

**By Speed Post/e.mail**

**DIRECTORATE OF HEALTH SERVICES, ODISHA, BHUBANESWAR**

Letter No. 13111

MS-IV-Phst-08/18

dt. 08.06.26

From : Dr. M.M.Panda, MD(Paed)  
Director of Health Services, Odisha

To

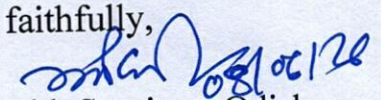
All the Chief District Medical & Public Health Officer/  
All Superintendent, Medical College & Hospitals of the State/  
Supdt., SVPPGIP, Cuttack/Director of Capital Hospital, Bhubaneswar/  
RGH, Rourkela/ PGIMER & Capital Hospital, Bhubaneswar.

Sub: Job Responsibility of posts of Pharmacist Cadre.

Madam/Sir,

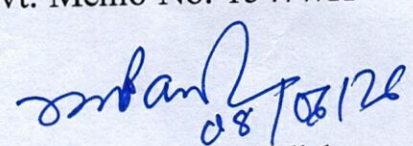
In inviting reference to the subject cited above, the Job Responsibility of cadre posts of Pharmacist i.e Pharmacy Officer, Senior Pharmacy Officer, Level-II, Senior Pharmacy Officer, Level-I, Chief Pharmacy Officer and Assistant Director, Pharmacy duly approved and communicated by Govt. vide Letter No. 15476/H dt. 03.06.2026 are enclosed herewith for information and necessary action. The same may please be circulated to all concerned.

Yours faithfully,

  
Director of Health Services, Odisha

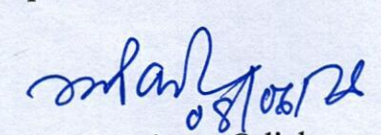
Memo No. 13112 dt. 08.06.26

Copy with copy of the Job Responsibility of cadre posts of Pharmacist forwarded to the Director of Medical Education & Training, Odisha, Bhubaneswar for kind information with reference to Govt. Memo No. 15477/H dt. 03.06.2026.

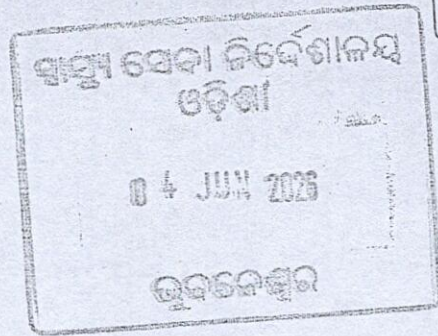
  
Director of Health Services, Odisha

Memo No. 13113 dt. 08.06.26

Copy with copy of the Job Responsibility of cadre posts of Pharmacist forwarded to the President, OPSA for information.

  
Director of Health Services, Odisha

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mda  
04/06/26



GOVERNMENT OF ODISHA

HEALTH & FAMILY WELFARE DEPARTMENT

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File No. HFW-MSIII-MSNG1M-0012-2026 15476 /H. Date- 03.06.26

From

Shri Satya Narayan Ray  
Deputy Secretary to Government

To

The Director, Health Services, Odisha

Sub: - Job responsibilities of employees of Pharmacy Officer service Cadre

Sir,

In inviting reference to the subject cited above, I am directed to say that Government in H&FW Department have been pleased to approve the Job Chart for employees of Pharmacy Officers Service Cadre.

The copy of the approved Job Chart is enclosed herewith for your reference and circulation among all concerned including DMET, Odisha and OPISA.

Yours faithfully

*[Signature]*  
03.06.2026

Deputy Secretary to Government

Memo No. 15477 /H Dated, 03.06.26

Copy with copy of annexure forwarded to the DMET, Odisha for information and necessary action.

*[Signature]*  
Deputy Secretary to Government

03.06.2026

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## JOB RESPONSIBILITY OF THE PHARMACY OFFICER

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### a. Management of Store (Central/Sub- store)

- Maintain up-to-date stock (Manual/Portal/digital) of the store (Central/sub store).
- Keep records of Stock & Store and verify/tally the same physically with the records at regular intervals and get certified (preferably) by the competent authority.
- Plan and implement the first-in, first-out (FIFO) principle.
- Ensure regular replenishment of stocks well in advance to avoid stockouts.
- Ensure safe storage of Drugs & Consumables, protection from loss, damage or deterioration in the conditions of stocks entrusted.
- Bring to the notice of the officer in charge of such items that are accumulating in the store beyond the need of the hospital, and contact the store depot for their liquidation.
- Correspond with other hospitals (if in charge of District store) and relocation of drugs with a short expiry date.
- Responsible for inventory management at each level in a scientific manner ensuring FIFO, FEFO, etc., along with racking management, proper storage conditions of Stores.
- Assist in the timely execution of AMC/CMC of Hospital Equipment.
- Assist in tender /quotation for procurement of Drugs/ consumables/ equipment/ instruments, etc., as feasible, and give technical inputs.
- Inventory management through the e-NIRAMAYA portal / DVDMS.

### b. In the Indoor DDC:

- Maintenance of daily requirements and stock register of drugs in case IPD DDC exists.
- Ensuring availability of the drugs and consumables in the indoor on a daily/weekly basis as required.
- To check and replenish the Emergency drug kit as frequently

as required.

c. In the Operation Theatre (OT)

- To assist the Anaesthetists and Surgeons in Operation theatre (OT)
- To ensure the availability of anaesthesia and emergency drugs.

Other Major Tasks:

- Support Medical Officer in fictionalization of Rogi Kalyan Samiti /Jan Arogya Samiti & manage the records in PHCs/ UPHCs.
- Strengthen Pharmacy Unit for Quality certifications. Will act as a Member of Drug & Therapeutic Committee at respective level.
- Manage NSQ & expiry drugs following protocols/Government orders.
- Preparation of the condemnation list for defunct hospital items & initiation of the process for condemnation.
- Submission of pharmacy-related mandatory reports to the appropriate authority in time.
- Impart training to trainee pharmacy students, wherever required.
- Participate in various training, meetings, and programmes as directed.
- Maintain all types of reports / records (manual / digital/ e-portal) including ADR (Adverse Drug Reaction) records & share with appropriate authority.
- Prescribe drugs to the patients for treatment of minor ailments/ and disburse Programme drugs to patients for continuity of treatments, in absence of Medical Officer as approved by Health & Family Welfare Dept. Govt. of Odisha vide their Letter No. 2651 dt.29.09.2021.
- To assist the Senior Officers of Pharmacy Cadre whenever necessary.
- Facilitate Prescription audit.

- Facilitate facility level Drug Therapeutic Committee (DTC)

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### I. SENIOR PHARMACY OFFICER (Level- II)

Besides the job responsibilities in respect of the Pharmacy Officers, Senior Pharmacy Officer, Level-II will be responsible for the followings:

#### a. Management of Store (Niramaya Store/Sub-store/Central store):

- The Senior Pharmacy Officer, Level-II, will remain in-charge of CHC Sub store and OPD/IPD Pharmacy of DHH, MCH and Other Secondary and Tertiary Health Facilities within the Hospitals.
- Maintain & monitor Inventory levels and reduce stock outs at Block warehouse.
- Maintain Optimal stock between supply & demand generated from PHCs & Sub-centres.
- Ensuring scientific storage, transportation & distribution of medicines for PHCs & SCs level.
- Ensuring fixed timelines & route chart to ensure timely and accurate delivery of medications to PHCs & SCs.
- Ensuring Annual Indent generation from PHCs & Sub-centres.
- Supporting PHC Pharmacy Officers & CHOs with issues on the e-Niramaya Portal.
- Ensure implementation of the job responsibilities of the Pharmacy officer working in the institution (if any).
- To prepare/verify reports on drugs & consumables and returns, Indents, Annual Requirements, etc., before submitting to the next higher authority.
- Will assess the requirement of Programme Drugs and logistics taking into account the Disease Prevalence/New Case Detection Rate/Expected case detection in special camps or campaigns, etc., and modify the indent accordingly.
- Responsible for inventory management at each level in a scientific manner, ensuring FIFO, FEFO, etc., along with

racking management, proper storage conditions of Stores.

- To assist in tender /quotation for procurement of Drugs/ consumables/ equipment/ instruments, etc., as feasible, and give technical inputs.
- To appraise the competent authority about the status of the AMC/CMC of valuable equipment /instruments and facilitate the same.
- To assess the stock of Reagents/ chemicals periodically required in the laboratory and facilitate their management with the assistance of the Medical Laboratory Technician/any other employee of the Laboratory Technician Cadre.
- To prepare and replenish emergency drug kits and provide them to the Immunization Teams.
- To prepare a prescription audit report for the Pharmacy within the Hospital.
- Act as a supervisor to monitor the Drugs and consumables under his jurisdiction and report to the higher Authority.
- Manage NSQ & expiry drugs following protocols/Government orders.
- Ensure maintenance of discipline in the Hospital premises.
- Preparation of the condemnation list for defunct hospital items & initiation of the process for condemnation.
- Submission of pharmacy-related mandatory reports to the appropriate authority in time.
- Prepare duty roster of the Pharmacy Officer(s) in CHC/SDH .
- To assist the Senior Officers of the Pharmacy Cadre whenever necessary.

b. In the Indoor DDC:

- The Senior Pharmacy Officer Level-II will remain in charge of IPD Pharmacy of DHH, MCH, and Other Secondary and Tertiary Health Facilities within the Hospitals.
- Maintenance of daily requirements and stock register of drugs

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in case IPD DDC exists.

- Ensuring availability of the drugs and consumables in the indoor on a daily /weekly basis as required.
- To check and replenish the emergency drug kit as frequently as required.
- Manage NSQ & expiry drugs following protocols/Government orders.

- Will facilitate maintenance of the asset register.

c. In Operation Theatre (OT):

- To assist the Anaesthesists and Surgeons in Operation theatre.
- To remain in charge of the OT store.
- To remain in charge of the Central Sterile Service Department (CSSD).
- To prepare the duty roster of Pharmacy Officer working in OT.
- To maintain all records related to Drug &, consumables, and Instruments in OT.

d. Other Major Tasks:

- Support the Medical Officer in the functionalization of the Health Facility.
- Strengthen Pharmacy Unit for Quality certifications and to act as a Member of Drug & Therapeutic Committee at the respective level.
- Participate in various training, meetings, and programmes as directed.
- Maintain records of Adverse Drug Events.
- Act as convener/Member of various hospital committees:
  - a. Block Drug & Therapeutics Committees (BDTC).
  - b. Block Equipment Management Committee (BEMC & DEMC).

- c. Hospital Infection Control Committee
- d. Hospital Bio-Medical Waste Management Committee.
- e. Human Ethics Committee.
- f. Animal Ethics Committee.
- g. Institutional Review Boards.
- h. Clinical Trial Committee.
- i. Hospital RKS Committee.
- j. Hospital KAYAKAPLA, NQAS & Quality Certification of the Health Facility.

- Will participate in staff education, professional activities, and staff meetings.
- Facilitate Education & Training on Hospital Pharmacy Service to the Pharmacy students/trainees.

*(Note- The Health Facility where more than one Senior Pharmacy Officer Level-II Post exists, the senior-most Senior Pharmacy Officer, L-II will remain in-charge of Sub-store and others will remain in-charge of various departmental stores, OPD DDC, IPD DDC, OT Store, Oxygen Supply unit, Laboratory Chemical & reagents, parental unit, injection unit, sterilization unit, Local purchase drugs, etc. OR the job responsibilities are to be distributed among the Senior Pharmacy Officers, L-II according to their seniority.)*

## II. SENIOR PHARMACY OFFICER (LEVEL- I)

All Senior Pharmacy officers Level-I are directly responsible to the **Chief Pharmacy Officer (CPO)**, who is responsible for overall administration of Hospital Pharmacy and Sub-stores.

### Job Responsibilities:

#### **In Hospital:**

In addition to Oversee all job references provided above for Pharmacy Officers and Senior Pharmacy Officers (Level-II), Senior Pharmacy officers Level-I shall have the following job responsibilities.

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a. Management of Store (Niramaya Store/Sub-store/Central store)

- The Senior Pharmacy Officer, Level-I will remain in – charge of Sub-store and Pharmacy of DHH, MCH and Other Secondary and Tertiary Health Facilities within the Hospitals.
- Remain in-charge of stock and stores of various departments in MCH & Major Hospitals and ensure the availability of specialized Medicines.
- Responsible for monitoring of stock levels at the District Drug Ware houses and MCH & Major Hospital Drug Warehouses to reduce stock outs.
- Inspecting and verifying the quality of medicines & ensuring proper storage conditions.
- Ensuring fixed timelines & route charts to ensure timely and accurate delivery of medications to CHCs and various departments in Medical Colleges.
- Continuously reviewing the e-Niramaya portal to track inventory & identify the gaps between demand & supply.
- Training to Pharmacy officers and other staff on the indenting process on the e-Niramaya portal/ DVDMS.
- Ensure preparation and submission of regular online indents to the Central Drug Warehouse for timely delivery of Drug & Consumables.
- Supervise the Hospital Stores and Pharmacy for the safe storage, protection from loss, damage, or deterioration of stocks entrusted to his charge.
- Ensure the quality of storage conditions of Drugs in a proper environmental condition (temperature and humidity) in the sub-store and Pharmacy.
- Ensure regular replenishment of stocks well in advance to avoid the items going out of stock.
- To maintain Records like Drug Receipt, Issue Register, Instrument Receipts, Issue Registers, BMW equipment Stock Ledger, Lien Stock Ledger, and Drug Expiry Register, and to

- ensure their preservation.
- Prepare Annual Procurement Plan (APP) in coordination with Drug Therapeutic Committee (DTC).
- Prepare/ facilitate the Annual Indent for Hospital/Department/ facility.
- Ensuring submission of all types of reports / records(manual / digital/ e-portal) including ADR (Adverse Drug Reaction)
- Ensure utilization and shifting of equipment to other performing institutions.
- Responsible for the inventory management at each level in a scientific manner.

#### Other Major Tasks:

- Ensure compliance with Hospital policies, including the handling and dispensing of narcotic Drugs done by the Pharmacy Officer.
- Monitoring of drug therapy, adverse drug reactions (ADRS), and drug interactions within the facility.
- Oversee the scheduling and training of Pharmacy professionals.
- Plan and arrange the duties of Pharmacy officers posted under his/her by ensuring the availability of Pharmacy officers in all shifts.
- Maintain leave details of all Pharmacy Officers and ensure proper arrangement of duty in the absence/leave of any staff, and submit the application of NOC of Pharmacy Officer in his/her unit to the Chief Pharmacy Officer.
- Act as a coordinator between doctors and other Health Care providers to provide comprehensive patient-centric pharmaceutical care.
- Participate in various Hospital committees related to drug safety and drug procurement.

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- Participate in educational and research programs.
- Report to the Chief Pharmacy Officer on drug inventories, Budget requirements, and compliance with regulations.
- Will facilitate maintenance of the asset register.
- To act as a member of various Hospital committees such as Drug & Therapeutics Committees, Bio-Medical Waste Management Committee, Ethics Committee, RKS Committee, etc., in case of absence of the Chief Pharmacy Officer.
- Formulating and updating educational and training standards for Pharmacy Officers.
- Participation in staff education, professional activities, and staff meetings.
- Adhere to Quality standard & Quality Certification of the **Health Facility**. (NQAS, Kayakalp).

*(Note- Where more than one Senior Pharmacy Officer Level-I Post exist, the senior most SPO L-I will remain as in-charge of Sub-store Govt. supply, and others will remain in-charge of various departmental store, Oxygen Supply unit, Laboratory Chemical & regents, parental supply unit, injection Supply unit, sterilization unit, Local purchase drugs unit, Hospital Instrument supply unit, Consumable Supply unit, Furniture & Equipment unit, Surgical supply unit, Bulk purchase unit and others OR the job responsibility is distributed among the Senior Pharmacy Officers Level-I according to their seniority. )*

**III. CHIEF PHARMACY OFFICER:**

*There are 02 (two) sanctioned posts of Chief Pharmacy Officers in each DHH, 03(three) posts in Capital Hospital and RGH, 3(three) posts in each MCH & PGIMER Bhubaneswar, and one post in SVPPGIP, Cuttack.*

Job Responsibility :

1. Supervise all Drug Warehouses within the District/Medical College & Hospital.

2. Control, supervise, and monitor the procurement of drugs and equipment and their storage with correct and existing rules/regulations.
3. Will coordinate and supervise the Pharmacy Service in all the Niramaya counters of Medical College & Hospitals.
4. VED analysis of Drug Review of quantification of annual drug requirements of the District/MCH/Major Hospitals. Visit hospitals/health units for inventory monitoring, physical verification of stock and store of drugs and consumables, Linens, instruments, equipment, Furniture and fixtures, etc.
5. Prepare the database of all Pharmacy Officers within the District and Medical College & Hospital.
6. Plan and cooperate with the administration for the implementation Govt policies and regulations relating to Pharmacy service.
7. Maintain the confidential report and records of the Pharmacy Officer.
8. Will prepare all reports and returns relating to the Drugs in MCHs.
9. Preparation of Annual Procurement Plan (APP) for the whole district/MCH/Major Hospitals.
10. Facilitate investigation of complaints, grievances, and allegations relating to Pharmacy service conducted by any higher authority and ensure overall discipline of the officers of the pharmacist cadre.
11. Acting as a member of the District-level transfer committee in respect of Pharmacy Officers.
12. Will be the Member convener of the District Condemnation Committee (DCC).
13. Will take an active part in Pharmacological and medicinal research works taken up in the Medical Colleges.
14. Will act as Advisory Member on various Hospital committees such as Drug & Therapeutics Committees, Bio-Medical Waste Management Committee, Ethics Committee, RKS Committee etc.
15. Assist the authority in recruitment by analyzing the vacancy position

of a Pharmacy officer.

16. Arrange orientation programs/Refreshment training for Pharmacy Officers.
17. To undertake a mandatory training of the fresher in the district Headquarters/MCH entering into the Govt service regarding Pharmacy Profession, medical ethics, discipline, and other rules and regulations of the Government for as far as Pharmacy service is concerned.
18. Ensure adherence to professional policies, standards, Acts and Rules, regulations, and be responsible for proper implementation.
19. Assists superiors in all the administrative functions as and when required.
20. Coordinate with different health care facilities for the reallocation of excess stock and short-expiry drugs to other facilities as needed.
21. Will be responsible for formation of District Drug Therapeutic Committee (DDTC) and District Equipment Management Committee (DEMC).
22. Will ensure quality pharmacy service in the institution.
23. Facilitate bid valuation, award of contract, and post-contract management.
24. Will be responsible for online entry of local procurement items in the online drug Inventory management system (e-NIRAMAYA / DVDMS).
25. Will assess the Changing patterns of antibiotic sensitivity/Resistance under the guidance of the concerned Departmental Heads.
26. Will facilitate for quality testing of drugs.
27. Facilitate the tendering Processes for local purchase.
28. Manage AMC/CMC for valuable Instruments/Equipment.
29. Will facilitate maintenance of the asset register.

**ASSISTANT DIRECTOR, PHARMACY :**

There are 02(two) Assistant Director of Pharmacy in the Directorate of Health Services, Odisha.

1. The Assistant Director of Pharmacy-I :

The Assistant Director of Pharmacy-I under the Director of Health Service will assist and monitor the Pharmacy cadre at various healthcare facilities in the state. The Assistant Director of Pharmacy will be accountable to the Director of Health Services and work under administrative control of the Director of Health Service.

Job responsibilities

1. To assist the Director of Health Service on subjects relating to policy decisions of the Pharmacy cadre and its implementation in the state.
2. To supervise the work of the Chief Pharmacy Officers and Senior Pharmacy Officers to ensure consistency in Pharmacy Services across the state.
3. To implement training programs and continuous professional skill development for Pharmacy officers in regular intervals.
4. To Co-ordinate and supervise the work of the Officers of the Pharmacy Cadre.
5. To develop and maintain Pharmacy services in accordance with the state and central rules, regulations, accepted standards, professional practices, and Hospital policies.
6. Responsible for the planning, supervision, coordination, and successful execution of all activities related to the pharmacy profession in the state.
7. Responsible for providing all information and data required for the Cadre in the State Headquarters.
8. To suggest to the Director on pharmaceutical matters.
9. To supervise and ensure that the Officer of the Pharmacy Cadre is represented in the Drug and Therapeutic Committee (DTC) at every facility level, and the said officer is following the proper guidelines of the Government, and to report deviations.

2. The Assistant Director of Pharmacy-II :

✓ The Assistant Director of Pharmacy-II under the Director of Health Service will assist and monitor the Pharmacy personnel working at the State Drug Management Unit (SDMU) in the state, as well as assist the Joint Director, State Drug Management Unit (SDMU), and shall be accountable to the Director of Health Service, Odisha.

Job responsibilities

1. Circulate the Essential Drug List (EDL) as approved by STAC in all Health facilities of the state.
2. Assist the authority in reviewing the Draft Annual Procurement Plan (APP).
3. Rationalization of Annual Indent of Drugs and Medical Consumables in the state and ensure submission of the Annual Indent to the State authority in time.
4. Ensure rational use of medicine at all health facilities in the state.
5. Provide evidence-based input to the State Technical Advisory Committee (STAC) for timely revision of EDL & STG.
6. Ensure preliminary investigation on adverse drug reaction and report to the State Drug Management Unit (SDMU) for final decision by STAC.
7. Assisting in finalization of Drugs and Medical consumables to be procured outside EDL/Specialized list, etc., if required.
8. Assisting in approval of the specialized list of Drugs and Medical consumables, surgical & suture or any other items for District, Tertiary health care institutions, Cancer institutions, etc., or any programs, schemes etc. as per requirement/exigencies.
9. Will opine on the Final Decision relating to adverse drug reaction and continuance/discontinuance of the concerned drug from next purchase list.
10. Will be responsible for the inventory management at each level

in a scientific manner ensuring FIFO, FEFO etc along with racking management, proper storage conditions at all facilities.

11. Ensure publication of the database for equipment, instrument & Furniture available in all facilities.
12. Responsible for the administrative matters/issues related to supply chain management in the State.

