

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited 'A+' Grade by NAAC)
PURCHASE & STORES SECTION



No. MANUU/Purchase/F.124/2025-26/482

Date:02/12/2025

CIRCULAR

Sub: MANUU - Pharmacy- II (renewal of annual contract) at University Health Centre for MANUU Employees – Reg.

Ref: 1. Earlier Circular No.MANUU/Purchase/F.124/2024-25/592 dated 19.11.2024

2. Committee recommendations dated 03.11.2025

3. Approval of the Vice Chancellor dated 14.11.2025

All the employees of MANUU are hereby informed that, Pharmacy-II at University Health Centre is renewed from 03.12.2025 to 03.12.2026 with the same agency as per the existing terms and conditions of the contract. All the MANUU (permanent) Employees are requested to avail the Pharmacy-II facilities (for employees and their dependent family members). The employees shall note the following:

(a) The MANUU employee (for himself or on behalf of his dependant family member) shall submit the original prescription (either from MANUU health Centre or any other hospital) to any one of the Medical Officer at University Health Centre. The MANUU Medical Officer shall prescribe medicines as per the OMs issued by GoI, Dept. of Ministry of Health and Family Welfare from time to time. As such, the firm shall supply the medicines indented by MANUU Medical Officer.

(b) Disbursement of the medicines as per net contract/new agency: The dispensing person should be available at the designated room in University Health Centre from 3:00p.m. to 6:00 p.m. on all University Health Centre working days. The Medical Officer will issue separate prescription cum indent in duplicate (triplicate of the same will be retained at Health Centre for future references/verification) to the firm through University Pharmacist. The firm shall collect the prescription from the Pharmacy on daily basis (University Pharmacist will maintain the Register and certifies the medicines received before handing over to the employee/patient) and dispense the medicines to the employee / patient within 72hrs (excluding general holidays/Sundays and during working hours only) under the supervision of the University Pharmacist and he should get acknowledgement on the prescription from the patient.

(c) Indent for medicines may be submitted 7 days before the consumption of existing medicines for chronic diseases. Out Patient bills of chronic diseases purchased through other than Pharmacy-II will not be admitted without any valid reason.

To

1. I/c Health Centre
2. I/c Medical Cell

Copy to:

1. Office of the Vice Chancellor / Registrar / Finance Officer
2. Director I/c, CIT for uploading on University Website
3. Concerned file

Registrar