

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**  
**OFFICE OF DIRECTOR**

F.No. 40-30/2022-Estt.I

09.11.2022

**OFFICE MEMORANDUM**

**Sub: Improvements in Employee Health Service reg.**

It has been noted that employees have to wait in long queues for fetching their prescribed medicines from the EHS pharmacy. Also, sometimes they return empty handed as required LP medicines have not arrived in time or are not available. This causes great inconvenience to the employees & their family members. Further, this also compromises patient care as employees are away from duty to collect their medicines, etc. and repeated trips to the EHS pharmacy also demoralises the employees and their dependants.

Accordingly, to make EHS more employee friendly and to increase transparency, the following steps shall be taken:

- Self-prescription facility from within a pre-defined list shall be extended for all EHS beneficiaries who are permitted by law to prescribe medicines w.e.f. 1<sup>st</sup> January 2023. EHS facility shall finalize this pre-defined list by 31<sup>st</sup> December 2022. Outside this defined list, self-prescription shall be permitted at first instance of that illness after which appropriate consultation from the related department shall be required. To facilitate ease of prescription for all staff members without self-prescription facility, an in-house Senior Resident shall be identified as EHS SR by all clinical departments to enable consultation & prescription in situ without having to visit the EHS Facility

**Action: CMO I/c EHS**

- EHS book for all serving and retired employees & their dependants should be replaced by a smart card & linked phone app / web portal by 31<sup>st</sup> March 2023. All consultations & prescriptions in EHS should be electronic and a record of the same should be available to the employee in his smart card w.e.f. 1<sup>st</sup> April 2023

**Action: CMO I/c EHS**

- The EHS Pharmacy shall operate from 7am – 10pm w.e.f. 1<sup>st</sup> January 2023 to facilitate employees to collect their medicines outside their duty hours. EHS Pharmacy shall dispense medications in EHS Beneficiary wise packages based on the ePrescription received. A SMS alert shall be sent to the EHS beneficiary when his medicine package is ready for collection. Medicine collection from EHS Pharmacy shall be under video surveillance such as to know which person is collecting medicine against respective EHS Card

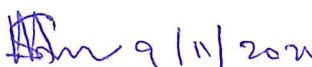
**Action: Medical Superintendent (AIIMS)**

- The EHS Module of NIC shall be modified to incorporate a dashboard informing the employees when their LP requisition has been received in the EHS pharmacy. This dashboard shall also empower the respective employees know the monthly / yearly issue of medicines from their EHS accounts & shall also allow for a consumption audit at the backend to monitor any misuse of the EHS facility

**Action: Prof. I/c Computer Facility**

- A facility for annual health check-up for all employees on an opt-in basis shall be started w.e.f. 1<sup>st</sup> January 2023

**Action: CMO I/c EHS**

 9/11/2021

**Prof. M Srinivas**

Director

**Distribution** (with a request to also circulate it to all officials under their control)

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