

Static Monthly Reporting Format of PMRU Society

Sr. No.	Targets to be achieved	Time Frame	Action Taken by PMRU Society	Remarks
a)	Registration of Society			
b)	1st Meeting of Governing Body	Within 1 month of Registration		
c)	Providing space for the office of PMRU with the Drugs Department by the State Government.	To ensure availability before going to set up PMRU within month of Registration		
d)	Opening of Bank Account	Within 15 days of Registration/ first meeting of Governing Body of PMRU		
e)	Purchase of Office furniture, computer,A/C etc.	Within 2 month of release of funds		
	Hiring of out-sourced staff:			
f)	a. Project Coordinator			
	b. Field Investigators			
	c. Data Entry Operators			
g)	Phone Number of PMRU and Toll Free number of PMRU			
h)	e- mail address of PMRU (<State name>pmru@nic.in or @gov.in)			
i)	Name, Designation. Telephone number, e-mail ID of the in-charge of PMRU (an officer subordinate to the Member Secretary of PMRU/ SDC/ FDA)			

* This data will be given by NPPA and actions to be taken over by PMRUs within the time stipulated with the requirement sent by NPPA