संचालनालय स्वास्थ्य सेवायें
छत्तीसगढ़

इन्द्रावती भवन, नवा रायपुर अटल नगर, जिला रायपुर
Email: centralstoredhs11@gmail.com

क्रमांक/DHS/के0स्टोर/16/2021/394 नवा रायपुर, अटल नगर, दिनांक 02/07/2021

प्रति,

मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी,
सिविल सर्जन, सह मुख्य अस्पताल अधीक्षक,
खण्ड चिकित्सा अधिकारी,
जिला–समस्त

विषयः–सीजीएमएससी द्वारा राज्य के स्वास्थ्य संस्थायों में आपूर्ति किए गए उपकरणों का EMIS Portal में प्रविष्टि के संबंध में।

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उपरोक्त विषयांतर्गत लेख है कि सीजीएमएससी द्वारा राज्य के स्वास्थ्य संस्थायों (जिला अस्पताल, सामुदायिक स्वास्थ्य केन्द्र, सिविल अस्पताल) में आपूर्ति किये गए उपकरणों का EMIS Portal (Eqipment Management Information System) में Receipt and Instalation Report की प्रविष्टि किया जाना है, जिसके लिए पूर्व में प्रशिक्षण दिया जा चुका है, तत्संबंध में सुलभ संदर्भ हेतु Receipt and Instalation Report की प्रविष्टि करने संबंधित User Manual पत्र के साथ संलग्न कर आपकी ओर प्रेषित की जा रही है।

अतः सभी स्वास्थ्य संस्थायों द्वारा उपकरणों की EMIS Portal में प्रविष्टि करना सुनिश्चित करें।

संलग्नः– उपरोक्तानुसार।

संचालक
स्वास्थ्य सेवायें
छत्तीसगढ़

क्रमांक/DHS/के0स्टोर/16/2021/395 नवा रायपुर, अटल नगर, दिनांक 02/07/2021

प्रतिलिपिः–

01. प्रमुख सचिव, छ.ग. शासन, स्वास्थ्य एवं परिवार कल्याण एवं चिकित्सा शिक्षा विभाग, मंत्रालय, महानदी भवन, अटल नगर नवा रायपुर छ.ग. की ओर सूचनार्थ।
02. आयुक्त, स्वास्थ्य सेवायें, इन्द्रावती भवन, अटल नगर, नवा रायपुर छ.ग. की ओर सूचनार्थ।
03. मिशन संचालक, एनएचएम सेक्टर–27 नवा रायपुर छ.ग. की ओर सूचनार्थ।
04. प्रबंध संचालक, सीजीएमएससीएल सेक्टर–27 नवा रायपुर छ.ग. की ओर सूचनार्थ।
05. कार्यालयीन प्रति।

संचालक
स्वास्थ्य सेवायें
छत्तीसगढ़

CHHATTISGARH MEDICAL SERVICES CORPORATION LTD.

Equipment Management information System (EMIS)

USER MANUAL

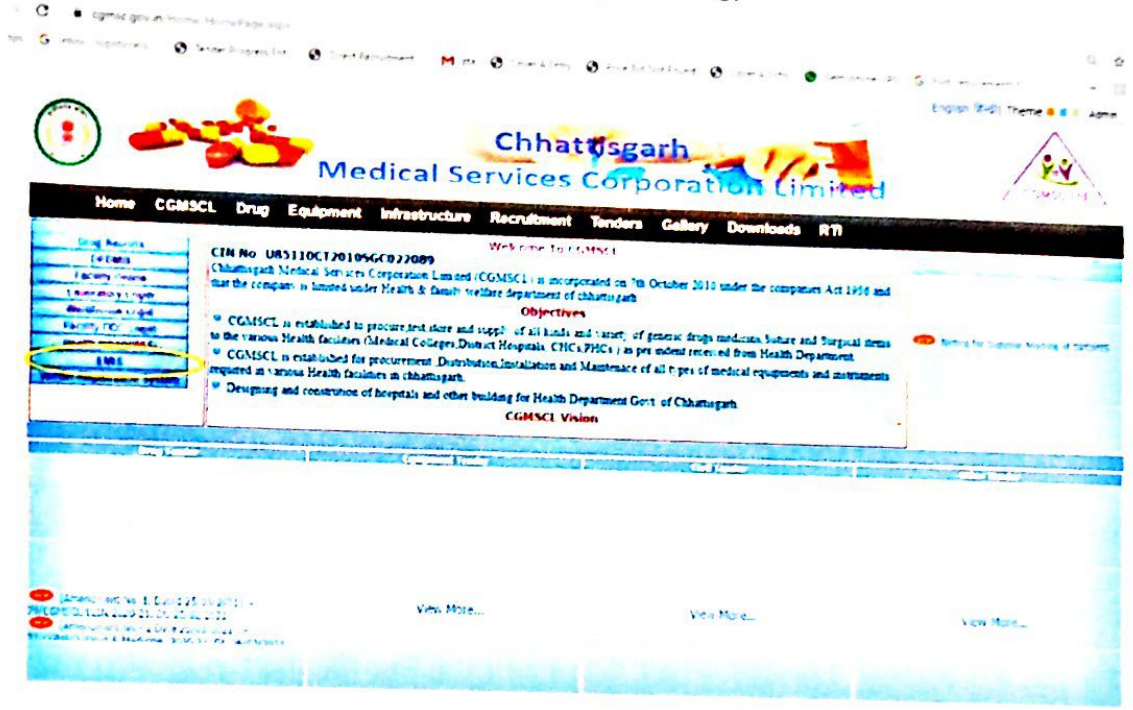
for

Receiving & Installing

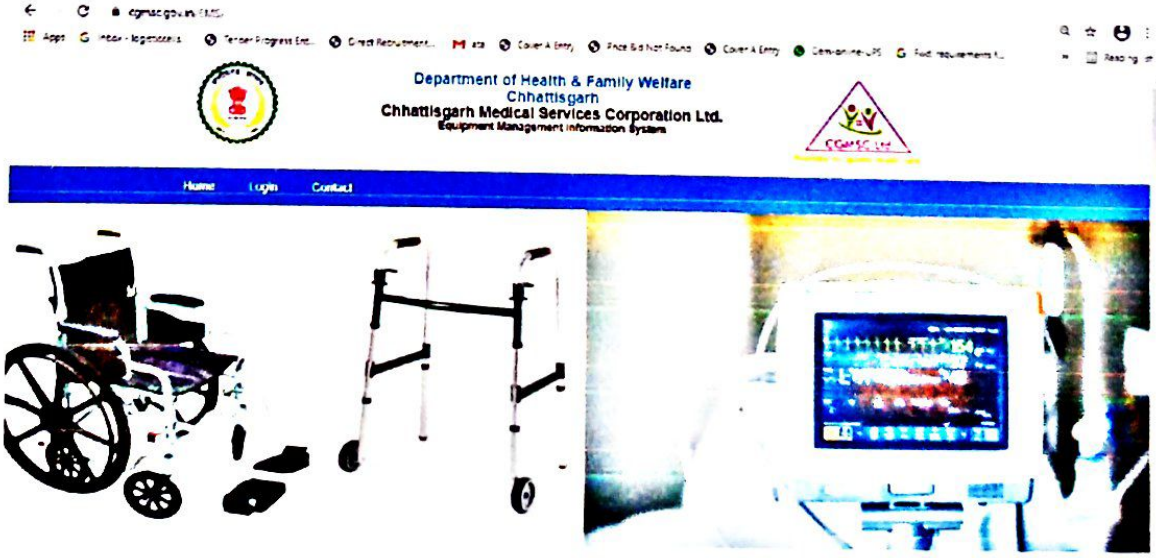
Equipment on the EMIS Portal

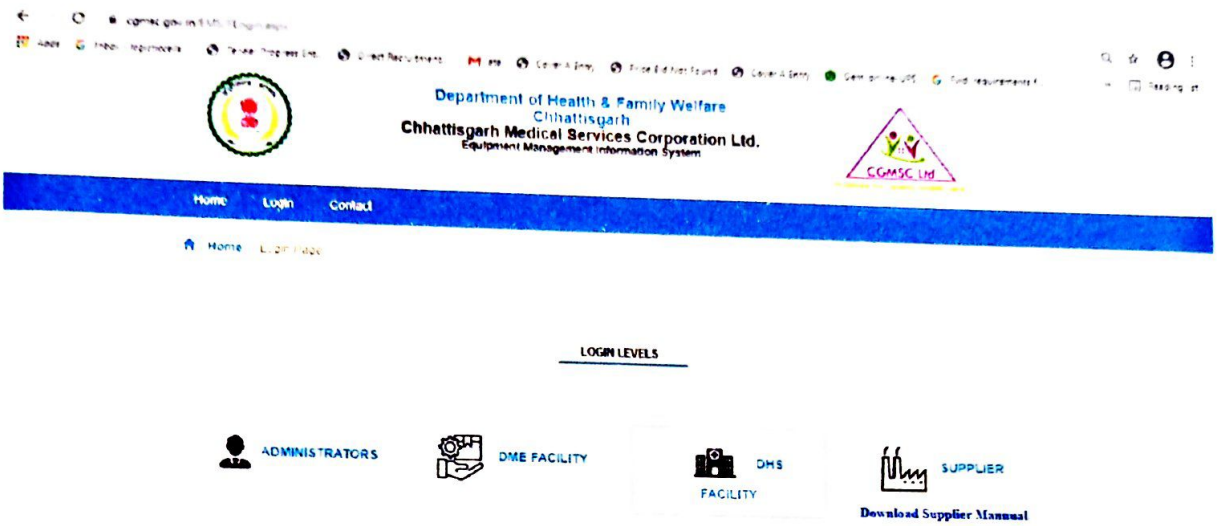
Navigation:

In order to navigate to the Equipment Management Information System (EMIS) the user has to first of all visit the official site of CGMSCL i.e. www.cgmsc.gov.in. After a successful loading of the page, a link to EMIS can be seen on the left hand side menu panel which includes a lot of other software like DPDMIS, Facility login along with ***EMIS***.



Following window opens on a successful opening of the EMIS link. Here we can clearly see there are three menus which are Home, Login and Contact. In order to login to the EMIS portal user has to click on the login menu.





After clicking the Login option user is greeted with the below screen which shows different levels of Login i.e., Administrator, DME Facility, DHS Facility and Supplier. Now this manual has taken DHS Facility as an example to demonstrate the software. User ends have to choose logins based on their role and profile defined, a user from DHS Facility cannot login into DME Facility or supplier or Administrators.

LOGIN:

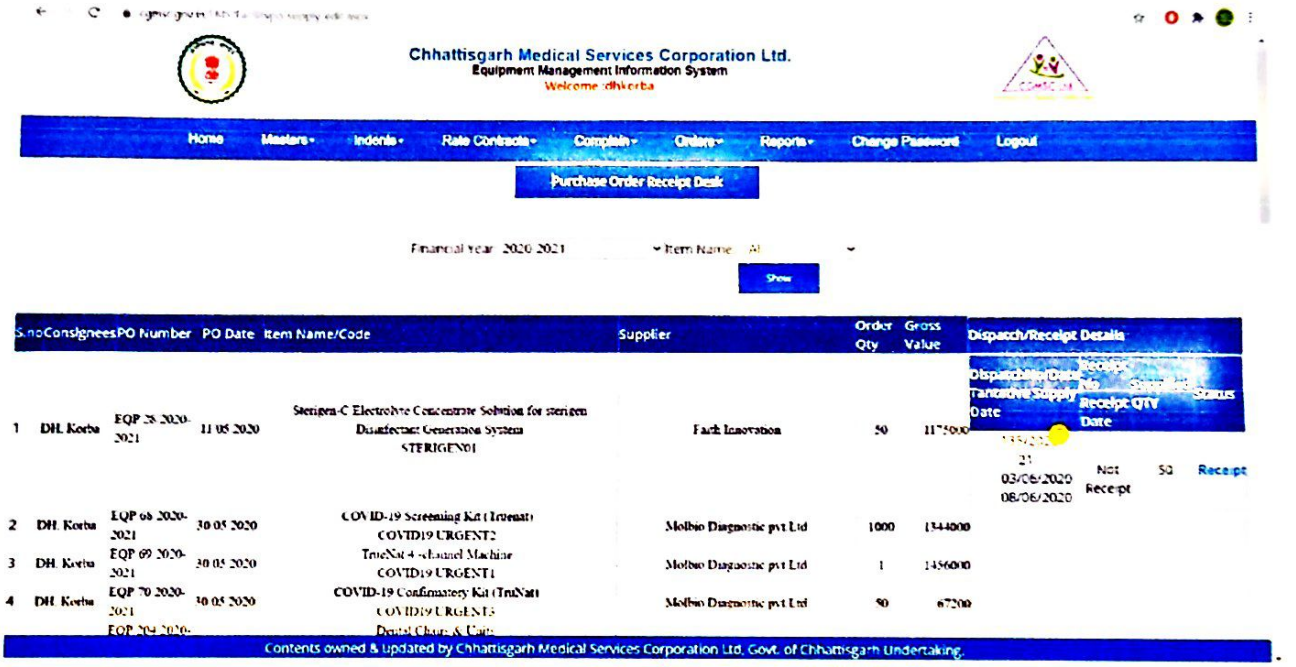


User has to enter the given ID and password in the portal as shown in the picture above under the "Health Facility" login type. Clicking on the submit button after successfully entering the User ID and Password.



On hovering the Menu named Orders a sub-menu appears which shows all the purchase orders that had been made for the User and the second option is to receive the purchase orders online which is now mandatory to be used.

PURCHASE ORDERS:



On clicking the "Purchase Order Receipt" sub-menu user will be greeted with all the purchase orders that are pending from his/her side to receive after the supplier has dispatched. One important point to note is that the User will not have the ability to receive the purchase order unless it has been dispatched by the supplier itself.

As shown in the image the user has the ability to see the quantity of equipment for which the Purchase Order was given and the number of equipment which can be received after a successful dispatch from the supplier end. After verifying the same user has to click on the "Receipt" Link for the corresponding Purchase Order.

RECEIVING PURCHASE ORDER:

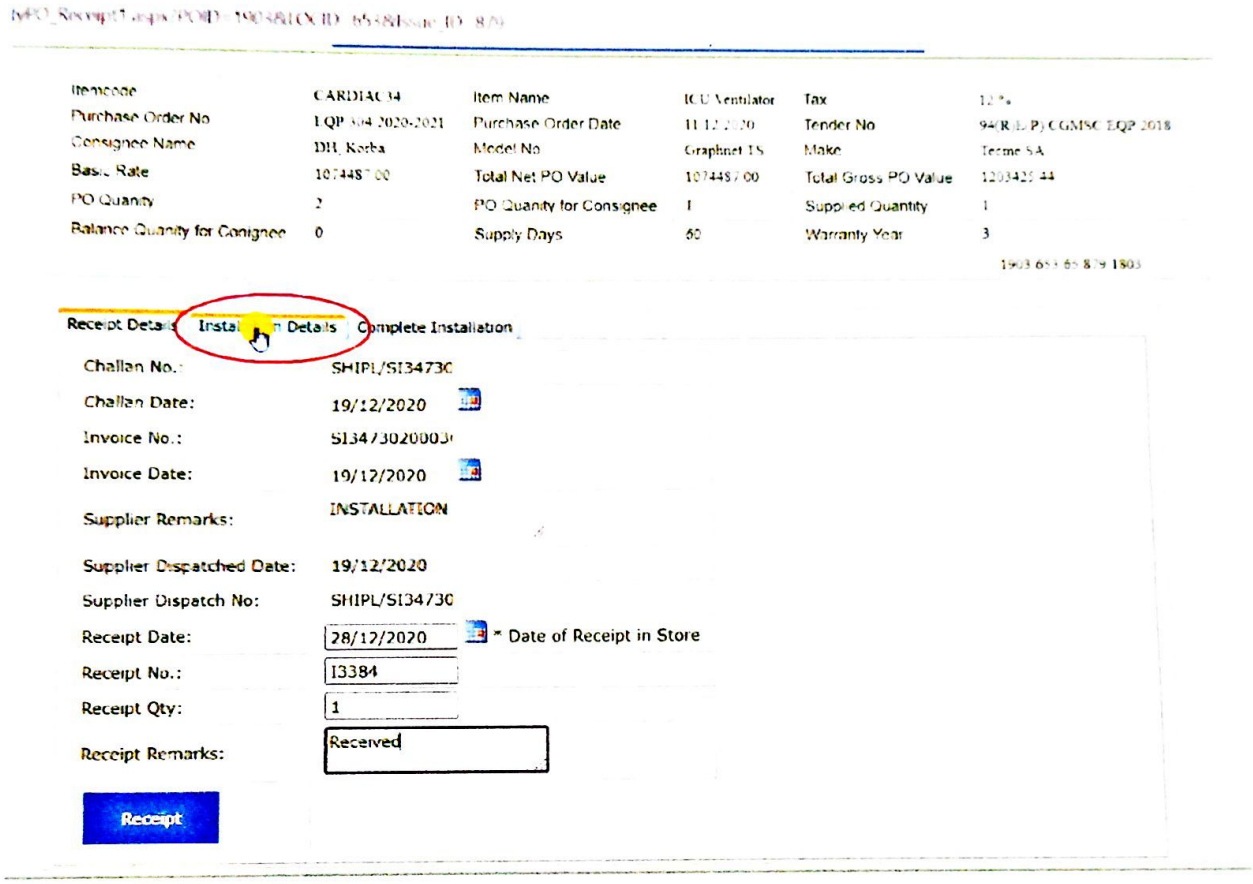


On clicking the receipt link the user will be shown a page as shown in the above picture. Since the supplier is already dispatching the equipment from its end the user can see certain information on its end like Challan no, Challan Date, Invoice no, Invoice date, remarks, dispatch no and dispatch date and same is non-editable.

This desk also shows a lot of information about the equipment itself beforehand, information like Model No, Make of equipment, Basic Rate, Purchase Order no, warranty period, etc.

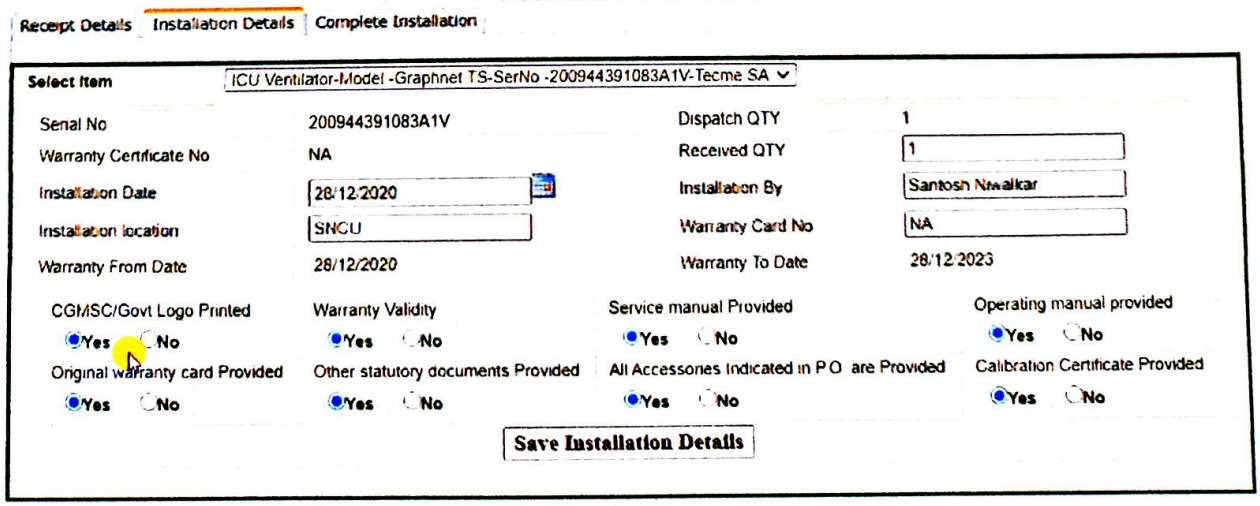
Now for receiving the equipment, user has to enter the receipt date, receipt no and receipt qty and click on the receipt Button after filling all the aforementioned details.

INSTALLING EQUIPMENT:

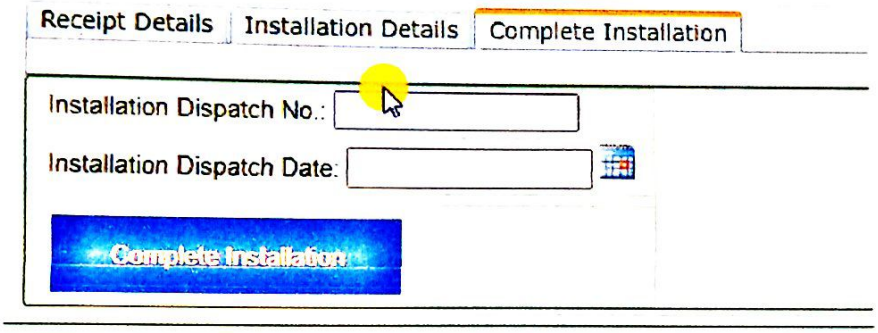


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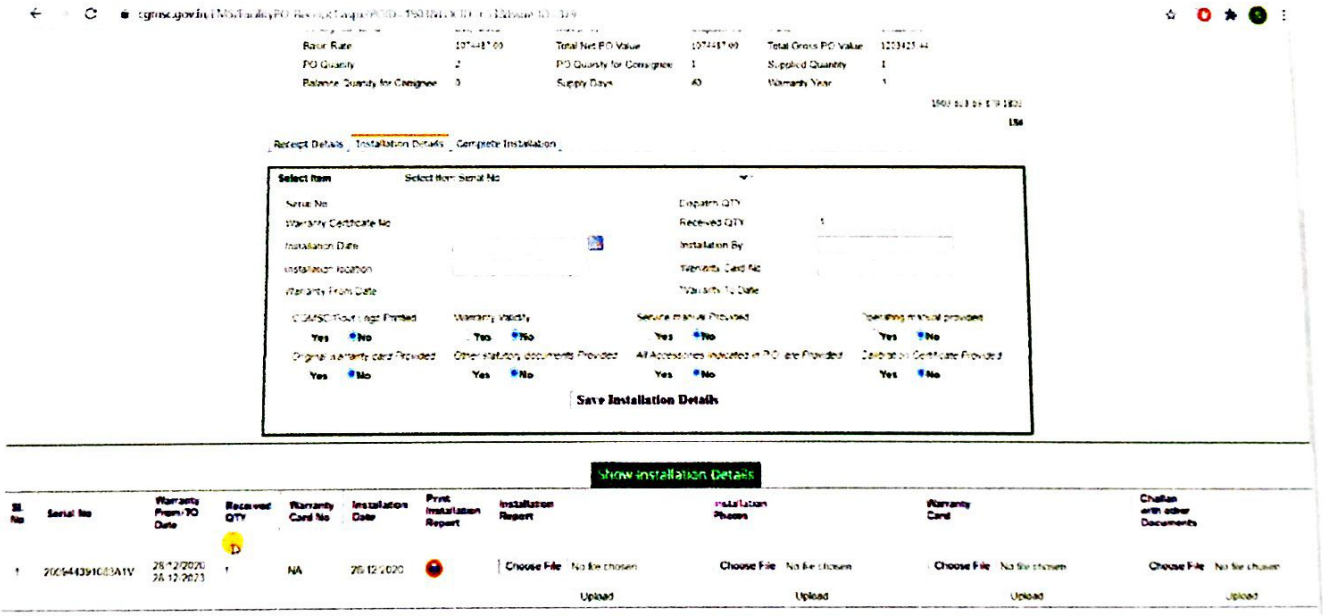
After successfully submitting the receiving on the portal, User has to proceed to the next step that is installing the machine at its end. For installing the machine online, user has to click on the installation tab as shown in the picture above and fill all the details.



On clicking the installation details, the user will be able to see the page as shown in the above picture. User has to select the Serial No from the Select item drop-down list and enter received qty, installation date, installation by, installation location and various other information. The above report is nothing but the installation report in the e-form, user can also generate the e-installation report using the portal.



After successfully filling the installation details, user has to enter the Dispatch number and dispatch date on the portal and click on the "Complete Installation" button.



On clicking the complete installation button, user can click on the Show installation Details and has to upload 4 documents for every machine received. In the above case it can be seen that the user has to upload the Installation report, Installation photos, Warranty card and Challan with other documents for verification purposes. The user can click on printer icon in the "Print Installation Report" column to generate a system generated installation report and upload it to the portal. In case of old installation reports the user can straight away upload the old installation report.

CONSIGNEE RECEIPT CERTIFICATE/INSTALLATION REPORT

(To be given by consignee and the user of the item)

DispatchNo 13364

The following new un-used equipment(s) has have been received in good condition as per purchase order

Dispatch Date :28.12.2020

Name of item supplied	ICU Ventilator
Name of the Supplier Manufacturer	Schiller Healthcare India PVT. LTD
Quantity supplied	1
Purchase Order reference no	EQP 304 2020-2021
Serial No. of equipment supplied	20094 091083ATV
Name and Address of the Consignee along with tel.no. and fax no	
Date of receipt by the Consignee	28.12.2020
Date of Installation	
Warranty Validity	YES
Date of expiry of Warranty	
Installation Location at Hospital	SNCU

Accessories supplied and the serial numbers of Accessories	Provided by Supplier	Marked by Consignee
CGMSC Logo Printed Yes/No	YES	
Sets of manuals provided by the supplier	YES	
Operating manual provided by the supplier	YES	
Calibration Certificate provided by the supplier	YES	
Original warranty card received by Consignee	YES	
Other warranty documents received	NO	
All Accessories Indicated in P.O. are Received	YES	
Training satisfactorily completed Yes/No	ICU Ventilator	
Name and Designation of Personnel trained		
Stock Book page no. where the items have Been entered		
Signature of Authorised Representative of Consignee with date		

The Report above is a system generated installation report which can be then signed by the authorities.

								DispatchNo/Date	Receipt No/ Tentative Supply Date	Receipt Date	Supplied QTY	Action
32	DH. Korba	EQP 304 2020-2021	11.12.2020	ICU Ventilator CARDIAC34	Schiller Healthcare India PVT. LTD	1	1203425 44	SHIPL/SI347320002627 13364	19/12/2020 31/12/2020	28/12/2020	1	Installation Completed

If the user again goes to the Purchase Order receipt and navigate to the same Purchase Order then he/she can clearly see that there is no receipt link anymore instead it is replaced by the Installation Completed where user can download reports generated by the system or the documents which were uploaded while receiving and installing the machine.

This is how the purchase order can be received and installed by the consignee or the user department on the EMIS Portal.

CONTACT US:

In case of any queries, feel free to drop a mail at it.cgmsc@gov.in .