

The supply of schedule H1 specified medicines shall be recorded in a separate register at the time of the supply, giving the name and address of the prescriber, the name of the patient, the name of the medicine and the quantity supplied. Such records shall be maintained for three years and be open for inspection.

Register format for the Schedule H1 Medicines

Gazette Notification Vide G.S.R 588(E), Dated 30th August 2013

S.No.	Name and address of the Prescriber	Name of the Patient	Name of the medicine dispensed	Quantity of the medicine dispensed	Registration number of the patient and date

Notification by Ministry of Finance (Department of Revenue) in G.S.R. 359 (E), Dated 5th May 2015 for medicines under Narcotic Drugs and Psychotropic Substances Act.

Essential Narcotic medicines shall be stored and dispensed against respective Form No. 3D, 3E and 3H in the healthcare facilities and it shall also be preserved for a minimum period of two years from the date of last entry.

Detail of NDPS Forms are as follows:

1. **Form No. 3D** – It shall be used to maintain day to day accounts in respect of all transactions of essential narcotic drugs in the sub-storage room of wards/departments/sub- departments (Annexure -I).
2. **Form No. 3E** – It shall be used to maintain record of each patient, whom essential narcotic drugs are being dispensed (Annexure -II).
3. **Form No. 3H** – It shall be used to maintain record of essential narcotic drugs at the main drug storage room (Annexure -III).

(Annexure -I)

FORM NO. 3D

[See NDPS rule 52H (2)]

DAILY ACCOUNTS OF ESSENTIAL NARCOTIC DRUGS TO BE MAINTAINED

Name of the Essential Narcotic Drug	:		Authorised limit	:	
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.		Name and address of the person to whom dispensed (include patient registration number maintained in Form No. 3F, where applicable)		:	
5.		Closing stock		:	

Full Name/Designation (if any)

Signature

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 page of the register shall be serially numbered.
4. Separate record shall be maintained for each essential narcotic drug.

(Annexure -II)
FORM NO. 3E

[See NDPS rule 52H (3)]

DETAIL OF THE PATIENT

TO WHOM ESSENTIAL NARCOTIC DRUGS DISPENSED

(TO BE MAINTAINED)

Registration Number: _____

Date: _____

1.	Name				
2.	Complete postal address (with contact number, if any)				
3.	Brief description of the illness				
4.	Whether registered with any other registered medical practitioner/recognized medical institute (If yes, details to be recorded)				
5.	Details of the essential narcotic drugs dispensed				
	Date	Name of the essential narcotic drugs	Quantity	Signature/Thumb impression of the patient	Remarks, if any

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 authorised officers whenever called upon during the course of their inspection/investigation.

(Annexure -III)

FORM NO. 3H

[See NDPS rule 52R (1) (c)]

DAILY ACCOUNTS OF ESSENTIAL NARCOTIC DRUGS TO BE MAINTAINED

Name of the Essential: _____
Narcotic Drug

Date: _____

1.	Opening Stock	:	
2.	Quantity received	:	
2 (i)	Received from (given 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 No. 3F and quantity dispensed to each)	:	
5.	Closing stock	:	

Full Name/Designation (if any)

Signature of the overall in charge

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 numbered.
4. Separate record shall be maintained for each essential narcotic drug.
5. This record shall be retained for two years from the date of the last entry.

6. This record shall be produced before the concerned authorised officers whenever called upon during the course of their inspection/investigation.