



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

File No. HFW-SCH-I-MISC-0023-2020 - 18492 /H Dated, 30-06-2021

From

Shri P.K.Mohapatra, IAS,
Additional Chief Secretary to Government.

To

All Collector & District Magistrates
The Commissioner, Municipal Corporation
Bhubaneswar, Cuttack, Berhampur, Sambalpur and Rourkela
All the CDM & PHOs

Sub: SOPs for demand aggregation of COVID vaccines to be procured by the private hospitals working as Private COVID Vaccination Centers (PCVCs) – Reg.

Ref: E-Mail dated 26th June, 2021 of Govt. of India, MoHFW on SoP for demand aggregation of COVID Vaccine by Private Hospitals

Madam/Sir,

With reference to the letter cited above on the subject, I am to say that under the revised guideline for National Covid-19 vaccination implemented since 21st June 2021, domestic COVID Vaccine manufacturers may provide up to 25% of their monthly production of vaccines to Private Hospitals working as Private CVCs. Every month, MoHFW will inform about the quantum of doses available for Private CVCs for each State /UT and for July 2021, the allocation for Private Hospital in Odisha is 8,43,930 doses of Covishield & 1,73,040 doses of Covaxin (Total: 10,16,970 doses). The MoHFW will also facilitate the supply of these vaccines to the private hospitals after payment for the doses demanded by the Private CVCs is made electronically by that Private CVC through the National Health Authority (NHA) portal.

In this regards, MoHFW has communicated a SoP for the processes to be followed by Private hospitals for procurement & supply of vaccines, which will be effective from 1st July 2021. The Key steps to be followed as follows: -

1. Raising demand by Private CVCs
2. Payment by Private CVC
3. Release / Issue of vaccine doses by District Immunization Officer
4. Receipt of doses by Private CVC
5. Utilization of stock & inventory management

In this context, the said SoP is enclosed herewith for your reference and further orientation of Private Hospitals in your district / MC on the SoP to facilitate demand generation for COVID Vaccine procurement by the Private Hospitals.

Enclosure: As above.

Yours faithfully,


Additional Chief Secretary to Government

Dated, 30-06-2021

Memo No 18493 /H

Copy forwarded to the Mission Director, NHM, Odisha for kind information.


Deputy Secretary to Government

Dated, 30-06-2021

Memo No 18494 /H

Copy forwarded to DFW, Odisha for information & necessary action.


Deputy Secretary to Government



Routine Immunisation Orissa <ri.odisha.dfw@gmail.com>

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

1 message

National COVID-19 Vaccine Cell < covid19vaccine.mohfw@gmail.com > Sat, Jun 26, 2021 at 5:52 PM
 To: psandaman@gmail.com, commissionerand@gmail.com, Andaman & Nicobar-MD <ss.mduthm@gmail.com>, Andaman & Nicobar <dravijit@gmail.com>, State Immunization Officer <stateimmunizationofficer@gmail.com>, A&N <deputydirectorhealth@gmail.com>, pri.secycy.hmfwp@gmail.com, prfsecy_hmfw@ap.gov.in, mdnhrmap@ap.gov.in, JD CH&I-AP <jdchichfw@gmail.com>, Spoimmuap <spoimmuap@gmail.com>, Secretary Health <secy-health-arn@nic.in>, Arunachal-Pradesh <md-ar-nrhm@nic.in>, Arunachal Pradesh <jtdhsfw@gmail.com>, Arunachal RI Division <riarunachal@gmail.com>, principalsecyhealth@gmail.com, Mission Director NHM Assam <mdnrhmasm@gmail.com>, Assam <uipassam@gmail.com>, healthbih <health-bih@nic.in>, Bihar <ed_shsb@yahoo.co.in>, Bihar <nbihar2013@gmail.com>, Arun Kumar Gupta <hs-ehd@nic.in>, Chandigarh-MD <dhs_ut@yahoo.co.in>, Chandigarh <nrhmehd@gmail.com>, Chandigarh <diochd@yahoo.co.in>, secretaryhealthcg@gmail.com, Chhattisgarh <mdnrhmcg@yahoo.co.in>, Chhattisgarh <immunizationcg@gmail.com>, advadmr-dnh@gov.in, D & N Haveli <nrhmdnh@gmail.com>, Mr Anil Kumar Singh <devcom-dd@nic.in>, Daman & Diu <kysultan64@yahoo.com>, dmhs-daman-dd@nic.in, Amit Singla <secyhealth@delhi.gov.in>, specialesehealth <specialesehealth@gmail.com>, Delhi <rct.immunization@gmail.com>, Isha Khosla <secycs-sect.goa@nic.in>, Secretary Education <secedu-sect.goa@nic.in>, Goa <stwbgoa@hotmail.com>, Goa <sepiogo@hotmail.com>, Goa <fw-dhs.goa@nic.in>, Commissioner Health <cohealth@gujarat.gov.in>, Gujarat <md-nrhm@gujarat.gov.in>, md.nhm.gujarat@gmail.com, Gujarat <drnpjani@gmail.com>, acshealth2019@gmail.com, Haryana <md-hr-nrhm@nic.in>, Haryana <dhs.ddmch@hry.nic.in>, Mr Amitabh Avasthi <healthsecy-hp@nic.in>, Himachal-Pradesh <md-hp-nrhm@nic.in>, sio nhmhp <snhmhp@gmail.com>, admsecyhealthjk@gmail.com, Dr Yashpal Sharma Mission Director <mdnhmj@gmail.com>, Jammu & Kashmir <sepioj@gmail.com>, Dr Nitin Madan Kulkarni <sec-health-jhr@nic.in>, Health M E and F W Department Jharkhand <hlthdept.fds@gmail.com>, mdnhm-jh@jharkhandmail.gov.in, Jharkhand <mdnrhmjharkhand@gmail.com>, Routine Immunization Jharkhand <rijharkhand@gmail.com>, amarmishra1954@gmail.com, prs-hfw@karnataka.gov.in, vandita1963@gmail.com, Karnataka-MD <md-nhm@karnataka.gov.in>, Joint Director Rch <jdrchkar@gmail.com>, Karnataka <ddimmkar@gmail.com>, Pri Secy Health <secy.hlth@kerala.gov.in>, "State Mission Director, Arogyakeralam" <arogyakeralam@gmail.com>, Kerala <smdnrhm@gmail.com>, Kerala State <addidirfw@gmail.com>, comsecyutladakh@gmail.com, dhsfadakh@gmail.com, Nurzin Angmo <diolah2017@gmail.com>, deputycmoleh@gmail.com, "Secretary(Home) UTL" <secy-home@gov.in>, NHM Lakshadweep <rchlakshadweep@gmail.com>, Lakshadweep <lk-dm@nic.in>, bufferhealth@gmail.com, "Principal Secretary, Health & Family Welfare" <pshealth@mp.gov.in>, Mission Director NHM <mdnhm@mp.gov.in>, Madhya-Pradesh <missiondirectormp@gmail.com>, commrhealth@gmail.com, "Dr. Santosh Shukla JD Immunization" <jdimmunizationmp@gmail.com>, "Dr. Santosh Shukla" <shukla.1956@mp.gov.in>, ricontrolroom2@gmail.com, psec.pubhealth@maharashtra.gov.in, acs.pubhealth@maharashtra.gov.in, Maharashtra <mdnrhm.mumbai@gmail.com>, RI-SFWB -Pune <pulsepolio1@gmail.com>, "V. Mang" <mang@gov.in>, Manipur-MD <smd.manipur@gmail.com>, bandana.nitw@gmail.com, manipur <sepioman@gmail.com>, sampath97@gmail.com, SPMU Meghalaya <nrhmmegh@gmail.com>, meghalaya <dhs.mchmegh@gmail.com>, "uip. nrhmmegh" <uip.nrhmmegh@gmail.com>, comsecymiz@gmail.com, Mizoram <nrhmmizoram@yahoo.com>, NHM Mizoram <mizoram.nhm@gmail.com>, mizoram <sepiomz@yahoo.co.in>, himatoz <himatoz@yahoo.com>, Nagaland <nrhmnagaland@gmail.com>, Nagaland <nagalanduip1@gmail.com>, Health and Family Welfare Department <orhealth@nic.in>, Orissa <nrhmorissa@ori.nic.in>, Orissa <missiondirector@nic.in>, Orissa <ri.odisha.dfw@gmail.com>, secyhealth.pon@nic.in, Puducherry <md-pdy-nrhm@nic.in>, Puducherry <nrhmpondicherry@yahoo.co.in>, Puducherry <ddimmpuducherry@gmail.com>, HUSSAN LAL <psfw@punjab.gov.in>, Punjab <nrhmpunjab@gmail.com>, Punjab <mdnrhmpunjab@gmail.com>, Immunization Punjab <ripunjab@gmail.com>, phs@rajasthan.gov.in, Rajasthan <md-nrhm-rj@nic.in>, "PD Immunization (Satish Kumar Garg)" <pdimmunization2016@gmail.com>, healthsecyskm@yahoo.com, "Dr. Bimal Kumar Rai" <mdnrhmsikkim@gmail.com>, Sikkim <immunizationskm@gmail.com>, Secretary GOTN Health Secretary <hfwsec@gmail.com>, "Health and Family Welfare Dept. Secretariat" <hfwdept@tn.gov.in>, Tamil-Nadu <rchpcni@tn.nic.in>, tamil nadu <dphimn@tn.nic.in>, "S.A.M. Rizvi IAS" <prfsecy_hmfw@telangana.gov.in>, mdnhmts@gmail.com, Commissioner Health and Family Welfare <chfw.ts@gmail.com>, JD Chi <jdchichfw@gmail.com>, jdchitelangana@gmail.com, Sanjay Kumar Rakesh <secy.hfw-tr@gov.in>, secytrpfs18@gmail.com, tripura <shfws_tripura@yahoo.co.in>, aditimb1802@gmail.com, Madhusudan Chaudhuri <shfws_tripura_madhusudan@yahoo.in>, "Principal Secretary Health & Family Welfare, UP" <psecup.health@gmail.com>, Mission Director NrhM <mdupnrhm@gmail.com>, UP Shri Sudhir Kumar Srivastava MD <ed@sifpsa.org>, Upsepio <upsepio@gmail.com>, gmriup2020@gmail.com, secynk/ha@gmail.com, Md Nhmuk <mdnhmuk@gmail.com>, State Immunization UK <stateimmunization2016@gmail.com>, prin.secycy.wbhealth@gmail.com, Vivek Kumar <secy.hfw-wb@gov.in>, West-Bengal <mdnrhm@wbhealth.gov.in>, ADHS EPI West Bengal <adhs.epi2017@gmail.com>

6/27/2021

Gmail - SOPs for demand aggregation of COVID vaccines to be procured by the private hospitals working as Private COVID Vaccination ...

Cc: Mr Rajesh Bhushan <secyhfw@nic.in>, VANDANA GURNANI <vandana.g@ias.nic.in>, "Office of Dr. Manohar Agnani" <as-agnani@gov.in>, Mr Vikas Sheel <sheelv@nic.in>, "Dr. Pradeep Halder" <pradeephalder@yahoo.co.in>, "mk.aggarwal MOHFW" <mk.aggarwal13@nic.in>, Dr Veena Dhawan <veenadhawan65@gmail.com>, Indu Grewal-II <drgrewal2018@gmail.com>, Suhas Dhandore <suhas.dhandore@nic.in>, ashish.bchakraborty@gov.in, sushma tripathi <Sushma_tripathi@in.jsi.com>

To,

Additional Chief Secretary/ Principal Secretary/Secretary ...(All States/UTs)

Dear Sir/Madam,

The undersigned is directed to send SOP for demand aggregation of COVID vaccines to be procured by the private hospitals working as Private COVID Vaccination Centers (PCVCs) as follows for your kind perusal and necessary actions.

**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. 21st 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. State/UTs will be informed by MoHFW, about the total quantum of doses available for Private CVCs in a month for the State/UT. The State/UTs will aggregate the demand from Private CVCs, keeping these quantities in mind.
3. The MoHFW will facilitate the supply of these vaccines to the private hospitals after payment for the doses demanded by a PCVC, is made electronically by that PCVC through the NHA portal.
4. This process has already started. The following refinements in the process to be followed by the hospitals for procurement and supply of vaccines, would come into effect from 1st July 2021 onwards -

4.1. 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. **Maximum Order Quantity for a month (MOQ)**- The maximum monthly limit of vaccines for a hospital for a month will be worked out based on the following criteria -
 - (1) For hospitals that are already providing COVID vaccination and are registered on Co-WIN -

**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. 21st 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. State/UTs will be informed by MoHFW, about the total quantum of doses available for Private CVCs in a month for the State/UT. The State/UTs will aggregate the demand from Private CVCs, keeping these quantities in mind.
3. The MoHFW will facilitate the supply of these vaccines to the private hospitals after payment for the doses demanded by a PCVC, is made electronically by that PCVC through the NHA portal.
4. This process has already started. The following refinements in the process to be followed by the hospitals for procurement and supply of vaccines, would come into effect from 1st July 2021 onwards -

4.1. 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. **Maximum Order Quantity for a month** (MOQ)- The maximum monthly limit of vaccines for a hospital for a month will be worked out based on the following criteria -
 - (1) For hospitals that are already providing COVID vaccination and are registered on Co-WIN -
 - (i) 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 previous month by 30. The maximum limit will be twice this quantity.
 - (ii) 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.
 - (iii) 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 10th June to 16th 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 = $90 \times 30 \times 2 = 5400$.

(2) For hospitals that are not already registered on Co-WIN –

- (i) The hospital will have to register on Co-WIN as a Private CVC (PCVC).
- (ii) 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
50 to 300 beds	6000
> 300 beds	10000

- (iii) For the subsequent months, the basis for working out the maximum limit will be the same as in para 3(1) above.

(3) The final maximum order quantity (MOQ) will be equal to the quantity worked out as in para (a) and (b) above for the month of July. For subsequent months, the opening balances likely to be available with the PCVC at the start of the next month based on average daily consumption shall also be taken into account.

3. Procurement order for a month shall be placed by the PCVC from it's user account on Co-WIN. Following information shall be provided by the PCVC while placing the order for any month –

- (1) Month for which demand is being made – Selection from a drop-down box (month and year combo)
- (2) Name of the Vaccine – To be select from drop down box (COVAXIN or COVISHIELD)
- (3) Whether has provided COVID vaccination is past – Yes/No from drop down box.
- (4) If answer to Q3 is yes, then select the one week period – through a calendar box.
- (5) If answer to Q3 is No, then input the number of beds in the PCVC.
- (6) Based on the above inputs, the MOQ will be automatically worked out by the system and displayed.
- (7) Number of Doses ordered – user input in number of doses (subject to the upper ceiling of MOQ).

4. On successful submission of the order, a confirmation would be given to the PCVC and a unique Order ID Number will be generated by the Co-WIN system.

5. Each PCVC will fill a demand form for each month for each vaccine on Co-WIN subject to the following –
 - a. Aggregation of demand will be done only for COVISHIELD and COVAXIN.
 - b. Separate procurement order shall be submitted by the PCVCs for each type of vaccine for a month.
 - c. The Private CVC can place order for either one or both type of vaccines.
 - d. The PCVC can place orders for vaccine type in a month in up to 4 instalments.
 - e. There will be no need for approval by any government authority. Successful submission of the procurement order on Co-WIN shall be sufficient.
6. Once the demands are successfully submitted by private CVCs, the Co-WIN system will aggregate the demand district and state-wise.

4.2. PAYMENT BY PCVC –

1. The Private CVC shall make payment for each of the orders placed, on the portal of the National Health Authority (NHA).
2. While making payment PCVC shall have to provide the following details –
 - Co-WIN CVC ID
 - Order ID Number

Based on these other necessary details will be populated at the NHA end from Co-WIN. Amount payable for the order shall also be displayed. This amount will be worked out based on the no. of doses ordered by the PCVC, the prevailing per dose rate declared by the vaccine manufacturer and the applicable taxes on the per dose rate.

3. Payment should be made within 3 days of placement of order.
4. Full payment must be made against an Order ID.
5. Payment shall be accepted only through electronic/digital mode and only through the portal of the NHA.
6. After successful payment – a transaction ID along with confirmation of successful payment will be generated and sent to Co-WIN by NHA portal. Same will be visible both to DIO and to the PCVC

4.3. RELEASE/ ISSUE of vaccine doses BY District Immunization Officer -

1. The DIO will Release/Issue the doses to the PCVC after successful payment by the PCVC.
2. The DIO shall take care and ensure that only stocks that are not marked for use in government CVCs are issued to the PCVCs.
3. The full ordered quantity of doses will be released by the DIO preferably in one go and at the most in 2 instalments.
4. The DIO will record the details of the doses issued in Co-WIN against the Order ID for whom the payment has been made. Following information will be recorded by the DIO while issuing doses -
 - No. of vials issued
 - No. of doses issued
 - Batch number of the stocks issued.
5. 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.

4.4. 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. 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.

4.5. 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. Once the payment has been made through the NHA portal by the hospitals, the next step would be that the payment received needs to be transferred to the manufacturer i.e. Serum Institute of India or Bharat Biotech or any other, as the case may be, to initiate the supply of vaccine doses. The transfer of funds would be done by the NHA under intimation to the MoHFW and the State/District/CVC concerned. The MoHFW shall facilitate supplies of such doses to the concerned PCVCs through the concerned States and DIOs.
 6. Hospitals are directed to follow the above process to ensure timely compilation and monitoring of payment information. State Health Agencies (SHAs) will also assist the hospitals in this process. Assistance to States and PCVCs will be provided through the Helpline number: 0120-4473222.