

No. B.17011/16/2021/DHS/DRUGS / 15  
GOVERNMENT OF MIZORAM  
DIRECTORATE OF HEALTH SERVICES,  
(FOOD & DRUGS ADMINISTRATION WING)  
AIZAWL, MIZORAM.

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Dated Aizawl, the 11<sup>th</sup> March, 2022

**OFFICE ORDER**

The Narcotic Drugs and Psychotropic Substances (Amendment) Act, 2014 & Rules 2015 hnuaiia Recognised Medical Institution (RMI) Certificate nei zawng zawngte chuan Rules-in a phut angin heng a hnuaiia Form tarlante hi an vawng vek tur a ni a. Record chu kum hnih chhung tal an vawng tha tur a ni :-

1. **Form No. 3-E** (Details of the patient to whom Essential Narcotic Drugs Dispensed) – Annexure – I
2. **Form No. 3-H** (Daily Account of Essential Narcotic Drugs) – Annexure – II
3. **Form No. 3-I** (Annual Return of Procurement / Disbursement of Essential Narcotic Drugs) – Annexure – III

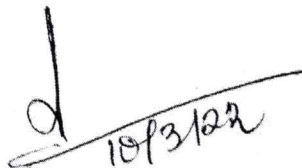
Enclo :- Form No. 3-E, 3-H and 3-I

Sd/-

LALSAWMA  
Jt. Director (F&D)  
Controlling & Licensing Authority  
Directorate of Health Services  
Mizoram : Aizawl  
Dated Aizawl the 11<sup>th</sup> March, 2022

Memo No. B.17011/16/2021/DHS/DRUGS / 15  
Copy to :

1. The Principal Director, H&FW, Mizoram
2. The Director of Health Services, Mizoram
3. The Director of Hospital & Medical Education, Mizoram
4. All Recognised Medical Medical Institutions, Mizoram
5. All AD(F&D)/DI/ADI, Mizoram

  
Jt. Director (F&D)  
Controlling & Licensing Authority  
Directorate of Health Services  
Mizoram : Aizawl

**FORM NO. 3-E**  
See Rule 52H(3)

**DETAILS OF THE PATIENT TO WHOM ESSENTIAL NARCOTIC DRUGS DISPENSED**  
(To be maintained by RMI)

Registration Number : \_\_\_\_\_

Date : \_\_\_\_\_

1.	Name	
2.	Complete postal address with contact number	
3.	Brief description of the illness	
4.	Whether registered with any other RMI. (If yes, details to be recorded)	
5.	Details of the Essential Narcotic Drugs Dispensed	

Date	Name of drugs dispensed	Quantity	Signature of patient	Remarks

Note :

1. This record shall be retained for two years from the date of last entry
2. This record shall be produced before the concerned authorized officers whenever called upon during the course of their inspection/investigation

**FORM 3-H**  
See Rule 52R(1)(c)

DAILY ACCOUNT OF ESSENTIAL NARCOTIC DRUGS TO BE MAINTAINED BY RMI

Name of Drug : \_\_\_\_\_

Date : \_\_\_\_\_

1.	Opening Stock	
2.	Quantity received	
2(i)	Received from (give details)	
2(ii)	Consignment Note/Bill/Invoice/Cash Memo. number etc	
3.	Quantity dispensed	
4.	Specify registration number of the patient(s) maintained in Form 3-E and quantity dispensed to each	
5.	Closing stock	

Full Name / Designation (if any)

Signature of overall incharge

## Note :

1. This record shall be maintained on day to day basis and entries shall be made for each day
2. Entries shall be completed for each day before the close of the day
3. The pages of the register shall be serially registered
4. Separate record shall be maintained for each essential narcotic drug
5. This record shall be retained for two years from the date of last entry
6. This record shall be produced before the concerned authorized officers whenever called upon during the course of their inspection/ investigation

**FORM 3-1**  
See Rule 52R(1)(d)

ANNUAL RETURN OF PROCUREMENT / DISBURSEMENT OF ESSENTIAL NARCOTIC  
DRUGS  
(To be filled by RMI)

Return for the Year : \_\_\_\_\_ Date of submitting Return : \_\_\_\_\_

1.	Number and date of the current certificate of recognition	
2.	Name of the RMI	

Sl. No	Name of drug	Quantity in original annual estimate	Quantity in revised annual estimate (if any)	Opening stock	Quantity procured during the year	Quantity disbursed to patients during the year	Closing stock
1	2	3	4	5	6	7	8

The designated medical practitioner or the overall in-charge, as the case may be, shall record a brief justification where the actual disbursement is more than 10 percent of the estimate or revised estimate, as the case may be.

Full Name / Designation (if any)

Signature of overall in-charge