MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED
सत्यमेव जयते
Government of Meghalaya
Meghalayan Medical Drugs & Services Ltd
Pasteur Hills, Lawmali Road,
Next to MECL,
Shillong 793001
+91-9863033404 / 9863048955
contactdesk@mmdsl.in

No. MMDSL/IT/13/2023(20) Dated: 06/06/2025

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 Emergency Module

Sir/ Madam,

The undersigned office is pleased to announce the launch of the **Emergency Module for Drugs** in the Corporation Application, effective **9th June 2025**. This module has been developed to streamline and digitize the emergency indenting process for health facilities, enabling timely access to critical medical supplies during urgent or unforeseen situations.

Earlier, in the context of Covid-19 preparations, facilities were instructed to use a shared Google Sheet to submit emergency requirements. This interim arrangement allowed for immediate action but lacked centralized tracking and integration. With the successful completion of the Emergency Module, health facilities can now raise emergency indents directly through the Corporation Application, eliminating manual processes and enhancing overall responsiveness.

Key Features and Benefits:

- **Real-time tracking** of emergency indents for greater visibility and faster response.
- **Improved coordination** between facilities and warehouses to ensure uninterrupted availability of essential items.
- **Centralized data capture** for better planning, reporting, and monitoring during public health emergencies.
- **User-friendly interface** designed to handle urgent requests efficiently.

Pharmacist/ Storekeeper Process:

1. The user logs in and navigates to **Requisition Order -> Emergency -> Create New Indent**.
2. A list of items eligible for emergency indenting is displayed. The user selects the required items, specifies quantities, and provides a justification for the emergency request.
3. The request is submitted by clicking the **Create Order** button.

Approved By Shri. Ramakrishna Chitturi(Managing Director) on 06/06/2025 08:43 PM
(The document is digitally approved and does not require any Seal or Signature in original)

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Medical Officer/ Approving Authority Process:

1. The approving authority logs in and navigates to **Requisition Order -> Emergency -> Approve**.
2. All raised emergency indent requests are listed. The authority can review, approve, or reject the requests and add remarks if necessary.
3. Once approved, the request is sent to the respective warehouse for immediate processing and issuance.

Note: Emergency indents are prioritized for urgent issuance. The system maintains a separate track for these indents to distinguish them from routine procurement and ensure swift fulfillment.

An annexure is attached with a flowchart outlining the Emergency Module processes for easy reference.

If you encounter any challenges or have suggestions regarding the Emergency Module, please contact us at the earliest. Your feedback is instrumental in improving the system and ensuring an agile and effective supply chain during emergencies.

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.

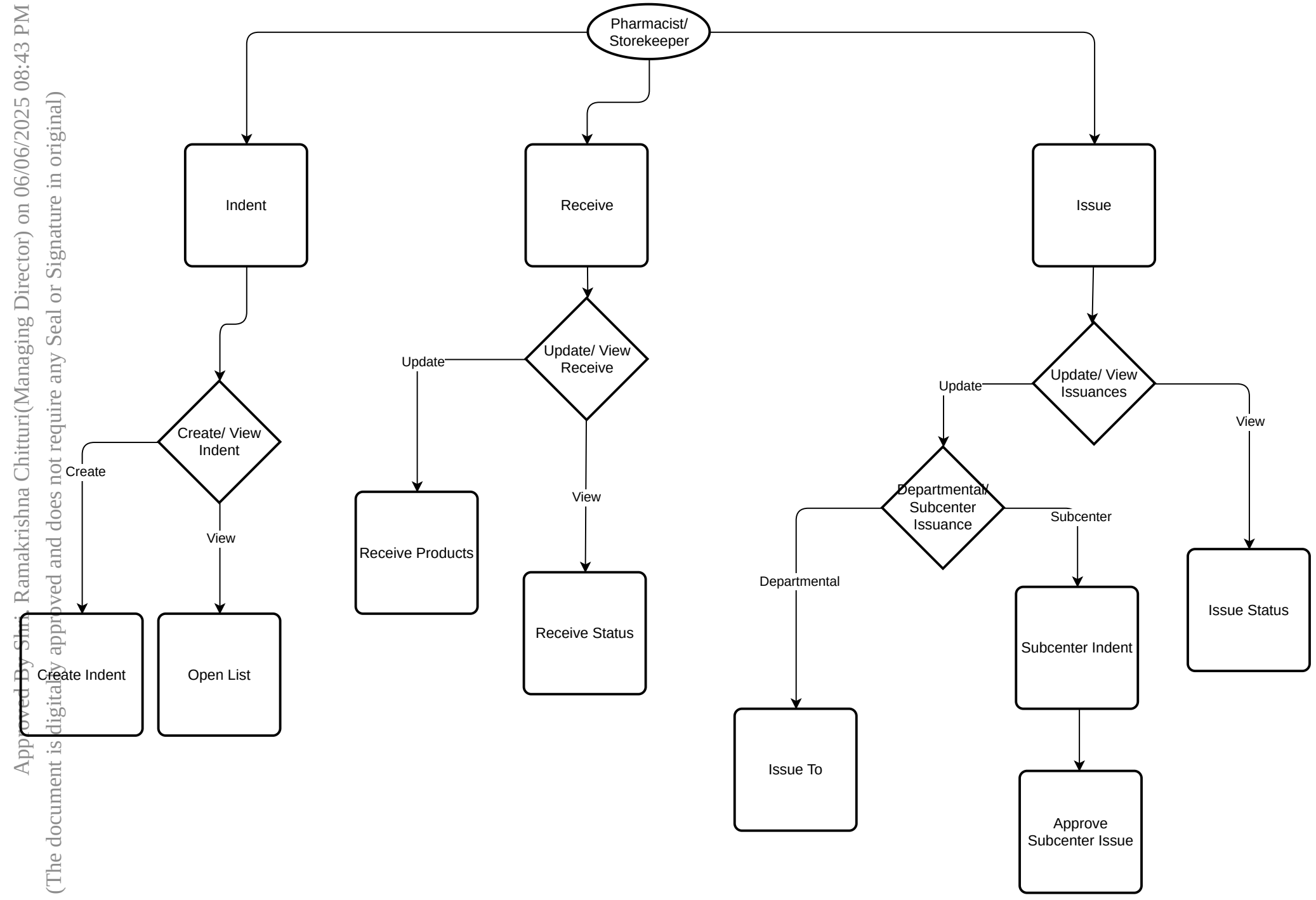
We appreciate your proactive engagement and cooperation in helping us continually improve our processes.

Yours faithfully,

Shri. Ramakrishna Chitturi
Managing Director

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

Pharmacist/ Storekeeper Process



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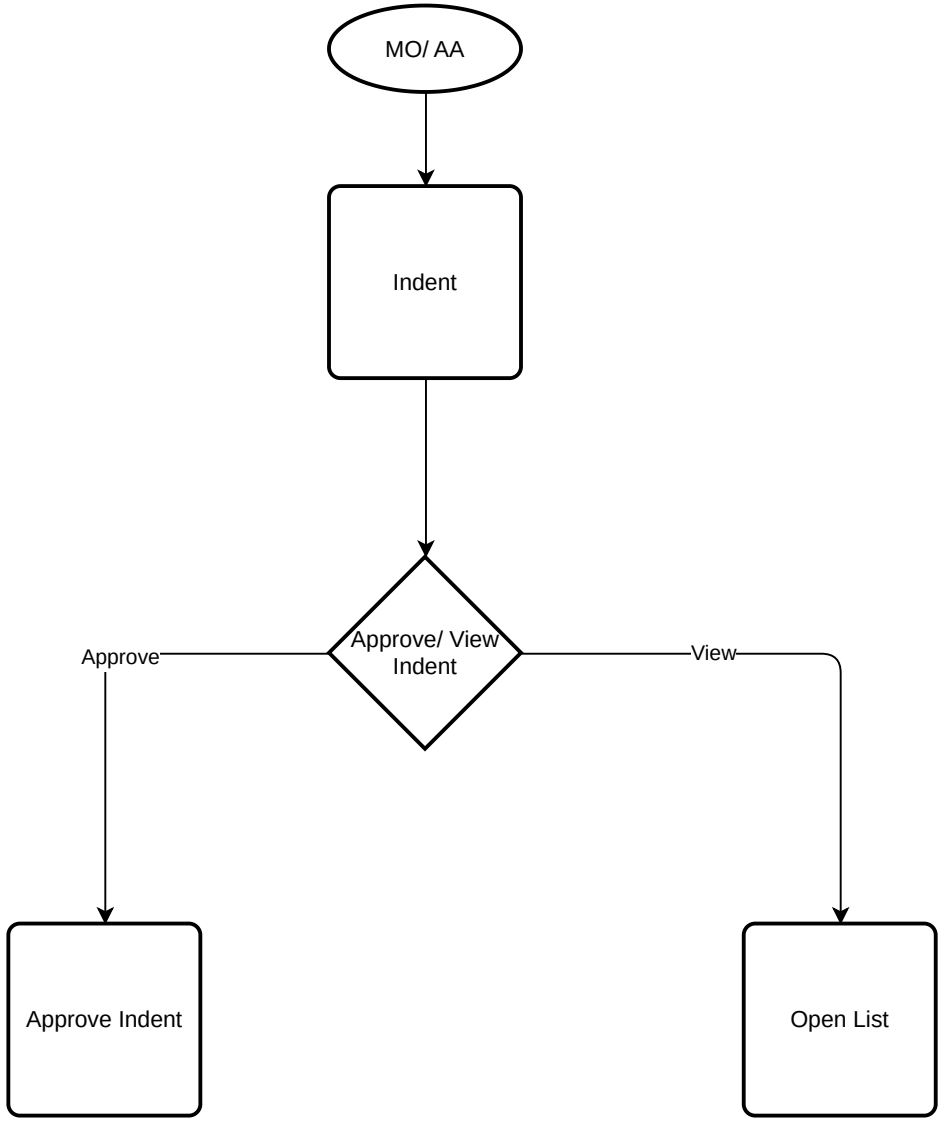
Medical Officer/ Approving Authority Process