

New Suggestions for the Formulary Revision of Pharmaceuticals for Government Healthcare Institutions

Submission Form

Institution Name	
District	
Name of the officer	
Designation	
Contact Details (Tel. No/ Email)	

SECTION A – New Suggestions for the Current Formulary List

1. Request for Item Level Revision (Level 1 – 5)

No.	SR No.	Item Name	Current Level	Proposed Level	Justification	Requested by (Name and Designation)

2. Request for VEN Classification Revision (V, E, N)

No.	SR No.	Item Name	Current VEN	Proposed VEN	Justification	Requested by (Name and Designation)

3. Request for Item Type Revision (R/C)

No.	SR No.	Item Name	Current Item Type	Proposed Item Type	Justification	Requested by (Name and Designation)

4. Request for Specification Revision

No.	SR No.	Item Name	Proposed Specification Change	Requested by (Name and Designation)

5. Request for Item Deletion

No.	SR No.	Item Name	Reason for Deletion	Suggested Alternative (if applicable)	Requested by (Name and Designation)

6. Request for Changing of Supply Method

No.	SR No.	Item Name	Observation	Annual Consumption	Recommendation by (Name and Designation)

SECTION B – Request for New Pharmaceutical Item Inclusion

(*Complete the information below using the preferred method.)

1.	Generic Name (INN)
2.	Strength
3.	Dosage Form
4.	Route
5.	Pharmacopoeial Standard(s)
6.	Therapeutic Category
7.	Proposed Indication(s)
8.	Licensed Indication(s)
9.	Recommended Dose/ Frequency/ Duration
10.	Estimated Patients per Year
11.	Estimated Annual Quantity
12.	Approx. Unit Cost
13.	Estimated Annual Cost
14.	Any formulary medicine to be Replaced
15.	Justification for the new requisition
16.	Requested Consultant (Name, Signature and Specialty)

17	Literature review on efficacy, safety, and expected clinical outcomes.
18	Availability of alternative medicines with comparable efficacy, safety, and outcomes.
19	Reference to inclusion in other recognized guidelines (E.g. NICE, WHO Essential Medicines List).
20	Treatment duration, including treatment cycles or years required.
21	Unit cost and estimated total annual consumption of the pharmaceutical item.
22	Estimated annual cost per patient for the proposed treatment.
23	Approximate patient load in the country based on the specific indication.
24	Development of draft clinical guidelines and monitoring mechanisms for rational use, where applicable.

SECTION C – DTC Endorsement or Professional Colleges/Associations and Societies

Recommendation.

The above suggestions are discussed at the Drug Therapeutic Committee or Monthly gathered meeting and approval is given to forward these suggestions to upcoming Formulary Revision of Pharmaceuticals (2026/2027).

Date of discussed at DTC :	
..... Superintend/ Chief Pharmacist	 Head of the Institution

Date of discussed at the Professional Colleges/Associations and Societies :	
..... Secretary of the Professional Colleges/Associations and Societies	 President of the Professional Colleges/Associations and Societies