

**FORM NO. 3H**

[See rule 52R (1)(c)]

**DAILY ACCOUNTS OF ESSENTIAL NARCOTIC DRUGS TO BE MAINTAINED BY  
RECOGNISED MEDICAL INSTITUTION**

Name of the Essential Narcotic Drug : \_\_\_\_\_ Date : \_\_\_\_\_

1.	Opening stock	:	
2.	Quantity received	:	
2(i)	Received from (give details)	:	
2(ii)	Consignment Note / Bill / Invoice / Cash Memo, Number etc.	:	
3.	Quantity dispensed	:	
4.	Specify registration number of the patient(s) maintained in Form No. 3E and quantity dispensed to each)	:	
5.	Closing stock	:	

Full Name / Designation (if any)

Signature of the overall in charge

**Note:**

- (1) This record shall be maintained on day to day basis and entries shall be made for each day.
- (2) Entries shall be completed for each day before the close of the day.
- (3) The pages of the register shall be serially numbered.
- (4) Separate record shall be maintained for each essential narcotic drug.
- (5) This record shall be retained for two years from the date of last entry.
- (6) This record shall be produced before the concerned authorised officers whenever called upon during the course of their inspection/investigation.