

Copy of the Lr.No.MŠA6-8489/05/DHS Dtd. 10.5.05 from the D.H.S.Tvm.  
addressed to the DMO(H)MPM

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Sub:Guidelines/Directions for Drug Store Management &  
Condemnations - Circular forwarding of--reg.

Ref:1.Govt.Lr.No.3947/H2/05/H&FWD Dtd. 21.3.05  
2.This office Lr.of even No. Dtd. 19.4.05

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Attention of Govt. is invited to the reference cited above.  
I am forwarding herewith the circular regarding the guidelines,  
directions for the proper maintenance of stock accounts storage  
condition, distribution and condemnation of unserviceable  
equipments etc. for information.

In this connection, I may inform Government that copy  
of the above said circular has been forwarded to all Dist.  
Medical Officers with instruction to circulate it to all their  
subordinate institutions for information and necessary action.

Sd/-  
for D.H.S.

Endt. No.C4/12850/05 Dtd. 10.8.05

Copy communicated to all subordinate institutions for  
information and future guidance.

  
DISTRICT MEDICAL OFFICER OF (H)

kkp/x.8

### CIRCULAR

Sub:- Guidelines/Directions for Drug Store Management & condemnation-reg-

Ref:- Govt. Lr.No.3947/H2/2005/H&FWD dt.21.3.05

The term "Stores" means all articles and materials (other than cash and documents) which come into the possession of a Govt. servant for use in Public Service. This term does not, however, include items like dietary articles of the animals in zoos, sundry articles like fuel, charcoal, dietary products etc.

The store room should have adequate space to keep various categories of drugs, instruments, equipments, linen, bedding and clothing and combustible items like spirit, Glycerin, etc. Racks and cupboards should be provided to keep drugs in alphabetic order classifying injections, tablets and other items. Potency of drugs will deteriorate in abnormal variation in storage temperature and in wet and moisture. The store room should be kept neat and tidy as in the case of pharmacy. Inj. Insulin, Tetanus Toxoid and Vaccines should not be indented or procured unless there is Refrigerator or ILR in working condition in the institution.

### ANNUAL INDENT

Annual indents should be prepared realistically taking into consideration of average consumption of each and every items for the last 3 years + 5 to 10%. The custodians will only responsible for unwanted materials indented.

### STOCK REGISTER

1. A stock register will be an official Stock Register if it is serially page numbered and certified in first page.
2. Index of the items entered in stock register should be written in 2<sup>nd</sup> and 3<sup>rd</sup> pages. And annual physical verification certification in the last pages.
3. All items carried over to the new Volume of stock register from old one should be in a particular date especially on 1<sup>st</sup> April of every year noting the corresponding page numbers in both Registers i.e., Carried over to Page-of Vol.2 and brought forwarded from Page-of Vol.1. A certificate to that effect has to be recorded in 1<sup>st</sup> page of the respective volumes.

### RECEIPTS

1. All receipts should be noted in red ink and all issues in ordinary ink duly initialed by the custodian on the remarks column.
2. Quantities received, unit, unit price, total quantity (opening balance + quantity received) Batch No. D/M, D/E Name of firm should be noted in appropriate columns.
3. Supply of medicines and other items from DMS,FW,UIP etc. are made under an Issue Note in triplicate, No, items should be taken to stock from any source unless under an Issue Note.
4. The custodian after satisfying to the correctness and the condition of the items received, should return the original copy of the Issue Note immediately duly acknowledged and office seal affixed. He should not make any correction, over writing, or checks-marking in



the original copy of the Issue Notes. If any discrepancy or defect in the condition of any item received is noticed, he should report the fact to the issuing officer immediately.

5. The duplicate copy of the Issue Notes, after taking all the items into stock with batch No. date of expiry, price per unit, page No. and volume No. of the stock register in red ink against each item in the Issue Notes should be signed and seal affixed and filed in the Issue Note file chronologically year wise.
6. The custodian before signing in the duplicate copy of the Issue Note should satisfy that these requirements have been fulfilled.
7. The custodian should ensure that drugs or any other articles which are not Indented are not received. If supplied such items by Issuing Officer, the receiving Officer (Custodian) shall refuse to accept such articles or articles supplied over and above the quantity actually indented for.
8. Every article received from any source ( instruments, equipments including X-ray films, Lab Chemicals etc.) should be taken to stock in the respective main stock register of the institution and then it could be issued to the concerned sections on proper indents. The custodian of the main stock should ensure that all such items issued to sub stock custodians are entered in their respective sub stock registers with unit price and got their acknowledgement in the respective page of the item in the main stock register.

#### REGISTER OF LOCAL PURCHASE

A register of local purchase has to be maintained in every store of the institution where local purchases are made.

1. The custodian should ensure that the cost of each item purchased are in conformity with CPC price list in the case of Bulk purchase or within the maximum Retail price in the case of piece meal purchase and ST claimed limited to 4%. He should also ensure that the items purchased are as per NAC issued by Store Superintendent. DMS concerned and also as per purchase order placed by the head of the institution concerned duly recommended by the RMO in the case of Major Hospitals. The custodians should not issue NAC for the items which are in stock. He may pointed out any discrepancy noticed in this regard in writing to the Head of the Institutions and got his specific orders before such items are taken to stock and stock entry certified.
2. Date, Bill No and date, Unit price, Quantity, Total Cost, D/E etc, has to be noted in the concerned columns in stock entry with initials.
3. When instruments and equipments are local purchased, stock entry should be made simultaneously in the main stock Book of instruments and equipments and the stock book page number should be noted against the stock entry in the register of local purchases

#### REGISTER OF UNIFORM CLOTH

This register has to be maintained like acquaintance register. The Receipt, Issue and Balance of each items should be authenticated by the custodian.

Indents should be signed by the indenting Officer (Pharmacist/Staff Nurse/JPHN/LHI/HI etc.) and counter signed by the M.O. in charge. Quantity issued should be noted in red ink under the initial of the Pharmacist/Pharmacist Store Keeper/Store Superintendent (issued 'X' items) and at the time of issue, receipt of the articles should be acknowledged by the indenting officer (Received 'X' items correctly).

Separate indent books should be maintained for each section.



## ISSUE SYSTEM

1. Medicines:- Weekly issue with weekly stock entry is the most advisable issue system. Drugs required for more than one week should not be indented for, or issue from the store.

Instruments & Equipments :- (a) Instruments can be issued as in the case of medicines, but two additional columns should be provided, after column for the initial of the issuing authority. One for noting the page No. of the Sub Stock Register of instruments of the Ward/Section in which the article is taken to stock and the other for obtaining signature of the recipient with name and designation.

(b) A sub stock register of instruments and equipments has to be maintained in each Ward/Section in the format of the main stock book with appropriate changes needed for the purpose. It should contain details such as date of receipt, from whom received, numbers received, previous balance, total price per unit and initial of the Officer in charge of the sub stock register concerned.

### Storage condition for the storage of Drugs

The rules under the Drugs and Cosmetic act specifies the various storage condition.

Cold- Any Temperature not exceeding 8°C and usually between 2°C and 8°C. A refrigerator in Cold Place in which the temperature is maintained thermostatically between 2°C and 8°C

Cool- Any temperature between 8°C and 25°C

Room Temperature- The temperature prevailing in a working area.

Warm- Any temperature between 30°C and 40°C

Excessive heat- Any temperature above 40°C

Storage under non specific condition- Where no specific direction are indicated in the individual Monograph, It is to be understood that the storage condition includes protection from Moisture, freezing and excessive heating.

## REGISTER OF UNSERVICEABLE ARTICLES.

A Register of unserviceable articles has to be maintained in each/section in the following proforma.

Sl. No	Name of article	No/Qty	Date of receipt	Price per unit	Ground on which the article became unserviceable	Initial of the officer in charge
1	2	3	4	5	6	7

1. When the articles become unserviceable, ward/section wise list should be prepared by the sub stock custodians and furnished to the store. Consolidation of such lists can be made in the



store level in KFC Form 21( Survey Report) for condemnation and write off and on receipt of sanction from competent authority such items can be deducted from the stock register of unserviceable articles kept in each ward/section concerned.

#### Register of condemned Articles:

A Register of condemned articles is to be maintained in each Ward/Section to carry a summary of each sanction order for condemnation. Entries in this Register should be attested by the Medical Officer in charge/Store Superintendent. And after this the original sanction order should be kept in the store in a separate file.

#### Slow moving/ Stagnant Drugs:

Whenever a drugs becomes slow moving or stagnant the custodian pharmacist/pharmacist-store keeper/ Store Superintendent should report the matter to the head of the institution concerned at once and the head of the institution should report the matter to the DMOH concerned at least 6 months before its date of expiry. At the same time he shall arrange to transfer the Drug to any neighboring needy institutions. When the matter thus reported to DMOH concerned, the fact that the (letter No. and date of the custodian and the head of the institution) may be noted of the stock book page of the Drug concerned. The correspondence file in this regard should be kept safely for future reference as a permanent record and should be handed over whenever custodians are transferred. The slow moving communication by DMOH concerned should be kept in the file. All these correspondence letter Nos. with days will enable the custodian to fill up the column No. of KFC Form 21.

Whenever survey report are prepared for condemnation of the date expired drugs.

#### Drugs Transferred IN and Transferred OUT

1. Any item transferred out to other institution being slow moving/ stagnant/loan basis etc. should be with issue notes in duplicate duly signed by the issuing Officer. Receipts should be obtained for the items thus transferred out from the recipient officer.

The items thus transferred out should be deducted from the stock showing to which institution thus transferred.

2. Proper receipt should be issued for the items transferred in from other institution (original and duplicate). The duplicate copy of such receipts and the duplicate copy of the Issue Note and original receipts described in Para 1 above should be kept in Issue Note file after noting the page No. and stock register volume in Red ink against each item

#### Sub Standard Drugs:

Whenever a drug is declared as substandard or when a drug is <sup>found</sup> to be of substandard quality such as colour change or decomposed in the case of Tablets or Sediments/precipitate formed in the case of Injections, I.V.Fluids or liquid preparations; the usage of that drug should be stopped immediately and the matter should be reported to the DMOH and Stores Superintendent/ District Medical Stores concerned with necessary details.



### Dead Stock Register:

A dead stock Register has to be maintained in the store in the following proforms:

Sl. No	Name of Drug	Qty.	Price per unit	Date of receipt	D/E	Ground on which the drug date expired	Action taken to utilize it before date of expiry	Action taken to dispose it.	Initial of custodian
1	2	3	4	5	6	7	8	9	10

- When a drug is found date expired or a drug is declared as substandard the stock of the same should be transferred to the dead stock Register with cross reference of page No. in both registers.
- Date of expiry of a drug will usually be printed on its container/packets. In case it is noted in date, month and year it can be used only up to the last day of the preceding date, month, and year as the case may be ; according to chemical stability of ingredients and wide letter No. G3-19382/91/GMS. Dated 4.12.1991 of the DHS, Trivandrum.
- The rule that those medicines having no expiry date printed on its packing/cartons should not be used after 60 months of its manufacturing dates. This rule came into effect in March 1987 wide Government notification No. 5227/A/87/H&FWD/DTD. 28.2.87 OF health and Family Welfare (F) Department published in Kerala Gazette No. 13 dated 31.3.87
- In the case of date expiry drugs a Survey Report in KFC Form 21 should be prepared in Quadruplicate. This Form is applicable in all Departments of Kerala for condemnation of articles. Hence Batch No. and date of expiry has to be noted in the Form for each date expired drugs.
- Financial Powers of heads of Institutions in Health Services Department specified in Annexure I for condemnation of the date expired drugs and unserviceable articles.

### F.W, U.I.P, COASTAL HEALTH, LEPROSY CONTROL ETC.

1. Separate Stock Register, sub stock Register and Indent Books should be maintained for FW, U.I.P.etc of medicines and other articles. F.W. medicines are indented exclusively for FW purposes. It should not be issued in normal situation to the patients from General side. But in the case of drugs nearing date of expiry, stock of such drugs shall be transferred to the General stock 3 months before the date of expiry. In the eventuality of drugs if any item of drug in general stock has completely exhausted and at the same time if the same item is available in FW stocks sufficiently, the urgent requirement may be met by transferring the item from FW stock to General Stock as loan basis.

This item should be retransferred to FW stock as and when fresh stock received in general side.

2. Stock and stock accounts of FW,UIP, Coastal Health, Leprosy, T.B. etc should be handled by the pharmacist/pharmacist store keeper/store superintendent as the case may be. It should not be entrusted to any other incumbents as per Drugs & Cosmetic Rules 1945.



## RESPONSIBILITY

Responsibility for up keep of stores and discrepancies occurring in stock accounts will be as follows:

1. Pharmacist : Primary Responsibility-where there is no post of pharmacist storekeeper.
2. Medical Officer : Joint responsibility for lac of supervision-where there is not post of pharmacist store keeper
3. Pharmacist Store Keeper : Primary responsibility-where there is no post of Store Superintendent
4. R.M.O. : Joint Responsibility as per provision in para 9 of G.O.(Rt)No.2708/93/H&FWD/dated 14.1.92/ and letter No. O&M 39575/92/DHS.dtd. 16.5.94.
5. Store Superintendent : Primary Responsibility and Joint responsibility to RMO as stated above and to pharmacist store keeper as per Article 303 B (iii) of KFC Vol.I.

## SUB STOCK ACCOUNT.

1. Sub Stock Registers has to be maintained in Pharmacy, Wards and other sections for the following categories of items received from the store as per indent.
  - a) Accountable Drugs and Non accountable Drugs.
  - b) Habit forming drugs such as Inj. Pethidine HCL, Inj. Morphine Sulphate, Inj. Diazepam, Tab. Diazepam, Tab Phenobarbitone etc.
  - c) Vaccine by LHI.
  - d) Serums & Chemicals for Blood Banks.
  - e) Laboratory items.
  - f) X-ray Films & Chemicals.
  - g) Instruments and equipments in Wards, PP Units, and LHT, main Centre, Jr.PHN/Staff Nurse
2. Stock Register should be basically in the format of the main stock Book.
3. All items as per Issue Notes for FW and UIP Schemes should be taken to concerned Main Stock Account and then issued to Lady Health Inspector and Health Inspector as per indent duly sanctioned in the Medical Officer

As per G.O(P) 225/83/HD/ Health (P) Department dated 18.8.83 vide item No. 3-17 the Lady Health Inspectors and Health Inspectors have to maintained sub stock Registers for the items they received as per indent and supply the items to JPHNs and JHIs respectively for their field operations.

4. In respect of transactions between in a main store and the sub store it is essential that there should complete re-conciliation of the issues from the Main Store and the receipts in the sub stock which issues are effected from the Main Store. Acknowledgement of the custodians of sub stock should be obtained in the indent in the case of medicines. In the case of linen, instruments and equipments the acknowledgement of the custodian of the sub stock should be get in the Main Stock Register in which the items entered in that register.



5. Date of receipt and quantity received from the Main Store should be noted legibly in red ink in sub stock register.
6. Daily transactions has to be entered patient wise in the case of accountable drugs and total quantity issued daily in the case of non accountable drugs and all entries should be attested by the stock custodians concerned.
7. Name of drug and date of transaction (date, month and year) should be noted on each page of the register.
8. When a Volume is closed a new Volume is opened. The old Volume should be kept safely noting the name of sections, Volume No., and period From To, on the cover page. Name of custodian should also be noted on the fly- leaf of each Volume and change of custodian with date.

#### INSTITUTIONAL RESPONSIBILITY;

In order to ensure that sub stock is carefully handled and sub stock registers are properly maintained, the Medical Officer/ RMO/ARMO.

#### RESPONSIBILITY

- |                       |                                       |
|-----------------------|---------------------------------------|
| 1. Pharmacy           | - Pharmacist                          |
| 2. Ward               | - Staff Nurse                         |
| 3. Laboratory         | - Lab Technician                      |
| 4. Blood Banks        | - Blood Bank Technician               |
| 5. X-Ray              | - Radiographer                        |
| 6. Ophthalmology      | - Ophthalmic Assistant/ Orthoptist    |
| 7. FW & UIP           | - Lady Health Inspector               |
| 8. PP Unit            | - Lady Health Inspector               |
| 9. Contraceptives     | - Health Inspector.                   |
| 10. OP & Inj. In PHCs | - Junior PHN/Staff Nurse Main Center. |
| 11. Furniture Office  | - Clerk.                              |

#### CONDEMNATION

##### 1. Condemnation of unserviceable articles:-

Stores which are found to have become unserviceable in the ordinary course or by fair wear and tear, may be condemned by competent authority. Full reason for condemning such unserviceable stores be recorded in the survey Report as follows:

1. Certified that the items become unserviceable in the ordinary course through proper usage or by fair wear and tear.
2. Certified that the unserviceable items cannot be made serviceable by repair at a reasonable cost.
3. Certified that I have personally satisfied myself that the items are fit for condemnation.
4. Certified that the condemned items which cannot be reused.

#### CERTIFICATE IN THE PROCEEDINGS.

Certified that the undersigned had inspected all these articles on..... and found that they become unserviceable in the ordinary course due to constant use or by thorough wear and tear.

Sanction is therefore accorded for condemnation and write-off cost of book value of .....



.....from the stock account and disposed in auction. The items may be deducted from stock.

Sd/-  
M.O.

Copy to:-

1. A.G.
2. DHS
3. DMOH
4. Condemnation File.

2. Condemnation date of expired Medicines:-

1. Certified that timely action has been taken to utilize the items within the potency period.
2. Certified that Calendar of actions has been taken to dispose the items to needy institutions within the potency period.
3. Certified that the items lost potency not due to the laxity on the part of the custodian
4. Certified that the condemned items which are quite worthless and fetch no value if auctioned.

Certificate in the proceedings.

Certified that I have personally satisfied myself that each item written off in these proceedings has become unserviceable in the ordinary course and not due to the laxity on the part of the custodian.

Therefore sanction is hereby accorded for the condemnation and write off the cost of Rs. (Rupees ..... ) from the stock account of medicines. The items may be deducted from stock.

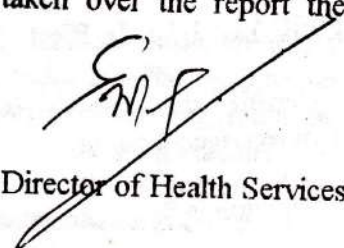
Sd/-  
M.O.

Copy to:-

1. A.G.
2. DHS
3. DMOH
4. Condemnation File

Handing over charge:

Whenever an officer who is entrusted with the custody of stores in an institution is transferred the relieving officer should verify the stock of stores with the stock Accounts, Certify on the Stock Account as to the correctness of the stock taken over the report the result of verification to his immediate superior.

  
Additional Director of Health Services(Medical)



## ANNEXURES

1. Financial Powers.
2. Registers to be maintained.
3. List of Accountable drugs.
4. Proforma of registers to be maintained.

To

The District Medical Officer of Health,  
Thiruvananthapuram/Kollam/Alappuzha/Ernakulam/Idukki/Malappuram/Pathanamthitta/  
Kottayam/Thrissur/Kozhikode/Palakkad/Kannur/Wayanad/Kasargode. You are requested  
to circulate this circular to all your subordinate Institutions for information & necessary  
action.

Copy to:- 1. The Secretary to Government, H&FW(H) Department, Government Secretariat,  
Trivandrum with C/L  
2. Additional Director of Health Services (Medical)



## ANNEXURE - II

### REGISTERS TO BE MAINTAINED

#### Primary Health Centers to Major Hospitals

- |   |                  |
|---|------------------|
| 1 Stock Register of Medicines                   | - General        |
| Stock Register of Medicines                     | - FW             |
| Stock Register of Medicines                     | - UIP            |
| Stock Register of Medicines                     | - Coastal Health |
| Stock Register of Medicines                     | - School Health  |
| Stock Register of Medicines                     | - Tribal Health  |
| 2. Stock Register of Accountable Medicines      | - General        |
| 3. Stock Register Habit forming drugs           | -                |
| 4. Stock Register of Instruments and Equipments | - General        |
| 5. Stock Register of Instruments and equipments | - FW & UIP       |
| 6. Stock Register of Instruments and equipments | - Coastal Health |
| 7. Stock Register Bedding and clothing          |                  |
| 8. Stock Register Vaccines, Serums              |                  |
| 9. Stock Register of Uniform Cloth              |                  |
| 10. Stock Register X-ray Lab items              |                  |
| 11. Stock Register of Local Purchase            |                  |
| 12. Stock Register of Donated items             |                  |
| 13. Stock Register of Cylinders and Gas         |                  |
| 14. Stock Register of Furniture                 |                  |
| 15. Stock Register of Dead stock Register       |                  |
| 16. Stock Register of Condemnation Register     |                  |
| 17. Stock Register of Empties                   |                  |
| 18. Register of Registers                       |                  |
| 19. Register of Issue Notes.                    |                  |
| 20. Register of Annual Indent                   |                  |
| 21. Register of Employees.                      |                  |

#### District Medical Stores and Medical College Hospitals

1. L.R Register/R.R.Register((Lorry Receipt/Railway Receipt Register)
2. G.R Register (Goods Receipt Register)
3. Invoice Register
4. Supply Order Register
5. Annual Indents of Peripheral Institutions
6. Consolidation Register of Annual Indent
7. Issue Note Register
8. Issue Note Original and triplicate file
9. Contingent Bills file "
10. File on last verification Report
11. Dead Stock Register
12. Register of Reports
13. Register of Employees
14. Stock Register

1. Medicines

2. Instruments & Equipments

3. Uniform & Linen

4. Furniture Aseptic

5. X-Ray & Lab Items

6. Chemicals



# ANNEXURE -IV

## STOCK/SUBSTOCK REGISTER

Sl.No	Date	Name of items	Name of Manufacturer	Batch No	Mfg.Dt.	Exp.Dt.	Receipt	Issue	Balance	Rate per unit	Remarks /Initials

1. All pages <sup>are</sup> to be numbered serially and the same to be certified in the 1<sup>st</sup> page as "Certified that this register contains.....pages serially numbered from 1 to....."
2. Index on page No.2 & 3.
3. Annual Physical Verification Certificate & Charge handing over and taking over records in the last page as "Annual Physical verification of stores done on 31.3.....".
4. "Charge handover to Sri/Smt.....on the FN/AN of ....."
5. "Charge taken over from Sri/Smt.....on the FN/AN of....."
6. All items to be carried over to a new volume to sock register on particular date especially on 1<sup>st</sup> of April every year in the 1st page of the respective volumes as "Certified that all the items in this register have been carried over to new volume on 10.4.....".
7. ✓ "Certified that all the items in this register have been brought forwarded from the old volume on 1.4....."
8. All items to be carried over to the pages of new volume of Stock Register on particular date especially on 1st of April every year noting the corresponding page numbers in both registers as "carried over to page .....of volume .....for the year....."
9. "Brought forwarded from page .....of volume.....for the year....."

**ANNEXURE -IV**  
**WEEKLY DISTRIBUTION REGISTER**

Date		Inj. Amikacin	Inj.Pethedine	Inj.Morphin	Tab.Diazepam	Ensamycil	Sofamycin	Cotton Wool	ORS Powder	Healex Spray	Total items issued	Signature of the issuing officer
	Ward Pharmacy-I											
	Ward Pharmacy -II											
	Govt. Paywad											
	KHRWS											
	Children's Ward											
	Medical Ward											
	O.T.											
	L.O.T											
	P.P.S											
	New Born Nursery											
	F.W.O.P											
	Blood Bank											
	Lab.											
	O.P. Dispensary											
	Total											Signature of the receiving officer



**ANNEXURE IV**

**REGISITER OF ISSUE NOTES**

Sl. No	Issue Note No& date	Date of Receipt	Nos. of Sheet	Total Amount	Date of Return of the Original Copy	Initials of the Custodian
1	2	3	4	5	6	7

**REGISTER OF UNIFORM CLOTH**

Sl. No	Name	Designation	Receipt	Issue	Balance	Signature
1	2	3	4	5	6	7

**REGISTER OF UN-SERVICEABLE ARTICLES**

Sl. No	Name of article	Qty.	Date of Receipt	Price /Unit	Ground on which the article became un-serviceable	Initials of the Office in-Charge
1	2	3	4	5	6	7

**REGISTER OF CONDEMNED ARTICLE**

Sl.No	List of Condemned item	Sanction Order No & Date	Signature of the M.O/i/c., Store Supdt.
1	2	3	4

**DEAD STOCK REGISTER**

Sl. No	Name of Drugs	Qty.	Price /Unit	Date of Receipt	Date of Expiry	Ground on which the drug date expired	Action taken to utilize it before DOE	Action taken to dispose it	Initials of the custodian
1	2	3	4	5	6	7	8	9	10

**ANNEXURE - IV**

**SUB STOCK INDENT BOOK**

Sl. No	Date	Name of items	Name of Mfg.	Batch No.	Mfg. Date	Exp. dt.	Vol	Page No.	Balance in hand	Qty Indented	Qty passed by RMO/SS/PSK	Qty. issued from main store	Signature of the issuing Officer

Total number of items issued.....

Issued correctly

Received correctly

Signature

Signature

Name & Designation

Name & Designation

All pages to be numbered serially and the same to be certified in the first page as

✓ "Certified that this register contains.....pages serially numbered from 1 to....."

Charge handing over and taking over records in the last page as

✓ "Charge handed over to Sri/Smt.....on the FN/AN of....."

✓ "Charge taken over from Sri/Smt.....on the FN/AN of....."