

CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific & Industrial Research)
SECTOR 30-C, CHANDIGARH-160 030

No. CSIO/GS/01/2025

Dated: 14-08-2025

कार्यालय ज्ञापन/OFFICE MEMORANDUM

विषय: सी.एस.आई.आर.-सी.एस.आई.ओ. चिकित्सा केन्द्र में उधार पर दवाइयों की आपूर्ति तत्संबंधी।

Subject: Supply of medicines on credit basis at CSIR-CSIO Clinical Centre-reg.

It is notified to all staff members and pensioners that the Competent Authority has approved empanelment of the following three (3) chemists for supply of medicines at CSIR-CSIO Clinical Centre on the prescription of Medical Officer(s) of CSIR-CSIO Clinical Centre on credit basis initially for a period of one year w.e.f. 15.08.2025 to 14.08.2026 on the following terms and conditions:

1. M/s. Bansal Medicos
Booth No. 308, Sector 32-D Chandigarh, Contact Info: 9818477150, 98155 91558
2. M/s. Jai Ambika Medicos
SCO 361, Sector 32-D, Chandigarh, Contact Info: 0172-5001926, 9988637709
3. Vikas Medical Agency
SCO No.46, Sector 29D, Chandigarh, Cont Info: 9306074780

Terms and Conditions:

1. Medicines will be supplied in CSIR-CSIO Clinical Centre immediately against the prescription slip issued by the Medical Officer(s) of CSIR-CSIO.
2. Patient/Pharmacist/Dependents will mark his/her signature on the invoices/bills and the reverse side of the prescription slips as a token of having received the medicines in full.
3. Patient/Pharmacist/Dependents will not accept any substitute medicines and short supply of medicines, unless permitted by the Medical Officer, CSIR-CSIO.
4. The supplied medicines should have its own shelf-life period as mentioned on the label of medicines. The shelf-life of medicines supplied should not have passed more than half of its shelf-life at the time of supply.
5. Director CSIR-CSIO or his authorized representative reserves the right to visit/inspect the premises of supply of medicines. However, Medical Officer(s) of CSIR-CSIO may adopt their own criteria for checking/verification and for proper control so as to ensure that medicines are actually being supplied as per the prescription of the doctor.
6. The sub-contract of the empanelment will not be allowed in any circumstances.
7. CSIR-CSIO Dispensary timings are as follows:

Morning Timings

08.00 AM to 12.00 Noon (Monday to Friday)

08.00 AM to 12.00 Noon (Saturday) (2nd & 5th Saturdays are off-days)

Evening Timings

03.30 PM to 06.30 PM (Monday to Friday) (Summer April to September)

03.00 PM to 06.00 PM (Monday to Friday) (Winter October to March)

8. The Empanelled chemist will collect the prescriptions from the CSIR-CSIO Clinical Centre and deliver the medicines as per the following time schedule, which is to be strictly followed:


(a) The prescriptions of the morning session will have to be collected at 11.45 am and deliver the medicines at 04.00 pm on the same day.

(b) Similarly, the prescriptions of the evening session will have to be collected at 06.15 pm in summer and at 05:45 pm in winter and deliver the medicines at 09:00 am on the next day,

Since, parallel empanelment with three firms has been done simultaneously, collection of prescription slips from CSIR-CSIO Clinical Centre will be made on fortnightly rotation basis starting from (1) M/s Bansal Medicos (2) M/s Jai Ambika Medicos (3) M/s Vikas Medical Agency

9. As per instructions contained in CS (MA) Rules 1944, utmost economy should be exercised while prescribing the medicines. Where cheaper medicines of equal therapeutic value are available, only those medicines should be prescribed.

10. The Chemists will provide the services in consultation with Medical Officer of CSIR-CSIO Clinical Centre and ensure smooth functioning so as to avoid any inconvenience to patient especially old-aged pensioners.


(एल. एस. नेगी/L. S. Negi)

वरि. प्रशासन नियंत्रक/Sr. Controller of Administration

प्रति/Copy to:

1. Finance & Account Section - with the request to pass the bills after checking the 25% discount on MRP.
2. All Divisions/Sections Heads - through intranet
3. Medical Officer(s) of CSIR-CSIO
4. Pharmacist, CSIO Dispensary
5. Head ISD - with the request to upload the same on CSIR-CSIO intranet for information of all staff and pensioners.
6. All Notice Boards
7. Director Secretariat