

ANNEXURE II
(See Rule 57B)

RECORD OF RECEIPT DISBURSEMENT AND BALANCE OF MORPHINE

Date:

Quantity in hand at the beginning of the day	Details of quantity received					Details of quantity disbursed				Quantity in hand at the close of day
	Sl. No	Quantity	From whom received	Consignment note/bill of entry No		Sl. No	Quantity	Name of the person and address to whom disbursed	Name of the medical practitioner who prescribed	

Signature

Note:

- 1. This record is to be maintained on day to day basis and entries shall be made for each day the institution functions. Entries shall be completed for each day before the close of the day. The authorized medical practitioner/ in charge or any person authorized by them shall initial after entry of each day with date. The pages of the register shall contain necessary numbers.*
- 2. This record shall be retained for two years from the date of last entry.*
- 3. This record shall be produced to the authorised officers whenever called upon during the course of their inspection.*