No. MMDSL/IT/13/2023(18)   Dated: 19/02/2025

From,
    Managing Director,
    Meghalayan Medical Drugs and Services Limited

To,
    All Districts
    District Medical and Health Officers (DMHO),
    Medical Superintendents (MS),
    Medical Officers (MO) ,
    Respective Pharmacists of all Districts,
    Respective Storekeepers of all Districts

Sub:-   Letter Regarding Launch of the Re-Indent Module

Ref:-   Notification: MMDSL/IT/13/2023(3)

Sir/ Madam,

The undersigned office is pleased to announce the launch of the **Re-Indent Module for Drugs in the Corporation Application** on **19th February 2025**. This module allows health facilities to **re-indent partially issued medicines, ensuring timely replenishment and optimal stock levels.**

With real-time tracking, facilities can monitor requests, improving transparency and coordination. The module also helps prevent stock shortages and enhances centralized oversight, strengthening medicine distribution across all health facilities.

This module is a significant step toward ensuring uninterrupted access to medicines and strengthening supply chain efficiency.

The **Re-Indent Module** has been introduced based on requests from health facilities that r**eceived partial deliveries of medical products and needed to indent more**. Earlier, to prevent over-indentation, the system did not allow indenting for drugs that already had a pending quantity on order. With this new feature, **facilities can now select which drugs to re-indent with the approval of their approving authority.** This allows them to **revise the required quantity by closing the old pending or partial indents, ensuring a smoother and more efficient replenishment process**.

Pharmacist/ Storekeeper Process:

1. The pharmacist logs in and navigates to
    Requisition Order -> Re-indent -> Create New.
2. A list of eligible drugs for re-indenting is displayed. The user selects the required drugs and enters the quantity, ensuring that the re-indent value is greater than the current Quantity on Order.
3. The user submits the request by clicking the Create Re-Indent button.

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MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED

Government of Meghalaya

Medical Officer/ Approving Authority Process:

1. The approving authority logs in and navigates to
   Requisition Order -> Re-indent -> Approve.
2. A list of raised re-indent requests is displayed. The user can review each request, approve or reject it, and provide remarks if necessary.
3. Upon approval, the corresponding indent form is generated and sent to the parent warehouse for processing.

Note: When a re-indent is placed, all previous indents for the particular drug will be closed, and a new re-indent will be generated. This re-indent will be visible to the parent warehouse and issuance will be done accordingly.

If you encounter any challenges, issues, or concerns related to the process, please reach out to us promptly. Your feedback is valuable, and we are committed to resolving any concerns effectively.

Thank you for your attention.

You can contact us through the following channels:
1. Call the **Toll Free Line 14410** and select **option 4 for MMDSL**.
2. Contact us through email:
contactdesk@mmdsl.in - For General Inquiries
grievance@mmdsl.in - For Grievances/ Feedback
3. Contact us the Respective District Whatsapp Groups: **+919863033404**
4. Using the Grievance Redressal Portal through MMDSL website for submitting Grievances or Feedback: **https://mmdsl.in/grievance**
or directly through the MMDSL Website and selecting
More -> Grievance Redressal Mechanism.

We appreciate your proactive engagement and cooperation in helping us continually improve our processes.

Yours faithfully,

Shri Ramkumar S
Managing Director

Copy to: 1. Director of Health & Services (MI)
2. Director of Health & Services (MCH & FW)
3. Director of Health & Services (R)
4. Procurement & State Manager, MMDSL
5. Systems & Data Consultant, MMDSL
6. Logistics Consultant, MMDSL