

Static Monthly Reporting Format of PMRU Society

Name of Society :			Month :	
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 (In Nationalise Bank only)	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		
f)	Chairman (Name, Designation, Deptt., Email ID)			
g)	Member Secretary (Name, Designation, Deptt., Email ID)			
h)	Hiring of out-sourced staff:			
	a. Project Coordinator (Name, Mobile No., Email ID)			
	b. Field Investigators (Name, Mobile No., Email ID)			
	c. Data Entry Operators (Name, Mobile No., Email ID)			
i)	Phone Number of PMRU and Toll Free number of PMRU			
j)	e- mail address of PMRU (<State name>pmru@nic.in or @gov.in)			
k)	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

Note: row f), g) & h) are mandatory to fill up and required to be updated timely