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## NATIONAL HEALTH MISSION

### CIRCULAR

Circular  
NHM/3821/ADMIN1/2020/SPMSU

No:

Dated, Thiruvananthapuram, 08.07.2021

Sub:- Revised SOP for demand aggregation of COVID vaccines to be procured by the private hospitals working as Private CVCs - forwarded

Ref :- 1.Circular No NHM/3821/ADMIN1/2020/SPMSU dated 26/06/21  
2.Circular No NHM/3821/ADMIN1/2020/SPMSU dated 03/07/21

1. As per the directions of MOHFW, communication was given to all Districts and PCVCs to aggregate the demand of COVID vaccine for the month of June 2021 vide reference 1 and State had placed the purchase order with Manufacturers based on the aggregated demand thus generated. Now during the meeting of MOHFW with all States/UT on 6<sup>th</sup> and 7<sup>th</sup> June 2021 chaired by Secretary & Additional Secretary MOHFW respectively, Ministry has informed that they will not be able to fulfil the order placed by the State on behalf PCVCs and all the payments made by PCVCs between 21<sup>st</sup> June and 30<sup>th</sup> June 2021 through NHA portal will be refunded to source account immediately.
2. PCVCs may now directly place order with manufacturers for month of June 2021, if the required quantity is more than 6000 doses for Covishield and 2880 doses for Covaxin, as the manufacturers have communicated that they will be accepting orders for directly supply only if the order quantity is above this minimum quantity.
3. All PCVCs are requested to proceed with placement of order for month of July 2021 through CoWIN portal as communicated vide reference 2. Revised SOPs for demand aggregation of COVID vaccines to be procured by the private hospitals is attached as **Annexure I** for ease of reference.
4. The ADHS(FW) will orient all PCVCs through online meetings for any clarifications.

**Dr.Rathan U. Kelkar IAS**  
State Mission Director

To

All Private CVCs

## Approval Valid

Digitally Approved By  
Dr.Rathan U. Kelkar IAS  
Date: 08.07.2021  
Reason: Approved

The document is digitally approved. Hence signature is not needed.

# ANNEXURE I

## **Revised SOPs for demand aggregation of COVID vaccines to be procured by the private hospitals working as Private COVID Vaccination Centers (PCVCs)**

1. The Revised guidelines for National Covid-19 Vaccination being implemented w.e.f. 21<sup>st</sup> June 2021, provide that Domestic Vaccine Manufacturers may provide up to 25% of their monthly production of vaccines, to private hospitals working as Private COVID Vaccination Centers (PCVCs).
2. The MoHFW will facilitate the supplies of these vaccines to the PCVCs through a tracking mechanism provided on Co-WIN.
3. This process has already started. Further refinements have been made in the process to be followed by the States/UTs and their officials, manufacturers & hospitals for procurement and supply of vaccines in the SOPs issued on 28/06/21. The revised process would come into effect immediately –

### **3.1. RAISING OF DEMAND BY PRIVATE CVCs (PCVC)**

1. All Private Hospitals have to register on Co-WIN as a PCVC for participating in the aggregation mechanism. Most of the private hospitals are already registered on Co-WIN. Such hospitals need not register again.
2. Aggregation of demand will be done only for COVISHIELD and COVAXIN. Other vaccines may also be included in the aggregation process subsequently.
3. The Private CVCs shall be able to raise a demand up to the Maximum Order Quantity (MOQ) for that month. The maximum monthly limit of vaccines for a PCVC for a month will be worked out based on the the likely monthly consumption assessed on the daily average consumption during the previous month for existing CVCs and based on the number of beds available in a hospital in case of new CVCs. Co-WIN system will caculate the MOQ based on the inputs provided by the CVC and the vaccine administration data available on Co-WIN for that month. The details of inputs to be provided and method of caculation of the MOQ is given in Annexure – I.
4. PCVC will place a demand for the month subject to the limit of MOQ.
  - 1) This demand will be entered on Co-WIN vaccine-wise.
  - 2) The Private CVC can raise a demand for either one or both type of vaccines.
5. Placement of indents – Once the monthly order quantity is entered by the PCVC, the PCVC will place an indent.
  - 1) Separate indents shall be submitted by the PCVCs for each type of vaccine for a month.

- 2) The PCVC can indent for the fully quantity for a vaccine type in a month, in up to 4 instalments. It is recommended that the orders are placed in as few as instalments as possible.
  - 3) The minimum indent quantity for COVAXIN shall be 160 doses and for COVISHIELD 500 doses.
  - 4) Indents will be placed for quantities that are multiple of 160 doses for COVAXIN and of 500 doses for COVISHIELD.
  - 5) The PCVC will have the option to choose and will enter their choice on Co-WIN in terms of whether they would like supplies made to them directly from the manufacturers or through the State/UT. However, for direct supplies, the minimum indent quantity shall be at least 2880 doses for COVAXIN and 6000 doses for COVISHIELD.
  - 6) On successful submission of an indent, a confirmation would be given to the PCVC and a unique Indent ID Number will be generated by the Co-WIN system.
  - 7) The details of the process for submission of the indents is provided in Annexure – II.
6. There will be no need for approval by any government authority. Successful submission of indent on Co-WIN shall be sufficient. The States/UTs must encourage more and more hospitals to pose their demands on Co-WIN, especially for smaller hospitals, to achieve the desired geographical spread.
  7. Once the demands are successfully submitted by private CVCs, the Co-WIN system will aggregate the demand district and state-wise.

### **3.2. PAYMENT BY PCVC and PLACEMENT OF PURCHASE ORDER –**

1. After submission of Indent on Co-WIN, the PCVC will approach the manufacturer. To facilitate this, the literature made available by the manufacturer, including information on the necessary details to be provided to the manufacturer (PAN No., GST No., Address etc.), the process for placement of purchase order and for making payments & the relevant contact details of the manufacturer, will be made available on Co-WIN.
2. The Private CVC shall make payment for each of the indents placed, directly to the manufacturer. Payment should usually be made within 3 days of placement of indent.

3. A purchase order as per the prevailing proforma in the PCVC should also be sent to manufacturer along with the proof of payment, i.e. a payment transaction acknowledgement slip with bank UTR No. The PCVC should place an order for full quantity of indent.
4. Once the payment has been made and the purchase order placed by the PCVC, the PCVC shall update the payment status of the indent on Co-WIN. In order to do so, the PCVC shall also upload a clear and legible soft copy of the purchase order issued to the manufacturer and a copy of the payment transaction acknowledgement slip in which the banking transaction UTR number should be included and should be clearly visible, along with the necessary information.
5. The manufacturer shall confirm the purchase order and payment status thereafter within 2 days of the status update by the PCVC. Same will be visible to National/State/District Admins, the PCVC concerned and to the manufacturer.

#### **4. RELEASE/ ISSUE of vaccine doses-**

##### **4.1. Direct Supplies from Manufacturers to PCVCs –**

1. For PCVCs that have chosen the option of getting their supplies directly from manufacturers, the dispatch details including the date of dispatch, the quantity dispatched and the batch number, will be entered by the manufacturer on Co-WIN against the relevant indent ID.
2. The manufacturer shall ensure that the vaccines are issued only from the batches earmarked by MoHFW for supplies to private sector.
3. In such cases, the PCVC will record the receipt of doses on Co-WIN including the date of receipt, the quantity and shall confirm the batch number.

##### **4.2. Supplies through States/UT –**

1. The aggregated demand for a State/UT at any point of time shall be a sum total of the quantities of such indents that are paid for and where the PCVCs have opted for supplies through State/UT.
2. The State/UT shall be able to download a report containing the district-wise list of such indents from Co-WIN.

3. The State/UT shall be able to generate a Consignment List which will have a Consignment ID. The State/UT shall place a supply order for each such consignment list including the breakup of the consignment quantity to be supplied at various vaccine stores in the State/UT. It may be noted that the consignment quantity for any consignment point should at least be the same as the minimum order quantity for direct supplies [Para 3.1.4.(8).3].
4. It is recommended that the States/UTs generate the Consignment Lists for each type of vaccine on 7<sup>th</sup>, 16<sup>th</sup> and 25<sup>th</sup> of the month to ensure time bound supplies. However, the States/UTs will have the flexibility to generate the Consignment Lists as per their plans.
5. The manufacturer shall enter the details of dispatch against a Consignment ID including the date of dispatch, quantity dispatched and the batch number. The manufacturer shall ensure that the vaccines are issued only from the batches earmarked by MoHFW for supplies to private sector.
6. Further distribution from the consignee point to the PCVCs shall be the responsibility of the State/UT. For this the State/UT should prepare the distribution plan and communicate district-wise allocations to the DIOs.
7. The DIOs will record receipt of these stocks on Co-WIN (Consignment ID will be used as a reference for this) on receipt of doses in the district.
8. The DIO will Release/Issue the doses to the PCVC and record such dispatches against the relevant indent including the date of dispatch, quantity issued and the batch number.
9. The DIO shall take care and ensure that only stocks that are earmarked for use in private CVCs are issued to the PCVCs.
10. The full ordered quantity of doses will be released by the DIO preferably in one go and at the most in 2 instalments.
11. An order will be deemed and recorded as completed when the full number of doses is issued against the ordered quantity. Else, the Order will be pending and in such cases, the balance doses to be issued by the DIO will be visible to both the DIO and the PCVC.

#### **4.3. RECEIPT OF DOSES BY the PCVC**

1. The PCVC site manager shall confirm the receipt of stocks on Co-WIN from his user account.
2. While receiving the stocks, the PCVC shall ensure that the labels on the vials are checked. If the labels indicate that the “stock is only for use in

government centers”, the PCVC shall not accept the delivery and return the stock.

3. The PCVC Site Manager shall record/confirm on Co-WIN –
  - Whether the stock is accepted/rejected based on the checks as per para 2 above. If accepted –
    - Date of receipt of stock
    - Vaccine type – confirmation to be provided by site manager.
    - No. of doses – Already provided by the DIO/manufacturer. Confirmation to be provided by site manager.
    - Batch No. – To be confirmed by the site manager of the PCVC.
4. The stock shall be credited in PCVC stocks once the receipt is recorded by the PCVC on Co-WIN.

#### **4.4. Utilization of stocks and inventory management –**

1. As provided in the extant guidance of MoHFW, it is mandatory for all CVCs, including Private CVCs, to record all vaccinations in Co-WIN.
2. The stock of vaccines for a PCVC shall be debited to the extent of doses administered by the PCVC, i.e. vaccination events recorded in Co-WIN.
3. Co-WIN also provides the feature for submission of a Vaccine Utilization Report (VUR) at the end of each session, based on which the vaccine wastage is calculated.
4. The stocks balance at any point of time are estimated by taking into account the doses administered (as recorded in Co-WIN) and the vaccine wastage reported through the VUR.
5. The Co-WIN system shall allow publication of vaccination sessions even if the stock of vaccine at a PCVC at that point in time, is zero (or negative). This is allowed to enable future planning of sessions in anticipation of receipt of stocks. However, it is advised that the PCVC must take proactive measures to place orders, make payments and receive vaccine stocks well in time to avoid any stock-outs.
6. If the stock at a PCVC is zero or less, then new sessions can still be published in anticipation of receipt of stocks at that PCVC (as explained in para 5 above). However, the system will allow the vaccinator/verifier to start a vaccination session only if, at the beginning of the session, the available stocks are more than the published vaccination capacity for that session.

5. States/UTs, Manufacturers and Hospitals are directed to follow the above process to ensure efficient supplies of vaccines. Assistance to States and PCVCs will be provided through the Helpline number: 0120-4473222.

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**Annexure - I**  
**Method for calculation on Maximum Order Quantity for a month for PCVCs**

Following process is followed for calculating the Maximum Order Quantity (MOQ) –

- 1) For hospitals that are already providing COVID vaccination and are registered on Co-WIN –
  1. The likely monthly consumption shall be estimated by multiplying the daily average consumption during the week of the choice of the Private CVC (PCVC) in the period starting from 1<sup>st</sup> March 2021, by 30. The maximum limit will be three times this quantity.
  2. The maximum limit for a month can be revised upwards in the second half of the month, based on the consumption recorded by the PCVC during the first half of any month.
  3. Consumption will be taken from Co-WIN based on vaccine doses recorded as administered on Co-WIN by a particular PCVC.

For example: If for a PCVC, while submitting the order for the month of July 2021, the 7 day period selected by the PCVC is 10<sup>th</sup> June to 16<sup>th</sup> June and in that period if 630 doses are reflected on Co-WIN as administered, then the daily average number of doses =  $630/7 = 90$ . Hence, the Maximum Order Quantity (MOQ) for the month of July 2021 =  $90 \times 30 \times 3 = 8100$ .

- 2) For hospitals that are not already registered on Co-WIN –
  1. The hospital will have to register on Co-WIN as a Private CVC (PCVC).
  2. For the first month, including the month in which the PCVC has been registered on Co-WIN, the maximum limit will be worked out based on the number of hospital beds available in the PCVC, as per following classification –

No. of beds	Maximum Order Quantity
<= 50 beds	3000
51 to 300 beds	6000
301 to 500 beds	10000
> 500 beds	15000

- 3) For the subsequent months, the basis for working out the maximum limit will be the same as in para 3(1) above.
- 4) The existing PCVCs will also have the option of setting their MOQ as per para (2) above, for July 2021.



- 5) The final maximum order quantity (MOQ) will be equal to the quantity worked out as in para (1) and (2) above for the month of July 2021. The MOQ so worked out will be for the CVC and will be applicable to the total indent quantity for a month for all the vaccines for which the CVC chooses to indent.

For example – if the MOQ for a CVC for a month is 8000 doses then the total indent quantity in that month can not exceed 8000 doses for all the indents for all vaccines, i.e. indents for a combination such as COVAXIN 2880 doses and COVISHIELD 6000 doses can not be placed since the total indent quantity in this case is  $2880+6000 = 8880$  doses which is more than the MOQ of 8000.

- 6) For subsequent months, the MOQ will be determined based on opening balances likely to be available with the PCVC at the start of the month based on average daily consumption, and the average daily consumption during the previous month.

## Annexure – II.

### Process for Placement of Indents by PCVCs on Co-WIN

Indents for the quantities of procurement for a month shall be placed by the PCVC from its user account on Co-WIN. Following steps will be followed for placement of indents –

1. **Fixation of MOQ** – The CVC will first provide the information for fixation of the MOQ for a month (process as in Annexure I). For this following information will be entered –
  - a) Whether the CVC has provided COVID vaccination is past – Yes/No from drop down box.
  - b) If answer to Q3 is yes, then select the one week period – through a calendar box. For the month of July 2021, the option of setting the MOQ on bed strength will also be available.
  - c) If answer to Q3 is No, then input the number of beds in the PCVC.
  - d) Based on the above inputs, the MOQ will be automatically worked out by the system and displayed.
2. **Inputs on monthly demand** – The CVC will enter the total monthly quantity for a month. This quantity shall not be more than the MOQ. Following inputs will be provided by the PCVC –
  - a) Month for which demand is being made – Selection from a drop-down box (month and year combo)
  - b) Monthly Demand Quantity – Overall quantity for the month to be entered. This can not be more than the MOQ.
  - c) Provide breakup for monthly demand vaccine-wise –
    - (i) Name of the Vaccine – To be select from drop down box (COVAXIN or COVISHIELD)
    - (ii) Monthly quantity for the vaccines
3. **Placement of Indent** – Following information shall be provided/entered by the PCVC while placing the indent for any month –
  - a) Select vaccine
  - b) Preferred mode of supplies – Directly from manufacturer/ through State/UT Government.
  - c) Enter Indent quantity – The indent quantity for an indent will be subject to the following –
    - (i) Total indented quantity for a month cannot be more than the monthly quantity.
    - (ii) For Supplies through State/UT Government –
      1. For COVAXIN the indented quantity will be minimum 160 doses and in multiples of 160.
      2. For COVISHIELD the indented quantity will be minimum 500 doses and in multiples of 500.
    - (iii) For Direct Supplies from Manufacturers –
      1. For COVAXIN the indented quantity will be minimum 2880 doses. More quantity can be added in multiples of 160.
      2. For COVISHIELD the indented quantity will be minimum 6000 doses. More quantity can be added in multiples of 500.