



No. MMDSL/IT/13/2023(36)

Dated: 10/08/2026

From,
Managing Director,
Meghalayan Medical Drugs and Services Limited

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

Sub:- Revision of Technical Assessment and Approval Process for Equipment Indents under the Equipment Module of the Corporation Application

Ref:- MMDSL/IT/13/2023(31) dated 16/02/2026 & DHS/NHM/NHM/1/2023-2024 (XI) dated 22.04.2026

Sir/ Madam,

In continuation of this office Notification No. **MMDSL/IT/13/2023(31)** dated **16/02/2026** regarding the implementation of the Equipment Module under the Corporation Application, and with reference to **NHM SOP No. DHS/NHM/NHM/1/2023-2024 (XI)** dated **22/04/2026**, the procedure for technical assessment and approval of equipment indents is hereby revised.

Henceforth, the technical assessment of all equipment indents shall be carried out by the designated Equipment Technicians of Meghalaya Medical Drugs & Services Limited (MMDSL), in place of the Assessors from the offices of the District Medical & Health Officer (DMHO) and the Directorate of Health Services (MI), as prescribed under the earlier notification.

The revised procedure shall be as follows:

1. Indent Generation

Health facilities shall raise indents online for Basic Essential Equipment and Specialized Essential Equipment through the Corporation Application.

2. Technical Assessment and Centre Readiness Report

Upon submission of an equipment indent, the indent shall be assigned to the designated MMDSL Equipment Technician for technical assessment.

The Equipment Technician shall assess the requirements of the concerned health facility with respect to the equipment requested.

For **Specialized/High-End Equipment**, the Equipment Technician shall further assess the availability and adequacy of infrastructure, utilities, installation requirements, space, and other relevant technical parameters and update the **Centre Readiness Report**, as applicable.

The **Centre Readiness Report** shall not be required for Basic Essential Equipment.



3. Approval Process

Upon completion of the technical assessment and, wherever applicable, the Centre Readiness Report, the indent shall be forwarded through the Corporation Application to the competent approving authority as follows:

a. Community Health Centres (CHCs) and Primary Health Centres (PHCs):

The indent shall be placed before the respective District Medical & Health Officer (DMHO) for approval.

b. Hospitals:

The indent shall be placed before the State Procurement Committee (SPC) for approval.

4. Procurement Tracking

Upon approval by the competent authority, the indent shall be processed through the prescribed procurement mechanism, with the status of the indent being updated in the Corporation Application.

5. Issuance of Equipment

a. Basic Essential Equipment:

Upon procurement, the issuance of Basic Essential Equipment to the concerned health facility shall be recorded digitally in the Corporation Application.

b. Specialized Essential Equipment:

For Specialized Essential Equipment, the relevant supply and installation shall be undertaken by the concerned supplier as per the approved procurement terms. The relevant details shall be updated in the Corporation Application as applicable.

6. Receipt and Confirmation

The concerned health facility shall acknowledge receipt of the equipment through the Corporation Application, wherever applicable, thereby completing the equipment receipt workflow.

All concerned authorities, designated MMDSL Equipment Technicians, and health facilities are hereby directed to ensure strict compliance with the above revised procedure and to ensure timely processing of equipment indents at every stage.

All other provisions contained in the aforesaid Notification shall remain unchanged and shall continue to be in force.

Note: Annexure-I containing the user account details of the designated MMDSL Equipment Technicians is enclosed separately for their information and necessary action. The contents shall be treated as confidential.

Yours faithfully,

Shri Ramkumar S
Managing Director



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

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- Copy to:
1. Mission Director (NHM),
 2. Director of Health & Services (MI),
 3. Director of Health & Services (MCH & FW),
 4. Director of Health & Services (DME),
 5. Head - Supply Chain Management, MMDSL,
 6. Manager - Information Technology, MMDSL
 7. Procurement Manager (Equipment), MMDSL
 8. Assistant Manager - Communications & Training, MMDSL
 9. Equipment Engineer, MMDSL

Approved By Shri Ramkumar S(Managing Director) on August 10, 2026 05:33 PM IST
(The document is digitally approved and does not require any Seal or Signature in original)