Recording and Reporting System, a ledger record is being maintained for such sale agents as DDPs. This Ledger will continue with slight modification in its format so as to make it simpler and easier. In addition, a ledger record will not only be maintained for the DDPs but for *ALL* other Service and Sale outlets. Furthermore, this Ledger will not be viewed as a single purpose document to account for contraceptive supplies and sales proceeds, but will also serve as a multi-purpose tool for supply management, sales monitoring and field supervision, as reflected in subsequent paragraphs.

Since the Sale Outlets (DDPs and Hakims) sell only condoms, oral pills and possibility foam bottles, their Ledger format will require fewer columns than the formats of the Ledger for the Service Outlet (FWCs, RHS 'A' and 'B' Centers, and PLDOs) who will also handle clinical contraceptives, i.e. IUD loops, Copper T's and Injectables, etc. For this reason, different formats have been prescribed for the Service and Sales Outlets, as follows:

CLR-13(a)/	Service Outlets Contraceptive Stock & Sales	For FWCs, RHS/A and B Centers
CLR-13(b)	Ledger/Management Sheet	and PLDOs.
CLR-14(a)/	Sale Outlets Contraceptive Stock & Sales	For DDPs and Hakims
CLR-14(b)	Ledger/Management Sheet	

The formats of both the ledgers are almost identical. The only difference is that CLR-13 has more columns than the CLR-14 for reasons indicated above.

One Ledger page will be used for one outlet and one line entry will be made each month. Each page will have 24 lines so that one Ledger page will reflect an outlet's record of upto 2-years' operations.

The task of keeping Ledger record will not be difficult. Firstly, the DPWO staff is already maintaining a Ledger for the DDPs and is therefore well-versed with the task. Secondly, the information to be recorded on the Ledger will not require to be calculated but will require only transfer of the stock and sales data from other documents.

The SA in the high density districts and the Deputy DPWO in the low density districts, will maintain the ledger CLR-13(a) for FWC's and RHS/A Centers, and the CLR-14(a) Ledger for Hakims. This will be so because the SA/Deputy DPWO will be receiving and scrutinizing monthly reports/requisitions from these outlets. The SK/UDC incharge of District Store will maintain Ledger CLR-13(a) for PLDOs and Ledger CLR-14(a) for the RHS/B Centers and DDPs because the SK/UDC will ascertain the stock and sale position of these outlets. Following table summarizes the DPWO staff responsibilities for maintaining the Ledger of various Services and Sales Outlets:

Category of District		Ledger No.	Concerned Outlet
High Density	Low Density		
SA	Dy. DPWO	13 (a)	FWCs, RHS/A Centers
		14 (a)	Hakims
SK	UDC	13 (a)	PLDOs
		14 (a)	RHS/B Centers and DDPs

9.8 Supply Management and Sales Monitoring: Continued availability of contraceptive supplies at all points of contraceptive service delivery is a prerequisite for sustained programme performance. While it is necessary to design and install a supply logistics system, it is equally important to ensure that the system is operating efficiently. Supply management and sales monitoring functions are, therefore, most essential to avoid any possible supply imbalances. The DPWO will not only assign the supply logistics and monitoring functions to one of his Deputy or Assistant DPWOs, but will also take personal interest in the contraceptive inventory and sales position throughout the district. The management system proposed in this Manual will require following tasks:

- (a) Analysis of the overall inventory position in the district and sales trend in the district as a whole.
- (b) Month-to-month comparison of the supply and sales data of each Service and Sales Outlet.
- (c) Outlet-to-outlet comparison of the supply and sales data each month.

Task (a): To keep a constant watch over the supply and sales position of the district as a whole, the Deputy DPWO will maintain Form CLR-10 Analysis of Districts Contraceptive Stock and Sales. This form has been prescribed for the Provincial Office but should also be maintained as a self-appraisal device. One Form will be for one year and will require one line entry each month so as to show district's own stock and sale position from month to month. Thus, CLR-10 Form will enable the DPWO to note any weaknesses himself/herself and initiate prompt corrective action even before the Provincial office draws DPWO's attention to such weaknesses.

Task (b): The month-to-month comparison of each outlet's operation will be accomplished by a random or selective review of the Ledgers CLR-13(a) and 14(a) of various Service and Sale outlets. These ledgers will present an 'at-a-glance' picture of the month to month position of stock and sales in each outlet for upto 2 years period. Abnormal variations in the stock and sales position can thus be easily spotted and investigated.

Task (c): To facilitate outlet-to-outlet comparison, Management Sheets will be prepared each month to reflect, on one page, the contraceptive stock and sales position of various outlets in each category. These Management Sheets will be prepared on the formats of CLR-13(b) and 14(b). The only difference will be that while the Ledger page will show name of the outlet on top and month in the first column, the Management Sheet will show the name of the month on top and the name of the Outlets in the first column. These Management Sheets will serve dual purpose. On the one hand, the Management Sheets will present an "at-a-glance" picture of all the Outlets in a category on one page which will facilitate an outlet-to-outlet comparison. At the same time these Management Sheets will make it very easy to aggregate the stock and sales data of each category of Outlets for reflecting same in the district's monthly report. These worksheets will not increase the work of the DPWO staff because they any way calculate these totals, often using rather crude methods. In fact, the proposed Management Sheets will make this aggregation task easy and systematic without additional work.

While all the Management Sheets will be prepared after the month has ended, the SK/UDC incharge of the District Store will initiate the sheet for DDPs and PLDOs on the first working day of the month by filling in the names of the Outlets and "Opening Balances" (which will be same as the 'closing balance' of the prior month sheet). Entries of the quantities 'received' and 'sold' will be made on the date the SK/UDC visits the Outlet to deliver supplies or to collect sales data/proceeds. These Management Sheets will thus serve as yet another supervisory tool because a glance at the sheet, on any day during the month, will enable the DPWO to readily note how many outlets have or have not been visited or which outlets should have been given supplies but have not been visited.

At the end of month, all Management Sheets will be completed by drawing up 'Closing Balances' and the 'Totals' at the bottom of the Sheet. The Management Sheets will then be submitted to the Deputy DPWO who will review the Management Sheets thoroughly to note and bring to the notice of DPWO, for appropriate action, any abnormal conditions, e.g. serious under/over supply situations or substantial increases or drops in contraceptive usage/sales.

9.9 Scrutiny of Field Reports: All contraceptive stock and sale reports addressed to the DPWO by the FWCs, RHS/A and B Centers and Hakims will be received by the SA in the high density districts and by the Dy. DPWO in the low density districts. The SA/Dy. DPWO will scrutinize these reports to ensure that the reported information is complete and accurate, and will bring to the DPWO's notice any errors or omissions.

The scrutiny will include, but will not be limited to, verification of current month's opening balances with prior month's closing balances and comparison of the quantities shown in the reports as "Received" against quantities "Issued/Delivered" from the District Store.

9.10 Field Inspections: On selective as well as random basis, the DPWO, DDPWO and ADPWO will carry out spot checks and inspections of the FWCs, DDPs, PLDOs and FWCs Community Distributors (CDs). Selection of the outlets to be inspected and the scope of visit will be determined through a review of the Ledgers CLR-13(a) and

CLR-14(a) and Management Sheets CLR-13(b) and CLR-14(b) which will point out areas of weaknesses. Normally, each FWC should be visited once a month and each DDP, PLDO and CD should be visited at least once in 3 months. These supervisory visits will enable the DPWO to ascertain first hand knowledge of the stock and sale position in the field and also to verify the accuracy of records maintained by the District Storekeeper and the Family Welfare Assistants.

9.11 **District Contraceptive Stock Report CLR-15** : Under the prevailing Recording and Reporting System, DPWOs are required to submit to their respective Provincial Directors-General, a "Monthly Report on Contraceptive Receipt, Stock and Sales Form DPWO/F-2". This report is being incorporated in this Manual as a "District Contraceptive Stock Report" in Form CLR-15. In addition, to ease the typing and filing of these Reports, the format of the new CLR-15 Report has been simplified and number of columns reduced to the extent that it can now be prepared on full-scale or legal size paper. The information needed for this report will be readily available from the Contraceptive Stock Register and the Ledger CLR-13(a) and CLR-14(a) and Management Sheets CLR-13(b) and CLR-14(b). The report will be prepared by the SA in the high density districts and DDPWD in the low density districts, will be checked by a DDPWO or ADPWO in the high density districts, and will be signed by the DPWO. The report will then be sent to the Provincial DG/Secretary so as to reach his office by 5th day of each month.

9.12 **Summary of Records and Reports:**

CLR-5:	Contraceptive Stock Register
CLR-6:	Contraceptive Requisition Form
CLR-9(a):	DPWO Contraceptive Stock & Sales Ledger.
CLR-9(b):	DPWO Contraceptive Stock & Sales Management Sheet.
CLR-10:	Analysis of District Contraceptive Stock & Sales
CLR-12:	Contraceptive Despatch Order
CLR-13(a):	Service Outlets Contraceptive Stock & Sales Ledger
CLR-13(b):	Service Outlets Contraceptives Stock & Sales Management Sheet
CLR-14(a):	Sales Outlets Contraceptive Stock & Sales Ledger
CLR-14(b):	Sales Outlets Contraceptive Stock & Sales Management Sheet
CLR-15:	District Contraceptive Stock Report

CHAPTER 10

FAMILY WELFARE CENTRES (FWC)

10.1 General : FWC is the mainstay of the current Population Welfare Programme in the country. It plays dual role: serves as a service delivery point as well as a supply depot. In its former role, FWC provides contraceptive services to those clients who visit the Center, while in its latter role as a supply depot, the FWC maintains a Store and issues supplies to such distribution points as outreach workers, community distributors, sale agents, and community volunteers.

A Family Welfare Worker (FWW) is in charge of the FWC. She has been provided with a Male Family Welfare Assistant (MFWA). While the MFWA carries out most of the FWC's logistics functions under the direct supervision of the FWW, the FWW is personally responsible for efficient and smooth operation of the logistics including record keeping and reporting.

10.2 Contraceptives: FWCs will sell, supply and use following contraceptives:

- a. Rubber Condoms
- b. Oral Pills – low dose and minipill
- c. Injectables
- d. Liquid Foam
- e. Copper IUDs – Copper T
- f. Plastic IUDs – “Lippes Loops” in sizes A, B and C.

While all of these contraceptives are sold to and used by the clients at the Center, only condoms and oral pills are supplied to the community distributors, sale agents and volunteers for sale to the clients.

10.3 Receipt and Storage: The FWW or MFWA will collect the FWCs requirements of contraceptive supplies from the District Store on a monthly basis. In exceptional cases, the DPWO may arrange to deliver supplies to the FWCs using a program vehicle. Usually the supplies will not be in such large quantities so as to require a separate store room. Contraceptive supplies will be kept in safe custody of the FWW and MFWA in the Family Welfare Center premises. Stocks of IUDs, Injectables and Foam issued from the District Store will be kept by the FWW while stocks of condoms and pills will be issued as follows.

10.4 Issue/Delivery of Condoms and Pills: The MFWA will issue condoms and pills to the FWW and also deliver these to the Community Distributors/Sale Agents. Generally, a month's stock will be issued. Few MFWAs have their own bicycles which they use for delivering supplies to the sale outlets, but majority of the MFWAs may either walk or use public transport, if available, to the premises of Community Distributors/Sales Agents for the purpose.

MFWA will visit each outlet at least once a month. At this time, the MFWA will ascertain the quantity of condoms and pills sold to the clients during prior month, and the current stock level and will give replenishment stocks.

10.5 Records and Reports

10.5.1 Record of Sale from the Center: Contraceptive sale/consumption at the Center will be indicated by the FWW on her Daily Client Attendance Register. The Register provides a column for each contraceptive. Quantity of Condoms, foam and pills sold to each client is written in the respective columns. IUDs inserted and injectable used are indicated by a tick (✓) mark in the column.

With a view to record the specific type of pills and size of the IUDs consumed, this Manual provides following minor changes:

Oral Pills: If the pills sold are of low dose or minipills the quantity will be reflected by adding 'L' and 'M' respectively, above the quantity.

IUD: Instead of a tick mark in the column, letter 'T' will be written if copper T is inserted to the client, and in case of Lippes Loops, letter 'A', 'B' or 'C' will be written in the column to show size of the loop inserted.

At the end of the month, the FWW will draw a line across the last entry in the Daily Client Attendance Register and underneath this line will show a Summary Table indicating the total quantity of each specific type/size of contraceptive sold/used by the Center during the month. These totals will be provided to the MFWA who will reflect the same in his Stock Register and draw out a balance on hand.

10.5.2 Stock Record: The MFWA will maintain a Contraceptive Stock Register (CLR-5) for recording quantities received, issued, delivered/used and on hand. One page will be used for each contraceptive. The entries will be made on the day these transactions occur so that the Stock Register will always show current balance on hand.

10.5.3 Sale Outlets Ledger: The prevailing Recording & Reporting System has already provided a Ledger-type record for each outlet to whom MFWA delivers condoms and oral pills for sale to clients. This Register is being incorporated in this Manual as Sale Outlets Contraceptive Stock and Sales Ledger in Form CLR-14(a). The new ledger format has also been simplified.

One page will be for each Outlet and generally one line entry for each month.

10.5.4 Monthly Management Sheet for Outlets CLR-14(b): At the beginning of each month, MFWA will use one page of the Ledger CLR-14(a) to prepare a Contraceptive Stock and Sales Management Sheet CLR-14(b). This Sheet will have a line for each outlet. Contraceptive stock balances with each outlet at the end of the previous month, will be entered as the 'Opening Balance'. The Sheet will then be given to the FWW incharge of the Center who will use it as a tool for managing and supervising her MFWA. During the month, as and when the MFWA visits an Outlet to replenish stock, ascertain sales or collect sale proceeds, he will make an entry of the transaction on that day in not only his Outlet Ledger page but also in the Management Sheet with the FWW. Thus the Sheet will provide to the FWW a ready and upto date information as to which outlets her assistant has or has not visited as of any date; their stock and sale position, etc. At the end of the month, the MFWA will total each column of the Sheet. These totals will then be used for preparing FWCs Monthly Activity Report.

10.5.5 Monthly Activity Report: A Monthly FWC Activity Report (Form FWC-F-1) has already been provided in the prevailing Recording and Reporting System. It is a consolidated report showing all phases of FWC activities. Part 5 of this report reflects contraceptive stock and sale position. Therefore, no separate report has been prescribed in this Manual. However, as FWC-F-1 does not provide a column to indicate the stock position of condoms and oral pills in the Field, i.e. with FWCs Outlets, nor does it provide separate lines for different types of pills and IUDs, this Report format has been slightly modified. The modified FWC-F-1 format is enclosed at Appendix-III.

10.6 Summary of Records and Reports:

CLR-5:	Contraceptive Stock Register
CLR-14(a):	Sales Outlets Contraceptive Stock & Sales Ledger
CLR-14(b):	Sales Outlets Contraceptive Stock & Sales Sheet
FWC-F-1:	Monthly Activity Report

CHAPTER 11

REPRODUCTIVE HEALTH SERVICES CENTRES

11.1 General: The Population Welfare Programme has classified the RHS Centers in two categories. Category 'A' is a full fledged operational unit of the Population Welfare Division manned by the programmes own staff, but located in hospital.

Category 'B' are those hospitals which have agreed to deliver contraceptive services to the clients using their own staff and facilities.

Consequently, procedures for RHS 'A' and 'B' Centers are quite different and are prescribed separately.

11.2 Procedures for RHS/A Centers

11.2.1 Responsibilities: The Medical Officer incharge of the RHS/A Center will be responsible for effective operation of the contraceptive logistics management system. She has been provided with adequate staff.

RHS/A Centers will provide both clinical and non-clinical contraceptive services to the clients either directly or through its Extension Teams. For this purpose the RHS/A Centers will maintain 3 months' supplies of following contraceptives at all times:

- a. Rubber Condoms
- b. Oral Pills (Low Dose and Mini Pills)
- c. Liquid Foam
- d. Injectables
- e. IUD – Copper T
- f. IUD – Plastic 'Lippes Loops' in sizes A, B and C.

While condoms, pills and foam bottles will be sold to clients at the highly subsidized prices prescribed by the Population Division from time to time, clients will not be charged for injectables or IUDs.

11.2.2 Receipt and Storage: The Medical Officer incharge of RHS/A Center will be responsible to arrange to collect the Center's requirement of contraceptive supplies from the District Store on a monthly basis. In exceptional cases, the DPWO may also arrange to deliver supplies to the Center. Usually the supplies will be in such small quantities that these can be kept inside the desk drawers and/or cabinets.

11.2.3 Contraceptives Stock Record: The Center will maintain a Contraceptive Stock Register CLR--5 for recording quantities received, sold/used and on hand. One page of the Register will be used for each contraceptive. Separate pages will be used for each type of oral contraceptive and IUD. While quantities received will be entered in the Register on the day these are received, total quantities sold/used during the month will be entered on the last working day of the month.

11.2.4 Sale/Consumption Record: Contraceptives sold or used by the RHS/A Center will be reflected on its Daily Client Attendance Register.

The Register provides a column for each contraceptive. Quantity of condoms, foam and pills sold to each client is written in the respective columns. IUDs inserted and injectable used are indicated by a tick (✓) mark in the column.

With a view to record the specific type of pills and size of the IUDs consumed, this Manual provides following minor changes:

- **Oral Pills** : If the pills sold are of low dose and minipills, the quantity will be reflected by writing 'L' and 'M' respectively above the quantity.
- **IUD** : Instead of a tick mark in the column, letter 'T' will be written if copper T is inserted to the client, and in case of Lippes Loops, letter 'A', 'B' or 'C' will be written in the column to show size of the loop inserted.

At the end of the month, a line will be drawn across the last entry in the Daily Client Attendance Register and underneath this line a Summary Table will be shown indicating the total quantity of each specific type/size of contraceptive sold/used by the Center during the month. These totals will then be reflected in the Stock Register as quantities sold/used.

11.2.5 Monthly Activity Report: A Monthly RHS Activity Report (Form RHC-F-1) has already been provided in the prevailing Recording and Reporting System. It is a consolidated report showing all phases of RHS activities. Part 4 of this report reflects contraceptive stock and sale position. Therefore, no separate report has been prescribed in this Manual. However, slight modifications have been made in the format to provide separate lines for recording each type of oral pill and IUD separately. The modified RHS-F-1 format is enclosed at Appendix-IV.

11.3 Procedures for RHS 'B' Centers

RHS/B Centers will follow the same procedures as those prescribed for the PLD Outlets in Chapter 13.

DPWO will be responsible to arrange to deliver contraceptive supplies to each RHS/B Center in the district at monthly intervals. RHS/B Centers will not be required to maintain any stock records or to submit any report. They may, however, follow their own system of record keeping and may, if they so wish, incorporate necessary changes to reflect delivery of contraceptive services.

DPWO will provide each RHS/B Center a calendar like that of PLDO. The calendar will have the record format printed at the reverse side in the format reflected in Chapter 13. Entries in these columns will be made by the DPWO staff visiting the Center for replenishment of supplies or collection of sale/usage data and proceeds.

11.4 Summary of Records and Reports:

CLR-5:	Contraceptive Stock Register
RHC-F-1:	Monthly Activity Report

CHAPTER 12

HAKIMS

The Hakims project provides for enlistment of Area Hakims and Worker Hakims to operate as contraceptive sale outlets. For this purpose Area Hakims are responsible to collect supplies of such non-clinical contraceptives as condoms, Oral pills and possibly liquid foam from the District Store. The Area Hakims sell these contraceptives to the clients both directly as well as through their Worker Hakims. For the sake of simplicity, this Manual will deal with Area Hakims only for all functions related to contraceptive supply logistics.

The Hakims project already provides for certain records and reports (all in Urdu language) for the Area and Worker Hakims, such as Client Record Cards, Daily Client Attendance Register, Stock Register and a Performance Report. These records and reports are considered adequate. This Manual prescribes only one additional form, namely, Area Hakim's Contraceptive Stock and Requisition Form (CLR-16). This Form will not only account for the contraceptive supplies and the sale proceeds therefrom but will also serve as a requisition and issue voucher. Detailed instructions for preparation, scrutiny and processing of CLR-16 have been provided on the reverse of the Form. The CLR-16 Form will be prepared by the Area Hakim and furnished to the SA/Dy. DPWO by 5th day of every month. After DPWO approval, the CLR-16 Form will be delivered to the SK/UDC incharge of the District Store who will issue approved quantities of contraceptives to the Area Hakim or his authorized representative.

The CLR-16 Form will provide the basis for making entries in the CLR-14(a) Ledger which the SA/Deputy DPWO will maintain for the Area Hakims.

12.1 Summary of Records & Reports

CLR-16 Area Hakim's Contraceptive Stock and Requisition Form

CHAPTER 13

DISTRICT DISTRIBUTION POINTS (DDPs) AND COMMUNITY DISTRIBUTORS (CDs)

Contraceptive supplies will be delivered to the District Distribution Points (DDPs), Community Distributors (CDs) and other shop-keeper agents at their premises by the DPWO staff or Male Family Welfare Assistants (MFWAs), as the case may be. These outlets are not required to maintain any records. However, each of these outlets will be supplied a calendar printed on a card board so that it can easily be hung with a nail at the outlet. The calendar will be of appropriate size and attractive enough so that it can easily induce the outlet to display it. It will also have the GOP family welfare insignia.

The calendar will primarily serve as a Point-of-Sale sign so that presence of this calendar at a shop will indicate availability of programme contraceptives and the shy customers need not go from shop to shop in search of contraceptives.

In addition, the calendar will also serve as a useful management tool by having following record format printed at the reverse side:

Date	CONDOM PIECES			Oral Pill M/Cycles			Sale Proceed		Signature	REMARKS
	Recvd.	Sold	Balance	Recvd.	Sold	Balance	Due	Collected		
1	2	3	4	5	6	7	8	9	10	11

Entries in these columns will be made by the programme officials who may visit the outlet for (a) replenishment of supplies, (b) collection of sale data and proceeds, and (c) for routine inspections. While the staff will fill in all of the 10 columns, the inspecting official will only indicate the date and balances at the time of visit. Thus the reverse side of the calendar will reflect frequency of visits by the programme staff, the adequacy of stock levels and the recovery of sale proceeds.

M&S Wing of PWD/Islamabad will arrange the initial supply of these calendars in consultation with the Provincial Population offices. Subsequently, the provincial office will arrange the designing, printing and supply of these calendars to the outlets located in their respective provinces.

Contraceptives will be supplied to these outlets on a credit basis and the sale proceeds will be collected for only those quantities which the outlets have been able to sell to the clients. However, some DDPs or CDs may like a cash transaction i.e. deposit sale proceeds at the time of receiving supplies.

CHAPTER 14

PROVINCIAL LINE DEPARTMENT OUTLETS (PLDOs)

It is expected that other Provincial Departments especially Health and Social Welfare, will participate in the Population Programme by using their own service facilities for delivery of contraceptive services to the clients. Most of the PLDOs will be in a position to provide both clinical and non-clinical contraceptive services. For this purpose, the PLDOs will be supplied with condoms, oral pills, foam, IUDs and injectables. Like the Programme outlets, the PLDOs will provide the clinical contraceptive services (IUDs and injectables) free of cost but will charge the clients the highly subsidized prices for supply of condoms, pills and foam bottles. The DPWO will supply these contraceptives to the PLDOs on a credit basis and will collect sale proceeds after these have been sold to clients.

As far as supply logistics procedures are concerned, PLDOs will be treated like District Distribution Points (DDPs) i.e. the DPWO will be responsible for arranging delivery of contraceptive supplies to each PLDO in the district at monthly intervals. Like the DDPs, PLDOs will also not be required to maintain any record but the DPWO will provide each PLDO a calendar similar to the DDPs. Like the DDP calendars, the PLDO calendar will also have following record format printed at the reverse side. Since PLDOs will also be supplied with clinical contraceptives, their record format will be somewhat longer than that of the DDPs.

Date	(Condom (Pieces))			Oral Pill M/Cycles						Foam (Bottles)			Sale Proceed (Rupees)		
	Recvd.	Sold	Bal.	Low Dose			Mini Pills			Recvd.	Sold	Bal.	Due	Collect- ed	Out- standing
				Recvd.	Sold	Bal.	Recvd.	Sold	Bal.						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

IUD (in Pieces)						Injectable (Vials)			Signature	Remarks
Lippes Loops			Copper T			Recvd.	Used	Balance		
Recvd.	Used	Balance	Recvd.	Used	Balance					
17	18	19	20	21	22	23	24	25	26	27

Entries in these columns will be made by the DPWO staff visiting the PLDO for (a) replenishment of supplies, (b) collection of sale data and proceeds, and (c) routine inspections. While the staff will fill in all the columns, the inspecting official will only indicate the date and balances at the time of visit. Thus, the reverse side of the calendar will reflect frequency of visits by the programme staff, the adequacy of stock levels and the recovery of sale proceeds. Likewise, the inspecting officers will also review this record format to ensure that the outlet is receiving supplies regularly.

M&S Wing of PWD/Islamabad will arrange the initial supply of these calendars in consultation with the Provincial Population Offices. Subsequently, the provincial office will arrange the designing, printing and supply of these calendars to the outlets located in their respective provinces.

CHAPTER 15

NON-GOVERNMENT ORGANIZATION AND TARGET GROUP INSTITUTION (NGO & TGI) OUTLETS

As already mentioned in Chapter 3, the NGO and TGI Head Offices will draw contraceptive supplies in bulk directly from the Central Warehouse by submitting the Contraceptive Requisition Form (CLR-6) indicating the stock position and the quantities required by their service outlets. The NGOs and TGIs have developed their own recording and reporting system. Therefore, this Manual does not prescribe any record and report formats.

However, M&S Wing expects that the Project Directors within the Population Welfare Division responsible for the NGO and TGI activities and the NGO Coordinating Council Secretariat will ensure an adequate system of contraceptive logistics management. The Project Directors will maintain Service Outlets Stock and Sales Ledger CLR-13(a) for each NGO and TGI to reflect the accountability of contraceptive supplies and sale proceeds.¹

CHAPTER 16

CONTRACEPTIVE SALE PROCEEDS

Condoms, oral pills and liquid foam (Delfen) are sold to clients at highly subsidized prices. While sale of Delfen is restricted to FWC and RHCs, condoms and pills are sold by all outlets including Community Distributors and District Distribution Points which are mostly commercial shops. Currently, proceeds from sale of one dozen condom or one monthly cycle of oral pills are required to be deposited @ Rs. 1 and for one bottle of Delfen @ Rs. 5.

Contraceptives can be supplied to these outlets on a credit basis so that the sale proceeds will be collected for only those quantities which the outlets have been able to sell to the clients.

The procedures for recording, reporting, collection, remittance and the accountability of contraceptive sale proceeds are matters that relate more to financial operations than to the logistics operations of the Population Programme. Therefore, these procedures have not been included in this Manual.

PART III

SPECIMENS AND INSTRUCTIONS FOR RECORD AND REPORT FORMATS

CONTRACEPTIVE PROCUREMENT STATUS CARD

(For use at S&S and SSW Directorate)

Part — I PROCUREMENT REQUEST INFORMATION

1. Name of Contraceptive with brand name (if any)
2. Specifications.....
3. Quantity Requested
4. Donor Agency.....
5. Supplier's Name and Address.....
6. Date on which request sent to FA Dte.....
7. Date on which Dte. F.A sent request to Donor Agency
8. Date on which order placed by Donor Agency or
- by Population Division.....
9. Purchase order No. (if any).....
10. Schedule of Deliveries : Requested Agreed upon :

Quantity	Expected Time of Arrival (ETA)
.....
.....
.....
.....
.....

Part — II SHIPPING AND ARRIVAL INFORMATION

Shipping Information			Arrival Information		Quantities			Remarks
Vessel/ Airliner	B L/AWB No.	Date	Arrival Date	Port Clearance Date(s)	Shipped	Arrived *	Short Shipped/ landed	
1	2	3	4	5	6	7	8	9

* Arrived at Port.

Distribution: Original+1 copy: Original retained in S&S Directorate and copy sent to Directorate SSW, Karachi immediately after completing Part-I.

COUNTRY/PROVINCIAL CONTRACEPTIVE STOCK CARD

(For use at S&S Directorate and Provincial MEC's)

Pakistan / Province _____

Name of Contraceptive _____

(All quantities are shown in _____)

Year and month	Qty. Recd	Qty. sold / consumed	Qty. lost/ written off	End of month balance in the				Qty sold/ consumed		No. of month's supply in				REMARKS
				Coun-try/ prov +	Warehouse		Field	Dur-ing the month	Aver-age of last 3 months	* Coun-try/ Prov +	* CWH/ PWH +	* PWH/ D.S +	Field *	
					* CWH/ PWH +	* PWH/ D.S +								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

* Directorate of S&S Islamabad to strike out definitions marked with +
 + Provincial Monitoring and Evaluation Cells to strike out definitions marked with *

CONTRACEPTIVE REQUISITION FORM

CLR - 6

(For Prov. Office/DPWO/NGOs/TGIs)

for _____
(Month/Quarter)

Requisitioning Office _____ Requisition No. _____

Requisition Date _____

S. No.	Description	Condom in Nos.	PILLS in M/cycles		Foam in Bottles	IUD			Inj. (Vials)	Other (Specify)	Remarks
			Low Dose	Mini		Coils	Cop-per-T				
1	2	3	4	5	6	7	8	9	10	11	12
	PART A & B: (To be filled in by the Requisitioner)										
1.	PART - A: Average monthly sale/use										
2.	Sale/use last month										
3.	Amount of Sale proceeds deposited in Bank/Treasury										
4.	Bank Draft No. & Date ^{a/}										
5.	PART - B: Stock at the end of last month at the H/Q Store.										
6.	Stock at the end of last month with the service outlets										
7.	Total stock available (Row 5 + Row 6)										
8.	Desired stock level										
9.	Replenishment requested (Row 8 - Row 7) ^{b/}					^{b/}					
10.	PART - C: (To be filled at warehouse) Quantity Approved										
11.	Relevant Issue Voucher										

N.B. ^{a/} Attach copy of Bank Deposit Slip/Treasury Challan of Sale Proceeds.
^{b/} Size of Coils needed: Size A _____ Size B _____ Size C _____ Size D _____
 One inserter each for 10 coils will be supplied.

REQUISITIONER

APPROVING OFFICER (Warehouse)

Signature: _____ Signature: _____

Name: _____ Name: _____

Designation: _____ Designation: _____

WAREHOUSE CONTRACEPTIVE STOCK AND DESPATCH REPORT

CLR - 8

(For use of CWH and PWH)

For _____ 198

Part - A STOCK ACCOUNTABILITY

Particulars	Condom (Units)	Oral Pills (M/cycles)		Foam (No. of Bottles)	IUD (No. of Pieces)		IUD Inserters (No. of Pieces)	Inject- able (No. of Vials)	Others (Specify)		Remarks
		Low	Mini		Coils	Cu-T					
1	2	3	4	5	6	7	8	9	10	11	12
1. Opening Balance											
2. Received											
3. Despatched											
4. Closing Balance (Row 1 + Row 2 - Row 3)											*A _____ B _____ C _____ D _____

Part - B BREAKDOWN OF DESPATCHES

Despatch to:

1. Provincial Office											
2. District Stores											
3. Non-Governmental Organizations (NGOs)											
4. Target Group Institutions (TGI)											
Others (Specify)											
5.											
6.											
7. Total Despatched											

N.B. This report will be accompanied with a photocopy of the stock register pages relating to the month under report.

Prepared by: Storekeeper _____
Name Signature

Checked by: Deputy Director/
Assistant Director _____
Name Signature

Office Incharge of
Warehouse _____
Name Signature

DISTRICT CONTRACEPTIVE STOCK REPORT

Distribution:
 Prov. Office
 Office Copy

FOR THE MONTH OF _____ 19

(PART - I)

NAME OF THE DISTRICT _____

DISTRICT STORE	CONDOM (Units)	ORAL PILLS (M/Cycles)		IUD (Pieces)		FOAM (Bottles)	Injectable (Vials)	REMARKS
		Low Dose	Mini Dose	Loop Loop	Copper-T			
1	2	3	4	5	6	7	8	9
1. Opening Balance								
2. Received from Warehouse								
3. Issued to Field								
4. Closing Balance								
(i) District Store								
(ii) Field								
TOTAL								

(PART - II)

FIELD	FYC	RMS-A	RMS-B	DDPs	PLDOs	Halkins	OTHERS (Specify)	TOTAL	REMARKS
1	2	3	4	5	6	7	8	9	10
1. CONDOM (UNITS)									
Opening Balance									
Received from D. Stores									
Sold									
Closing Balance									
2. OPILLS-LOW DOSE (CYCLES)									
Opening Balance									
Received from D. Stores									
Sold									
Closing Balance									
3. OPILLS-MINI (CYCLES)									
Opening Balance									
Received from D. Stores									
Sold									
Closing Balance									
4. IUD LOOPS (COILS)									
Opening Balance									
Received from D. Stores									
Sold									
Closing Balance									
5. COPPER-T (PIECES)									
Opening Balance									
Received from D. Stores									
Sold									
Closing Balance									
6. FOAM (BOTTLES)									
Opening Balance									
Received from D. Stores									
Sold									
Closing Balance									
7. INJECTABLES (NO. OF VIALS)									
Opening Balance									
Received from D. Stores									
Sold									
Closing Balance									

فارم برائے ایریا حکیم مانع حمل ادویات کاسٹاک اور طلب

برائے _____ (مہینہ) ۱۹ _____

حصہ الف (برائے حکیم)

کیفیت	دیگر (وضاحت کریں)			سوانی گولیاں (سائیکلز)			کنڈوم (پرنٹ)			سٹاک کی کیفیت اور طلب
	میزان کالم (۹+۸)	اور حکیم/فیلڈ	ایریا حکیم	میزان کالم (۶+۵)	اور حکیم/فیلڈ	ایریا حکیم	میزان کالم (۳+۲)	اور حکیم/فیلڈ	ایریا حکیم	
II	۱۰	۹	۸	۷	۶	۵	۳	۳	۲	I
										۱- ابتدا میں بقایا
										۲- مقدار جو موجودہ مہینہ میں وصول کی
										۳- میزان (لائن ۲+۱)
										۴- دوران ماہ اور حکیم کو دی گئی مقدار
										۵- دوران ماہ کلائینٹ کو فروخت کی گئی مقدار
										۶- مہینے کے آخر میں بقایا (لائن ۲-۳-۵)
										۷- طلب شدہ مقدار

ایریا حکیم کے دستخط
تاریخ _____

حصہ ب (برائے صناعی دفتر بہبود آبادی)

تاریخ	عہدہ	دستخط	دیگر (وضاحت کریں)			سوانی گولیاں (سائیکلز)			کنڈوم (پرنٹ)			سٹاک کا اجراء
			میزان کالم (۹+۸)	اور حکیم/فیلڈ	ایریا حکیم	میزان کالم (۶+۵)	اور حکیم/فیلڈ	ایریا حکیم	میزان کالم (۳+۲)	اور حکیم/فیلڈ	ایریا حکیم	
۱۳	۱۲	II	۱۰	۹	۸	۷	۶	۵	۳	۳	۲	I
												۸- جاری کرنے کے لئے منظور شدہ مقدار
												۹- جاری کردہ مقدار
												۱۰- وصول کردہ مقدار

INSTRUCTIONS FOR PREPARING
CLR-I : CONTRACEPTIVE PROCUREMENT STATUS CARD

General Instructions

1. This Card is introduced with the purpose of recording information on (i) procurement requests for supply of contraceptives (locally or from abroad) and (ii) status of shipping and arrival of contraceptives at seaports/airports.

2. The Card containing two parts will be prepared initially by the Directorate of Supply & Services (S&S), Islamabad in duplicate.

3. After completing part I, the S&S Directorate will send the Card to Directorate of Stores, Supplies and Warehouse (SSW), Karachi. Part II will then be completed by both the Directorates at their respective ends as and when shipping and arrival information about contraceptives is available to them.

Special Instructions

PART I

- Line 1. Write the name of contraceptive.
- Line 2. Write the specification of contraceptive in the manner in which order is placed.
- Line 3. Write quantity requested to be procured in defined units, i.e. thousand/million Units of condom or M/cycles of oral pills etc.
- Line 4. Write the name of donor agency, i.e. USAID, UNFPA or ODA etc.
- Line 5.)
to) Self explanatory.
Line 8.)
- Line 9. Purchase order No. (if any) means PIO/C No. etc.
- Line 10. Write specific quantity as shown in the purchase order. If the requested/agreed upon delivery schedule is by instalment on certain dates, then this schedule will be recorded on lines provided.

PART II

- Column 1. Name of vessel, or in the case of airshipment, write name of the airline company.
- Column 2. Number of the Bill of Lading (B/L) for ocean shipment or Airway Bill (AWB) Number in case of air-shipment.
- Column 3. Date of shipments shown on the B/L or AWB.
- Column 4. Date the consignment arrived at the sea or airport.
- Column 5. Date the consignment was cleared through Customs. If the entire quantity is not cleared on one day but in piecemeal, then this column will indicate the dates clearance began and completed i.e., from _____ to _____

Column 6. Show the quantity as reflected on the B/L or AWB and invoice. This quantity should be shown in 'Net' instead of in "cartons/packages"

Column 7. Show the net quantity which arrived at the port.

Column 8. Show the net quantity which is short shipped or short landed (difference in quantity shown in column 6 and column 7).

Column 9. Use this column for recording any other information which may be considered necessary.

INSTRUCTIONS FOR PREPARING
CLR-2: COUNTRY/PROVINCIAL CONTRACEPTIVE STOCK CARD

General Instructions:

1. This Card is meant to show at a glance picture of the contraceptive stock position in the Country or in the Provinces.
2. The Card will be prepared by the Directorate of S&S, Islamabad, and by the Monitoring and Evaluation Cell (MECs) in each Provincial Population Welfare Office. The card prepared by the (S&S) Directorate will show contraceptive stock position at National level and the cards prepared by MECs will indicate stock of contraceptives as available in the provinces as a whole.
3. Description of the Country and Provincial Cards differ slightly with respect to heading and some of the columns as indicated with star* marks for the Federal S&S Directorate and with “.” marks for the MECs. Therefore, the cards printed for showing the Country stock position will not have words marked “.” and the cards printed for use by the MECs will not have words marked *
4. One Card will be prepared for each contraceptive and only one line entry will have to be made each month in all columns.

Specific Instructions

- Line 1. Write “Pakistan” for the Country Card or the name of the concerned province.
- Line 2. Write name of contraceptive.
- Line 3. Show Condoms and Oral Pills in “000” pieces/monthly cycles, and foam (bottles), IUD (Coils), Copper-Ts and Injectables (Vials) in whole numbers.
- Column 1. Record the month and year for which the entries are being made. The year need not be repeated every month.
- Column 2. Record the quantity of contraceptives received during the month.
- Column 3. Write the quantity of contraceptives sold/consumed.
- Column 4. Write the quantity lost or written off, if any, during the month under report.
- Column 5. End of month balance in the country/province as a whole.
- Column 6. End of month balance in Central/Provincial Warehouse.
- Column 7. End of month balance in the Provincial Warehouse/District Store.
- Column 8. For Country Stock Card, Field Stock in this column will be stocks at all the District Stores and service/sale outlets. For Provincial Stock Card, Field stock in this column will be the stock at all service/sale Outlets.
- Column 9. This is meant for recording the quantity sold or consumed during the month – same as in Column No. 3.

Column 10. Show the average of the quantities sold/consumed in the last 3 months. For example if quantities sold/consumed in the months of January, February and March are 10, 12, 11 respectively, the entry during April in Column No. 10 will be 11 (calculated as $\frac{10+12+11}{3} = 11$).

3

Column 11 These columns indicate that the stock on hand shown in columns 5, 6, 7 and 8 would be sufficient to 14. for how many number of month by dividing each of the above referred columns with the figure shown in column No 10 and write down the answers in columns 11, 12, 13 and 14 respectively.

Column 15. Use this column for recording any other information which may be considered necessary.

**INSTRUCTIONS FOR PREPARING
CLR-3: CONTRACEPTIVE RECEIVING REPORT**

General Instructions

1. This report will be used by the SSW Directorate, Karachi for intimating to the S&S Directorate, Islamabad, about receipt of each consignment delivered by a local supplier or shipped by a Donor Agency i.e. USAID, UNFPA etc.

2. A separate contraceptive receiving report will be prepared for each contraceptive.

3. The Receiving Report forms will be supplied to the SSW Directorate in book form.

4. This report will be prepared by the Deputy Director supervising the Central Warehouse operations after port clearance of the entire shipment has been completed.

5. This report will provide the basis for making entries in Part II of the Procurement Status Card (CLR-1). It will be kept in the relevant procurement file.

6. The S&S Directorate will furnish a photocopy of this report to the concerned donor agency upon request.

7. Description of the rows in the report is self explanatory.

Row 14. may be used for elaborating upon quantities short landed, damaged or lost during shipment, possible reasons and proposed action if these losses are substantial.

INSTRUCTIONS FOR PREPARING

CLR-4: BIN CARD

General Instructions

1. This Card will indicate the quantity available in each stack or bin, and will be used for the Central and Provincial Warehouses.
2. One Card will be used for each stack or bin.
3. For each type of contraceptives, the Card will be prepared in duplicate initially by the Storekeeper/Incharge of the Warehouse. The original will be kept inside the bin or affixed to the stack. The duplicate copy of the Bin Card will be sent back to the Deputy Director/Officer Incharge of the Warehouse operations.
4. Later on, entries in the original copy of the Card will be made by the Storekeeper as and when a quantity is added or taken out of the bin/stack. Thus, the original Card will always show the quantity actually available in the bin/stack.
5. Entries on the duplicate copy of the Bin Card will be made by the Deputy Director/Officer Incharge from the original card at the time of physical inspection of the Warehouse at the end of each month.
6. The duplicate copy of the Card will be used by the Deputy Director/Officer Incharge for ensuring that despatches are made on a first-in-first-out basis. For this purpose, the copies of the cards relating to a shipment will be stapled together.

Specific Instructions

Write name of the City where the Warehouse is located in the case of Provincial Warehouse.

Show stack No. and Bin No in the block at the top right hand corner, if such a number has been assigned.

- Line 1. Write name of contraceptive, i.e. Condom, Oral Pill etc.
Line 2. Write USAID, UNFPA, ODA, or supplier's name as the case may be.
Line 3. Write PIO/C No. for AID supplies and Purchase Order No. for other supplies.
Line 4. Self explanatory.

Stock Position

The counting unit will be stated in terms of Cartons, boxes or pieces, as the case may be, below the stock position against the place provided for 'Quantities shown in _____
(Carton, Boxes, Pieces)

This part is meant to record the position of stock in the bin or stack. The columns are self explanatory. Quantities are to be shown in cartons, boxes, or pieces as stated above.

The Deputy Director/Officer Incharge will sign in Column 6 after reviewing the original Bin Card.

INSTRUCTIONS FOR PREPARING CLR-5 : CONTRACEPTIVE STOCK REGISTER

General Instructions

1. This register will be maintained by all Warehouses and Stores i.e. Central and Provincial Warehouses, District Stores, FWC Stores and RHS/A etc.
2. Separate pages will be used for each contraceptive. For this purpose, Low Dose and Mini Pills will be treated as different contraceptives and will be recorded on separate pages. Therefore, sufficient number of pages in the Register will be reserved for each contraceptive. An index will be given at the beginning of the Register indicating page numbers for various contraceptives. To help finding out the relevant page of any contraceptive, flags may be affixed on the pages earmarked for different contraceptives.

3. Name of the Warehouse/Store will be written only on the cover page of the register.

4. Entries of receipts, issues and balance will be made on the day any quantity is received in or is issued from the Warehouse/Store. Thus, the stock Register will always be upto-date.

Specific Instructions

Top of the Page

1. Write name of the contraceptive e.g., Condom, Oral Pill-(Low Dose), IUD Coil-(‘A’ size) etc.
2. Counting unit will be number of “pieces” for Condom and IUDs, “monthly cycles” for Oral Pill; “Bottles” for Foam and “Vials” for Injectables.

Column 1. Enter date on which any quantity is received in or issued from the Warehouse/Store.

Column 2. This Column is meant to identify the source from whom any quantity is received and the consignee to whom any quantity has been issued from the Warehouse/Store. Different ink colours may be used for quantities received and issued.

(In the Stock Register of Central Warehouse where supplies are received directly from a local or foreign supplier, this column will indicate the name of local supplier or name of donor agency (e.g., USAID, UNFPA and vessel, and PIO/C No).

Column 3. Enter Number and date of the Issue and Receipt Voucher against which the quantity shown in Columns 4, 5 and 6 has been received in or issued from the Warehouse/Store.

(In the Stock Register of Central Warehouse where supplies are received directly from a local or foreign supplier, the No. and date of the pertinent Receiving Report will be shown in these columns).

- Column 5. Quantities received, issued/despatched and in balance will be shown in these columns respectively.
- Column 6. Since the counting unit has already been indicated on top of the page, it should not be repeated in these columns, e.g. for showing issue of 1200 monthly cycles of oral pills, only write 1200 in Column 6 and not 1200 m/cs. Omission of “m/cs” will save time and keep the Register neat. To start with the register 1st entry would be made in Column 7 showing the balance brought forward from the previous register in the 1st line and the regular entries would be made according to the instructions above.

Column 8. This Column will be signed by the person responsible for the issuance of commodities from the Store/Warehouse.

Column 9. This Column "Remarks" will be used for elaborating upon any entries, if necessary, and will also be used for indicating the results of physical inventories of the Store/Warehouse.

**INSTRUCTIONS FOR PREPARING
CLR-6 : CONTRACEPTIVE REQUISITION FORM (CRF)**

General Instructions

1. This Requisition Form will be used by the Provincial Offices, DPWOs, NGOs and TGIs for requesting contraceptive supplies from the Central and Provincial Warehouses.
2. The Requisitions will be prepared by the DPWOs on monthly intervals and by others on quarterly intervals.
3. Requisition for the Provincial office will be prepared by the Monitoring and Evaluation Cell and the DPWO's requisition by the Statistical Assistant in the District Office.
4. Each Requisition will be prepared in triplicate. The requisitioning office will send the original +1 copy to the issuing office, which will return the copy to the requisitioning office alongwith the requested supplies.
5. The format of the Requisition has been designed in a manner that it provides a justification for the quantity requested.
6. Since fresh supplies are to be issued after depositing the proceeds of the sale of condoms, oral pills and foam bottles in the prior month/quarter, the evidence of the remittance or sale proceeds must be attached to the Requisition in the form of Bank Deposit Slip or Treasury Challan.

Specific Instructions

Part A&B will be completed by the requisitioning office and part C of the form will be completed by the issuing Warehouse/Store.

PART A

Row 1. Quantities to be shown in this Row will be calculated by adding last 3 months sale/usage and dividing the total by 3. *Example:* Assuming that the Requisition is being prepared in April and the sale of an item was 20 pieces in January, 30 in February and 28 in March, then the average monthly sale/usage to be shown in Row 1 will be: $20 + 30 + 28 = 26$ (i.e. twenty six).

3

Row 2. Show quantity sold/used in the preceeding month.

Row 3. Self explanatory.

Row 4. Self explanatory.

PART B

Row 5. Self explanatory.

Row 6. Self explanatory.

Row 7. Self explanatory.

- Row 8. Quantities to be shown in this Row will be in accordance with the approved programme policy. For example, if the policy is that there should be 3 months supplies in the districts the quantities to be shown in columns against Row 8 will be calculated by multiplying the quantities shown in each column against Row 1 in Part A with 3 and the quantities thus derived after multiplication will be written in the respective columns (against Row 8).
- Row 9. Self explanatory.

PART C

- Row 10. This will be filled in by Director SSW, Karachi for Central Warehouse and by the Officer Incharge of the Provincial Warehouse when the Requisition is received by each of them. These officers will use their judgement in approving the quantities to be issued taking into consideration such factors as over all supply situation in the Country/Province and the average and prior month's sales/usage.
- Row 11. Number & date of issue/despatch voucher will be filled in by the Storekeeper after issuing/despatching the approved quantities. He will also initial in Column 12.

INSTRUCTIONS FOR PREPARING

CLR-7: CONTRACEPTIVE ISSUE AND RECEIPT VOUCHER (IRV)

General Instructions

1. An IRV will be used for any supplies issued at one time from or received by the Central and Provincial Warehouses and stores.

2. IRVs will be pre-numbered and will be prepared in 4 copies. Two copies (original+1) will be sent to the consignee along with the supplies who will return the copy to the issuing warehouse/store after indicating net receipt of the supplies in appropriate columns. Third copy would be sent to the supervisory office and fourth copy would be retained in the preparing office as office copy in the master file.

3. Both the Despatcher and the Receiver will sign this voucher at their respective ends.

Specific Instructions:

Lines 1-5. Are self explanatory and will be filled in by the Storekeeper of the issuing warehouse.

Columns

1-4.

Column 5. Will be filled in by the consignee/storekeeper of the Receiving Warehouse/Store.

Column 6. Will be filled in by the Storekeeper of the issuing Warehouse. If the quantity despatched is more than the quantity requisitioned, the difference will have a plus sign, and if it is less, then the quantity short-despatched will be written in brackets and with a minus sign, e.g., (-24).

Column 7. Will be filled in by the Receiver and the quantities over or under-received will be shown with plus or minus signs as explained above e.g. + 30, or (- 60), as receipt of supplies after the expiry of validity dates.

Column 8. Will be used for explaining variations or any other matter that may be necessary, e.g. damaged containers or receipt of supplies after the expiry of validity dates etc.

INSTRUCTIONS FOR PREPARING
CLR-8: WAREHOUSE CONTRACEPTIVE STOCK AND DESPATCH REPORT

Instructions

1. This report will be prepared by the Central and Provincial Warehouses each month and furnished to Director S&S/Islamabad so as to reach there by 5th day of each month.
2. The report is in two parts. Part-A will indicate the accountability and stock position of the Warehouse. Part-B reflects a breakdown of despatches to various category of recipients.
3. The description of columns and rows are self explanatory.
4. Part B will be filled in first so as to calculate quantities against Row No. 7 which will also be reflected against Row No. 3 in part-A.
5. Further break-up of quantities despatched will be available from the photocopy of the Stock Register pages for the month. Therefore, copies of the stock register must be furnished alongwith the CLR-8 report.

INSTRUCTIONS FOR PREPARING

CLR-9: DISTRICT CONTRACEPTIVE STOCK AND SALES LEDGER/MANAGEMENT SHEET

Instructions

1. This Form will serve dual purpose, as is apparent from its title. It will be used as a Ledger and also as a Management Sheet separately & titled accordingly.

2. The only difference in the two formats will be that for Ledger, name of the District will be shown on top of the page and month in Column No. 1. For Management Sheet, month will be reflected on top of the page and name of District in Column No. 1.

4. When used as a Management Sheet, one sheet will be used for each month reflecting the contraceptive position of all the districts in the province.

5. This form will be maintained at the Provincial Monitoring and Evaluation Cells. Columns are self explanatory and information needed for this form will simply be carried over from the CLR-15 (District Contraceptive Stock Report). No calculation will be necessary.

6. Each Ledger page will reflect monthly status of contraceptive stocks and sales/usage of various contraceptive supplies in the district as a whole and at various categories of the service outlets.

7. The Ledger will present at a glance picture of each DPWO's stock position and sales trend from month to month over a period of one to two years.

It will help the MEC Director to quickly note any unusual over/under supply situations or sudden increase/decrease in contraceptive sales/usage in a district so that MEC can enquire into the unusual conditions and take appropriate actions.

8. This Ledger will also be useful to individual DPWO in that, by maintaining one Ledger sheet and making one line entry each month, the DPWO will be able to note any unusual over/under supply situations or sudden rise/fall in sales/usage and will be able to initiate prompt actions even before receiving any directions from the Provincial office. Therefore, each DPWO will maintain one Ledger Sheet. Entries in this sheet will be made by the Statistical Assistant/UDC and scrutinized by the Deputy DPWO; who will report to the DPWO any unusual situations with respect to the stocks or sales/usage.

9. Director MEC and DPWO will record remarks and also initial in Column 30 each month which will signify the fact that they have reviewed the Ledger in that month.

10. Likewise, the MEC will use the same form for maintaining a Management Sheet each month for all the Districts. This sheet will enable the MEC to make a District-to-District comparison of all the Districts in the province each month by making one line entry for each district from their respective ledger page. This comparison will reflect over or under stocking positions in various districts and the variances in the performance of various DPWOs.

11. Both the Ledger and Management Sheet will be used as a management tool for improving the effectiveness of field monitoring and supervision.

12. Under the columns specified for Oral Pills, provision has been made for making entries of two types of Oral Pills. The type of pills available/under use in the districts/outlets, as the case may be, will be recorded in the space provided for by indicating the type of pill.

INSTRUCTIONS FOR PREPARING

CLR-10: ANALYSIS OF DISTRICT'S CONTRACEPTIVE STOCK & SALES

General Instructions

1. This Form has been introduced to analyse the contraceptive stock and sales position of various districts.
2. The analysis will be easy to prepare because the relevant data is placed in logical sequence and the quantities in stock and sold are also shown in condensed form i.e. in one or two digits. It will be meaningful for the Provincial Office to see the contraceptive inventory position in terms of the "Number of Month's Stock" in the district as a whole and at various categories of the Outlets. Likewise, the Sales data is also condensed to indicate percentage of Sales accomplished by various categories of the Outlets.
3. This Form should not be difficult to prepare. Half of the columns will require only transferring of the stock and sales data from the District Contraceptive Stock Report (CLR-15) and the data for the remaining columns will require simple division of numbers which can easily be accomplished using desk/pocket calculators. Use of computer equipment will make the task much easier which the Population Welfare Division plans to provide to each Provincial Office in the near future.
4. To help the Provincial Offices, the Directorate of Statistics and Data Processing (S&DP) of M&S Wing, will prepare this Analysis Form for the Provincial MECs until such time they have received the needed computer equipment. Any MEC may decide to prepare the Form itself using the desk/pocket calculators.
5. If and when this Form is prepared by the Provincial MEC, it will have to wait until receipt of the CLR-15 "District Contraceptive Stock Report" because the information needed for CLR-10 Form will come from CLR-15 Reports. Likewise, when the CLR-10 "Analysis Form" is prepared by the S&DP Directorate in Islamabad the Directorate will have to wait until it receives the Provincial Contraceptive Stock Reports (CLR-11) because the needed information can only be obtained from the CLR-11 Reports. Consequently, the CLR-10 "Analysis Form" will likely be completed by the third week of the month.
6. If the CLR-10 Form is prepared by the MEC, it will furnish a photocopy of the Form to S&DP Directorate and to each DPWO in the province so as to reach them before the end of the month.
7. If the CLR-10 Form is prepared by the S&DP Directorate, it will furnish a photocopy of the Form to the concerned Provincial MEC and to each DPWO in the province so as to reach them before the end of the month.

Specific Instructions

1. One Form will be prepared for/by each Province each month. Separate forms will be prepared for different contraceptives.
2. One line entry will be made for each district.
3. All of the columns are self-explanatory.
4. Data for Column Nos. 3, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, and 28 will be copied from the District/Provincial Contraceptive Stock Reports (CLR-15 & 11, respectively).
5. Column No. 5 - "No. of Month's Stock" will be derived by dividing the quantity shown in Column 4 by the quantity shown in column No. 3.

6. Column Nos. 7, 9, 11, 13, 15, and 17 – indicating “Percentage of Total Sales” will be derived by (i) adding two zeros to the quantities shown in Columns 6, 8, 10, 12, 14 and 16, and (ii) then dividing these quantities by the quantity shown in Column 3.

7. Column Nos. 18, 20, 22, 24, 26, and 28 will be derived by dividing the quantities shown in these columns by the quantities shown in Columns 6, 8, 10, 12, 14 and 16 respectively.

8. After completing all the columns in the Form, instances of substantial over/under stocking and exceptionally high/low performances can easily be spotted and can be highlighted with different colour markers/pencils so as to draw attention of the concerned officers.

9. The officer/official responsible for preparing and approving these forms would record his name, designation and signature at the bottom of the form.

INSTRUCTIONS FOR PREPARING

CLR-11: PROVINCIAL CONTRACEPTIVE STOCK REPORT (DISTRICTWISE)

General Instructions

1. This report will be prepared by the MEC of Provincial Offices every month for submission to the M&S Wing, Islamabad so as to reach there by 15th day of the subsequent month.
2. Report will be prepared in duplicate; original would be sent to M&S Wing, Islamabad and the copy to be retained in the Provincial office record.
3. For each type of contraceptives (i.e. Condom, Oral Pills, IUDs, Injectables, Foam and other (if any), separate sheet will be used.
4. All of the Columns in this report format are self-explanatory and the information required to be filled in this report is readily available from the 'District Contraceptive Stock Report' (CLR-15) received from various DPWOs as the information required for filling in this form is given in CLR-15 in rows and is to be filled in columns in this form.

**INSTRUCTIONS FOR PREPARING
CLR-12: CONTRACEPTIVE DESPATCH ORDER**

Instructions

1. This order Form has been designed to eliminate the need for requiring the FWCs and RHSC to prepare Requisitions each month. It also relieves the District Storekeeper to exercise his judgement/direction in deciding quantities to be issued to various FWCs and RHSC. Thus the Storekeeper can concentrate upon physical handling of the commodities.
2. It also introduces an effective management practice whereby the same person does not have to decide what and when the quantities are to be issued. Thus the process and approval will not rest with one person but will be assigned to different persons.
3. Quantities ordered to be issued from the District Store will be determined by the Deputy DPWO in the low density districts and by the Statistical Assistant in the high density districts, after a careful scrutiny of reports received from the concerned FWC and RHSC. The determination will be based upon (a) stocks on hand at the FWC and its outlets, or at the RHSC, (b) average monthly sales/usage, (c) desired stock levels and (d) stock position at the District Store.
4. DPWO's approval will be obtained on each Order before passing it on to the Storekeeper for issuing the ordered supplies.
5. Supplies may be made on monthly/quarterly basis, keeping in view the overall stock position in the District Store/Service Outlet concerned.
6. After issuance, the Storekeeper will initial in Column 16.
7. After issuing all of the ordered quantities, the Storekeeper will return the duplicate copy of the order to the SA/Deputy DPWO. Even if any of the ordered quantities remained to be issued by 29th day of the month, the Storekeeper will still return the copy of the order to the SA/Deputy DPWO on 30th day of the month, at the latest.
8. Separate order, in duplicate, will be prepared for each category of service outlet, i.e. FWC and RHSC.

INSTRUCTIONS FOR PREPARING
CLR-13: SERVICE OUTLETS CONTRACEPTIVE STOCK AND
SALES LEDGER/MANAGEMENT SHEET

Instructions

1. This Form will serve dual purpose, as is apparent from its title. It will be used as a Ledger and also as a Management Sheet but separately.
2. The only difference in the two formats will be that for Ledger, name of the service outlet will be shown on top of the page and month/year in Column No. 1. For Management Sheet, month will be reflected on top of the page and name of service outlet in Column 1.
3. When used as a Ledger, one page will be used for each service outlet and one line entry will be made each month. Each Ledger page will reflect monthly status of contraceptive stocks and sales/usage of various contraceptives by service outlets for one to two years period.
4. The Ledger will present at a glance picture of each service outlet's stock position and sales trend from month to month over a period of one to two years. It will help the DPWO to quickly note any unusual over/under supply situations or sudden increase/decrease in contraceptive sales/usage in the district so that DPWO can enquire into such unusual conditions and take appropriate and timely actions to rectify the problem.
5. When used as a Management Sheet, one sheet will be used for each month reflecting the contraceptive position of all the service outlets in the district. Separate sheets will be prepared for each category of service outlets.
6. The Management Sheet will enable a comparison of stock position and performance of various outlets during the month. Quantities shown in various columns will be totalled at the bottom of each sheet. These totals will be carried over to the District Contraceptive Stock Report (CLR-15).
7. This Form will be maintained at the District Population Welfare Office. Columns are self-explanatory and information needed for filling this form will simply be carried over from FWC - F. 1 Reports and in case of RHS - A, the information will be taken from CLR-5. No calculation will be necessary.
8. Both the Ledger and Management Sheet will be used as management tools for improving the effectiveness of DPWO's monitoring and supervision capabilities.
9. DPWO will initial in Column 33 each month which will signify the fact that he/she has reviewed the Ledger in that month. The DPWO, in the case of abnormal situation arising during the month as narrated at S.No. 4 above, would also record in Column 33 the summary of corrective measures taken/to be taken to rectify the situation.

INSTRUCTIONS FOR PREPARING
CLR-14: SALE OUTLETS CONTRACEPTIVE STOCK AND
SALES LEDGER/MANAGEMENT SHEET

Instructions

1. This Form will serve dual purpose, as is apparent from its title. It will be used separately as a Ledger and also as a Management Sheet.
2. The only difference in the two formats will be that for Ledger, name of the sale outlet will be shown on top of the page and month/year in Column 1. For Management Sheet, month will be reflected on top of the page and name of the sale outlet in Column 1.
3. When used as a Ledger, one page will be used for each sale outlet and one line entry will be made each month. Each Ledger page will reflect monthly status of contraceptive stocks and sales/usage of various contraceptives by the CDs and DDPs, PLDOs and Hakims for one to two year period.
4. The Ledger will present at a glance picture of each sale outlet's stock position and sales trend from month to month over a period of one to two years. It will help the FWW and DPWO to quickly note any unusual over/under supply situation or sudden increase/decrease in contraceptive sales/usage by any sale outlet so that FWW/DPWO can enquire into the unusual conditions and take appropriate actions.
6. The Management Sheet will enable a comparison of position and performance of various outlets stock during the month. Quantities shown in various columns will be totalled at the bottom of each sheet. These totals will be carried over to the District Contraceptive Stock Report (CLR-15).
7. This Form will be maintained at each FWC and at District Population Welfare Office. Columns are self explanatory and information needed for this form will simply be carried over from the CLR-5 (District Contraceptive Stock Register). No calculation will be necessary.
8. Both the Ledger and Management Sheet will be used as management tools for improving the effectiveness of DPWO's monitoring and supervision capabilities.
9. FWW and DPWO will initial in Column 21 each month which will signify the fact that they have reviewed the Ledger in that month. The DPWO while checking would also record briefly the corrective actions taken/to be taken in case of situations mentioned at S.No. 4 above.

**INSTRUCTIONS FOR PREPARING
CLR-15: DISTRICT CONTRACEPTIVE STOCK REPORT**

General Instructions

1. This Report will replace the prevailing "DPWO-F.2" Report. The form of the new CLR-15 report is simpler to prepare and has fewer columns than the DPWO-F.2 Report.
2. This Report will be prepared monthly by the Statistical Assistant in the high density districts and by the Deputy DPWO in the low density Districts; checked by a DDPWO/ADPWO accordingly; signed by the DPWO and then sent to the Provincial Office so as to reach there by 5th day of the subsequent month.

Specific Instructions

1. The Report is in two parts. Part-I relates to the position at the District Store and Part-II indicates the stock and sales position at various categories of the field operational units.
2. All of the columns are self-explanatory.
3. Part-A, Rows 1, 2, 3 and 4 (i): Information will be readily available from the District Contraceptive Stock Register (CLR-5).
4. Part-A, Row 4 (ii): Will be same as shown against the Row for "Closing Balances" in Column 8 of Part-B. For this reason, Part-B will be completed before filling in Row 4 (ii) and Row 5 of Part-A.
5. Part-A, Row 5: Will be derived by adding Rows 4 (i) and (ii) and will be reflected as "Opening Balance" against Row 1 in the subsequent month's CLR-15 Report.
6. Part-B: Information needed for various columns will be transferred from the Totals shown in the CLR-13 and 14 Management Sheets. As indicated above, Part-B will be completed before Part-A.

**INSTRUCTIONS FOR PREPARING
CLR-16: AREA HAKIMS CONTRACEPTIVE STOCK AND
REQUISITION FORM**

General Instructions

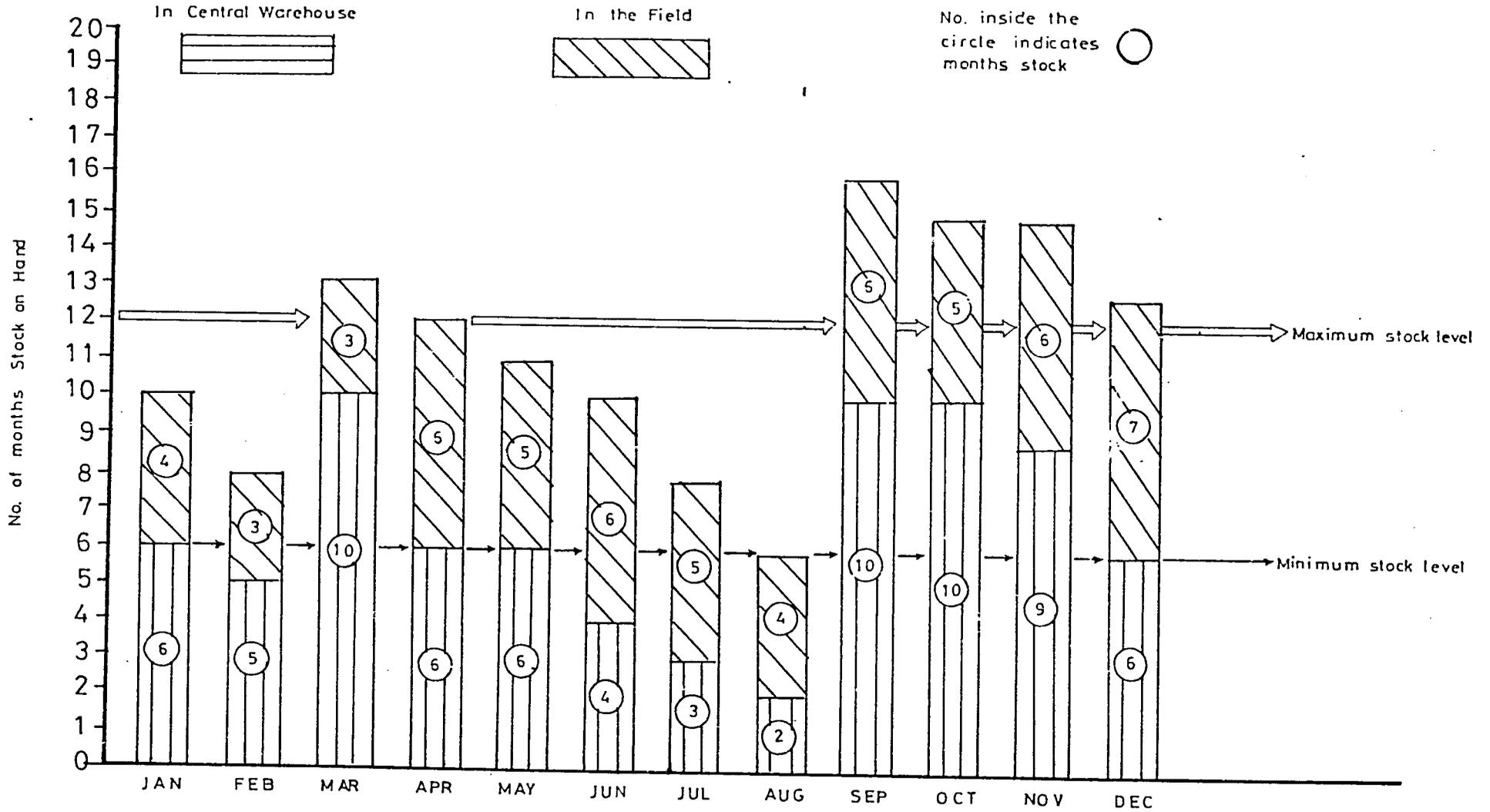
1. An Area Hakim not only sells contraceptives to the desirous clients but is also a source of distributing contraceptives to the Worker Hakims located in his jurisdiction. Hence, a separate form CLR-16 has been introduced to record trend of sale and stock of contraceptives.
2. This is the only Form required from Area Hakims for the contraceptive Supply Management.
3. The CLR-16 Form is a multi-purpose document. It is a Requisition and Issue/Receipt Voucher and at the same time accounts for the contraceptive supplies and sale proceeds.
4. Each Area Hakim is required to complete only Part-A of the form and then submit it to the district office by 5th day of every month.
5. The SK/UDC incharge of the District Store will complete Part-B and submit to the DPWO for approval. Thereafter, the SK/UDC will issue the approved quantities of contraceptives to an Area Hakim.
6. This form will also help District office in completion of CLR-14.
7. All the columns provided for in this Form are self-explanatory.

APPENDICES

COUNTRY / PROVINCIAL STOCK POSITION CHART

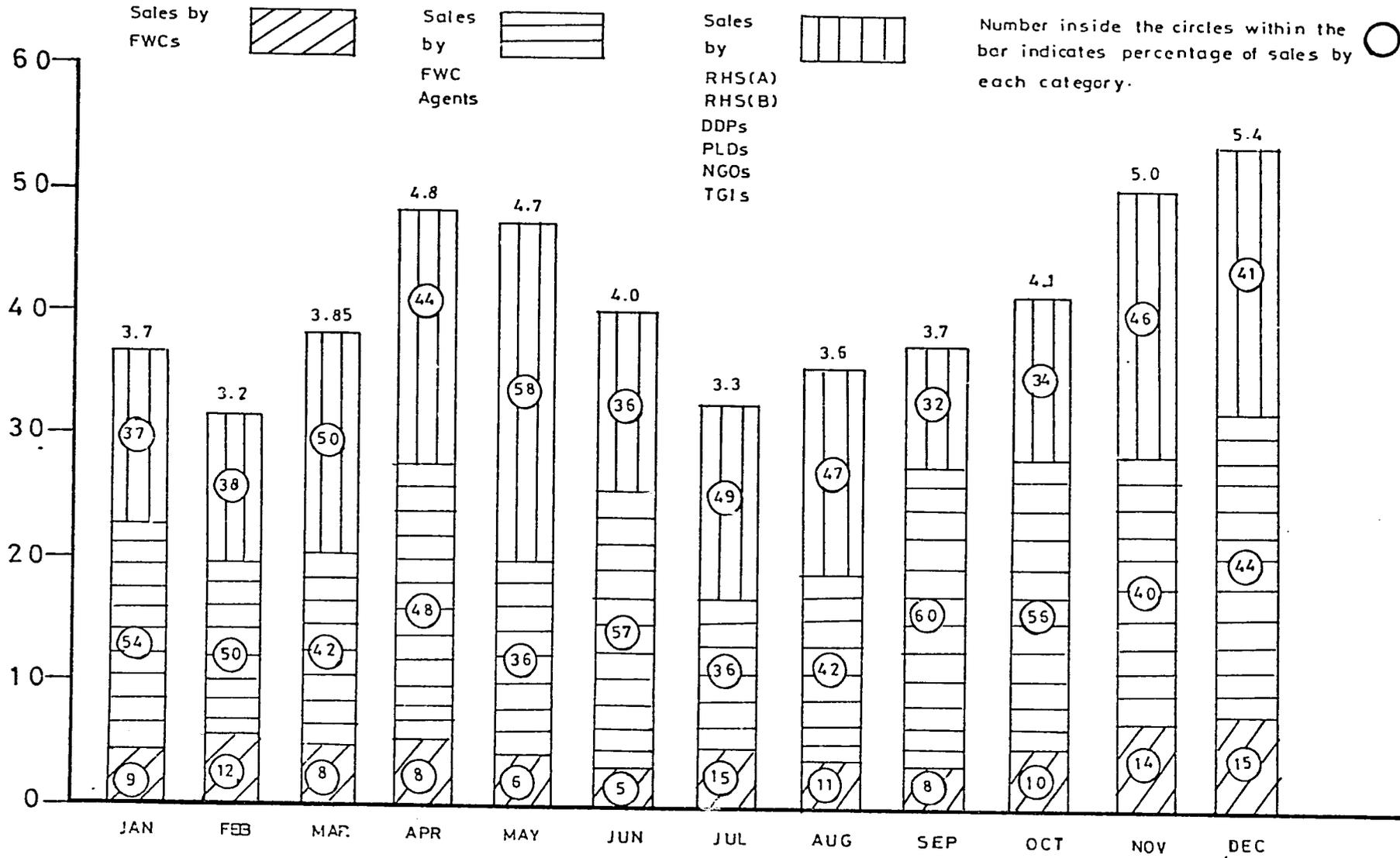
Appendix — I

FOR _____
(Contraceptive Name and Unit)



COUNTRY/PROVINCIAL SALES TREND CHART

(NUMBER INDICATED AT THE TOP OF THE BAR INDICATES TOTAL QUANTITY SOLD)



فلاحی مرکز کی سرگرمیوں کی ماہانہ کارکردگی رپورٹ

برائے ماہ _____	توسیلہ <input type="checkbox"/> ڈی پی ڈیویڈ
ضلع _____	<input type="checkbox"/> صوبائی دفتر بہاول آباد
صوبہ _____	<input type="checkbox"/> کاپی برائے مرکز
مرکز کا جائے وقوع _____	

۱- کیفیت عملہ

بہر وقت عہدہ داران	منظور شدہ تعداد	موجودہ تعداد	کیفیت
۱- کارکن فلاحی مرکز			
ب- معاون کارکن فلاحی مرکز (مرد)			
ج- معاون کارکن فلاحی مرکز (خاتون)			
د- آیا/مددگار			
س- چوکیدار			
ص- علاقائی تقسیم کنندگان			
	I- رضا کار		
	II- سیل ایجنٹس		

۲- کیفیت ساز و سامان (صرف ان چیزوں کا نام درج کریں جو منظر کے لئے ناکافی یا صحیح حالت میں نہیں)

نام	تعداد	کیفیت

۳- طبی سرگرمیاں

کیفیت	پرانے کیس	نئے کیس	اور خاندانی منصوبہ بندی یا نالی عمل اور
			۱- آئی۔ یو۔ ڈی دھلا
			۲- کورنٹ
			۳- مانع حمل ٹیسٹ
			۴- اورل پلان (سوانی گولیاں)
			۵- کنڈوم
			۶- فوم

ب- ہسپتال میں بھیجے گئے مانع حمل جراحی کے کیسوں کی تعداد

کیفیت	تعداد	کیس

نسرہ کے ٹیکوں کے کیسوں کی تعداد	چیچک کے ٹیکوں کے کیسوں کی تعداد	پولیو اور ڈی پی ٹی			
		پہلی ڈوز کے کیسوں کی تعداد	دوسری ڈوز کے کیسوں کی تعداد	تیسری ڈوز کے کیسوں کی تعداد	بوسٹر ڈوز

Contd.

۴۔ مانع حمل ادویات

مانع حمل ادویاتی کا نام	فلاحی مرکز			کیشن ایجنٹ				مرکز کی مجموعی پوزیشن:			فروخت سے وصول شدہ رقم		انگلے مہینے کے لئے درکار مقدار
	ابتداء میں بقایا	موجودہ ماہ کے دوران ضلعی وصول شدہ مقدار	کیشن ایجنٹ سے فروخت شدہ مقدار	مہینے کے آخر میں بقایا	مہینے کے آخر میں بقایا	فروخت شدہ مقدار	مرکز سے وصول شدہ مقدار	ابتداء میں مجموعی بقایا	مہینے کے آخر میں مجموعی بقایا	مہینے کے آخر میں مجموعی بقایا	واجب الاما	وصول شدہ	
۱۔ مان کلینیکل ادویات													
۱۔ کنڈوم (یونٹ)													
۲۔ نسوانی گولیاں (پیگٹ) لو ڈوز													
۳۔ نسوانی گولیاں (پیگٹ) مٹی ڈوز													
۴۔ فورم بوتل													
ب۔ کلینیکل ادویات													
۱۔ مانع حمل ٹیکہ													
۲۔ آئی۔ یو۔ ڈی۔ کاپریٹ													
۳۔ آئی۔ یو۔ ڈی۔ (پھیلا) پس رُپ													

۵۔ عام ادویات کا سٹاک (ادویات جو ناکافی ہیں یا موجود نہیں ہیں)

سلسلہ نمبر	نام ادویاتی	ناکافی	موجود نہیں	کیفیت

۶۔ فلاحی مرکز کا معائنہ

سلسلہ نمبر	تاریخ	معائنہ کرنے والے کا نام و عہدہ

رستخط

نام

تاریخ

۴۔ مانع حمل ادویات کا سٹاک

مانع حمل ادویات	اہلیس بقایا	مقدار جو موجودہ ایسٹیمین وصول ہوئی	ذخوف شدہ یا استعمال شدہ مقدار	ایسٹیمین کے آخر میں بقایا	ذخوف سے وصول شدہ رقم			اگلے ایسٹیمین کے لئے درکار مقدار
					الاداء واجب	وصول	بقایا	
۱	۲	۳	۴	۵	۶	۷	۸	۹
۱۔ نان کھینک ادویات ۱۔ کمنڈوم (میوٹس)								
۲۔ نسوان گولیاں (بیکٹ) نو ڈوز								
۳۔ نسوان گولیاں (بیکٹ) سنی ڈوز								
۴۔ فوم (پوس)								
۵۔ کھینک ادویات				میسٹران				
۶۔ مانع حمل بیج								
۷۔ آئی یو ڈی وچلا کاپریٹا								
۸۔ آئی یو ڈی وچلا پس لوپ								

۵۔ تربیت مرکز برائے

تربیت کی نوعیت	تربیت قبول کرنے کی تاریخ	تربیت مکمل کرنے کی تاریخ	تربیت یافتہ کی تعداد
محبت خاندان کو رسی بھرنی سب سہولت			
محبت خاندان کو رسی بھرنی سہولت کھینک			
معدولان کو رسی بابت خاندانی منصوبہ بندی			
تھیرپی سہولت			
معدولان کو رسی بابت خاندانی منصوبہ بندی			

۶۔ ویکسین پوزیشن

نمبر شمار	ویکسین رجسٹریشن نمبر	کتنے دن گامی چلان گئی	گامی کے کتنا ناصولے کیا	کتنے بچوں کو مرنے ہوا		گامی کی مرمت پر کتنی رقم خرچہ ہوئی	میزان اخراجات کام (۱۹+۸۴۶۷)
				تیمت	مقدار		
۱	۲	۳	۴	۵	۶	۷	۸

۷۔ نگرانہ اسائنمنٹ

نمبر شمار	تاریخ	معاہدہ کرنے والے کا نام و پتہ

اپنا راج کے دستخط
نام
تاریخ

FWC MONTHLY ACTIVITIES REPORT

General Instructions

1. The existing report in Form FWC-F-I containing seven parts is slightly modified in Part IV and reduced to six parts, namely:

- (i) Staff position;
- (ii) General Stock Position;
- (iii) Clinical Activities;
- (iv) Contraceptives (Sale and Stock);
- (v) General Medicines' Stock; and,
- (vi) Inspection of the Centre.

2. Some changes have been made in Part IV (Contraceptives – Sale and Stock) and the procedure to fill in the columns in Part IV are discussed hereunder.

Specific Instructions (for Part IV of FWC-F. 1).

- Column 1. It is self-explanatory.
- Column 2. Write down the total of Column-7 of the previous month from Contraceptive Stock Register (CLR-5).
- Column 3. Write down monthly total of Column 5 of CLR-5.
- Column 4. Write down monthly total of Column 6 of CLR-5.
- Column 5. Write down the monthly total of dispensation of each contraceptive as shown in Daily Client Attendance Register (i.e. FWC-R-2).
- Column 6. Self-explanatory.
- Column 7. Write down against respective contraceptive the total of Columns 2, 6, 10, and 14 of CLR-14 (Management Sheet) prepared by FWA (M).
- Column 8. Write down total of Columns 3, 7, 11, and 15 of CLR-14 (Management Sheet) against respective contraceptives.
- Column 9. Total of Column 4, 8, 12, and 16 of CLR-14 (Management Sheet) against respective contraceptives.
- Column 10) Self-explanatory.
to 13)
- Column 14. Write down the total amount of sale proceeds payable by the FW Centre.
- Column 15. Write down the actual amount of sale proceeds deposited by the FW Centre.
- Column 16. Write down the balance of sale proceeds payable by the FW Centre.
- Column 17. Ten percent addition of total sales shown in Column 12 e.g. if total sale shown against any contraceptive in Column 12 is = 100 units, then add its ten percent in it (i.e. $100 + 10$) and write 110 units in Column-17 against the respective contraceptive.

RHC MONTHLY ACTIVITIES REPORT (CATEGORY – A)

General Instructions:

The existing report in Form RHC-F-I will continue with slight modifications in Part-IV of the Form. Necessary instructions for Part-IV of the Form (RHC-F-I) are discussed hereunder.

Specific Instructions:

- Column 1. It is self-explanatory.
- Column 2. Write down the total of Column 7 of previous month from Contraceptive Stock Register (CLR-5).
- Column 3. Write down monthly total of Column 5 of CLR-5.
- Column 4. Write down the monthly total of dispensation of each contraceptive as shown in Daily Client Attendance Register (i.e. RHC-R-I).
- Column 5. Self-explanatory.
- Column 6. Write down the total amount of sale proceeds payable by the RH Centre.
- Column 7. Write down the actual amount of sale proceeds deposited by the RH Centre.
- Column 8. Write down the balance of sale proceeds payable by the RH Centre.
- Column 9. Ten percent addition of total sales shown in Column 4, e.g. if total sale shown against any contraceptive in Column 4 is = 100 units, then add its ten percent in it (i.e. 100 + 10) and write 110 units in Column 9 against the respective contraceptive.